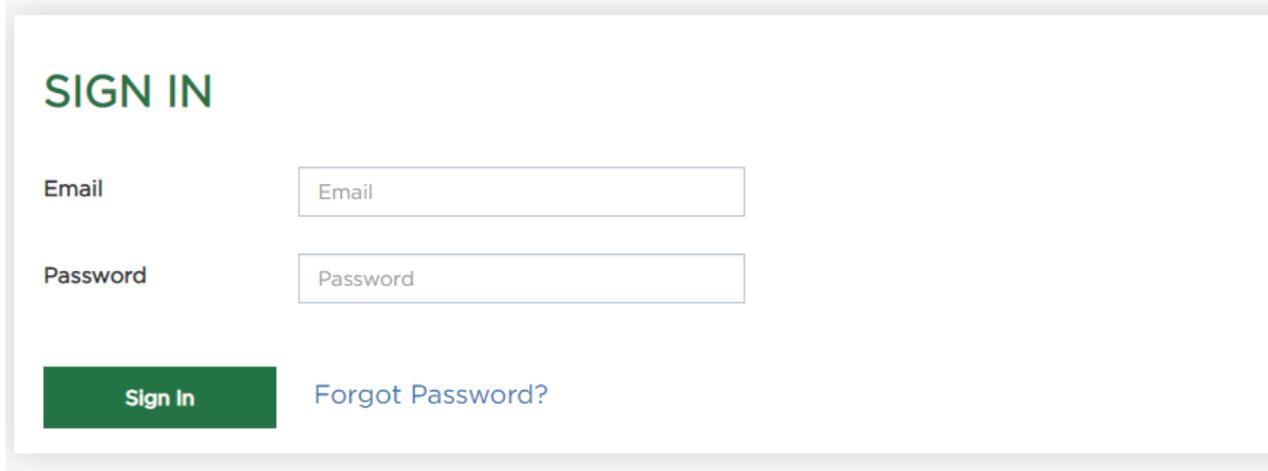


Process for Renewal - Club Secretary

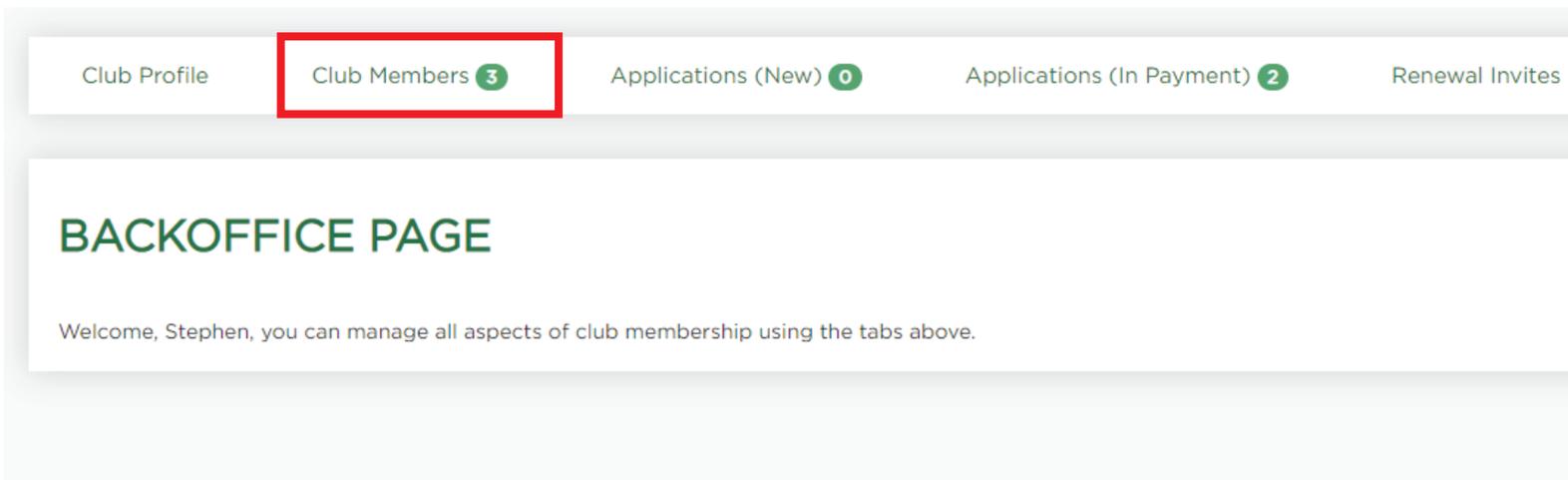
Club secretaries have the ability to renew membership by logging in as an administrator as follows:

1) **Enter username and password to access the system**



The screenshot shows a 'SIGN IN' form with two input fields: 'Email' and 'Password'. Below the fields is a green 'Sign In' button and a blue link for 'Forgot Password?'.

2) **Club Secretary backoffice homepage will be launched now - CLICK TO ACCESS THE CLUB MEMBERS TAB**



The screenshot shows the backoffice homepage with a navigation bar containing five tabs: 'Club Profile', 'Club Members 3', 'Applications (New) 0', 'Applications (In Payment) 2', and 'Renewal Invites'. The 'Club Members 3' tab is highlighted with a red box. Below the navigation bar, the page title is 'BACKOFFICE PAGE' and the welcome message reads: 'Welcome, Stephen, you can manage all aspects of club membership using the tabs above.'

Process for Renewal - Club Secretary

3) You can now select all members in your list for renewal or else check on individual

ADD NEW MEMBERS RENEW MEMBERS

<input type="checkbox"/>	Registered	Life Reg Number	First Name	Last Name	DOB	Age	M/F	Actions
<input checked="" type="checkbox"/>	30/11/2018	101	Test	Testttt (AAI Only)	01/01/2000	18	M	View
<input type="checkbox"/>	12/12/2018	108	Paul	Byrne (AAI Only)	12/06/1992	26	M	View
<input type="checkbox"/>	12/12/2018	107	sdfs	sdfs (AAI Only)	01/01/1991	27	M	View

ADD NEW MEMBERS RENEW MEMBERS

1) Check the member you wish to renew

2) Press "Renew Members"

ADD NEW MEMBERS RENEW MEMBERS

<input checked="" type="checkbox"/>	Registered	Life Reg Number	First Name	Last Name	DOB	Age	M/F	Actions
<input checked="" type="checkbox"/>	30/11/2018	101	Test	Testttt (AAI Only)	01/01/2000	18	M	View
<input checked="" type="checkbox"/>	12/12/2018	108	Paul	Byrne (AAI Only)	12/06/1992	26	M	View
<input checked="" type="checkbox"/>	12/12/2018	107	sdfs	sdfs (AAI Only)	01/01/1991	27	M	View

ADD NEW MEMBERS RENEW MEMBERS

1) Check all members

2) Press "Renew Members"

Process for Renewal - Club Secretary

4) System will show a summary of the athletes to be renewed

Membership Details			
Person	Membership	Price	Fee
Test Testttt	Athletics Ireland Senior Membership 2019	€20.00	€0.00
		TOTAL:	€20.00

Proceed

Action the proceed button

5) Review athlete personal data and edit if necessary

Registration for Person 1: Athletics Ireland Senior Membership 2019

First Name Test

Last Name Testttt

Date of Birth 01.01.2000

Gender MALE

If any of these fields need to be changed please contact deirdremarley@athleticsireland.ie

Email

Mobile

Province

County

Process for Renewal - Club Secretary

6) Options for payment to renew now and pay or pay later

OPTION 1: PAY NOW

CHECKOUT

Actions an immediate credit card payment

OPTION 2: PAY LATER

Sends a payment link to the below address to be paid at a future date.

You can override email address by typing new address into the field.

NOTE: Member does not become active until payment is completed.

Email Address:

SEND PAYMENT TO ABOVE EMAIL ADDRESS