



This guidance sheet is for Bromley Canoe Club members who are not members of British Canoeing and do not hold an account with BC. If you hold (or previous held) a British Canoeing membership, your details will already be set up on the Go Membership system.

Step 1

First, you will need to create a Go Membership account using the British Canoeing website. You can do this by following this link <https://www.britishcanoeing.org.uk/>

Then click sign in, which will take you to the login page.

Notes / Q&A

Why do I already have a Go Membership account?	British Canoeing integrated the Go Membership system in 2017. All new and existing British Canoeing members have been placed onto this system.
Who holds my data?	The data on your British Canoeing profile is held by British Canoeing and Go Membership. Bromley Canoe Club does not actual hold this information. However, administrators of the club have access to it (currently the Executive of the Committee)
How much does Go Membership cost Bromley Canoe Club?	<p>Go Membership is provided free of charge to Bromley Canoe Club by British Canoeing.</p> <p>There is no charge for the membership management system as long as Bromley Canoe Club remains affiliated with British Canoeing.</p> <p>Go Membership provides additional club services such as online bookings for events and trips and an emailing system. These functions have a fee, which is £33 per quarter.</p>

Here, you will need to click on the 'New Member?' 'Sign up' button

The screenshot shows a login and sign-up form. At the top, there are two tabs: 'Login' and 'What's My Username?'. Below the tabs, there are input fields for 'username' and 'password', each with a corresponding icon (a person for username and a lock for password). A green 'Login' button is positioned below these fields. To the left of the 'Login' button is a checkbox labeled 'Remember me', and to the right is a link labeled 'Forgot password'. At the bottom of the form, there are two buttons: 'New Member?' and 'Sign Up'. The 'New Member?' button is white with a blue outline, and the 'Sign Up' button is green. Both buttons are circled in blue.

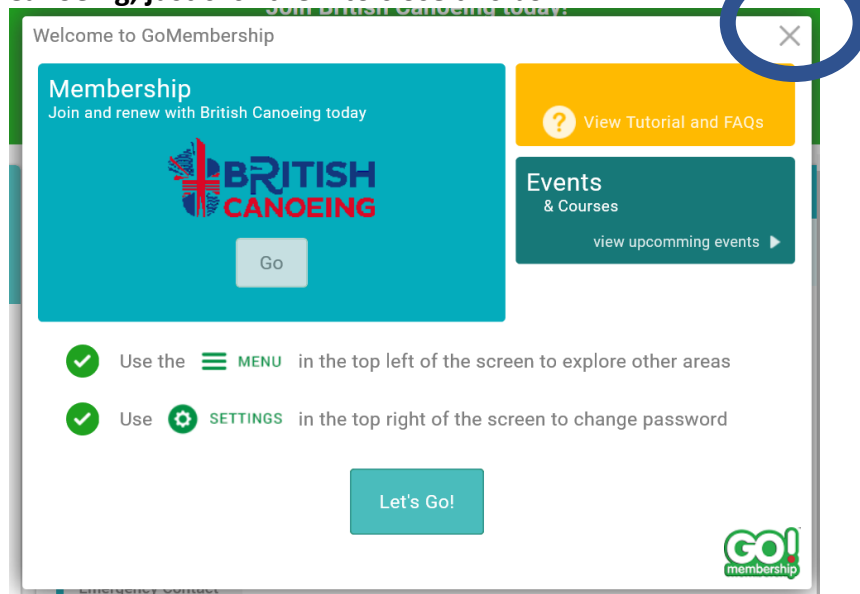
Complete the details required as required:

The screenshot shows a registration form titled 'Register with British Canoeing today'. The form is divided into three sections: 1. Personal Details, 2. Address Details, and 3. Account Details. Section 1 includes input fields for 'First Name', 'Last Name', 'Email Address', and 'Contact Number', as well as a 'Date of Birth' section with dropdowns for 'Day', 'Month', and 'Year', and radio buttons for 'Male' and 'Female'. Section 2 includes input fields for 'Line 1' and 'Line 2', and a 'Town' and 'County' section with a 'Select County' dropdown. Section 3 includes input fields for 'Username' and 'Password'. A green 'Continue' button is at the bottom of the form.

Once entered, click continue. You will need to either option in or out to the Privacy Notice and agreed to the Terms and Conditions set out by Go Membership.

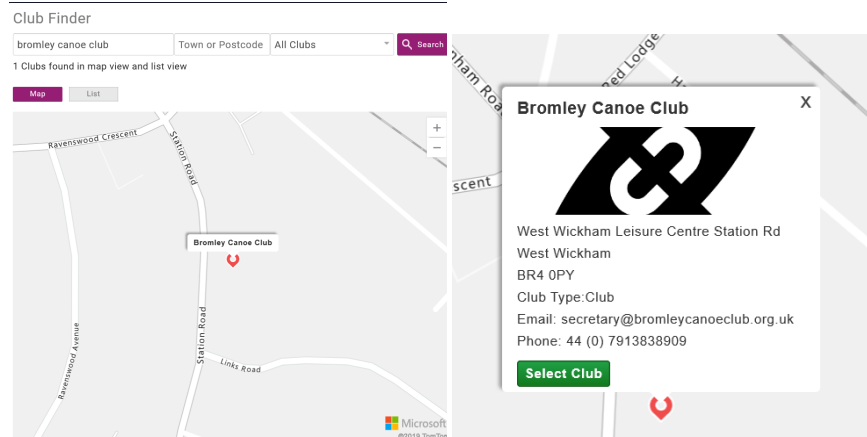
What will happen to Web Collect?	After October 2020, Web Collect will no longer be used to manage the membership details of Bromley Canoe Club. This will save the club an annual fee, which is currently paid to Web Collect.
Do I have to buy a membership to British Canoeing?	No. You do not need to purchase a membership to British Canoeing to use the Go Membership system.
Why do I have to set up a profile with British Canoeing?	British Canoeing are providing the Go Membership system free of charge to Bromley Canoe Club.
Will British Canoeing contact me to persuade me to buy a membership?	When setting up your profile, you are automatically opted out for marketing. If you opt in, they will contact you.
Should I consider a British Canoeing Membership?	It might be worth membership as it will reduce your annual club membership to Bromley Canoe Club. Also, there are various other benefits available
Who can see my information?	Only the Executive can see your details entered onto Go Membership.

On your first login, there will be an opportunity to join British Canoeing with a membership. **YOU DO NOT NEED TO JOIN BRITISH CANOEING.** However, you may consider this as an option if you wish to do so. If you do not wish to join British Canoeing, just click the X to close this box.



## Step 2

You must now link your account to Bromley Canoe Club by using the 'My Clubs' section. Click on the 'Select Club' box and enter Bromley Canoe Club in the search box. Click on Bromley Canoe Club to show the club details and click on 'Select club'



## Notes / Q&A

What happens if I do not find Bromley Canoe Club?

Your profile and details will not be visible to the administrators of Bromley Canoe Club and you will not be able to renew your membership from October 2020

### Bromley Canoe Club will now apart in your profile:

The screenshot shows a user profile for the Bromley Canoe Club. The 'MY PROFILE' section has tabs for PROFILE, MEMBER DETAILS, MEMBERSHIP, and ADDITIONAL DETAILS. The PROFILE tab is active, showing a user profile with a placeholder image, a 'Basic Details' section with 'Test Membership', email 'bromleycanoeclub@btinternet.com', gender 'Male', and date of birth '06/03/1981'. There is an 'Update Details' button. The 'MY CLUBS' section shows a 'Select Club' button and a card for 'BROMLEY CANOE CLUB' with a star icon and a 'Member' status.

**Step 3**

Please add an Emergency Contact to your profile by clicking on the 'Emergency Contact' tab. You can add as many Emergency Contacts as you wish.

The screenshot shows the 'Emergency Contact' tab selected in the 'MY PROFILE' section. It features a table with columns for 'First Name', 'Surname', and 'Contact Number'. There are 'Add' and 'Remove' buttons at the top right of the table. The left sidebar shows 'Emergency Contact' as the active tab, with 'Basic Details' and 'Equality' also visible.

### Notes / Q&A

Why do I not need to add my Bromley Canoe Club members until October 2020?

The club will be in a transition period from Web Collect to Go Membership. During this period, club members who have purchased their current membership on Web Collect will need to wait until October 2020 to renew. Otherwise, there will be two memberships in place for a club member. After September 2020, a Bromley Canoe Club membership cannot be renewed on Web Collect

What happens if my emergency contact details change?

All club members are responsible for updating their emergency contact details and keeping this information up to date.

**Step 4**

Please complete the Medical and Health Consent form, under 18 consent forms (for anyone under the age of 18) in the 'My Profile' section and 'Additional Details' tab

### Notes / Q&A

Why must I complete the 'Medical and

The committee want to move away from paper forms and the issues around the

**MY PROFILE**

PROFILE

MEMBER DETAILS

MEMBERSHIP

ADDITIONAL DETAILS

British Canoeing

Bromley Canoe Club

**Bromley Canoe Club Profile**

**Bromley Canoe Club Profile**

MEDICAL AND HEALTH CONSENT FORM - 2020 PADDLING

UNDER 18 CONSENT FORM (CHILD 1) - WEST

UNDER 18 CONSENT FORM (CHILD 2) - WEST

UNDER 18 TRIP CONSENT FORM - 2020 PADDLING

Do we need to know any medical or health information that may affect your paddling? Please answer "Yes" or "No"

If answering yes, please provide relevant details below including any medical or assistance you may require. If answering no, please state "N/A"

Health Consent Form' in My Profile	compliant storage of members data. By using the Go Membership system, all information is provided by members and stored securely without the need for paper forms.
Who is responsible for updating the details on the 'Medical and Health Consent Form'?	Club members are responsible for managing and updating any details on this form. As the form is held within the membership profile, a club member must update their details if something changes. For example, a change in a member medical and health would need to be updated by club members. Bromley Canoe Club cannot be responsible for details that are not updated or accurate.
Who is responsible for keeping all youth consent forms up to date?	Parent / guardians are responsible for keeping all details and information up to date. You only need to complete a consent form once regardless of the number of trips attended. However, if medical details and emergency contact details change, the parent / guardian must update this. Failure to do so might result in an important detail being missed.