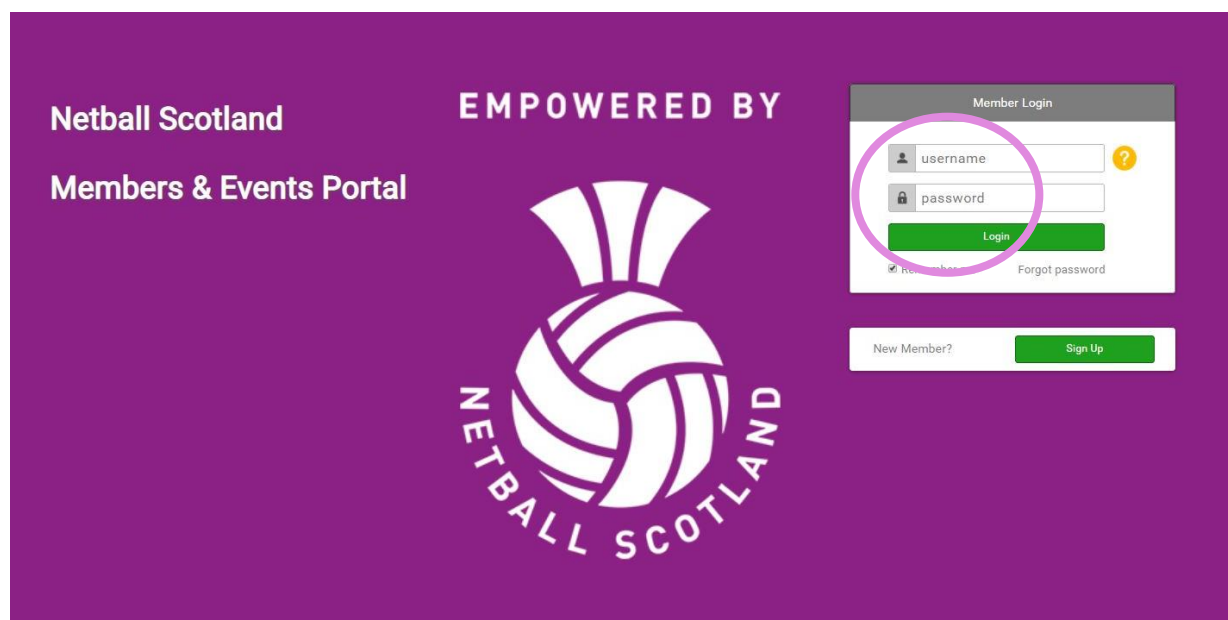


The purpose of this document is to provide Club Secretaries with a guide for club and member re-affiliation.

1. Our Membership and Events Portal can be accessed via:

<https://netballscotland.azolve.com/Account.mvc/Login>

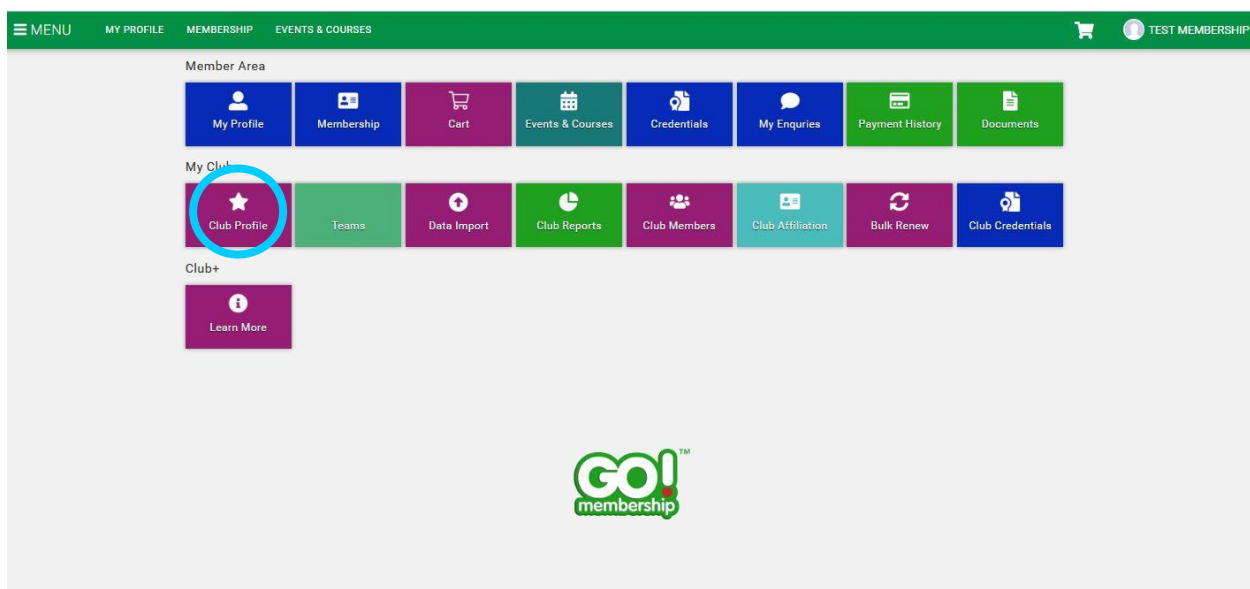


2. To access your club account, type in your username and password.

Forgot your Username? Should you require a reminder of this information, contact Netball Scotland via membership@netballscotland.com or call 0141 428 3460.

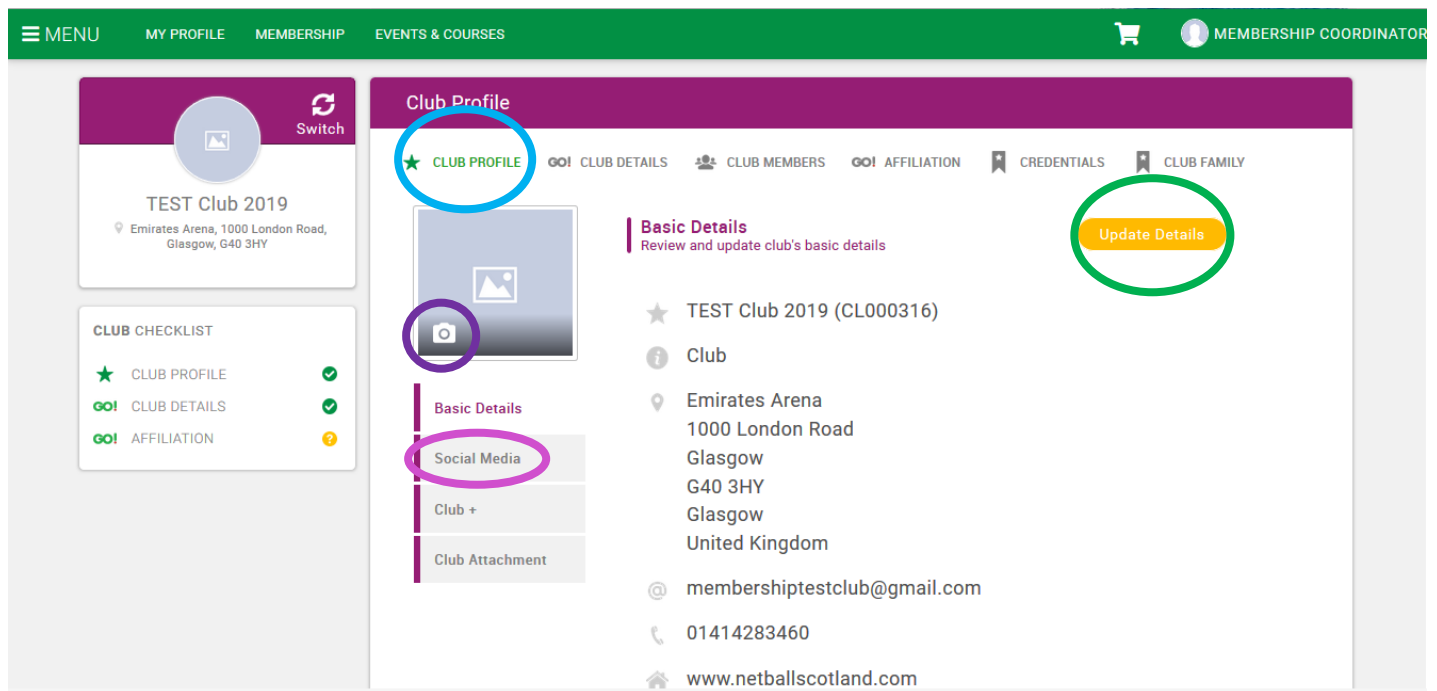
Forgot your Password? If you know your username but can't remember your password, type in the username and then click on the '**Forgot password**' link on the homepage of the system.

3. Once logged into the system, click on the **Club Profile** tile (as indicated below) to access your club profile

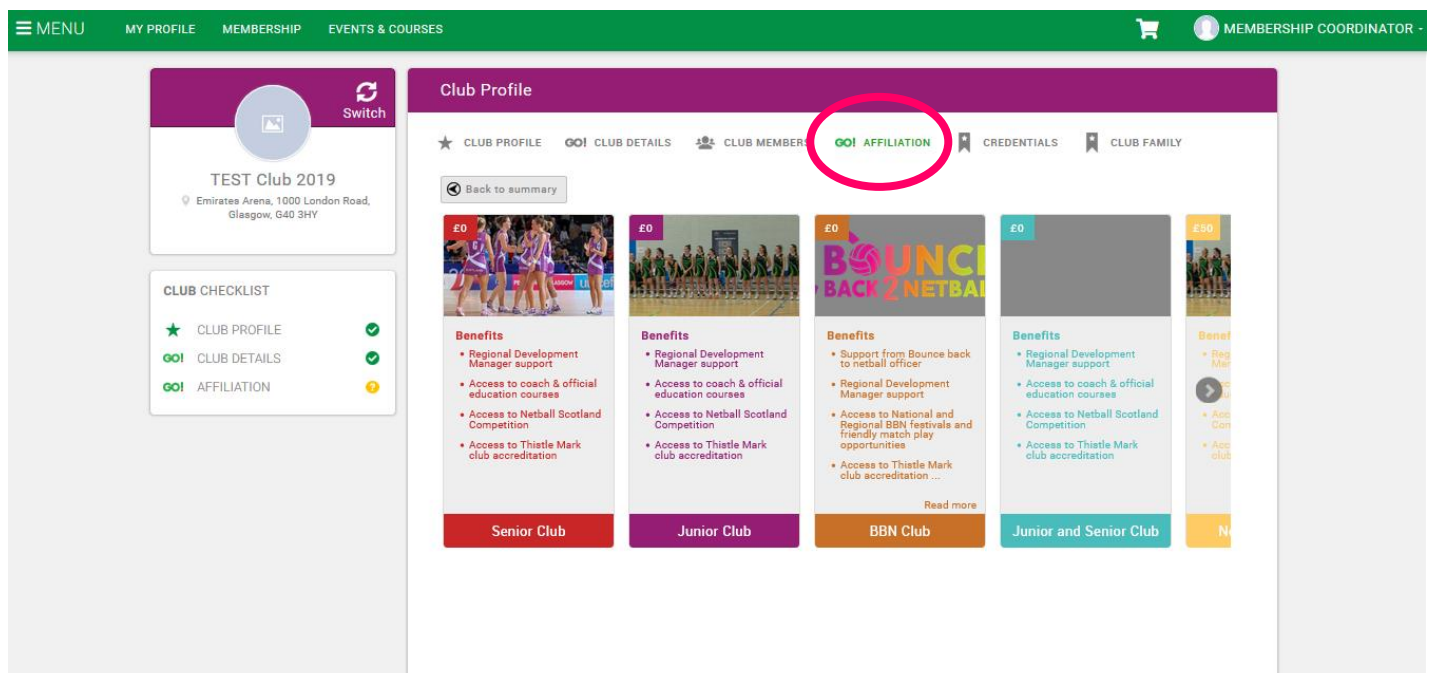


4. From your **Club Profile** click **Update Details** to change or update your member details. Also, within this section, you can enter a **Picture/Club Logo** and include your clubs' **Social Media** details. Remember, the more up-to-date information we have on your club the easier it is to promote you.

We need this section to be fully completed before you can purchase your licence.



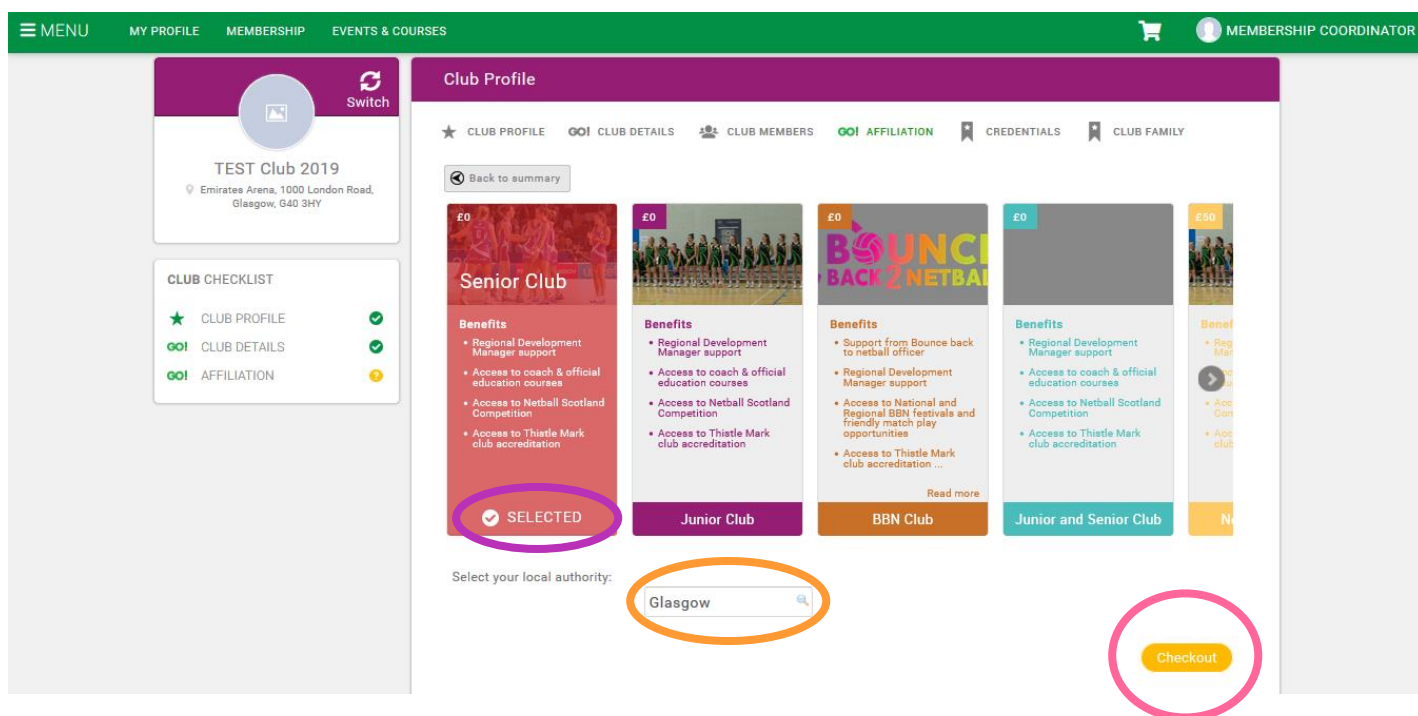
5. Now your **Club Details** are up to date you can renew your **Club Licence**. Click on the **Go Affiliation** tab to view the list of available club licences. The Club Licence is **free** to previously affiliated clubs.



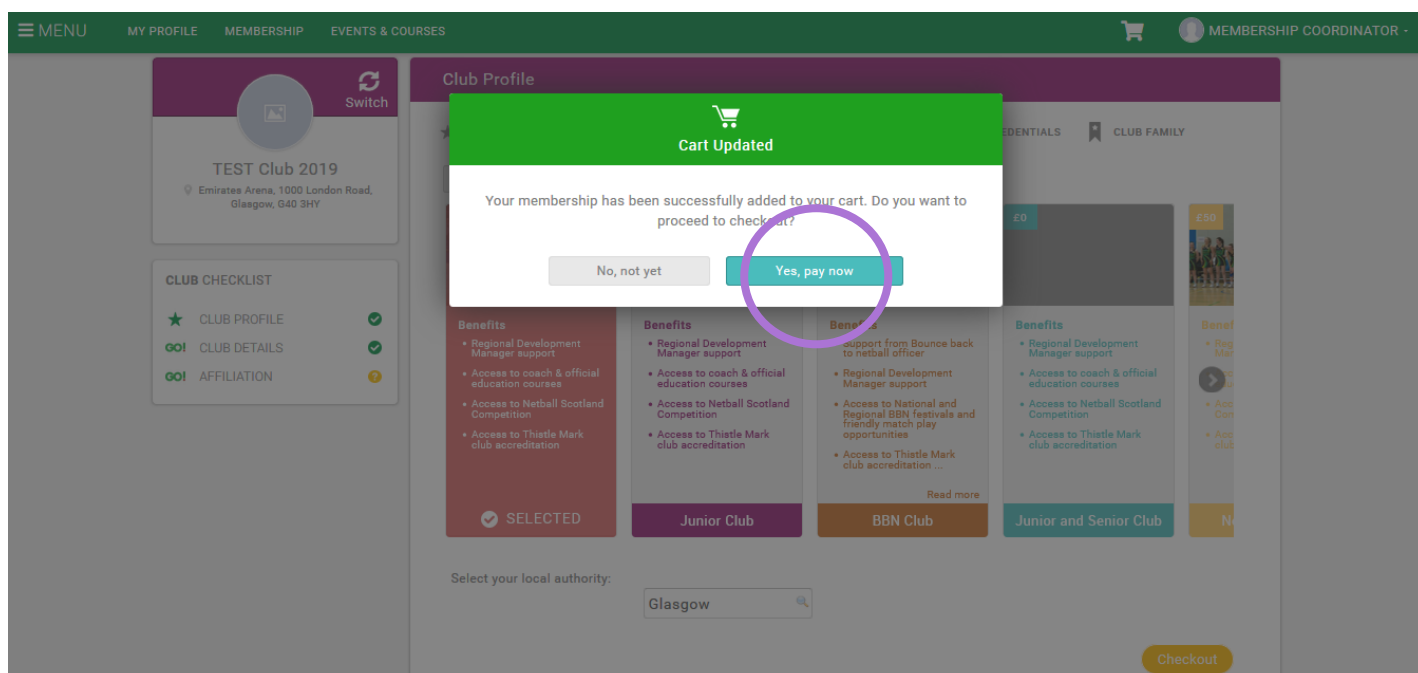
7. From the list of Licences **Click** on the licence that relates to your club type (Senior has been selected for this example). You can also use the arrows to navigate the page and find your club licence.

When you select your members licence a drop-down menu will appear instructing you to select your **Local Authority** before you add the licence to your cart.

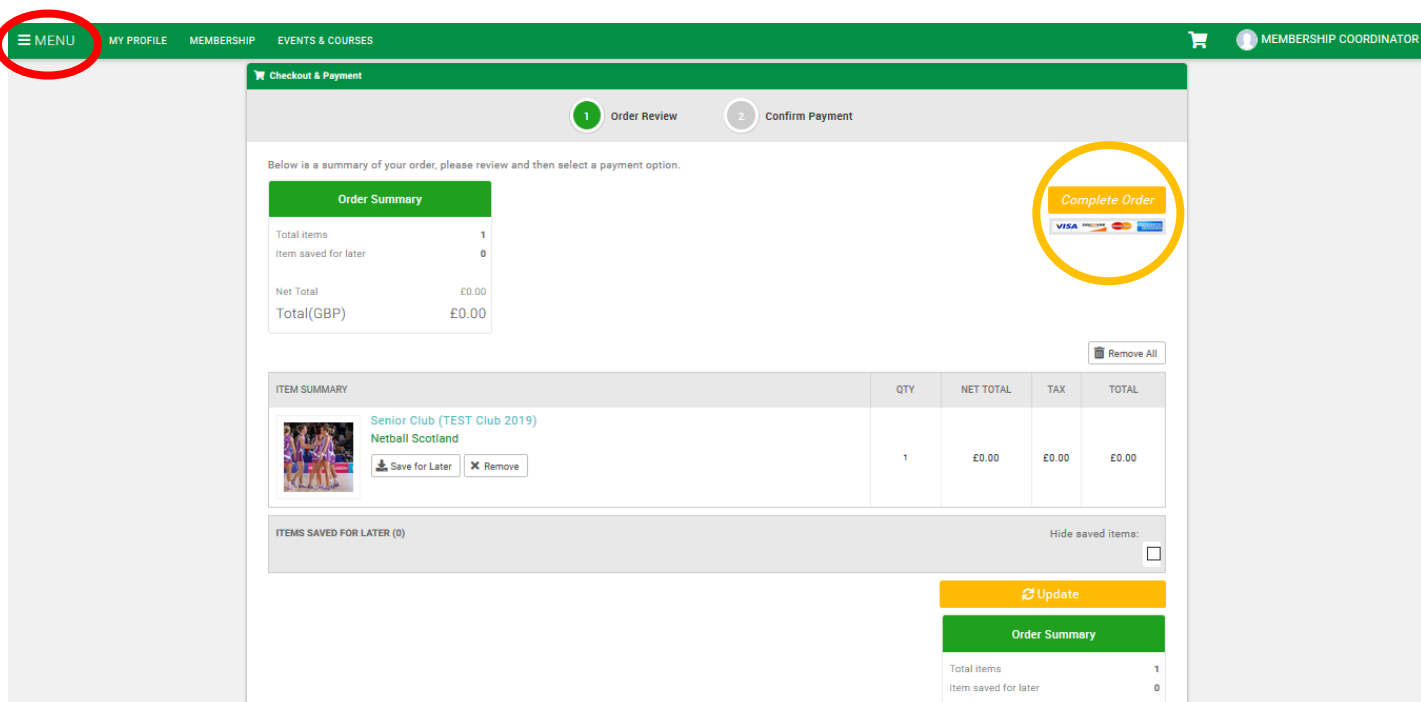
Once your local authority is selected you can click **Checkout**.



8. You will be presented with a pop-up notice, select **Yes, Pay Now** to proceed to checkout.



9. You will be redirected to the payment page. As this is a **free** Licence simply click **Complete Order** to add your Club Licence to your Club Profile for the year ahead.

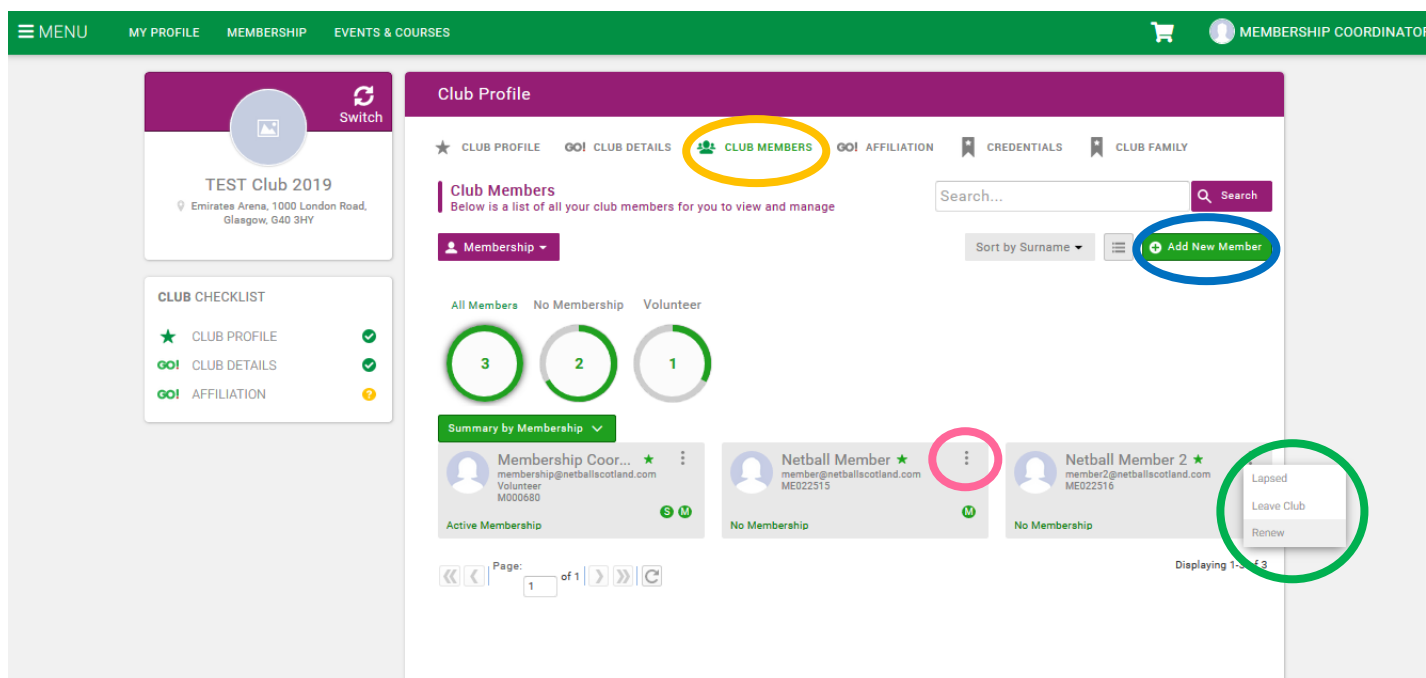


11. Now we can begin reaffiliating your Club Members! Return to your club profile by selecting the **Main Menu** tab and clicking on **Club Profile – (The Purple Star)**.

12. Now click on the **Club Members** tab. You will be presented with a summary of those individuals currently linked to your club. Within this area, you will be able to:

- **Add new members**
- **Remove former members**
- **Renew affiliations**

Simply hover your mouse over the **three dots** icon on each member tile to complete the required action.



13. You can also edit **Member Details** by clicking on their Member Record. This will take you to their member record page. Within each member record you can include extra information such as an **Emergency Contact** for your junior players.

You can also include specific **Club Roles** for your members i.e. player, coach, umpire, secretary, chair etc. Then when all details are updated select Back to Members to return to your list of club members.

The screenshot shows the 'Club Profile' page for 'TEST Club 2019'. The left sidebar contains a 'CLUB CHECKLIST' with items: CLUB PROFILE (checked), CLUB DETAILS (checked), and AFFILIATION (warning). The main content area has a 'Club Profile' header with tabs: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, AFFILIATION, CREDENTIALS, and CLUB FAMILY. Below the header, there's a 'Back To Members' button (circled in yellow) and an 'Update Details' button (circled in green). The 'Basic Details' section shows a member's profile with fields: Netball Member, member@netballscotland.com, Female, 10/01/1980, Emirates Arena, London Road, Glasgow, G40 3HY, United Kingdom, and 0141 428 3460. Below this, there are links for 'Emergency Contact' (circled in pink), 'Club Role' (circled in purple), and 'Additional Details'.

14. Once back on your Club Member list, hover over the **three dots** icon and select **Renew** to begin renewing your members licences.

The screenshot shows the 'Club Members' page. It features a search bar, a 'Sort by Surname' dropdown, and a '+ Add New Member' button. Below these are three circular progress indicators for 'All Members' (3), 'No Membership' (2), and 'Volunteer' (1). A 'Summary by Membership' dropdown is also present. The main list shows three members: 'Membership Coord...' (Active Membership), 'Netball Member' (No Membership), and 'Netball Member 2' (No Membership). For 'Netball Member 2', a dropdown menu is open, showing options: 'Leave Club' and 'Renew' (circled in green). The bottom of the page shows pagination: 'Page: 1 of 1' and 'Displaying 1-3 of 3'.

14. You will be able to select from a range of different membership types, using the arrow to scroll through and find the correct one. Using the Senior Licence as an example, **Click** on the required Membership License to select it.

A dropdown menu will then appear at the bottom of the page, instructing you to select the **Local Authority** that **your club** is based in. You will be unable to proceed without this selection.

Finally, we recommend clicking on **Save and Continue** to repeat this process for each member before heading to the checkout. However, if you're only updating a single member simply select **Checkout**.

The screenshot shows the 'Club Profile' page for 'TEST Club 2019'. The left sidebar contains a 'CLUB CHECKLIST' with 'CLUB PROFILE', 'CLUB DETAILS', and 'AFFILIATION' marked as complete. The main content area displays four membership options: 'Senior' (£40), 'Non Playing' (£26), 'Student Competitive League' (£26), and 'BBN' (£10). The 'Senior' option is selected, indicated by a red circle and a 'SELECTED' label. Below the options, a dropdown menu for 'Select your local authority' is open, with 'Glasgow' selected and circled in red. At the bottom right, there are two buttons: 'Save and Continue' (circled in blue) and 'Checkout' (circled in green).

15. Selecting **Save and Continue** will automatically take you back to your Club Member list to repeat this process for each member. Each selection will be saved in your **Cart** as you go.

16. When you have added all your member licences select the **Menu Tab** and click on your **Cart – The Purple Trolley icon**. This will bring up a summary of your licence selections, please ensure these are correct before you proceed to payment.

The screenshot shows the 'Checkout & Payment' page. The top navigation bar has the 'MENU' icon circled in red. The page is divided into two sections: 'Order Review' and 'Confirm Payment'. The 'Order Review' section displays an 'Order Summary' with the following details:

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
Senior (Netball Member) Netball Scotland Senior	1	£40.00	£0.00	£40.00
Senior (Netball Member 2) Netball Scotland Senior	1	£40.00	£0.00	£40.00

The 'Order Summary' also shows: Total Items: 2, Item saved for later: 0, Net Total: £80.00, Total(GBP): £80.00. At the bottom, there is a section for 'ITEMS SAVED FOR LATER (0)' and a 'Hide saved items:' checkbox.

17. We recommend clubs select the **Pay by Bank** payment method.

Pay by Bank gives the option to enter your bank account details through GoCardless, meaning that the money will leave your bank via a one-off direct debit paid automatically to Netball Scotland – **to find out why we recommend this method [click here](#)**.

The screenshot shows the 'Checkout & Payment' page. At the top, there are navigation links: MENU, MY PROFILE, MEMBERSHIP, and EVENTS & COURSES. On the right, there is a shopping cart icon and a user profile icon labeled 'MEMBERSHIP COORDINATOR'. The main content area has a green header with 'Checkout & Payment' and two steps: '1 Order Review' and '2 Confirm Payment'. Below this, a message says 'Below is a summary of your order, please review and then select a payment option.' There are two buttons: 'Pay by Bank' (highlighted with a blue circle) and 'Pay with Card'. To the left of these buttons is an 'Order Summary' box showing: Total Items: 2, Item saved for later: 0, Net Total: £80.00, Total(GBP): £80.00. Below the summary is an 'ITEM SUMMARY' table with columns: ITEM SUMMARY, QTY, NET TOTAL, TAX, and TOTAL. It lists two items: 'Senior (Netball Member) Netball Scotland' and 'Senior (Netball Member 2) Netball Scotland', both with a quantity of 1 and a net total of £40.00. At the bottom right, there is a 'Remove All' button and an 'Update' button.

18. If you already have your Club Bank Account linked through GoCardless just **select** that account to pay with it and click **Pay Now** to complete your transaction.

The screenshot shows the 'Checkout & Payment' page with a 'Select Mandate' dialog box open. The dialog box has a title bar with 'GO CARDLESS' and 'GO! membership' logos. It contains the text: 'Please select one of your existing mandates or setup a new one if you want to link a different bank account.' Below this, there is a table with columns: 'Mandate', 'Bank of Scotland plc', and 'Amount'. The first row shows 'Netball Scotland' with a green checkmark in the 'Mandate' column, 'WANDA MUIRHEAD' in the 'Bank of Scotland plc' column, and '£80.00, - 2 Item(s)' in the 'Amount' column. Below the table, there is a radio button labeled 'OR' and a link: 'Click here to setup a new mandate for - Netball Scotland'. At the bottom of the dialog box, there is a 'Pay now' button (highlighted with an orange circle). The background shows the same checkout page as in the previous screenshot, but with the 'Pay by Bank' button highlighted.

19. If your Club Bank Account is not yet linked to GoCardless then it will prompt you to enter your bank details, as shown below. Simply enter your Club Bank Account details to proceed with payment.

The screenshot shows a GoCardless payment modal overlaid on a Netball Scotland website checkout page. The modal is titled 'GOCARDLESS Online Direct Debit Payment' and has two steps: '1 Account Details' and '2 Confirm Direct Debit'. The 'Account Details' step is active, showing fields for First Name (Test), Surname (Membership), Email (membership@netballscotland.com), and Account Holder Name. Below these are fields for Country (United Kingdom), Sort Code (eg: 40-40-21), and Account Number (eg: 71347034). A 'Pay now' button is visible at the bottom of the modal. The background shows a checkout summary with a total of £40.00 and a 'Pay with Card' option.

You have now **successfully completed your club and member licence renewal**, congratulations, and welcome to another season of netball!

If you have any questions about this process please contact membership@netballscotland.com or call 0141 428 2460.

For more information on **Bulk Renewals**, **Member Transfers** and **Member Imports** please [click here](#) to be redirected to our Club Secretary FAQ's

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