

Membership Online

Club Secretary Guide to Submitting Online Memberships

Introduction

The document is provided for guidance purposes only to guide you through the process of registering membership applications online via your membership online account.

Club Secretaries can now apply to renew the following categories of renew membership applications online:

- New Members
- Riding members previously registered as a member of their club
- Non riding members previously registered as a member of their club
- Members transferring from another club

Please ensure that your club and its officers have been registered with National Office. Each year you must complete and return the **online Club Registration Form (F21/11)** in order to register your club.

Your club officers must also be registered with your initial membership application each year before your application can be processed.

Please be aware that orders can only be processed after we have received payment. This does not apply to orders paid for online by debit or credit card. Payment instructions for cheque and EFTs is available below.

Orders, that have been paid online, will be processed as soon as possible but please allow up to 10 working days from receipt of payment.

Please note that EFT payments can take longer than 10 working days to process. If you need a membership processed quickly, please ensure to pay by debit or credit card and ensure enough time is given for National Office to process your application.

Please note, until the order is processed and complete and the club is in receipt of their membership card, those members are NOT registered with the Association of Irish Riding Clubs and are not insured to participate at any A.I.R.C. activities.

Step by Step Instructions

To submit an application to renew membership applications online, please follow the instructions in the document.

1. Log into your membership online account. Use the link 'Membership Online Login' on www.airc.ie.
2. Click on the members tab (it's located beside the *My Account* tab on the left!)
A list of your current registered members will appear by default.

AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
3493	Member 1, Test	Test Riding Club	AP	I	I	1998	Lapsed	In Renewals Cart
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Lapsed	Add To Renewals Cart
2830	Member 2, Test	Test Riding Club	P	P	UG	2014	Lapsed	In Renewals Cart
277	Member 3, Test	Test Riding Club	P	P	UG	2014	Lapsed	Add To Renewals Cart

3. To find a member who was previously registered to your club in the previous calendar year or prior to that, use the search filters on the left hand side. You can search by membership number, their first name or surname.

The default setting is at approved and this means only current registered members will show. Please ensure to select the appropriate category as outlined below:

Pending: Incomplete online renewal application. Please note that these have not been sent to National Office.

Incomplete: Application received but is missing information or payment

Approved: Current registered members

Lapsed: Members registered in the previous calendar year but not yet renewed.

Archived: Members previously registered but not in the previous calendar year.

Filters

No.

Firstname

Lastname

Dressage

Show Jumping

Cross Country

Status

Note: To find a member registered to your club in the previous calendar year or prior to that, use the Status filter above membership number or surname.

All
Pending
Incomplete
Approved
Lapsed
Archived

4. To add a new membership to your club, click on the add new member to cart.

Members List

Register Members In Cart

Add New Member To Cart

AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
3493	Member 1, Test	Test Riding Club	AP	I	I	1998	Lapsed	In Renewals Cart
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Lapsed	Add To Renewals Cart

Complete the details as required on the form and ensure to include the members grades, if a riding member, and when finished click on add to cart:

Add New Member To Cart

Personal Details

First Name

Last Name

Gender x ▾

Date of Birth.

Address 1

Address 2

Address 3

Town / City

County x ▾

Eircode

Home Tel.

Mobile Tel.

Email

Riding Member ☒ Yes ☐ No

Applicants Photo (jpeg only) No file chosen

Grades

Dressage x ▾

Show Jumping x ▾

Cross Country x ▾

Add To Cart

Cancel

You can upload the members passport image if you have it to hand, if not, please email this to National Office as soon as possible thereafter to ensure the application can be processed.

6. To renew a person's membership, click on the 'Add to Renewals Cart' button. You can select as many members as you wish to renew at this point. **Note:** The status turns to 'In Renewals Cart' when selected.

Members List								
								Register Members In Cart
								Add New Member To Cart
AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
3493	Member 1, Test	Test Riding Club	AP	I	I	1998	Lapsed	In Renewals Cart
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Lapsed	Add To Renewals Cart
2830	Member 2, Test	Test Riding Club	P	P	UG	2014	Lapsed	In Renewals Cart

7. When you've selected or added all of the members you wish to register, or newly added members, click on the Renew Members in Cart button.

Members List								
								Register Members In Cart
								Add New Member To Cart
AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
3493	Member 1, Test	Test Riding Club	AP	I	I	1998	Lapsed	In Renewals Cart
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Lapsed	Add To Renewals Cart
2830	Member 2, Test	Test Riding Club	P	P	UG	2014	Lapsed	In Renewals Cart

This will bring you to the order summary page where you can see the members you selected to renew their membership. If you selected someone by mistake, you can remove them at this stage.

If you need to amend a members details, you must click on Add Note:

New/ Renewal Member List							
<p>Note 1: If a renewing members status is changing from Rider to Non rider or vice versa, then click the Change button in the Rider column for that member and update their record before paying.</p> <p>Note 2: If you need to add a note to a specific member before submitting them (e.g. to request a grade change, change postal address, etc), then click the Add Note button in the Name column for that member and update their record before paying.</p>							
AIRC No.	Name	D.O.B	Year Paid	Rider	New/ Renew	Fee	Action
2830	Test Member 2 Add Note	01-Jan-1970	2014	Y Change	Renew	65 EUR	Remove
3493	Test Member 1 Add Note	01-Jan-1970	1998	Y Change	Renew	65 EUR	Remove

Here you can change a members status from riding to non-riding or vice versa. If you wish to change a members grades or postal address, you must include a note in the renewal note box.

8. On the order summary page, a summary is provided along with a number of payment options:

You can continue to pay by a club issued cheque or by bank transfer. If you choose this option, your order will remain 'Incomplete' until payment is received. Any new members will not be listed on your account until the application has been processed at National Office.

If you choose to pay online, you will be redirected to a payment page where you can enter your payment details. Please note a transaction charge will apply to your application. **If your application is urgent, we recommend that you pay by credit or debit card.**