



Mountain Bike Australia

MTBA Online Services: How to adjust / add Membership Fees

The following procedure provides a step-by-step guide to enter adjust membership fees through the MTBA online portal and to receive details of who has paid from the invoices received.

How to adjust membership fees through MTBA Online Portal

Ensure you are a Club Officer with access to the Club Details.

Club Officers						
President:	Georgia [REDACTED]	MTBA Member No:	[REDACTED]	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/> Club Admin Access
Vice President:		MTBA Member No:		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="checkbox"/> Club Admin Access
Secretary:		MTBA Member No:		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="checkbox"/> Club Admin Access
Treasurer:	John [REDACTED]	MTBA Member No:	[REDACTED]	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/> Club Admin Access
Administrator:	Sandra [REDACTED]	MTBA Member No:	[REDACTED]	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/> Club Admin Access

If you are not, please contact a current Club Officer as they have the access to add you to one of the 5 officers.

Login to your membership at <https://online.mtba.asn.au/>

Log In

Enter your MTBA Membership Number and Password to log on to the MTBA website.

* Required Field

MTBA Membership Number	<input type="text"/>
Password	<input type="password"/>

Click on **Club Summary** to bring up the Club Detail including Contact Details (click EDIT to access the Bank detail information), Club Officers, Club Membership Fees,

My Details

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- My Details
- Change Password

Membership

- My Membership

MTBA Accreditation

- Commissaire Course

Club Administration

- Club Summary**
- Club Logo
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- Club Services
- Club Reports

Events

- Event Calendar
- My Events

Welcome

Welcome Mtba Testing

Contact Details		MTBA Membership Details	
Name	Mtba Testing	Status	Current
Address	Level 1 246 Varsity Parade Varsity Lakes, QLD 4227 Australia	Type	Non-rider
Telephone		Club	[REDACTED]
Work Phone		Expires	[REDACTED]
Mobile	0416150741	<input type="button" value="My Membership"/>	
Email	[REDACTED]	<input type="button" value="Edit My Details"/>	

Club Affiliation Status & Affiliation History

Click Edit Membership Fees

Club Membership Fees

Membership Type	Durations	Fees
Free Trial	Three Months	\$0.00
Free Trial	One Year	\$0.00
Free Trial	Three Years	\$0.00
Free Trial	Two Months	\$0.00
Junior Recreation	Three Months	\$0.00
Junior Recreation	One Year	\$0.00
Senior Recreation	Three Years	\$0.00
Senior Recreation	Two Months	\$0.00

[Edit Membership Fees](#)

Club Membership Fees

Please enter the membership fee structure for your club.

Your club should have fees entered against the following membership types:*

Race Masters 7+ - Twelve Months

Race Senior - Three Months & Twelve Months

Race Junior - Three Months & Twelve Months

Senior Rec - Three Months & Twelve Months

CA value add - Twelve Months


BMXA value add - Twelve Months

ADCC value add - Twelve Months

Race Dirtmaster - Twelve Months

Race Masters 7+ (including Volunteering) - Twelve Months

Race Senior (including Volunteering) - Three



MTBA Online Services

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Email Administration

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Payment Administration

- [Payment Search](#)

Invoices

Club Membership Fees

Please enter the membership fee structure for your club.

Your club should have fees entered for the following membership types:

- Race Senior
- Race Junior
- Senior Recreation
- CA value add
- BMXA value add
- ADCC value add
- Race Dirtmaster
- Race Senior (including Volunteering)
- Race Junior (including Volunteering)
- Free Trial
- Non-rider
- Junior Recreation

If your club does not charge fees, enter \$0 (zero) as the fee amount.

Description	Durations	Fees	
Free Trial	Three Months	\$0.00	Edit
Free Trial	One Year	\$0.00	Edit
Free Trial	Three Years	\$0.00	Edit
Free Trial	Two Months	\$0.00	Edit
Junior Recreation	Three Months	\$0.00	Edit
Junior Recreation	One Year	\$0.00	Edit
Race Dirtmaster	Three Months	\$0.00	Edit
Race Dirtmaster	One Year	\$0.00	Edit
Race Dirtmaster	Three Years	\$0.00	Edit

Months & Twelve Months

Race Junior (including Volunteering) - Three Months & Twelve Months

Free Trial – N/A**

Non-rider - Three Months & Twelve Months

Junior Recreation - Three Months & Twelve Months

If your club does not charge fees, enter \$0 (zero) as the fee amount, eg. A Dirtmaster membership.

*Club fees need to be entered onto multiple Race Memberships (eg. Race Senior 3 months & Race Senior 12 months AND Race Senior including Volunteering) even if they are the same price.

**Free Trial members do not select a club when signing up for their 8-week membership so this is not applicable.

Click **EDIT** to adjust the fee price.

Race Junior	Three Months	\$0.00	Edit
Race Junior	One Year	\$0.00	Edit

Enter the Club fee and click **UPDATE**

Race Junior	Three Months	<input type="text" value="10.00"/>	Update Cancel
Race Junior	One Year	\$0.00	Edit

Repeat for the next duration / Category

Race Junior	Three Months	\$10.00	Edit
Race Junior	One Year	<input type="text" value="10.00"/>	Update Cancel

To add any that are currently missing from your list (or new membership options introduced by MTBA), scroll to the bottom and select **Add Membership Type** to include any that are missing from the above list.

Senior Recreation	Three Months	\$35.00	Edit
Senior Recreation	One Year	\$35.00	Edit
Add Membership Type			

Select the Membership Type from the first drop down arrow.
Select Membership duration.
Enter Fees and click **Add**

Add Membership Type			
<input type="text" value="CA value add"/>	Duration	<input type="text" value="One Year"/>	Fees
			<input type="text" value="35.00"/>
			Add

Any problems, please contact the Membership team on 07 5628 0110 or at members@mtba.asn.au.