

# LARGS SC - MEMBERSHIP RENEWAL FOR 2018 - USING WEBCOLLECT

Below I describe my own renewal process, which like all members I only do once a year! It really is quite straightforward, and takes much longer to describe than to do! However, any problems, get back to me, or Julia in the office.

New for 2018 is the option of **berth holder members** to pay their subscription by **monthly direct debit**, in 12 monthly payments, on the 1st of each month. Members renewing for 2018 **MUST** make their first payment on or before 31st December 2017, and agree to complete the full series of 12 months payments. If you fail to do this, you cannot rejoin for at least 12 months.

## 1. LOG INTO YOUR ACCOUNT

a. **Either** - use the sign in link in your renewal e-mail:

Your sign-in details are:

Email: [redacted]@n

Password: You have already setup a password. Forgotten it? [Email me a password reset link.](#)

[Click here to sign in and renew.](#)

This will take you straight to your personal page on WebCollect.

b. **Or** - go the general Largs SC WebCollect page, <https://webcollect.org.uk/largssc>:

The screenshot shows the Largs Sailing Club website. At the top, there is a navigation bar with the LSC logo, the club name, and the website URL. There are also links for 'Sign in or Sign up!' and 'Contact LARGSSC'. Below the navigation bar, there is a 'Welcome to Largs Sailing Club' section with a brief description of the club. To the right, there is an 'Events' section with a search bar. In the 'Membership' section, there are two columns: 'Existing Members' and 'New Members'. The 'Existing Members' column has two buttons: 'Access your account >' and 'Renew subscriptions >'. The 'New Members' column has one button: 'Browse subscriptions >'. A red circle highlights the 'Renew subscriptions >' button. Below the 'Renew subscriptions >' button, there is a red arrow pointing to the text 'Click on "Renew subscriptions", which will take you to the general log in page on WebCollect.'

Click on "Renew subscriptions", which will take you to the general log in page on WebCollect.

Enter your e-mail address (which is the address on which you normally receive e-mail from LSC), and password, and click Login:

The screenshot shows the WebCollect login page. At the top, there is a navigation bar with the LSC logo, the club name, and the website URL. Below the navigation bar, there is a 'Sign in' section. The 'Sign in' section has a heading 'Already have an account with WebCollect?' and a 'Sign in' button. Below the 'Sign in' button, there are two input fields: 'E-mail' and 'Password'. Both input fields are highlighted with a red circle. Below the input fields, there is a 'Login >' button. A red arrow points from the text 'Enter your e-mail address (which is the address on which you normally receive e-mail from LSC), and password, and click Login:' to the 'E-mail' input field.

If you have forgotten your password, you can request a new one, which will be sent to you by e-mail. (Once you are in your own page, you can then change your password to something more personal / memorable.)

I know the email address for my account, but need a password  
[Send me a password >](#)

## 2. SUBSCRIPTION OPTIONS - RENEWAL - OR CHANGE TO A DIFFERENT TYPE

Logging in will open a screen showing your **current membership type (or types**, for which you have administration rights), plus berthage, communications by post and other options, and the **subscription(s) for renewal for 2018**. (This will include the **early payment discount** for payments received before 31st December 2018, if applicable.):

Most of us will simply be **renewing** as now. **To renew with your existing membership type, click on "Renew", or "Renew all"**.

**My account > My Subscriptions**  
Gordon Cochrane - Largs Sailing Club Unique Id: 2750  
Renew your current subscriptions from this page first. Then Click on "Add new" and select any additional subscriptions from there.  
The administrator(s) for this group are: Gordon Cochrane, Ann Cochrane

Subscription	Belongs to	Members	Mem no	Form details	Start date	End date	Renewal amount
Family (Code: family) - Current Subs	Family/Group: Cochrane - 113	Gordon Cochrane Ann Cochrane			10-01-2013	31-12-2015	Current Subs £275

Back

**If you want to CHANGE your subscription type, or ADD e.g. berthage, then click on "Buy a different subscription".**

**IF YOU WANT TO CHANGE YOUR FAMILY, INDIVIDUAL (non distance members only) or BERTH HOLDER MEMBERSHIP (new for 2018) to MONTHLY DIRECT DEBIT, YOU MUST CLICK ON "BUY A DIFFERENT SUBSCRIPTION".**

**This takes you to the master subscriptions page. Scroll down a few lines, locate either "Family Monthly" or "Individual Monthly", and click on "Add to basket".**

For renewals, click on "Renew", and a new window will appear with your basket:

Close Go to basket >

**Added to Basket**

Family (Code: family) - Current Subs (incl early payment discount)

**My basket**

Product	Price
Family (Code: family) - Current Subs (incl early payment discount)	£270
Renewal of Subscription: Family (Code: family) - Current Subs (incl early payment discount)	£270
<b>Total</b>	<b>£270</b>

Close Checkout >

*This is the renewal screen shown in December 2014 - ignore amount shown - Gordon*

**You need to click on "Checkout" quite quickly, as this window only stays up for a few seconds. If you aren't quick enough, and click "renew" again, you will find TWO subscriptions, and so on ...**

**If this happens, then click on "Go to basket", and delete all unintended subscriptions.**

### 3. CHECKOUT AND FAMILY DETAILS

Clicking "Checkout" takes you to the screen with the members of your family group:

LSCS Largs Sailing Club www.largssc.co.uk Powered by WebCollect Contact LARGSSC My basket >

Checkout > Family/Group members  
Please review/complete your Family/Group members

Family/Group name: Cochrane Save changes >

Personal details	Family/Group admin ?	Remove ?
Gordon Cochrane - [REDACTED]	<input checked="" type="checkbox"/>	
Ann Cochrane - [REDACTED]	<input checked="" type="checkbox"/>	remove

Add new Family/Group member

First name\* [REDACTED] ?  
Last name\* [REDACTED] ?  
Has own email? Yes  No   
Email [REDACTED] ?  
Add >

Proceed to Family/Group details and checkout >

You have the option to **add new members** (but please *think carefully* before you add new members - only members with a valid e-mail address will receive e-mail from the Club, and there is no point in adding babies, toddlers, grannies, whoever! Also note that our annual fee to WebCollect depends on the number of members in our overall database, so please limit the number of group members you add to active members only.)

(You can also change who can administer your account. Usually this will be the principal member, or parent/guardian for our younger members.)

LSCS Largs Sailing Club www.largssc.co.uk Powered by WebCollect Contact LARGSSC My basket >

Checkout > Family/Group  
Please complete/review this information before proceeding to checkout

Back to Family/Group members > Proceed to checkout >

Gordon Cochrane Ann Cochrane

Member details

Title [REDACTED] ?  
First name Gordon ?  
Last name Cochrane ?

Addresses

House no. / Street\* [REDACTED] ?  
[REDACTED] ?  
[REDACTED] ?

Click on "Proceed to family/group details, and checkout". This will open a **new screen (not shown in this note) with all your details**. **Please check carefully**, and if anything has changed, please edit. Note that there are **tabs on the top for each member**.

(Note - this is the screen you can use to make **any changes mid-season** - e.g. your e-mail address, new mobile, house move etc. It would be great if members did this themselves, rather than getting Julia or myself to do it.)

#### 4. FINAL CHECKOUT, AND PAYMENT METHOD

Once you are happy with your group members, their details, and any changes, click on "Proceed to checkout". This opens an order confirmation screen, including payment methods:

**Checkout > Order confirmation**  
Please check the details of your order or make any changes. Then click "Place Order"

**Order summary**  
1 item(s) £275  
**Order total** **£275**

**Pay by**  
 Online Direct Debit ?  
 Bank Transfer ?  
 Paypal ?  
 Cheque ?

**Place order >**

*This is the confirmation screen shown in December 2014 - ignore amount*

**Order items**

Product		Form	Price
Family (Code: family) - Current Subs	<a href="#">Remove</a>		£275

Select your **payment method** - personally, we use **bank transfer**, as the Club gets the full amount shown. **Payment by cheque** will also give the club the full amount.

**NOTE - if you pay by bank transfer, you MUST make a separate payment using your bank's web site to the Club.**

If you use PayPal (which **includes card payments** - and note that you do NOT need a PayPal account to pay by card), the club loses between 1 and 3% of the amount! The Club is careful with the bawbees, so avoid card payments if you can, please.

Following the successful trial of **monthly direct debits for family and individual members** in 2017, we are extending this option to our **berth holder members** for 2018. Some small print:

- The direct debit must be set up on or before 31st December 2017.
- Monthly direct debit payments **must be set up on "GoCardless"** - *please* don't try to set up a personal bank SO or DD, use PayPal etc.
- Payments are taken on the first day of each month.
- This direct debit facility is offered by the Club on condition that the **full year's subscription** (to end December) is paid by the member (i.e. you cannot join just for the summer sailing season).
- By accepting this offer the member binds themselves to make such full payment irrespective of any unforeseen change in the member's circumstances.
- No payment breaks of less than one year are allowed.
- Distance discount is not presently available on pay monthly subscriptions.

(Continued over)

If you opt to pay by **monthly direct debit payments**, you will be taken to an authorisation screen. See over for (in this case) a family monthly DD payment:

**LSCS** Largs Sailing Club  
www.largssc.co.uk

Powered by **WebCollect** Contact LARGSSC

**My basket >**

### Online Direct Debit Authorisation (GoCardless)

Initial payment £24.95 (for this order)

Allow future payments Yes  No

**Complete Transaction via GoCardless >**

**Online Direct Debit - how it works**  
You can use it to make one-off payments, or to set up an ongoing direct debit authorisation. It takes just a few minutes. All you need is your bank details (account name, number & sort code)

**Initial payment**  
This is the amount of your current order.

**Future payments**  
You can use this authorisation to make future payments on WebCollect to "Largs Sailing Club", and to allow "Largs Sailing Club" to collect any subscription renewals or place orders on your behalf.  
You will always be notified by GoCardless when a payment is requested, and will have the opportunity to stop or cancel the payment before it is made.  
If you do not want to authorise any future payments, select "No". If you want to make a new payment by direct debit in the future, you will be able to set up a new authorisation for that payment when placing the order.

**WebCollect** ©2002 - 2016 webcollect.org.uk

*This is the DD confirmation screen shown in December 2016 - ignore amount shown - Gordon*

Click on "Complete Transaction via GoCardless". This takes you to a secure screen, which will request name, address, and bank details. Please enter as appropriate.

For **bank transfer payments**, click "Place order" on the Checkout > Order confirmation screen (see top of previous page). this will display the final screen, as below:

**LSCS** Largs Sailing Club  
www.largssc.co.uk

Powered by **WebCollect** Contact LARGSSC

**My basket >**

### Order success: Order Id #106826

You have now successfully completed the checkout process.

**Confirmation Email**  
We have sent you an order confirmation email to: cochrane.gordon@gmail.com

**Subscriptions**  
Subscriptions will be issued when payment is received.

**Payment**  
Order Total £270  
You chose to pay by: Bank transfer

**This is not an automated process - please make a transfer to the above account number from your own Banks online system.**

Please make sure that you transfer the right amount and that you reference it with the order information shown above as well as the name of the person for whom you are purchasing a membership!

You now need to transfer £270 to this account:

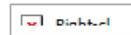
Account name:  
Account number: 00250765  
Sort code: 83-24-15  
Reference: qsafufhp  
Please make sure you use the above reference on your transfer.

What would you like to do now?  
**Go to my account >** Log off

**REMEMBER - if you pay by bank transfer, you MUST (as the red box says!) make a separate payment using your bank's web site to the Club. At least one member forgets every year, and we have to chase them ...**

## Normally then you just "log off" and that's it! Job done!

You will then receive an "order confirmation" e-mail from WebCollect (header only shown below):



Largs Sailing Club

Powered by

My LARGSSC Account



### Order Confirmation

Dear Gordon Cochrane

Thank you for your order #106826 placed on: 08-12-2014 19:23 with Largs Sailing Club.

Please find a summary and important next steps below.

*This is the order confirmation screen shown in December 2014 - ignore date - Gordon*

All this takes far longer to describe than it takes to do, and I can't possibly cover all the variations for every member, or payment options etc, but I hope it is reasonably intuitive, and this note has been helpful.

Gordon Cochrane  
Membership Secretary

28th November 2017

If you have any problems, please contact myself  
(largssc.membership@gmail.com)  
or Julia in the office  
(secretary@largssc.co.uk)