The Easy way to renew your membership

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

You may have noticed the club portal looks slightly different as we have had a new user interface. You should however find it similar to the old system. This facilitates a much quicker and improved membership process, allowing Archery GB to offer additional support to clubs and members.
The Benefits of the online membership system

- Membership fee is calculated for you which minimises the risk of over and under payments
- Data becomes more reliable, reducing instances of duplicate records
- As soon as payment is received, 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 additional committee members to have administration access to share the workload and you can select specific roles which will result in tailored communications.
- Your club’s Public Liability and Employers Liability Insurance documents are available online and can be downloaded

ONE MEMBER ONE VOTE

In 2021 we will send the voting information directly to you electronically via email, which helps us reduce our environmental impact. If club members would like to receive their voting information by post then please let us know by ticking the box in the online members’ portal or by letting us know via email or telephone.

SECOND STEP - RENEW YOUR CLUB PROFILE

To renew your club profile, click on Account, Memberships and Lapsed or Renew then Next. This will take you through your club profile.

Please make sure you update:
- Committee members roles including a welfare officer
- The Locator Preferences, this will appear on club finder
- Initial Details
- Postal Address of the Club (Normally Secretary)
- Club Disclosure Questions
- Address of any venues the club may have
  You can skip this page
- Address for Club Finder Location - here you need to select your nearest address on the postcode finder to your club.
- Then Click ADD

The Archery GB membership fees for 2020/21 can be found here: https://www.archerygb.org/shoot-compete/shoot/become-a-member/membership-benefits/

If you have had a valid membership during 2019/20 you are eligible for the renewing member rate. If your membership lapsed at the end of September 2019 or prior, you are required to pay the new member rate.

Previously, we have implemented an “18-month rule” to renewing members. This does not apply until further notice. Therefore if your membership lapses at the end of September 2020, and you do not re-join, you may apply for the pro rata (renewing members) if you then join later in the membership year.

PRO-RATA MEMBERS

You will be able to keep adding 2019/2020 pro-rata memberships for any new members joining your club during August or September. Please remember to select the pro-rata membership type, and check the amount is correct when it calculates the fees. If they also wish to join for the full 2020/21 year, this can be done at a later date, as a separate transaction once their pro-rata membership is active.
YOUR **Step-by-Step Guide to Renewing Members Online**

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 Athletes > List > and then Saved Reports.

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

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

**To add a lapsed member, member who is switching club or 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.

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**How to Pay**

Once all the members you need are in your basket, select one of the options available:

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<td><strong>1</strong></td>
<td>Pay online by using stripe the card payment option.</td>
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<td><strong>2</strong></td>
<td><strong>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.</strong></td>
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<td>a.</td>
<td>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</td>
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<td>b.</td>
<td>Pay by cheque. Write the reference from the Payment Advice on the back of your cheque and post to Archery GB</td>
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When payment is received and reconciled by Archery GB, all the members listed in your payment advice will be renewed and should receive their e-cards. Plastic printed cards will start arriving to members’ home addresses from October and take around 21 days to be produced from the day your payment is reconciled. 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 2020/21 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 2020/21 year through (insert name of club). Please accept this letter as proof of membership until the club can complete an online renewal for them.

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**Support Videos**

To help you, we have produced some handy support videos which are available to view on our YouTube channel: www.youtube.com/user/archerygbchannel/videos

Or visit our FAQs by clicking on the support tab when in your club portal.

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**To Keep Your Club Record Updated:**

Did you know you can add your club logo and website by going to: Profile > Complete > Organisation Details

**Range Registrations:**

Registering your range where club members shoot is a part of the Archery GB Rules of Shooting, and therefore a mandatory requirement of the insurance cover included in membership.

Please check your Range’s are registered by going to: Range Registration

**Register Your Event:**

The online system allows clubs to quickly register their events instead of having to register them in their club minutes.

There will also be the optional feature of promoting your event to the general public, supporting the Open Active initiative that opens up more opportunities to showcase our fabulous sport.

Please make sure you Register your event by going to: Have a go & Course Registration

**Register Your Competitions:**

We are pleased to announce that all competitions - record status or otherwise - can be registered online through the membership portal.

You can provide access to your Tournament Organiser, who can register a competition, raise an invoice and pay for the record status. You can also collect entries through the system.

For more information visit: www.archerygb.org/register-competitions

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Your new environmentally friendly membership card is produced from 100% recycled PVC and can be recycled again when you’ve finished with it!