Making Free Dues payments:

1. For each member who will be needing free dues applied, go to the member record and click on the Free dues box. Then click “Save Member Changes”

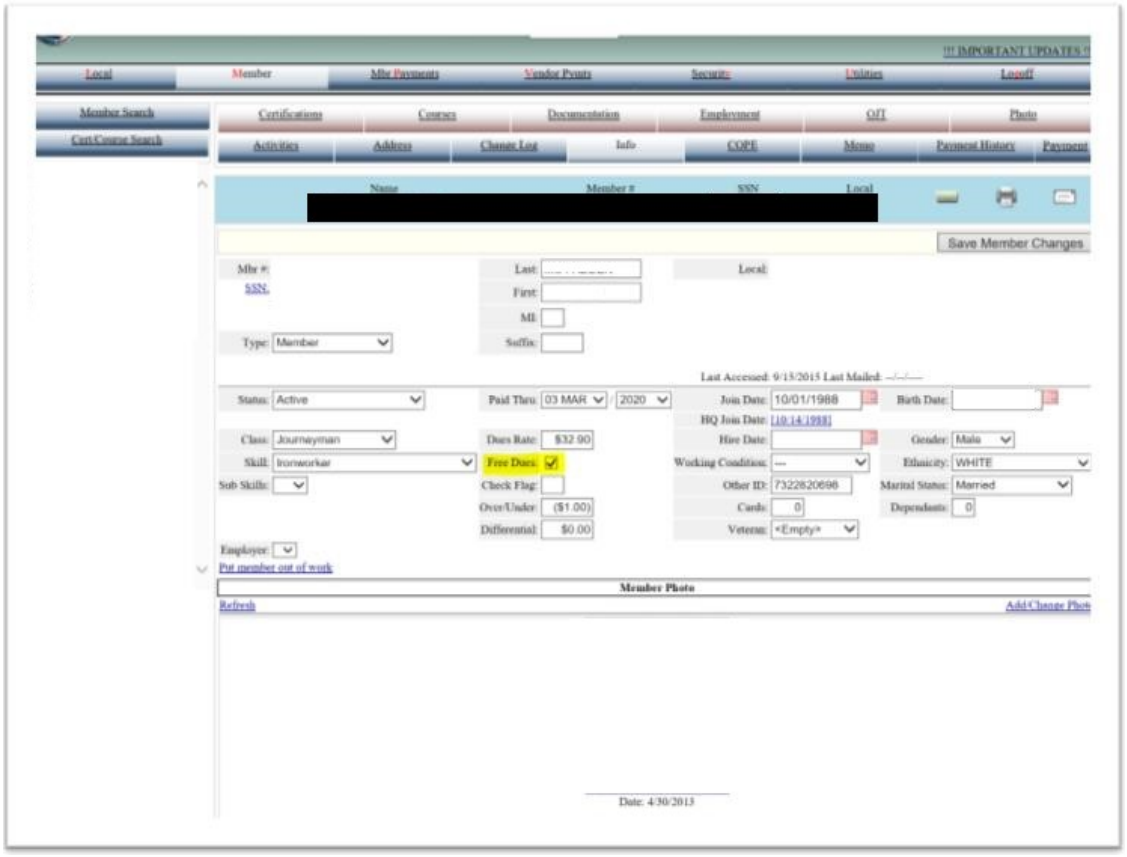


Figure 1

2. Once all members who are receiving free dues have their record marked, you will go to your member payments screen.

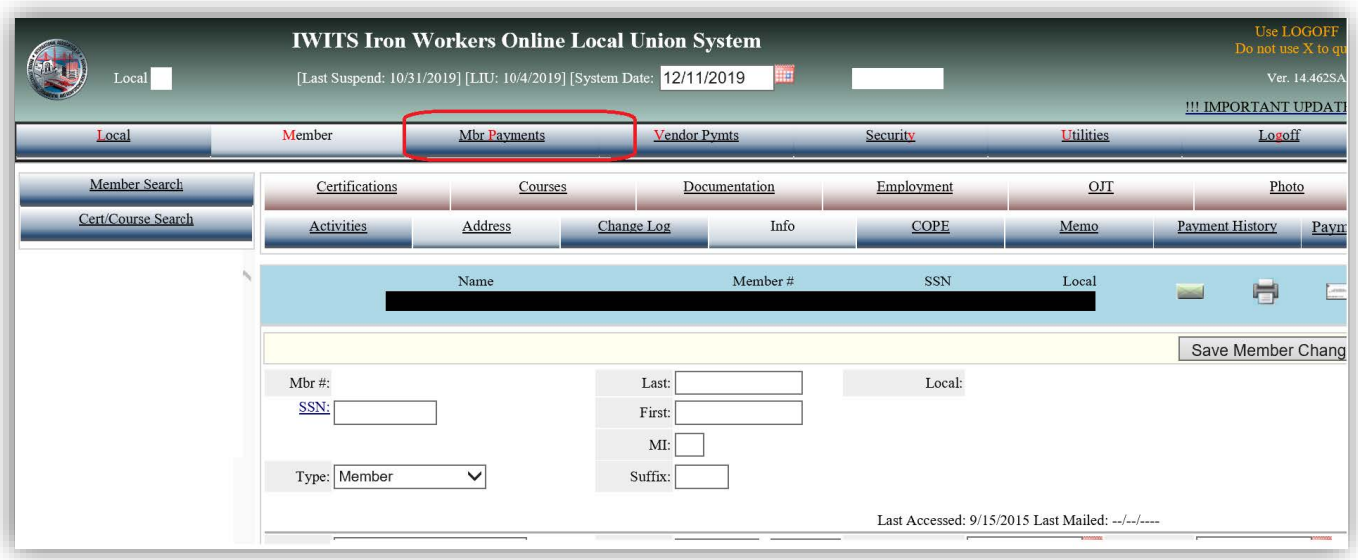


Figure 2

3. In the member payments screen, click on the Free Dues tab in the upper right.

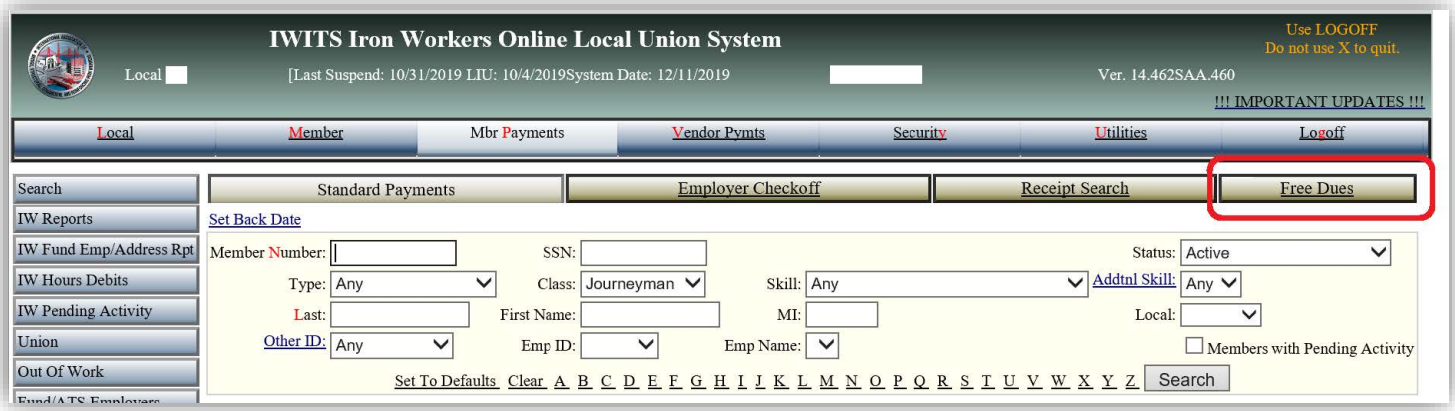


Figure 3

4. Once in the Free dues tab you will see a list of all members who have been marked as having free dues.
    a. Next to each member who will receive free dues in the payment you are entering, select the selection box.
    b. Set the date that the dues will be applied for. This is NOT the paid thru date. This is the date that determines if that dues payment is late. (it will typically be a date in the month that the dues are paying for. If the paid thru for these dues will be 12/1/2019 then the date here would need to be in the month of December).
    c. Select the number of months that are being paid.
    d. Verify that the paid thru for that member is correct.
    e. Verify that the dues rate is correct and change if necessary.
    f. When done setting the information above, click on “Apply Dues Payments”.

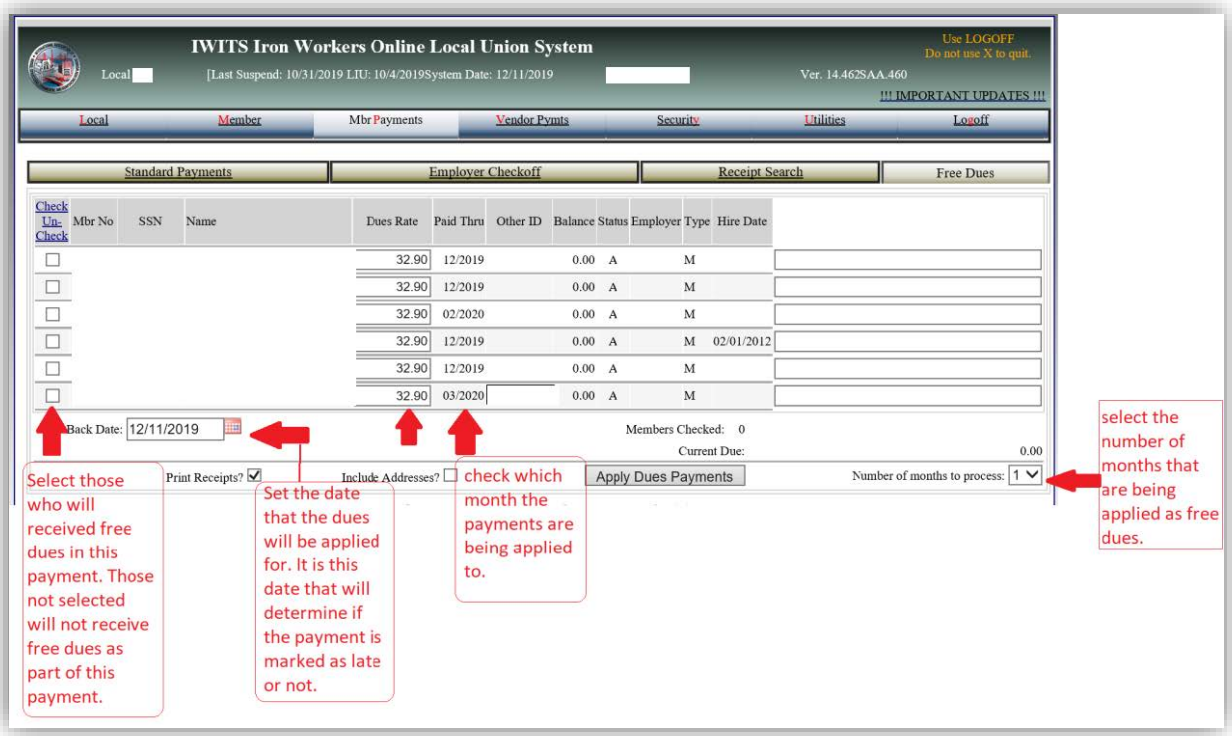


Figure 4

There is no need to remove the free dues marker until the member is at a point where they will never receive free dues again:

I selected everyone on the list except a member who had a paid thru of 12/2019 when I processed the free dues. When I go to check his paid thru date and payment history, I see that he did not receive a free dues payment.

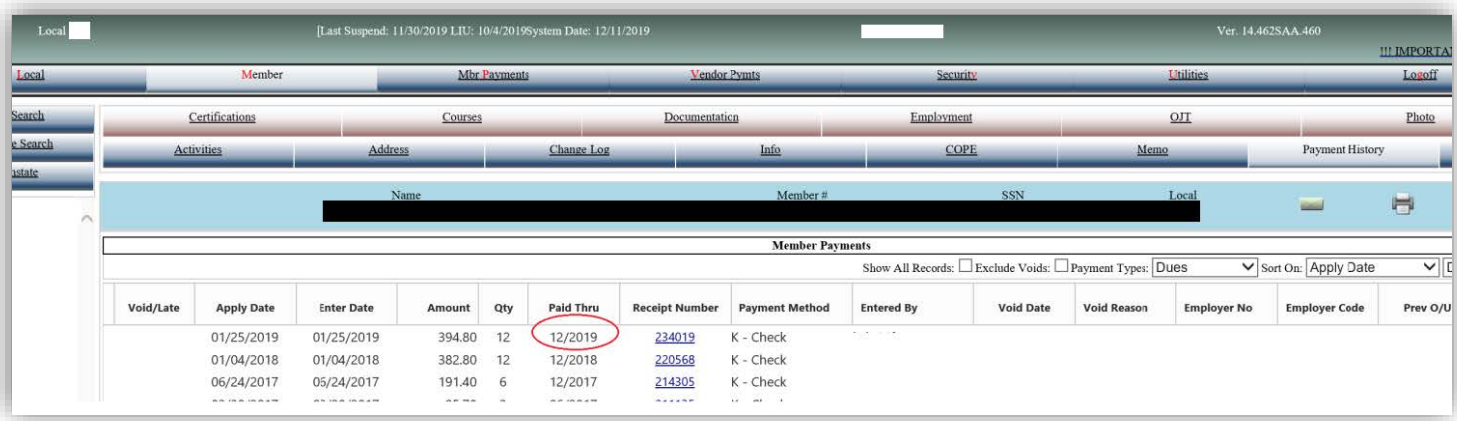


Figure 5

I can then process a month of dues as I normally would. I will see that his dues are processed normally and his paid thru will update correctly.

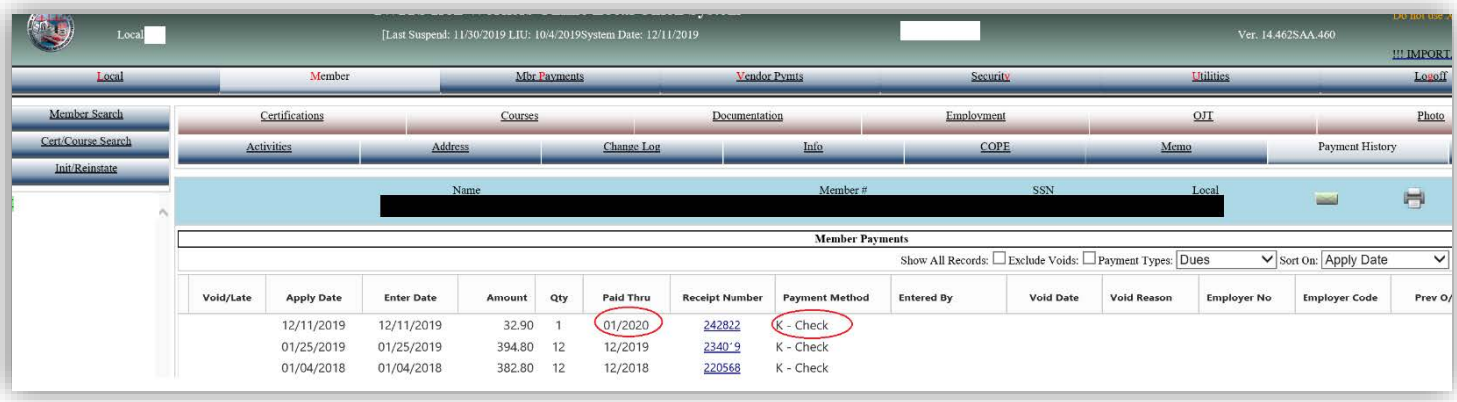


Figure 6

I can then also later process a free dues payment:

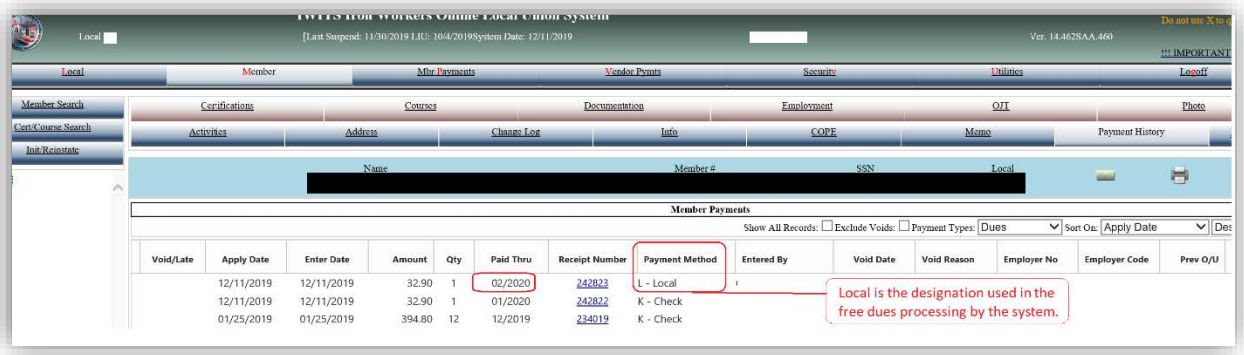


Figure 7