






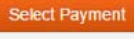






# SVA MEMBERSHIP - QUICK USER GUIDE


**How to sign up** – Group D (up to 4 members per address) used as an example for the below.

- 1) Go to <http://www.suthar.uk/> and navigate to the membership tab. Once on the membership tab, click the  button. This will take you to the SVA's membership mojo homepage.
- 2) View the membership options available and once you know the membership group that applies to you, click on the  button. You will then be taken to the '**New Membership Application**' Screen.
- 3) Once on this screen, you will firstly need to fill in the information of the **HEAD OF FAMILY (LEAD MEMBER)**. Please go through the page and fill in all the required information. Please note, any fields marked with \* are mandatory. There will also be options available for the lead member to:
  - Select whether they would like to 'receive all correspondence by email only'
  - Be listed in the online Suthar Directory
  - Make a Donation and also apply Gift aid to the donation
- 4) Once you have filled in the lead member information, please read the General Terms & Conditions. Once happy with these, tick the 'I agree with' checkbox and click the  button.
- 5) If Group A has been chosen, you will be taken straight to the Payments page. If any other membership group has been chosen, you will be taken to the '**Additional Linked Members**' Screen.
- 6) Once on the Additional Linked member screen, please fill in the information for the first linked member. Once all the information has been filled in, please click the .
  - Please note, if you wish to remove a member that you have added details for, you can click the  to remove them from your linked member list.
- 7) For this example, there will be 3 additional linked members added in as Group D allows up to 4 members per address.
- 8) Once all linked members have been added in, please click the  button
- 9) You will be then be taken to the '**Confirm Your Details**' page. Please review the membership you have chosen and the details added for the lead member and all linked members. If any amendments need to be made to any member, you can click the  button to do so. Once you are happy with all the details, please click the  button.
- 10) You will then be taken to the 'Payment Due' screen. Here you will be able to pay by PayPal.  
**Please note** - You do not need to have a PayPal account to use this service. There is a 'Check Out as a Guest' option for those who do not have a PayPal account and wish to pay by Debit or Credit card.
- 11) Once the payment has been taken, you will be taken to a confirmation screen which summarises the membership you have applied for. A confirmation email will also be sent to the email address specified by the 'Lead Member'


## Logging into your membership

- 1) Go to <http://www.suthar.uk/> and navigate to the membership tab. Once on the membership tab, click the  button. This will take you to the SVA's membership mojo homepage.
- 2) Click on the  button. There are now 2 options for signing in:

### Sign in without password

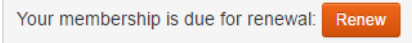




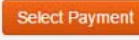
- 1) Click the [Sign In without password](#) link
- 2) Enter the email address specified on the lead member and click the  button
- 3) A link will now be sent to the email address that will enable you to login to your online membership account

### Sign in using email address and password

- 1) Click the [Sign In with password](#) link
- 2) Enter your email address and password you have chosen for the account
- 3) Click the  button

## Renewing your membership

Your membership will renew yearly. 28 days before the renewal date, you will receive an email stating that your membership is coming up for renewal

- 1) Once logged in, you will see the following message: . Please click the  button to renew your member. You will then be directed to the '**Membership Renewal**' screen.
- 2) Once on the renewal screen, you will be able to edit your membership details. Please choose the membership group that relates to you and double check the 'HEAD OF FAMILY (Lead Member) information. Please make any changes that need to be made. There will also be options available to:
  - Select whether they would like to 'receive all correspondence by email only'
  - Be listed in the online Suthar Directory
  - Make a Donation and also apply Gift aid to the donation
- 3) Once you are happy with the membership details, please accept the Terms and Conditions and click the  button  
You will then be asked to also check the details of the linked members. Please make sure all details are correct and then click the  button. You will be then be taken to the '**Confirm Your Details**' page.
- 4) Please review the membership you have chosen and the details added for the lead member and all linked members. If any amendments need to be made to any member, you can click the  to do so. Once you are happy with all the details, please click the  button.
- 5) You will then be taken to the 'Payment Due' screen. Here you will be able to pay by PayPal.  
**Please note** - You do not need to have a PayPal account to use this service. There is a 'Check Out as a Guest' option for those who do not have a PayPal account and wish to pay by Debit or Credit card.
- 6) Once the payment has been taken, you will be taken to a confirmation screen which summarises the membership you have applied for. A confirmation email will also be sent to the email address specified by the 'Lead Member'

## Help and Support

If you have any questions/queries with regards to the new online membership system, please use one of the following methods to get in contact with a member of the SVA membership support team:

Email: [membership@suthar.uk](mailto:membership@suthar.uk)