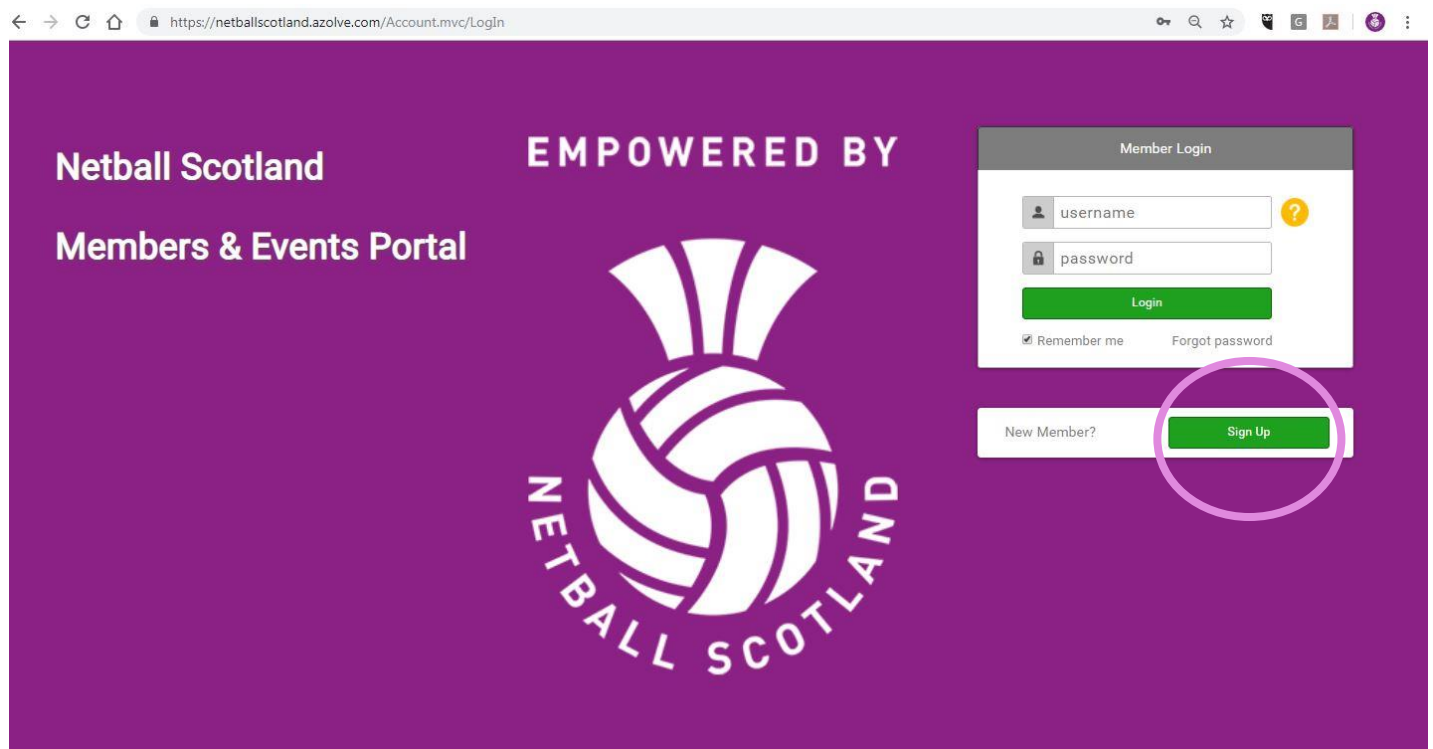


The purpose of this section of the document is to provide a simple guide for non-members to successfully create an account on the Netball Scotland Membership Portal. **If you already have an account head to the next page!**

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

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



Netball Scotland

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Members & Events Portal

Member Login

username

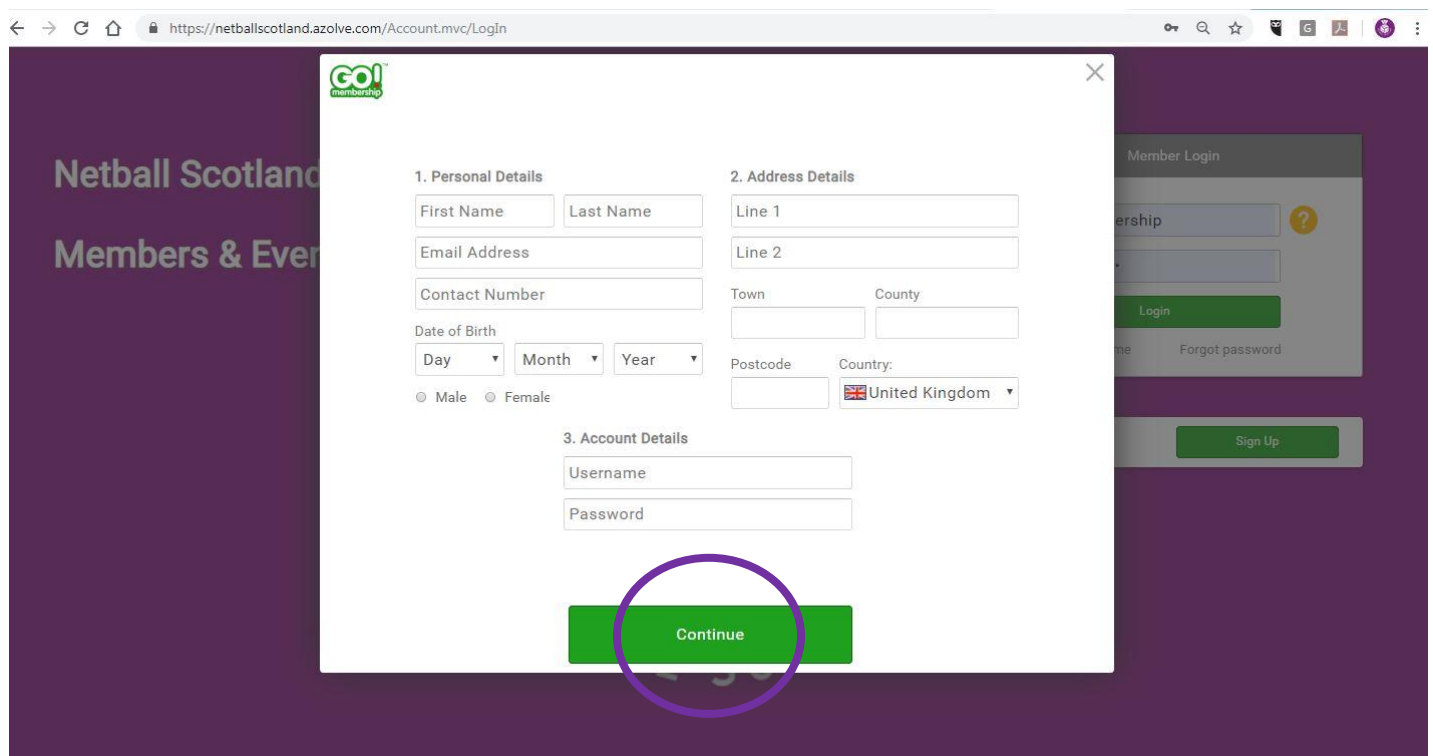
password

Login

☒ Remember me [Forgot password](#)

New Member? **Sign Up**

2. Click on the **Sign-Up Button** and fill in the **Required Information** to create your account. From here click **Continue** to proceed to affiliating with Netball Scotland.



GO! membership

1. Personal Details

First Name Last Name

Email Address

Contact Number

Date of Birth

Day Month Year

☐ Male ☐ Female

2. Address Details

Line 1

Line 2

Town County

Postcode Country: United Kingdom

3. Account Details

Username

Password

Continue

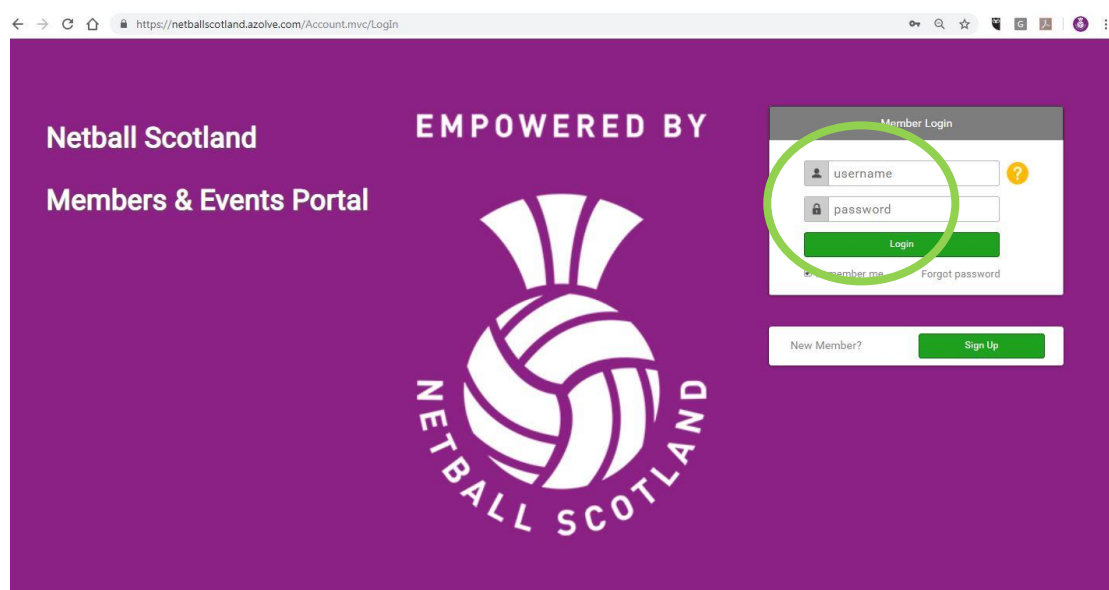
The purpose of this section of the document is to provide a simple guide for members to successfully complete affiliations on the Netball Scotland Membership Portal.

****If you are an existing member of a club please cross check with your club secretary before making any updates to your account!**

****If you are a member not linked to a club follow the instructions below.**

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

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

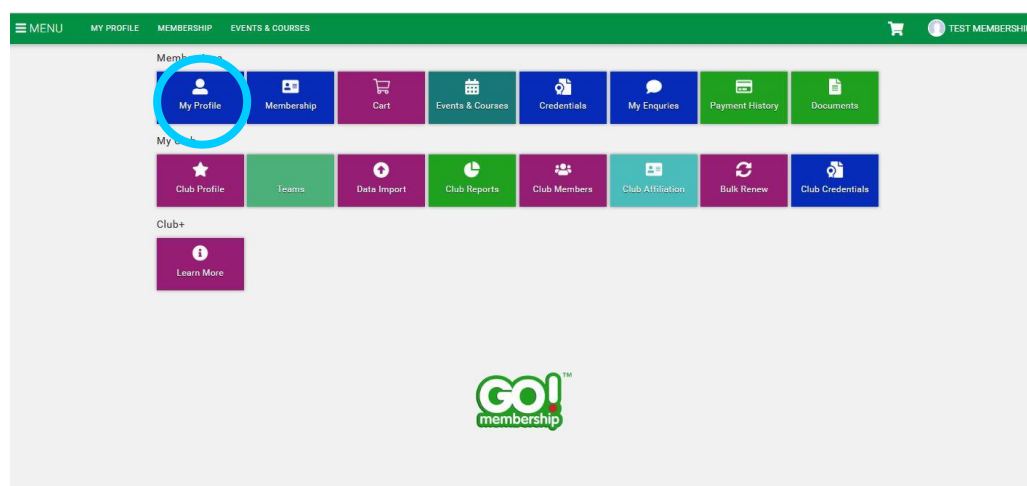


2. To access your club account, type in your username and password.

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 **My Profile** tile (as indicated below) to access your member profile



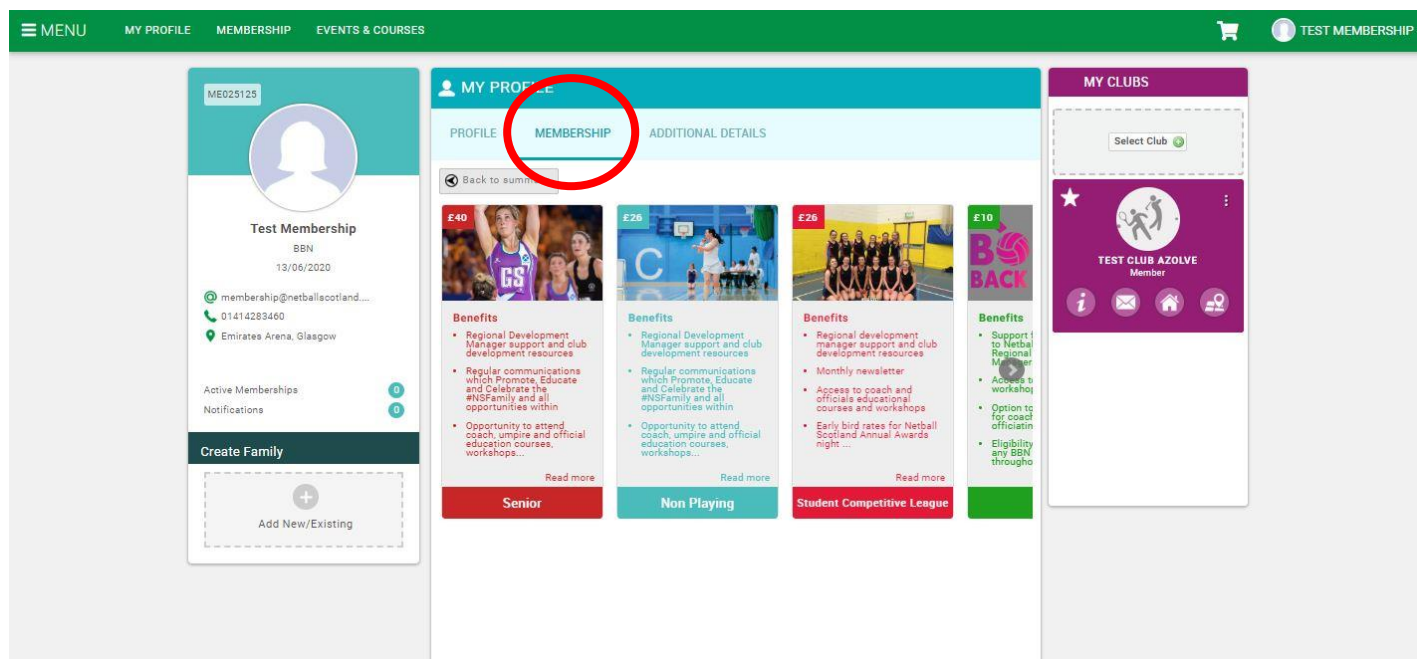
4. Click **Update Details** to change or update your member details. Remember, we need this section to be fully completed before you can purchase your licence.

The screenshot displays the 'MY MEMBERSHIP' page. On the left, a sidebar shows the user's profile as a 'Membership Coordinator' (Senior, 31/08/2019) with contact details and a 'Create Family' button. The main content area has a teal header and a sidebar with tabs: PROFILE (selected) and MEMBERSHIP. The PROFILE tab shows a list of options: Basic Details (highlighted with a green circle), Emergency Contact, Equality, Opt Ins, Credentials, and Qualifications. The main content area displays the 'Basic Details' section, which includes fields for Membership Coordinator, email, gender, date of birth, location, and phone number. An orange 'Update Details' button is circled in green. The right sidebar shows the 'MY CLUBS' section with a 'Select Club' button.

5. In line with the new laws surrounding GDPR we require all clubs and members to opt into communications from Netball Scotland. Click on the **Opt Ins** tab and ensure all opt-ins are accepted if you want to hear from us regarding events, camps, education courses, sirens and other netball news.

The screenshot displays the 'MY MEMBERSHIP' page, specifically the 'Opt Ins' section. The left sidebar is identical to the previous screenshot, but the main content area now shows the 'Opt Ins' tab selected. The 'Opt Ins' section includes a heading 'Our Communications' and a list of communication preferences with checkboxes. The 'Opt Ins' tab in the sidebar is circled in blue. The right sidebar shows the 'MY CLUBS' section with a 'Select Club' button.

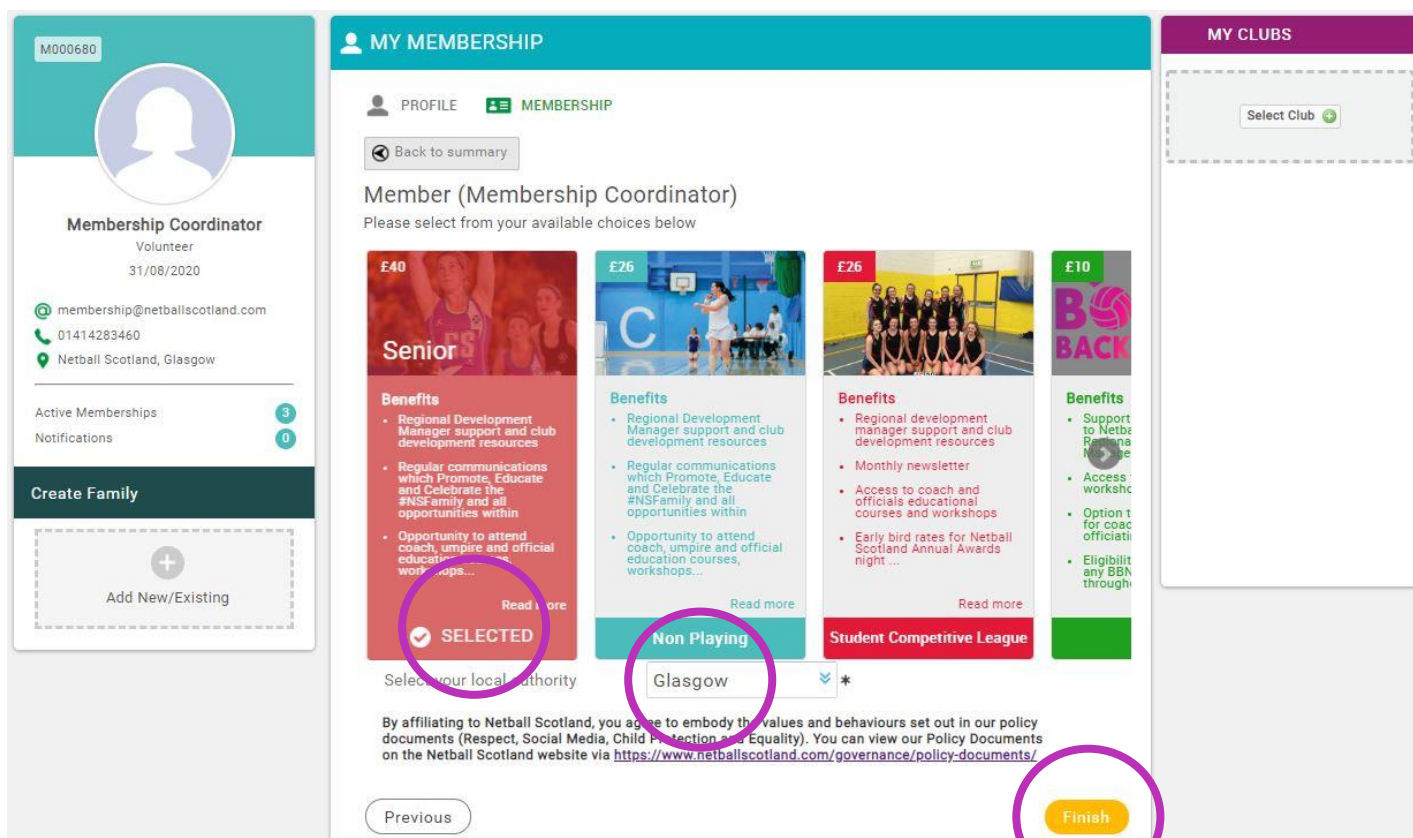
6. Now Click on the **Membership Icon** at the top of the page. If you don't have an active licence you will see the licence selection as shown below – if your licence is yet to expire you can click on the **Add button** to select your new licence from the licence selection list.

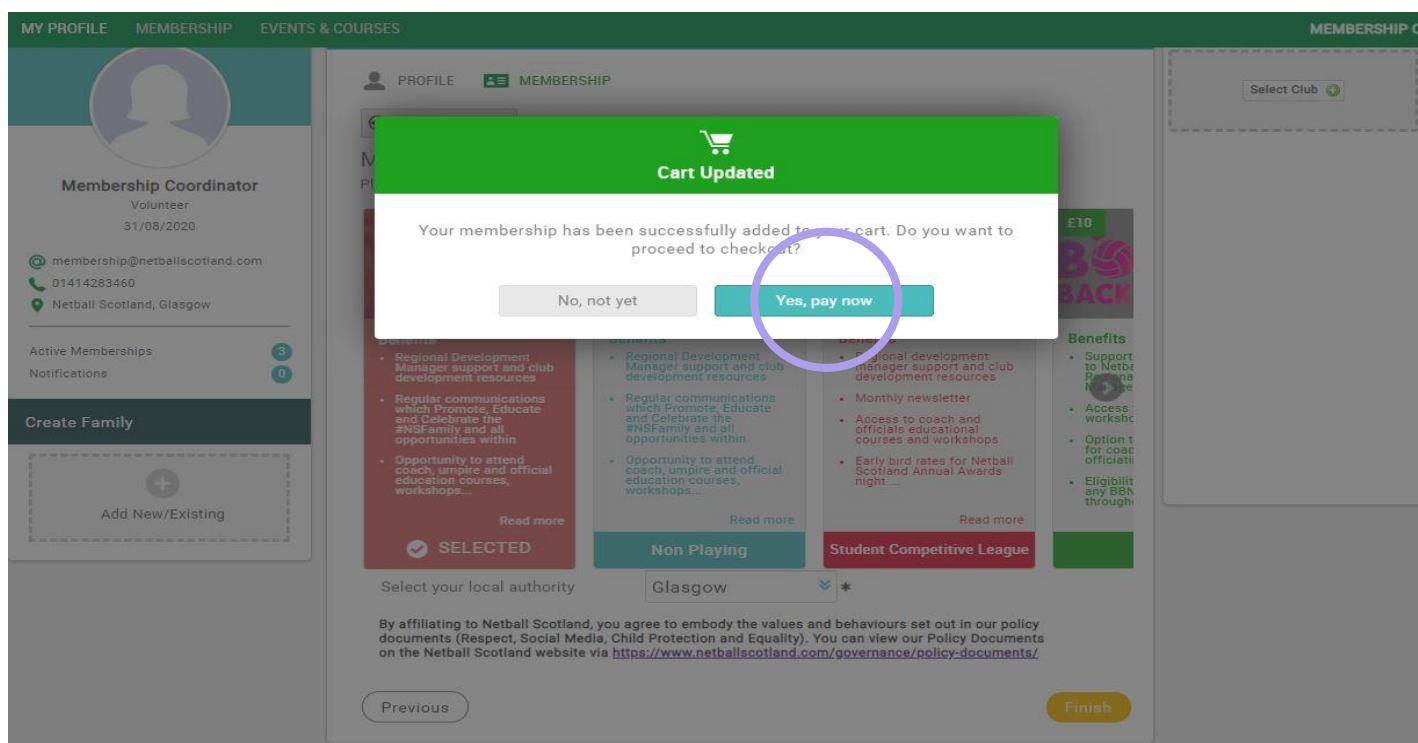


7. From the list of Licences **Click** on a member Licence to select it (Senior has been selected for this example). You can also use the arrows to navigate that page and find your licence.

When you select your members licence (seen here with the senior licence example) – a drop down menu will appear instructing you to select your **local authority** before you add the licence to your cart.

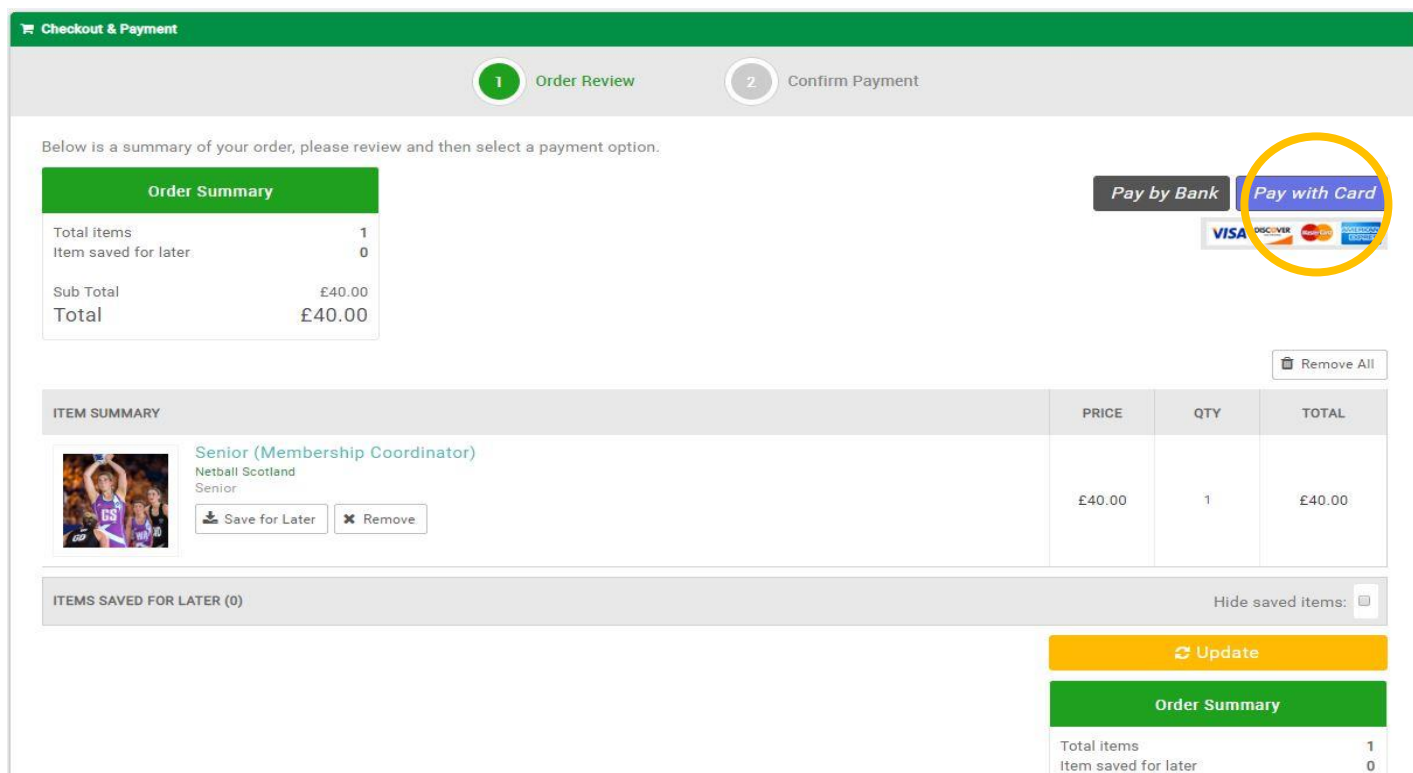
Once your local authority is selected you can click **Finish**.





8. You will be presented with 2 pop-up notices, **confirm** both to proceed to the checkout.

9. Now you will be redirected to the payment page. For a member licence we recommend you **Pay With Card**



10. You will then be prompted to enter your **card details**. Once completed, click **Pay**.

The screenshot shows the 'Checkout & Payment' page. A modal window for 'GO! membership' is open, prompting for payment details. The modal includes fields for 'Membership Coordinator' (filled with 'membership@netballscotland.co'), 'Card number', 'MM/YY', and 'CVC'. A blue 'Pay £40.00' button is circled in red. The background shows an 'Order Summary' with a total of £40.00 and an 'ITEM SUMMARY' for a 'Senior (Membership Coordinator)' membership.

PRICE	QTY	TOTAL
£40.00	1	£40.00

11. You have now **successfully completed your membership licence renewal**, congratulations, and welcome to another season of netball!

Now it's time to add yourself to a club, **usually your club secretary will do this for you, however this can be done through your own profile**. If you are looking to add yourself to a club follow the instructions below.

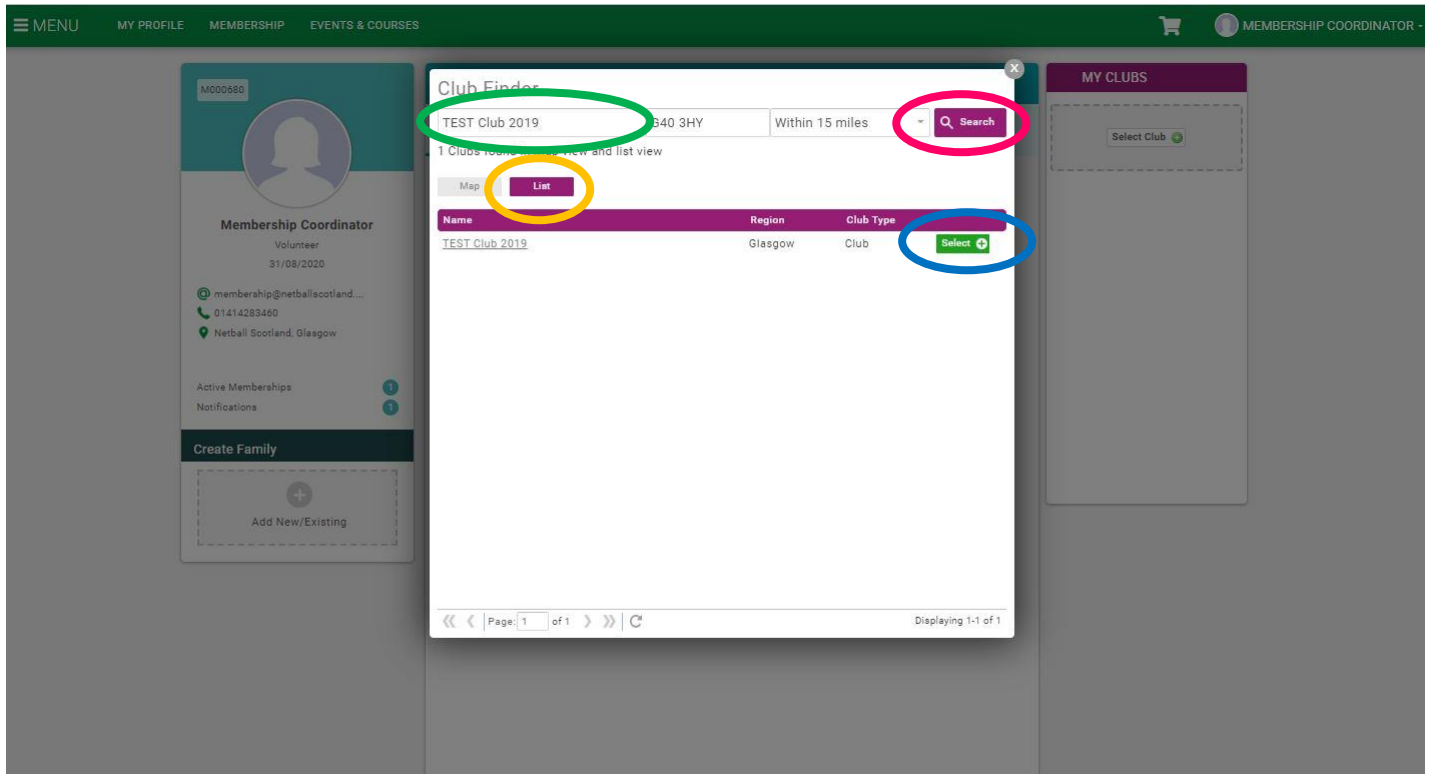
12. From your members profile click on **Select Club**.

The screenshot shows the 'MY PROFILE' page. The 'MY CLUBS' section on the right has a 'Select Club' button with a green plus icon, which is circled in red. The 'Basic Details' section on the left shows the user's profile information, including their name, email, gender, date of birth, and address.

Basic Details
Membership Coordinator
membership@netballscotland.com
Female
25/09/1995
Netball Scotland
Emirates Arena, 1000 London Road
Glasgow
G40 3HY
United Kingdom
01414283460

13. This will bring up a search bar. Switch to **List View**, Type in your club's name in the **Search Bar** (you don't need their postcode) and click the **Search Button** to search for your club.

14. Your Club should appear on the list view, and you simply click the **Select Button**



And that's it! This will add you to your selected club, which you should see in the **My Clubs** section of your Member Profile.

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

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