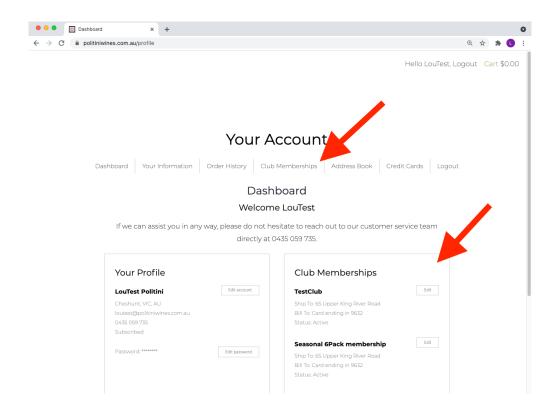
How to manage your memberships

- ➤ Login to your secure membership account via our website
- On the dashboard of your membership account either
 - o select Club Memberships on the menu

or

o use the edit function next to your membership in the club membership box.

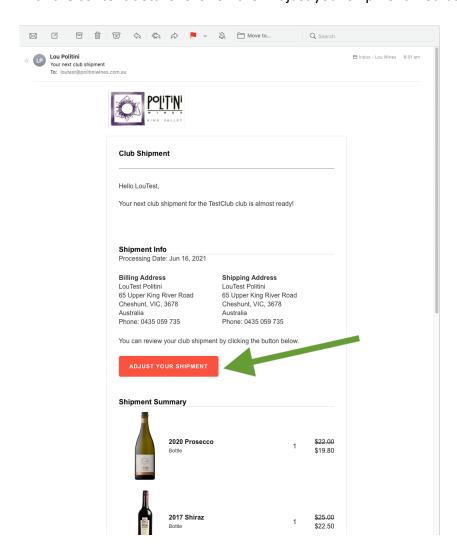


How to edit your next club shipment contents

There are two ways to edit your shipment, either via your dashboard or via an email from us

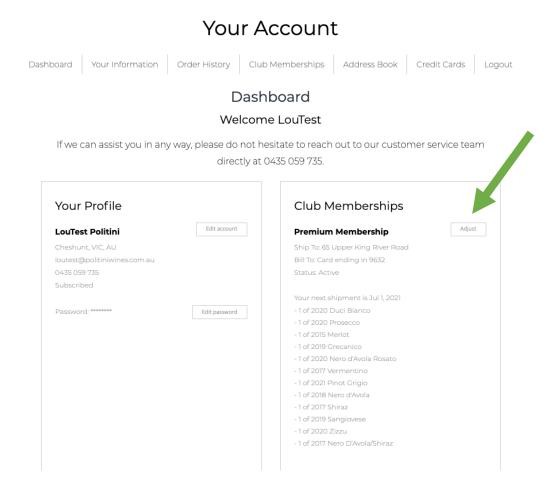
Email method

An email will be sent out 2 weeks before your shipment and two days before your shipment with the content details. Click on the "Adjust your shipment" red button to make changes.



Dashboard method

Once you login to our website you will be presented with your dashboard

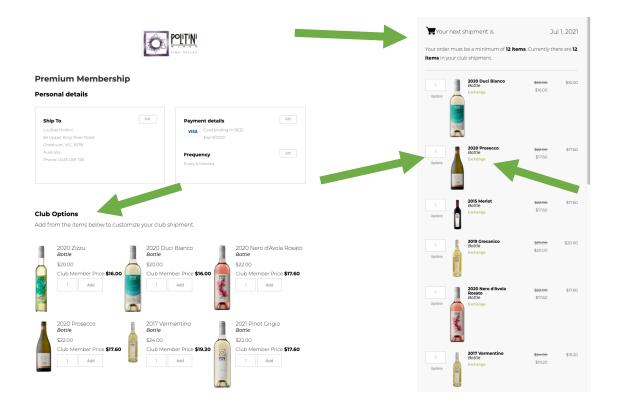


Here we can see the club and the shipment details. Click on the "Adjust" button to make changes.

The following screen is presented and there are a number of adjustment methods to choose

- 1. The *Club Options* area allows additional varieties to be added to the shipment
- 2. The exchange link allows a swap of one variety to another
- 3. The update link allows us to add our desired quantity and update it

Note the shipment date on the top right corner and the minimum conditions in your shipment



At the bottom of the screen there are your totals and a return to the club membership screen

Note there are 2 more options you may choose

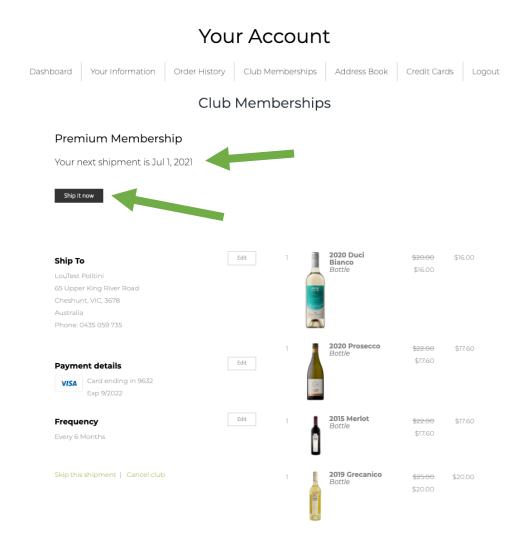
- 1. Skip this shipment this will stop this order from being processed on the scheduled date. You can unskip this at anytime afterwards to reactive the shipment
- 2. Cancel Club this will cancel your membership commitments to this club, fair use applies. Or use the "Put your club on hold" at the dashboard screen.



The final screen I have will show your selection summary

There will be an option to ship it now

Otherwise the shipment will be processed at the scheduled date



Thankyou! If you need any assistance or if you have any questions please reach out to me via email lou@politiniwines.com.au or via mobile 0435059735