

MEMBERSHIP RENEWAL ONLINE

Guidance and tutorial



DECEMBER 1, 2022

This help guide is for guidance to those who may require it for renewing their membership online.

Please note that whilst we are not eliminating standing orders, we would much rather you renew your membership online using PayPal to help.

We appreciate that many members like to set up a standing order to “forget about it” and that our preferred method means your membership would need to be manually paid each year. But please bear in mind that our committee are volunteers and Dove Valley is a very large club with over 1500 members on its database and we are working hard to make the club as efficient as possible.

You do not need a PayPal account in order to use the system,

Each instruction is a simple step by step guide which should enable you to follow easily.

Useful things to know:

- You do not need to have a PayPal account to use it. PayPal is a major online merchant and you can make a payment without the need for a PayPal account. Your payment can be made using a wide range of credit and debit cards directly on the PayPal website.
- The below steps can be done on both your mobile and desktop/tablet although the images may alter slightly to the below if using a mobile based browser.

Helpline:

Henry Carney – Membership Secretary – membership@dovevalleygundogs.com – 07792 659728

Step 1 – Log into your account

Make sure that you are logged in to your account

The screenshot shows the website's navigation menu with the 'LOGIN' link highlighted in yellow. Below the menu is a 'Login/ Register' section. On the left, there is a 'LOGIN' form with a text box for 'Email Address' containing 'enteryouremailhere@thankyou.co.uk', a text box for 'Password', and a 'Login' button. On the right, there are two sections: 'MEMBERS WHO HAVEN'T REGISTERED AN EMAIL ADDRESS' and 'NON MEMBERS', both with explanatory text and contact information.

If you have NEVER logged into our website before but you ARE a member, then please “reset password”

Password

[Login](#)

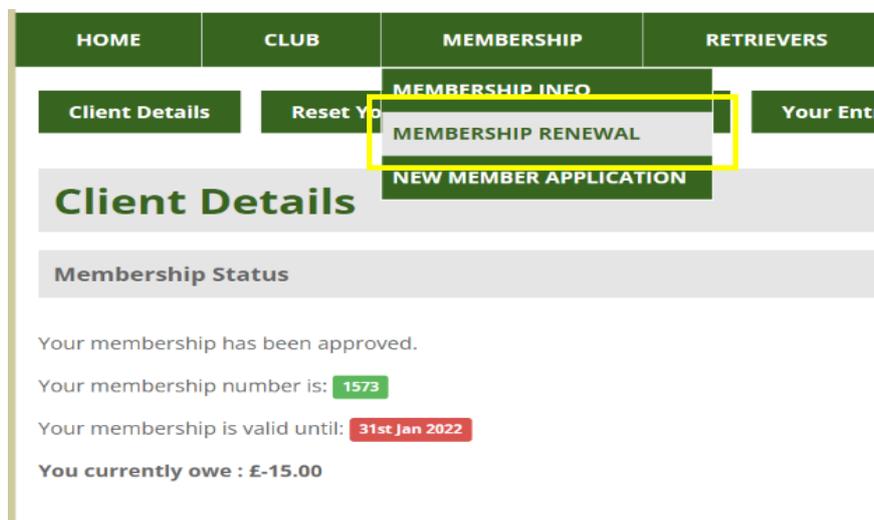
[RESET PASSWORD](#)

[Forgotten your password? Click here to reset it.](#)

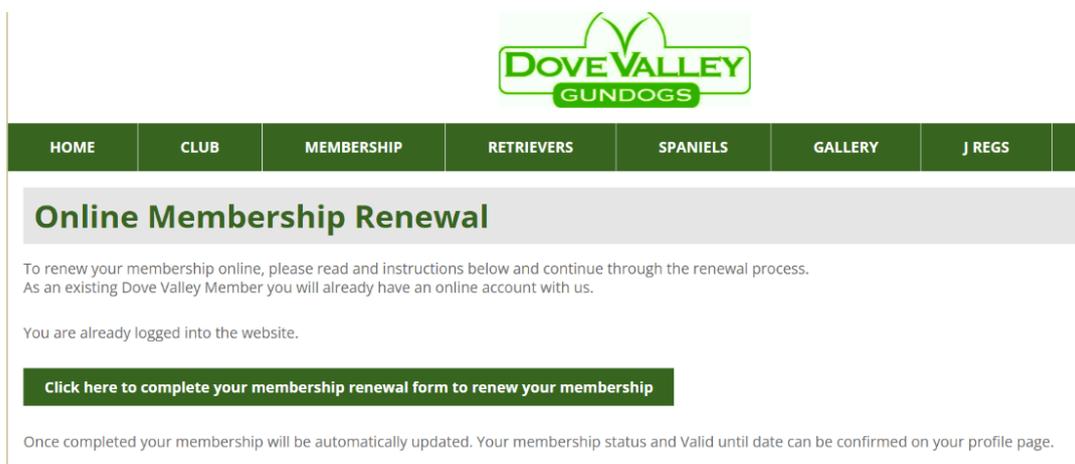
If you are having trouble doing this, please contact Henry Carney (details above)

Step 2

Under the Membership tab, select “membership renewal”



This will then bring you to the below image. If you skip steps 1, this will prompt you to log in.



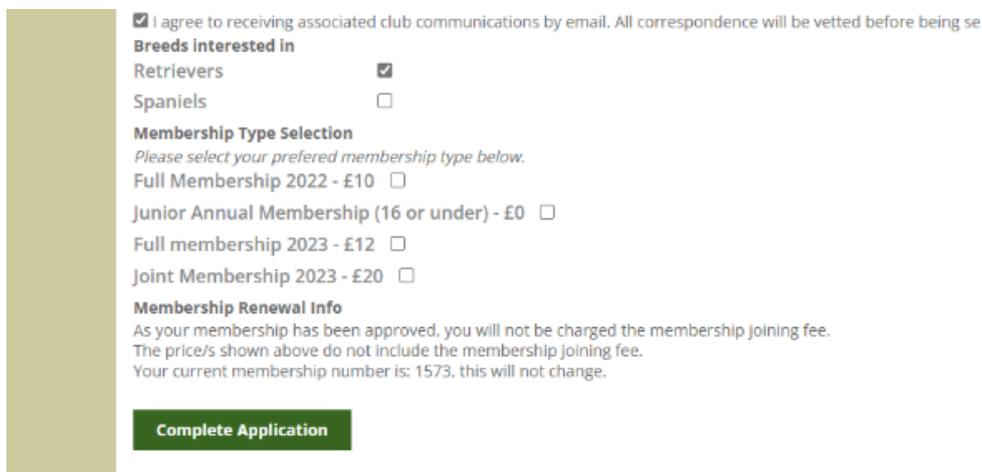
Once selected, you will be brought to the online membership renewal form which should show you all of your contact details. These can be altered should you notice any changes that need to be made. These will then save to your profile.

If opting to renew, then you do not need to worry about a proposer or seconder as you are already a member and this is for new members only.

At the bottom of the page (you will need to scroll down) you will see that there are several membership types for you to select from.

PLEASE ENSURE YOU HAVE SELECTED THE CORRECT YEAR YOU WISH TO RENEW

If opting to renew and you accidentally select the wrong year, this will not be carried forward



I agree to receiving associated club communications by email. All correspondence will be vetted before being sent.

Breeds interested in

Retrievers

Spaniels

Membership Type Selection
Please select your preferred membership type below.

Full Membership 2022 - £10

Junior Annual Membership (16 or under) - £0

Full membership 2023 - £12

Joint Membership 2023 - £20

Membership Renewal Info
As your membership has been approved, you will not be charged the membership joining fee.
The price/s shown above do not include the membership joining fee.
Your current membership number is: 1573, this will not change.

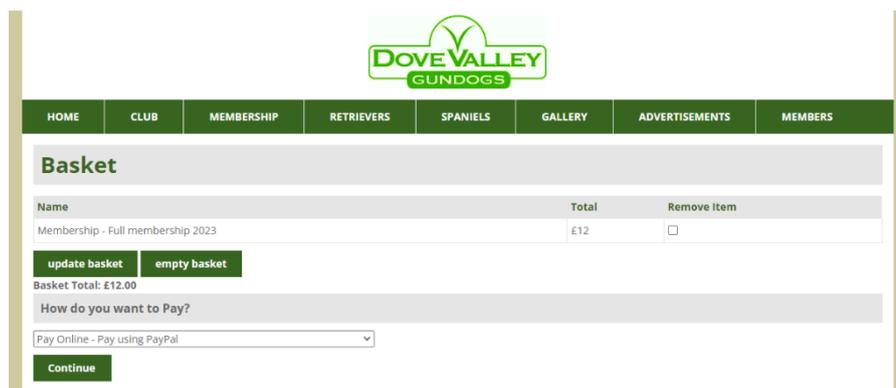
[Complete Application](#)

Step 3 – Complete application

Here you will see that your selected membership has been added to your “shopping basket”

You will see a header which is “How do you want to pay?” – Our preferred method is pay online using paypal. (If you select the “pay offline” option, this will prompt you pay using a bank transfer and show you our bank details) If this is not made when you renew your application then it will be denied.

Click continue



DOVE VALLEY GUNDOGS

HOME CLUB MEMBERSHIP RETRIEVERS SPANIELS GALLERY ADVERTISEMENTS MEMBERS

Basket

Name	Total	Remove Item
Membership - Full membership 2023	£12	<input type="checkbox"/>

[update basket](#) [empty basket](#)

Basket Total: £12.00

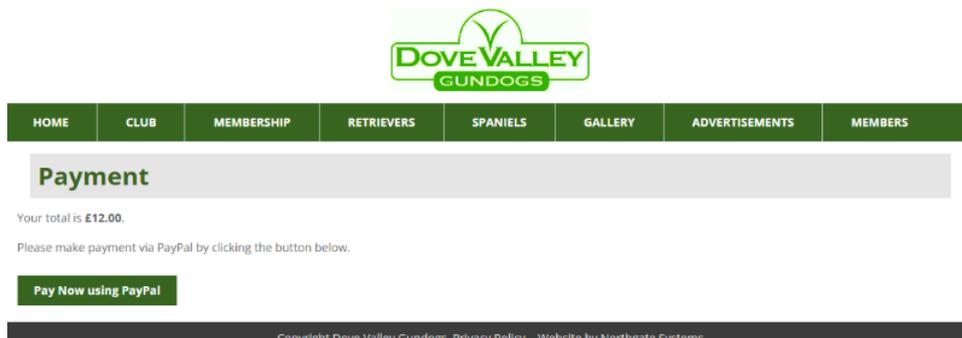
How do you want to Pay?

Pay Online - Pay using PayPal

[Continue](#)

Step 4 – confirm application

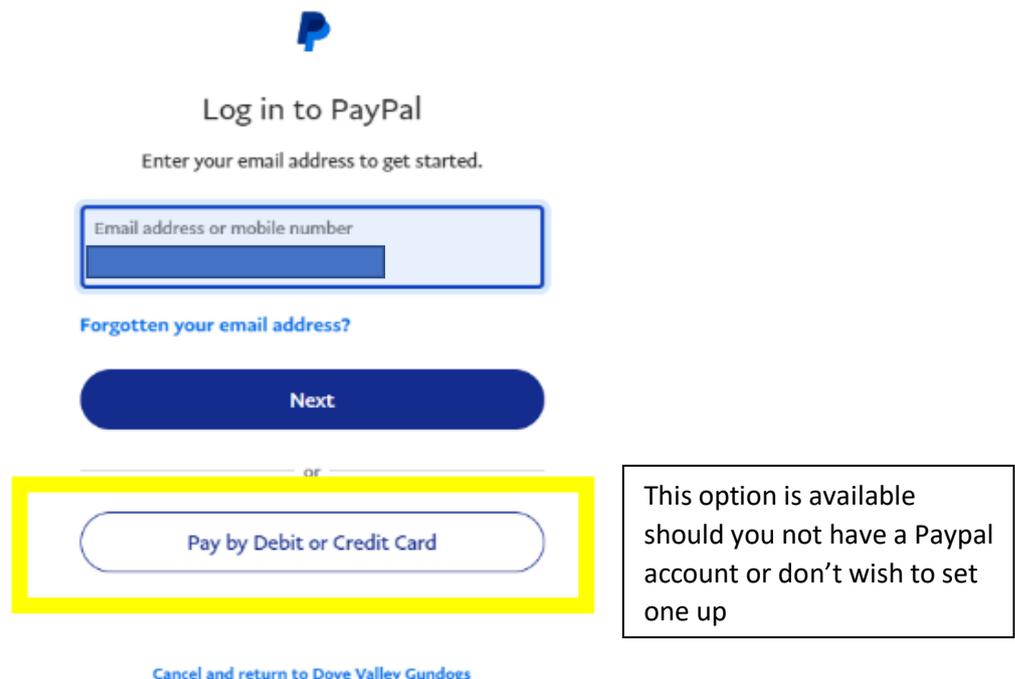
Once you continue, it will bring you to the below image which then enables you to pay using Paypal.



Step 5 – PayPal

Once continued you will see this page. Here you have 3 options which are up to you. There are

1. Log into your current paypal account and confirm the payment
2. Create an account (only if you would like to) and confirm the payment
3. Don't create an account and follow the "pay by debit or credit card" which is below in the yellow box



You can then complete the renewal.

HC£12.00 GBP

Pay with

PREFERRED

£12.00
GBP



+ Add debit or credit card

Complete Purchase

Cancel and return to Dove Valley Gundogs

You will receive a confirmation email which will look something like the below. Please do not reply to this email. Should you have any queries then please do not hesitate to Henry Carney

Dove Valley Gundogs - Transaction Complete

Reference: ORD-141222-184018
Client: Carney
Email : henry.carney@hotmail.com

Membership Renewal

Thank you for completing your membership renewal online!

Your membership will be automatically updated.

Your membership status and Valid until date can be confirmed on your profile page.

NOTE: If you choose to pay offline and we do not receive your payment via Cheque or Bank Transfer - we will revoke your membership.

Items

Full membership 2023 £12.00

Generated by Northgate 'Total Club Management System'
For more information on managing your Field Trial Association with Northgate 'Total Club Management System' contact [Northgate Systems](#)