

Club Secretary Guide to Online Renewals

University Club or Junior Club in a School



Time to renew my members



The **Easy** way to renew your membership

Archery GB is here to help you get ready for the online renewal season.

To **improve our service** to our clubs and members, last year Archery GB invested in a **new online membership system**. This facilitates a **much quicker and improved membership process**, allowing Archery GB to offer additional support to clubs and members.

www.archerygb.org



The Benefits

of the online membership system

- Membership fees are calculated for you which minimises the risk of over and under payments
- Data becomes more reliable, reducing instances of duplicate records
- As soon as the payment is reconciled, members receive electronic membership cards (e-cards)
- The e-card can be:
 - Printed from the email - hardcopy
 - Downloaded to a mobile phone or other device
- The whole process is significantly quicker for you and your members
- It helps clubs comply with GDPR (personal details can no longer be lost in the post) and our database is fully compliant with GDPR
- Secretaries can nominate up to two additional committee members to have administration access to share the workload
- **New in 2018: Your club's Public Liability and Employers Liability Insurance documents are available online and can be downloaded**

We would now like to phase out the use of paper forms, which will no longer be used for the 2018/19 membership year. Instead of receiving a paper renewal pack this summer, from 30 August you will be able to take advantage of online renewals.

It would be really helpful if all your club members login to their online record, to check and complete all their personal details including date of birth and email address before you renew them- there is help on this at the end of this guide.

Club Members will still require the Club Secretary to renew their club memberships for them as they cannot do this themselves.

How Archery GB uses personal details is covered in the Privacy Notice which is available at www.archerygb.org

First Steps

STEP 1 Compliance and online Disclosure

To comply with legislation and the requirements of our insurance we still require clubs to complete a disclosure as part of the annual renewal process. To make life easier for club secretaries, this year the disclosure will be online. You will need to do this as the first step in the process and before you pay the club fees. Please choose **Attributes > Add Attribute > Club Disclosure 2018**.

STEP 2 How to Pay

Please choose **Memberships > Renew** and select membership type you require: **Uni Club** or **School Club**. Then **Add** and **Checkout** which should enter the club renewal fee into the basket. The Archery GB membership fees for 2018/19 were agreed at the April 2018 AGM:

Club Type	Fee
University club	£160.00
Junior club in a school	£90.00

The fees can also be found at www.archerygb.org/shoot-compete/shoot/become-a-member/

Please select one of the following options to pay:

1	Pay online by using stripe the card payment option.
2	If you prefer to pay by bank transfer or cheque, then click the Payment Advice option. Please make a note of the Payment Advice reference number. <ol style="list-style-type: none"> a. Pay by bank transfer. Use the reference from the Payment Advice as your bank transfer reference. Archery GB Bank Account Number: 19823045 and Sort Code: 54-10-36 b. Pay by cheque. Write the reference from the Payment Advice on the back of your cheque and post to Archery GB

Once the payment has been received and reconciled by Archery GB, your club is active and you can begin to renew memberships.



STEP 3 Renewing and adding members

SAVED REPORTS



CLUB MEMBERS REPORT

RENEW

ADD NEW ATHLETE

All year round, on your club page on the Membership System, under **Saved Reports** there is a **Club Members Report** listing all your members' details.

To help you with renewals, you could download this list to use as a checklist: click **Saved Reports** in the top right of the screen and download the **Club Members Report**.

To Renew existing members - check their details and click the **Renew** button next to their name.

To add a new member – click on **Add New Athlete**.

To add a lapsed member or a member who is switching club

– Contact Archery GB to confirm their personal details on membership@archerygb.org

When you are entering a new member, if the Membership System detects that they are already on the system, an advisory message should pop up for you. Under these circumstances, please contact Archery GB on membership@archerygb.org and we can help.

All the members you renew should receive their e-cards straight away to their email addresses. Plastic printed cards will start arriving to members from October, and around 21 days after the e-cards. Members can use either their e-cards or plastic membership cards as proof of membership as both are equally valid. As the system produces e-cards which are immediate proof of membership, there are no 2018/19 receipts being produced. If any member needs proof of membership before receiving their e-card or plastic card, please issue them with a club headed letter they can take to any early tournament:

Archery GB's suggestion of the club headed letter would be:

To whom it may concern,

This is to confirm that (insert name and membership number) has renewed their membership for the 2018/19 year through (insert name of club). Please accept this letter as proof of membership until the club can complete online renewal for them.

How do my club members login to check their details?

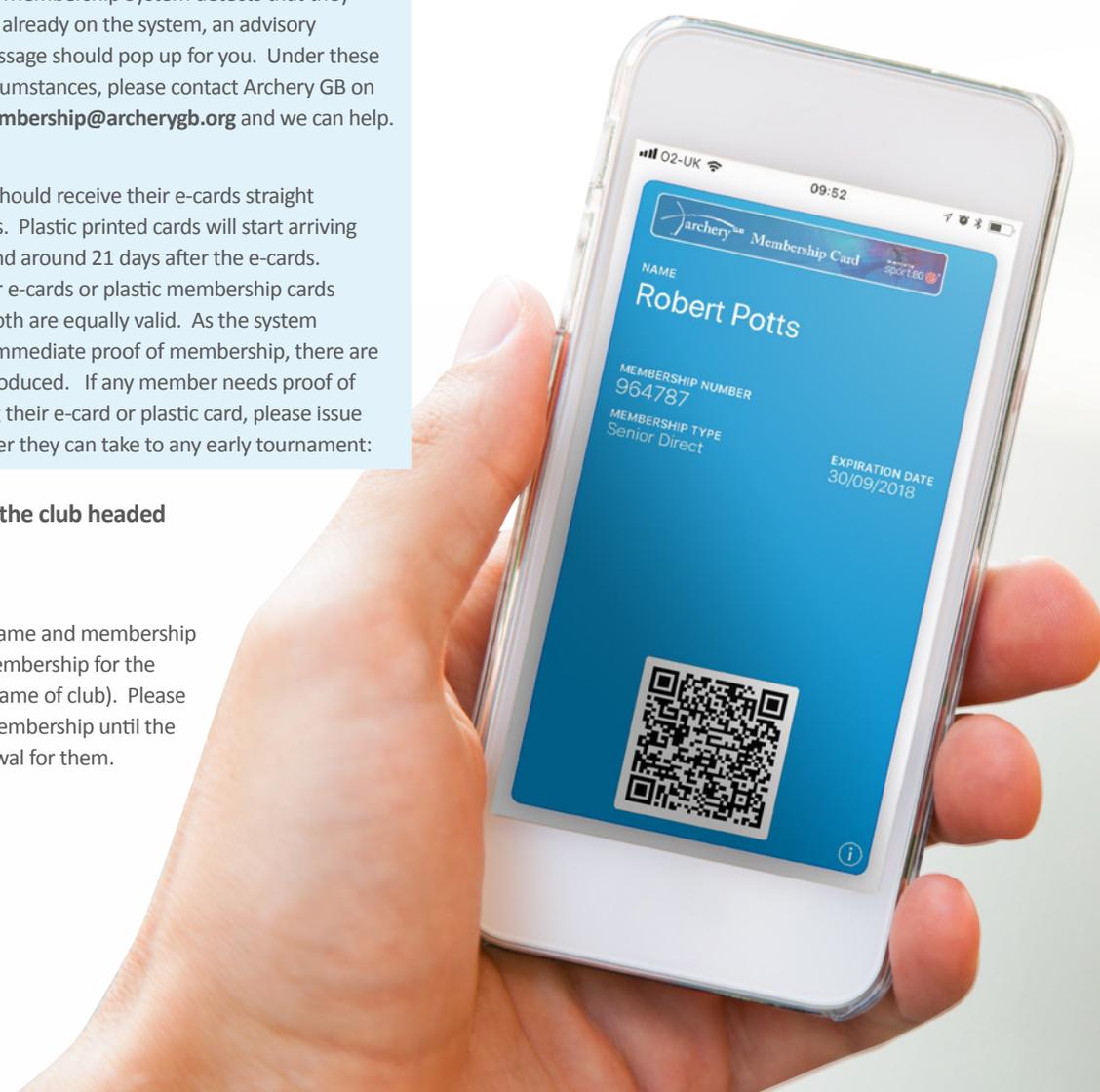
The login page is:

www.archerygb.org/members-portal

- If any member struggles to login, but they know they have used the previous members online portal, please select the option **Recover Account From Previous System**
- If they have forgotten or wish to set themselves a new password, please select the option **Forgotten Password**.
- If they need any other assistance in logging in, please could they email membership@archerygb.org and confirm their membership number in the email.

Thank you

We know that changing to a new system can cause some concern and we thank you for your support. We are confident that using an online system will bring significant benefits to us all in the future.



www.archerygb.org

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