



## Mountain Bike Australia

# MTBA Online Services: Automatic Membership Renewal

You can activate the Automatic Membership Renewal when renewing your membership or at a later stage.

*Please note this feature is just available for current financial members and you will not be able to this if you are currently a Free Trial member or a MTB community profile.*

**Current Financial Member please follow below steps.**

1. Open website URL - <https://online.mtba.org.au>
2. Enter your MTBA membership number, password and click 'Log In'.

MTBA Online Services

**Existing Members**

- [Log In](#)
- [Request Access](#)
- [Forgotten Password](#)

**New Members**

- [Sign Up](#)

**Log In**

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

\* Required Field

MTBA Membership Number

Password

[Log In](#)

**Existing MTBA Members**

If you are already an existing MTBA member but do not have a password you can register for online access - [Click Here](#).

**New MTBA Members**

If you would like to become an MTBA member you can become a member now - [Click Here](#).

**Forgotten Password**

If you have forgotten your password - [Click Here](#).

3. Below the wording 'My Membership' you will see Automatic Membership Renewal below. If done correctly, the ACTIVE box should be ticked. However, if unticked, please click on the hyperlink.

**Welcome**

Welcome Test Profile

**Contact Details**

Name Test Profile

Address Level 1, 246 Varsity Parade  
Varsity Lakes, QLD 4227  
Australia

Telephone

Work Phone

Mobile 0756280110

Email

[Manage My Account](#)

**MTBA Membership Details**

Status Non-financial

Type MTB Community Profile

Club N/A

Club 2 N/A

Club 3 N/A

Expires 22/04/2020

[My Membership](#)

Automatic membership renewal  ACTIVE

To update automatic renewal, click this [link](#).

- 4. Select 'Add saved credit card details' and enter your credit card details. The system does not store your credit card details but will create a 'token' (a random set of numbers).

### Member Details

Please check that the following information is correct.

\* Required Field    ^ Minimum 1 Phone Number

#### Personal Details

First Name	<input type="text"/> *
Middle Name	<input type="text"/>
Surname	<input type="text"/> *
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female *
Birthdate	dd / mm / yyyy *
Country of Citizenship	Australia *
Telephone	0756280110 ^
Work Phone	<input type="text"/> ^
Mobile	<input type="text"/> ^
Email Address	members@mtba.org.au *
Sponsor(s)	<input type="text"/>
UCI ID	<input type="text"/>
Federation ID	<input type="text"/>

#### MTBA Subscriptions

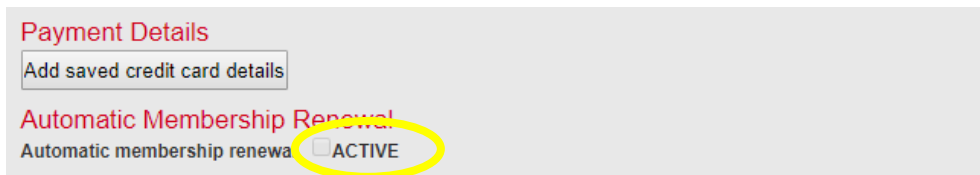
Please Note: The MTBA subscription and MTB preferences will apply to all members who use the same email address.

#### Payment Details

#### Automatic Membership Renewal

Automatic membership renewal  ACTIVE

5. Please tick the ACTIVE button as this will opt you into the Automatic Renewal Membership.



The screenshot shows a grey background with the following text and elements:

- Payment Details** (in red)
- 
- Automatic Membership Renewal** (in red)
- Automatic membership renewal  **ACTIVE** (The checkbox and the word 'ACTIVE' are circled in yellow)

6. Once you have finished entering details on MOS make sure you click the 'Save' button at the bottom of the page to update these changes to your profile account.
7. Your membership will be renewed on the day your current membership expires, NOT in advance.

## When renewing membership or signing up

When signing up or renewing your MTBA membership, please opt in for the automatic renewal feature by ticking the box. See below screenshot:

### Automatic Membership Renewal


Select the check box to opt-in to automatic membership renewal

If selected, further information and Terms and conditions of automatic renewal is available on the next page.

Please note: Automatic membership can be de-activated at any time during your membership period by logging into your MTBA membership and selecting 'Manage my account'

To ensure the automatic membership renewal has worked, you should have received a confirmation email (please check your junk mail). The below email is what you will receive:

## Mountain Bike Australia



### MTBA Membership - Opt-In to Automatic Renewal

18/09/2019

Dear |

This email confirms you have selected to OPT-IN to the automatic renewal of your MTBA Membership.

An auto-generated email will be sent to your nominated email address 7-days prior to the payment date to advise of the current price and processing date of the membership renewal.

*Please note: Payment details are submitted to SecurePay and not stored directly on the MTBA Online Service site. These details can be updated at any time by logging into your MTBA Online Services account.*

In the case a payment is not processed successfully (for example, no funds in the account), an email will be sent to your nominated email account, the automatic renewal will be turned off and the membership will need to be processed manually for you to remain a financial MTBA member.

You can opt-out of automatic renewal at any time by logging into your MTBA Online Services account and un-checking the automatic renewal option.

**Please note: You must have a CURRENT FINANCIAL MEMBERSHIP in order for the automatic renewal to process. A free trail or MTB Community profile does not qualify for automatic renewal.**

Any questions or issues please contact the Member Services team on 07 5628 0110.