

How do I check if a member has received a Membership Payment Campaign?

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After sending out a Membership Payment Renewal campaign, you can verify if specific members have received the invoice email from the campaign through two approaches:

a) Check the Renewal Campaign member list:

1. In the left-hand menu, open the **Members** section and click **RENEWAL CAMPAIGNS**

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	Dashboard	
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Re	newal Campaigns NEW	
Re	newal Campaigns NEW Membership Forms	
	Membership Forms	
	Membership Forms Products & Questions	•
	Membership Forms Products & Questions Promotions	

2. Toggle over to the **MEMBERSHIP PAYMENT CAMPAIGNS** tab

Renewal Campaigns		
Membership Renewal Reminders	Membership Payment Campaigns	
Create Membership Renewal Remind	er	All Status 💌 🔍 Type to search

3. **EDIT** a completed campaign

Renewal C	ampaig	ns Help						
Membersh	ip Renewal I	Reminders	Membership Payment Campaigns					
Create Mer	mbership Pa	ayment Campa	aign	All Payment Types \vee	Completed 🗸			
Campaign Name	Payment Type	Date Added	Previously Purchased Products	Renewal Products	# Members	# Emails	Status	Actio
	Manual	13 December 2023	National Capitation Fee	Create member,test VIC voucher p	. 33	1	Completed	Edit
Show 10 × Showing 1-1 of 7							K K 1	> >I

4. Click the **MEMBERS** tab

Completed					
Details	Previously Purchased Products	Renewal Products	Scheduling & Messaging	Members	
Details				,	

If the member is appearing in the list provided here, then they have received an invoice email as the campaign is completed.

Details	Previously Purchas	sed Products	Renewal Products	Scheduling	& Messaging Me	embers		
Add Memb	ers	DO	3 From \rightarrow	DOB To	✓ All Assigned Geno	lers v All Gender Identities v	Q charlotte	
	Name	Assigned Gender	Gender Identity	Birthdate	Member Email	Account Email 🚯	Status	Action(s)
~	Charlotte Marks	Female	Prefer not to say	01/01/2005	charlotte@email.com	customerservice@sportstg.com	Inactive	View
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