



Date: June 13, 2016
To: Local Association Presidents and Association Managers
From: President, Rosie Parker
Subject: California USBC Association (CUSBC) Due Increase

At the CUSBC Annual Convention on June 11, 2016, the delegation approved a By-Laws change to increase the state dues to \$2.00 per member, the increase will take effect on August 1, 2016.

The “*Procedure for updating dues in WinLAB’s*” is attached to this memorandum. You will need to make the necessary changes prior to processing any memberships for the 2016-17 season, which begins on August 1, 2016.

If you have any questions or concerns, please contact either: Larry Peppers, CUSBC Association Manager, larry@calusbc.com; or, myself, Rosie Parker, CUSBC President, rap24682@verizon.net.

If your question is one we feel may benefit other associations we may post the question and answer on our website (www.calusbc.com).

Please share our website address with your Local Association Board of Directors and Members. You will find the Tournament Entry Forms, Tournament Results, and information on current and future events. The website also includes information on CUSBC Honorary Awards and Application Forms and many other items of useful information.

Updating Dues in WinLABS using the USBC Product Setup Wizard

When making changes to the dues structure of your local or state association, there are two things that need to be done. First, update the Association, Properties with your new local dues and create and send a New Transmittal which notifies USBC of your changes. Second, run the USBC Product Setup Wizard.

The Wizard makes a new set of dues with the new amounts, and expires the membership products with the old dues structure leaving them in the background, in case a late membership arrives and needs to be issued with the old dues structure.

Note: If you had a Local Dues change or the Local Dues displayed are not correct, please go to Association, Properties and change the dues on that screen prior to running the Wizard.

To Run the Wizard:

Click Setup, Membership Products.

Click Run USBC Product Setup Wizard.

Answer the questions below:

General information

When do these changes take effect?

Enter the date the dues increase was effective (can be either 8/1 or 3/15)

Local association information

Your local association serves what type of members? BA WBA BA + WBA

Select what type of Local Association you are: BA only, WBA only, or Merged BA + WBA

How much are the dues for your local association? for adults

The local dues you charge will appear in the box as above. If you had a local dues change or the value on the screen is not correct, please cancel out of the Wizard, and go to Association, Properties and change the dues on that screen prior to running the Wizard.

State Dues information:

Choose the option below that represents that status of the State Association you are affiliated with, and indicate the amount of state dues charged.

Option 1: Non-Merged State Association

Options 2 & 3: Merged State Association (choosing either option will give the desired result)

State association information

Which of the following describes the situations with your state association(s)?

State associations in my area did not merge at all.

1 How much are dues for the BA state association?

How much are dues for the WBA state association?

The state associations serving adults merged, but the youth state association did not.

2 How much are dues for adults joining the Merged state association?

All state associations merged and they serve adults.

3 How much are dues for adults joining the Merged state association?