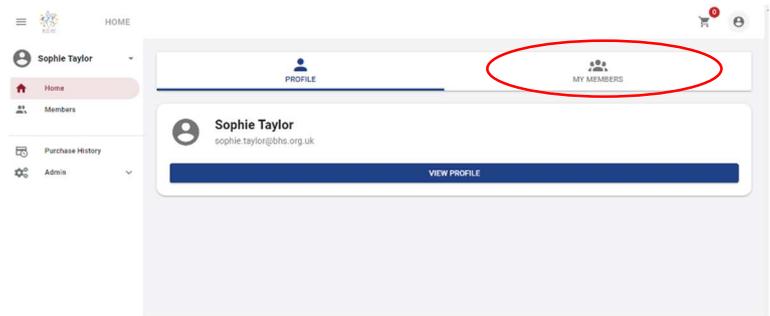
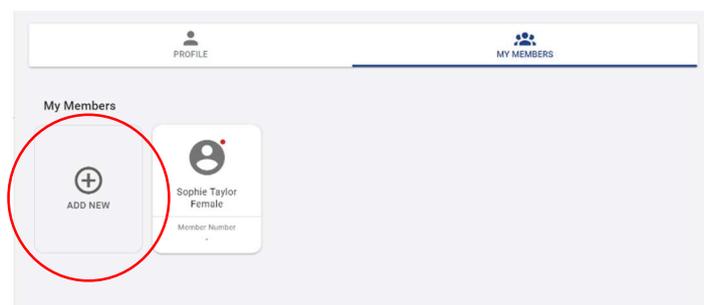


Adding another profile to your account

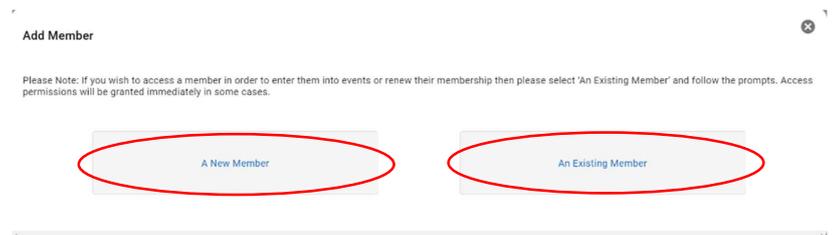
The membership platform allows you to manage multiple members from one account. This is very useful if you have juniors or friends and family members who may not have their own email or internet access whose membership you manage. To set up another member in your profile, log in and select the 'My Members'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



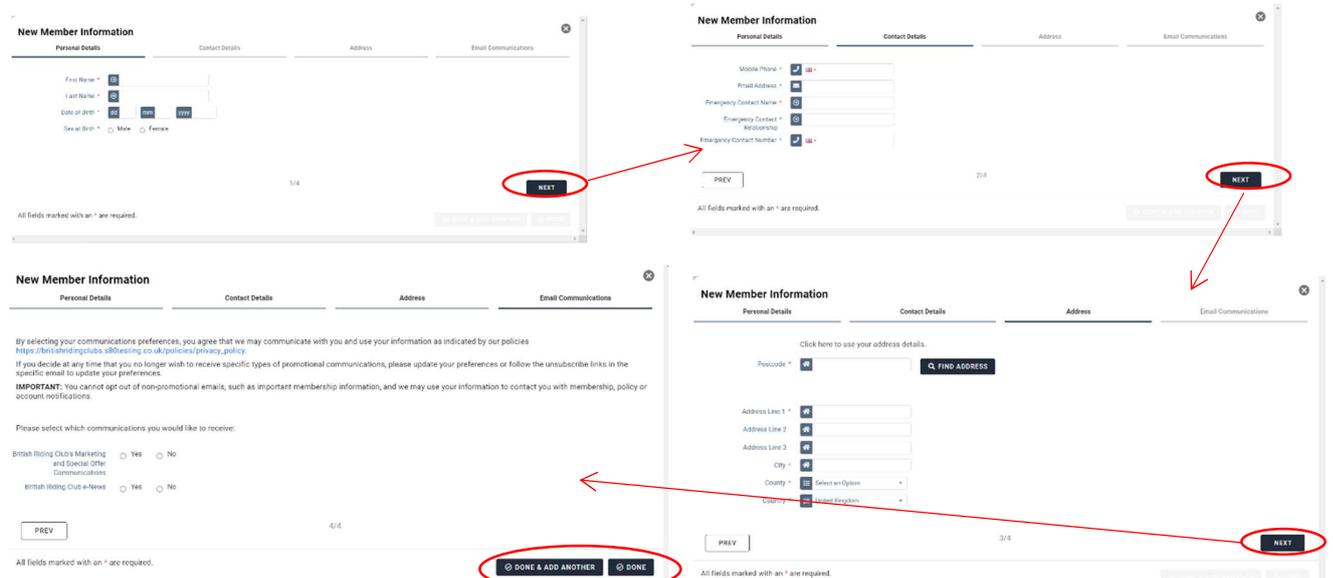
Click the 'add new' button.



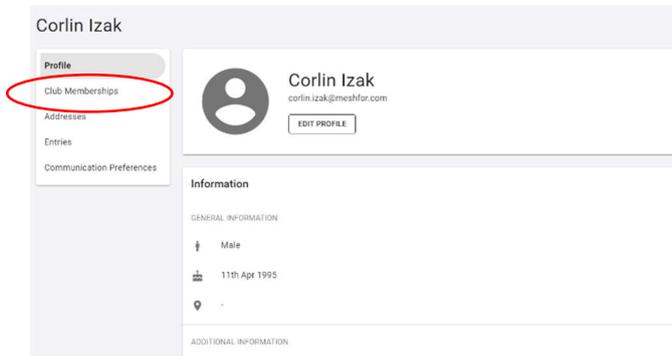
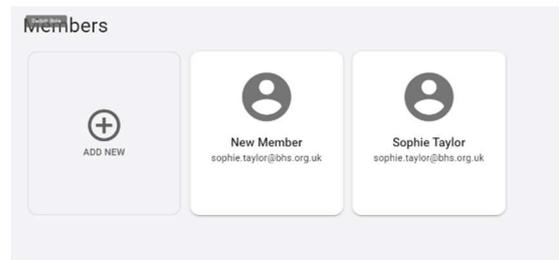
This will bring up the option to add a new or existing member to your profile. If they are an existing 2023 member of a club select 'An existing member'. If they are not a current member, then select 'A New Member'.



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.

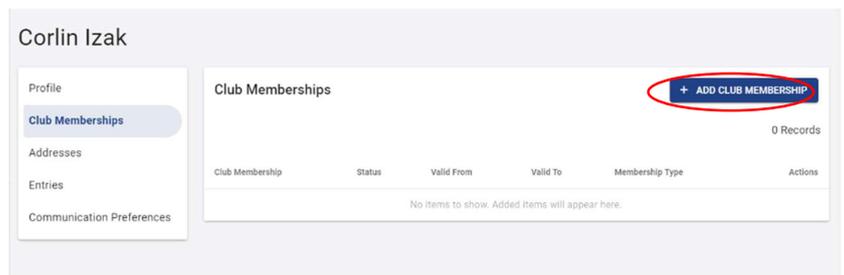


You will then see both members under the members tab on your profile. You can join a club with any of the members accounts on your profile so make sure you select the one you would like to add a club membership for to open their profile.



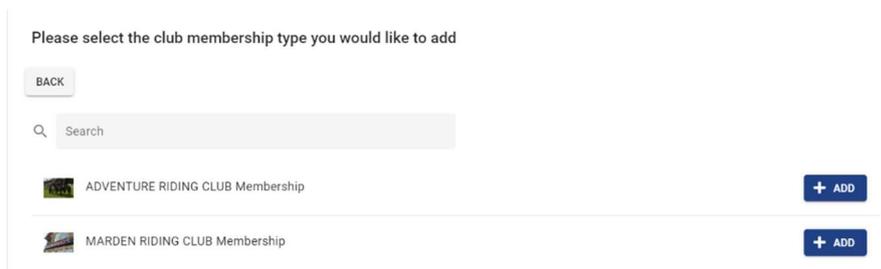
When viewing their profile select the club memberships tab.

Select '+ Add club membership'

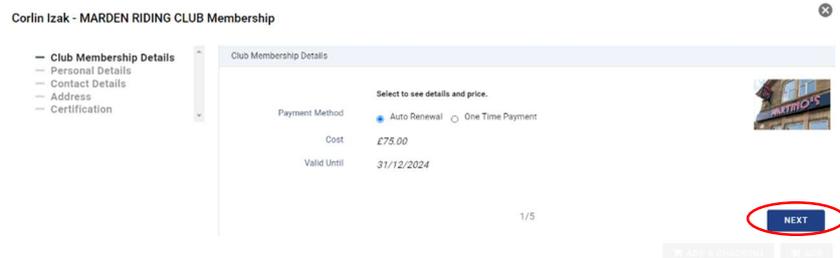


Find the club you'd like to join from the list and click '+ Add'.

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.



This will bring up the membership details form. Clubs may have multiple membership options to choose from such as junior, senior etc.



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 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'.

Corlin Izak - MARDEN RIDING CLUB Membership

- Club Membership Details
- Personal Details
- Contact Details
- Address
- Certification

Personal Details

Title *

First Name *

Middle Name

Last Name *

Date of Birth * / / MM / DD / YYYY

Awaiting description text from the BBC.

Sex at Birth * Male Female

Profile Picture

2/5

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 CLUB Membership

- Club Membership Details
- Personal Details
- Contact Details
- Address
- Certification

Contact Details

Mobile Phone * *

Home Phone *

Email Address *

Emergency Contact Name *

Emergency Contact Relationship *

Emergency Contact Number * *

Emergency Contact Email Address

3/5

Enter your contact and emergency contact details. Please note the red asterisk marks the mandatory fields.

Corlin Izak - MARDEN RIDING CLUB Membership

- Club Membership Details
- Personal Details
- Contact Details
- Address
- Certification

Address

Click here to see your address details.

Address Line 1 *

Address Line 2

Address Line 3

Postcode *

County *

Country *

4/5

Corlin Izak - MARDEN RIDING CLUB Membership

- Club Membership Details
- Personal Details
- Contact Details
- Address
- Certification

Certification

I certify all details are accurate to the best of my knowledge.

Yes

5/5

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'.

This will take you to the checkout for you to complete payment.

The screenshot shows a multi-step checkout process. At the top, a 'Basket' summary shows one item: 'Corlin Izak - MARDEN RIDING CLUB Membership Marden Senior (Valid until - 2024-12-31) - Auto Renewal (Start Date 07/11/2023)' with a quantity of 1, a cost per item of £75.00, and a total of £75.00. Below the basket is a 'Checkout' section with a table of items including a 'Processing Fee' of £3.00, bringing the total to £78.00. To the right, a 'Billing Details' form is partially visible, with a 'CHECKOUT' button circled in red. Below the billing details is a payment form with fields for card number, expiry, CVC, country, and postal code. A 'PAY' button is circled in red at the bottom of the payment form.

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 MEMBERSHIP
						1 Record
Club Membership	Status	Valid From	Valid To	Membership Type	Actions	
MARDEN RIDING CLUB Membership	Current	07/11/2023	07/11/2024		⋮	