

Instructions for Club Officials – Auto Renewal Product

- Club Profile
- Club Members
- Applications (New)
- Applications (In Payment)
- Email Renewal Invites
- Transfers
- Orders
- Reports
- Permit Management

EDIT CLUB

General information | **Membership Settings** | Club Officials | Financial Settings | Notifications

Membership collection Only collect Cycling Ireland memberships Collect Club membership and Cycling Ireland membership

Actions: 2026 | 2025 | 2024

Products (Price below does NOT include CI fee)

Name	Year	Price	Actions
Leisure Membership Adult 2026	2026	10.00	Edit Delete
Competitive Adult 2026	2026	100.00	Edit Delete
Test 2026	2026	25.00	Edit Delete
Senior 2026	2026	25.00	Edit Delete
Junior (7-17 year) 2026	2026	0.00	Edit Delete
TEST Product	2026	0.00	Edit Delete

[Add new Product](#)

AutoRenewal Product:

1. Log into Cycling Ireland using the email address associated with your own membership. You should see the page as shown above.
2. Click on your **club profile** in the top left.
3. Click **membership settings** and you should see your 2026 club membership products. If you don't use the system to collect your annual club fee from members, you can ignore this guide.
4. Click **'edit'** on the club product you wish to set as the default for auto renewing members.
5. The **minimum age must be set to 18** for the selected club product. Auto renewal is currently available to Cycling Ireland Leisure Members, which is for adults only.
6. **Once you have the club product created, scroll down and select the product from the the 'auto renewal product' dropdown.**
7. Click **Save** at the bottom of the page. Ensure that your club code of conduct box is not blank, as this may prevent saving.