



# Wigan and St Helens Sailing Club

Rushdene, Poolstock, Wigan, WN3 5HJ

[www.wish-sc.co.uk](http://www.wish-sc.co.uk)

## **Quick guide to renewing this year.**

### **Renewing your membership with Wigan and St Helens Sailing Club**

Hopefully you are all looking forward to the new year at WiSH Sailing Club. We now have a membership team who have been working hard on preparing renewals and also setting up a new membership system.

### **Why are we moving to an online membership system?**

Both Wigan and Pilkington Sailing Clubs had, before the merger process begun to experiment and trial different ways to manage the membership of the respective clubs. Both clubs have trialed a number of systems and have found this system the best value for money and the most user friendly. A number of other sailing clubs in the area are using this system too.

In preparation for the new year at the newly renamed Wigan and St Helens Sailing Club we are looking again at our responsibilities under the GDPR legislation and how we handle our/your data. After lots of research we decided to adopt an online GDPR compliant cloud based club membership management system.

The system has the potential to evolve how we interact with our membership and to make the onerous task of managing subscriptions a little easier. It will give members access to the data and as it is stored centrally with different levels of access allowed the system will enable data to be used for club purposes more easily and more securely than ever before.

### **Moving across to membership Mojo**

(read below and use our pictorial guide for more detailed instructions)

We need all of you to move across to Membermojo. We have done our very best to transfer all members details by reformatting and uploading the data the clubs currently hold on you.

Even by doing this there is room for error and we suspect that some of the data we hold is out of date or incomplete. It is therefore essential that we get everyone to complete the new online membership form as soon as possible.

## **What Info will you need?**

We have revised what information we think we need in order to run the club smoothly this includes some things you may not have been asked before. Details of the relevant data protection policy can be found here. (Click Link)

The info you will need is:

your Name, Date of birth, your address and your contact details.

A photo of you! – You can do this on your phone or computer webcam or by uploading an image and cropping it.

Details of an emergency contact (just in case!)

Class, Description and Photo of boats (up to 3)

Qualifications (we need this to identify potential helpers for training and duties)

Experience (again, we need this to identify potential helpers for training and duties)

A few questions about duties (what you can/want to do)

A few questions about helping out (do you want to help out?)

A few consents which we require – Photo and video consent, agreement to be bound by club rules.

You must select your membership category (this is probably the trickiest bit, [please see the section below.](#))

You must pay a berthing fee for any boat you want to keep at the club. You can select how many boats you need to pay berthing fees from a drop down menu.

## **Selecting a category of Membership**

During the merger process, the categories of membership have been simplified.

Tip: If you were a full member and your partner was a social member it may be beneficial to become an "Adult and Family" member which gives sailing rights to your partner for only a small price increase over paying for 2 separate subscriptions.

- Adult (over 25) membership for one sailing adult.
- Young Adult (18-25) membership for one sailing adult between 18 and 25.
- Adult (over 25) and Family - one adult or two co-habiting adults (at least 25) and all children within their guardianship under 18. Grandchildren under 18 may be accepted, even if not living at the same address if no children under 18. (with permission of committee)
- Young Adult (18-25) and Family - one adult or two co-habiting adults (at least 18 and not more than 25) and all children within their guardianship under 18.
- Junior and non-sailing guardian – a person under the age of 18 who is not included in a family membership. Non-sailing GUARDIAN membership shall be included with each Junior. The Guardian must be present whenever their child is at WiSH or make arrangements with another adult who act in Loco Parentis in their absence.
- Social Non Sailing - a person 18 or over who does not have any rights to sail.

- Honorary - If you are lucky enough to be a Honorary Member, please join as a Honorary member and enter your details. We will confirm this and contact you. Honorary memberships is a closed category awarded at the AGM and not something we advertise to the outside world. – you will only pay for your boat park fees.

Please note: If you join as a family you can link other members to your membership, please complete details for each family member.

Due to the differences in last year's membership year current Pilkington Sailing Club members are due to pay a slightly discounted rate compared to current Wigan members. Please select the appropriate category.

Please ensure you select the *correct berthing fees* for the number of boats you and your family own and berth at the club.

### **What happens next?**

Once you have ensured that all your details are right, you have selected the correct category of membership and that you have selected the appropriate berthing fees, Membermojo will calculate how much you need to pay for this year. You must then click the orange button that says **PAY with Via Bank Transfer or CHEQUE or cash**. You are then a member pending payment. If you fail to do this you haven't completed the sign up process and will have to start from scratch.

Currently we only accept payment by either Bank transfer (BACS) or cheque or cash.

Once you join you will be sent all the information you need to complete the process.

We will look at individual payment plans on a case by case basis should you find the fees too much to pay in a single installment.

Once you are on the system, all future renewals will be handled automatically.

We appreciate your help and patience in what we hope will be a smooth transition.

**Thank you.**

**The WiSH Sailing Club membership team.**