

Updating Credit Card details in ActiveWorks Membership



1. Head to the Triathlon Australia website – www.triathlon.org.au.
2. Click on 'Annual Membership' tab found on the homepage.
3. Click on EXISTING MEMBERS: MANAGE YOUR MEMBERSHIP.
4. Login using your existing username and password.
5. Once you have successfully logged in and see the screen below, click on the **Payment Information** on the right-hand side of the page.

MEMBERSHIPS

INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP TIERS	STATUS	ACTIONS
name: <input type="text"/> (Over 18 Years Old)	Organization: Triathlon Australia Membership Program: Triathlon Australia Annual Membership Package: Adult Package option: Club Membership number: <input type="text"/> Started: May 4, 2017	Active Auto-Renewal - ON Next renewal date: July 1, 2018	View Order History Cancel Auto-Renew Update Form Question
	Organization: Triathlon NSW Membership Program: NSW Membership Package: Annual Package option: Membership Membership number: <input type="text"/> Started: May 4, 2017	Active Next renewal date: July 1, 2018	View Order History Update Form Question
	Organization: Cowra Triathlon Club Membership Program: Cowra Triathlon Club Annual Membership Package: Adult Package option: Adult Membership number: <input type="text"/> Started: May 4, 2017	Active Next renewal date: July 1, 2018	View Order History Update Form Question

[Hide Additional Membership Tiers](#)

PERSONAL INFORMATION [Edit](#)

Phone

Email address

Mailing address

PAYMENT INFORMATION [Edit](#)

1 credit card

[Change Background](#)

6. Click on the 'Update 3' (or Update 2, if you have a Non-Club membership package) button on the top right of the page

Payment information

Update 3

Membership	Name	Next Renewal Date	Payment Method	Payment Status
		Jun 30, 2018 AUTO	No payment method	NONE
		Jun 30, 2018 AUTO	No payment method	NONE
		Jun 30, 2018 AUTO	No payment method	NONE

BACK

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7. Select the credit card that you wish to use.
 - a. You can either select the existing credit card that you have used and update the expiry date, or
 - b. Use a new credit card.


Update payment method

Membership	Name	Next Renewal Date
<input checked="" type="checkbox"/>	<input type="text"/>	Jun 30,2018 <input type="button" value="AUTO"/>
<input checked="" type="checkbox"/>	<input type="text"/>	Jun 30,2018 <input type="button" value="AUTO"/>
<input checked="" type="checkbox"/>	<input type="text"/>	Jun 30,2018 <input type="button" value="AUTO"/>

Select payment type

Credit Card

Select credit card

 *****9210 Valid thru 06/2017

Use a new credit card

NB: The same credit card must be used for all membership tiers