



How to sign up for a membership at Cransley Sailing Club using WebCollect New Members

Below is a guide to using WebCollect for new members

Click on <https://webcollect.org.uk/cransleysc>

At the bottom of the home page new members to click Browse Subscriptions

Select to either Sailing Members or SUP Members

Add your membership and if you have a boat or a SUP board add this to your basket too
(at this stage you can select to make monthly payments or pay in full)

Complete the information required. When you have done this you will see this:

Checkout > Application Submitted

Your Application has been submitted to Cransley Sailing Club for the following members:

Test Bull

What happens next?

Once Cransley Sailing 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 [Cransley Sailing Club home page](#)

You now need to wait for an email which will confirm your membership of Cransley Sailing Club. We aim to respond within 5 days but we are all volunteers so this may take longer

Application Accepted

Dear Mrs Bull

Your application: [937112](#)

Application Date: 31-05-2020 08:25

Your application has now been accepted.

[Click here](#) to complete the process and make payment.

If you have any questions in relation to this order, or the items it relates to, please contact your organisation at principal.cransleysailingclub@gmail.com.

When you click onto the link within your acceptance email it will take you to the log in page. Put the email address and password that you used to make your application.

This will come up on your screen:

Description	Tax	Price
SOCIAL MEMBERSHIP - Social Membership (Social Membership) Assigned to: Test Bull	0%	£40
Total		£40

[Make payment to complete this application](#)

Status history

Status	Date
Application accepted	31-05-2020 08:36
Application submitted	31-05-2020 08:25

Click onto Make payment to complete this application

You will then be asked to complete the application form for your membership, please fill in all the information. If you are applying on behalf of a junior you put your name here as you are purchasing the membership on their behalf, later you put his/her name on the membership form.

You can now select your method of payment at the checkout.

Checkout > Order confirmation

Please check the details of your order or make any changes. Then click **"Place Order"**

If payment is by Bank transfer please make your payment now using the reference sent to you by email.

Order items

Product	
SOCIAL MEMBERSHIP - Social Membership (Social Membership) Assigned to: Test Bull change	Remove

You can also remove your membership by clicking the remove button if you decide not to proceed.

Payment can be made via

Bank Transfer

Online Direct Debit (GoCardless)

Standing Order

If you have got to this page and you wanted to pay in monthly instalments you will need to go back to memberships and select to pay monthly. Don't forget to cancel your original subscription and start again.

This then comes up on the screen to allow you to make payment via Bank Transfer or to set up a Standing Order. You will also receive a confirmation email

Order success: Order Id #937120

You have now successfully completed the checkout process.

Confirmation Email

We have sent you an order confirmation email to: **????@gmail.com**

Payment

Order Total £110

You chose to pay by: **Bank transfer**

Please pay Cransley Sailing Club via Bank transfer

Your order is not confirmed until payment has been received. Thank you.

You now need to transfer £110 to this account:

Account name: Cransley Sailing Club

Account number: 40299456

Sort code: 20-45-77

Reference: eyjw9z37xa

Please make sure you use the above reference on your transfer.

Subscriptions

Subscriptions **will be issued when payment is received.**

What would you like to do now?

[Go to my account](#)

[Log off](#)

Once payment has been received by us you will receive this email, confirmation can take up to 7 days

Order Update

Dear Mrs Bull,

Order Number: 937120

Order Date: 31-05-2020 09:01

Payment Method: Bank transfer

Order Status: **Payment received**

The status of your order has been updated, as shown above.

You can check on the status of your order at any time, by going to My Orders in your account.

There was 1 subscription issued. View subscriptions.

You can go into your subscriptions at anytime and now you are a member you can click MyOrders above or go into your account via WebCollect to renew your membership subscription or to access your account.

Once you have paid your membership and you have received confirmation that payment has been received you can if you wish join our WhatsApp group, please email commodore.cransleysailingclub@gmail.com with your mobile number and ask to be added to the group.

We also have a Facebook page Cransley Sailing-Club

The website is a good source of information and new members should read the rules and regulations of the club before their first visit – please go to <https://www.cransley.org.uk/club-documents>

Sue Bull

Principal Cransley Sailing Club

principal.cransleysailingclub@gmail.com