

# Membership billing and payment processing

Automates monthly membership billing by processing payments, handling failures with retry logic, and updating member status while sending personalized notifications. Reduces manual billing overhead and improves cash flow consistency.

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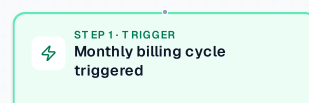


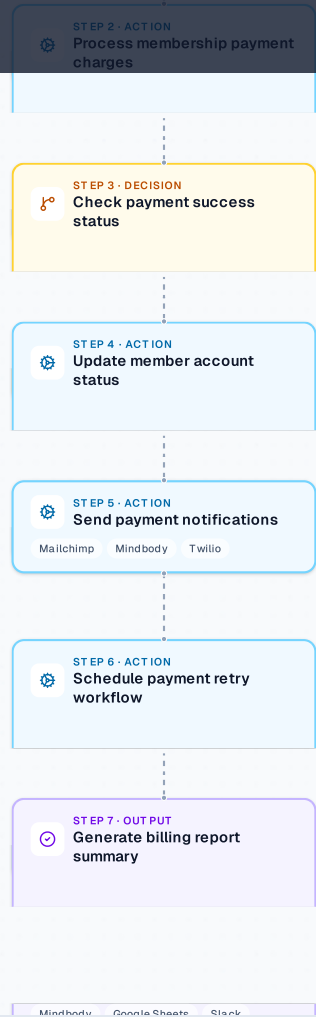
## WORKFLOW TRIGGER

Monthly billing cycle date arrives for active memberships

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

### Monthly billing cycle triggered

Automated scheduler triggers on the monthly billing date for all active gym memberships. Retrieves list of members due for billing from the

2

 ACTION

### Process membership payment charges

Attempts to charge stored payment methods for each member's monthly dues. Processes bulk payment transactions through integrated payment gateway.

Mindbody

Stripe

ClubReady

3

 DECISION

### Check payment success status

Evaluates payment processing results to separate successful charges from failed transactions. Routes members to different workflows based on payment outcome.

Stripe

Mindbody

4

 ACTION

### Update member account status

Updates membership status to active for successful payments and marks accounts with failed payments for follow-up. Logs payment history and next billing date.

Mindbody

ClubReady

5

 ACTION

### Send payment notifications

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Sends automated email confirmations to members with successful payments and payment failure notices to those with declined transactions. Includes next steps for resolving payment issues.

Mailchimp

Mindbody

Twilio

6

 ACTION

### Schedule payment retry workflow

Automatically schedules retry attempts for failed payments over the next 7 days with escalating notifications. Creates tasks for staff to follow up on persistent payment failures.

n8n Scheduler

Mindbody

ClubReady

7

 OUTPUT

### Generate billing report summary

Produces comprehensive billing report with successful charges, failed payments, and revenue totals. Sends summary to management dashboard and finance team.

Mindbody

Google Sheets

Slack



## Outputs

- Updated member account statuses

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- Payment confirmation emails sent
- Monthly billing revenue report
- Failed payment retry schedule



### Key Metrics

- Monthly recurring revenue collected
- Payment failure rate percentage
- Member retention post-billing



### Tools & Integrations

- Mindbody
- n8n Scheduler
- Stripe
- ClubReady
- Mailchimp
- Twilio
- Google Sheets
- Slack

## AI Business OS

Actionable AI implementation strategies for business leaders ready to transform their operations.

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