

Membership Renewal Guidance – 2019

As of January 2019, all members are required to review and renew their membership to the UK Trial Managers' Network. Following the changes to the fee and structure of our memberships in September 2018, the membership year will now run according to a calendar year (January to December). In order to begin this year of membership, we are asking all members to renew. Below you will find instructions on how to do this.

Please note, if your membership was approved after 01 December 2018, you are not required to follow these instructions to renew your membership.

1. Sign into the UKTMN website: <https://www.tmn.ac.uk>
2. Click on Manage Profile, one of the tabs available at the very top right of the page.
3. Click on the Membership option, on the right hand-side of the Invoicing, Payments and History section.
4. You will see your membership information on this page. Two options are highlighted in green text near the top of the page; "Send confirmation email" and "Securely renew your membership now".
5. Click "Securely renew your membership now".
6. You will be taken to a page showing your profile information. Please review and update this information as appropriate.
7. Whether you have made updates or not, you need to agree to the terms of use at the bottom of this page, and click "Save Changes".
8. You will be taken to the billing page. We have no fees attached to membership, but this information is a built in function of our site. You need to select that the billing information is the same as the member address, and click "Submit Securely".
9. You will see a confirmation of your renewal, and the process is complete.
10. You will also receive a confirmation email, which states your "membership due" has been updated, and will show the new expiration date of your membership at the end of the year 31/12/2019.

If you have any questions or issues regarding the renewal process, please email uktmn@nottingham.ac.uk.