

Reference: D90a/14 **Issued:** 15/12/2014 **Amended:** 06/12/2017

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.

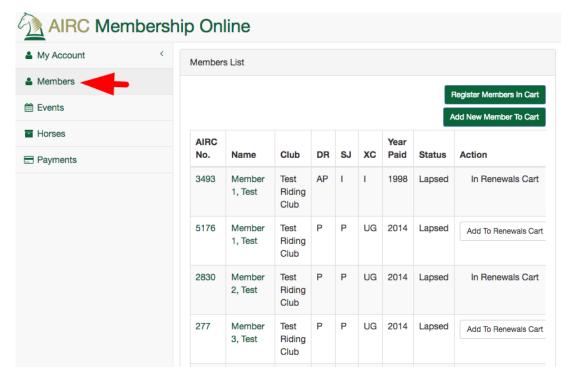
Please note, until the order is processed and complete and the club is in receipt of their membership card, those members are NOT registered with the Association of Irish Riding Clubs and are not insured to participate at any A.I.R.C. activities.

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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.



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:

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

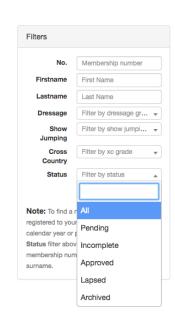
<u>Incomplete:</u> Application received but is missing information or

payment

Approved: Current registered members

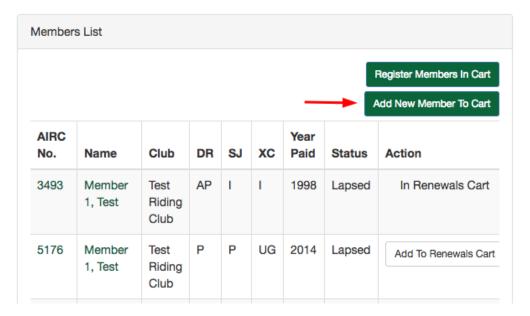
Lapsed: Members registered in the previous calendar year but not yet renewed.

<u>Archived:</u> Members previously registered but not in the previous calendar year.

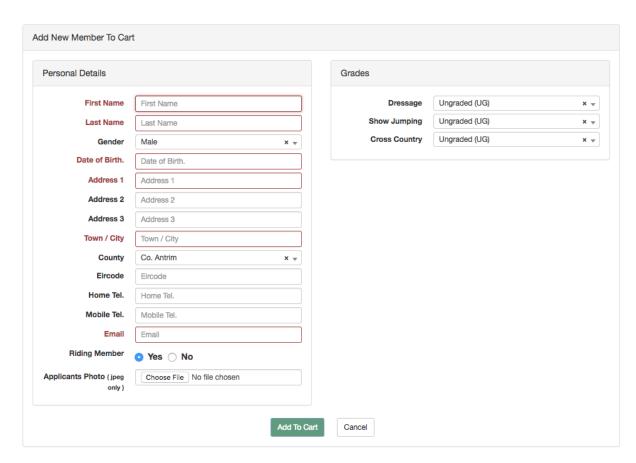


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4. To add a new membership to your club, click on the add new member to cart.



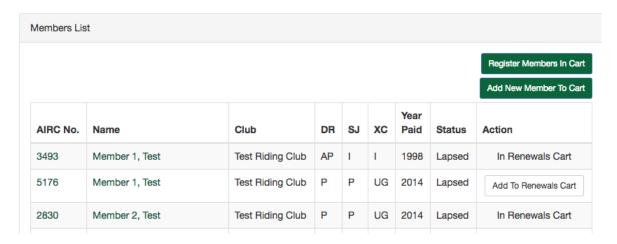
Complete the details as required on the form and ensure to include the members grades, if a riding member, and when finished click on add to cart:



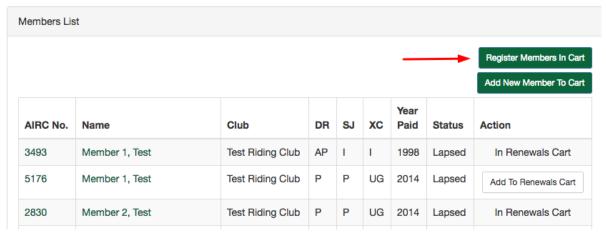
You can upload the members passport image if you have it to hand, if not, please email this to National Office as soon as possible thereafter to ensure the application can be processed.

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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.

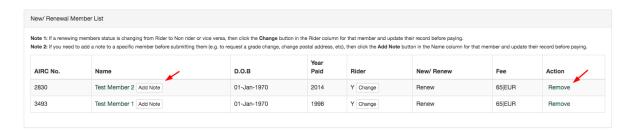


7. When you've selected or added all of the members you wish to register, or newly added members, click on the Renew Members in Cart button.



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:

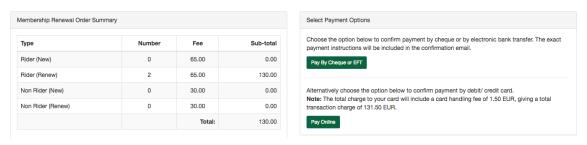


Here you can change a members status from riding to non-riding or vice versa. If you wish to change a members grades or postal address, you must include a note in the renewal note box.

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Add Note Or Change Rider Status	
Name	Test Member 1
Riding Member	○ Yes ○ No
Renewal Note	Change of Grade: SJ from I to AI New Postal Address: Address Line 1 Address Line 2 Town/City County
	Save

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.

Payment instructions along with an order summary will be emailed to your club mail account (i.e. clubname@airc.ie).

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.



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