

Member Renewal Procedure

Individual Member - Via My Page

- Open the ACTA website www.claytarget.com.au and click on Member Log In.
- The ACTA has not previously collected email addresses, so even if you provided your email address to your club via your member renewal form there was no provision to forward it to the ACTA. If you are unsure contact your club secretary or the ACTA.
- Log In using your Member No. and password. You need to have provided your current email address to the ACTA for the forgotten password link to work. If you have any issues to this point please contact the National Office on 02 6938 2121 or via email membership@claytarget.com.au for assistance.
- Family members cannot share an email address in this system. All members must have their own email address.
- Once you have access to your MyPage area, **please take the time to check all your details are correct.** If your handicap is incorrect please contact your club secretary to have it updated.
- Processing your membership if your details are incorrect will mean that your 2016 membership sticker will be incorrect. Incorrect details can be changed by you manually. The ACTA will not be reissuing stickers where the member has not updated their information before processing.
- Click on the renew membership tab – follow the prompts to renew your membership.
- Processing your membership this way means that the ACTA will collect the ACTA fee, the state fee, zone fee (if applicable) and the club fee and pay these back to the relevant bodies on your behalf. This is done on a monthly basis.
- Your renewal sticker is then placed in a queue to be printed at the National Office and mailed the next working day.