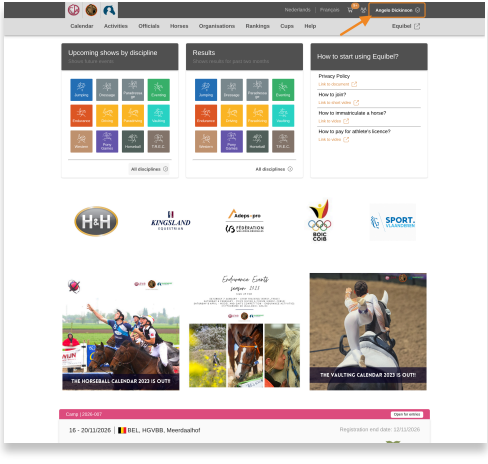
How to Register a New Member

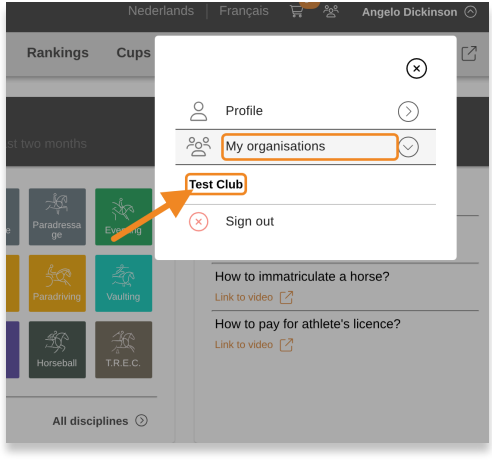
Step 1

Click your profile button in the upper-right corner of any page.



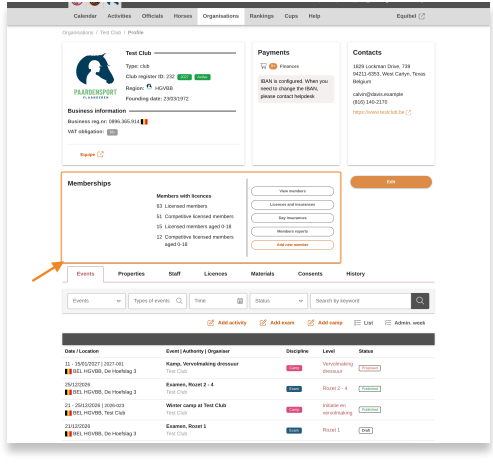
Step 2

Open **“My organisations”** and select your club.



Step 3

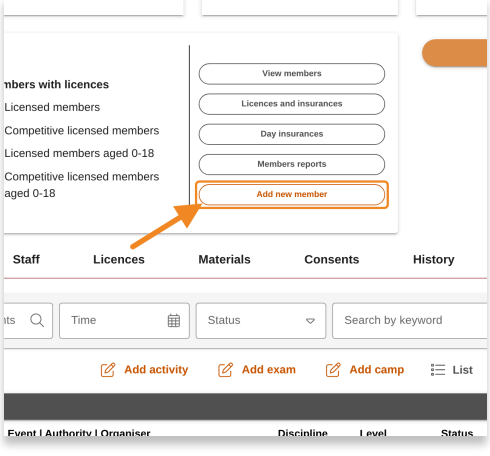
On your club page, find the **“Memberships”** section.



How to Register a New Member

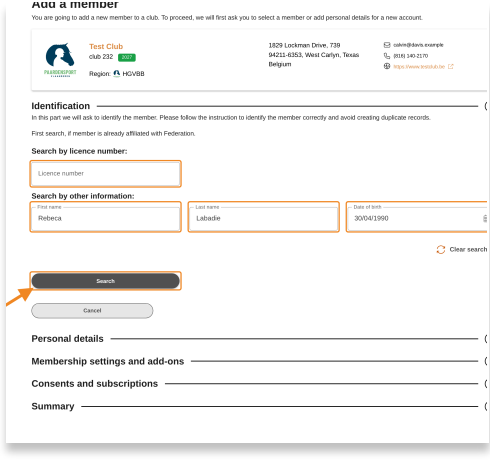
Step 4

Click **“Add new member”**. The form **“Add a member”** opens.



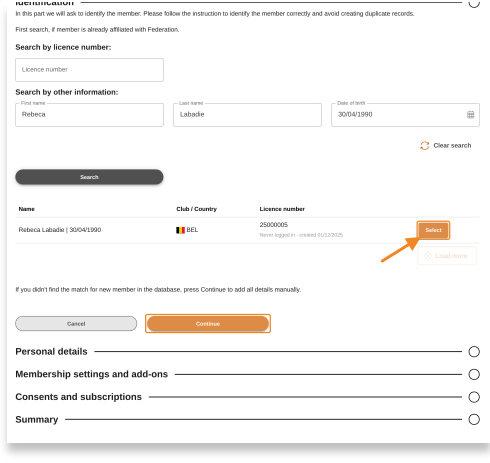
Step 5

First check whether the person is already known. Enter the licence number, or first name, last name and date of birth. Click **“Search”**.



Step 6

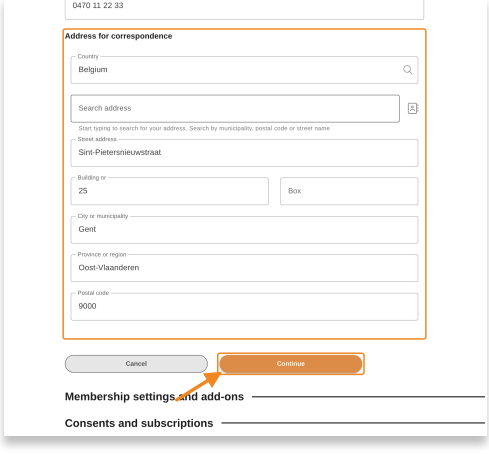
Click **“Select”** next to the right person. Not found? Click **“Continue”** and enter the new member’s details.



How to Register a New Member

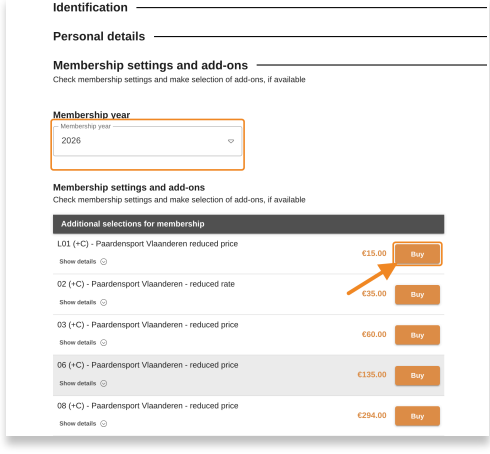
Step 7

Fill in the missing details. For the address, type in **“Search address”** and pick a suggestion. Click **“Continue”**.



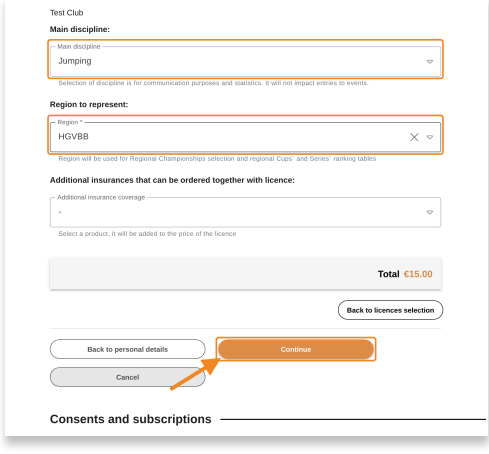
Step 8

Check the **“Membership year”**. Then click **“Buy”** next to the licence the member needs.



Step 9

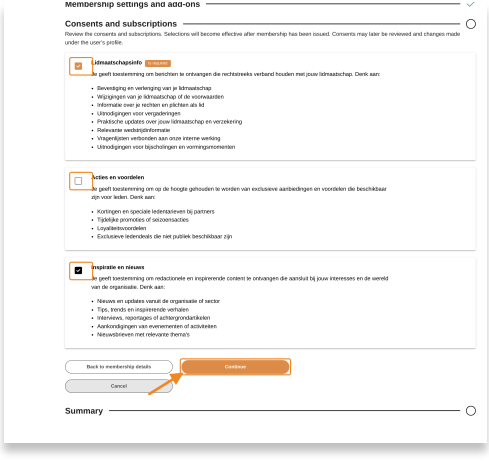
Choose the **“Main discipline”** and check the **“Region”**. Add extra insurance if needed. Click **“Continue”**.



How to Register a New Member

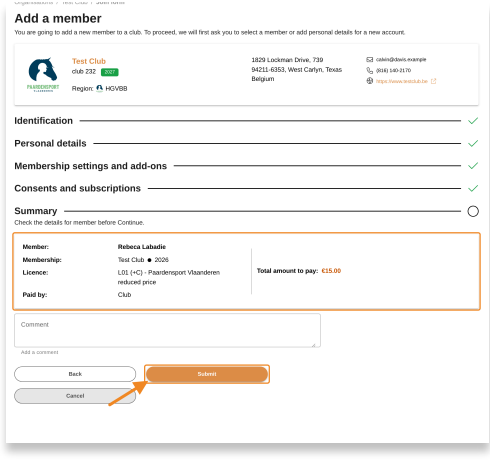
Step 10

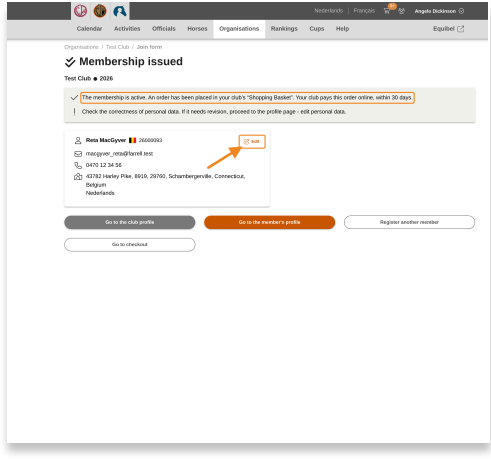
Tick the consents and subscriptions the member agreed to, and untick the others. Click **“Continue”**.



Step 11

Check the member, licence, who pays and the total. Click **“Submit”**. The membership is active straight away.

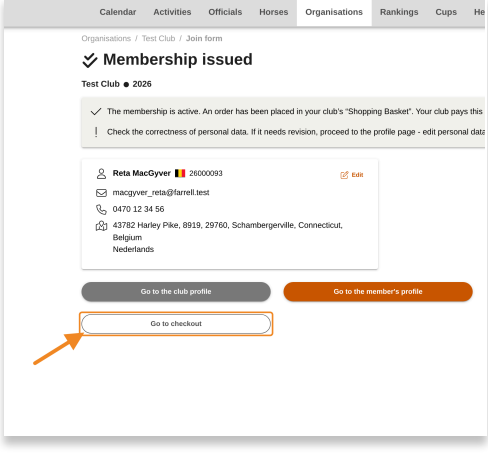




How to Register a New Member

Step 13

Click **“Go to checkout”**. Your club’s shopping basket opens straight away.



Step 14

The order is in the basket, due within 30 days. Click **“Check out”** to pay online. Your club gets a proof of payment.

