

# KCACR Membership Database

The membership database of the Kent County Association of Change Ringers



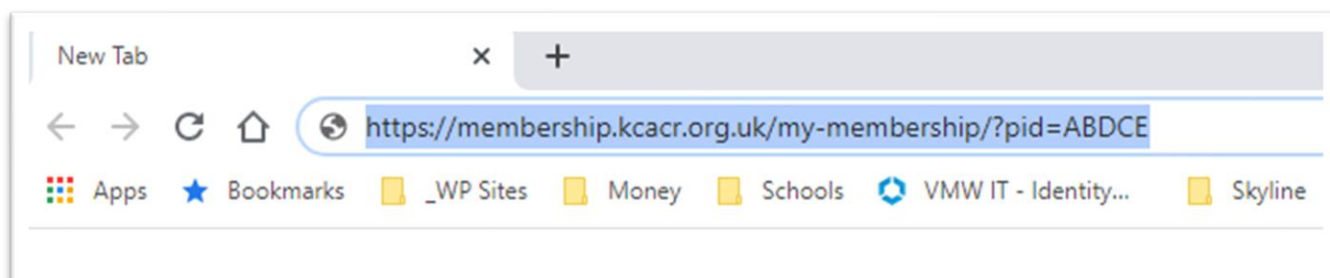
## Initial setup for existing members

Please follow the instructions below to access your membership record for the first time, and make your first renewal payment.

- 1) Your Tower Captain or a local District Officer will have provided you with a secure link to access your membership record for the first time. This link can only be used once – as soon as you update your membership record, the URL will change, and you will only be able to access your record using your email address and password. The URL will look like this:

**<https://membership.kcacr.org.uk/my-membership/?pid=ABCDE>**

- 2) Open a web browser either on your computer, tablet or phone and enter the link you have been provided into the address bar and hit **Enter** or **Go**. Depending on how you have received the link, you may also just be able to click on it on your device (e.g. if you have received it by email):



- 3) You will now be taken to your membership record, which will look like this (note that your 4-digit Membership Number is displayed at the top of your record):

## My Membership

Below are your personal membership details as they are held on the database today. You can make changes as required, but please ensure you click 'Save' at the bottom of the page when you have finished.

Fields marked with an asterisk (\*) are required.

Membership Number	1060
First Name*	Doug
Last Name*	Davis
Address Line 1	
Address Line 2	
Address Line 3	
Town	

## Logout

To securely log out of your membership record, please click the **Log Out** button below.

 Log Out

## Renew your subscription

Next Payment Due Date  
January 1, 2021

When your subscription renewal becomes due (see the **Next Payment Due Date** above), please click the button below to make a payment or, if you don't pay, confirm you are still active.

Please make a note of your membership number, as this will be required to process your renewal.

 Renew Subscription

- 4) The first task is to make sure your membership record contains up-to-date information including contact details, a secure password, home tower, whether you are a tower officer etc. Once you have updated all the information, click Save at the bottom of the screen:

Save Your Changes	Save
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- 5) The next thing you need to do is renew your subscription for the coming year. Whether you need to pay (Adult, 18 & Under or Associate) or are eligible for free membership (80 or over, Vice President, Honorary Life Member, existing Life (Legacy) member) you still need to follow the renewal process on an annual basis to confirm your information is up to date and that you are still actively ringing.

Click on the **Renew Subscription** button on the right-hand side of the screen (or further down the screen on mobile devices), ensuring you have made a note of your Membership Number as this will be required:

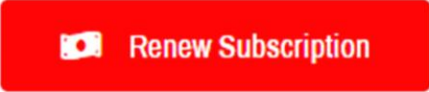
## Renew your subscription

Next Payment Due  
Date

January 1, 2021

When your subscription renewal becomes due (see the **Next Payment Due Date** above), please click the button below to make a payment or, if you don't pay, confirm you are still active.

**Please make a note of your membership number, as this will be required to process your renewal.**

 Renew Subscription

6) You will now be taken to the **Renew your subscription** page as shown below:

## Renew your subscription

Your subscription renewal payment can be made below – simply complete the form, ensuring your membership number and email address match your membership details, and then choose to pay either via PayPal or offline. If you don't need to pay and are just confirming you are still active, please choose the Pay Offline option.

Membership Number

Email\*

Payment Type

PayPal  Pay by Cheque/Cash/Bank Transfer (select this option if you are 80 or over &/or don't need to pay)

Pay by Cheque/Cash/Bank Transfer (select this option if you are 80 or over &/or don't need to pay)

Please see the details on how to make payment on the next screen.

Pay Offline (or no payment required)

7) Enter your membership number and email address in the form shown – these must match up with the information on your membership record. Then, select a payment option. The options are as follows:

**a. PayPal**

This is the simplest way to make a payment, either using an existing PayPal account (if you have one) or with a credit or debit card.

## b. Cheque/Cash/Bank Transfer (also known as Offline Payment)

If you don't have a PayPal account, or don't wish to make an online payment with a credit or debit card, you can do a bank transfer or send a cheque or cash directly to the KCACR Treasurer.


If you are eligible for free membership, please select the Offline Payment option – you won't have to do anything more, but your membership record will be updated in the background to reflect that you are still active.

- 8) Once you have entered the information and selected a payment option, continue to follow the on-screen instructions. Once your payment (online or offline, or no payment if eligible) has been made, you will be sent a confirmation email and taken to the confirmation screen as shown below:

**Congratulations! Your renewal has been successful.**

A confirmation email is on it's way. If you don't need to pay, no further action is necessary.




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If you paid by PayPal (either through a PayPal account or using your credit/debit card), no further action is required. When your subscription becomes due, you will receive an email with details on how to make payment.

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if you chose to pay offline:

  	<p><small>Please send cash or cheques payable to KCACR to:</small></p> <p>Mrs Maureen Poole KCACR Treasurer 17 Eatsfield Road Hythe Kent CT21 5PE</p> <p><small>Ensuring you provide your name and membership number.</small></p>	<p><small>For bank transfers, please use the following account details:</small></p> <p>Account Number: 66790875 Sort Code: 52-41-42</p> <p><small>Ensuring you include your membership number in the payment reference.</small></p> <p><small>Also please <b>send an email to the Treasurer</b> to let them know to expect a payment from you.</small></p>
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If you chose to pay offline, you will find instructions on how to make a bank transfer or where to send cheques/cash to on this screen.

And that's it! Your membership record is now setup, and you have renewed your subscription for the coming year. For further information on managing your membership record, please see the **Help** option on the Membership Database.