

## Ardleigh Sailing Club – Membership Guidance Notes

In an ideal world, should you wish to join ASC, there would just be a very straightforward form to fill in, some money to pay, and then you would be a member, simple! However, in reality we do need to provide a number of options to deal with the varying types of membership required, as well as to gather the basic information needed to maintain our Membership records. So, this document is designed to provide a brief overview to the choices you have available and to guide you through the application process, thereby hopefully ensuring it is as stress free as possible!

To reduce the workload on those Members who help to administer the Club (there are no paid staff at ASC!) the entire process is handled on-line, followed if at all possible by you paying by direct Bank transfer; whilst we do accept cheques or at a push cash, please note we do not accept Credit or Debit cards due to the processing costs. While talking about 'Helping out', please be aware that the Club constitution does require all members to do at least 2 'Duties' a year; these are not onerous, helping out with Rescue, or running a race, or manning the Galley, and we do ask you to ensure you do these; once you are a member, more information will be sent to you about this.

When you have decided you do wish to join the Club, it will aid the process considerably if you follow these steps:

- 1) First and foremost - read this sheet before starting the On-line application process!
- 2) Decide on the correct Membership level from the Membership Price List which you will see at the very start of the On-line process; whilst it can be changed after you have applied, it is obviously easier if you select the most suitable Membership level for your circumstances from the outset.
- 3) Review the Entry fee that is currently payable, details of which are at [www.asc.memberlodge.com/entry\\_fee](http://www.asc.memberlodge.com/entry_fee) and confirm that now is the time you wish to join; we use the Entry fee to adjust the total cost to you of your first period in the Club as all Membership's renew on the 1st March each year - note we do not Pro-rata the Membership fees at any stage. The entry fee will be collected as part of the application process.
- 4) Decide on the e-mail address you are going to use, all communication with you from the Club will be electronic, but as we try not to 'deluge' you with e-mails we will not flood the chosen account, so do please use one you view regularly. Please note we never pass on our Membership list to anyone, and we use a professional software facility designed specifically to store membership details in a completely secure environment, so none of your Membership details will be held on any other Member's or Club computers.
- 5) If you are going to choose the Family membership options, decide which of the two Adults will be the 'Principle Adult' as this will be the e-mail address to which Official e-mails about Meetings and Membership renewal will be sent. After the Principle Adult has signed up there is an option for the 2nd Adult to register with their own different e-mail address, but they will only receive manually generated Club e-mails, not the automated renewal reminders etc.
- 6) Having read these notes, and to start the process, go to the Members On-line site at [www.asc.memberlodge.com](http://www.asc.memberlodge.com) and then click on the Membership option on the left hand menu, check for any latest information, then click on the 'Join now' button.
- 7) Scroll down the list of Membership options to find the one you have decided on, check the Radio button, and then scroll to the bottom to click on 'Next'
- 8) On the next page, enter your selected e-mail address, and the required letters to show it is a genuine application - this is not a requirement we impose, rather one the software company use to ensure no-one abuses their system. Also please note you are not asked for a password at any stage, a temporary one will be e-mailed to you when you have completed the application process, along with a request to 'authenticate' your application, again a feature of the software companies security arrangements. When complete, scroll to the bottom and click 'Next'

9) The first part of the next page requests all the basic information we need, such as address, phone numbers etc., as well as requiring you to say if you have any boats you intend to store or use at the Club, and to select the Entrance fee applicable to the Membership level you selected.

10) We then ask for some mildly 'personal' data including your sailing experience etc. We collect this so that the Committee has an idea of the overall Membership profile, and how this might be changing as time passes, but we also use it when applying for Grants etc. in order to demonstrate the make-up of the Club's Membership. Depending on which Membership level you selected, you will then be asked for information about any Children / Juniors who are to be included. When all this is complete, scroll to the bottom and click 'Next'.

11) At this point all the information you have entered will be redisplayed, and you will be asked to confirm you wish to apply, there is an option to go back and amend any information you are not satisfied with, but once everything is ok, **ensure you click on 'Save'**. You will then be shown a screen welcoming you to the Club, and from here you can return to the Members area as a 'logged in' member. If you wish to you can change your password at this stage to one you use / can remember, you can do so by going to the 'View my profile' which is top right on all screens.

12) Once all this is done, you will then almost immediately receive an e-mail, welcoming you to the Club, and including your temporary password, if you have already reset the password, ignore this one. There will also be one or more e-mails enclosing Invoices, and giving you details on how to pay; note that you can make a single payment, and that the total amount outstanding is always on the Member Home page once you have Logged-in.

13) As already stated, we much prefer electronic payment as it both saves administrative time, but also provides a reliable trace on who has paid and when, but do please note, that you cannot pay from within the membership system, *this has to be done from within your Banks on-line facilities* - but all the details you will need are on the Invoice.

14) Under our current rules, as soon as you have paid your subscription and Entry Fee, you are deemed a Temporary member and are therefore able to use the Club facilities; we have written a 'How to get the most from your Ardleigh Sailing Club Membership' document which you can view at any stage by going to the Membership menu option and then choosing the 'How to get the most...' Option. However should you have any queries do please contact [membership@ardleighsc.co.uk](mailto:membership@ardleighsc.co.uk)

15) To comply with our Constitution, a brief extract of your details will be posted on the Members Website in the Membership / New Members, but this is limited to your Name, Location, Membership Level, No. of Children and Type of Boat if applicable; no personal information is displayed.

16) At the next Committee meeting - they are held on the 2nd. Wednesday in each month - your application will be considered and if all is in order, confirmed. Whilst by way of the Constitution, the Club does reserve the right not to accept an application to join, this would only be used in the most unusual of circumstances - the Club policy is one Friendliness and Inclusion.

#### **Conclusion:**

So there you are, a member of Ardleigh Sailing Club!

Like all Member's Clubs, you will quickly find that the more you make use of the club, the more you will enjoy yourself. We understand that it is always a bit daunting when you first join, everyone seems to know everyone else, and if you are not an experienced sailor, what they are doing! But we have all been there ourselves, so do ask around, make yourself known, and you will be a true 'Club member' in no time!! However, if you do need a bit of help, introductions, or just a particular bit of information, then do let one of us know and we will do our very best to help

Commodore - [commodore@ardleighsc.co.uk](mailto:commodore@ardleighsc.co.uk)

Membership Sec. - [membership@ardleighsc.co.uk](mailto:membership@ardleighsc.co.uk)