Renewal Information and Instructions

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Before you Begin

Before you start the renewal process, please be sure to have the following information available:

League Renewal Requirements:

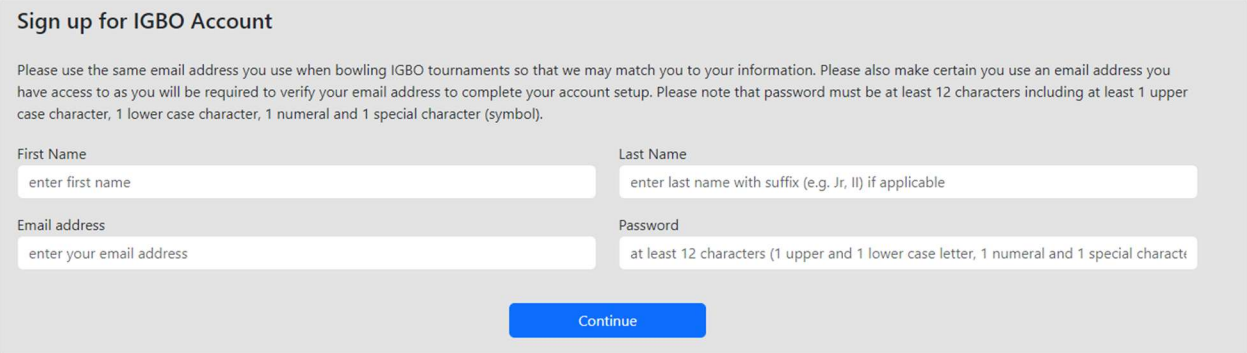
- You must have an IGBO Account to login. If you don't have an IGBO Account, please scroll down for information.
- Information about your league including your league start and end dates, which day of the week you bowl, time of day you bowl and how many bowlers per team your league requires.
- Name and email of President, Secretary, IGBO Rep and IGBO Alternate Rep.
- Roster for league including: full name, preferred name (nickname), email and sanction (USBC, CTF, etc) for each bowler. You can enter one at a time or upload a CSV file with this information using our sample file.
- Credit card you can use to pay your dues which will be automatically calculated based on the number of bowlers on your league.

Tournament Renewal Requirements

- You must have an IGBO Account to login. If you don't have an IGBO Account, please scroll down for information.
- The number of bowlers you hosted at your last tournament (this should match your last TAD submission).
- Name and email of Tournament Director, Secretary, IGBO Rep and IGBO Alternate Rep.
- Credit card you can use to pay your dues which will be automatically calculated based on the number of bowlers that attended your previous tournament.

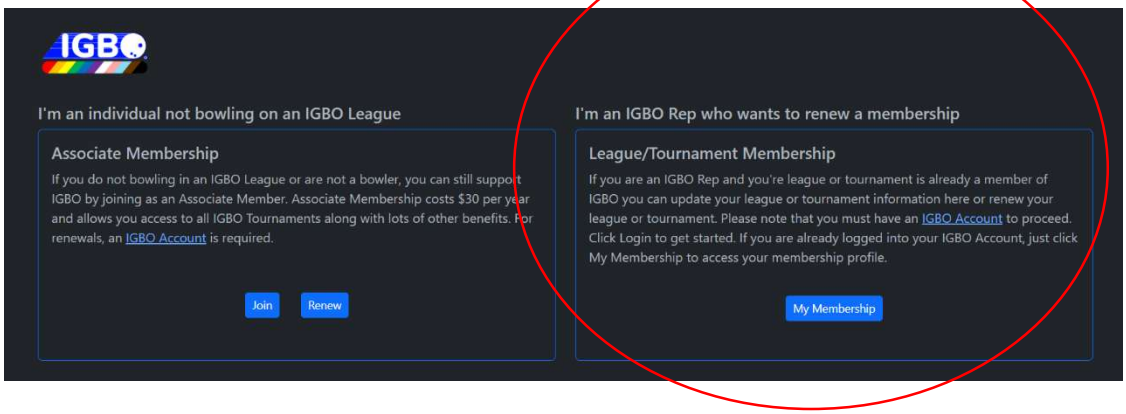
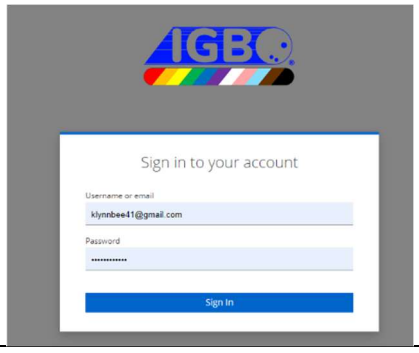
Getting an IGBO Login

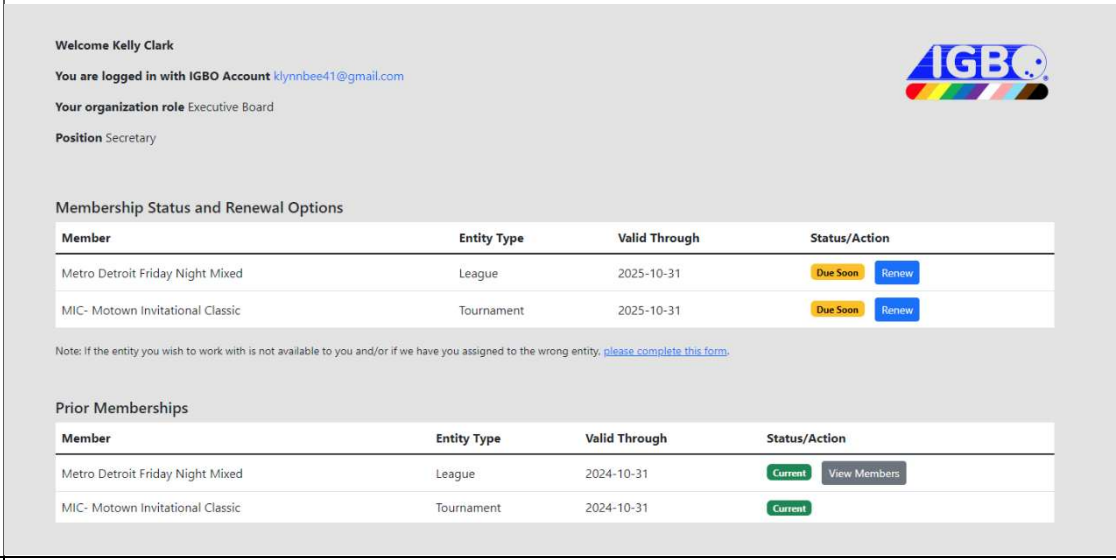
If you currently have a login for http://tad.igbo.org, that is the same login you will use for renewal. If you do not have an IGBO login, you'll need to sign up for one here: https://membership.igbo.org/register.php



How to Renew your League or Tournament

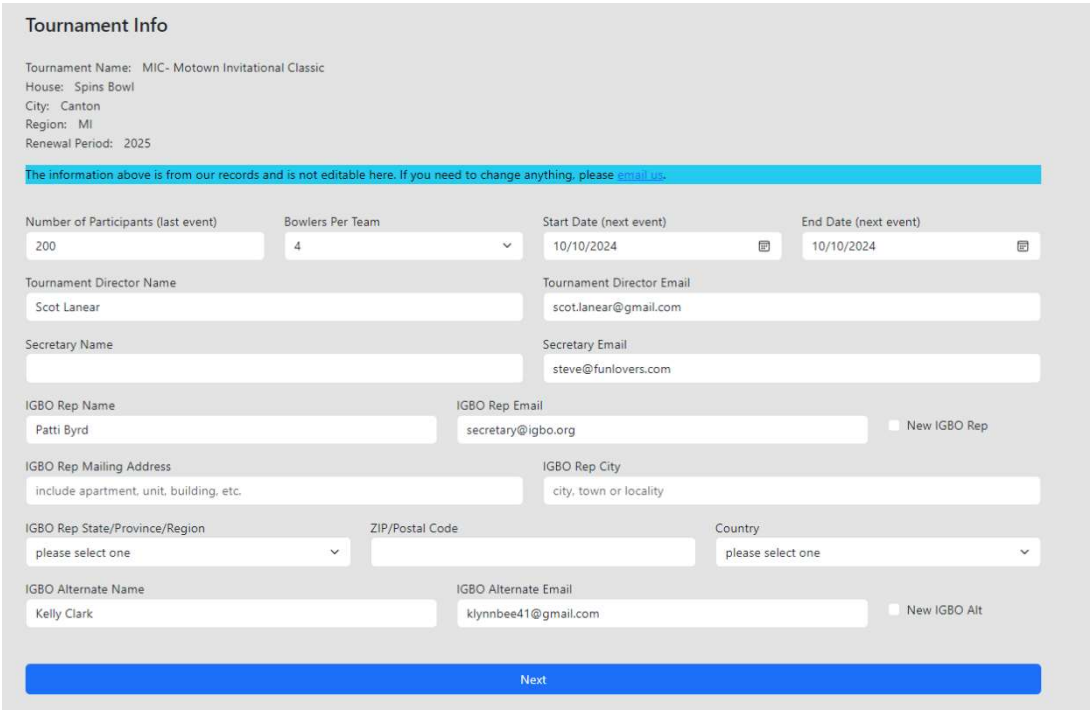
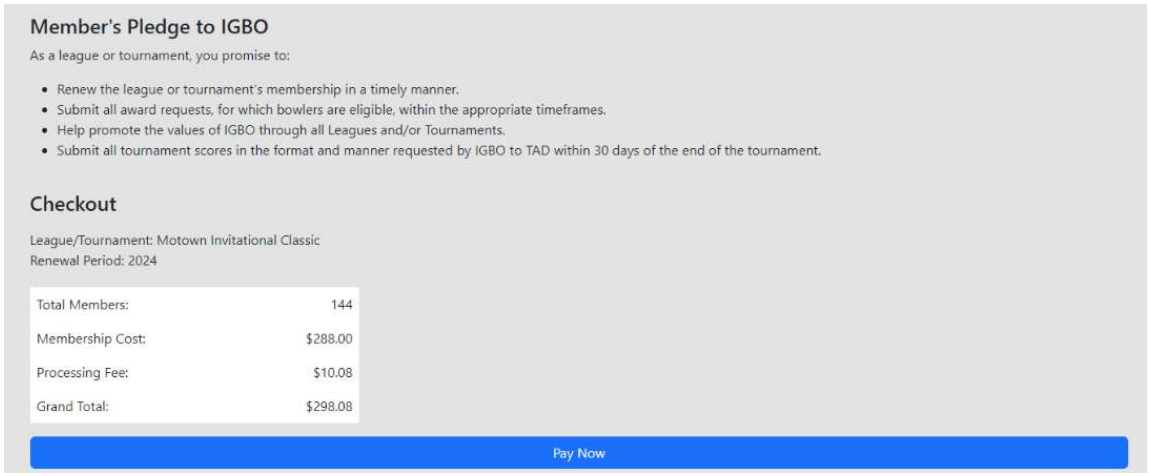
Follow these steps to begin the renewal process for your league and/or tournament.

Step	Action
1.	Once you have the information described above go to http://membership.igbo.org. In the area that says IGBO Membership, click Renew. (The screenshot below shows the area is currently closed, but it will be open when you begin this process.) 
2.	Enter your login and password and click Sign In. 

Step	Action
3.	The screen that displays will have several sections. The very top area shows your information. The **Membership Status and Renewal Options** shows the leagues and/or tournaments you are associated with and that are ready to be renewed. If the entity you are renewing does not appear in the box to select, CLICK HERE to complete a form requesting we add you to a specific entity. The **Prior Memberships** area shows previous years renewal information. NOTE: For leagues, you may click the View Members button in this area to view and download last year's league roster to edit, save, and upload for this year. Be sure to remove all bowlers who no longer bowl on your league and add new bowlers. This is optional. If you already have a .CSV file with your current league rosters, you do not need to do this step. 
4.	Once you are ready to proceed, click the blue Renew button next to the entity you are renewing.

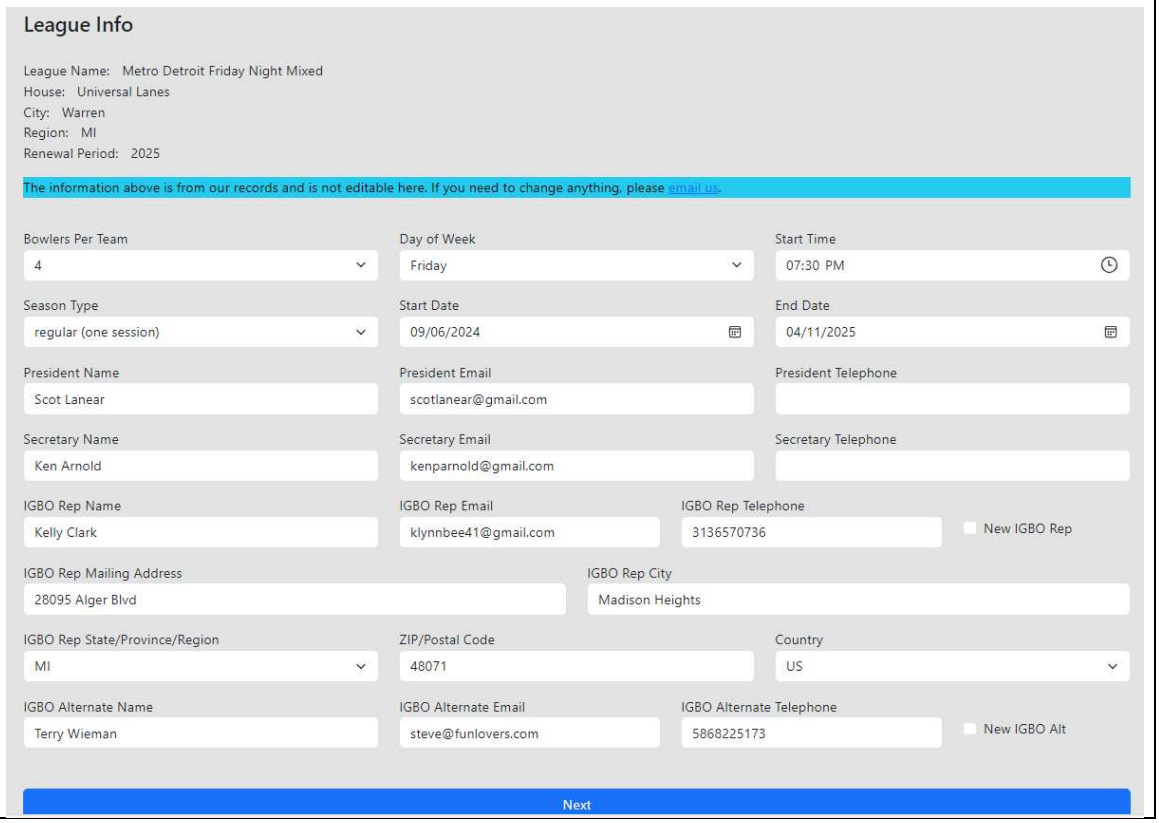
Renewing a Tournament

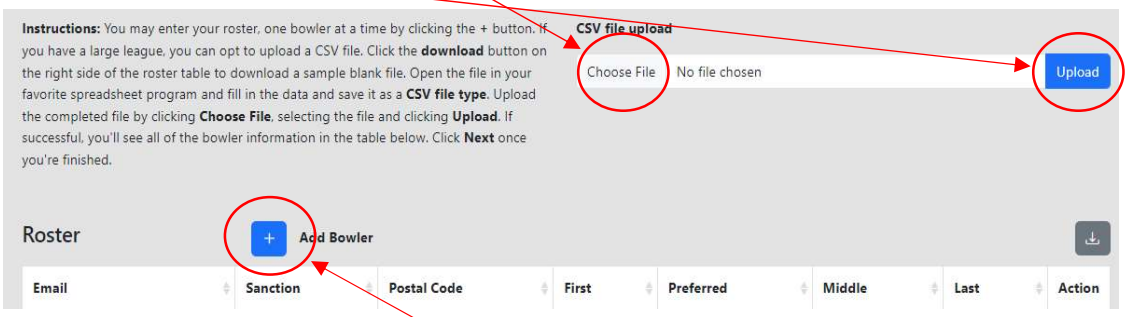
Follow these steps to complete your tournament renewal process.

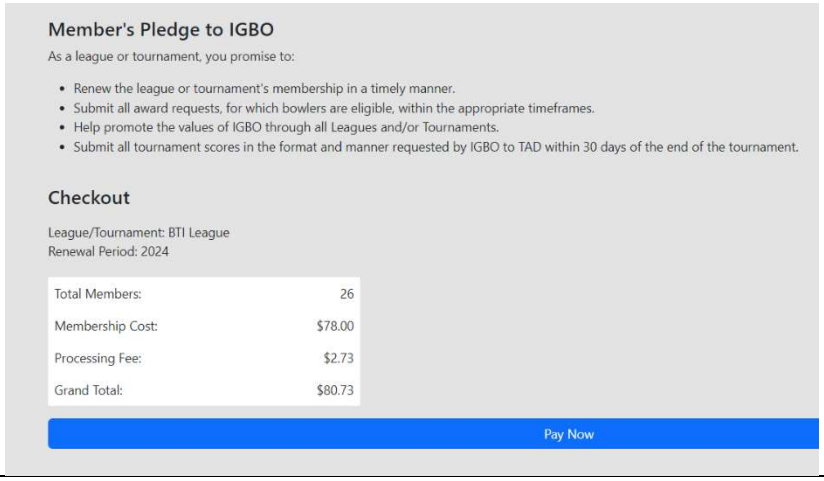
Step	Action
1.	Complete the form and click Next. Be sure all fields are complete. If you are a new IGBO Rep, be sure to click the New IGBO Rep box so that we can send you the new IGBO Rep packet. 
2.	Click Pay Now to complete the renewal through PayPal. You do not need a PayPal account to complete this payment. Note: There will be a fee associated with this process. 
3.	You will receive an email with the receipt for this renewal. If you need to renew another entity, go back to http://membership.igbo.org and log in to renew the next entity.

Renewing your League

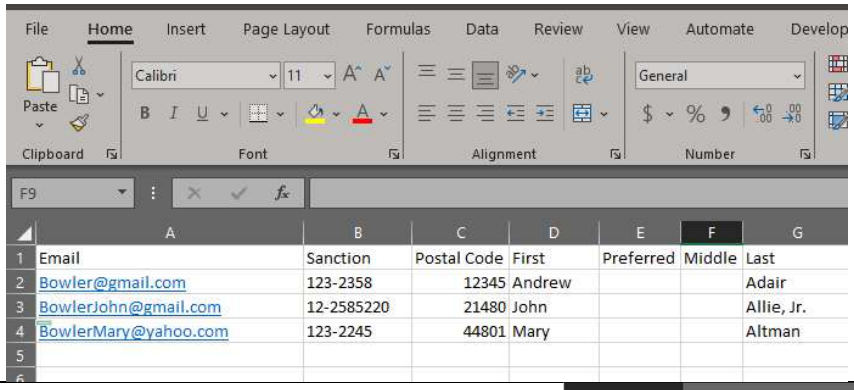
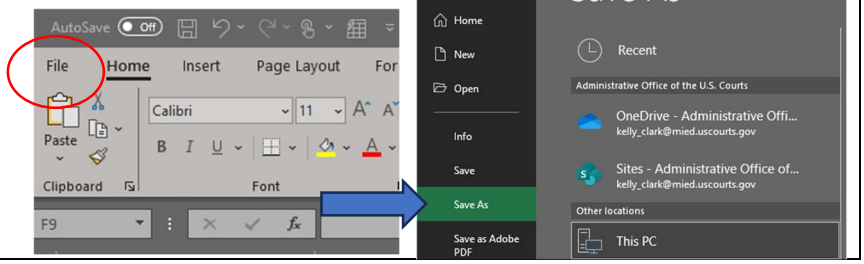
Follow these steps to renew your league.

Step	Action
1.	Complete the form and click Next. If you are a new IGBO Rep, be sure to click the box next to New IGBO Rep so you can be send a new IGBO Rep packet. Note: If you have a split season league, choose Split under Season Type. You will need to complete another renewal at the beginning of the second half of the season and pay dues for any new bowlers that have joined the league. A notice will be sent out when that time comes. 

Step	Action
2.	You will need to either upload a .csv file that contains the required information for each bowler on the league or add each bowler individually. To upload a .CSV file, click Choose File, locate the file that is saved on your device and then click Upload.  If the bowlers appear in the list below, you're all set to move on. If they do not appear, check: 1. The file is a .CSV file and not a PDF or other type of file. If you are unsure how to create a .CSV file, see **Creating Excel .CSV File** Section below. 2. That all of the column headings match the sample file exactly. TIP: It is easier to download the sample file, open your roster file and copy your data into it. This way you know that the fields will match. If you do not have a .csv file to upload, to add each bowler individually click the Plus Button next to Add Bowler and input the first bowler's information then click plus to add the next bowler until all are entered. Either method is fine, but you cannot continue the renewal process without this information. This screen will be used to calculate how many members you will be paying for, so it must be accurate.
3.	Once all bowlers are displayed on the Roster, click Next. 

Step	Action
4.	Click Pay Now to complete the renewal through Paypal. You do not need a Paypal account to complete this payment. Note: There will be a fee associated with this process. 
5.	You will receive an email with the receipt for this renewal. If you need to renew another entity, go back to http://membership.igbo.org and log in to renew the next entity.

Creating Excel .CSV File

Step	Action
1	Download the Sample File here: https://membership.igbo.org/roster.csv
2	Once the file downloads, open it and add your bowler's information. 
3	Once you have all the bowlers entered save the file as a .csv. Click File → Save As. 

Step	Action
4	Name the file and make sure the file type below is listed as CSV. If it is not, click the drop-down arrow in the file type window and select CSV (Comma delimited) (*.csv). 
5	Once the file has been saved, go to https://membership.igbo.org/ and log in to the system to complete your renewal. See Renewing your League.