

Guidelines for Group Leaders

If you need any assistance, please email membership@arma.ac.uk

How ARMA Group Membership works

Many Institutions have ARMA Membership Groups, enabling them to secure group purchasing discounts.

Our group membership runs from 1 April – 31 March each year. Each group has a nominated Group Leader. The Group Leaders are responsible for purchasing the membership licenses for the group members and inviting the individuals to join the group. The role of the Group Leader is an administrative role, so Group Leaders are not required to be an ARMA member.

Our group membership is therefore not institutional, as the individuals still have their own membership.

ARMA membership is non-transferable during the year, with only the below exceptions:

- If an individual is taking a career break (including maternity / paternity leave), we will be content to transfer the membership to their replacement
- When an individual is due to leave an institution and wishes to relinquish their membership, they should confirm to us by email that they no longer require their membership. We will then be content to transfer the membership to another colleague.

Group Membership Rates

Group of 2+ members	£118 each
Group of 10+ members	£112 each
Group of 30+ members	£104 each

Responsibilities of the Group Leader

As the group leader you are responsible for managing the group. This involves:

- Renewing your group each year, as all group memberships expire on 31 March.
 - Buying the group memberships online.
 - Sending your list of members to the ARMA team to allocate.
- Accepting and rejecting any requests to join your group.

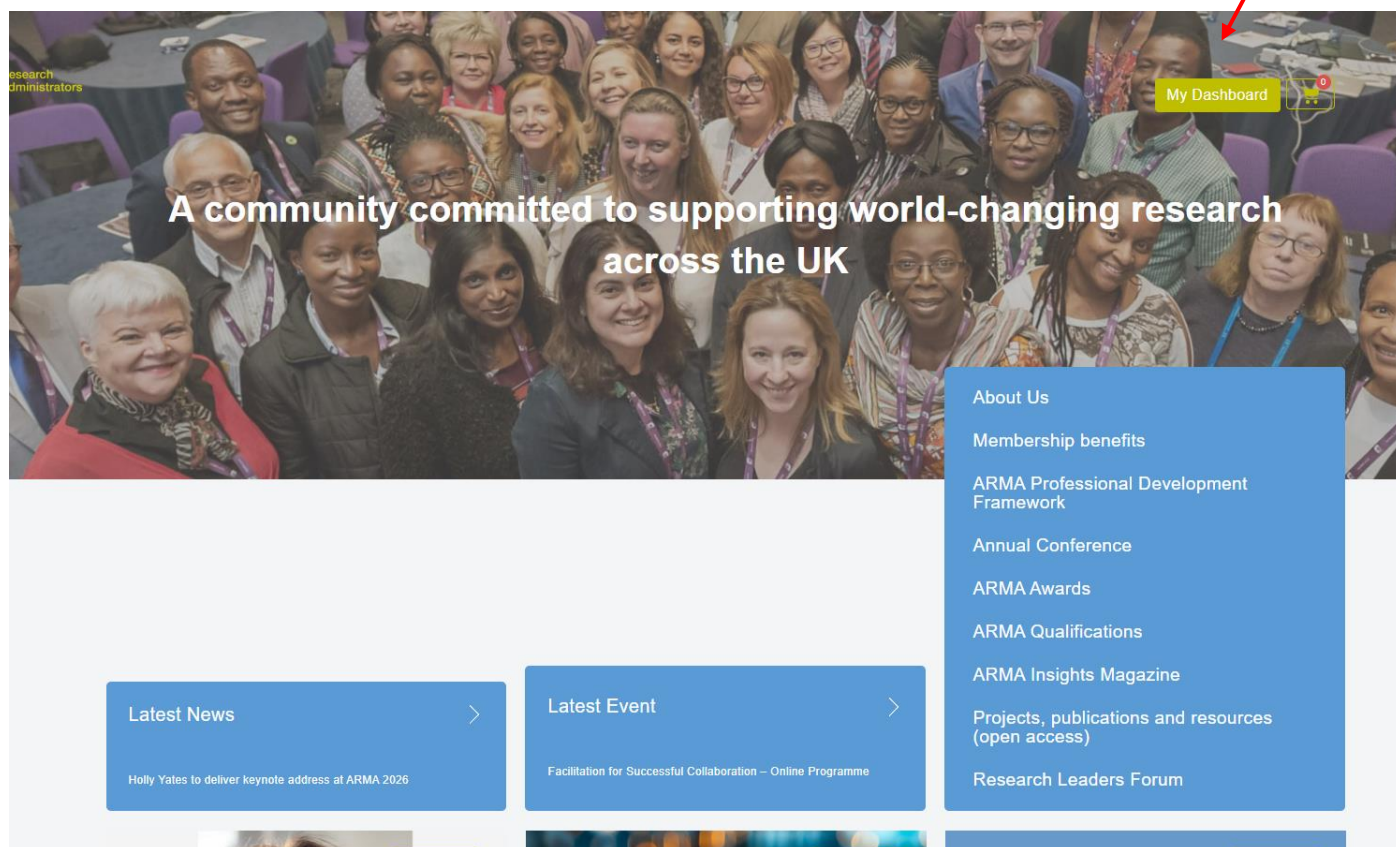
Reminder emails will be sent to all group leaders when it's time to renew and we will remind you of the process.

All the information you need to complete your role as Group Leader can be found below, including some FAQ's.

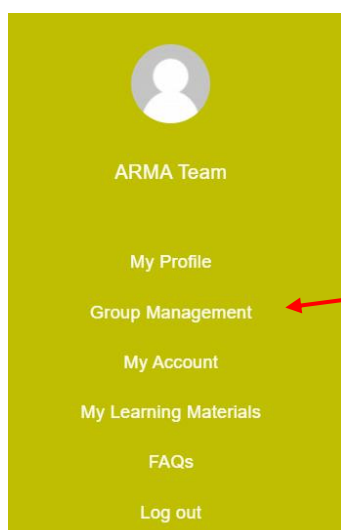
Renewing your group membership each year

Step 1: Buying your group memberships.

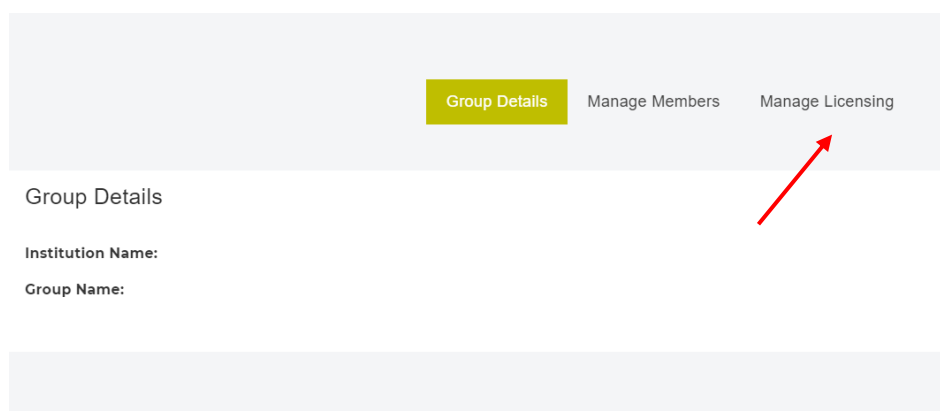
a) Log in and click 'My Dashboard'.



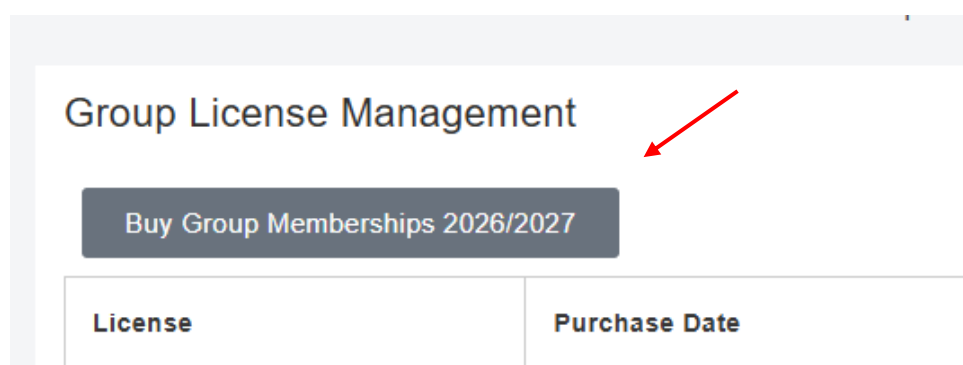
b) Click 'Group Management' which you can find in the green block below My Profile.



c) Click 'Manage Licensing'.



d) Click 'Buy Group Memberships' – Ensure this is the updated membership.



e) Adjust how many memberships you wish to purchase and then click 'Add to Cart'.



Home / Membership / ARMA Group Membership 2026/27

ARMA Group Membership 2026/27

£118.00



- f) Check that your basket is correct and click 'Proceed to Checkout'.

Please note: The group discount only comes off automatically when you purchase the memberships in bulk. If you are therefore purchasing additional memberships during the year, we will amend the invoice to reflect the group rate before sending the invoice out. If you are paying by card, we will arrange for a refund.

Basket

 Have a coupon? [Click here to enter your discount code](#)

	PRODUCT	PRICE	QUANTITY	SUBTOTAL
	 ARMA GROUP MEMBERSHIP 2026/27	£118.00	 6 	£708.00

Basket totals

Subtotal	£708.00
Total	£708.00

[Proceed to checkout](#)


- g) Check your billing details are correct and either choose Invoice Payment or Card Payment (please note this is the only stage that ARMA can take payment by Card), tick the Terms and Conditions box and click on Place Order. For Card Payment follow the instructions on your screen.

Step 2: Allocating the memberships to your existing group members.

- a) Once you have received your order confirmation email, please send a list of your group members (full names and email addresses on an Excel sheet) to membership@arma.ac.uk. The ARMA team will allocate the memberships to the individuals and notify them directly.

Please do not send out invitations yourself as we will allocate the memberships for you.

Step 3: Inviting new members to join your group.

- a) Group Leaders can invite people to join their group. Please use this functionality only when purchasing additional memberships during the year, not at the annual group renewal.

Before inviting a new member, ensure that you have an available group membership for them. If not, please purchase an additional membership first. Then enter their email address in the "Invite New Group Member" field and click "Send Invitation."

Note: Please follow up with invited individuals to ensure they complete the steps in the invitation email to activate their membership.

Invite New Group Member

Email Address to invite

Send Invitation

Accepting or rejecting requests to join your group.

Via the ARMA website, colleagues can request to join your group.

Notification of any requests will come directly to you as the group leader (via email). As the Group Leader, you can either choose to accept or reject the request.

To accept or reject any requests, please visit your 'Group Management Area' and click on your 'Access Requested' list. You then have the option of clicking 'Accept' or 'Reject'. An automated email will then be sent to the individual.

If you Accept the individual into your group, you need to have a membership license available for that individual to accept. If you do not have any available membership license, you will need to purchase one before clicking 'Accept'.

All Statuses Accepted Invited Access Requested Access Removed			
Email Address	Status	Active Memberships	Actions
nicole@arma.ac.uk	Access Requested		Accept Reject

Frequently Asked Questions

Q: My colleague is getting an error message when they try to accept their invitation to join the group. Why is this happening?

A: Please check that you have an available membership license for that individual. They may be getting the error message because there is no membership license to allocate to them. If this is not the problem, then please contact membership@arma.ac.uk so we can assist you.

Q: When my colleague logs into their account, it is saying they do not have a membership. When I log into my group management area, it is saying they do.

A: This issue is often linked to an internet caching issue. Please ask your colleague to contact membership@arma.ac.uk. We will reset their password in order to force a hard refresh of their account. This usually sorts out the issue.

Q: I am purchasing an additional membership for a colleague, but the discount is not showing in my basket?

A: The group discount only comes off automatically when you purchase the memberships in bulk. If you are therefore purchasing additional memberships during the year, we will amend the invoice to reflect the group rate before sending the invoice out. If you are paying by card, we will arrange for a refund.

Q: How do I remove someone's membership and allocate it to someone else?

A: Clicking 'Remove Member' in your group management area, only removes the individual from your group. It does not remove the person's membership, only someone from the ARMA Exec Office can remove someone's membership.

Q: Am I able to transfer a membership from one colleague to another?

A: ARMA membership is non-transferable during the year, with only the below exceptions:

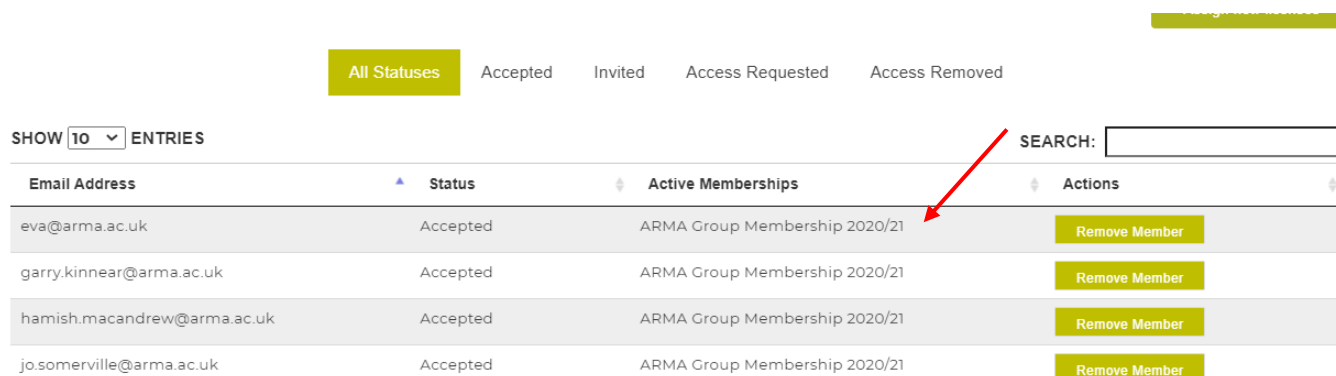
- If an individual is taking a career break (including maternity / paternity leave), we will be content to transfer the membership to their replacement
- When an individual is due to leave an institution and wishes to relinquish their membership, they should confirm to us by email that they no longer require their membership. We will then be content to transfer the membership to another colleague.

Q: Can I pay for my invoice over the phone?

A: When placing your order on our website, you can choose either invoice or card payment. This is the only time we can accept card payment. We cannot accept card payment over the phone.

Q: How can I tell if someone in my group has an active ARMA membership?

A: Next to their email address, in the 'Active Memberships' column it should say 'Group Membership ...'. If this column is blank, it means that the individual does not currently have an active membership.



All Statuses				
Accepted Invited Access Requested Access Removed				
SHOW 10 ENTRIES		SEARCH:		
Email Address	Status	Active Memberships	Actions	
eva@arma.ac.uk	Accepted	ARMA Group Membership 2020/21	Remove Member	
garry.kinnear@arma.ac.uk	Accepted	ARMA Group Membership 2020/21	Remove Member	
hamish.macandrew@arma.ac.uk	Accepted	ARMA Group Membership 2020/21	Remove Member	
jo.somerville@arma.ac.uk	Accepted	ARMA Group Membership 2020/21	Remove Member	

Q: I need to assign the role of Group Leader to someone else, how do I do this?

A: Please email membership@arma.ac.uk and we will do this for you.

Q: What do all the statuses / categories in my group management area mean?

- A:
- | | |
|-------------------|--|
| Accepted: | Members who have accepted an invitation; Generally this is your list of Active Members |
| Invited: | An Invite was sent but has not yet been accepted |
| Access Requested: | A colleague requested to join the group |
| Access Removed: | A colleague was removed from the group |

Q: Do my group members have access to the group management area?

A: No, only group leaders have access to their own group management areas.

Q: How do I check on my previous group membership orders?

A: You can view all your previous group membership orders in 'Manage Licensing'