

## Maidstone Invicta Rowing club - WebCollect Membership Portal

Instructions as to how to sign up for adult rowing membership to the club membership portal.

The club 'WebCollect' 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 subscription but once your 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.

Please see below for step-by-step instructions as to how to sign up to the site. If you would like assistance with setting up your details please contact the Membership Secretary at [membership@maidstoneinvicta.co.uk](mailto:membership@maidstoneinvicta.co.uk).

### HOW TO SIGN UP

Go to the website homepage at <https://webcollect.org.uk/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 various subscription options for adult membership. All memberships will commence from the first of the month in which you make your application.

*There are three main adult Membership Subscriptions:*

*Adult, Adult Concession (for persons eligible for the state pension or unemployed and actively seeking work) and Student (over 18 in full time education)*

*Each of these types of membership can be taken out as an annual one-off discounted payment covering membership up to the 31st December, or by means of a monthly standing order payment.*

*There is also an Adult Coxing membership (if you only ever intent to cox) and a Vacation Student membership for university students wishing to row at the club only during the holidays.*

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

On the next screen under the **SIGN UP** heading enter your own name, email address and set up a password for your account. Then **SAVE** these details.

On the next page complete the address section and **SAVE**.

It then confirms the subscription product you have selected. If this is correct then **Confirm and Proceed**. On the next page add your contact telephone details and date of birth. Then **Save and Proceed to Checkout**.

At this point you will be asked to complete an online membership form. Select the **Adult Membership** option (ignore the Parent/Guardian and Junior Membership options) and this will then open up a dropdown list of items to complete. This includes your emergency contact, a swimming competency declaration (this must be completed before you go on the water), any medical conditions which you feel the club should be aware of in relation to your rowing and a declaration to abide by the club rules. Once you have ticked the declaration box then you have completed the form so then scroll to the bottom of the page and click **SAVE**.

This takes you to the final screen which asks you to confirm your application for the subscription you wish to take out. If all okay then click on **Confirm Application**.

You have now placed an application 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 and have been approved.