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.
From the 1st September, when you see the ‘Renew’ button appear on members records, you can then start renewing members for 2020/21.

It would be really helpful if all your club members login to their online record, to check and complete all their personal details including date of birth and email address before you renew them - there is help on this at the end of this guide.

Club Members will still require the Club Secretary to renew their club memberships for them as they cannot do this themselves.

How Archery GB uses personal details is covered in the Privacy Notice which is available at www.archerygb.org

Membership fees are calculated for you which minimises the risk of over and under payments

Data becomes more reliable, reducing instances of duplicate records

As soon as the payment is reconciled, 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

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First Steps

How to Pay

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

Please make sure you update:
- County and Membership Type
- Committee members roles including a welfare officer
- The Locator Preferences for your club, 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

Then go to Checkout which should enter the club renewal fee into the basket.

The Archery GB membership fees for 2020/21:

<table>
<thead>
<tr>
<th>Club Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>University club</td>
<td>£170.00</td>
</tr>
<tr>
<td>School Club/Uniformed Club</td>
<td>£95.00</td>
</tr>
</tbody>
</table>

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

Please select one of the following options to pay:

1. Pay online by using stripe the card payment option.

2. 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.
   a. 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
   b. Pay by cheque. Write the reference from the Payment Advice on the back of your cheque and post to Archery GB

Once the payment has been received and reconciled by Archery GB, your club is active and you can begin to renew memberships.
STEP 2 Renewing and adding members

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 then Saved Reports in the top right of the screen and download the Club Members Report.

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 or a member who is switching club
When you are entering a new member, 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.

Archery GB has taken a pro-active approach to reducing the number of single use plastics we distribute. As an organisation we see the reduction in the distribution of single use membership cards as our main contributor towards reducing our carbon footprint. We have therefore stopped plastic membership cards being sent out to university members. University Members will all receive an e-card for proof of membership.

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, 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 online renewal for them.

One Member One Vote

In 2021 we will send your voting information directly to you electronically via email, which helps us reduce our environmental impact. If you would like to receive your 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.

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 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

How do my club members login to check their details?

The login page is:
www.archerygb.org/members-portal

- If the member has not activated their online account please ask them to email membership@archerygb.org
- If they have forgotten or wish to set themselves a new password, please select the option Forgotten Password.
- If they need any other assistance in logging in, please could they email us and confirm their membership number in the email.

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

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