

Weir Wood Sailing Club Renewal Guidance Notes

Weir Wood uses an online membership database supplied by [WebCollect](#) allowing members to view and manage the information we hold on them and use electronic payment methods. To ensure you receive emails from Weir Wood please ensure that your junk email filters allow email from “wwsc.org.uk”.

In this document text in ***bold italic*** represent links or buttons in WebCollect that can be clicked on the page being described.

Keep up to date with the club follow us:

Web: <http://www.wwsc.org.uk>

Twitter: [@WWSC](#)

Facebook: [Weir Wood SC Training](#), [Weir Wood SC Cruising](#)

Renewals Help

When it is time for your renewal you will receive an email inviting you to renew your membership subscription for the upcoming year.

The email contains details of your renewal price based on your previous subscription.

The email will contain a link to inviting you to ***“sign in and renew”***, click this link to be taken to the WebCollect portal to renew your membership.

The renewal page will open, enter your email address and WebCollect password in the highlighted boxes and click ***“Login”***

*Your email address is the email address that received the renewal email. If you cannot remember your password just click on the ***“Reset my password”*** link to reset your password.*

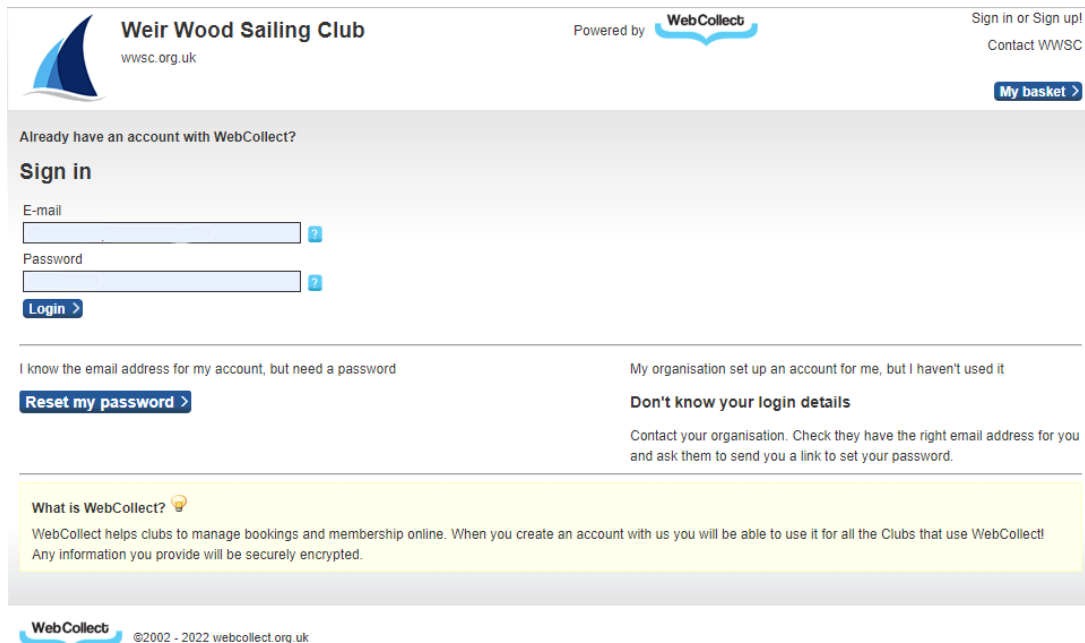


Figure 1 – Login screen

When you have logged in, the next screen lists your subscription details (in the black boxes):

My account > My Subscriptions

Renew your current subscriptions from this page first. Then Click on "Buy a different subscription" and select any additional subscriptions from there.

The administrator(s) for this group are: [Redacted]

Buy a different subscription ³ **Renew all** ¹

Subscription	Belongs to	Members	Mem no	Form details	Start date	End date	Renewal amount
Senior Citizen Couple Membership (S0006)	Group [Redacted]	[Redacted]		View/edit	18-02-2017	31-03-2023	£85 2 Renew
Boat - 1st Boat (B0001)	Group [Redacted]			View/edit	30-03-2013	31-03-2023	1st Boat £66 2 Renew

Figure 2 – Subscription renewals screen

To renew your membership subscriptions as per last year click the **“Renew all”** button (1 in the above picture) the subscriptions will be added to your basket.

It is possible to renew individual parts of your membership. Simply click **“Renew”** for the relevant line (buttons 2 in the above image) and it will be added to your basket. For example you may not wish to have as many boats as before. **Please remember that if you intend to use your own boat on the reservoir, you must purchase a boat subscription, even if you do not intend to keep your boat in the boat park. Also, if you intend to sell your boat and it will remain in the boat park after 31 March, you must renew its subscription. The club will refund unexpired months of a boat subscription once you tell us it’s off site or who you’ve sold it to if another club member.**

Finally, you may wish to take out a different membership subscription from previous years in which case click the **“Buy a different subscription”** link (3 in the above picture). You may wish to do this if you wish to convert your single membership to a family membership for example. But please click **“Renew”** first for all the items you do want to renew so you don’t have to enter a lot of information again.

When you click on options 1 or 2 in the above image you will briefly be shown the contents of your basket (example below):

Close [Go to basket](#)

My basket

Product	Price
Boat - 1st Boat (B0001) Renewal of Subscription: Boat - 1st Boat	£66
Senior Citizen Couple Membership (S0006) Renewal of Subscription: Senior Citizen Couple Membership	£85
Total	£151

Close [Checkout](#)

Figure 3 – Basket Contents

If your basket contains all you wish to renew for the current year simply click **“Checkout”**. If you wish to add more products to your basket click **“Close”**.

You may wish to add more products if for example you need to add a further boat to your membership. In this case after adding your existing products to your basket simply click **“Close”** then click on **“Buy a different subscription”**

When your basket contains the products you wish to purchase for the current year click **“Checkout”**.

Figure 4 – Membership Administration

After clicking **“Checkout”** (Figure 12) you will be taken to the Membership administration page. On this page you can select who can make changes to the account (the group admin).

If there are any members associated with your subscription that you wish to remove (such as non-participating family members) you can remove them through clicking on **“remove”**. Alternatively if there are people you would like to add to your subscription (a child or partner that you wish to add to your family subscription perhaps) simply add their details in the **“Add new Group member”** and click **“Add”**.

Once your member list is settled click on **“Proceed to Group details and checkout”**

You will now be presented with a page for every person covered by your membership. Please check the details, correcting them if necessary and complete the declarations at the bottom. Please consider going back and removing from family memberships any family members who cannot answer **“yes”** to the declaration **“I intend to participate on at least 12 occasions during the year”**. Remember – you can sign anyone in as a visitor up to 5 times a year.

Payment methods

The next screen allows you to select your preferred payment option.

- Online Direct Debit – This takes the full amount required for your subscriptions via the Direct Debit guarantee. It allows for simplified future payments and is provided by the Go Cardless service. **There is no charge for this service.** When you click on Enter Payment,

you will be taken to the GoCardless website. Here you can sign in, if you already have an account with GoCardless. If you are new to GoCardless, you will be asked to provide your:

- name and email address
- bank details: Account holder name, sort code and account number
- home address

You will then be returned to WebCollect to complete the order.

- Cheque – You will be provided details of who to make the cheque out to and where to send it. **There is a £10 administration fee for payment by cheque.**
- Recurring payment offline – Use this option to inform us that you wish to pay in instalments by standing order. **There is a £10 administration fee for payment by standing order.**

When you have selected your preferred payment method click ***“Place order”*** (the text changes based on your selection).

When you finish your payment process you will receive a confirmation email and order number.