

New membership system:

As you may have heard at the AGM we now have a shiny new web-based membership system, and we would be grateful if you could use it to renew this year as it saves us a lot of admin work in the office!

For those who don't have internet access you can still return the paper form and we will enter the details for you.

## Stage 1: Go to the website and log in.

Go to the website: <http://webcollect.org.uk/largssc>

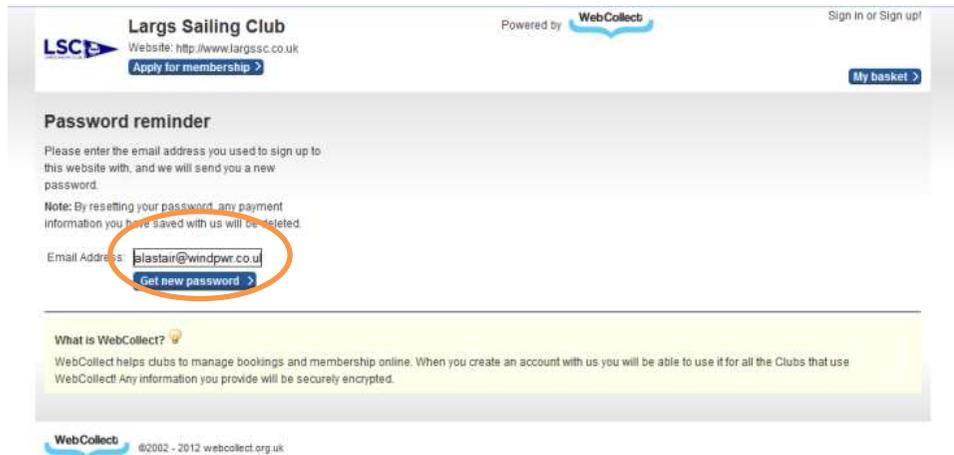
The screenshot shows the homepage of the Largs Sailing Club. At the top, there is a navigation bar with the club's logo, name, and website URL. Below this, there are sections for 'Welcome to Largs Sailing Club', 'Events', and 'Membership'. The 'Membership' section is circled in orange and contains two links: 'Existing Members' and 'New Members'. The 'Existing Members' link is further highlighted with a blue button that says 'Access your account >'. The 'Events' section shows a search bar and a message that there are 'No upcoming events'.

If you are renewing your membership select existing members. This will take you to a login screen.

At this point you need to log in if you already have a password. If this is your first time using the webcollect system you will not have a password so click on send me a password.

The screenshot shows the login and sign-up page of the Largs Sailing Club. The page is powered by WebCollect. It features two main sections: 'Sign in' and 'Sign up'. The 'Sign in' section has fields for 'Email' and 'Password' and a 'Login >' button. The 'Sign up' section has fields for 'First name', 'Last name', 'Email address', 'Create password', and 'Confirm password', with a 'Save >' button. Below these sections, there are two options: 'I know the email address for my account, but need a password' and 'My organisation set up an account for me, but I haven't used it'. The 'Send me a password >' button under the first option is circled in orange. At the bottom, there is a 'What is WebCollect?' section and a footer with the WebCollect logo and contact information.

At this point please enter your current Largs SC email address (this will be the one shown on your membership renewal form/ the one you get your main e-newsletter too).



Largs Sailing Club  
Website: <http://www.largssc.co.uk>  
[Apply for membership >](#) [My basket >](#)

Powered by **WebCollect** [Sign in or Sign up!](#)

### Password reminder

Please enter the email address you used to sign up to this website with, and we will send you a new password.

**Note:** By resetting your password, any payment information you have saved with us will be deleted.

Email Address:  [Get new password >](#)

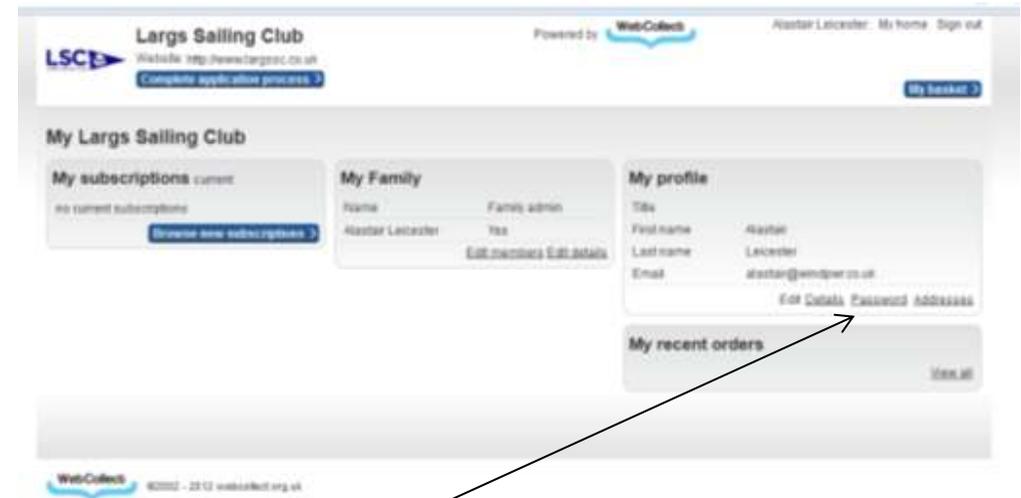
**What is WebCollect?**  
WebCollect helps clubs to manage bookings and membership online. When you create an account with us you will be able to use it for all the Clubs that use WebCollect! Any information you provide will be securely encrypted.

**WebCollect** ©2002 - 2012 webcollect.org.uk

Once you click on the “get new password” button WebCollect will send you a password to use the system, via email. Meanwhile the site will take you back to the login screen where you can enter your email and new password to log in. The passwords that it generates are quite complex so we suggest that you use the copy function rather than retyping it.

Please remember to check your spam folder if it takes more than a few minutes for the password to come through. Should your email address not be recognised then please contact [payments@largssc.co.uk](mailto:payments@largssc.co.uk) and we will try and resolve your issue as soon as we can!

Once you are logged into the web collect system you should see a screen like this:



Largs Sailing Club  
Website: <http://www.largssc.co.uk>  
[Complete application process >](#) [My basket >](#)

Powered by **WebCollect** [Alastair Leicester](#) [My home](#) [Sign out](#)

### My Largs Sailing Club

**My subscriptions** current  
no current subscriptions [Browse new subscriptions >](#)

**My Family**

Name	Family admin
Alastair Leicester	Yes

[Edit members](#) [Edit details](#)

**My profile**

Title	First name	Last name	Email
	Alastair	Leicester	alastair@windpwr.co.uk

[Edit Details](#) [Password](#) [Addresses](#)

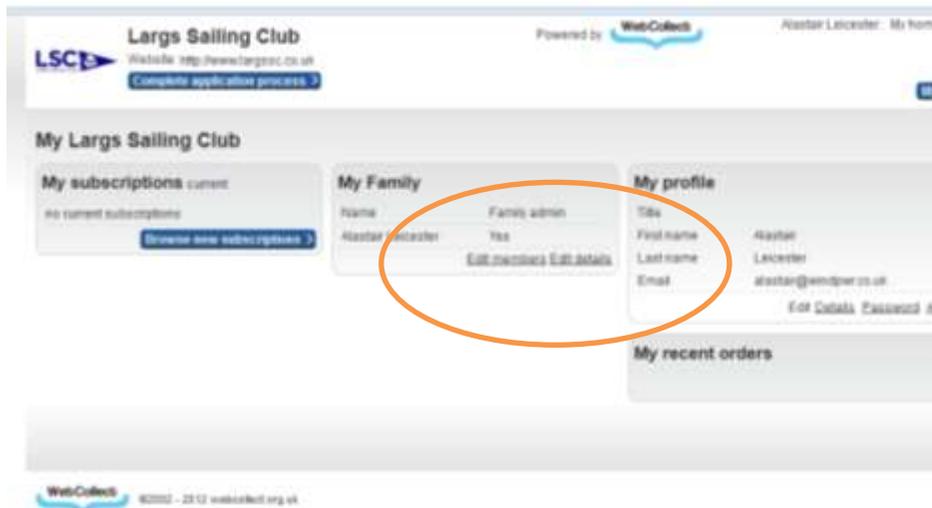
**My recent orders** [View all](#)

**WebCollect** ©2002 - 2012 webcollect.org.uk

At this stage you should change your password to something you can remember if you had to create a new one when you logged in. Click on the password link to change it.

## Stage 2: Is everyone there?

In the middle of the home page you will see a list of family members – If anyone is missing from this list please email [payments@largssc.co.uk](mailto:payments@largssc.co.uk) and let us know who is missing, we will then add them to your family group.



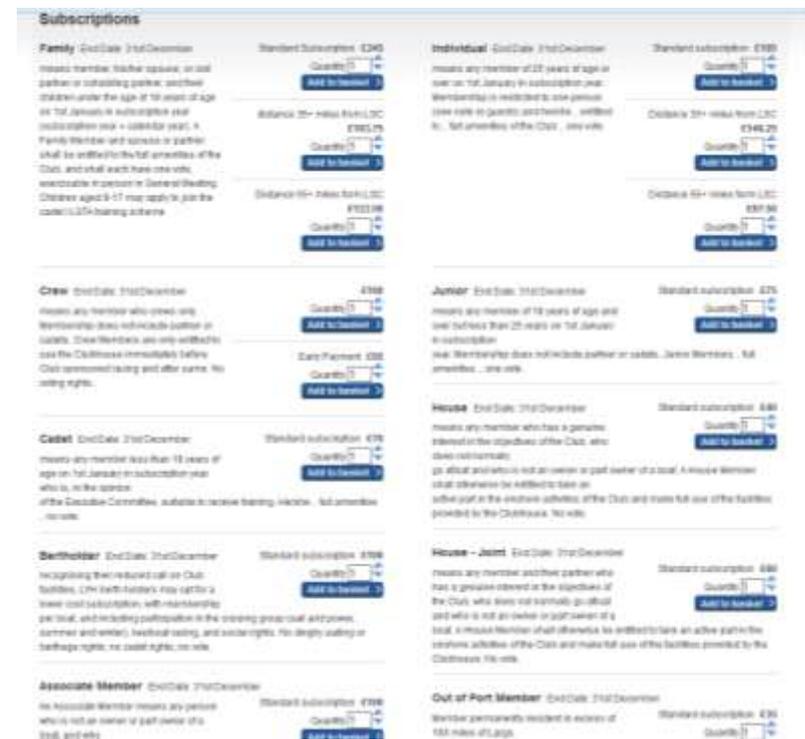
NB – if you want to group together wider family members let us know at this stage and we can do it (for example we could put an extended family including children, parents and grandparents together so that you can renew them all at once).

NB – While a confident user could add family members yourself the system will require us to approve them later in the process, creating a delay for you. It may also be that we have all the people's details and they have just become "orphaned" within the database and we can very quickly find them and re-instate them. Overall it is easier if you ask!

## Stage 3 – Renew the subscription

As this is our first year using the system you will not have an existing subscription showing, and you will have to click the "browse new subscriptions" button on the home page. In future years you will see a very easy to use "renew" button.

You will now be presented with a list of all of the membership types LSC offers:



You will need to add all the subscriptions that you need to your "shopping basket" (it's just like using Amazon or Tesco's online!).

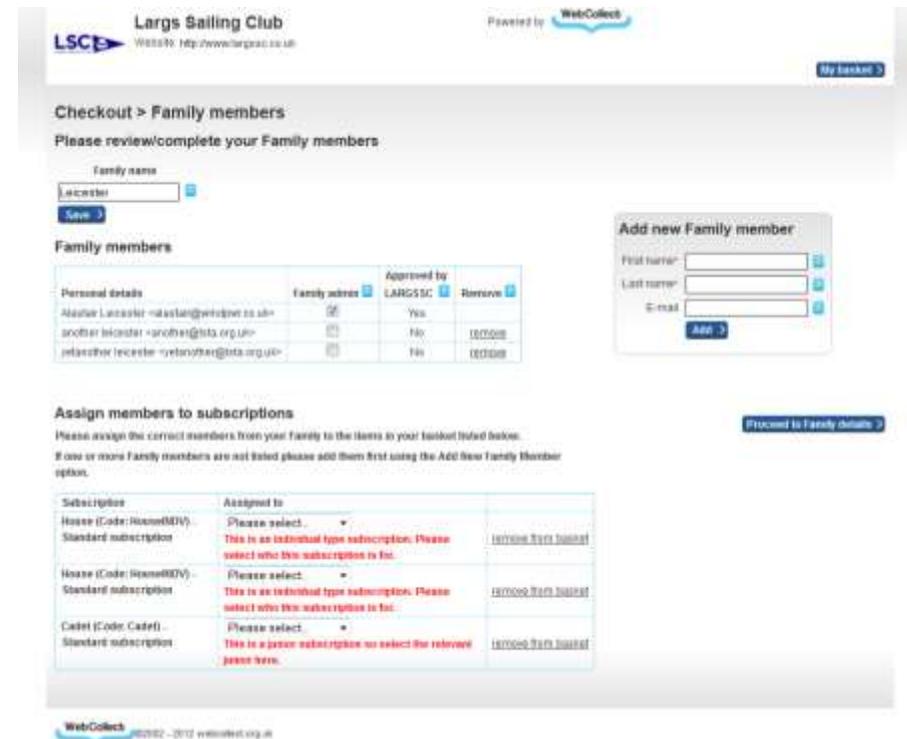
You can mix membership types together to cover your whole family group, for example if you are a berth holder member with 2 cadets in the LSTA training scheme you would need to add a beholder membership and 2 cadet memberships.

Notes:

- You do not need to add more than one family or Bert holder membership as these include multiple people.
- if you need to add a berth for a boat in the dinghy park please do so at this stage
- If you wish to receive newsletters by post then add the newsletter by post option (it is near the bottom of the page).

When you have the right mix of memberships and “addons” in your basket please click on **checkout**.

You will now see a screen where you can allocate family members into your memberships ( for individual type memberships only). If you have family/Bert holder members everyone not allocated to a specific individual membership will be included.



Once you have your family members allocated to a membership type then click “proceed to family details”

This page allows you to check and amend your personal details.

You can then edit your contact details and add any necessary information for other family members such as addresses etc. Other family members will be listed along the top of the page; you can click on their names to edit their details.

Once this is complete click proceed, you will be asked to check and confirm some basic data about each member such as gender and skills, click save each time.

If you selected berth age for dinghies in the dinghy park you will be asked to enter details about your boat at this stage also:

When you get to the end of the question pages you will be taken to your “shopping basket”. At this point you will have two possible options – if you have not added any new family members you will be able to go to checkout. Most people at this stage will be taken to the payments screen. Some may require the club to confirm the application (for example if you added people), if this happens to you please click on confirm application button and we will be alerted to this. It may take us a day or two to have our administrator check over your application and you will get an email as soon as we have done so!

*If you have had to wait for our confirmation then you will receive an email that we have done so, either click on the link in the message and login, the site will take you straight to the order where you need to click “make payment”.*

## Payment

The screenshot shows the checkout page for the Largs Sailing Club. The page is powered by WebCollect. It displays an order summary with 4 items totaling £220. The 'Pay by' section offers several options: PayPal (selected), Cheque, Cash, Bank Transfer, and Direct Debit Single. A 'Order payment' button is visible at the bottom of the payment options.

Product	Form	Price
Cadet (Code: Cadet) - Standard subscription Assigned to: yetanother leicester class	Remove View Edit	£70
House (Code: HouseA(DV)) - Standard subscription Assigned to: Alexstar Leicester class	Remove View Edit	£40
House (Code: HouseB(DV)) - Standard subscription Assigned to: another leicester class	Remove View Edit	£40
Berthage (Code: Berth) - Single Member	Remove View Edit	£70

You can now select your payment option;

- \*PayPal ( for PayPal members and also to pay by credit card)
- Cheque (send it to the club office)
- Cash
- Bank Transfer
- \*Direct Debit Single

For each Payment option there will be clear instructions on screen, follow them to make the payment.

Payment types marked \* will take you to another website temporarily to make the payment. We use PayPal for card payments and GoCardless for direct debit payments.

Please note that direct debit only works for a single payment at the moment; it is cheaper for the club to operate than payments by cards and is an easier way to pay than by initiating a bank transfer.

Notes for paying by PayPal:

PayPal allows you to pay in two ways; one is use your PayPal account (if you have one), the other is to pay with a debit or credit card. PayPal defaults to paying using PayPal account. If you don't want to use a PayPal account, have forgotten your password or just want to use a different card then you can click on the "don't have a PayPal account button" and follow the on screen instructions (see below).

The screenshot shows the PayPal payment flow. It starts with a 'Your order summary' window. The main window asks 'Choose a way to pay' and offers two options: 'Have a PayPal account?' and 'Don't have a PayPal account?'. The 'Don't have a PayPal account?' button is circled in orange, indicating the next step in the process.