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Home & Small Business Tech Solutions

Collecting Membership Dues Online

groups — money that records itself, less chasing for the treasurer An Extended Guide · No. 2072

An Extended Guide · No. 2072

Tech Made Simple. Service Made Personal.

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THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. Collecting membership dues online means a member can pay with a card from their phone or computer, in about a minute, instead of mailing a check or catching the treasurer at a meeting. The money lands in the group's account, and the tool keeps a tidy record of who has paid. It saves the treasurer hours and gets dues in faster.

1. Pick a tool — Square, PayPal, or a club or church app are common choices.
2. Create a payment link or simple page for your dues, with the amount and the group's name.
3. Share the link by email, on your website, or as a printed QR code.
4. Let members pay by card; the money goes to the group's account.
5. Use the tool's record of payments to see who has paid and who has not.
6. Decide whether to offer automatic yearly renewal, and set gentle reminders. You do not need a fancy system to start. A single payment link that a member taps to pay their dues is enough for most small groups, and it can be set up in an afternoon at no monthly cost. The rest of this guide walks through choosing a tool, setting up a dues link, tracking who has paid, handling the small processing fees, and keeping members' information safe —

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in plain language. WHY IT HELPS 2. Why Online Dues Are Worth It Collecting dues by check and cash has always worked, but it leans hard on one tired volunteer. The treasurer chases people, deposits a stack of checks, and keeps a list in a notebook. Online dues lift most of that weight. Members pay when it is convenient for them, the money arrives on its own, and the record keeps itself. Members pay anytime, from anywhere, without a stamp or a meeting. Money arrives in the group's account without a trip to the bank. The tool records who paid, so the treasurer stops keeping a notebook. Dues come in faster and more reliably, which steadies the group's budget.

TIP

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The biggest winner here is your treasurer. Online dues turn a season of chasing and deposits into a quiet trickle of payments that record themselves — a real gift to the volunteer who holds that job. None of this means abandoning members who prefer to pay by check. The best groups offer both, and simply let online dues take most of the load off the treasurer. ONE-TIME OR RECURRING 3. One-Time Dues or Automatic Renewal? There are two ways to collect dues online, and it helps to know which you want. A one-time payment means the member pays each year when reminded. A recurring payment means the card is charged automatically each year or month until they cancel. Each has its place, and you can even offer both and let members choose. One-time: the member pays each period when you remind them. Simple and expected. Recurring: the tool charges the card automatically each year or month. Recurring is convenient but asks members to trust an automatic charge. Offering both lets each member pick what they are comfortable with. Recurring dues steady a group's income, but be gentle about them. Always tell members clearly that it will renew automatically, remind them before each charge, and make canceling easy. Surprise charges sour goodwill fast. For many small clubs, a one-time payment with a friendly yearly reminder is the simplest and most comfortable choice. Larger groups that want steady income often add a recurring option. Start with what suits your members. WHICH TOOL 4. Choosing the Right Tool Several good tools can collect dues, and the best for you depends on what your group already uses and how much structure you need. The simplest is a payment link from a service like Square or PayPal. Groups that want to track memberships more fully may prefer a club or church app that ties dues to each member's record.

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Square or PayPal: quick payment links, no monthly fee, money to your account — the easy start. A club or membership app: ties dues to each member's record, for groups that want more. A church management system: handles dues, giving, and directories together. Your existing giving tool: if you already take donations online, it may handle dues too. If you are just starting, a payment link from Square or PayPal is the gentlest path: free to set up, no monthly cost, and money that lands in the group's account. You can graduate to a fuller membership tool later if the group grows into it. Match the tool to your real needs, not the fanciest option. A simple link handles dues for most small clubs beautifully. Save the full membership software for when you genuinely need to track more. A GROUP ACCOUNT 5. Keep the Money in the Group's Name Before you take a dollar, make sure the account receiving the money belongs to the group, not to a volunteer personally. Dues flowing into the treasurer's personal account is a tangle at tax time and a risk if that person leaves. Set up the payment tool tied to the group's own bank account and name from the start. Open the payment tool in the group's legal name, linked to the group's bank account. Never route dues through a volunteer's personal account or app. Keep the login where the treasurer and one other officer can both reach it. Hand it over cleanly when the treasurer changes, like any other group record. WATCH OUT Dues landing in someone's personal account causes real problems — confusion at tax time, and money that is hard to recover if the person leaves. Use the group's own account from day one. This one decision keeps the group's money clearly the group's, keeps the books clean, and protects both the group and the volunteer. It is worth the small extra effort of setting the account up properly.

A DUES LINK

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6. Creating Your Dues Payment Link The heart of the whole thing is a simple payment link or page. In a tool like Square or PayPal, you create a payment item named for your dues, set the amount, and the tool gives you a web link and often a QR code. A member who taps it sees a clean page, enters their card, and pays. That is the whole flow.

1 In your payment tool, create a payment link or button for dues.

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2. Name it clearly, like 'Garden Club 2026 Membership Dues.'
3. Set the amount — or let the member enter it, if you have several levels.
4. Save it, and copy the link and QR code the tool provides.
5. Test it yourself with a small real payment, then refund it, to be sure it works. TIP Always test your own link with a small payment before you send it out, then refund yourself. Five minutes of testing saves the embarrassment of a broken link reaching your whole membership. Once the link works, you have the core of an online dues system. Everything that follows — sharing it, tracking payments, handling levels — builds on this one tested link. MEMBERSHIP LEVELS 7. Handling Different Membership Levels Many groups have more than one kind of membership — individual and family, student and senior, regular and sustaining. Online tools handle this easily. You can make a separate link for each level, or a single page with a few buttons, so each member picks and pays the right amount without confusion. Make a separate payment link for each membership level, clearly labeled. Or use one page with a button or choice for each level. Label each clearly with who it is for and what it costs. Keep the number of levels small, so members are not left puzzling over which to pick. If your levels are complex, a membership app may handle them more gracefully than a pile of separate links. But for three or four simple levels, clearly labeled links work just fine.

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SHARING THE LINK

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Clear labels are the whole trick here. A member should be able to look at your options and know in a glance which one is theirs, without a phone call to the treasurer to ask. 8. Getting the Link to Your Members A dues link only works once members can find it. Happily, one link can be shared in many ways at once: emailed to the membership, placed on the group's website, printed as a QR code on a renewal notice, or handed out at a meeting. The more paths you offer, the more members pay without being chased. Email the link to your membership list with a friendly renewal note. Put a 'Pay dues' button on your group's website. Print the QR code on paper renewal notices and newsletters. Show the QR code at meetings so members can pay on the spot from their phones. TIP A QR code at a meeting is quietly powerful: members pull out their phones, point the camera, and pay in a minute while they are thinking about it. Many groups collect a surprising share of dues this way. Offer the link everywhere members look, and dues start arriving without the old round of phone calls. Each member simply pays through whichever path is easiest for them. TRACKING 9. Seeing Who Has Paid One of the quiet joys of online dues is that the tool keeps the record for you. Every payment is logged with the date, the amount, and usually the member's name and email. The treasurer can see at a glance who has paid, instead of cross-checking a stack of checks against a notebook. The payment tool lists every dues payment with date, amount, and payer. Match these against your member list to see who still owes. Many tools let you export the payments to a spreadsheet for your records. Keep that record with the group's books, as your proof of who paid.

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THE FEES

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Encourage members to put their name in the payment note if the tool does not capture it automatically, so the treasurer can always match a payment to a member without guesswork. This automatic record is where online dues save the most time. The chore of tracking who paid, once an evening's work with a calculator, becomes a glance at a list that keeps itself. 10. Understanding the Small Processing Fees Taking cards online is not quite free: the payment company keeps a small slice of each payment to cover the card networks and their service. This is normal and modest, but it is worth understanding so there are no surprises and so you can decide who absorbs it. Online card payments typically cost a few percent plus a small fixed fee per payment. As of late 2026, common online rates run around 3% plus roughly 30 cents — check your tool. On a modest dues payment, that is a small amount, but it adds up over a year. The fee comes out automatically; you receive the dues minus the fee. Many tools let you ask members to add a little to cover the processing fee, so the group receives the full dues. Members often happily do this when asked kindly — but always make it optional. Weigh the small fee against the hours saved and the dues collected faster. For most groups, the convenience is well worth a few percent, especially when some members choose to cover it. FEE MATH 11. A Simple Look at the Numbers It helps to see the fee in plain numbers so the group can budget for it. The exact rate depends on your tool and changes over time, so always confirm the current figure, but a simple example shows the shape of it. On a $25 dues payment at about 3% plus 30 cents, the fee is roughly a dollar. On a $50 payment, the fee is around two dollars.

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TIP

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Across a hundred members, that is a modest, predictable cost to the group.

Compare it against the treasurer's time and the faster, fuller collection. Budget a small line for processing fees, or ask members to cover them. Either way, go in knowing the number so the fees are a planned cost, not an unwelcome surprise on the statement. Confirm your tool's current rate before you rely on these figures, as they shift. The point is simply that the fee is small and knowable — easy to plan around once you have the real number. RENEWALS 12. Handling Yearly Renewals Kindly For most clubs, dues come around once a year, and a gentle, well-timed reminder is what actually gets them paid. Whether you use one-time payments or automatic renewal, a kind note ahead of the deadline — and a clear link to pay — does most of the work. Send a friendly renewal reminder ahead of the dues deadline, with the link. Follow up once more, gently, for those who have not yet paid. If you use automatic renewal, warn members before each charge, not after. Thank members when they pay — a small kindness that keeps goodwill high. A warm 'time to renew, here's the link' note gets far better results than a stern 'you owe us.' Most members simply forgot, and a kind nudge with an easy link is all they need. Pair your renewal reminders with the shared calendar and email list from the group's other tools, and the whole cycle runs smoothly — reminders go out, links get tapped, and dues come in. AUTOMATIC CHARGES 13. Doing Recurring Dues Fairly If your group offers automatic renewal, a little fairness goes a long way and keeps members trusting the group. Automatic charges are a convenience, but only when they are clear and never a surprise. A few simple habits keep recurring dues comfortable for everyone.

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WATCH OUT

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Tell members plainly, at sign-up, that the dues will renew automatically.

Send a reminder before each renewal charge, so it is never a shock. Make canceling simple and honor it at once, with no guilt trip. If a card fails, let the member know gently rather than dropping them. A surprise automatic charge is the fastest way to turn a happy member into an angry one. Clear sign-up, a reminder before each charge, and easy canceling are not optional — they are how you keep trust. Done fairly, recurring dues steady a group's income and spare members the yearly chore of remembering. Done carelessly, they cost goodwill. The difference is simply clarity and kindness. MEMBERS WITHOUT CARDS 14. Serving Members Who Pay by Check Not every member will want to pay online, and that is perfectly fine. Some prefer a check, some do not use cards, and some simply like the old way. Online dues should be an added convenience, not a wall. Keep the check-and-cash path open alongside the link, and record both in the same place. Keep accepting checks and cash from members who prefer them. Record check payments in the same list as the online ones, so the record is whole. Never make a member feel behind the times for paying by check. Offer to help a member pay online, once, if they would like to try it. The goal is one clear record of who has paid, however they paid. Enter the checks alongside the online payments, and the treasurer sees the whole picture in one place. Offering both paths means online dues help the members and treasurer who want them, without leaving anyone behind. Everyone pays the way they prefer, and the group keeps one clean record.

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SECURITY

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15. Keeping Payments Safe When money is involved, safety matters — both the group's account and the members' card information. The good news is that the reputable payment tools handle the hard parts of card security for you. Your job is mostly to protect the account login and to steer members to the real link, not a fake one. Use a well-known payment tool, which handles card security behind the scenes. Protect the group's payment account with a strong password and two-step verification. Share only the official link; be alert to scammers who copy a group's dues page. The group never needs to store members' card numbers — let the tool do that. WATCH OUT Never collect card numbers by email or on paper to type in later. That is unsafe and unnecessary. A proper payment link lets the member enter their own card directly and securely, and the group never touches the number. Lean on the payment tool for card safety, protect your own account login, and point members only to the genuine link. Do those three things and online dues are safe for everyone. SCAMS 16. Guarding Against Dues Scams Sadly, groups that collect money online can attract the occasional scammer, who might copy your dues page or send members a fake 'pay your dues' email pointing to the wrong place. A little awareness protects your members and the group's good name. Tell members exactly where the real dues link lives, so a fake one stands out. Be wary of emails pushing members to a slightly different web address. Watch the group's account for any payments or changes you did not expect. If a member reports a suspicious dues message, warn the whole group promptly. WATCH OUT Scammers read the same public calendars and newsletters your members do. If your renewal season is public, a fake 'dues due' email may follow. Remind members of the one true link, and to slow down if anything feels off.

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RECORDS

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Most groups never have trouble, but a word of caution to members costs nothing. Point them to the one real link, watch the account, and you will stay well clear of the few bad actors. 17. Keeping Clean Records for the Books Online dues make the treasurer's record-keeping easier, but only if the records are gathered and kept. A little discipline here means the books balance, the group can show where its money came from, and the next treasurer inherits a clear picture rather than a mystery.

1. Export or save the payment records from your tool regularly.
2. Match the deposits in the bank account to the dues collected.
3. Keep the records with the group's books, alongside any check payments.
4. Hand the whole record on when the treasurer changes. A simple spreadsheet of who paid, when, and how much — pulled from your payment tool — is often all a small group needs for clean books. Save it regularly so a year's dues are never lost. Good records protect the group and the treasurer alike. With online dues, most of the record keeps itself; your part is simply to save it and tie it to the bank deposits now and then. THANKING MEMBERS 18. A Receipt and a Thank-You A small courtesy makes online dues feel warm rather than transactional: a receipt and a word of thanks. Most tools send an automatic receipt, which members appreciate for their own records, and a brief thank-you from the group turns a payment into a moment of goodwill. Let the tool send an automatic receipt so members have proof of payment. Add a short thank-you, in the receipt or a follow-up note. For a nonprofit, a receipt may matter to the member at tax time. A little gratitude keeps members glad they belong.

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ONE KEEPER

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For a registered nonprofit, members may want their dues or gifts noted for tax purposes.

The library has a separate guide on year-end giving statements if your group needs to provide those. A receipt and a thank-you cost nothing and mean a lot. They turn the simple act of paying dues into a small, pleasant exchange that keeps members feeling valued. 19. Naming One Person to Run It Online dues work best when one person — usually the treasurer — owns the system. They keep the link current, watch the payments, update the member list, and handle the yearly reminders. It is lighter work than the old way, but it still needs a clear owner so nothing slips. Name one officer, usually the treasurer, to run the dues system. They keep the link working, watch payments, and update who has paid. They keep the account login where another officer can also reach it. When they step down, the account and records pass to the next treasurer. Because the tool does the heavy lifting of collecting and recording, the treasurer's job becomes mostly watching and reminding — far lighter than chasing checks ever was. With one clear owner and the account shared safely among the officers, online dues become a dependable part of how the group runs, surviving every change of treasurer. WHY NOT CASH 20. Why Move Beyond Cash and Checks Cash and checks will always have their place, and no group should abandon them. But leaning on them alone has quiet costs that an online option eases. Checks must be collected, deposited, and chased; cash must be counted and kept safe; and both put the whole burden on one volunteer standing at a table. Online dues simply lift most of that weight. Checks mean trips to the bank and a notebook of who has paid. Cash must be counted, safeguarded, and reconciled — a worry at every event.

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A PAY BUTTON

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Both rely on catching members in person, which misses the busy ones.

Online dues arrive on their own and record themselves, easing all of this. The goal is not to banish cash and checks but to add an easy online path alongside them. The members who prefer the old way keep it; the rest pay online, and the treasurer's load drops sharply. Offering online dues is about meeting members where they are. Some will always prefer a check, and that is fine — but many will happily pay online the moment it is offered, and your treasurer will feel the difference at once. 21. A 'Pay Dues' Button on Your Website If your group has a website, a clear 'Pay Dues' button right on it is one of the easiest ways to collect. A member visiting to check the calendar sees the button, remembers their dues, and pays on the spot. The button simply leads to the same payment link you already made, so there is nothing new to build. Add a clear 'Pay Dues' button linking to your payment page. Place it where members will see it — the home page or a 'Membership' page. It uses the same link you already created, so no extra setup is needed. Keep the button's link current if you ever change your payment page. Put the 'Pay Dues' button somewhere a member lands anyway, like the page with the calendar or the newsletter. Catching them while they are already on the site turns a visit into a payment with no chasing at all. A website button is a quiet, always-open door for dues. It costs nothing beyond a few minutes to add, and it collects payments around the clock without anyone lifting a finger.

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INSTALLMENTS

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22. Letting Members Pay in Installments For groups with higher dues, giving members the option to pay in a few installments rather than all at once can lift participation and ease the strain on tighter budgets. Some payment tools support this directly; otherwise you can simply offer a couple of smaller payment links across the year. Offer installments where dues are high enough that a lump sum pinches. Some tools can split a payment automatically; others need a couple of links. Make the schedule clear, so members know what to expect and when. Keep track of who is mid-installment so no one is wrongly marked unpaid. Installments can turn a 'maybe next year' member into a current one. For many people, two or three smaller payments feel far easier than one larger one, even for the same total. Installments are not for every group, but where dues are substantial they are a kindness that keeps good members on the rolls. Offer them simply, track them carefully, and they widen your circle. REFUNDS 23. Refunds and Mistaken Payments Now and then someone pays twice, pays the wrong amount, or pays and then has to resign. Handling these gracefully keeps goodwill and keeps your records honest. The payment tools make refunds straightforward, and a clear, fair approach settles these small moments without fuss. Refund an obvious double payment promptly, without making a fuss. If someone overpays, refund the difference or, with their blessing, treat it as a gift. Keep a note of any refund so your records and the bank match. Decide in advance whether dues are refundable if a member resigns mid-year. TIP Refund a clear mistake quickly and kindly. Nothing builds a member's trust like a group that spots a double charge and fixes it before being asked — and nothing sours it like having to fight for an obvious refund.

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HOUSEHOLDS

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Refunds are a small part of the work, but handling them promptly and fairly speaks volumes about how the group treats its people. A clear approach keeps these moments easy and your records clean. 24. Family and Household Memberships Many groups offer a family or household membership covering several people for one price. Online dues handle this neatly with a clearly labeled option, but a little care in your records keeps it from causing confusion about who is actually a member and who to contact. Offer a clearly labeled household option at its own price. Record which people a household membership covers, not just the payer. Decide how many votes or newsletters a household gets, and note it. Keep one main contact per household to avoid double-mailing. The trap with household memberships is the record, not the payment. One person pays, but several are members. Note who is covered, so the family is served fully and not mistaken for a single member. Household memberships are popular and fair, and online dues handle the payment easily. Just keep your member list clear about who each household covers, and everyone is served properly. GENTLE REMINDERS 25. Chasing Late Dues Kindly Some members will always forget, and a gentle reminder is almost always all it takes. The tone matters: most people simply let it slip their mind, and a warm nudge with an easy link gets far better results than a stern notice. Online dues make the reminder easy — a short note and a tap, and they are paid up. Send a friendly reminder after the deadline, with the payment link right there. Assume forgetfulness, not refusal — the warm tone wins people back. Follow up once more gently if needed, then let it rest. Make paying a single tap away, so there is no friction once they decide to.

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TIP

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A reminder that says 'just a friendly nudge — here's the link' collects far more than one that says 'you are overdue.' People pay for groups they feel warmly toward, so keep every reminder kind. Late dues are usually a matter of a busy life, not a lapsed commitment. A kind reminder and an easy link bring most members current, and preserve the warmth that keeps them belonging. GIVING EXTRA 26. When a Member Wants to Give More Some members will happily give more than their dues if you make it easy — covering the processing fee, adding a donation, or rounding up to support the group. Offering a simple way to do this, without any pressure, can meaningfully help a small group's budget while letting generous members do what they already wish to. Let members add an optional donation on top of their dues. Offer the chance to cover the small processing fee, always optional. Keep it a gentle offer, never a guilt trip or a default that traps people. Thank those who give extra — their generosity deserves a warm word. Many members genuinely want to support the group beyond their dues and simply need an easy way. A quiet 'add a little if you'd like' box lets them, without ever pressuring those who cannot. A light-handed option to give more respects both the generous and the stretched. It can quietly strengthen a group's budget, as long as it always stays a free choice and never a trap. REPORTS 27. Reports the Treasurer and Board Will Want A nice side effect of collecting dues online is that the numbers are already gathered, ready to turn into the simple reports a board likes to see: how many members, how much collected, who is current. A few minutes with the payment tool's records gives the treasurer clear figures for every meeting.

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HELPING MEMBERS

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Pull a total of dues collected for the treasurer's report.

Count current versus lapsed members from the payment record. Note any trends — more or fewer members than the year before. Keep these figures with the group's books as its financial memory. The payment tool has already done the counting. Rather than tallying checks by hand, the treasurer reads the figures straight off the record — turning the dreaded treasurer's report into a two-minute job. Good, easy numbers help a board steer the group wisely. Online dues hand you most of those numbers automatically, so the reporting that once took an evening becomes a quick, confident summary. 28. Helping a Member Who's Stuck A few members will find the online step harder than others, and a little patience keeps them from giving up or feeling left behind. Often a short phone walk-through, or a hand at a meeting, is all it takes to get someone comfortable paying online for the first time — after which they usually find it easy. Offer to walk a member through their first online payment by phone. At meetings, help anyone who wants to try paying with the QR code. Never make a member feel foolish for finding it new. Keep the check option open for anyone who simply prefers it. TIP The first online payment is the only hard one. A patient hand through it, once, usually turns a hesitant member into a confident one who pays online happily from then on. A little kindness with members who find the technology new pays off twice: it gets their dues in, and it leaves them a little more at ease with the tools the group uses. Patience here is never wasted.

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CLUB APPS

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29. If You Already Use a Club or Church App Some groups already run a church management system or a club app that includes dues. If so, it often makes sense to collect dues right there, tied to each member's record, rather than adding a separate payment tool. The principles in this guide still apply; you simply use the tool you already have. If your existing app handles dues, use it to keep everything in one place. Dues tied to each member's record save matching payments to people by hand. The same care about fees, fairness, and privacy applies. Avoid running two systems that both think they are the official record. The library has a separate guide on church management software. If your group already uses one, collecting dues inside it keeps your records whole and spares you juggling a second tool. Use the tool you already have where it does the job well. The aim is one clear system for dues, whether that is a simple payment link or a fuller app — not two that compete to be the record. MISTAKES 30. The Mistakes to Avoid A few avoidable slips cause most of the trouble groups have with online dues. Knowing them in advance keeps your system smooth and your members happy. Routing dues into a volunteer's personal account instead of the group's. Surprising members with automatic charges they did not clearly agree to. Never testing the link, so a broken one reaches the whole membership. Forgetting to record check payments, so the 'who paid' list is wrong. Making online the only option, leaving check-payers behind. TIP Run a simple test: could a member pay their dues in a minute from their phone, and could the treasurer tell you tomorrow exactly who has paid? If both are yes, your system is working.

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COMMON QUESTIONS

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Avoid these five, and online dues run themselves. A group account, honest recurring charges, a tested link, complete records, and a path for check-payers cover nearly everything. 31. Answers to Common Questions A few questions come up whenever a group moves dues online. Here are short, honest answers to the ones heard most. 'Does it cost the group anything?' A small processing fee per payment, but no monthly fee with the simple tools. 'Do members need an account?' Usually not — they can pay by card as a guest. 'Can we still take checks?' Absolutely — keep both and record them together. 'Is it safe?' Yes, with a reputable tool and a protected group account. 'What about members who renew every year?' Offer a reminder, or optional automatic renewal. If a question here makes you unsure where to start, that is normal. Most groups find the first dues link takes only an afternoon to set up, and it pays the treasurer back many times over. Most groups find online dues simpler and less stressful than the old round of chasing checks. The setup is modest, and the relief for the treasurer is immediate. GETTING STARTED 32. Getting Yours Started You now know the whole shape of it: a payment tool in the group's name, a tested dues link, a clear way to track who paid, an honest approach to fees and renewals, and a path kept open for check-payers. The best time to set it up is soon, before the next dues season.

1. First: set up a payment tool in the group's name, linked to its bank account.
2. Create and test a dues link, with clear levels if you have them.
3. Share the link by email, website, and a printed QR code.
4. Decide on reminders or optional automatic renewal, and keep checks welcome.
5. Name the treasurer as keeper, and save the records with the books.

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BILL'S HERE TO HELP

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You do not have to remember all of it. You just have to remember you can call. Friendly, in-home help, and I come to you — (330) 200-8042. Online dues are one of the simplest changes that lighten a treasurer's load and steady a group's budget. Take the afternoon, set up the link, and watch the dues come in without the chase. 33. You Don't Have to Set It Up Alone If any part of this feels like more than you want to take on — choosing a tool, linking it to the group's bank account, building and testing the dues link — that is exactly the kind of thing I help local groups with. There is no such thing as a silly question, and I am glad to sit down with your treasurer and get it all working. I can help you set up the payment tool in the group's name, build and test your dues link, add a QR code for meetings, and leave you with a simple written cheat sheet. Then the group owns it, and the treasurer runs it with confidence. Friendly, in-person tech help for people and groups around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: dues collected easily and recorded cleanly, so your treasurer spends less time chasing and more time on the work that matters.

CHEAT SHEET

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Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Pick a tool Square or PayPal for a simple link; a club app for fuller tracking Use the group's account Link the payment tool to the group's bank account, never a personal one Make a dues link Set the amount and name; test it with a small payment, then refund Handle levels A labeled link or button for each membership level Share it widely Email, website button, and a printed QR code for meetings Track who paid The tool logs each payment; match it against your member list Be fair on fees & renewals Know the small per-payment fee; never surprise a card charge Keep checks welcome Record check and online payments in one list; help anyone who asks Get help Call Bill: (330) 200-8042

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HOW I CAN HELP

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Your Visit — and My Promise In-home visit — $99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — $49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the $49 — and if it turns out you need me in person, that $49 goes toward your visit. It's included free for Support Plan members ($39/mo). My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full $99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

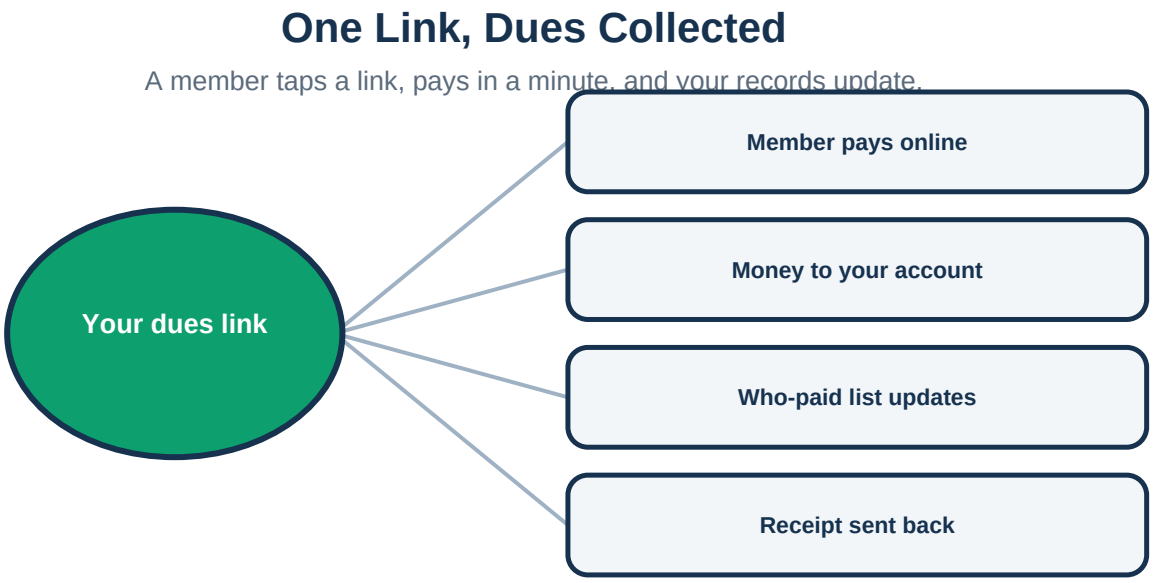

Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

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AT A GLANCE

A Second Look

Setting Up Online Dues

A few calm steps replace the shoebox of checks.

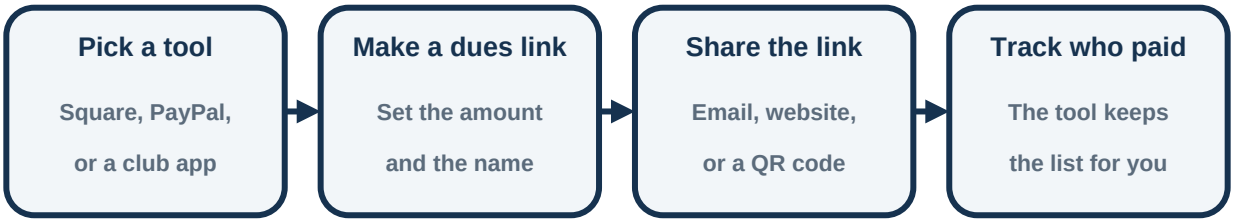

Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.

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HOW I CAN HELP

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Remote Support — $49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the $49 — and if it turns out you need me in person, that $49 goes toward your visit. It's included free for Support Plan members ($39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full $99. No questions, no awkwardness. That's how I'd want to be treated.

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