



# Mid-Year Subscriptions for iMIS

Introducing a new tool from John Consulting for flexible mid-year subscription add-ons.

# Mid-Year Subscriptions

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## Overview

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This user guide will help you understand how to use the **Mid-Year Subscription** page to purchase optional products such as **Chapters, Sections, Subscriptions,** and **Voluntary Contributions** outside of your regular membership renewal.

This tool is designed to give your members a flexible way to add additional items to their membership throughout the year — with an easy-to-use interface and personalized access.

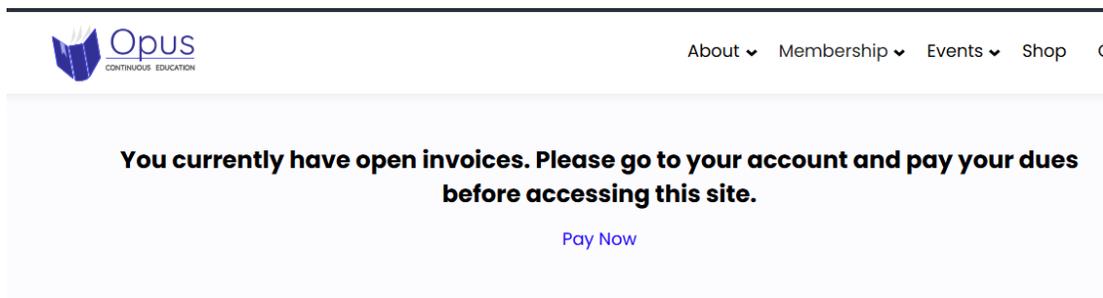
## Who Can Use This Page?

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Only **active members** with paid **memberships** can access this page.

When a member tries to open the Mid-Year Subscription page:

- If they are **not active** or do **not have a paid membership**, they will not be able to see the sitemap item
- If they have **unpaid membership dues**, they will be redirected to their account with a **"Pay Now"** link to clear any open invoices.



- Once all requirements are met, they can access and use the page freely.

## How to Use the Page

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### ◆ Step 1: Choose Chapters (if applicable)

- A list of **chapter options** will appear with checkboxes.
- Chapters already purchased will appear **greyed out** and cannot be selected again.
- If you select a chapter and decide not to purchase it, simply uncheck the box.

### ◆ Step 2: Choose Sections and Subscriptions

- You will see separate checkboxes for **Sections** and **Subscriptions**.
- Just like chapters, any previously purchased items will be greyed out.

Sections	Price (\$)	Select
Finance Section - GST (Paid through: 2026-04-30)	\$2.20	<input checked="" type="checkbox"/>
Finance Section	\$20.00	<input type="checkbox"/>
Marketing Section	\$20.00	<input type="checkbox"/>

Subscriptions	Price (\$)	Select
Industry Insider Magazine (Paid through: 2026-04-30)	\$44.95	<input checked="" type="checkbox"/>
Journal	\$95.00	<input type="checkbox"/>

◆ **Step 3: Add a Voluntary Contribution**

- You can optionally make a **donation**.
- The **minimum donation** can be set through a variable in the page development code.

Voluntary Contributions	Minimum Price: \$15.00	Select
Voluntary Contribution to the Foundation	<input type="text" value="0.00"/>	<input type="checkbox"/>
PAC Contribution	<input type="text" value="20.00"/>	<input type="checkbox"/>

- If you check the donation box, you must enter a valid amount to continue.

## Shopping Cart

- After selecting the items you'd like to purchase, scroll down and click the **"Update Cart"** button.

Subscriptions	Price (\$)	Select
Industry Insider Magazine (Paid through: 2026-04-30)	\$44.95	<input checked="" type="checkbox"/>
Journal	\$95.00	<input type="checkbox"/>

Voluntary Contributions	Minimum Price: \$15.00	Select
Voluntary Contribution to the Foundation	<input type="text" value="0.00"/>	<input type="checkbox"/>
PAC Contribution	<input type="text" value="20.00"/>	<input type="checkbox"/>

- The page will refresh, and your selected items will be added to your cart.
- You can uncheck items and click update cart to remove them from the cart at any time before checkout.

## Checkout Options

- Once your cart is ready, proceed to **check out**.

**Items**

Item	Quantity	Price	Total	
John Consulting Fees	1	20.00	20.00	Remove

Item	Quantity	Price	Total
West Chapter (Paid through: 2026-04-30) (CHAPT/WEST) {Primary-Chapter}	1	0.00	0.00
Travis County Chapter (CHAPT/TRAVIS)	1	20.00	20.00

**Transaction options**

Override transaction date

Source code

**Cart charges**

Item total	20.00
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>20.00</b>

Promotional code

- You may be offered the **“Pay Later”** option (if configured).
- Otherwise, complete payment using your preferred method.

## What’s Special About This Page

- Automatically checks what you’ve already purchased.
- Prevents duplicate purchases.
- Lets you add optional products between your normal renewals.
- Provides donation options with validation.
- Redirects you to pay existing dues if needed.

## Where to Find It in iMIS

Go to:

**Membership → Add Optional Subscriptions**

From there, you’ll be taken to the Mid-Year Subscription page if you meet the requirements.

## Common Questions

Question	Answer
Why can’t I access the page?	Only active members with a current paid-through date can access it.
What happens if I already bought something?	It will be greyed out and cannot be selected again.

<b>Can I make a donation only?</b>	Yes, just check the donation box and enter the minimum amount.
<b>What if I change my mind?</b>	You can uncheck the item before checkout or remove it from the cart.
<b>Does Members can change their primary Chapter?</b>	It is possible to provide that option if the client wants to

**Need Help?**

If you encounter any issues or have questions about what you see on the page, please reach out to your organization’s support [help@johnconsulting.net](mailto:help@johnconsulting.net).