JustGo

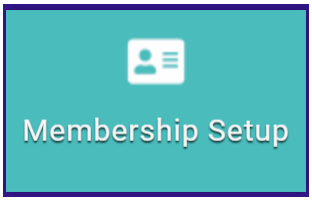
How to change the amount of club dues

1. Go to https://fpusa.justgo.com or scan the QR code below.

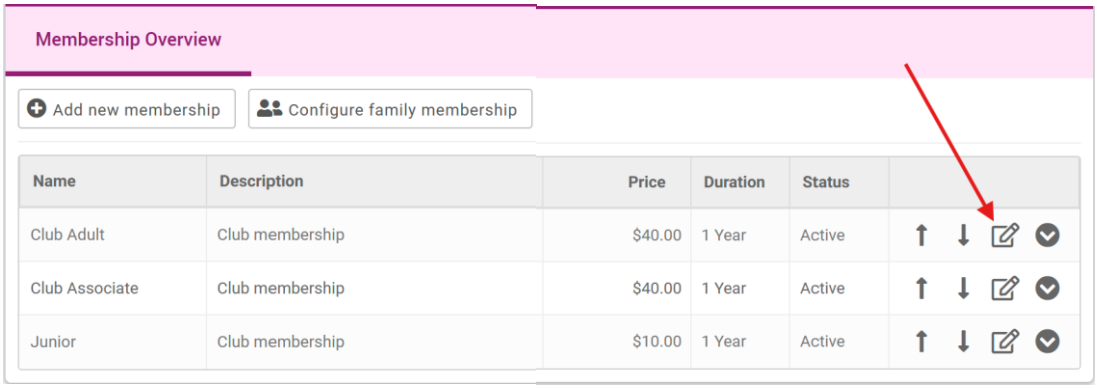
2. Enter your **email address** for the **Username**. Enter your **password** and click Log In.
3. If you need to reset your password, click “Forgot Password?”
4. Select **Menu** from the upper-left corner.



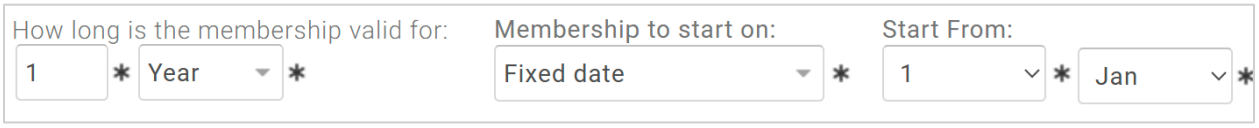
5. Select **Membership Setup.**



6. Click the **Edit Membership** icon for the club membership you want to update.



7. The **club membership** is usually configured to **start on January 1st** to match the FPUSA membership configuration.



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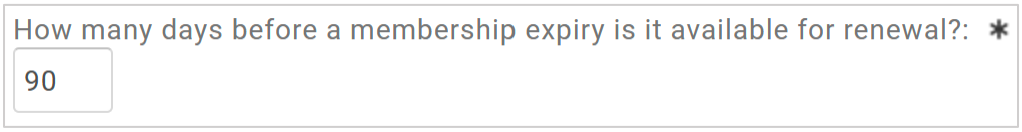
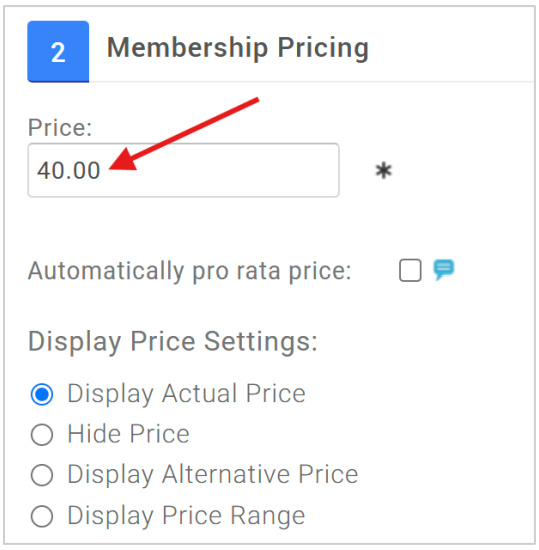
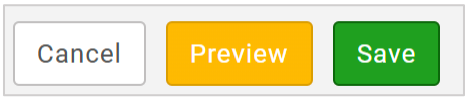
8. The membership **renewals typically open 90 days before the expiration date** to align with the FPUSA setup.



9. **Change the price** of the club membership



10. Click **Save.**

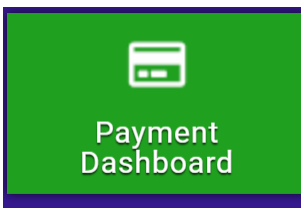


11. **Please verify that your bank account is active and correctly set up in JustGo.**

12. Return to the **Menu**.



13. Select **Payment Dashboard.**



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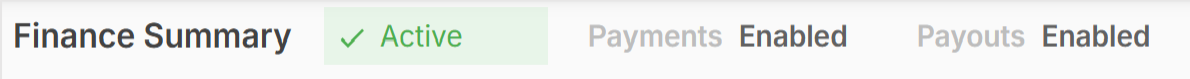
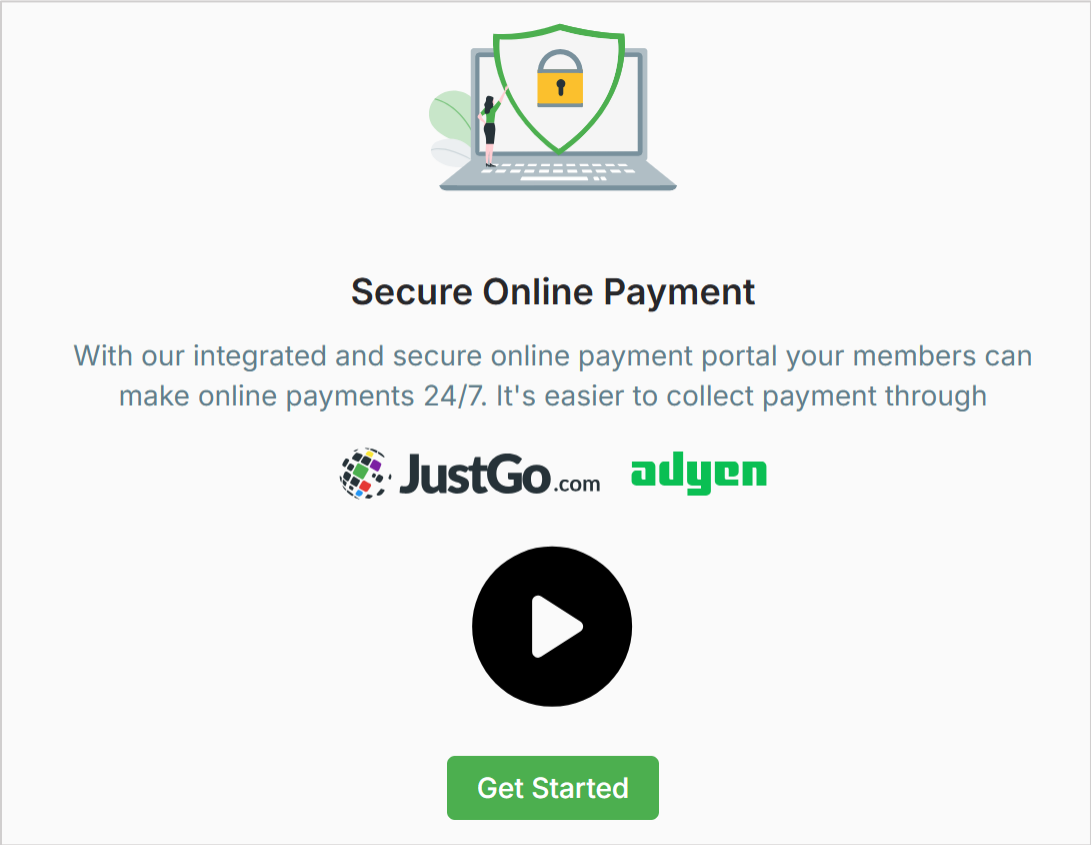
14. Verify your **Payments and Payouts** statuses are listed as **Enabled and Active**.



15. If your **screen matches the image below**, your bank account is not configured. You must change your **club membership fee to $0** and collect dues directly from the member. This configuration allows members to renew their FPUSA membership through JustGo if they choose to.



For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez
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