



# WebCollect guide – New members

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## 1 Introduction

Colchester Harriers uses an online membership system. This system allows members to keep their details up to date and reduce the administration load upon the club.

To become a member you will need to create a WebCollect account and make a membership application to Colchester Harriers through this system. The system will then guide you through the rest of the process.

### **NOTE: Junior members**

Colchester Harriers believes that all junior athletes should receive high quality coaching. In order to achieve this we employ a waiting list system.

If you are applying as or for a junior member, and have not been allocated a coaching group from the Junior Athletes Coordinator, please email them to add your name to the list. Applications for junior athletes not assigned to a coaching group will be rejected

The Junior Athletes Coordinator is Jacqui Young who can be contacted at

[youngjacqui21@yahoo.co.uk](mailto:youngjacqui21@yahoo.co.uk)

Once a place becomes available you will be informed by email and able to apply for membership using this system.

## 2 Becoming a member walk through

To illustrate the process this document shows the steps taken to create a membership for Anne Athlete. Anne is a junior athlete (currently in year 8 at school) and so needs a parent or guardian to create an account on her behalf and register on the site. This illustration assumes her father, Ben Athlete, will perform this task.

### 2.1 Getting started

The WebCollect page for Colchester Harriers can be accessed at the following link  
<https://webcollect.org.uk/colchesterharriersac>

This link is also available from the Colchester Harriers main web page under the membership section

Please read the notes on membership on the main page and then select the “Browse subscriptions” button to see the membership options available.

#### Existing Members

[Access your account >](#)

[Renew subscriptions >](#)

#### New Members

[Browse subscriptions >](#)

### 2.2 Adding subscriptions

Once on the subscriptions page please read the notes (in particular paragraphs 1 and 2), and when you are ready, browse to the bottom of the page to select the membership subscription or subscriptions you require, and add these to your basket.

For our example Anne Athlete is in year 8 so will be 13 on 31<sup>st</sup> August of the membership year and so will be an under 15 athlete (U15) under AAA rules.

For membership purposes the following schools years determine the age group

Years 7 and under = U13

Years 8 and 9 = U15

Years 10 and 11 = U17

Adjust the quantity if necessary and select the appropriate “Add to basket” button

In our example the following pop-up will appear

**Added to Basket** [Go to basket >](#)

1 x Annual Subscription (U15) (Code: JUN15) - Standard subscription

### My basket

Product	Price
Annual Subscription (U15) (Code: JUN15) - Standard subscription	£25
<b>Total</b>	<b>£25</b>

[Close](#) [Checkout >](#)

Add any further subscriptions you require

## 2.3 My basket

You can review the contents of your basket at any time using the “My basket” button at the top right hand corner of the page.

This allows you to remove items that have been added incorrectly.

In our example the basket will look like this

My basket	
Product	Price
<a href="#">Annual Subscription (U15) (Code: JUN15) - Standard subscription</a>	<a href="#">Remove</a> £25
<b>Total</b>	<a href="#">Remove all</a> <b>£25</b>

[Back](#) [Checkout >](#)

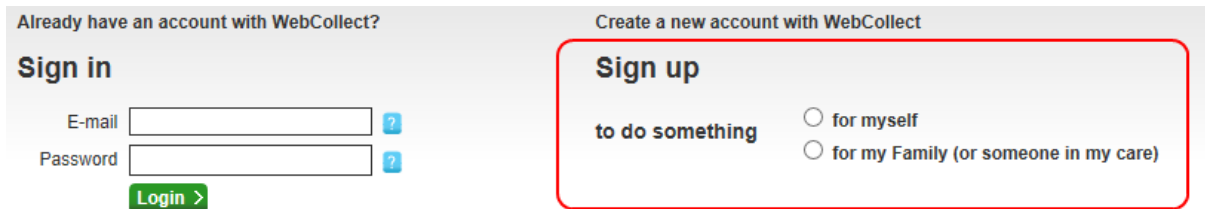
Note that this system is designed to allow multiple family members to be managed under a single WebCollect account so if more than one member of your family will be a member add their subscriptions to the basket.

## 2.4 Checkout

Once you have reviewed your basket a “Checkout” button will be displayed at the top right hand corner of the page. If this button cannot be seen select the “My basket” button to view your basket. When you are ready to continue press the “Checkout” button.

## 2.5 Signing up

The system will now display a Sign in/Sign up page. As a new user you should select one of the two options under “Sign up”. If you are creating a membership for only yourself select the “for myself” option. If you are creating membership for multiple family members, or on behalf of a junior athlete, select the “for my Family (or someone in care)” option



Already have an account with WebCollect? Create a new account with WebCollect

**Sign in**

E-mail  ?

Password  ?

[Login >](#)

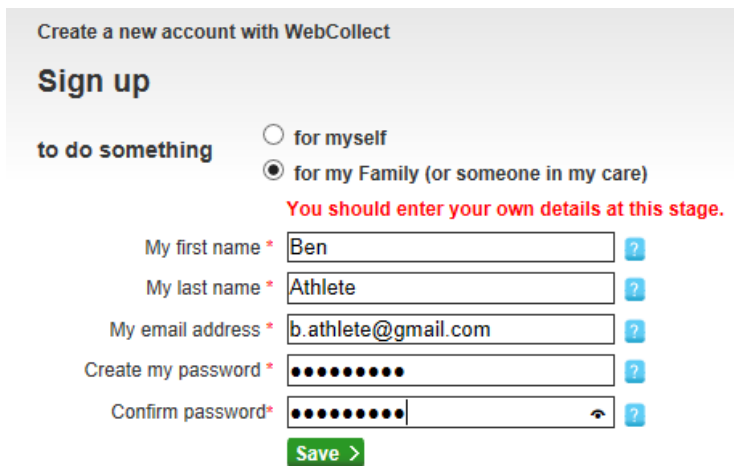
**Sign up**

to do something

for myself

for my Family (or someone in my care)

In our example we are setting up a membership of a junior athlete so will select the “for my Family (or someone in care)” option. Once an option has been selected further details will be requested. At this point please fill in **your** details (if applying for other people their details will be entered later)



Create a new account with WebCollect

**Sign up**

to do something

for myself

for my Family (or someone in my care)

**You should enter your own details at this stage.**

My first name \*  ?

My last name \*  ?

My email address \*  ?

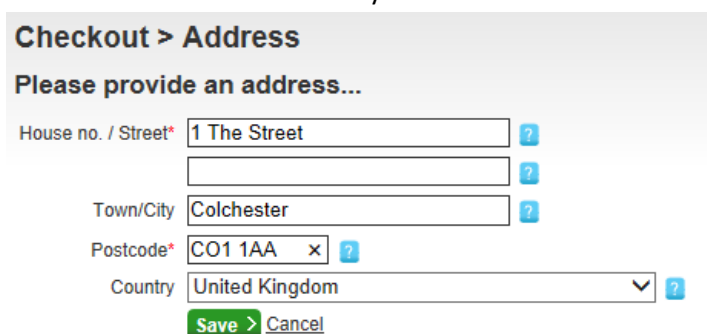
Create my password \*  ?

Confirm password\*  ?

[Save >](#)

Press “Save” to continue

You will now be asked to fill in your address



**Checkout > Address**

Please provide an address...

House no. / Street\*  ?

?

Town/City  ?

Postcode\*  x ?

Country  ?

[Save >](#) [Cancel](#)

Press “Save” to continue

At this point a WebCollect account will be created and an email sent to you to confirm this

## 2.6 Adding family members

The system will now take you to the family members page. This allows you to assign family members to subscriptions.

**Checkout > Family members** Family name  ? [Save changes >](#)

Please review/complete your Family members

**Family members**

Personal details	Family admin ?	Auth'd by	Remove ?
Ben Athlete	<input checked="" type="checkbox"/>	COLCHESTERHARRIERSAC ?	No

**Add new Family member**

First name\*  ?

Last name\*  ?

Has own email? Yes  No

Email  ?

[Add >](#)

**Assign members to subscriptions**

Please assign the correct members from your Family to the items in your basket listed below. If one or more Family members are not listed please add them first using the Add new box above.

Subscription	Assigned to	
Annual Subscription (U15) (Code: JUN15) - Standard subscription	<input type="text" value="Please select..."/>	<a href="#">remove from basket</a>

[Proceed to Family details and checkout >](#)

If you are applying for membership for yourself you will be able to select your name from the drop down list next to the subscription and continue to the family details page. Otherwise (as in our example) you will need to add a new family member.

For each additional family member fill in the details and press “Add>”

**Add new Family member**

First name\*  ?

Last name\*  ?

Has own email? Yes  No

[Add >](#)

The new family members will now be listed. Once all have been added you can use the drop down boxes against each subscription to select the family member to which this applies. In our example this will be as follows

**Checkout > Family members** Family name  ? [Save changes >](#)

Please review/complete your Family members

**Family members**

Personal details	Family admin ?	Auth'd by	Remove ?
Ben Athlete	<input checked="" type="checkbox"/>	COLCHESTERHARRIERSAC ?	No
Anne Athlete	<input type="checkbox"/>	No	<a href="#">remove</a>

**Add new Family member**

First name\*  ?

Last name\*  ?

Has own email? Yes  No

Email  ?

[Add >](#)

**Assign members to subscriptions**

Please assign the correct members from your Family to the items in your basket listed below. If one or more Family members are not listed please add them first using the Add new box above.

Subscription	Assigned to	
Annual Subscription (U15) (Code: JUN15) - Standard subscription	<input type="text" value="Anne Athlete"/> ?	<a href="#">remove from basket</a>

[Proceed to Family details and checkout >](#)

When all subscriptions have been assigned select the “Proceed to Family details and checkout >” button

## 2.7 Checkout – Family

The system will now request more information about each family member. A separate tab will be displayed for each family member

Ben Athlete Anne Athlete

**Member details**

Title  ?

First name  ?

Last name  ?

Email  ?

Home phone  ?

Mobile phone  ?

Work phone  ?

Date of birth  ?

[Save >](#) [Cancel](#)

**Addresses**

House no. / Street\*  ?

?

Town/City  ?

Postcode\*  ?

Country  ?

[Save >](#) [Cancel](#) [Remove](#)

**Membership for Ben Athlete**

Are you applying for membership? Yes  No  If you are applying as an account administrator please tick "No".

Communication\* I am happy for the Colchester Harriers to contact me by the following method (s) :

Email  I do not wish to be contacted directly  Phone  Post  Text

[Save >](#)

Fill out information on each of the tabs for each member.

NOTE: the option “Are you applying for membership?” option should be set to “Yes” for anyone wishing to become a member. If you are just setting up membership on behalf of someone else you can leave this option as “No”.

In our example Ben Athlete will not become a member as he is setting up membership for his daughter Anne. However on Anne’s tab this option should be set to “Yes”

When the “Yes” option is selected the form will expand and further fields will be requested.

Please fill out all the fields referring to the notes below.

Press “Save” to save the details. If there is a problem with any of the fields these will be highlighted. Correct the faults and press “Save” to try again. Note that if you switch tabs without performing a successful save the details you have entered may be lost!

Once all details for all members have been added press the “Proceed to checkout >” button to continue.

### 2.7.1 Additional note – Temporary email address

If you add a family member with no email address the system will assign a temporary email address to that user in the form “name@temp.webcollect.org”. This is required by the system and should be left as entered

### 2.7.2 Additional note – England Athletics Number

The England Athletics number is a unique number issued to all athletes when they first register with the association. This number is required for entries into association championships. If you know the number please enter it.

If you are a new member you will not have a number and you should leave this field blank. A number will be issued by England Athletics when the club registers you and the number will be entered into the system on your behalf.

## 2.8 Checkout – forms

The system will now ask for additional information about participation for each member with a competitive membership submission.

On these forms select “Yes” against participation and fill in the relevant information

**Checkout > Forms**

Please complete/review this information and save to proceed

**Annual Subscription (U15) (Code: JUN15) - Standard subscription**

Events for **Anne Athlete**

Participation\* Yes  No  I am interested in

Road Running Yes  No

Cross Country Yes  No

Track & Field Yes  No

Triathlon Yes  No

Caravanning, camping, rambling and cycling Yes  No

Coach I am allocated to

Annette Bland  Chris Akehurst  Dave Smith  Dave Wright  Gemma Smith  Karen Wheat  Lance Williams

Linda Garnham  Melvyn Smith  Paul Strutt  Paul Young  Pete West  Rick Thompson  Rob Earle

Sally Dobson  Steve Garnham  Tonie Wilson

Training\* I wish to attend the following sessions

Sunday morning  Thursday evening  Tuesday evening

**Save >**

Fill out as much information as possible. If you don't know your lead coach or coaches leave this blank. All these details can be amended later if required.

Fill in the details and press “Save” to continue. When all details have been added for all relevant family members the system will take you to the application confirmation page

## 2.9 Application Confirmation

When the system has gathered all the necessary information you will be taken to the confirmation page

### Application Confirmation

The following members require approval by Colchester Harriers Athletic Club:

Mr Ben Athlete

Miss Anne Athlete

**Your application details:**

**Order items**

Product		Form		Price
Annual Subscription (U15) (Code: JUN15) - Standard subscription Assigned to: Miss Anne Athlete <a href="#">change</a>	<a href="#">Remove</a>	<a href="#">View</a>	<a href="#">Edit</a>	£25

[Confirm application >](#)

Review the details and press “Confirm application >” to proceed.

After pressing the button a submitted page will be shown as below and an email sent to you.

### Checkout > Application Submitted

For the following members:

Mr Ben Athlete

Miss Anne Athlete

**Your Application has been submitted to Colchester Harriers Athletic Club**

**What happens next?**

Once Colchester Harriers Athletic Club has accepted your application you will receive an email. Click on the link in the email to complete the process and make payment.

**What would you like to do now?**

[Go to my account >](#) [Log off](#)

Back to [Colchester Harriers Athletic Club home page](#)

At this point the club will verify your applications and respond by email (usually within a few days). This email will contain information about paying for your subscriptions. You can review your account at any time by logging into the system and returning to your home page, or by pressing the “Go to my account >” button on the submitted page



### 3 My home page

You can log back into the system at any time to review the status of your request  
Simply go to the WebCollect home page and log in using your email address and password you set up earlier

<https://webcollect.org.uk/colchesterharriersac>

Once you have logged in, you are taken to your personalised home page.

The screenshot shows a user's personalised home page with four main sections:

- My subscriptions current**: Shows "no current subscriptions" and a link to "Browse subscriptions".
- My family**: A table listing family members with columns for Name and Family admin.

Name	Family admin
Ben Athlete	Yes
Anne Athlete	No

Below the table are links: Edit, Members, Details, Membership forms.
- My profile**: A form showing personal details: Title (Mr), First name (Ben), Last name (Athlete), and Email (b.athlete@gmail.com). Below are links: Edit, Details, Password, Addresses.
- My recent orders**: A table listing recent orders.

Order ID	Date	Items	Amount	Description
62168	02-04	1 item	£25	Application Su...

Below the table is a link: View all.

This contains the following main sections

#### 3.1 My subscriptions

This section displays your current membership subscriptions initially this will be blank until your recent order is approved by the club

#### 3.2 My family

This section lists the family members. You can amend any personal data here at any time.

#### 3.3 My profile

This section contains your details for this account including contact address, email and phone numbers. All these details can be amended along with your account password

#### 3.4 My recent orders

This section displays any orders that have recently been placed, and provides links to allow their progress to be tracked.