

## **myABF Update and Annual Membership Renewal**

As you are aware the myABF cashless session payment process has been successfully implemented at Toowoomba Bridge Club over the last six months – table fees are now collected at all sessions in a cashless environment.

Thanks to all involved and especially our members who have all supported the implementation process.

Our next step is to process the annual membership renewals via myABF.

We're anticipating that the use of the myABF process will save our Membership Secretary (Ngaire) and our Treasurer (Marie) at least 30 hours each in not having to write receipts, check bank statements, chase missing details etc.

With Top up enabled (our recommended approach) the process works automatically.

If you are unsure of the procedure then please talk to one of our resident experts – Dave Roberts, Trev Henderson, Ngaire Wills or review the documentation link below.

Best regards and happy bridging in 2025,

Greg Munck

President

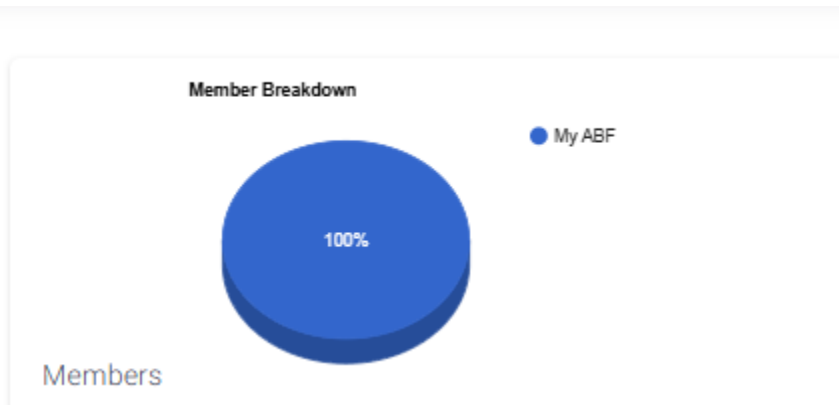
PS

The full myABF manual is also available here.

<https://www.abf.com.au/wp-content/uploads/2024/11/Club-Membership-User-Guide-Release-6.0.pdf>

What follows below is our summary of where we are up to and an extract from the myABF manual that I'd encourage you to review if you need more details.

In summary, we now have ALL active playing members, be they Home/Life or Away, now with a MyABF account, thanks everyone.



Moving forward we'll now process any new club memberships from 1/1/25 onwards to include having a MyABF account as a default step in signing new members up.

We'll also aim for completing the transition of our club to being fully cashless by 1/6/2025.

For this years' Renewal perspective though the following will occur.

- 1) We'll send you a renewal notice via myABF in early December for the year 2025.

See the example below

For Home members this for 2025 year it's \$65, Away members \$28.

FYI, we've now processed enough of these over the past fortnight so that we know it's very straight forward & will certainly a time saver.

- 2) On the 12<sup>th</sup> thru 15<sup>th</sup> December your renewal for 2025 will become active and due.

- 3) If you leave on 'auto pay fees' in your myABF profile &

have Top-up enabled (our recommended approach) then the renewal will be processed automatically, and you'll have your email confirmation receipt, all done!

Would appreciate your support in making this approach a reality thanks.

Here is what your renewal will look like.

The example renewal below was setup to occur on the 30<sup>th</sup> November as per the auto pay date set at the time it was created earlier in November.

For your renewal, we're expecting to do our bulk renewal shortly for around 300 members with a pay date of between the 12<sup>th</sup> and 15<sup>th</sup> December.

## Subject: Membership Renewal



### Membership Renewal

Hi John,

Thank you for your continuing membership. Please find your renewal details below.

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Renewal Details:

Club:	Toowoomba Bridge Club Inc
Membership Type:	Home
Period:	1 Jan 2025 to 31 Dec 2025
Fee:	\$65.00
Due:	31 Dec 2024
Auto pay:	30 Nov 2024

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You can pay your membership fee using Bridge Credits by going to your [My ABF profile page](#) and clicking the 'Pay Now' button for this renewal in the Club Memberships section.

The club will attempt to pay your membership using Bridge Credits on 30 Nov 2024 if it has not been paid by that time. If you would like to pay this way please ensure that you have sufficient Bridge Credits in your account or have auto top-up enabled.

You can prevent automatic payment with Bridge Credits by changing your permissions for this club on your [My ABF profile page](#) before 30 Nov 2024.

## Qualifiers

1) If you don't have enough bridge credits in your account on the pay date and auto-top up is not enabled, then it will try again the following night & continue trying each night.

2) Also, if 'auto pay fees' processing is not enabled,

(Your call entirely but 'enabled', as it will currently, be set in your profile,

is what we'd recommend for ease of processing at both your end and ours).

Either way, myABF would still generate an outstanding payment and you'll then need to log into myABF where you'll be able to process your renewal manually when you are ready to do so.

As you'll see in your renewal, your current TBC club membership expires on 31<sup>st</sup> December 2024.

Screen shots from the myABF site follow.

Thanks in advance for your support with this.

As you may be aware we, as your committee, have 2 less members than last year and any steps that allow us to be more time effective on your behalf will be great.

We've found that to date the Cashless sessions transition has been a time saver in this regard and this step will be just as effective.

The following are extracts from the MyABF user manual

<https://www.abf.com.au/wp-content/uploads/2024/11/Club-Membership-User-Guide-Release-6.0.pdf>

## 5. How a user can control their club memberships

### **5.2. Share Profile Data**

A My ABF user already has a profile page with personal data in. This setting allows you to share some of that data (email, phone, date of birth) to your club – to avoid it having to be saved separately or becoming inconsistent. There are 3 options:

- Always – i.e. whenever you update your My ABF profile, your club membership record is updated
- Once – i.e. when you first make this selection the data is copied, but subsequent changes do not flow through.
- Never – i.e. keep the information in your personal My ABF profile and your club membership record completely separate

### **5.3. Auto pay fees**

This tickbox indicates that you are happy for the club to collect payment for your membership from through your My ABF bridge credits account.

## 7. Member details

### 7.1. Registered users

Users who have their own My ABF account already have a profile page with some personal data in.

The name and ABF number for the member record is passed down from their profile and cannot be edited by the club.

Other data fields (email, preferred phone and date of birth) can be copied by the user to their club member record. The user controls whether they are willing to copy this data or not (it's their personal profile so it belongs to them not the club) so they make this selection in their own profile page – see section 5 above for details.

When that has been done the club sees green icons indicating the data has been shared.

Member Details

Email	👤	julian.foster@abf.com.au		
Preferred phone	👤	0400111111	Other phone	-
Address 1		Some street		
Address 2		Somewhere		
State		NSW	Postcode	2000
Date of birth	👤	01/01/1900	Club membership number	-
Joined date		-	Left date	-
Emergency contact		-		
Notes		-		

[EDIT DETAILS](#)

The club can still edit this record to change it but if the player updates their profile, they have the option to update their club member records as they do that.

## 11. Paying for Memberships

### 11.2. Pay with bridge credits manually

Once a membership renewal has been issued, a player will see a notification in their “Your Upcoming Events” box that they have an outstanding membership payment.

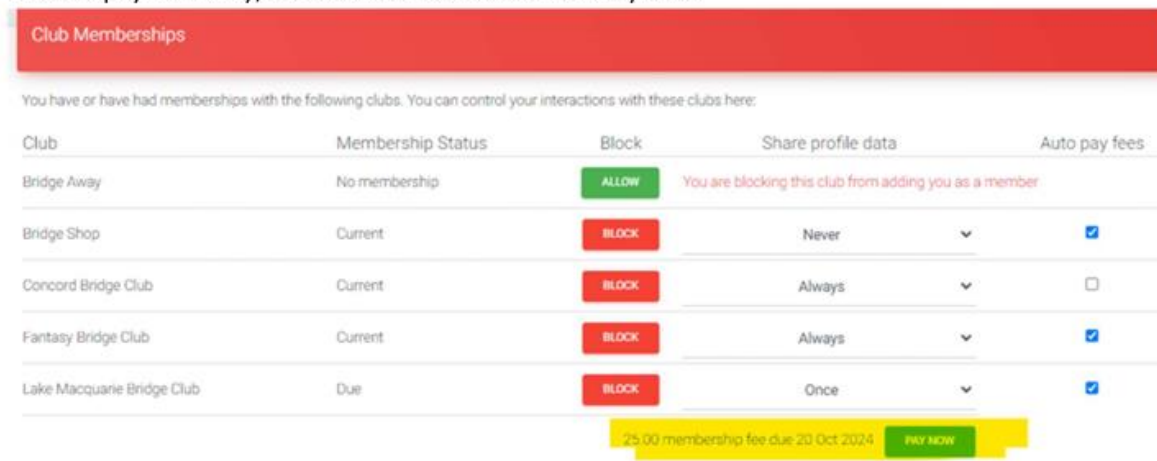


**Your Upcoming Events**

You have unpaid club membership fees, see profile for details [PROFILE](#)

Date	Congress	Event	
6 Feb 2025	JF PBC series 1	Pairs	
8 Feb 2025	JF PBC series 1	Teams	

This contains a link to their Profile page where there is a list of the user’s memberships together with the various options available for each membership. Where an amount is outstanding there is an option to pay it now (with bridge credits). Where a user has Auto pay set up, there is usually no need to pay manually; it will be collected automatically later.



**Club Memberships**

You have or have had memberships with the following clubs. You can control your interactions with these clubs here:

Club	Membership Status	Block	Share profile data	Auto pay fees
Bridge Away	No membership	<a href="#">ALLOW</a>	You are blocking this club from adding you as a member	
Bridge Shop	Current	<a href="#">BLOCK</a>	Never	<input checked="" type="checkbox"/>
Concord Bridge Club	Current	<a href="#">BLOCK</a>	Always	<input type="checkbox"/>
Fantasy Bridge Club	Current	<a href="#">BLOCK</a>	Always	<input checked="" type="checkbox"/>
Lake Macquarie Bridge Club	Due	<a href="#">BLOCK</a>	Once	<input checked="" type="checkbox"/>

**25.00 membership fee due 20 Oct 2024** [PAY NOW](#)



### **11.3. Use Auto Pay to pay with bridge credits automatically**

Auto Pay is a facility where a Registered user of My ABF can have their annual membership payments deducted from their Bridge Credits account automatically on a set date.

#### ***11.3.1. Who can use it?***

Only Registered users of My ABF who have their own account and have sufficient bridge credits in it (or who have Auto top-up enabled).

#### ***11.3.2. When does it take place?***

The club sets a date on which it is going to attempt to take membership payments. This is advised to all members in the email sent out with the annual renewal.

On the day in question payments will be attempted at 11pm Australian East Coast time (8pm West Coast time).

If a member has sufficient credits at the time (or has auto top-up enabled) the payment will go through on the specified date. The member will receive an email notification.

If a member doesn't have sufficient credits, the payment will fail. The system will continue to attempt to take payment on subsequent nights – either until it succeeds or until the date is changed by the club.

#### ***11.3.3. Can members choose whether to use it or not?***

Yes. In a member's profile page they have a box they can tick to enable or disable Auto Pay for each club of which they are a member:

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Bridge Away	No membership	<input type="button" value="ALLOW"/>	You are blocking this club from adding you as a member	
Bridge Shop	Current	<input type="button" value="BLOCK"/>	Never <input type="button" value="v"/>	<input checked="" type="checkbox"/>
Concord Bridge Club	Current	<input type="button" value="BLOCK"/>	Always <input type="button" value="v"/>	<input type="checkbox"/>
Fantasy Bridge Club	Current	<input type="button" value="BLOCK"/>	Always <input type="button" value="v"/>	<input checked="" type="checkbox"/>

### 11.3.4. Can the club see what's happened?

Yes.

Each time auto payments are attempted an email report is provided to the club. This summarises which payments succeeded, which payments failed, and for what reasons. See 10.2 above for an example.

The Unpaid members report will always still show any members with outstanding payments. See 10.1 above.