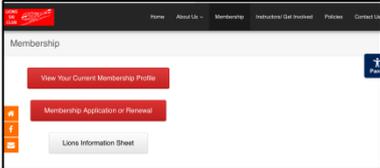


## Viewing Your Lions Profile And Setting Your Password – Help Guide

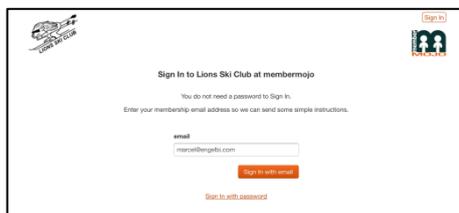
As of June 2017, Lions are using a new online membership system provided by Membermojo. ALL new membership applications and renewals must now take place online; there will be no provision for written applications. There are many benefits to this system in terms of streamlining administration for the Club and there are also numerous advantages to our members:

- Easy online form available 24/7.
- Paper free – no printing, no signing.
- Simple cash payment when you attend your first session.
- Automatic renewal reminders.
- Ability to create individual memberships or families of up to 7 people.
- Online profile for members.
  - No password required - sign in with just your email address.
  - A password can be set and will save time if you view your profile regularly.
  - View/edit membership/contact details, instructor qualifications/certificates at your convenience.
  - View your payment history, current status and expiry, and renew your membership.
  - View you/your family's current training group and Snowlife assessment status.
  - Instructors can upload and view license and certificate copies in their profile.

### How To Guide – Viewing Your Lions Profile And Setting Your Password.

1. If you have just renewed your membership or joined the club, you may already be logged in. This will be apparent as 'your name\*' next to the words **Sign Out** will be visible in the top right corner of the Membermojo page. If this is the case, skip a few steps of this document and go to step 6.
2. If you aren't already signed in, close any Membermojo browser windows and either go to <https://membermojo.co.uk/lions-skiclub/> or press the **View Your Current Membership Profile** button in the 'Membership' section of the [Lions website](#) (see picture).
 
3. Then click the **Sign In** button in the top right corner of the page. *This page may not come up dependent upon which method you used in step 2.*

4. You will now be asked to sign in (as below). As you don't have a password at the moment, just type your email in the box and click **Sign In with email**. Please note: this is the email address you have registered with Lions i.e. the one you have received the renewal reminder to. Once you have clicked **Sign In with email** you will see the right hand page below.




5. Within a minute or so you will receive an email with a link to sign in. Click the link '[click here to sign in](#)' which will take you to 'Your Membership' page on Membermojo.

#### Sign In to Lions Ski Club at membermojo

Today at 16:14

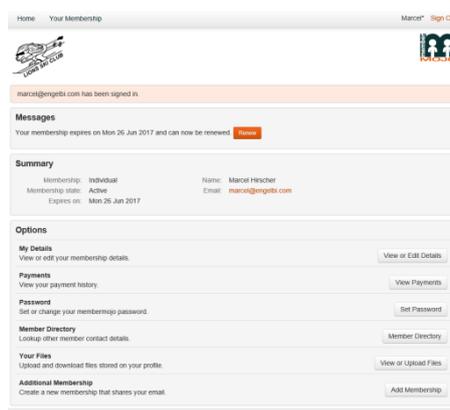
Your email address was used to request a Sign In email to Lions Ski Club at membermojo.

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/lions-skiclub/token?k=RXpDPIEE2qNtpCwYHLePICvk62Y3E&e>

6. You will now see the following page. This is 'Your Membership' page showing your membership profile and renewal status and has links to set a password, review your details, see attendance, upload instructor documents, see payments and add members.



7. The most important button is the **View or Edit Details** button. This will take you to your membership data, where you can view or change contact details and personal details for all linked members and view (only) Snowlife and training group information (Instructors, please see the addendum also). Everyone, please try to keep your details up to date by signing in and updating your information when it changes. This is also where future Snowlife assessment information will be recorded and you will be notified by email to inform you of any change of status and asking you to sign in to view the information.
8. **Set Password** is also a useful button if you intend to sign into your profile for more than just annual renewals. Setting a password is simple and will expedite signing in for future visits. This will be particularly useful for instructors where certification changes regularly.
9. Thank you for using your new profile and thus relieving some administrative burden from the Club; we hope this document helped!

#### **Addendum – Instructors.**

As a club, we have continued and increasing pressure from numerous outside parties (SSE, BASI, Snozone and our insurers) to ensure all instruction at Lions is carried out by fully up to date and compliant instructors. We endeavour to make sure this is the case at all times, but chasing instructor documentation is an immensely time consuming task for a volunteer club with no full time administrators. This new system will require you to keep your certification up to date in your membership profile and apprise the Club of your validity through manipulation of the 'Instructor Status' drop down box. All instructor details and status can be edited, viewed and updated simply, by you, via the **View or Edit Details** button. Additionally, instead of forwarding License copies, DBS, First Aid and Safeguarding certificates etc to the Lions 'Instructor Representative', please now use the **View or Upload Files** button, which will allow you to upload and store your certification securely within your profile. Thank you!