



River Stour Trust

In the past, membership records have relied solely on manual inputting - using post and email (once a very modern way of doing things!) - but we are finally making a long overdue change.



Membermojo is an online membership database that aims to automate the administration and management process; and allows members to view and manage their own information. It is GDPR-compliant and specifically designed to help organisations like ours.

Expected benefits of the new system include:

- Members can access, review and update their own details online
- Online digital membership cards
- The ability to create a members' page
- Reduced office time spent on manually maintaining records

We'd appreciate it if you could take a few minutes to sign in and check your details.

To sign into Membermojo:

- Follow this link <https://membermojo.co.uk/riverstourtrust>
- Type in the email address RST has on file for you

Please note – more than one email address?

If you have two email addresses on the system, then one will be set as the primary email for login. The other email will receive group emails but cannot be used for login unless it replaces the primary email. We recommend that couples consider using a shared email address for RST membership.

- Click **sign in with email**.
- Membermojo will email you a time limited, single use access link
- Follow the link then click **sign in**

You should be able to see your own membership summary split into sections as follows:

- 'My Details' - comprising your contact details, membership number and type, membership expiry date, payment mode (automatic or manual) and gift aid status.
- 'Payments' - currently this is blank until your membership is renewed via the new system (but see 'My Details' section to view membership expiry date and expected payment mode).
- 'Password' - you can choose to set a password or instead continue to use time limited, single use link to access
- 'Membership Card' - view your electronic membership card

The system will send renewal reminder emails with details of how to renew. If your payment mode is set as 'Manual' then action is required on your part but if it is set to 'Automatic' you have already set up annual payment e.g. Banker's Standing Order.

Please check your membership status:

Online via Membermojo - <https://membermojo.co.uk/riverstourtrust>

or email members@riverstourtrust.org or call 01787 313199