

## Dues Increase Setup

Start the review process in May for the next fiscal year renewals that will be sent in August for September dues. Use the following spreadsheet as a guide: [2022 Proposed Dues Increase](#).

Create a new excel sheet with standard dues levels and manipulate the data to determine the appropriate increase level for each. Tip: make sure each membership level breaks down to a round number for monthly payments.

In GrowthZone, run the report called "Data Review | Membership Dues to prepare for Annual Increase". Export the report to excel. Review all of the data looking for any issues or outliers.

Pull all of the data for custom memberships and add to the newly created spreadsheet and add to the "custom" tab. All changes/increases made to the custom memberships will need to be manually updated.

To make the changes for the standard memberships in GrowthZone follow these steps:

Go to Setup and click on "Types" under the "Memberships" Category

Click into each non-custom membership type and change the description to match the new dues amount.

Edit Membership Type
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Membership Name Small Business (1-2 employees)		Inheritance Type ⓘ Full inheritance	
Term Length ⓘ 12	Owned By Organization	Category ⓘ -- Select a Category --	Is Active <input checked="" type="checkbox"/>

**Renewal Options**

Renewal Pricing Recalculate price	End Type Manually ended	Renew Everyone On -- Anniversary Date --
Start Date Join Date	Expiration Date 1 Year from Start Date	

**Automation**

New Membership Project -- Select a New Membership Project --	Renewal Project -- Select a Renewal Project --	Add to List -- Select an Add to List --
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Description

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**\$340 Annually**

Click on the pricing link for each non-custom membership type and update the price

Verify that all of the pricing is showing up correctly within the application on the website

Update the pricing in the blue boxes through the back end of the website

**Edit Membership Billing - Small Business (1-2 employees)** < 1 of 16 >

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Payment Gateway: Michigan West GZ Pay (Default) | Invoice Template: Michigan\_West\_Invoice.docx | Payment Terms: Due on Receipt | Terms/Conditions: -- Select a Terms/Conditions --

Formula Based Pricing:

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**Recurring Fee Items**

Fee Item	Description	Price	Annual Amount
Membership Dues	Membership Dues	1,360	<a href="#">Billing Options</a>

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**Setup/One-Time Fee Items**

Fee Item	Description	Price	Hide
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**Discount**

Discount	Name	Promo Code	Start Date	End Date
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**Payment Options**

Round the Per Bill Amount:

Enabled	Frequency	Invoice	Credit Card	Require Autopay	Price Change %
<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 \$30.00
<input checked="" type="checkbox"/>	Quarterly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 \$90.00
<input checked="" type="checkbox"/>	Semiannually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 \$180.00
<input checked="" type="checkbox"/>	Annually	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 \$360.00