

LARGS SC - MEMBERSHIP RENEWAL FOR 2019 - USING WEBCOLLECT

Below I describe my own renewal process, which like all members I only do once a year! It really is quite straightforward, and takes much longer to describe than to do! However, any problems, get back to me (largssc.membership@gmail.com), or Julia in the office (secretary@largssc.co.uk).

A few key points:

Monthly direct debits - for family, individual and berth holder members, and dinghy berthage:

- if you currently pay subscriptions or berthage by direct debit, you **DO NOT NEED TO DO ANYTHING** - these subscriptions automatically renew.
- please remember if you are changing to payments by direct debit:
 - you **MUST** please set up your payments on GoCardless. Nothing else works with the WebCollect system, and it just creates big problems in our office
 - new monthly direct debits **MUST** be set up on or before 24th December 2018, to allow these to run from 1st January, and you agree to complete the full series of 12 months payments. If you fail to do this, you cannot rejoin the club for at least 12 months.

Data Privacy Act - this new act came into force in May 2018, and we can no longer assume consent to hold your data on a database, send you newsletters etc - you have to positively give consent. About half of our members have done this, but half haven't! As you go through the renewal process, you will find you have to make selections regarding holding your data (with some sub-questions re younger members), what communications you want to receive from the club, whether you want to appear in members lists or yearbooks (if we ever resume publishing one), and appearing in photographs taken on club premises. Please complete these questions.

Members' interests - there are some new questions towards the bottom of the form, asking your particular interests in the club i.e. dinghy racing, keelboat / motor boat cruising, dinghy cruising, training, and social. Please complete these, which allows us to better identify your interests, and we will see how our activities can be tailored to these. (Note - if you had previously listed yourself as being a "member of the cruising group", I've transferred all your names to being "interested in keelboat / motor boat cruising".

Summary of key steps in the renewal process:

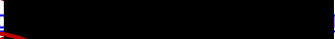
1. log into your account (page 2). If you have forgotten your password, ask for a new one
2. current memberships and berthages - options - renew your subscriptions (and berthage) - or change to a different type (page 3)
3. checkout, and family details (page 4)
4. final checkout, and payment method (pages 5 and 6). Please remember:
 - a. if you opt for **monthly direct debits**, you **MUST** set this up on GoCardless
 - b. if you want to pay by **credit or debit card**, select PayPal - you do not need a PayPal account
 - c. if you pay by **bank transfer**, please remember to make the bank transfer! Someone forgets every year, and we have to chase you!!
5. log out - job done (page 7)!!

Gordon Cochrane
Membership Secretary
4.12.18.

1. LOG INTO YOUR ACCOUNT

a. **Either** - use the sign in link in your renewal e-mail:

Your sign-in details are:

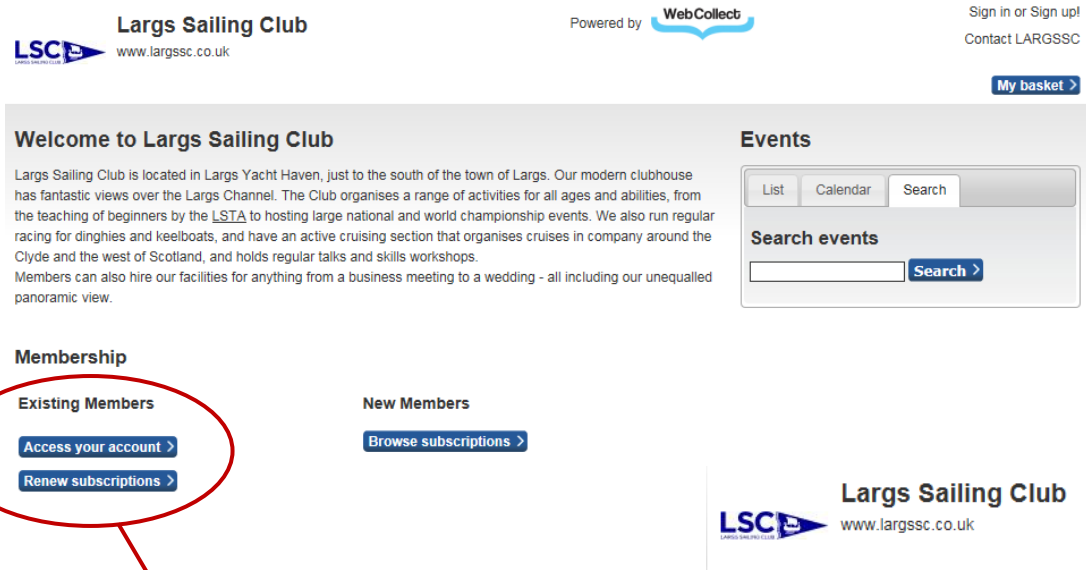
Email: 

Password: You have already setup a password. Forgotten it? [Email me a password reset link.](#)

[Click here to sign in and renew.](#)

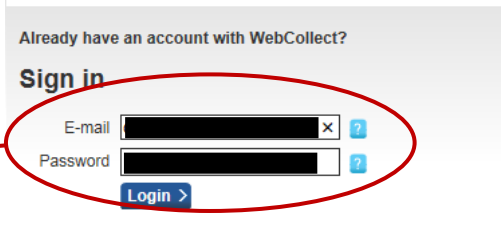
This will take you straight to your personal page on WebCollect.

b. **Or** - go the general Largs SC WebCollect page, <https://webcollect.org.uk/largssc>:



Click on "Renew subscriptions", which will take you to the general log in page on WebCollect.

Enter your e-mail address (which is the address on which you normally receive e-mail from LSC), and password, and click Login:



If you have forgotten your password, you can request a new one, which will be sent to you by e-mail. (Once you are in your own page, you can then change your password to something more personal / memorable.)

I know the email address for my account, but need a password

[Send me a password >](#)

2. SUBSCRIPTION OPTIONS - RENEWAL - OR CHANGE TO A DIFFERENT TYPE

Logging in will open a screen showing your **current membership type (or types**, for which you have administration rights), plus berthage, communications by post and other options, and the **subscription(s) for renewal for 2018**. (This will include the **early payment discount** for payments received before 31st December 2018, if applicable.):

Most of us will simply be **renewing** as now. **To renew with your existing membership type(s), click on "Renew", or "Renew all"**.

My account > My Subscriptions
Gordon Cochrane - Largs Sailing Club Unique Id: 2750
Renew your current subscriptions from this page first. Then Click on "Add new" and select any additional subscriptions from there.
The administrator(s) for this group are: Gordon Cochrane, Ann Cochrane

Subscription	Belongs to	Members	Mem no	Form details	Start date	End date	Renewal amount
Family (Code: family) - Current Subs	Family/Group: Cochrane - 113	Gordon Cochrane Ann Cochrane			10-01-2013	31-12-2015	Current Subs £275

Back

If you want to CHANGE your subscription type, or ADD e.g. berthage, then click on "Buy a different subscription".

IF YOU WANT TO CHANGE YOUR FAMILY, INDIVIDUAL (non distance members only) or BERTH HOLDER MEMBERSHIP (new for 2018) to MONTHLY DIRECT DEBIT, YOU MUST CLICK ON "BUY A DIFFERENT SUBSCRIPTION".

This takes you to the master subscriptions page. Scroll down a few lines, locate either "Family Monthly" or "Individual Monthly", and click on "Add to basket".

For renewals, click on "Renew", and a new window will appear with your basket:

Close Go to basket >

Added to Basket

Family (Code: family) - Current Subs (incl early payment discount)

My basket

Product	Price
Family (Code: family) - Current Subs (incl early payment discount)	£270
Renewal of Subscription: Family (Code: family) - Current Subs (incl early payment discount)	£270
Total	£270

Close Checkout >

This is the renewal screen shown in December 2014 - ignore amount shown - Gordon

You need to click on "Checkout" quite quickly, as this window only stays up for a few seconds. If you aren't quick enough, and click "renew" again, you will find TWO subscriptions, and so on ...

If this happens, then click on "Go to basket", and delete all unintended subscriptions.

3. CHECKOUT AND FAMILY DETAILS

Clicking "Checkout" takes you to the screen with the members of your family group:

LSCS Largs Sailing Club
www.largssc.co.uk

Powered by WebCollect

Contact LARGSSC

My basket >

Checkout > Family/Group members
Please review/complete your Family/Group members

Family/Group name: Cochrane [?] Save changes >

Personal details	Family/Group admin ?	Remove ?
Gordon Cochrane - [REDACTED]	<input checked="" type="checkbox"/>	
Ann Cochrane - [REDACTED]	<input checked="" type="checkbox"/>	remove

Add new Family/Group member

First name* [?] [?]
Last name* [?] [?]
Has own email? Yes No
Email [?] [?]
Add >

Proceed to Family/Group details and checkout >

You have the option to **add new members** (but please *think carefully* before you add new members - only members with a valid e-mail address will receive e-mail from the Club, and there is no point in adding babies, toddlers, grannies, whoever! Also note that our annual fee to WebCollect depends on the number of members in our overall database, so please limit the number of group members you add to active members only.)

(You can also change who can administer your account. Usually this will be the principal member, or parent/guardian for our younger members.)

LSCS Largs Sailing Club
www.largssc.co.uk

Powered by WebCollect

Contact LARGSSC

My basket >

Checkout > Family/Group
Please complete/review this information before proceeding to checkout

Back to Family/Group members > Proceed to checkout >

Gordon Cochrane Ann Cochrane

Member details

Title [?]
First name Gordon [?]
Last name Cochrane [?]

Addresses

House no. / Street* [?]
[?]
[?]

Click on "Proceed to family/group details, and checkout". This will open a **new screen (not shown in this note) with all your details**. **Please check carefully**, and if anything has changed, please edit. Note that there are **tabs on the top for each member**.

(Note - this is the screen you can use to make **any changes mid-season** - e.g. your e-mail address, new mobile, house move etc. It would be great if members did this themselves, rather than getting Julia or myself to do it.)

4. FINAL CHECKOUT, AND PAYMENT METHOD

Once you are happy with your group members, their details, and any changes, click on "Proceed to checkout". This opens an order confirmation screen, including payment methods:

Checkout > Order confirmation
Please check the details of your order or make any changes. Then click "Place Order"

Order summary
1 item(s) £275
Order total **£275**

Pay by
 Online Direct Debit ?
 Bank Transfer ?
 Paypal ?
 Cheque ?

Place order >

This is the confirmation screen shown in December 2014 - ignore amount

Order items

Product		Form	Price
Family (Code: family) - Current Subs	Remove		£275

Select your **payment method** - personally, we use **bank transfer**, as the Club gets the full amount shown. **Payment by cheque** will also give the club the full amount.

NOTE - if you pay by bank transfer, you MUST make a separate payment using your bank's web site to the Club.

If you use PayPal (*which **includes card payments** - and note that you do NOT need a PayPal account to pay by card*), the club loses between 1 and 3% of the amount! The Club is careful with the bawbees, so *avoid card payments if you can, please.*

Following the successful trial of **monthly direct debits for family and individual members** in 2017, we extended this option to our **berth holder members** for 2018, and also added dinghy berthage by monthly DD's. Some small print:

- The direct debit must be set up on or before 24th December 2017.
- Monthly direct debit payments **must be set up on "GoCardless"** - *please* don't try to set up a personal bank SO or DD, use PayPal etc. These methods do NOT work!!
- Payments are taken on the first day of each month.
- This direct debit facility is offered by the Club on condition that the **full year's subscription** (to end December) is paid by the member (i.e. you cannot join just for the summer sailing season).
- By accepting this offer the member binds themselves to make such full payment irrespective of any unforeseen change in the member's circumstances.
- No payment breaks of less than one year are allowed.
- Distance discount is not presently available on pay monthly subscriptions.

(Continued over)

If you opt to pay by **monthly direct debit payments**, you will be taken to an authorisation screen. See below for (in this case) a family monthly DD payment:

LSCS Largs Sailing Club
www.largssc.co.uk

Powered by **WebCollect** Contact LARGSSC

Online Direct Debit Authorisation (GoCardless)

Initial payment £24.95 (for this order)

Allow future payments Yes No

[Complete Transaction via GoCardless >](#)

Online Direct Debit - how it works
You can use it to make one-off payments, or to set up an ongoing direct debit authorisation. It takes just a few minutes. All you need is your bank details (account name, number & sort code)

Initial payment
This is the amount of your current order.

Future payments
You can use this authorisation to make future payments on WebCollect to "Largs Sailing Club", and to allow "Largs Sailing Club" to collect any subscription renewals or place orders on your behalf.
You will always be notified by GoCardless when a payment is requested, and will have the opportunity to stop or cancel the payment before it is made.
If you do not want to authorise any future payments, select "No". If you want to make a new payment by direct debit in the future, you will be able to set up a new authorisation for that payment when placing the order.

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This is the DD confirmation screen shown in December 2016 - ignore amount shown - Gordon

Click on "Complete Transaction via GoCardless". This takes you to a secure screen, which will request name, address, and bank details. Please enter as appropriate.

For **bank transfer payments**, click "Place order" on the Checkout > Order confirmation screen (see top of previous page). this will display the final screen, as below:

LSCS Largs Sailing Club
www.largssc.co.uk

Powered by **WebCollect** Contact LARGSSC

Order success: Order Id #106826
You have now successfully completed the checkout process.

Confirmation Email
We have sent you an order confirmation email to: cochrane.gordon@gmail.com

Subscriptions
Subscriptions will be issued when payment is received.

Payment
Order Total £270
You chose to pay by: Bank transfer

This is not an automated process - please make a transfer to the above account number from your own Banks online system.

Please make sure that you transfer the right amount and that you reference it with the order information shown above as well as the name of the person for whom you are purchasing a membership!

You now need to transfer £270 to this account:

Account name:
Account number: 00250765
Sort code: 83-24-15
Reference: qsafufhp
Please make sure you use the above reference on your transfer.

What would you like to do now?
[Go to my account >](#) [Log off](#)

REMEMBER - if you pay by bank transfer, you MUST (as the red box says!) make a separate payment using your bank's web site to the Club. At least one member forgets every year, and we have to chase them ...

Normally then you just "log off" and that's it! Job done!

You will then receive an "order confirmation" e-mail from WebCollect (header only shown below):



Largs Sailing Club

Powered by

My LARGSSC Account



Order Confirmation

Dear Gordon Cochrane

Thank you for your order #106826 placed on: 08-12-2014 19:23 with Largs Sailing Club.

Please find a summary and important next steps below.

This is the order confirmation screen shown in December 2014 - ignore date - Gordon

All this takes far longer to describe than it takes to do, and I can't possibly cover all the variations for every member, or payment options etc, but I hope it is reasonably intuitive, and this note has been helpful.

Gordon Cochrane
Membership Secretary

Updated 4.12.18

If you have any problems, please contact myself
(largssc.membership@gmail.com)
or Julia in the office
(secretary@largssc.co.uk)