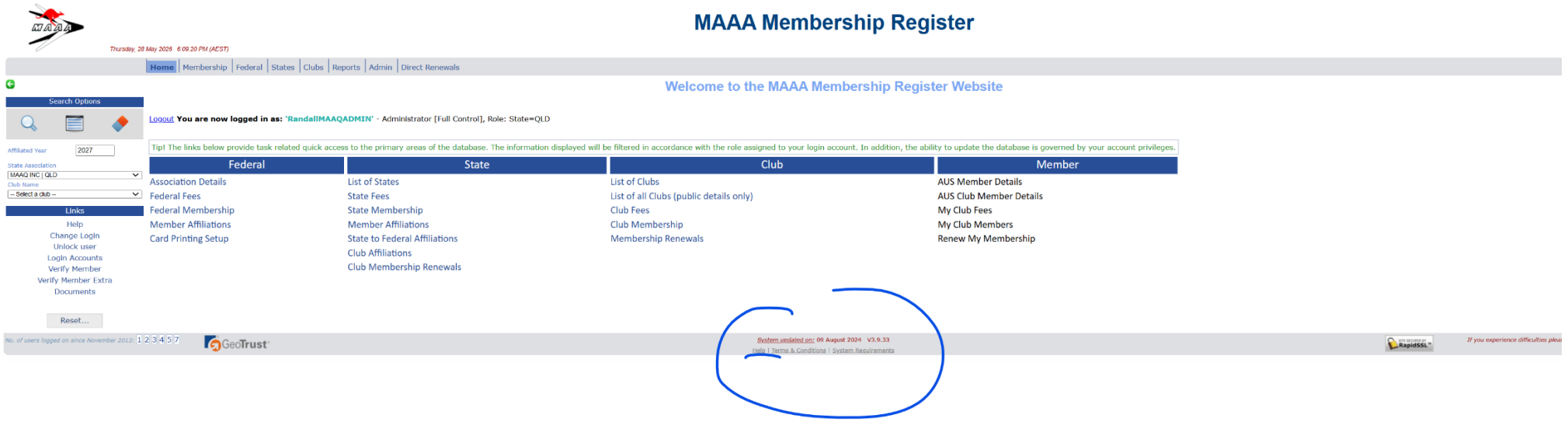
MAAA Membership – new year. https://maaa.asn.au/2-uncategorised/124-member-registration

To start 2026/2027 club renewal / club fees / memberships renewals prior to 01/07/2026, you must change the year to 2027 (see red circle in screenshot below) & click on the magnifier (green circle) to lock the register to new period. This automatically happens after 01/07/2026.

Home Page – at the bottom of page click on word **"HELP"** to open tutorial. Screenshots of tutorial page (Highlighted in blue below)



Some Tasks to perform

1. Setup fee structures for (2026/2027) affiliation year
   Note: Club member affiliations cannot proceed unless the fees for the affiliation year have been set at federal, state and club level.
   See also **Next Financial Year Member Renewal Process further** on in this help.

   1. Federal level – single instance.
      Menu item: *Federal->Federal Fees*

   2. State level – 10 state associations
      Menu item: *States->State Fees*

   3. Club level – 300+ clubs
      Menu item: *Clubs->Club Fees*

   4. Creating **Member type fees** at all levels but primarily State & Club because federal only has Senior & Junior.

      - The system has several built-in members types such as: *Senior*, *Junior*, *Pensioner*, *Life (MAAA)*, *Life (State)*, *Life (Club)*, *Associate*, *Social*, *Park Flyer*.

      - **Discounts on fees** - As of version 3.5.20, Renewing & New member discounts with optional expiry dates can be specified at federal, state and club level.

        The discounts are applied and displayed in the the **New Member Wizard** 🎆 fees step and also applied in data grid views such as club members to renew - menu item: *Clubs->Membership Renewal*.

        - Renewing and new member discounts may be set against each fee type at federal, state and club levels.
        - The State & Federal **Renewal discount** applies to members who were previous MAAA members.
        - Club **Renewal discount** applies to members who were current members the previous year. (Can be overridden)
        - The **New member discount** obviously applies to new members only.
        - An optional expiry (until) date may be specified for each discount.
        - The club fees and discount can be overridden in the **New Member Wizard** 🎆 if required.

- When setting up fees for the affiliation year the Populate Fees link in Edit mode will copy the member types and fees from the previous year if they exist or create the default set of member types which can be edited or deleted as required. (The Populate Fees link only shows if no member type fees exist for the affiliation year.)

- By default, the member types specify mail out by *email* only.
  They can be changed to *post* or *email* & *post* or neither.
  This will control the membership listings (where applicable) when the control

  Email Post Both Ignore

- is set under Search Options->Member Details.

- If a state or club requires a member type for example to specify that mail outs are by post only then a Custom member type must be created which will be specific to the club or state.
  There are ten to select from *Custom 1* to *Custom 10*.

- To start with, in edit mode click the link Add Member Type and select *Custom 1* from the *Available member types* and enter the Custom Name & Custom Abbreviation.
  The Custom name will appear in dropdown lists while the abbreviation will appear in data gridview listings so needs to be reasonably short.

- If a Custom type is selected, *Custom Name* and *Abbreviation* must contain Senior, Junior, Pension, Assoc, Park, Social, Life or inactive to identify the basic member type.
  Eg. Custom name: *Senior with post*, Abbreviation: *Senior+P*, By Post only checked.
  Senior with post & email, Abbreviation: *Senior+P+E*, By Post and By Email checked.
  Juniors, Associates etc. can be created along the same lines.

- Entering the fees:
  Only the yearly fee is required because the others can be calculated according to the *How calculated* setting, but fees aren't necessarily set at half or a quarter so they can be specified.
  Federal & State would select *Half Yearly* because that is the way the fee structure is established but clubs are free to do what they like at their level.

  They might set Quarterly or Monthly. It will affect the way the New Member wizard calculates the fees when a new member

joins.
Eg. How calculated is *Quarterly*: If a member joined in the first quarter of affliation year then the 12 month fee would apply. If they join in the second quarter then 3/4 of 12 month fee (or 3 times the Quarterly fee if it is specified). If they join in the last quarter then 1/4 fees apply.
Monthly or *Half Yearly* do the same thing.

- Here is an example of how the fees could be set up for a club or state.

Tip! This information is used to calculate the fees for new members and existing members when they rejoin each year. Set the *Affiliated Year* in the **Search Options** to the renewal or target year. A club must be selected.

Fees for the affiliated year (2014)/2015 | Fees for the previous year (2013)/2014

Open	YearID	ID	Member Type	(Abbrev.)	Joining Fee	Yearly	Half Year	Quarterly	Monthly	Calculated	Levy	Created on	Updated on	ByEmail	ByPost	Comment
	2015	1	Senior	Senior	$20.00	$90.00	$45.00	$23.00	$8.00	Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	2	Pensioner	Pensioner	$20.00	$81.00	$42.00	$21.00	$7.00	Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	3	Junior	Junior	$0.00	$45.00	$22.00	$11.00	$4.00	Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	4	Associate	Associate	$20.00	$60.00	$30.00	$15.00	$5.00	Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	6	Social	Social	$20.00	$22.00	$11.00	$6.00	$2.00	Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	9	Park Flyer	Park Flyer						Quarterly	$0.00	21/05/2014 12:00:00 AM		✓		
	2015	11	Life Member (Club)	Life (Club)								21/05/2014 12:00:00 AM		✓		
	2015	201	Senior with post	Senior+post	$20.00	$90.00	$45.00	$23.00		Quarterly		21/05/2014 12:00:00 AM			✓	
	2015	202	Senior with post & email	Senior+P+E	$20.00	$90.00	$45.00	$23.00		Quarterly		21/05/2014 12:00:00 AM		✓	✓	
	2015	203	Pension with post	Pension+P	$20.00	$81.00	$42.00	$21.00		Quarterly		27/05/2014 8:29:40 AM			✓	
	2015	204	Pension plus post & email	Pension+P+E	$20.00	$81.00	$42.00	$21.00		Quarterly		21/05/2014 12:00:00 AM		✓	✓	
	2015	205	Associate with post	Associate+post	$20.00	$60.00	$30.00	$15.00		Quarterly		21/05/2014 12:00:00 AM			✓	
	2015	206	Junior with post & email	Junior+P+E	$0.00	$45.00	$22.00	$11.00		Quarterly		21/05/2014 12:00:00 AM		✓	✓	

Add member type

2. Edit member details
    1. Personal details
    2. Club membership details

3. Edit club details
    1. Club name, flying field location etc.
    2. Club Executive
    3. Fee structure
4. Renew club members from (2025)/2026 to (2026)/2027

1. The **Club Registrar** kicks off the renewal process once a member pays their subs.
   Menu item: *Clubs->Membership Renewal*
   The members who have renewed are checked in the first tab and renewed by clicking the button.
   This will probably happen in batches or may be one at a time as registrars receive member payments.
   A payment reference can be assigned by the club registrar to groups of members already renewed (tab 2).
   Juniors are automatically elevated to senior if they no longer satisfy the MAAA junior age policy.
   If a member or members are renewed by mistake, the action can be undone by use of the button included in the second tab until the state registrar receipts/confirms the member payment.
   To un-renew a renewed member once confirmed by the state registrar requires the state registrar to remove the member confirmed using the button.
   Then the club registrar can un-renew the member. The same applies right up to federal level.
   An artificial limit of 20 members has been set that can be renewed in one operation. ie. 20 checked. This is to prevent long processing time on the server and possible timeouts.
    - The club member renewals page *Clubs->Membership Renewal* also allows individual members to be renewed via the **New Member Wizard** 🪄.
    - This is primarily for use where member details need to be changed, particularly member type.
      The renewals page has 🪄 icon against each member and also includes the federal & state member type fields.
      Clicking on 🪄 takes you to step 3 of the new member wizard where dates and member types are set.
    - The Cancel link at the base of the **Member Personal Details** record in step 5 has been deleted for simplicity. Use to go back.
2. The **State Registrar** has two steps to perform.

- Confirms renewals once club payments have been received and can cross reference the payment received using the *payment reference*.
  Menu item: *States->Membership Affiliations*
  The state registrar needs to regularly check this page and the tab *Awaiting payment confirmation for (2025)/2026*
  (An email may be automatically generated in the future.)

- Then forwards renewals to the federal body and can also assign a payment reference.
  Menu item: *States->State to Federal*
  If this step is overlooked the federal registrar will not see the member renewals.

3. The **Federal registrar** confirms renewals once payment received.
   Menu item: *Federal->Membership Affiliations*
   The federal registrar needs to regularly check this page and the tab *Awaiting payment confirmation for (2025)/2026*
   (An email may be automatically generated in the future.)

4. Card Printing - The Federal Registrar prints the MAAA Membership cards
   Menu item: *Federal->Card Printing*

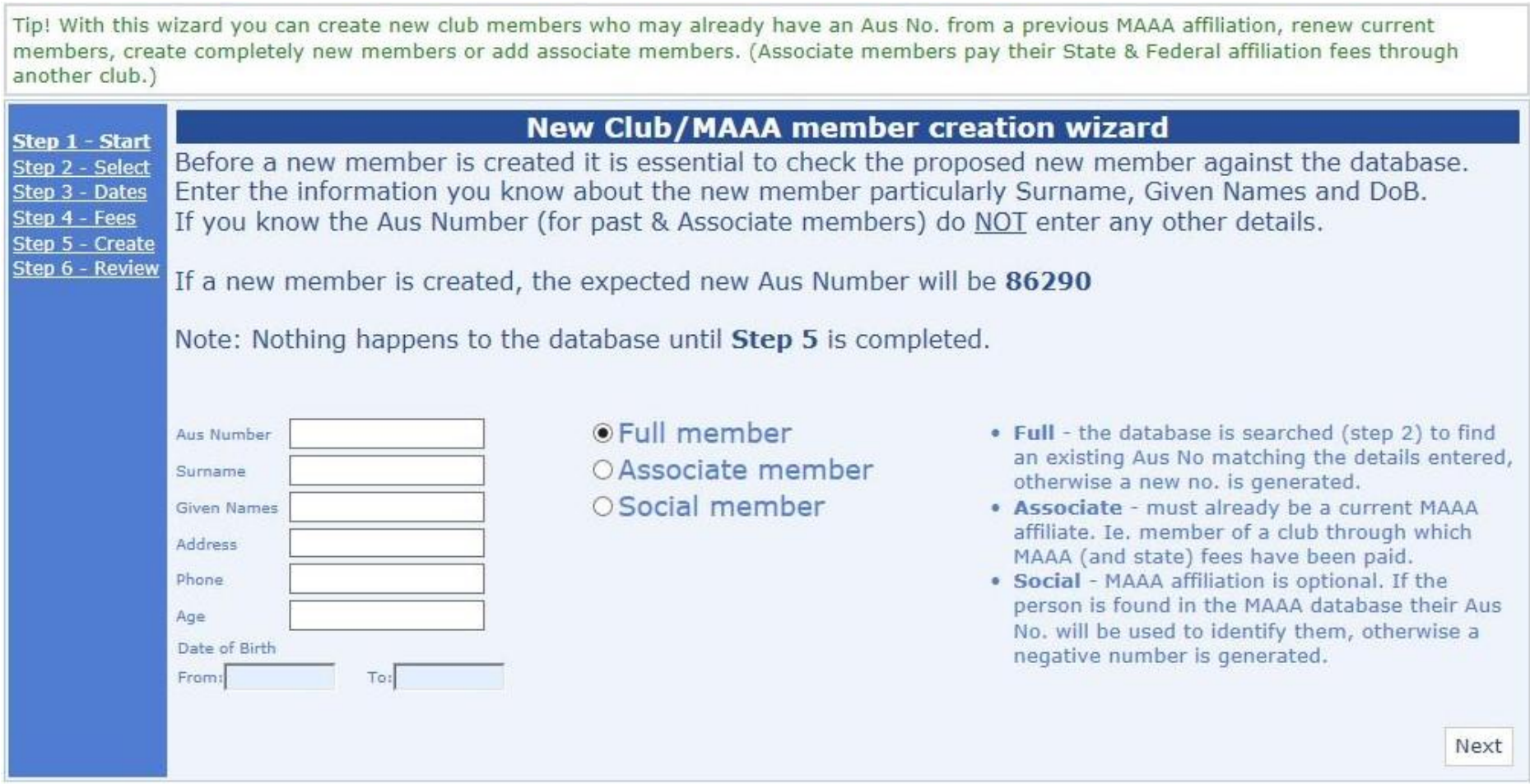
   - In the first tab members requiring cards printed are listed, they must be checked and moved to the middle tab using the button.
     To reprint a member or members the checkbox List members already printed needs to be checked so they can be found.

   - Members to have cards printed are then downloaded from the middle tab as MAAACards-be.accdb using button.
     The downloaded file links to the MS Access application **MAAACards** which is installed on the federal registrar's local computer and must be saved in the same location as the application. (C:\MAAACards\) They are then printed in a similar fashion to the old system.
     (The federal registrar has a desktop shortcut to move *MAAACards-be.accdb* from the default downloads folder to *C:\MAAACards* and then starts the MS Access card printing application. Subsequent starting of the application from the shortcut will use *C:\MAAACards\MAAACards-be.accdb* until a new file is downloaded.)

   - Once the cards have been successfully printed the members are checked in the middle tab and moved to the next tab using the button.

5. Create a new member

1. Once again this occurs at the club level and uses the New Member wizard shown in the snapshot below. (being a snapshot ignore the expected new Aus
   Number.)



2. A new member may be:
   - A completely **new** member.
   - A **past** member rejoining.

- When a past member rejoins, an expiry date is set on all rating type records (except Hall Of Fame) for the member AusNo if not an MAAA member for more than the years allowed for the rating type.
- The calculated expiry date is the **30th June** of the last year of membership plus **three** years for Wings & Instructors, **0** years for Inspectors and FAI Observers (as per the MOP's).
- The system provides a short grace period if the member joins before the **1st July** as described in the example below.
- Eg. Wings ratings - If a past MAAA member's last year was **2016/2017** and is joining up for **2020/2021** after **30th June**, any wings ratings with no expiry date or an expiry date later than **30th June 2020** will be set to **30th June 2020**. If the member joins on or before **30th June** technically the 3 years haven't expired so the system will not touch the ratings.
- This action occurs via the *New Member Wizard* in step 5 just before the member renewal is added to the database.
- If any rating expiry is set, a message like the following will display:
  An expiry date has been set on NN rating records because member 123456 has had a break in membership which exceeds the allowable years for some rating types.
- The feature was introduced with V3.6.22

- An **Associate** or **Social** member. Requires **Associate member** or **Social member** checked in step 1.
  (The member will only show up in the search list at Step 2, if already a current MAAA member.)
- A **social** member – no state/federal affiliation.

3. The same steps from item 4.2 above are then carried out by the state & federal registrars.
4. **Junior** member - definition from the *MAAA Statement of Rules: 7.4 The application form must bear the date of birth of a junior*.
   With effect from 1st July 2003, an Affiliate Member is considered to be a junior throughout the membership year if they turn 18 years old on or after July 1 of the membership year.
   The membership year is July 1 to June 30.
   Eg. for the 2018/(2019) membership year, a person born on 1/7/2000 or after is considered a Junior while if date of birth is 30/6/2000 or before they are a senior.

6. **Download data** - Most pages displaying a *Gridview* control have a button on the left side enabling users to download the underlying data source in CSV file format which can be opened in MS Excel. This can be used for a variety of purposes by registrars and others to meet their

individual needs. eg. mailing lists. The data content is restricted to the state or club according to user's login account.
Where multiple *Gridviews* are displayed in tabs, the active one is downloaded and sorted according to the *Gridview* sort column.

Next Financial Year Member Renewal Process

1. Member renewal process for (2026)/2027
    1. As we approach the 1st July it is necessary to get the system ready for member renewals.
    2. From the 1st July the Affiliated Year in the Search Options will default to the next year (ie. the 2nd year of the financial year) but it can be manually set to the next year to allow fees to be set.
    3. As the process transitions from one financial year to the next, the year entered in the *Affiliated Year* Search Options is critical to achieve the desired results.
2. Sequential steps to follow prior to member renewals by clubs.
    1. **Federal Fees -** Federal registrar sets the federal fees for the new year.
    There is only Senior & Junior member types at federal level so straightforward.
    The page allows the fees from the previous year to be copied across using the Populate Fees link displayed in edit mode.
    2. **State Fees -** State registrars also set their State fees for the new year.
    At state level there may be several member types with different fees and mail out options.
    It is important that the fee structure is setup correctly.
    The page allows the fees from the previous year to be copied across using the Populate Fees link displayed in edit mode.
    3. **Club Re-affiliation** - Once the state registrar has set the state fees the next step is for clubs to re-affiliate.
    Clubs cannot re-affiliate unless the state fees have been set.
    Clubs will not show in the search options dropdown list until they re-affiliate.
    Clubs can re-affiliate themselves from the link on the Club Details page after which they will appear in the 2nd tab of Club Affiliations ready for the state registrar to confirm/accept.
    (The link is enabled from 1st May until the club re-affiliates - prior to 28 May 2015 V2.10.9, it was 1st June.)
    State registrars can also re-affiliate clubs from the same page in one step.
    4. **Club Fees** - After a club has re-affiliated, the club fee structure must then be set. Only after this step can a club begin to renew their members.