

**MFNZ Membership  
Affiliations and Information  
Updates**

Use the spreadsheet for the appropriate financial year. Year is included in the filename.  
Example XX-ClubList 2020-21.xlsx

Check it's the latest version for that year.  
See column "Office Use" for date.

Task to do

Affiliations

Information  
Updates

New/Returning

Start a new row at the  
bottom of the spreadsheet.

Set the Financial column on the  
members row from False to True.  
Ensure there are no leading or trailing  
spaces on the entry.

Overwrite each cell on the Members  
row with the updated information.  
Please keep the data format the same  
for entries with Dates and True/False.  
Ensure there are no leading or trailing  
spaces on these entries

New Member ?

Yes

No

Set MFZNum  
to 0 (zero).

Enter the returning  
member's MFZ  
number in  
MFZNum

Fill in each of the columns  
with information from the  
MFNZ affiliation form.

Continue process as defined in the  
MFNZ Club Membership flow chart