

## **CYCLE LEWES 2023**

### **INSTRUCTIONS FOR USING MEMBERMOJO**

We've moved to this more automated system partly to relieve the burden on our hard-working volunteer team. This is a newly set-up system and there are bound to be a few glitches. Do let us know if you have an issue and we'll find a workaround: [membership@cyclelewes.org.uk](mailto:membership@cyclelewes.org.uk).

#### **Logging in without a password**

- Go to [www.membermojo.co.uk/cyclelewes](http://www.membermojo.co.uk/cyclelewes)
  - Click on 'Sign in' at top right
  - Enter your email address into the top box
  - Click on 'Sign in without password' at the bottom
  - A page will come up; click on 'Sign in with email'
  - A link will instantly be sent to your email address; click on 'Click here to sign in'
- (If you prefer to use a password, once logged in you have the option to create one.)

#### **Renewing**

Click on the orange RENEW button; then NEXT; then CHECKOUT; then choose Paypal or credit/debit card. (NB Membermojo uses the Paypal system to process your card payment – you don't need to be signed up to Paypal to use this)

#### **Note for members of other groups operating with Membermojo**

If you click on [www.membermojo.co.uk/cyclelewes](http://www.membermojo.co.uk/cyclelewes) and sign in, you'll be sent to Membermojo's Cycle Lewes welcome page. If by chance you find yourself signed in to another group, click on your name at top R; all your group memberships will be listed and you can click on Cycle Lewes.

#### **Sharing an email address, and paying for a partner**

No problem on this – when you log in, you'll be offered all names associated with the address. (The system distinguishes between you by first name.)  
Paying for someone else? Log in to their account, choose their name, and then just pay.

#### **'Checkout' message**

When looking at your account, you may see a message 'More Checkout Options. Start a new membership that shares your email.' This is only relevant if you want to sign up a new member sharing your email, so you can ignore it otherwise.

#### **'Member since' field**

Ignore this field – it's to do with the system (and can't be filled in) and doesn't relate to your actual length of membership.

#### **Amending membership details, e.g. a change of email address**

Click on 'View or Edit' next to 'My Details'. This will take you to a page with your membership details on; if you need to amend anything, just click on 'Edit' towards the bottom. Amend whatever needs changing, then click on 'Save' towards the bottom.

Note that with the Membermojo system your membership number has changed.

Changed your email address and don't have access to the old one for logging in to Membermojo?

Email [membership@cyclelewes.org.uk](mailto:membership@cyclelewes.org.uk) and we'll update your email address.

#### **Membership cards**

If you aren't able to use/print a PDF e-card, email [membership@cyclelewes.org.uk](mailto:membership@cyclelewes.org.uk) and we'll post you a copy