



SALISBURY DIOCESAN GUILD OF RINGERS

Church bellringing in the Salisbury Diocese.



MemberMojo

‘How to’ Guide:

Membership Registration for the Salisbury
Diocesan Guild of Ringers

MemberMojo: Your Membership Registration with SDGR



Welcome! This is an introduction to the Salisbury Diocesan Guild's new Membership System which will be used Guild-wide from May 2024 onwards.

If you are a member of the Guild, please will you read on and register your details on MemberMojo - we'll help you every step of the way to make it an easy process and you will only have to do it once!

New Learners and newly elected Ringing Members should pay their 2024 Subscription in the present manner to your Tower Correspondent or Branch Treasurer and then register on MemberMojo.

- MemberMojo is an online system, but don't worry if you're not confident with computers – we'll find someone to help you. Just contact your local Branch Administrator or email memberadmin@sdgr.org.uk
- Likewise, if you're unsure about any of the Member Registration questions, just ask us and we will help
- The following pages will guide you step-by-step through what needs to be done

Thank you!



MemberMojo:

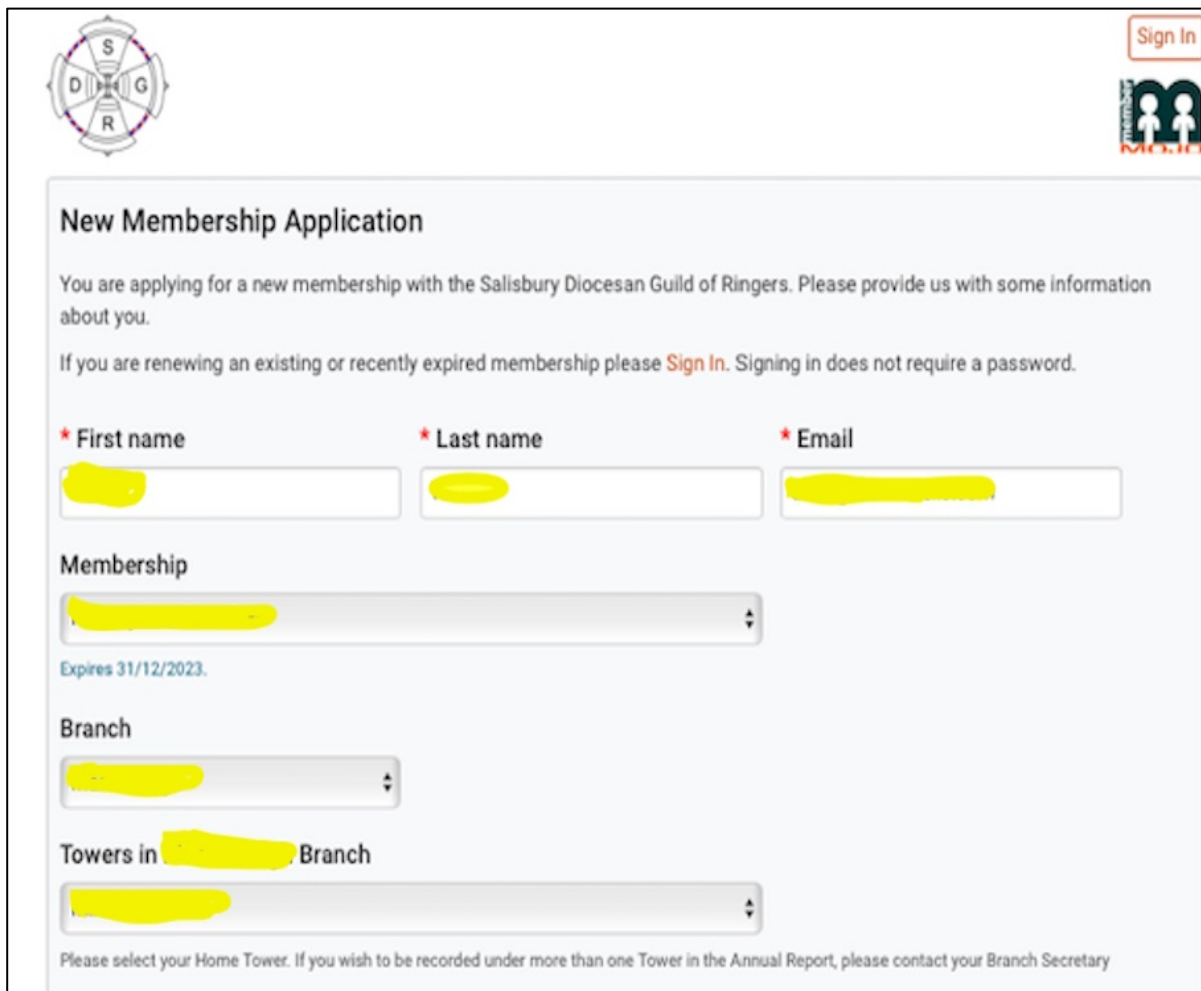
Quick Guide to your Membership Registration for SDGR

1. Click on the 'Membership Registration' link <https://membermojo.co.uk/sdgr> provided to you via an email from your Branch Secretary or type it into your browser. You will also be able to get to MemberMojo from the SDGR website: <https://sdgr.org.uk>
2. Type **your details** in the spaces provided: first name, last name, *email address (this can be another person's email address if you authorize a third-party to complete your registration details). Click on the drop-down lists to select **your membership type, your SDGR Branch & ONE home tower**
3. Enter **your year of birth** (for insurance purposes) and **the year since when you have held continuous membership of the Guild**. Then **tick all of the Tower positions you hold and tick if you are on any of the Committees shown**. **Tick the box to ensure your name is published in the Annual Report** (or leave it unticked if you choose).
4. Click on the relevant boxes for **the optional Branch Mailing Lists or to receive the Guild Newsletters**
5. Finally, click to tick the box to **accept the Guild's Rules and Policies** and click **'Next'** to go onto the final Confirmation screen
6. **Check that the details you have entered are correct** (click 'Back' & amend if required), then click **'Checkout' and follow the on-screen instructions** to complete your SDGR Membership Registration. ***For step-by-step illustrated instructions, please see the following pages***



1. Access the 'Membership Registration' screen

- To get to this screen, click on the 'Membership Registration' link <https://membermojo.co.uk/sdgr> provided to you via email from your Branch Secretary or type it into your browser
- Alternatively, you may be able to navigate to it from the Guild website: <https://sdgr.org.uk>




The screenshot shows the 'New Membership Application' form. At the top left is the Guild logo, and at the top right is a 'Sign In' button and a logo for 'MEMBERMOJO'. The form title is 'New Membership Application'. Below the title, it says: 'You are applying for a new membership with the Salisbury Diocesan Guild of Ringers. Please provide us with some information about you.' A note follows: 'If you are renewing an existing or recently expired membership please Sign In. Signing in does not require a password.' The form has three input fields: '* First name', '* Last name', and '* Email', all of which are redacted with yellow bars. Below these is a 'Membership' dropdown menu, also redacted, with a note 'Expires 31/12/2023.' Below that is a 'Branch' dropdown menu, also redacted. The next field is 'Towers in [redacted] Branch', also redacted. At the bottom, there is a note: 'Please select your Home Tower. If you wish to be recorded under more than one Tower in the Annual Report, please contact your Branch Secretary'.




2. Type your details in the spaces provided

- Type your details into the boxes provided:
 - first name
 - last name
 - email address (this can be another person's email address if you authorize a third-party to complete your registration details)
- Click on the drop-down lists to select:
 - Your membership type
 - Your SDGR Branch
 - ONE home tower*

* If you wish to be recorded against more than one tower in the Report, you will need to ask your Branch Secretary to arrange this at year-end

 [Sign In](#)



New Membership Application

You are applying for a new membership with the Salisbury Diocesan Guild of Ringers. Please provide us with some information about you.

If you are renewing an existing or recently expired membership please [Sign In](#). Signing in does not require a password.

First name *** Last name** *** Email**

Membership

Expires 31/12/2023.

Branch

Towers in Branch

Please select your Home Tower. If you wish to be recorded under more than one Tower in the Annual Report, please contact your Branch Secretary



3. Enter your year of birth and the year your continuous membership of the Guild started, then tick ALL the Tower positions you hold and also the box if you are on any of the Committees shown

In the relevant boxes enter:

- year of birth (for insurance purposes)
- year since when you have held continuous membership of the Guild
- Click on the relevant tick boxes to select **ALL** the Tower positions you currently hold and also if you are on your Branch Committee, the Guild Executive or the Edington Ringing Centre Committee

* Year of Birth (for insurance purposes) Year When Continuous Membership Started

(if known - leave blank if not)

Please tick where you hold any of the following positions at Tower, Branch or Guild level

By ticking any of these boxes, you consent to being contacted in respect of the position(s) you hold. You may unsubscribe at any time. The information may also be used in the production of the Annual Report.

Tower Correspondent?

Please tick if you are a Tower Correspondent

Tower Captain?

Please tick if you are a Tower Captain

Ringing Master?

Please tick if you are a Ringing Master

Steeple Keeper?

Please tick if you are a Steeple Keeper

Branch Committee Member?

Please tick if you are on your Branch Committee

Guild Executive Committee Member?

Please tick if you are on the Executive Committee



4. Choose whether you are happy for the Guild to publish your name in the Annual Report

Under the Guild's Privacy Policy, we are required to seek your Consent for the publication of your name under your Tower in your Branch's section of the Annual Report. (Please note that the names of Learners are not published).

Please tick the box below to provide your Consent. If you do not want your name to appear, please leave the box unticked.

Please note that the Report may be published using any medium that the Guild Executive may decide. If the current method of printing the Report on paper is changed, you will be advised.

You may change your selection at any time, by signing in to Your Membership at <https://membermojo.co.uk/sdgr/yourmembership/details>, or by advising your Branch Secretary.

I agree that the Guild may publish my name in the Annual Report.

Tick the box, or leave it blank, depending upon your choice



5. Click on the relevant boxes to opt-into the optional Branch Mailing Lists and the Guild Newsletter

- Click on the relevant tick boxes to opt-into the optional Branch Mailing Lists and Face-To-Face
- you can unsubscribe from these at any time **via your MemberMojo account**. Details of how to unsubscribe will be on each email you receive

Calne Branch Mailing List
Please tick if you wish to receive local information from Calne Branch

Channel Islands Mailing List
Please tick if you wish to receive local information from Channel Islands Branch

Devizes Mailing List
Please tick if you wish to receive local information from Devizes Branch

Dorchester Mailing List
Please tick if you wish to receive local information from Dorchester Branch

East Dorset Mailing List
Please tick if you wish to receive local information from East Dorset Branch

Marlborough Mailing List
Please tick if you wish to receive local information from Marlborough Branch

Mere Mailing List
Please tick if you wish to receive local information from Mere Branch

Salisbury Mailing List
Please tick if you wish to receive local information from Salisbury Branch

West Dorset Mailing List
Please tick if you wish to receive local information from West Dorset Branch

Guild Newsletter
Please tick if you wish to receive copies of the brand new Guild Newsletter from our new website via email



6. Finally, click to tick the box to accept the Guild's Rules and Policies before moving onto the Confirmation Screen

- Follow the links to the Rules & Policies, and to the Membership Declaration.
- Then click to accept the Guild's Rules and Policies (NB: this box must be ticked in order to complete your application)
- Now, click on the 'Next' button on the bottom on the right-hand side of the screen to go onto the final confirmation screen

And finally, please accept the Terms & Conditions:

Please read the Guild's Rules and Policies and then tick the box below to agree to abide by them:
<https://sdgr.org.uk/guild-rules/>
<https://sdgr.org.uk/category/docs/guild-policy/>

And please complete the appropriate Membership Declaration which can be found here, if you haven't already done so:
<https://sdgr.org.uk/important-privacy-policy-announcement/>

* **Terms & Conditions**


You MUST tick the box to confirm that you have read and understand your responsibilities under the Guild's Rules and Policies

Next
Cancel



7. Check that your details are correct & complete your Registration

- Check that the details you have entered are correct (click 'Back' so that you can amend these, if required)
- Then click the 'Checkout' button and follow the on-screen instructions to complete your SDGR Membership Registration
- Remember, you will not be charged in 2024 when you register as an existing member of the Non-Pilot Branches!



Confirm Your Membership Details

Please review the details below then click Checkout.

Name: [Redacted]
Email: [Redacted]
Branch: [Redacted]
Towers in Marlborough Branch: [Redacted]
Year of Birth (for insurance purposes): [Redacted]
Year When Continuous Membership Started: [Redacted]
Tower Correspondent?: [Redacted]
Tower Captain?: no
Ringing Master?: no
Steeple Keeper?: no
Branch Committee Member?: no
Guild Executive Committee Member?: [Redacted]
Edington Ringing Centre Committee Member?: no
Caine Branch Mailing List: no
Channel Islands Mailing List: no
Devizes Mailing List: [Redacted]
Dorchester Mailing List: no
East Dorset Mailing List: no
Marlborough Mailing List: [Redacted]
Mere Mailing List: no
Salisbury Mailing List: no
West Dorset Mailing List: [Redacted]
Face To Face: [Redacted]

Payment

New membership: Ringing Member,	£0.00
Total:	£0.00

[Back](#) [Checkout](#) [Cancel](#)

Membership Enquiries



Any queries concerning membership or checkout should be directed to:

Name: Guild Membership Secretary
Email: memberadmin@sdgr.org.uk
Phone: 07493724498



You should now get a Confirmation Screen, like the one shown here.

(You may be asked to identify as a human using the rCAPTCHA service. Select all images of the type requested!)



Thank you

Welcome to the Salisbury Diocesan Guild of Ringers.

New membership: Ringing Member, 2024 £0.00

Total: £0.00

Receipt

Confirmation has been sent to [redacted].

You may need to refresh your inbox or check spam folders if it has not arrived within a few minutes.

Membership Enquiries

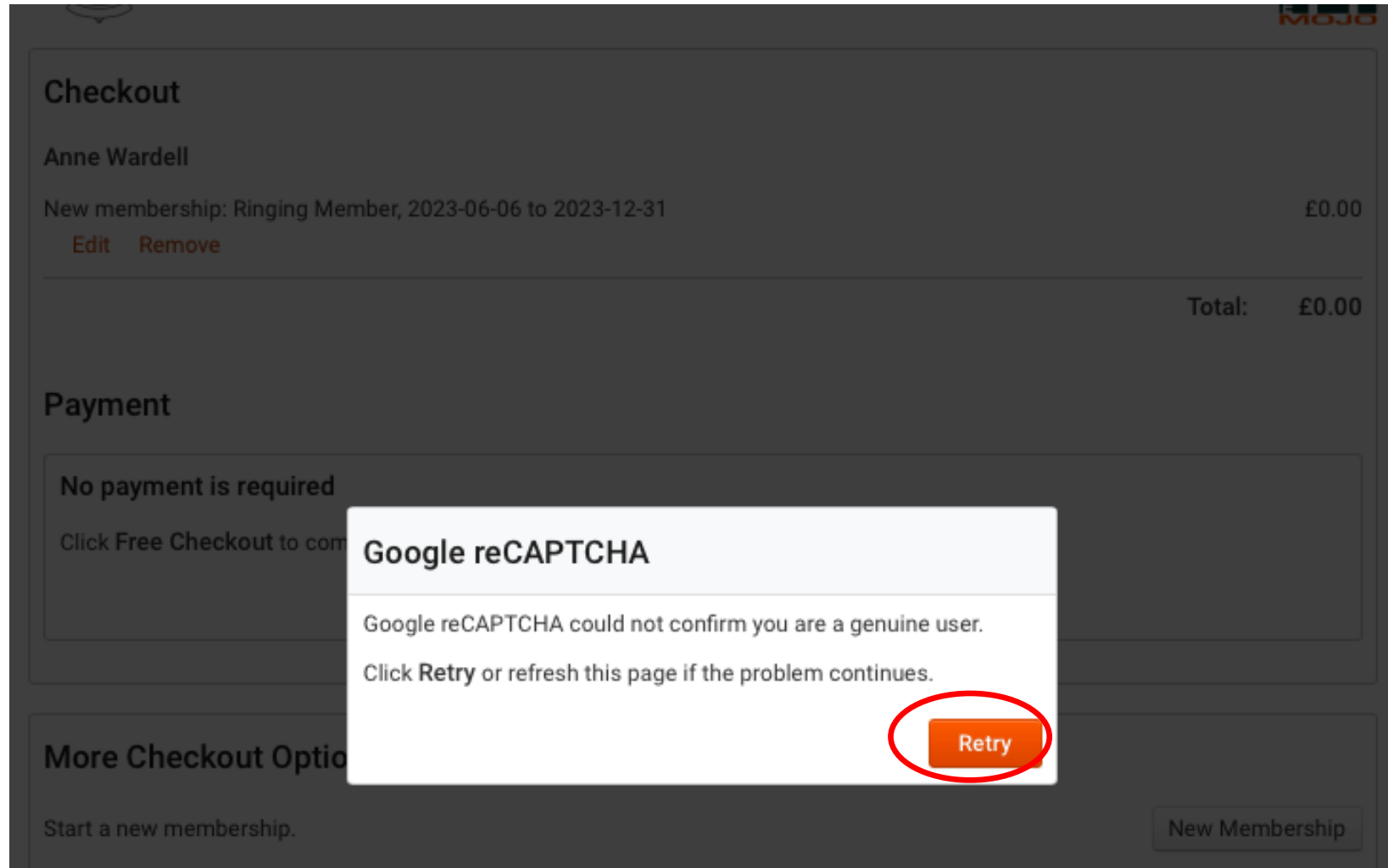
Any queries concerning membership or checkout should be directed to:

Name: Guild Membership Secretary
Email: memberadmin@sdgr.org.uk
Phone: 07493724498

More Checkout Options

Start a new membership.

NB: If you get an error message when you click on 'Checkout', like the one on this slide, then try refreshing the page in your browser or click 'retry'



The screenshot shows a checkout page for a new membership. The user is Anne Wardell. The membership is for Ringing Member, from 2023-06-06 to 2023-12-31, with a price of £0.00. The total is also £0.00. A Google reCAPTCHA error message is displayed in the center, stating: "Google reCAPTCHA could not confirm you are a genuine user. Click Retry or refresh this page if the problem continues." The "Retry" button is circled in red. Below the error message, there is a "More Checkout Options" section with a "New Membership" button.

Checkout

Anne Wardell

New membership: Ringing Member, 2023-06-06 to 2023-12-31 £0.00

Edit Remove

Total: £0.00

Payment

No payment is required

Click Free Checkout to complete your purchase.

Google reCAPTCHA

Google reCAPTCHA could not confirm you are a genuine user.
Click **Retry** or refresh this page if the problem continues.

More Checkout Options

Start a new membership.

New Membership



SDGR MEMBERSHIP SYSTEM – MAILING LISTS

The Guild and Branches need to be able to create and manage Mailing Lists on MemberMojo to communicate with Members. SDGR MemberMojo **enables Members to subscribe to certain Mailing Lists and to unsubscribe from them**, and includes a number of different types of List:

1. An All-Members list is automatically provided for every Member registered on the site with an email address. *Members will be asked not to unsubscribe from this list as it will be used only for vital operational communications*
 2. Other Guild level Lists permit Members to opt-in or to unsubscribe to these, as required to support our Data Protection obligations eg: a 'Guild Newsletter' list for electronic distribution of that publication
 3. Branch level lists fall into three categories:
 - an All-Branch Members List *Members will be asked not to unsubscribe from this list as it will be used for important operational communications*
 - A further optional Branch Members List (into which Members can subscribe (and unsubscribe) which will be used for general communications about meetings, practices, other events and Guild products
 - Focussed Branch Lists (such as All Tower Correspondents in a particular Branch)
- Members' wishing to unsubscribe from an optional list **must do so via MemberMojo**. Details of how to unsubscribe will be on each email you receive.
 - **Existing Branch Mailing Lists** may be turned off in 2025, once the new System has bedded in