

Setting Up Your Dues

1



Membership Updates

Make sure your membership expiration date is set according to when your group expects to collect dues. You should also ensure your membership list is updated regularly.

2



Setting the Price

Go to Settings > Membership > Send Membership Expiration Notice > Set Membership Default Duration > Set Membership Options

3



Worktag Numbers

Before setting up dues, make sure your group has a worktag number! Your group can request a worktag number by navigating to the Registered Student Organizations' HogSync page and filling out the request form. The money will then go to your group's checking account.

4



Helpful Tip

Only new members, members that have expired, or members with the payment link, will be asked to pay dues. Existing members with lifetime membership, will need to re-join the group or be sent the payment link!

5



Requesting Refunds

Visit:
<https://uark.teamdynamix.com/TDClient/33/Portal/KB/ArticleDet?ID=1114> to request a refund through the CashNet system. Refunds are NOT processed in HogSync.