## Adding another profile to your account

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The membership platform allows you to manage multiple members from one account. This is very useful if you have juniors or friends and family members who may not have their own email or internet access whose membership you manage. To set up another member in your profile, log in and select the 'My Members' tab on the home screen.

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\$	Admin	~			VIEW PROFILE			

PROFILE

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My Members

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Click the 'add new' button.

This will bring up the option to add a new or existing member to your profile. If they are an existing 2023 member of a club select 'An existing member'. If they are not a current member, then select 'A New Member'.



MY MEMBERS

If you select new member, fill in the details clicking next to go to the next page once filled in. When all pages are complete select 'Done' or alternatively select 'Done & Add another' if you would like to add another member to your profile.

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You will then see both members under the members tab on your profile. You can join a club with any of the members accounts on your profile so make sure you select the one you would like to add a club membership for to open their profile.



	Corlin Izak	
<	Profile Club Memberships Addresses Entries	Corlin Izak corin izak@meshfar.com tart #Rorite
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		ADDITIONAL INFORMATION

When viewing their profile select the club memberships tab.

Select '+ Add club membership'

Find the club you'd like to join from the list and click '+ Add'.

If your club is not there it means they have not finished setting up their account. If they are there but greyed out it means they do not currently have any memberships open for you to join. In either case, please contact your club directly for more assistance.

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	ADVENTURE RIDING CLUB Membership
1	MARDEN RIDING CLUB Membership

This will bring up the	, Corlin Izak - MARDEN RIDING C	LUB M	embership		Ø
membership details form. Clubs may have multiple membership options to choose from such as junior, senior etc.	<ul> <li>Club Membership Details</li> <li>Personal Details</li> <li>Contact Details</li> <li>Address</li> <li>Certification</li> </ul>	*	Club Membership Detalls Payment Method Cost Valid Until	Select to see details and price. Auto Renewal One Time Payment 273.00 31/12/2024	NET

The platform will only show you membership types available for your age. If there are multiple membership options to choose from the drop down menu, find and select the type which you are looking for. You can choose whether you would like to pay by auto renewal where you will automatically rejoin each year or a one time payment where you only join for a 12 month period. If you join by autorenewal you will receive notifications

- Club Membership Details		Personal Details		
Personal Details     Contact Details     Address     Certification	*	Title First Name * Middle Name Last Name * Date of Birth *	Select Tate       Corin      Corin      tat      tat	annos
		Sex at Birth *	Awaiting description text from the BRC. MaleFemale Please note this profile picture upload will be publicly viewable.	
		PREV	2/5	NEXT

before your membership renews and you will be able to cancel before renewal if you change your mind. Similarly, one time payment will notify you when your membership is coming to an end in case you would like to renew. Once selected click 'Next'.

Enter your details (these will be automatically filled with the details entered when you set up your profile). Please note the red asterisk marks the mandatory fields. Then click next.

Corlin Izak - MARDEN RIDING CLU — Club Membership Betalls — Personal Details — Context Details — Address — Certification	B Membership Contact Details Contact Details Hore Hore Emergency Contact Emergency Contact Emergency Contact Emergency Contact	e Phone * e Phone Address * tt Name * Contact * bonship Number * et Email Address	ali      ali     ali     contrustadinestoricon      ali      ali      ali      ali      ali      ali      ali		° `	Enter you contact of asterisk r contract. - Control - Control - Control - Control - Control - Control - Control - Control - Control - Control - Co	ur conta letails. F narks th Manbachp	ct and emer Please note ne mandator	rgency the red ry fields.
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Clubs will enter their own local conditions for you to agree to, before becoming a member. Read any terms and conditions they may provide before agreeing to abide by these to join the club. Once ticked, click 'Add & checkout'.



Once you have clicked the blue pay button this will complete the transaction and the membership will then be visible in the club memberships tab.

Club Memberships	+ ADD CLUB MEMBE	RSHIP			
					1 Record
Club Membership	Status	Valid From	Valid To	Membership Type	Actions
MARDEN RIDING CLUB Membership	Current	07/11/2023	07/11/2024		•