

Maccabi Toastmasters Query 03 February 2016

DATE: Wednesday 10 February 2016
The Herzi Club, 222 Balacava Rd, Caulfield North
TIME: 7:15pm for 7:30pm start

GENERAL MEETING
DATE: Wednesday, 10 February 2016

Dues Management

Semi-Annual Dues Notice / Collection

Use this tool to send invoices to club members in September and March for the semi-annual dues. To use this tool, simply fill in the information in left-most tab, **Invoice Settings**, and then work your way to the right-most tab, as appropriate.

Invoice Settings | Invoice Preview | Send Notices/Track Payments | Dues Follow-up

Enter the information for your club below. This information is used to customize your dues notices ("invoices"). After you have saved any changes to the information, you can preview the updated dues notices on the Invoice Preview tab.

Your Information

Club name (CLUBNAME): Maccabi Toastmasters

Name of person(s) who can accept checks at the meetings (TREAS): Danny Shafar

E-mail and/or phone of Treasurer (CONTACTINFO): treasurer@maccabitoastmasters.org.au

Last meeting date members can hand in check (LASTMEETING): 9 March 2016

Checks must be received on or before (CNDUEFORWCH): 29 February 2016

Amount of check (include currency symbol) (PRICE): \$90.00

Check if "Annual" amount (default semi-annual): ☐

Save Dues Notice info Close

Member Access Log

Helen Gurell 43 min ago
Tamara Kowarsky 5 days ago
Toshiba Takamasa 6 days ago
Evan Brownman 56 days ago
Muriel Davis 56 days ago
Penny Frick 69 days ago

L.R. Leon Belkin (inaugural Penny-Anne Frick Award), Catherine McGilbray (immediate past District 73 Governor), Harry Schmeling (Maccabi Victoria Sportsperson of the Year Award).

Figure 1 First tab is fully completed

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Invoice Settings | Invoice Preview | Send Notices/Track Payments | Dues Follow-up

Proof your e-mail invoice below. If anything does not look right, verify that the Invoice Settings are correct and then save them again.

Here is what the e-mail invoice that will be sent to the members currently looks like. Keep in mind that the variables in brackets [] will be replaced with the member's information at the time of sending.

Close

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Figure 2 Invoice does not appear at all