

## Maidstone Invicta Rowing club - WebCollect Membership Portal

Instructions as to how to sign up a Junior to the club membership portal.

All junior memberships have to be linked to an adult parent/guardian on our membership portal and we will always send any communications to the parent/guardian, never to the junior themselves. The portal is used only for administration purposes and we do not take any online payments. You will be asked to place an 'order' for your child's subscription but once their membership is accepted you will be sent details of how to make payment by bank transfer direct to the club bank account. We ask for no bank or payment card details. As you are signing up yourself and your child the process is a little more complicated but hopefully the instructions below are straightforward. If you would like assistance with setting up your details please contact the Membership Secretary at [mircmembershipsecretary@gmail.com](mailto:mircmembershipsecretary@gmail.com).

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### HOW TO SIGN UP

Go to the website homepage at [www.webcollect.org/mirc](http://www.webcollect.org/mirc)

Click on the **JOIN HERE** button on the bottom right of the page and this takes you to a list of club subscriptions. Scroll down to find the Junior options.

*There are three options for Junior Membership Subscriptions:*

*Junior Annual = a one off discounted payment covering the remainder of the year to 31st December*

*Junior Monthly = monthly payments by standing order*

*Junior Cox = a one-off fixed payment (available ONLY if the junior is to be a cox and is not rowing)*

Select the subscription you wish to take out, click **Add to Basket** and then click **Proceed to CHECKOUT**

On the next screen under the **SIGN UP** heading select **For my Family**. It will then ask you to enter your own name, email address and set up a password for your account. Then **SAVE** these details.

Complete the address section and under the box **Add New Family Member** enter your child's name.

It asks here if they have an email and please select **NO** to this question as we will use your email.

Then click on **ADD** and this will add your child to your family group.

On the bottom left of this page it then asks you to assign the junior subscription you have selected from a drop down menu. Please select your child's name from the drop down.

Then click on the **Proceed to Family Details** button.

It then allows you to review and edit the information you have provided so far. Once you are happy it is all correct click on **Proceed to Checkout**.

At this point you will be asked to choose a membership category for yourself and then for your child. Please read the instructions on the website for full details. Initially select the **Parent/Guardian** option (ignore the Adult and Non-Active Membership options), tick the declaration which comes up and click **SAVE**.

This list of options will then come up again but this time under your child's name. This time select **Junior Membership**. This will then bring up a range of items to fill in including emergency contacts, a swimming competency declaration and a request to disclose any relevant medical issues. Once you have completed the details click **SAVE**

This takes you to the final screen which asks you to confirm the subscription you wish to take out.

Click on **Confirm Application**.

You have now placed an application for your child to become a member of MIRC. The Membership Secretary will then approve your application and an email will be sent out requesting payment and providing the club bank details. Please note all applications are subject to final approval by the club Management Committee but new members are able to start to use club facilities once they have completed the membership application.