

BRITISHROWING

How to assign & renew club memberships

TEAMWORK | OPEN TO ALL | COMMITMENT

How to assign & renew club memberships

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Ordinarily club members will purchase their own club memberships, selecting from the available options in ClubHub and paying online. It is possible however, for the Club Admin to assign memberships and then collect the payments separately.

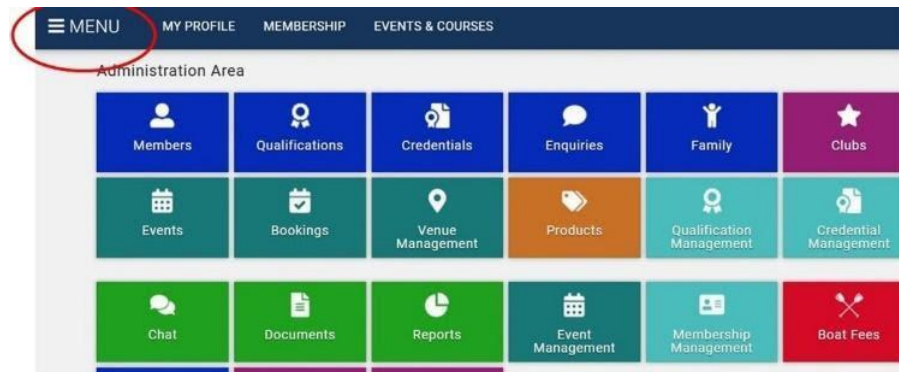
The process is simple, here's how...

Assigning memberships

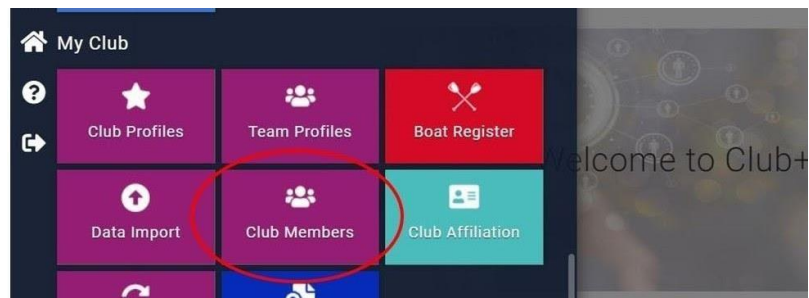
1. Sign into your British Rowing account



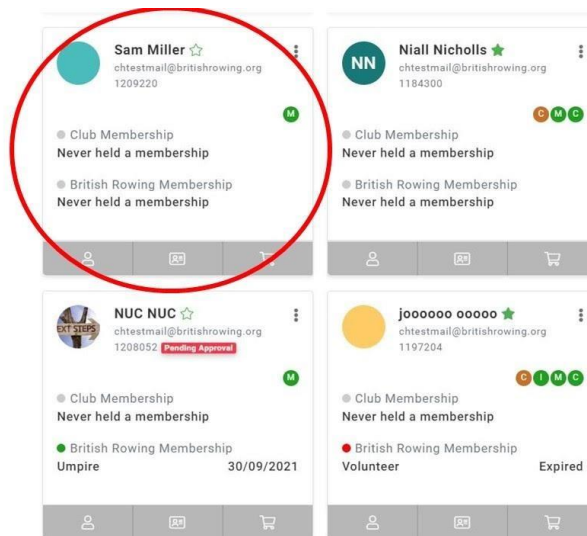
2. Select MENU



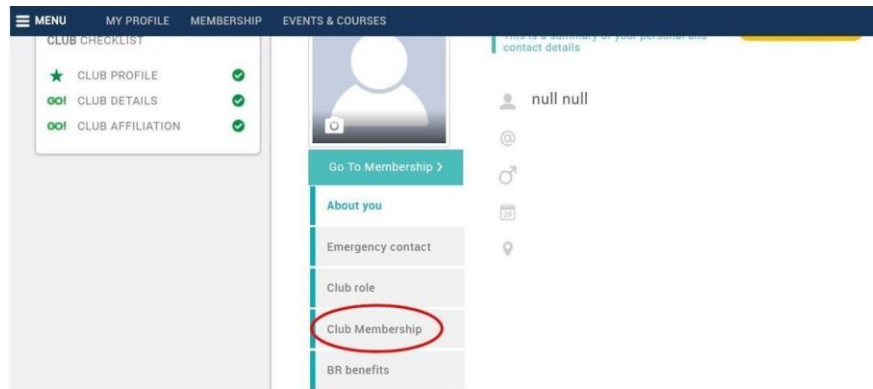
3. Select the CLUB MEMBERS tile



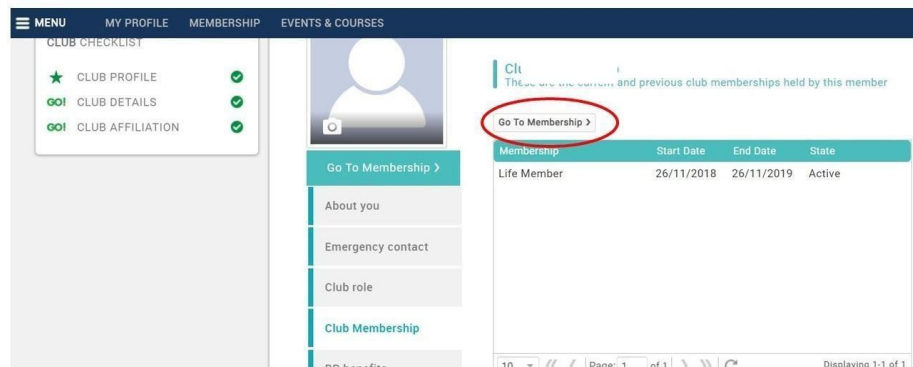
4. Select a given member by selecting their tile



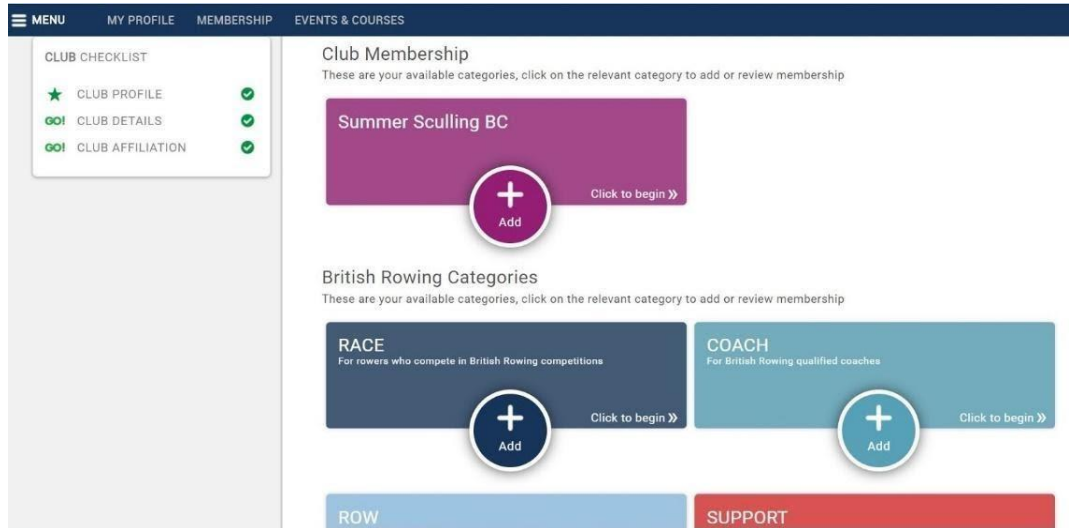
5. Select CLUB MEMBERSHIP



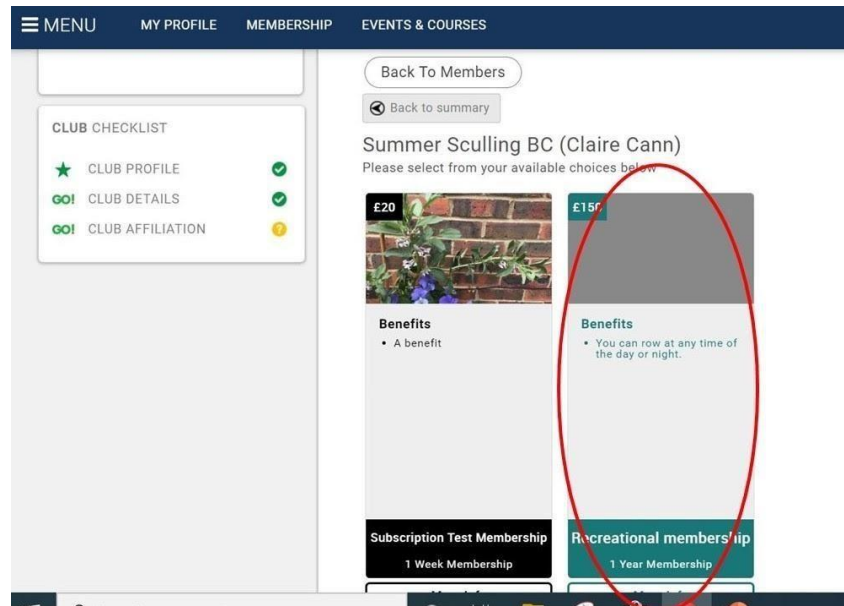
6. Select GO TO MEMBERSHIP



7. Select +ADD



8. You will then be able to select the required membership type from the options provided



9. Continuing down the page, you will be given the opportunity to amend the individual's personal details if required, before finally selecting either SAVE & CONTINUE or CHECKOUT.

MEMBERSHIP EVENTS & COURSES

Email Address: *

Medical and safety info*

Do you have any medical conditions that your club should be aware of: No *

Do you have any allergies that your club should be aware of: No *

Do you have any past injuries that your club should be aware of: No *

Do you have any dietary requirements that your club should be aware of: No *

Can you swim at least 50m in light clothing?: Yes *

Confirmation*

By continuing you confirm you have read, understood and agreed to your club's privacy policy.

By continuing you confirm you agree to abide by your club's code of conduct, rules or policies.

[Save and Continue](#) [Checkout](#)

10. You will now be presented with some payment options, REQUEST INVOICE allows you to choose who pays the fee, OFFLINE PAYMENT allows you to pay for items for which you have already received cash/cheques, SET DIRECT DEBIT allows you pay regular ongoing payments, and PAY WITH CARD allows you to pay using a specific bank account.

MENU MY PROFILE MEMBERSHIP EVENTS & COURSES PHILIP PR

Checkout & Payment

1 Order Review 2 Confirm Payment


Below is a summary of your order, please review and then select a payment option.

Order Summary [Request Invoice](#) [Offline Payment](#) [Set Direct Debit](#) [Pay with Card](#)

Total Items 3
Item saved for later 0

Discount - £32.50
Net Total £270.00
Total(GBP) £270.00

[Remove All](#)

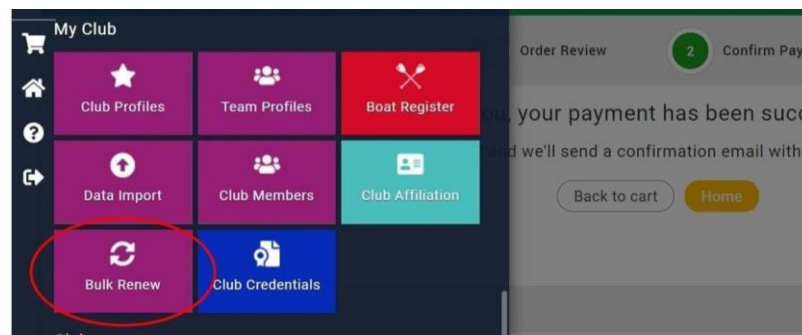
ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Gym membership (System66 Admin) Summer Sculling BC (2389) Gym membership Save for Later Remove	1	£120.00	£0.00	£120.00
Coach (Claire Cann)				

Section 2: Renewing memberships

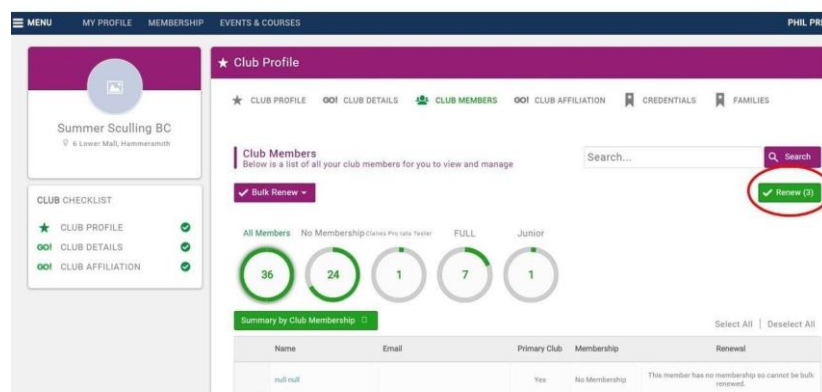
For existing members of your club the option is available for them to purchase their own memberships, either by annual payments or by rolling subscriptions. In addition, it's possible for the Club Admin to renew memberships in bulk on behalf of groups of individuals, and then recoup the fees direct from the members.

The process is simple, here's how:

11. Sign into your account and select MENU as before, then select the BULK RENEW tile



12. From here you can renew club memberships and British Rowing memberships on behalf of club members by going through the list shown and selecting the members in question. Select RENEW to proceed to the checkout



13. As in the case of assigning club memberships before, you will now be presented with some payment options, REQUEST INVOICE allows you to choose who pays the fee, OFFLINE PAYMENT allows your to pay for items for which you have already received cash/cheques, SET DIRECT DEBIT allows you pay regular ongoing payments, and PAY WITH CARD allows you to pay using a specific bank account.

Below is a summary of your order, please review and then select a payment option.

Order Summary

Total items 3

Item saved for later 0

Discount - £32.50

Net Total £270.00

Total(GBP) £270.00

[Request Invoice](#)
[Offline Payment](#)
[Set Direct Debit](#)
[Pay with Card](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
<p>Gym membership (System66 Admin) Summer Sculling BC (2389) Gym membership</p> <p> Save for Later Remove </p>	1	£120.00	£0.00	£120.00
<p>Coach (Claire Cann)</p>				