

In your club account, choose [View profile](#) in the top right. This takes you to your profile page of information, but also a button to renew your membership and a notice about your Balance at the bottom:

This screenshot shows the 'View profile' page for a San Carlos Tennis Club member. On the left is a navigation menu with links: Ladders, Membership, Release Of Liability, Members-Only Pages, Tennis Lessons, Team Tennis, Tennis Courts (Maps), Twilight Doubles, and USTA Leagues. The main content area displays the member's details: San Carlos Tennis Club, Adult, Member ID 26020105, and Renewal date 01 Jan 2021. Below this, it shows the membership level as 'Adult - \$50.00 (USD)' with a subscription period of 1 year starting January 1st, and the status as 'Active' since 10 Jan 2017. A 'Renew to 01 Jan 2022' button is visible. At the bottom right, a balance notice shows 'Balance: -\$25.00 (Overpayment)' and a 'MESSAGES' link.

Click on [Renew to 01 Jan 2023](#) to get to Membership renewal

This screenshot shows the 'Membership renewal' page. The left navigation menu is the same as the previous page. The main content area has a header 'Membership renewal' and a summary box showing 'Renew to 01 Jan 2023', 'Level Adult - \$50.00 (USD)', 'Subscription period: 1 year, on: January 1st', and 'Current status Active'. Below the summary box are 'Cancel' and 'Update and next' buttons. A 'Your profile' section contains input fields for 'First name', 'Last name', and 'Organization', with a 'Mandatory fields' indicator. A 'Log out' button is in the top right corner.

Change any profile details (name, email, etc) then click [Update and next](#) to get to first payment page:

This screenshot shows the 'Review and confirm' step of the membership renewal process. The left navigation menu remains the same. The main content area has a header 'Membership renewal' and a blue box titled 'Review and confirm' containing the renewal details: 'Renew to 01 Jan 2023', 'Adult - \$50.00 (USD)', 'Subscription period: 1 year, on: January 1st', 'Current status Active', and 'Total amount \$50.00 (USD)'. Below this box are 'Cancel', 'Back', and 'Pay online' buttons. The 'Your profile' section at the bottom has input fields for name and organization. A 'Log out' button is in the top right corner. At the bottom right, the balance notice 'Balance: -\$25.00 (Overpayment)' is visible.

Click on [Pay online](#) to arrive at next payment page:

San Carlos Tennis Club

<https://sancarlostennisclub.memberlodge.com/>

Select payment method

- ☒ **VISA** Visa **2775 [Remove](#)
☐ Other card

Details

Invoice #13672 \$50.00

- Membership renewal.
Level: Adult, Renew to
01 Jan 2023

Total amount: \$50.00 (USD)

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Privacy - Terms



[Cancel](#)

Pay \$50.00 (USD)

From this page, hit 'back' IN THE BROWSER (not cancel). A balance due should appear at the bottom right that reflects your unused credits minus the cost of the membership (in this case there was a \$25 credit that was decremented to a balance due of \$25 to pay for the membership):



San Carlos Tennis Club

[View profile](#)
[Change password](#)
[Log out](#)

[Home](#)
[About Us](#)
[Trip](#)
[Calendar](#)
[Ins](#)
[Events & Sign Up](#)
[Days](#)
[Club Events](#)
[Tennis Programs](#)
[Members](#)
[Membership](#)
[Use Of Liability](#)
[Members-Only Pages](#)
[Tennis Lessons](#)
[Tennis](#)
[Tennis Courts \(Maps\)](#)
[Tennis Doubles](#)
[Tennis Leagues](#)

My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#)
[Invoices and payments](#) [Donations](#)

Membership details

 Membership renewal initiated, not paid yet.
[View / Pay invoice](#)

Membership card



San Carlos Tennis Club

Adult

Member ID 36930105

Renewal date: 01 Jan 2022

[Image optimized for smartphones](#)
[Printable PDF](#)

[Balance due: \\$25.00](#)
[Membership renewal pending](#)

 MESSAGES

Click on [View/Pay invoice](#) to get to this view:

[Back](#)

Invoice #13672

Balance due: \$50.00

[VISA](#) [MasterCard](#) [DISCOVER](#) [AMERICAN EXPRESS](#)

[Pay online](#)

Invoice details

Balance due \$50.00
 Amount \$50.00
 Invoice # 13672
 Date 04 Dec 2021
 Origin [Member renewal](#)
 Adult
 Invoiced to [redacted]

Item	Amount
Membership renewal. Level: Adult. Renew to 01 Jan 2023	\$50.00
Invoice total	\$50.00

[Balance due: \\$25.00](#)
[Membership renewal pending](#)

MESSAGES

****Click on [balance due: \\$25.00](#) at bottom right****

This pulls up a list of your recent transactions:

[Edit profile](#) [My directory profile](#) **Balance due: \$25.00**

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#)
[Invoices and payments](#) [Donations](#)

Balance due (2 items): \$25.00

[VISA](#) [MasterCard](#) [DISCOVER](#) [AMERICAN EXPRESS](#)

[Pay online](#)

Search Records found: 54 Paging 4 Dec 2021 (1-50)

Date	Transaction	Balance due	
04 Dec 2021	Invoice #13672 Member renewal Adult	\$50.00	<input checked="" type="checkbox"/>
19 Oct 2020	Payment Wild Apricot Payment	\$25.00	<input checked="" type="checkbox"/>
22 Oct 2020	Payment Wild Apricot Payment	\$25.00	
		Settled Invoice #13568	
22 Oct 2020	Invoice #13568 Event registration Women's 3.5 Day League - 10/26 to 12/21	\$25.00	
		Settled Paid: 22 Oct 2020	
19 Oct 2020	Payment	\$20.00	

[Balance due: \\$25.00](#)

*Make sure that the new charge and the credit are both selected with a check mark ✓ and that the balance due (2 items) shows the correct amount of \$25 due.


*Click on [Pay online](#) under the credit card logos.

*Arrive again at the payment page and proceed with payment by clicking [Pay \\$25.00 \(USD\)](#)

San Carlos Tennis Club

 <https://sancarlostennisclub.memberlodge.com/>

Select payment method

- ☒  Visa **2775 [Remove](#)
- ☐ Other card

Details

Invoice #13672 \$25.00

- Membership renewal.
Level: Adult. Renew to
01 Jan 2023

Total amount: **\$25.00 (USD)**

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[Privacy](#) - [Terms](#)



[Cancel](#)

[Pay \\$25.00 \(USD\)](#)