Membermojo - Instruction To Existing Members On How To Use The System - May 2025

We have implemented a new secure member system to allow members to join and renew their membership online. (You can also delete yourself from our records if you are no longer a member, or you can request deletion from <u>sean.sutherland@yahoo.ca</u>)

Your basic contact information has been imported. Please check and update your data so that we can have up-to-date information. View your profile using the instructions below, check your data and update as necessary. You will also be able to renew your record when it is close to expiring (within a month of expiry). Payments will still be made via bank transfer.

Logging In

- Click here https://membermojo.co.uk/sbh/signin_email
- Enter your email address (the one this email has been sent to) this will send you an email link to login.
- You can then set a password here if preferred for future access to your account https://membermojo.co.uk/sbh/yourmembership/change_password
- All information about your membership can be accessed through your dashboard here https://membermojo.co.uk/sbh/yourmembership

Renewing / Maintaining Your Record

- If your record is due to expire you will see an orange 'Renew' button click the button to update your record with the information requested on the online form then continue to payment.
- If your record is not due to expire but you would like to make some changes such as mobile number or address – in your dashboard click 'View or Edit' under 'My Details' or click this link -<u>https://membermojo.co.uk/sbh/yourmembership/edit</u>, update your record and save.

As a reminder, below is some information about the system:

- You will receive automated renewal reminder emails to prompt you to renew your membership for the following year.
- You can control and maintain your own data ensuring that we always have the most up to date information. *Please always ensure your information is kept accurate and up to date.*
- If you use Membermojo for any other organisations under the same email address you can switch between them after you login using the dropdown on the top right.
- The member system can be found here https://membermojo.co.uk/sbh

We are always here to help, so if you have any issues or queries, please do not hesitate to contact us.