



Membership User Guide

If you wish to apply to join Chobham and District Rifle Club (CDRC) and need a little help completing the online application form, or you are an existing member and wish to be reminded of the membership management system's ('Membermojo') functions available to members then please read on.

This guide takes you through the following sections:

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Membership system background

'Membermojo' is a commercial UK cloud-based software product that stores all members' details securely.

Membermojo provides an online portal through which all categories of CDRC members may sign-in from their home computer or smartphone to update their own personal details as and when they change, eg home address, relevant medical conditions, photo ID etc, and also to have read access to CDRC published guidelines and formal documents.

The system improves the accuracy of existing and new member data, helps to reduce the turnaround time of new member applications, and enhance email communications with the membership. The overall management of this system and your personal data will continue to be overseen by the club's Membership Secretary.

Your personal data will be stored and processed in accordance with the CDRC Privacy Policy. If you have any such queries concerning your data, please contact:

datacontroller@chobhamrifleclub.org.uk.

Visitors

Before deciding to join the club, you are very welcome to visit the club's ranges and facilities in the village of Chobham, Surrey, UK.

In order to visit the club you must first complete a 'Visitor' registration in the 'Membermojo' membership system by clicking the 'Join Us / Renew' orange button on the Membermojo home page and entering the required information about yourself in the online form. If you need guidance completing the form then first checkout section '[Online form required information](#)' later in this user guide.

Once you have successfully completed the Visitor registration the Membership Secretary will contact you to arrange a convenient date and time to visit the club and meet one of our instructors for an informal chat.

As a Visitor you are NOT permitted to shoot any form of firearm (including air guns) at CDRC.

Having visited the club we hope you will wish to apply for membership. Please contact the Membership Secretary so they can update your Membermojo record to a membership application – you will then need to sign in to your Membermojo online portal to add the final details for the application.



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Guests

People who are not members of CDRC but wish to shoot as a special occasion at CDRC can only do so if they are a minimum age of 12 years and who satisfy the CDRC membership criteria as either:

- A full shooting member of another UK Home Office approved shooting club.
- A member of a recognised outside organisation, eg Scouts, Guides, Cadet Forces, schools, and is participating in one of the Club's maximum of 12 annual formal 'Guest' shoot events.
- Someone who is known personally to at least one full member of the club and is participating in one of the Club's maximum of 12 annual formal 'Guest' shoot events.

Each person wishing to shoot must register on the Membermojo membership system by clicking the '**Join Us / Renew**' orange button on the Membermojo home page and entering the required information about themselves in the online form - being sure to select the membership type as Guest. The applicant must then await formal approval from the CDRC Chairman before arriving at the Club.

Guest members are subject to a fee for each day they shoot, that includes their daily range fee, as published on the Club's Membermojo home public page.

New membership applications

The various types of membership, either shooting or non-shooting, are listed on the CDRC Membermojo website home page which includes the current joining fees.

New applicants wishing to become shooting members will start with a probationary period of training lasting a minimum of 3 months in compliance with the UK Home Office. Most probationer members with no shooting background can take up to around 6 months to complete their training program.

If you had **not** previously registered as a 'Visitor' on the CDRC membership management system please start your new membership application in the Membermojo system by first clicking on the '**Join Us / Renew**' orange button on the Membermojo home page and enter the required information about yourself on the online form. If you need guidance completing the form then first checkout section '[Online form required information](#)' later in this user guide.

Note - when completing the online form the drop-down field 'Membership' will show the various membership types available for shooting (probationer), or non-shooting (parent supervisor or social memberships).



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Membership types

This process overview is intended to assist anyone wishing to apply for membership of CDRC by providing further clarification of the online CDRC Membermojo membership application and associated probation period.

Probationary Memberships:

- **Probationer – Adult** (also covers ‘Country’ membership)
- **Probationer – Student**
- **Probationer – Junior** (*supporting parent or guardian must also complete their own separate online application for ‘Parent Supervisor’ membership)

When a probationary member completes their probation period and accepts an offer from the CDRC committee to join the club their membership type would then be converted by the Membership Secretary to a ‘full’ member, as shown below, whereupon the corresponding ‘full’ membership fee would be due.

As CDRC operates on a fixed calendar date (**end of September**) for the annual renewal of full memberships, when a probationer member is accepted as a full (shooting) member of CDRC this is likely to be part way through the Club’s annual membership year. Depending on how many months of the membership year remain, a sliding scale for the membership fee reduction is applied as shown below – the additional, one off, joining fee must be paid in full. Once the following annual membership renewal date is reached then the new full member will pay the standard full membership fee along with all other full members.

First whole month of new full membership	Full membership rate reduction
October - December	No reduction
January - March	25%
April - June	50%
July - September	75%

Shooting ‘Full’ Memberships:

- **Adult (full)**
- **Student (full).** *Note – when a member exceeds the age or education criteria (see CDRC Membermojo home page) they must apply for adult (full) membership by emailing the club’s Membership Secretary in the first instance.*
- **Junior (full).** *Note - when a member exceeds the age criteria (see CDRC Membermojo home page) they must apply for Student (full) or Adult (full) membership as applicable by emailing the club’s Membership Secretary in the first instance.*



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- **Country (full).** Note – this membership is reserved for those who live too far from the CDRC clubhouse and ranges to frequently visit the club. They pay a small range fee each time they wish to shoot at the club's facilities. Country members must be a full member at another approved shooting club which is their 'Primary' club in respect of their FAC, however, they will still need to attend the induction briefing, complete the induction program, and serve the minimum probationary period of 3 months before being considered for 'full' Country membership status.

Non-shooting Memberships:

- **Parent Supervisor** (*linked to junior probationer application)
- **Social** membership is a non-shooting category of membership for those who would like an affiliation with the club but do not wish to shoot.

Junior membership

CDRC very much encourages young people (12 to 17 years inclusive) to join the club and develop their shooting skills, which can be in support of their Duke of Edinburgh award (Bronze, Silver and Gold).

For junior members at least one of the young person's parents or guardians must also be a member of CDRC, either as a full shooting member or as a non-shooting member (eg 'Parent Supervisor' or 'Social' membership).

PLEASE NOTE - both the young person and their parent/guardian must each complete a separate Membermojo online application. It is essential that the email address of the Junior applicant is the same as that used in at least one of their parent/guardian applications in the Membermojo system.

Then, you can sign in to your Membermojo online portal using the email address of the parent/guardian and access both membership records.

PLEASE NOTE - for safeguarding purposes ALL Junior members MUST be accompanied at CDRC by at least one of their parent/guardians registered in the membership system.

For existing Junior members whose parent/guardian is NOT a member of CDRC then at least one parent/guardian must now become a Parent Supervisor member. The Membership Secretary will check the records and where necessary make contact to arrange the new membership.



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Shooting insurance

Whilst a member of CDRC (eg probationer, full) your shooting activities at the CDRC club ranges and any shooting at formally organised CDRC shooting events at other ranges are insured under the CDRC insurance policy via the Club's affiliation to the NSRA. That insurance includes cover for public liability and shooting equipment.

If you shoot on any occasion off CDRC club ranges as an individual, or part of an event not organised by CDRC, then you are NOT covered by CDRC club insurance and MUST arrange other appropriate public liability insurance as a minimum provided by another organisation, eg NRA, NSRA, BASC individual membership.

The most common and easiest way of securing appropriate insurance is by becoming a member of one of the UK shooting governing bodies, ie the 'National Small-bore Rifle Association' (NSRA), the UK 'National Rifle Association' (NRA), or the British Association for Shooting and Conservation (BASC). One of their membership benefits is providing the necessary insurance as part of their annual membership fee.



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📄 Online form required information

Please note, in order to maximise the services provided by the club it is important to ensure your personal details held by the club are as accurate and complete as possible.

The Membermojo online form requires entry of some basic personal information which includes that listed in the left-hand table below. Additional information in the right-hand table below refers to those applying for probationary membership.

Please ensure you have the required data to hand before you attempt to enter any information into the online form as you will not be able to save your entries until all the mandatory data fields have been completed.

Required personal information:
First, middle, and last name
Home address and postcode
Email address
Primary contact phone number
Date, town, and country of birth
Emergency contact name and phone number
Passport style photo – you may also submit a new photo of yourself if your entering device has a camera.
Medical conditions - brief details if they affect your ability to operate firearms and handle ammunition safely (eg epilepsy, limb or eyesight disorders, medication).

Additional information:
Third party insurance cover, eg valid NRA/NSRA/BASC membership number
Is CDRC your Primary shooting club?
FAC number and issuing authority
Valid NRA shooter certification card
Valid shooting instructor or range qualification details
CDRC additional range approval date, eg 50m range

Notes...

1. **Passport style head and shoulders photo of yourself** – this will be used for your membership card. You will need an electronic photo available to upload from the device you are using. If you do not have this, and the device you are using has a camera pointing at you, then the Membermojo tool provides a facility to capture a new image of you – if you need help with this then please seek advice from the CDRC Membership Secretary.
2. **For CDRC full members only - knowledge of whether you have third party insurance from being a member of the NRA, NSRA or BASC (you need your membership number)** – if you are a full member of one of these bodies you will have suitable shooting insurance. If you are not, please check whether you have alternative cover in place or speak to the CDRC Membership Secretary.

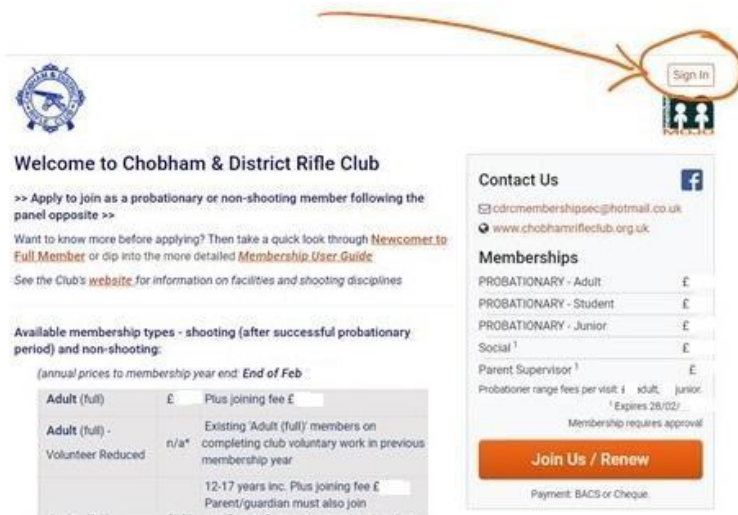


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Login to your existing Membermojo online portal

From the CDRC Membermojo system webpage: <https://membermojo.co.uk/chobhamrifleclub>

Click on the “Sign In” button on the top right:



Welcome to Chobham & District Rifle Club

>> Apply to join as a probationary or non-shooting member following the panel opposite >>

Want to know more before applying? Then take a quick look through [Newcomer to Full Member](#) or dip into the more detailed [Membership User Guide](#)

See the Club's [website](#) for information on facilities and shooting disciplines

Available membership types - shooting (after successful probationary period) and non-shooting:

(annual prices to membership year end: *End of Feb*)

Adult (full)	£	Plus joining fee £
Adult (full) - Volunteer Reduced	n/a*	Existing Adult (full) members on completing club voluntary work in previous membership year
		12-17 years inc. Plus joining fee £
		Parent/guardian must also join

Probationary range fees per visit: Adult, Junior

* Expires 28/02/...

Membership requires approval

Join Us / Renew

Payment: BACS or Cheque

Contact Us

cdrcmemberships@hotmail.co.uk

www.chobhamrifleclub.org.uk

Memberships

PROBATIONARY - Adult £

PROBATIONARY - Student £

PROBATIONARY - Junior £

Social ¹ £

Parent Supervisor ¹ £



Sign In to Chobham & District Rifle Club at membermojo

* email

* password

Sign In

[Sign In without password](#)



Sign In to Chobham & District Rifle Club at membermojo

You do not need a password to Sign In.

Enter your membership email address so we can send some simple instructions.

* email

Sign In with email

[Sign In with password](#)



You will now be presented with **one** of the two views below:

Step 1: If you have previously signed in to your CDRC Membermojo account and created a password then use the webpage like that in the left-hand view above and then jump forward to **Step 4** below, otherwise sign in without using a password like that in the right-hand view above and continue with the next Step below.

Step 2: The following banner will now be presented:



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Step 3: You will receive an email in your Inbox (check also your junk box if no email is present in your Inbox within a couple of minutes) which will look similar to:

Your email address, xxxxxxxxxxxxxxxxxxxxxxxx, was used to request a Sign In email to Chobham & District Rifle Club at membermojo.

If this was you, [click here to Sign In](#).

Or, copy and paste the following line into your browser's address bar.

<https://membermojo.co.uk/chobhamrifleclub/token/xx>

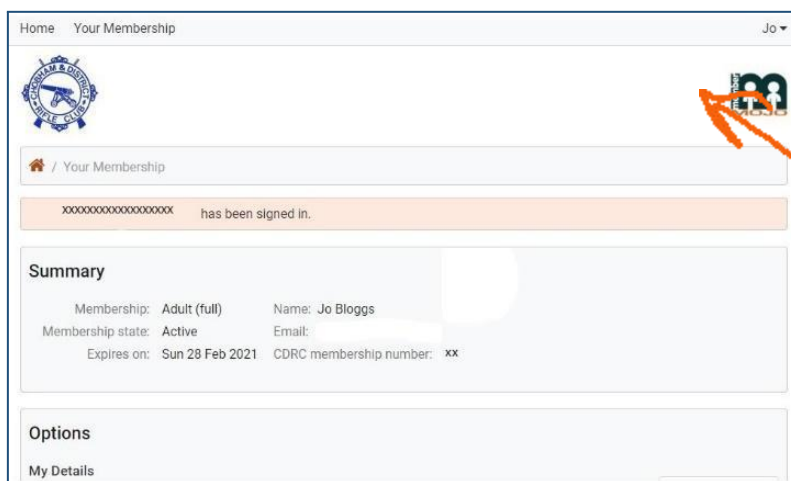
This link can only be used once and is valid for 2 hours.

If this was not you, you can safely ignore this email.

This message was sent to, xxxxxxxxxxxxxxxxxxxxxxxx on Fri 18 Dec 2020 20:53.
Chobham & District Rifle Club membership queries should be sent to cdrcmembershipsec@hotmail.co.uk
Delivered by <https://membermojo.co.uk> Club Membership Made Easy.

Click on the 'If this was you' link in that email to sign in.

Following the link will complete your 'sign in without password' process by taking you to **your** Membermojo portal similar to that shown below:



Step 4: Congratulations! You are now signed in to your Membermojo online portal – see your first name in the top right of the displayed Membermojo window similar to that shown above.



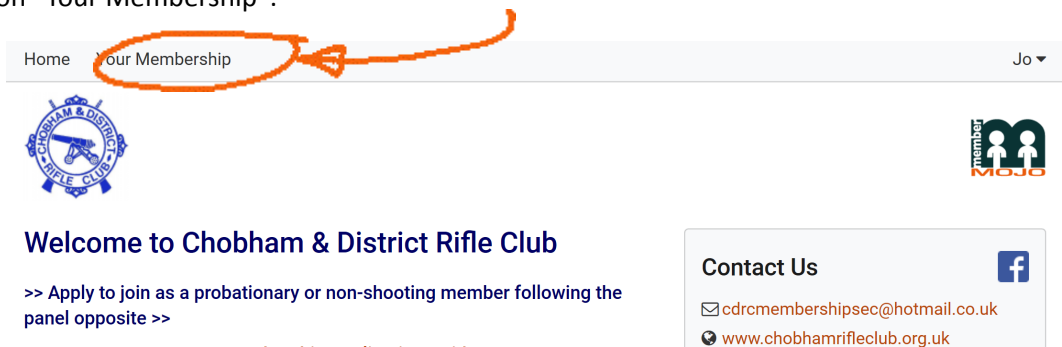
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🔗 Setting a password (OPTIONAL)

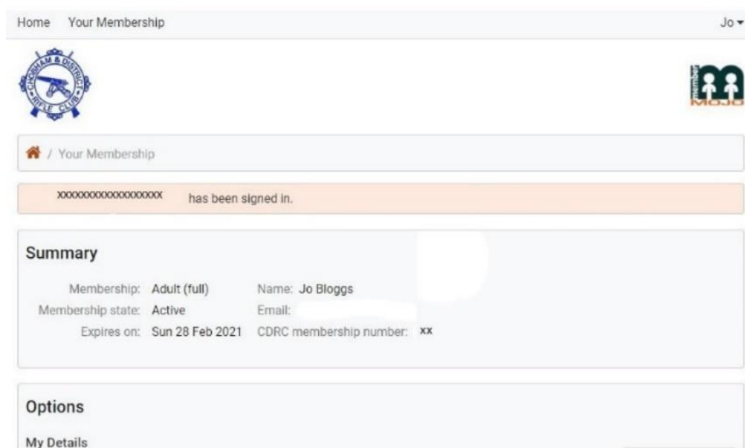
This step is optional. You can continue to sign in via the 'sign in without password' process that you did for your original sign in, however, for convenience, it is suggested you set a password to enable you to sign in directly from the CDRC Membermojo website to your online portal.

If you want to set a password, follow these steps:

Step 1: To ensure you are on the correct page, at the top of your Membermojo online portal page click on "Your Membership":



You will arrive on a landing page similar to that shown below:



Step 2: Scroll down until you see the listed options similar to that shown below:



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Options	
My Details View or edit your membership details.	View or Edit
Members Page View the Chobham & District Rifle Club members only page.	View
Payments View your payment history.	View Payments
Password Set or change your membermojo password.	Set Password
Additional Membership Start a new membership that shares your email.	New Membership

Step 3: Click your “Set Password” button

Step 4: Enter your preferred password. Remember, this must be at least 8 characters, and we recommend a strong password containing lowercase, uppercase, numbers and special characters:

[Home](#) [Your Membership](#) Jo ▾



[Home](#) / [Your Membership](#) / [Set Password](#)

Set Password

Without a password you can still Sign In with an email sent to your member address. A password is more convenient if you use the membermojo site regularly.

This password applies to all your membermojo memberships.

New password

Confirm New password

Passwords must be at least 8 characters. A strong password will contain mixed case, numbers and special characters.

[Save](#) [Cancel](#)

Step 5: Press your ‘Save’ button, then check your password has saved by ensuring you see this note:

[Home](#) [Your Membership](#) Jo ▾



[Home](#) / [Your Membership](#)

Your password has been changed.



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Notes...

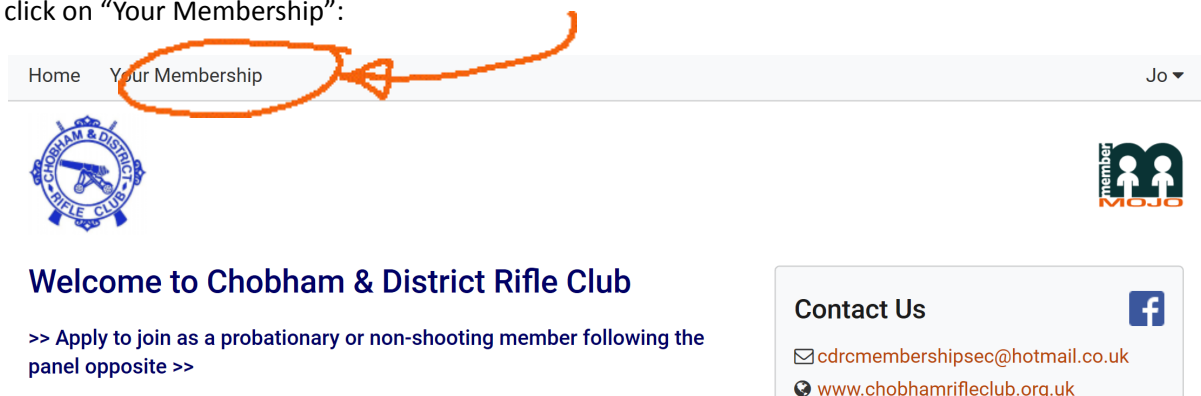
1. If you have not signed in to your Membermojo online portal for a while, have changed your browser or computer, or have cleared the stored cookies from your browser etc then you may be directed to sign in without password regardless of having set your own password; if this occurs then your password remains intake for next time.
2. If you have forgotten your password, you can simply sign in to your CDRC Membermojo online portal using the 'without password' process and then update your password following the steps above.

NO OTHER PERSON, INCLUDING THE CDRC MEMBERSHIP SECRETARY OR MEMBERMOJO ADMINISTRATOR, CAN SEE OR RESET YOUR CDRC MEMBERMOJO ONLINE PORTAL PASSWORD.

? Updating your CDRC membership information

Please ensure you have the required data to hand before you attempt to enter any information into the online form as you will not be able to save your entries until all the mandatory data fields have been completed.

Step 1: To ensure you are on the correct page, at the top of your Membermojo online portal page click on "Your Membership":



You will arrive on the landing page similar to that shown below:



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[Home](#) [Your Membership](#) Jo ▼



 / [Your Membership](#)

xxxxxxxxxxxxxxxxxxxx has been signed in.

Summary

Membership:	Adult (full)	Name:	Jo Bloggs
Membership state:	Active	Email:	
Expires on:	Sun 28 Feb 2021	CDRC membership number:	xx

Options

My Details



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Step 2: Scroll down until you can see the following:

A screenshot of a web interface showing a list of options. An orange arrow points from the 'View or Edit' button in the 'My Details' section to the 'View or Edit' button in the 'Members Page' section. The 'View or Edit' button in the 'My Details' section is circled in orange.

Options	
My Details View or edit your membership details.	View or Edit
Members Page View the Chobham & District Rifle Club members only page.	View
Payments View your payment history.	View Payments
Password Set or change your membermojo password.	Set Password
Additional Membership Start a new membership that shares your email.	New Membership

Step 3: Click on the “View or Edit” button against the “My Details” section

Step 4: You should see a landing page like this, with the information we have on file for you already loaded in.

A screenshot of the 'Your Membership' page. The page shows membership details for a user named Jo Bloggs. The details include: Member since: -, Membership: Adult (full), Months: 12 (until year end), Expires on: -, Membership state: Active. There is a placeholder for a missing photo. The page also shows the user's title as Miss and their name as Jo Bloggs. The address field is empty.

Home Your Membership Jo ▾

[Home](#) / [Your Membership](#) / [Details](#)

Membership

Member since: -
Membership: **Adult (full)**
Months: 12 (until year end)
Expires on: -
Membership state: **Active**

Title: **Miss**
Name: **Jo Bloggs**
Address: -

Step 5: Scroll down to the bottom of the page, and click the “Edit” button



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Third party insurance cover?: _
Already a Fire Arms Certificate (FAC) holder?: no
Already have shooting or range qualifications from other organisations?: no
Already have CDRC additional range/discipline approvals?: no
Club door key issued?: _
Club armoury key issued?: _
Give permission for my name to be published in competition results on the club's website?: _
Give permission for my email address to be shared with other members of the Chobham & District Rifle Club?: _

Edit

Step 6: You are now able to update your membership details.

PLEASE NOTE that all fields marked with a red asterisk (*) are mandatory for Membermojo; you will not be able to save any updates without entering **all** of this information.

There are some fields in your record that only a CDRC administrator (Membership Secretary) can edit; these will be greyed out to you, and underneath the text box it will say "Admin Entry Only". If the data within any of these fields are incorrect, please contact the Membership Secretary who can update them for you; (Current fields include Dates of approval for use of certain CDRC ranges for which 30/11/2020 will be used by default in circumstances where the original date is no longer available, and Armoury and Club access key numbers).

One to note is the Membership type. If you wish to change your club membership type, for example from 'Junior (full)' to 'Adult (full)', then this is only possible by the Membership Secretary - BUT IS ONLY APPLICABLE WHEN APPROACHING THE ANNUAL MEMBERSHIP RENEWAL TIME.

For all other changes, please enter the details as requested.

Home Your Membership Jo ▾

 / Your Membership / Details / Edit

Update Your Membership Details

When complete click **Save**.

NOTE to Junior and Parent Supervisor Memberships
If applying for a young person to join then first submit their 'PROBATIONARY - junior' membership application and then submit a separate 'Parent Supervisor' application.

Title	* First name	* Last name
Miss ▾	Jo	Bloggs

Step 7: Once all fields are complete, please save the form by pressing the red save button at the bottom of the form.



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Note: If you have left any mandatory ('Required') fields blank you will not be able to save your updates and you will get an error message at the bottom of your page:

Fix form errors then retry. **Save** Cancel

and the affected field(s) highlighted in red, for example:

* Primary contact number

Required field.

Mobile, home or work

Step 8: When you have saved successfully, you will see the membership page with all the details you just entered:

Home Your Membership Jo ▾



🏠 / Your Membership / Details

Membership
Member since: _
Membership: Adult (full)
Months: 12 (until year end)
Expires on: _
Membership state: Active

Your membership record update is complete.



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Annual membership renewal

Introduction

Whether you have already signed in and updated your CDRC Membermojo record, or the first time is when you receive the Membermojo automated email membership renewal notification, **all 'full' shooting members and non-shooting members (NOT probationers as they receive a different period of membership starting from whatever date they join CDRC)** must all renew their annual membership before the end of the club year using their Membermojo online portal.

This means you must renew your membership during the month of September.

The Membermojo tool automatically emails full members around the renewal period as shown below:

- **28 days before** your annual membership expires notifying you that you may now renew your membership.
- **9 days before** your annual membership expires **IF** you have not yet renewed your membership,
- **2 days before** your annual membership expires **IF** you have not yet renewed your membership,
- **1 day after** your annual membership expires a "Membership Expired" notice is sent **IF** you have not yet renewed your membership. At this stage you will no longer receive any 'All Members' group emails and you will not have access to your online portal's 'Your Membership' page – you will still be able to sign in though and renew your annual membership.

If at any stage you have issues with renewing your membership then don't panic, simply email the club's Membership Secretary and they will help as soon as they can.

Renewal Process

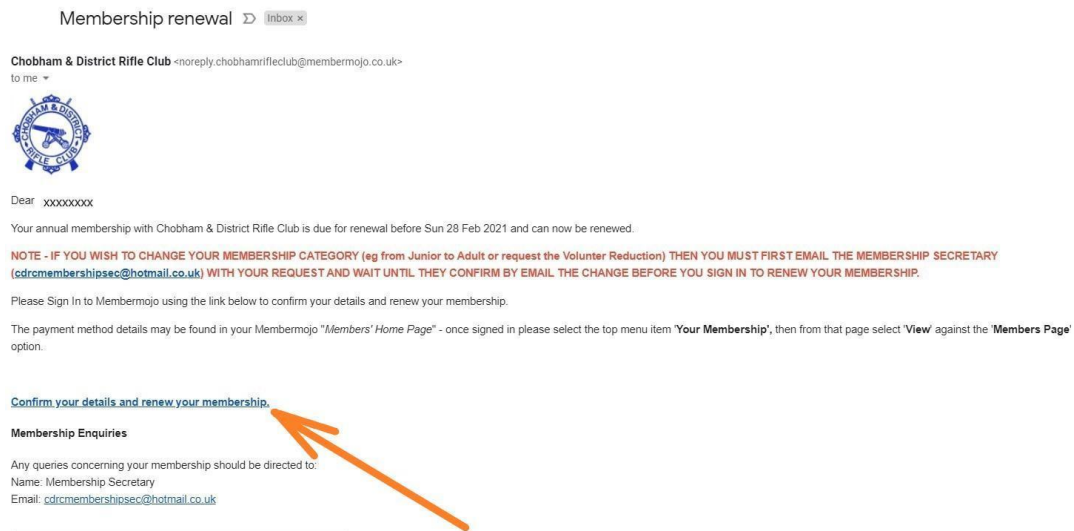
Step 1: If you require your club membership type to be changed, for example from 'Junior (full)' to 'Adult (full)', then this is only possible by the Membership Secretary. *Note, in this special case you may also wish to provide your own email address now that you are an adult.*

IF YOU NEED TO UPDATE YOUR MEMBERSHIP TYPE, THEN BEFORE ATTEMPTING TO RENEW YOUR ANNUAL MEMBERSHIP YOU MUST CONTACT THE MEMBERSHIP SECRETARY TO REQUEST YOUR CHANGE, THIS WILL ENSURE YOU HAVE THE CORRECT CLUB MEMBERSHIP TYPE AND FEE. ONCE THE MEMBERSHIP SECRETARY HAS CONFIRMED THE CHANGE(S) THEN YOU MAY PROCEED TO RENEW YOUR MEMBERSHIP.



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Step 2: The Membermojo tool will allow you to renew your annual membership anytime during February, ie after you receive the 28-day advanced notification email, an example of which is shown below:



Click on the link in your renewal email to open up the Membermojo sign in page.

Step 3: Once you have signed in you will land on the 'Your Membership' page as shown in the example below:



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The screenshot shows a web interface for a rifle club. At the top, there's a navigation bar with 'Home' and 'Your Membership'. Below this is a header section with the club's logo on the left and a 'MEMBERMOJO' logo on the right. A message bar indicates that a user has signed in. The main content area is divided into sections: 'Messages' with a notice about membership expiration and a 'Renew' button; 'Summary' with fields for membership type, name, email, and expiration date; and 'Options' with a 'My Details' section and a 'View or Edit' button. An orange arrow points to the 'Renew' button.

Regardless of whether you have previously updated your record or not you must click on the orange 'Renew' button on your page which will reveal your record. You must now complete all applicable missing information before Membermojo will allow you to proceed.

IT IS REALLY IMPORTANT YOU COMPLETE ALL APPLICABLE FIELDS IN YOUR RECORD SO THE CLUB CAN MAXIMISE ITS SERVICE TO YOU.

Step 4: Once you have completed all applicable fields in your member record then at the bottom of your page click on the orange 'Next' button which will then display a concise view of your record followed by the 'Payment' section.

Step 5: Clicking the orange 'Checkout' box will display the payment method details. Currently you may only choose to pay either by BACS or cheque – *the club's committee is hoping to extend this facility to include online card payments asap.*

Please ensure you follow the payment method instructions on that page and then click the orange 'Pay with xxxx' box. You will then receive an automatic 'payment' confirmation email.

Clearly at this stage you need to actually make the BACS transfer or post a cheque to the club. As soon as the Membership Secretary has confirmed the club's bank account has been credited with the correct monies, they will update the club's records



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on Membermojo to indicate successful completion of your annual membership – you will then receive an email notifying you of this state.

Again, if you have any concerns or issues with your annual membership renewal then simply email the club's Membership Secretary.



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Data protection

Your personal data will be stored and processed in accordance with the CDRC Privacy Policy. If you have any queries concerning your data then please email: datacontroller@chobhamrifleclub.org.uk.

Membermojo online portal troubleshooting

Not being able to sign in:

If a member changes their email address, they must first notify the Membership Secretary of the change as the system will not allow sign in until their new email address has been updated in their records for them.

To contact the Membership Secretary, please email cdrcmembershapsec@hotmail.co.uk

I forgot my password:

If you have forgotten your password you can simply sign in using the email method and then update the password yourself following the steps detailed in the section "[how to update your password](#)" above.

Not able to edit "Club door key issued" or "Club Armoury Key Issued", or the date of approval for use of one of the CDRC ranges:

These are only editable by admins; please contact the membership secretary to get these updated. Members who are confirmed to have an existing CDRC range approval but the actual date is no longer available will have a notional date entered into their record.

I have another problem not listed here:

Please contact the CDRC Chairman or Secretary as detailed in your Membermojo introductory email from the Chairman.