

How do I check if a member has received a Membership Payment Campaign?

Last Modified on 02/01/2024 1:45 pm AEDT

After sending out a Membership Payment Renewal campaign, you can verify if specific members have received the invoice email from the campaign through two approaches:

a) Check the Renewal Campaign member list:

1. In the left-hand menu, open the **Members** section and click **RENEWAL CAMPAIGNS**

Ģ	GAMEDAY						
	Dashboard						
ŝ	My Organisation						
\$	Finances	•					
888	Members						
Me	embers						
Cl	earances						
Co	ommunications						
	Renewal Campaigns						
Re	enewal Campaigns NEW						
Re	enewal Campaigns NEW						
Re I I I I I I I I I I I I I I I I I I I	enewal Campaigns NEW Membership Forms Products & Questions						
	enewal Campaigns NEW Membership Forms Products & Questions Promotions						
	Membership Forms Products & Questions Promotions Events						
	Membership Forms Products & Questions Promotions Events Reports						

2. Toggle over to the **MEMBERSHIP PAYMENT CAMPAIGNS** tab

Renewal Campaigns		
Membership Renewal Reminders	Membership Payment Campaigns	
Create Membership Renewal Remind	er	All Status 💌 🔍 Type to search

3. **EDIT** a completed campaign

Renewal C	ampaig	ns Help						
Membersh	ip Renewal	Reminders	Membership Payment Campaigns					
Create Me	mbership Pa	ayment Camp	aign	All Payment Types 🗸	Completed 🗸	م		
Campaign Name	Payment Type	Date Added	Previously Purchased Products	Renewal Products	# Members	# Emails	Status	Actio
	Manual	13 December 2023	National Capitation Fee	Create member,test VIC voucher p	. 33	1	Completed	Edit
Show 10 × Showing 1-1 of	1						K (1	

4. Click the **MEMBERS** tab

Completed					
Details	Previously Purchased Products	Renewal Products	Scheduling & Messaging	Members	
Details				,	

If the member is appearing in the list provided here, then they have received an invoice email as the campaign is completed.

mpleted								
Details	Previously Purcha	ased Products	Renewal Products	Scheduling	g & Messaging	Members		
Add Memi	bers	DO	B From \rightarrow	DOB To	✓ All Assigned Ge	nders 🗸 🖌 All Gender Identities 🗸	C charlotte	
	Name	Assigned Gender	Gender Identity	Birthdate	Member Email	Account Email 🚯	Status	Action(s)
~	Charlotte Marks	Female	Prefer not to say	01/01/2005	charlotte@email.cor	n customerservice@sportstg.com	Inactive	View
4								•
Show 10 × Showing 1-1 of	1						۱< ۲	> >

Related Articles