



Club Hub Membership Process

Step	Description	
1	<p>To renew your membership of Maidenhead Rowing Club go to the following webpage;</p> <p>https://britishrowing.azolve.com/Account.mvc/Login</p> <p>If you are a British Rowing (BR) member or have lapsed BR membership, your details will already be in the system and you can logon using you username (usually your email or a username you chose when you joined British Rowing) and password.</p> <p>NB. Before using the 'New member' option try "What's my login" to avoid setting up a duplicate account should you have previously set up an account but forgotten your details.</p> <p>If you have forgotten your password, click "Forgot Password"</p> <p>If you are already registered in Club Hub, and know your username and password, go to step 4.2</p> <p>Non-BR members continue to step 2.</p>	
2	<p>If you don't already have BR logon details, you will need to sign up as a New Member.</p> <p>To do this, select 'New Member? Sign Up'</p> <p>Enter details as shown panel opposite.</p> <p>In section 3, Account Details, your username will default to your email. However, you can enter a different username if you wish.</p> <p>You will receive an automatic email asking you to confirm your details.</p>	
3.1	<p>Once you have confirmed and can log into Club Hub you will see the screen shown in the panel opposite.</p> <p>To select Maidenhead Rowing Club as your club.</p> <p>Click on select club</p>	

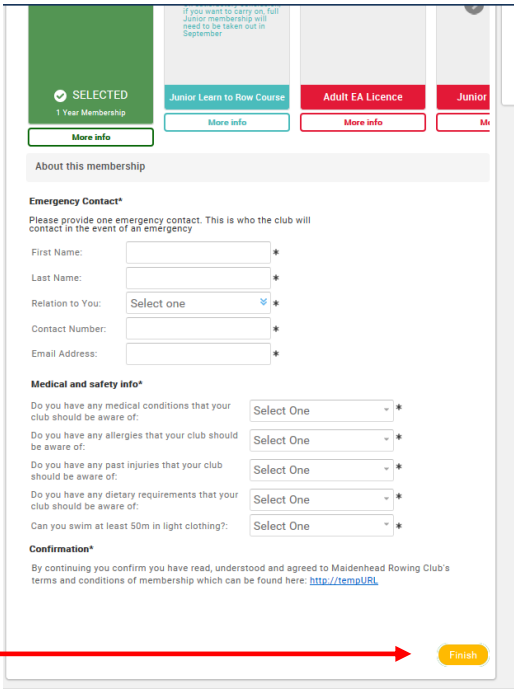
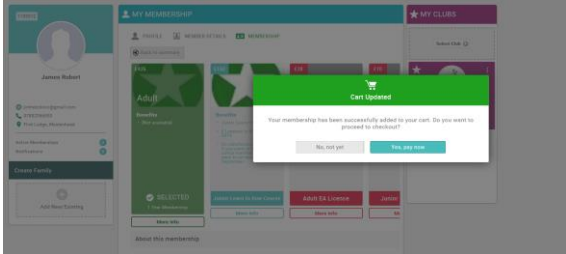
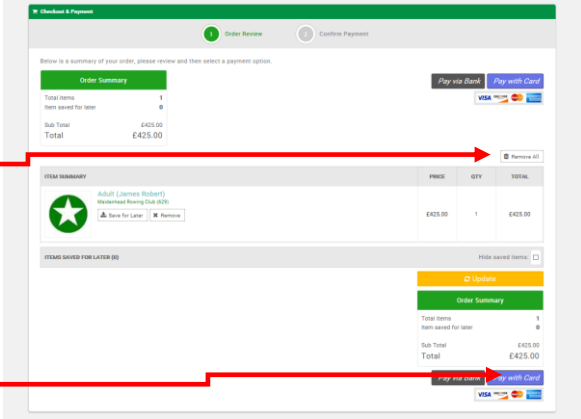


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3.2	<p>To find Maidenhead Rowing Club (MRC), either use 'Club Finder' or the interactive map to search for MRC. Then select MRC from dots on map or the drop-down list See panel opposite.</p>	
4.1	<p>Once MRC has been selected you will be taken to the screen shown in the panel opposite. Click on the purple Maidenhead Rowing Club tile</p>	
4.2	<p>Those already registered, and have a BR login, will already have access to Club Hub. So once logged in you will see the screen in the panel opposite. Click on the Menu (upper left corner) and select the blue "Membership" tile as shown in the panel opposite.</p>	
5.1	<p>Once you click 'Membership'. You will see the screen shown opposite. If you already have a Maidenhead membership (EA Licence) you will see a screen showing this plus a grey panel saying "Add". The different types of membership available can be scrolled through using the small grey arrow To choose the membership you are buying, click anywhere on the required membership tile to select</p>	
5.2	<p>Once selected the panel will spin, change colour and show as SELECTED. As shown here. NB: You can only select one membership type at a time to add to 'your basket'. Those paying for a private rack will need to follow the next steps and then go back to choose membership type and select rack option before paying for both items in one payment. You will see this process is no different from buying anything online. Adding items to your basket and then checking-out at the end.</p>	<p>Tho</p>

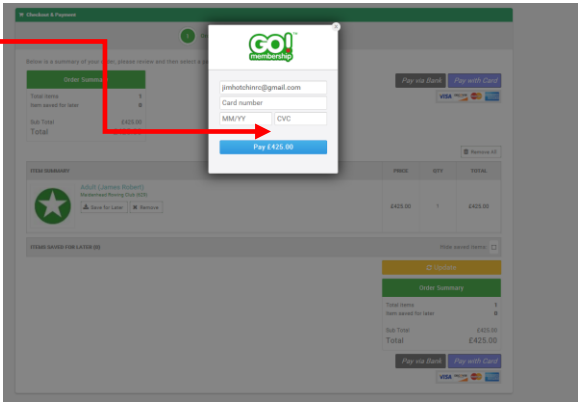
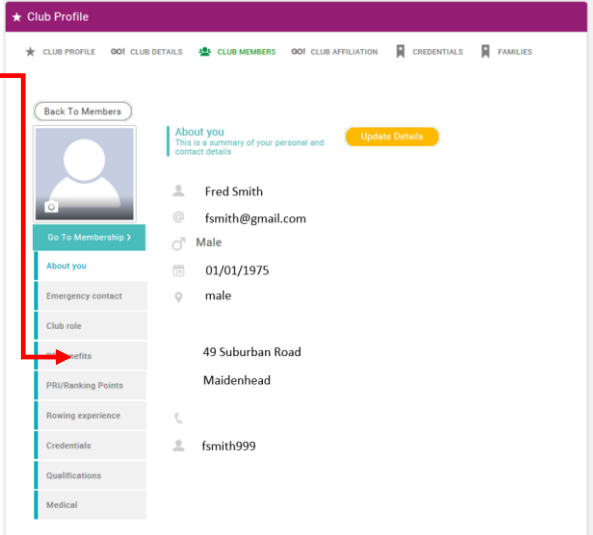


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<p>5.3</p>	<p>Once the membership type has been selected (added to your basket) you will need to complete the Emergency Contact and Medical and Safety information. You need only do this once.</p> <p>Please fill this in correctly as it will be used by the club in the event of an emergency.</p> <p>Please also read the Maidenhead Terms and Conditions before clicking "Finish".</p>	
<p>6</p>	<p>You will now have the option to pay now or later.</p> <p>Those buying private racks should click 'No, not yet' to pay later and go back through steps 5.1 to 5.3 to buy the appropriate rack membership, which can then be added to 'your basket'.</p>	
<p>7</p>	<p>Once you have chosen your membership type (and rack if relevant) the payment screen (checkout) will look like this.</p> <p>NB. If you have selected the wrong membership in error, you can select "remove" and start again.</p> <p>If the correct membership and rack is shown, and you are happy, choose 'Pay with Card' to complete your purchase.</p> <p><i>Please do not use the 'Pay via Bank' option as it is not enabled. Only card payments can be accepted..</i></p>	



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<p>8</p>	<p>Once you click on 'Pay with Card' the Go Membership window pops up. Enter card details and click 'Pay £xxx'</p> <p>You will receive a confirmation email regarding membership and payment.</p> <p><i>That's it! Congratulations. You are now a paid-up member of Maidenhead Rowing Club!</i></p>	
<p>9</p>	<p>Once you are a paid-up member, we kindly ask that everyone then completes their 'Club Profile' and enters their personal details.</p> <p>As with the emergency details, you need only enter these once and it is your responsibility to keep them updated.</p> <p>Qualifications are permanent, e.g. BR Coaching qualifications.</p> <p>Credentials are time limited, e.g. First Aid and Safeguarding and Protecting Children.</p> <p>The more up-to-date and accurate this information is, the more value it becomes in helping run the rowing club.</p> <p>Please help by completing these sections as fully as possible. Thank you!</p> <p>Please note that MRC is fully compliant with GDPR and the updated regulations around the personal data of its members.</p>	
<p>10</p>	<p>ClubHub does not process donations to the Club. If you wish to make a donation, please email the Treasurer at treasurer@maidenheadrc.org.uk who can provide you with the Club bank details to make a transfer. If you are a UK tax payer, please complete and attach the Gift Aid form. If you prefer, you can leave a cheque in the Treasurers pigeon-hole in the Club reception.</p>	