

LARGS SC - MEMBERSHIP RENEWAL FOR 2017 - 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, or Julia in the office, or [see the guide on the LSC web site](#).

New for 2017 is a one year trial of **monthly direct debit payments** for **family and individual members**, in 12 monthly payments, on the 1st of each month. Members renewing for 2017 **MUST** make their first payment on or before 1st January 2017, and must agree to complete the full series of 12 months payments. See pages 2, 4 and 5 for more details.

1. LOG INTO YOUR ACCOUNT

a. **Either** (and the easiest!) - use the sign in link in your renewal e-mail:

Your sign-in details are:

Email: [redacted]@n

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>:

The screenshot shows the Largs Sailing Club website. At the top, there is a navigation bar with the LSC logo, the website name 'Largs Sailing Club', the URL 'www.largssc.co.uk', and a 'Powered by WebCollect' logo. On the right, there are links for 'Sign in or Sign up!' and 'Contact LARGSSC', along with a 'My basket' button. The main content area is divided into two columns. The left column is titled 'Welcome to Largs Sailing Club' and contains a paragraph of text about the club. Below this is a 'Membership' section with two sub-sections: 'Existing Members' and 'New Members'. Under 'Existing Members', there are two buttons: 'Access your account >' and 'Renew subscriptions >'. The 'Renew subscriptions >' button is circled in red. Under 'New Members', there is a button 'Browse subscriptions >'. The right column is titled 'Events' and contains a search box with 'List', 'Calendar', and 'Search' tabs, and a 'Search events' section with a search input field and a 'Search >' button. Below the main content area, there is a 'Sign in' section with a heading 'Already have an account with WebCollect?'. It contains two input fields: 'E-mail' and 'Password', both with redaction boxes and question mark icons. Below these fields is a 'Login >' button. A red circle highlights the 'E-mail' and 'Password' fields. Below the 'Sign in' section, there is a link 'I know the email address for my account, but need a password' and a button 'Send me a password >'.

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.)

The screenshot shows the WebCollect sign-in page. It has a heading 'Already have an account with WebCollect?' and a 'Sign in' section. There are two input fields: 'E-mail' and 'Password', both with redaction boxes and question mark icons. Below these fields is a 'Login >' button. Below the 'Sign in' section, there is a link 'I know the email address for my account, but need a password' and a button '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, newsletters by post and other options, and the **subscription(s) for renewal for 2017**. (This will include the **early payment discount** for payments received before 31st December 2016, if applicable.):

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

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

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 OR INDIVIDUAL MEMBERSHIP (non distance members only) 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:

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

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:

The screenshot shows the 'Checkout > Family/Group members' page. At the top, it says 'Largs Sailing Club' with the website 'www.largssc.co.uk' and 'Powered by WebCollect'. There is a 'Contact LARGSSC' link and a 'My basket >' button. The main heading is 'Checkout > Family/Group members' with the instruction 'Please review/complete your Family/Group members'. A search box for 'Family/Group name' contains 'Cochrane' and a 'Save changes >' button. Below this is a table of 'Family/Group members' with columns for 'Personal details', 'Family/Group admin', and 'Remove'. The table lists Gordon Cochrane and Ann Cochrane, both with 'Family/Group admin' checked. To the right is a form to 'Add new Family/Group member' with fields for 'First name*', 'Last name*', 'Has own email?' (Yes/No radio buttons), and 'Email'. At the bottom right, a button 'Proceed to Family/Group details and checkout >' is circled in red.

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.)

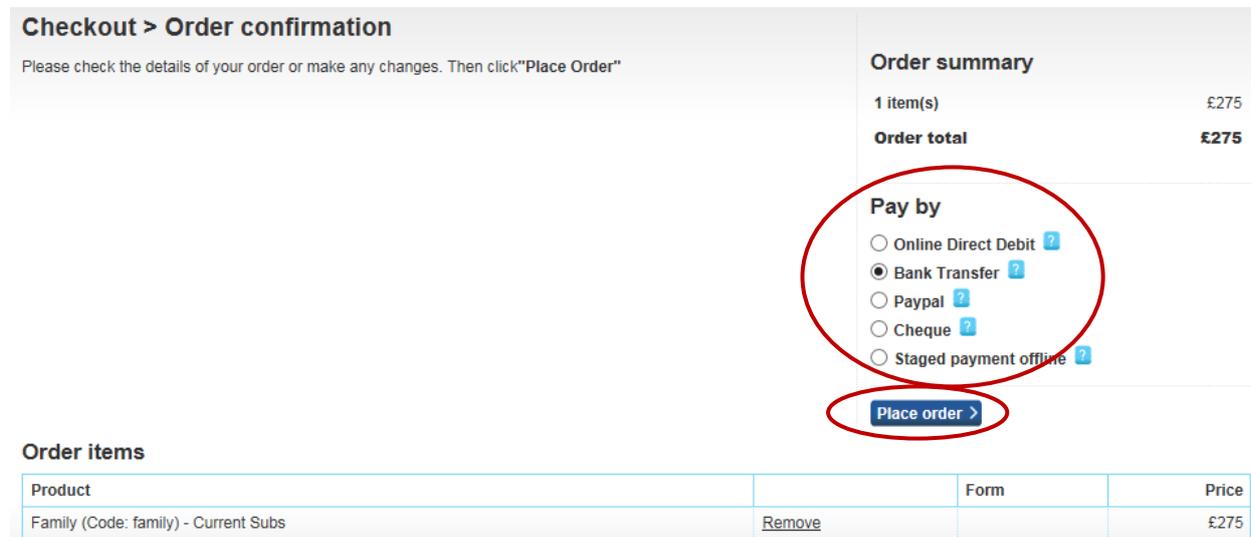
The screenshot shows the 'Checkout > Family/Group' page. At the top, it says 'Largs Sailing Club' with the website 'www.largssc.co.uk' and 'Powered by WebCollect'. There is a 'Contact LARGSSC' link and a 'My basket >' button. The main heading is 'Checkout > Family/Group' with the instruction 'Please complete/review this information before proceeding to checkout'. There are two buttons: 'Back to Family/Group members >' and 'Proceed to checkout >', both circled in red. Below the buttons is a tabbed interface with 'Gordon Cochrane' and 'Ann Cochrane' tabs, both circled in red. The 'Gordon Cochrane' tab is active, showing 'Member details' and 'Addresses' sections. The 'Member details' section has fields for 'Title', 'First name' (Gordon), and 'Last name' (Cochrane). The 'Addresses' section has a field for 'House no. / Street*'. There are also question mark icons next to several fields.

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 ?
 Staged payment offline ?

Place order >

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 (as the red box says - see next but one page) 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.*

We introduced payment by annual direct debit in 2016. If you opt for this, you will be taken to a screen that asks for name, address, and bank details.

New for 2017 is the option for family and individual members to pay by monthly direct debit. Some important "small print":

- For renewing members, the first payment must be made on or before 1st January 2017.
- Payable on the first day of each month, for 12 months.
- 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.
- Sorry, distance discount is not presently available on pay monthly subscriptions.

Monthly direct debit payments have to be done through "GoCardless". If you opt for this, you will be taken to a screen as over for (in this case) a family monthly DD payment:

LSC Largs Sailing Club www.largssc.co.uk Powered by WebCollect Contact LARGSSC My basket >

Online Direct Debit Authorisation (GoCardless)

Initial payment £24.95 (for this order)

Allow future payments Yes No

[Complete Transaction via GoCardless >](#)

MUST "allow future payments"

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.

WebCollect ©2002 - 2016 webcollect.org.uk

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

Click "Place order". For bank transfer payments, this will display the final screen, as below:

LSC Largs Sailing Club www.largssc.co.uk Powered by WebCollect Contact LARGSSC My basket >

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: qsafuhp
Please make sure you use the above reference on your transfer.

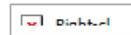
What would you like to do now?

[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. Someone 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 amount shown - 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

1st December 2016

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