



The Essex Association of Change Ringers



Members Form Guidance

This document provides additional information for each field on the form; in most cases the form is self-explanatory.

If you are an **existing member** signing in to check or update your data, to pay subscriptions or to use the Store, use the Sign In button at top right, DO NOT use the RENEW/JOIN button.

New members are encouraged to can apply using the on-line system, although you will also need to complete a separate paper Membership Application Form (ensure you have the latest version from <https://www.eacr.org.uk/about/membership/applicationform.html>) as well, for approval at a District meeting. Detailed information is provided below and during the on-line process and you can discuss it with your Tower Captain or ringing teacher or District officers. The benefit of applying on-line yourself is that it ensures you have added all your details correctly and simplifies the administration and approval process. You will receive an email confirming your on-line application (check your SPAM for emails from @membermojo.co.uk), when your application is approved, and advising any further steps required.

Access to membermojo requires you to use the email address held for you, a password is not required as a link will be sent to your email address to allow you to sign in (if you do not receive the email check your SPAM folder). If you cannot sign in ask an administrator to check your email address in the system. Once you are signed in you may change your email address, this will become effective when you 'save' the page (note that the system will then require you to sign in again using the new email, which will require you to receive a new email link if you are not using a password).

Several members can be maintained/renewed through the same email address. This can be set up on request (please do not add them with the link on your membership page otherwise they will be duplicated in the system as new members). These linked members will not receive their own emails through the mailing lists unless you enter a second email (Email 2) for each. You may unlink a member from your email by changing their email address (ensure their name is showing top right and they know you are doing this – if you mistype their email address they will not be able to sign in). An existing member can link themselves to your email by changing their email to yours.

There is also the **option to pay multiple subscriptions** not linked to you as part of the 'checkout' process, under those circumstances you are required to send in a list of members paid for; this may be particularly useful where tower funds pay for subscriptions.

NOTE: your personal details are only for use by the Association. We do not disclose your contact details to third parties (unless compelled to do so to comply with the law) or sell or provide distribution lists to others. Access to the membership system is limited to Administrators including some District and Association officers. You may opt in to receive Association and District notices. The membership system will send you emails during January reminding you subscription payments are due – you may opt out of these renewal emails by clicking 'Unsubscribe' at the bottom of a system email, but you will then not receive any reminders (these can be reinstated by using the resubscribe button after signing-in or by emailing membership@eacr.org.uk) and if you forget to pay your subscription your membership will not be renewed.

1. Your Contact Details

This section collects your personal details (* mandatory fields).

Title (Mr. Mrs, etc) -optional.

First name * – the first name by which you are usually known, e.g., Tony for Anthony, Middle name, etc. The system will use this name to address you.

Initials – your first and any middle initials.

Formal First Name(s) * - – this is/are your legal first name(s), as on your driving licence, passport. PLEASE FILL THIS IN EVEN IF THE SAME AS First name. This is needed to allow the Association to distinguish between members who have the same name (there are some), for Gift Aid purposes, and in the very unlikely event that the Association needs to write to you personally or pass your information on when legally required to.

Last name * – your surname or family name

Previous last name – if you have changed it for any reason (e.g., marriage). This is optional (there may be reasons why you do not want to give it), but it may prevent the Association from recognising long service if you do not give it.

Address * – up to three lines for house name/number and street, locality, village (the first line is mandatory, only use the second and third lines if required; the “post town” goes in the Town/City line as below).

Town/City * – the Royal Mail recognised postal name for your locality/town/city

Post Code * – the Royal Mail postcode (please use upper case letters, the system does not validate this if wrong).

Email * – the email address associated with your membermojo sign in – this is your personal email address, NOT an Association officer address (i.e., x@eacr.org.uk). The email must be valid as it will be used to send you links for access to the system. You should check your SPAM folder if you do not receive emails from xx@membermojo.co.uk.

Email 2 – if you wish to use an additional email for mailing lists, (or for other members who are administered through your email sign in to receive messages) otherwise leave blank.

Contact number – telephone number which officers may use to contact you.

Mobile number – if you are happy to give your mobile number (and it is not the number you gave under contact number).

2. Membership Information

This section allows you to confirm your membership category, select Gift Aid and Donation options, confirm your District and Tower and your Annual Report options.

Membership - category, once selected cannot be changed, but it can be changed if needed (e.g., it is incorrect, or you have changed category) by an administrator.

Member number – information only – this will be set by the system and should appear on payment requests and receipts.

Date of birth – Required for under 18s and Essex Young Ringers (EYR) (we need this for safeguarding reasons and for subscriptions), preferred for everyone else (but we understand if you do not wish to declare it).

Under 18 Consent – if you are under 18 you must tick this box and provide a Parent / Guardian email below (even if it is the same as the email address you provided under Email * above).

Gift Aid – tick this if you wish the Association to reclaim Gift Aid on your Subscriptions or Donations (not store purchases). You must be a UK Tax payer for this to be valid.

Donation – enter the value if you wish to make a donation. This box only appears at Renewal (if you have already renewed or are a life member then donations can made

through the Store). The value here will be cleared before renewal, so you do not accidentally pay again at renewal unless you intend to.

Essex Young Ringers – If you are under 25 and interested in Essex Young Ringers, tick here and select your age group below. If you are eligible but do not wish to be contacted, select that option. If you are over 25 and have a legitimate wish to support EYR you must contact the Youth Coordinator and NOT use this section of the form.

District * – may be pre-populated, this is your 'home' district, and can be changed by you.

xxxx Towers * – may be pre-populated with your current 'home' tower and can be changed by you from the available list for your district; if you are 'Unattached', select that option. Please tell your old and new towers and your District Treasurer if you are changing this entry.

Annual Report Entry – by default your Annual Report entry will be Last Name, Initials; you may request an alternative entry by typing it here, last name first (format: Last Name, style (Mr/Mrs etc), usual name or initials, etc.). This entry will appear under the Tower and District you select above.

Annual Report Printed Copy – if you do not need a printed copy of the Annual Report ensure the box is not ticked. You will be able to access to an electronic report (pdf), when published each year, through your membermojo sign-in. Towers will each receive at least one printed copy. The initial setting is ticked.

3. Safeguarding Training

Safeguarding is the responsibility of us all. The Church of England requires all of its volunteers, including bell ringers, to complete at least the Basic training and higher levels if requested by your Parish (may apply when children are present).

The Association will not disclose individual's data to the Diocese. It may use the statistics it generates to assess how much training has been completed and to advise the Diocese on training needs.

CofE Safeguarding Training – select the highest level of training you have most recently completed within the past 3 years (None, Basic, Foundation or Leadership).

Date training completed – the month and year of the most recent training. Training is valid for 3 years following completion, so select None as above if no longer valid.

4. Optional Information

This section collects demographic and ringing information and is optional. It can help the Association know more about its members and may help the Association assess where recruitment and/or or training is needed.

Gender – an answer is required, but there is a non-option available.

Decade of birth and **Decade first learnt to ring** – help the Association determine the age profile of its members and length of ringing experience to assist in targeting recruitment. The age profile of ringers has been increasing over at least the past two decades leading to a decline in the number of ringers.

Teaching Experience – if you are confident teaching at a listed level, select the most relevant option.

ART qualifications - if you have successfully completed and been accredited to ART Module 1 or 2 (C or F) select either or both as appropriate.

Are you a member of ART – tick if you are a current member of ART.

5. Communication Options

This section allows you to select which mailing lists you join.

Contact – normally ticked, untick this if you do not wish to receive any Association or District notices as selected below. You will still receive system messages, e.g., for membership and subscription payments.

Association Notices – messages generally for the whole association from officers. The initial setting is ticked.

District Notices – messages generally from the district officers (note that District officers may repost Association notices so you will receive some more than once). You may sign up for more than one District's notices if you are interested. Your own district may be already ticked.

Unsubscribing – if you click the link at the end of a message from a specific list, it will give you the option to unsubscribe from that list only; you may resubscribe by signing-in and re-ticking the option.

If you unsubscribe from Group or Renewal emails you may resubscribe to those after signing-in.

6. Declarations

These are required to be ticked before the form can be saved to move on to the next action (payment, etc.). These fields appear when joining/renewing membership, they may not appear if you are just updating your data during the year. There is a link to the Rules if you wish to read them.

Eligibility Declaration – confirmation that you are eligible for membership (not prevented by rule 8.4 or 19). There is a link to use to remind you of these two rules.

Data Consent – consent to the Association keeping and using data compiled in the form.