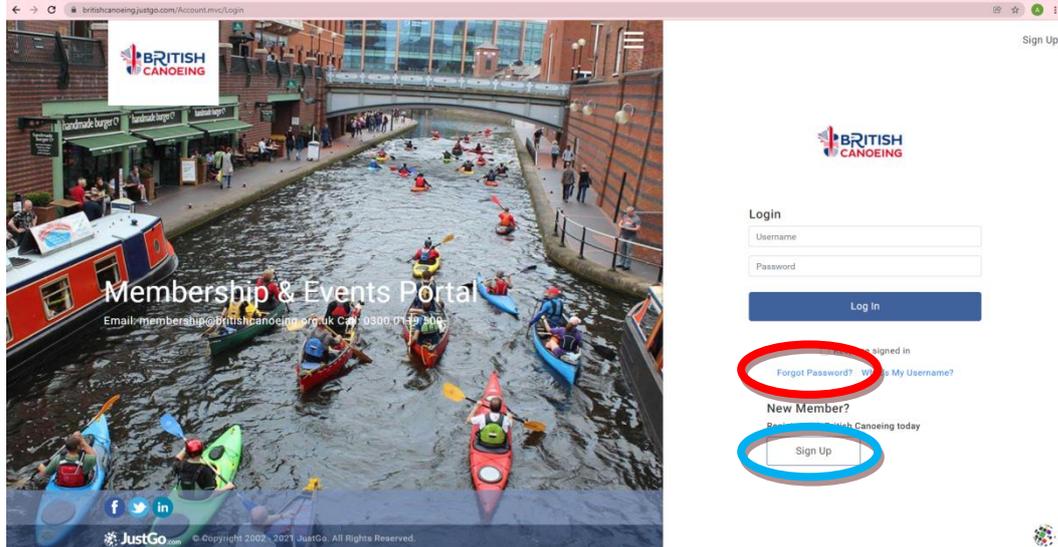


## How to access your New Membership at Southampton Canoe Club

Please **READ** carefully before attempting to enrol – BC and JustGO have structured this in such a way that there are a lot of stages to go through ! – So please be careful.

### A. Go to website - <https://britishcanoeing.justgo.com/Account.mvc/Login>



Here you will log into a site run by 'JustGo' for British Canoeing – this is a freely accessible site for which you need to make NO payments initially

There are 3 ways you can login –

1. **If you have an existing British Canoeing membership** - login using your membership number and your password. If you cannot remember the password – use the Forgot password option highlighted in the **Red Ellipse** and they will send a password reset to the email address you gave originally to British Canoeing. Alternatively if you cannot remember either – please contact [admin@southamptoncc.co.uk](mailto:admin@southamptoncc.co.uk) and we will help with the email address reminder.

The same option will apply if you are **an existing British Canoeing Member but NOT a Member of Southampton Canoe Club**.

2. **You are an existing member of Southampton Canoe Club – but not a member of British Canoeing** – we will provide you with a membership number to use as you will already have been put on the 'JustGo' system by the club and you will need to use the Forgot password option as 1. above to get your password. Please contact [admin@southamptoncc.co.uk](mailto:admin@southamptoncc.co.uk) for your existing membership number.

3. **If you are a New member to the club** – and not a member of any club nor of British Canoeing.- With this option you will need to use the Sign up option **Blue Ellipse** above and follow the prompts.

You will be taken to the sign up page – opposite

Complete the entries as required and click Sign up at the bottom of the page.



Sign Up

First Name  Last Name

Email Address

Contact Number

Date of Birth  
 Day  Month  Year

Gender  
 Male  Female  prefer not to say

Username

Password

Address  
 Address Line 1   
 Address Line 2

Town  County

Post Code  Country

By clicking on Sign Up you agree to JustGo's [Terms and Conditions of Use](#)  
 To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#)

Sign Up

NOTE - Your new password has to be 8 characters in length.

When you click the sign up – the following page appears.

### Agreements & Opt-ins

← Back
Accept & Continue

Communication Preferences ▲

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**JustGo Communications**

I would like to receive JustGo news, features and product information

I would like to receive information from JustGo's partners or affiliates

Privacy Notices ▲

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We at British Canoeing want to make sure all the personal information we process about you is safe and secure.

We have a Privacy Centre which shows you how we will ensure this is the case.

To access our Privacy Centre please click [here](#).

We have put together a Privacy Notice for our Members, which is attached.

↓ DOWNLOAD

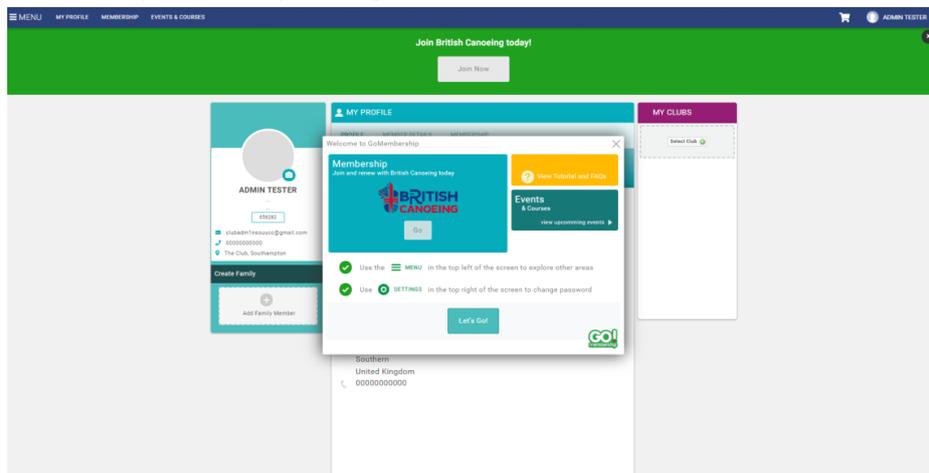
By progressing you are also accepting JustGo's [Terms and Conditions of Use](#).

To learn more about how JustGo protects your personal data please also read our [Privacy Policy](#).

← Back
Accept & Continue

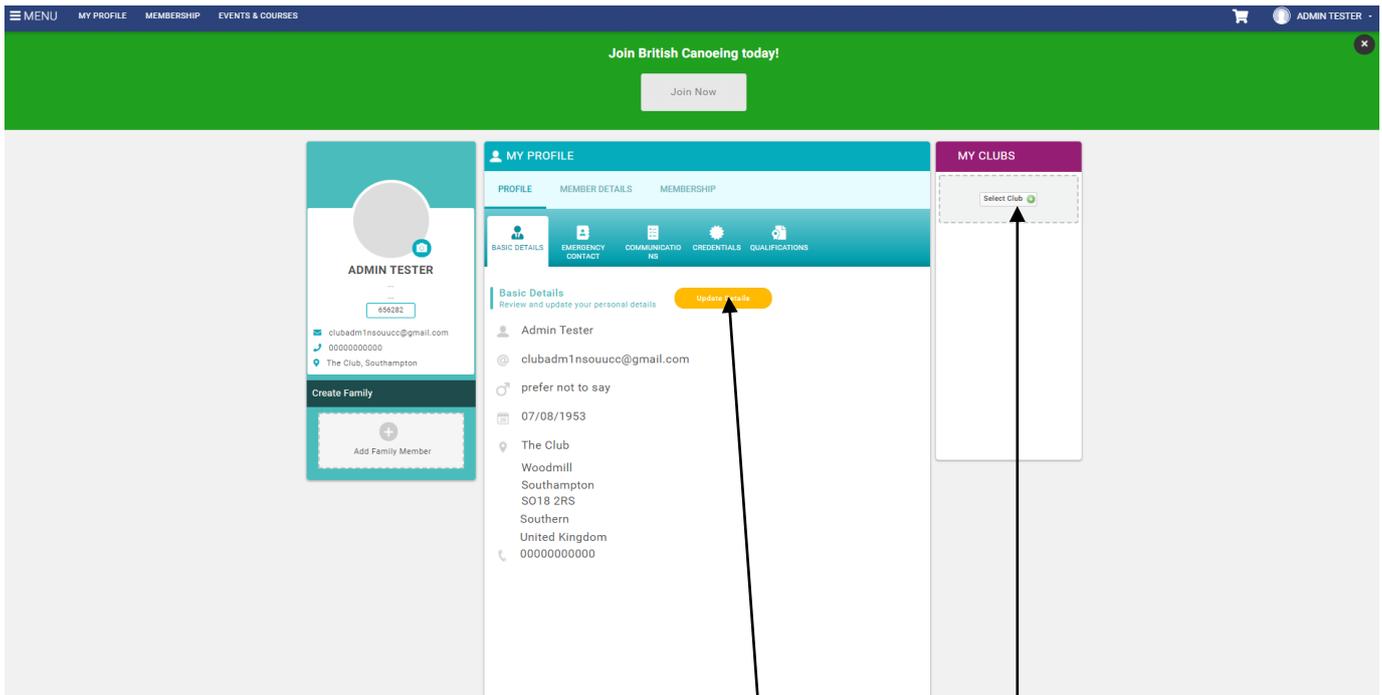
Tick the relevant boxes shown and then click 'Accept and Continue'

- B. **BC Membership sign up** - When you first login – you may see the British Canoeing Membership Join and renew pop-up screen as below. You can ( if you wish to at this point ) join or renew your membership with BC by clicking either the GO or Lets Go buttons–



but you do not have to do this now and if you are already a member of British Canoeing anyway you will NOT need to do this. If you chose not to join or renew with BC – click the X ( top right of pop-up ) to exit the pop up.

**C. You have now reached the MY PROFILE window – This is the entry point for all login methods above.**



All your details you input at Sign up and/or had been given to either BC or input by SOU cc previously will be present under the Basic Details tab and in the side bar under your name. If you made any errors during Setup or you wish to change any information in any way., click on the **Yellow box** marked Update details. You will be able to change all your information **except for the email address you gave – so please ensure you put it in correctly.** If for some reason it is wrong you will need to contact BC to get it changed, **we cannot change this entry.**

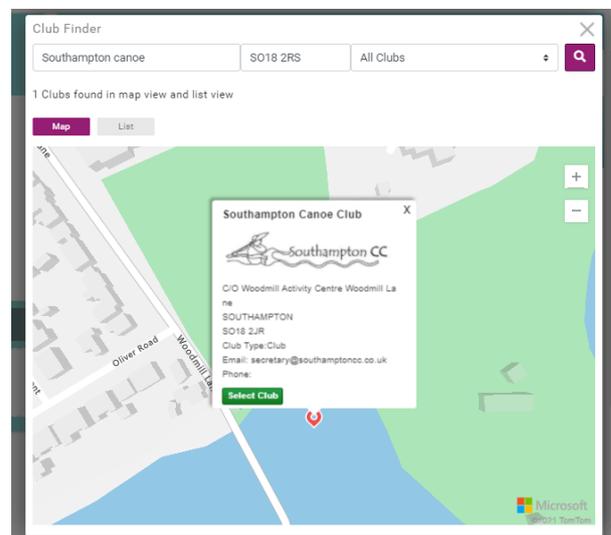
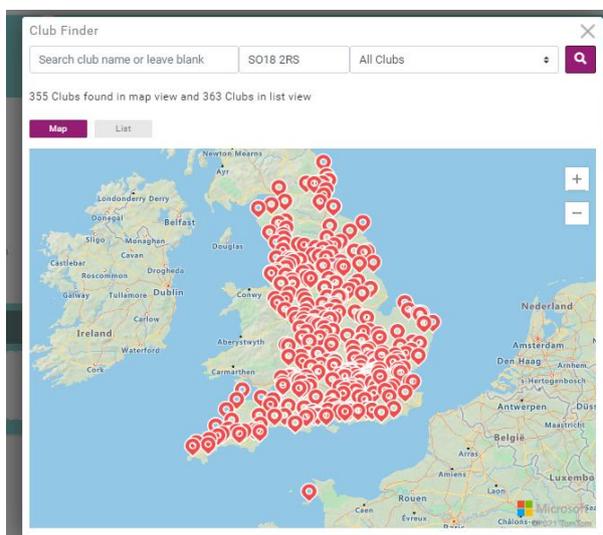
Make sure you click SAVE after making any changes so that they are stored correctly.

**D. You now need to Associate yourself with Southampton Canoe Club.** At this stage you are not joining the Club as a member yet ! If you are already on the system the Club name will already be visible under the **Purple banner** called 'My Clubs' on the Right of the screen above.

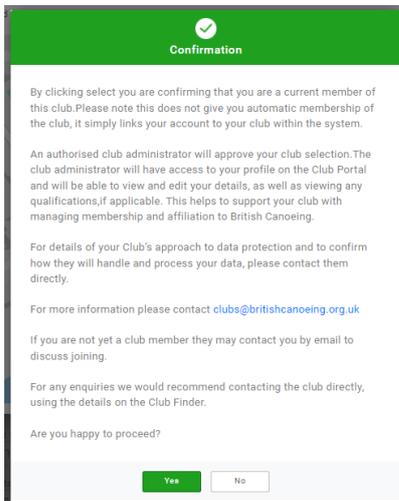
If our Club name is not there please Select the Club by clicking on here

Another pop-up appears as so below -

Enter the Club name in the top Left hand box click the search magnifier symbol on the right and then hover over and click on the club marker it zooms into ensuring it says Southampton Canoe club before you click it and then click on the GREEN select club to select us to be associated with you.



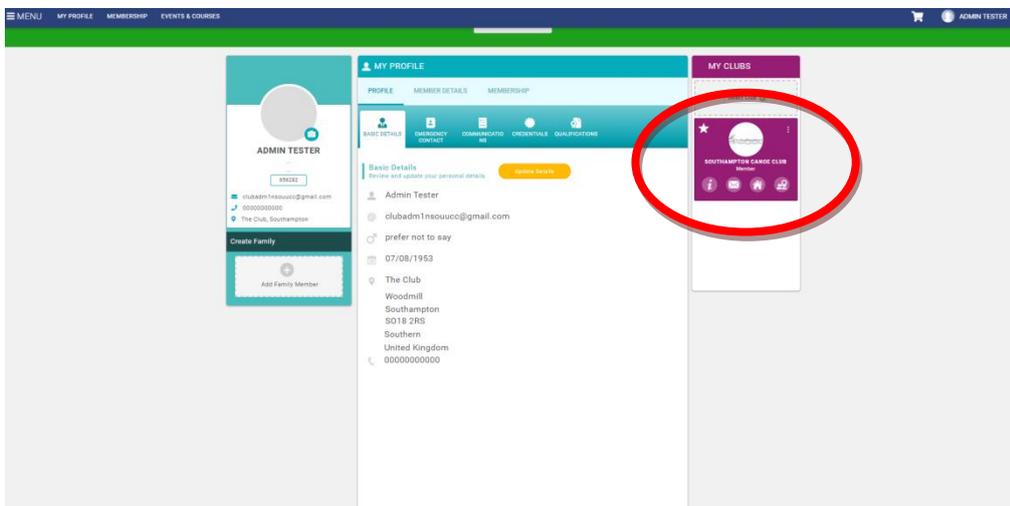
A warning banner then comes up -



If you are happy to proceed please click YES. NOTE – if you click NO you will only be taken back to the previous screen – not out entirely, as you may have made a wrong choice and you can choose again.

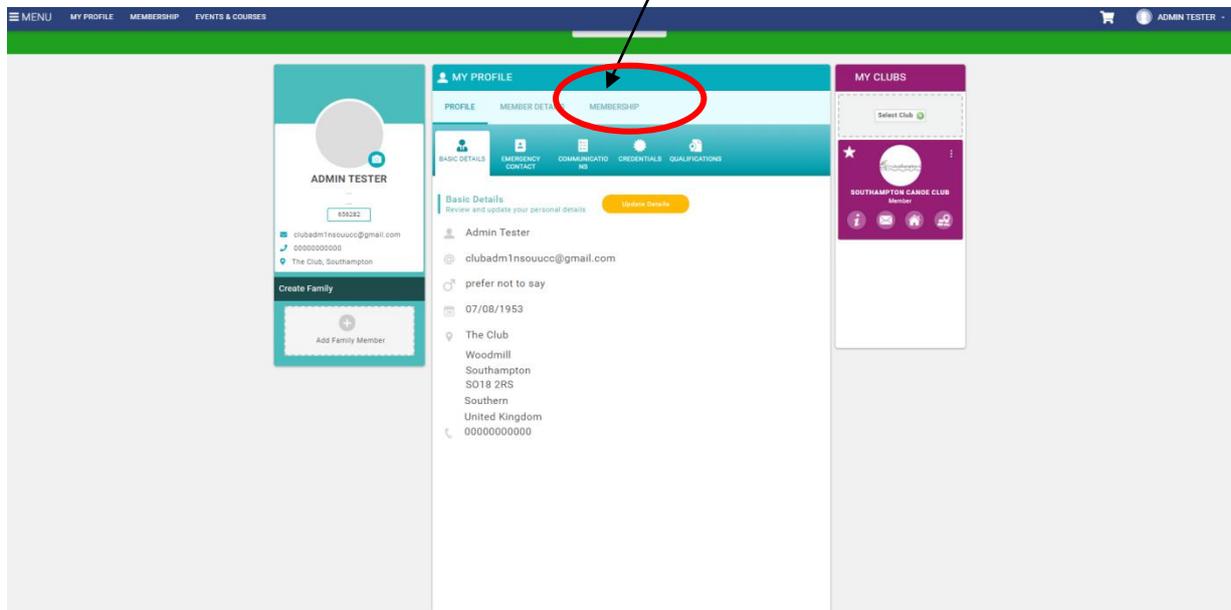
**At this point you are still NOT a paid member of the Club.**

At this point you are taken back to the MY PROFILE entry screen and your association with Southampton Canoe Club will be visible on the Right.

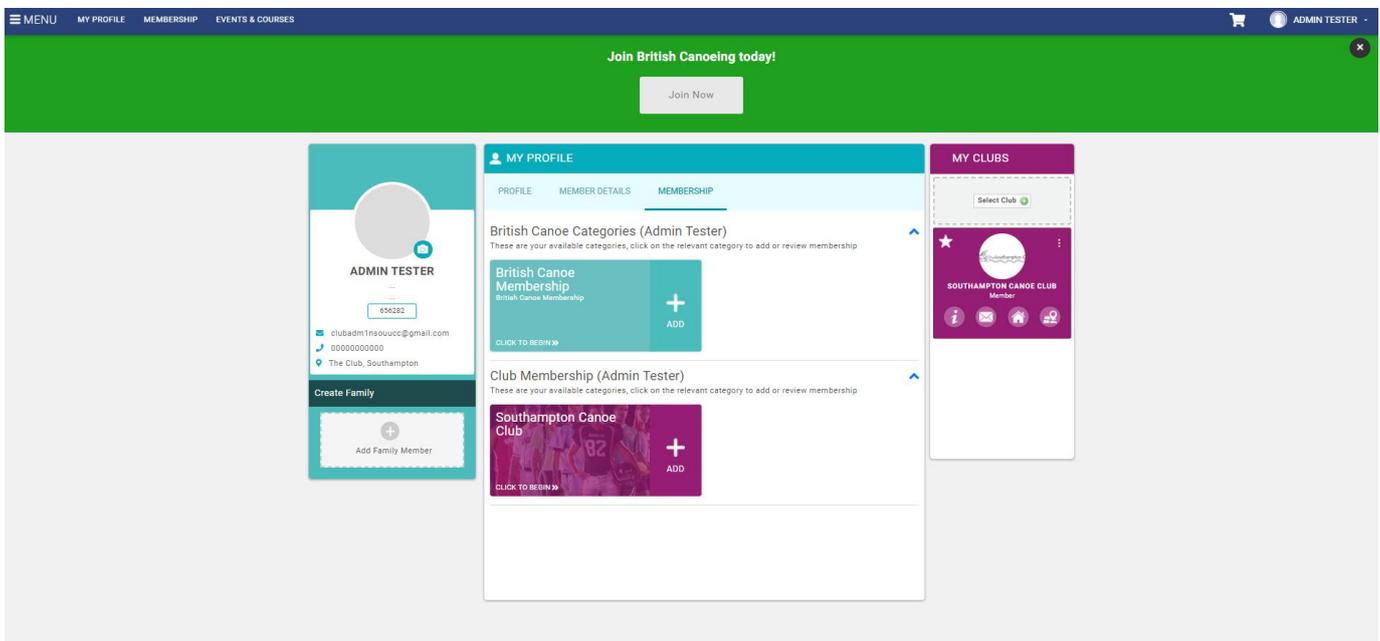


## E. HOW TO JOIN THE CLUB and pay your PERSONAL membership

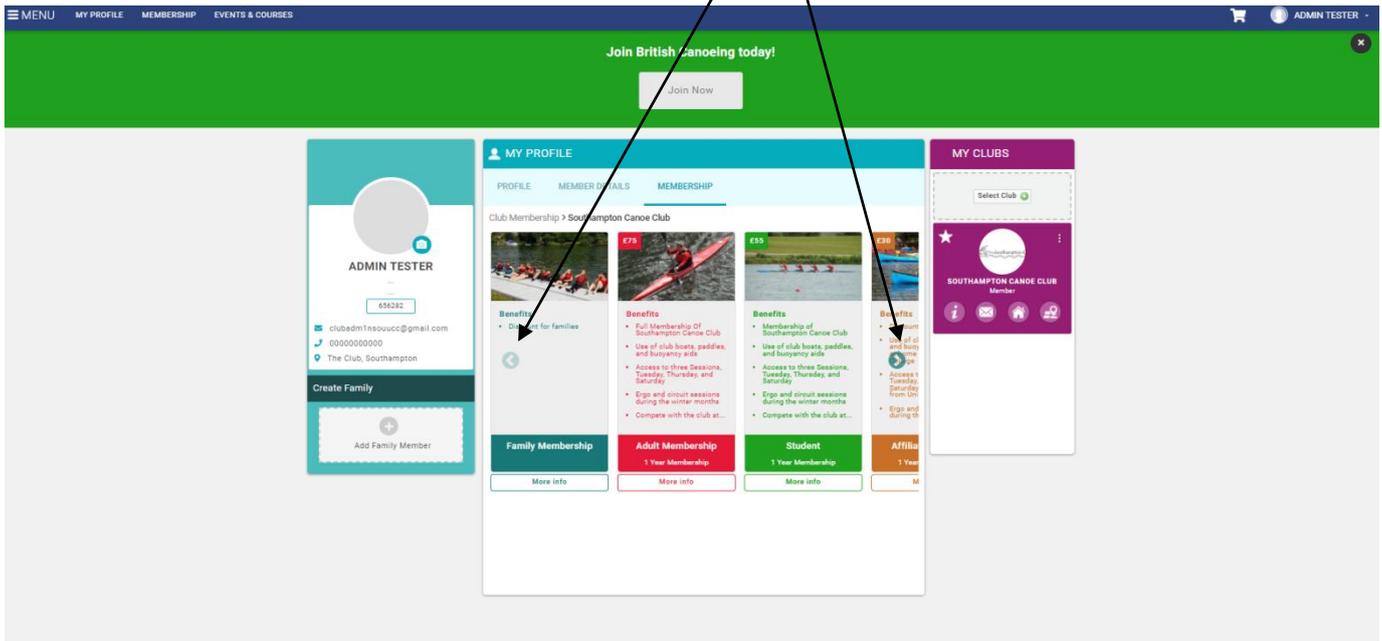
Now click on the 'Membership' name at the top of the window -



You will then be taken to this screen - at this point you can either join British Canoeing or pay for membership of Southampton Canoe Club. Click on ADD + symbol next to Southampton Canoe Club and the next entry page will open.



This screen shows the options for Membership - use the small arrows to scroll left and right to see all options.



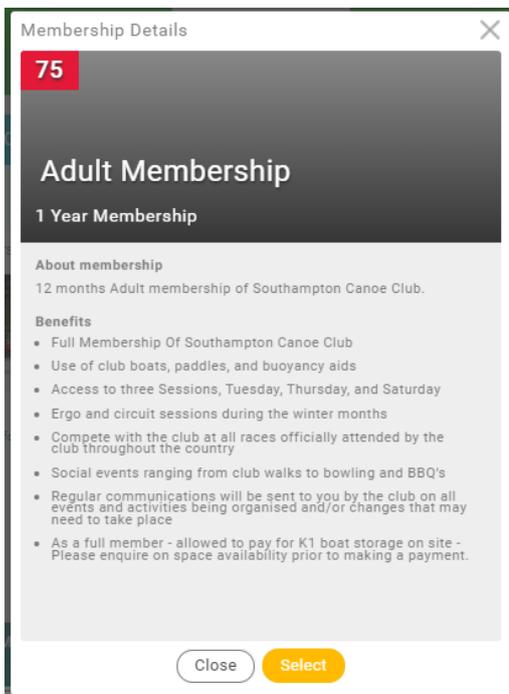
The pricing for each option is shown in the top left of each option displayed.

Depending on your age you also may not see all the options.

NEXT – click on an appropriate Membership to see more details.

**NOTE - You cannot choose multiple options at this stage.**

**A screen will then come up explaining the benefits of the option you are about to choose as so –**

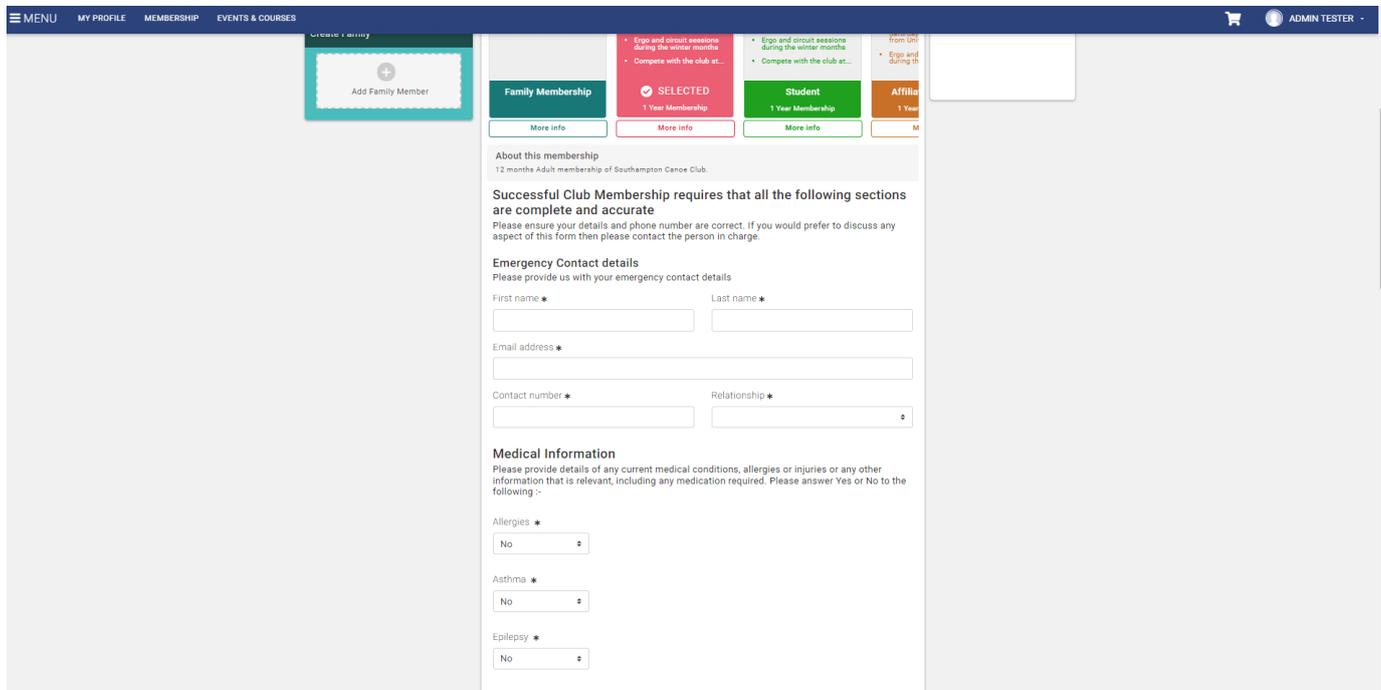


**If you are happy with this selection – Click Select.**

**Southampton Canoe Club – Requests for Health and Safety and Privacy information -**

Once you have Selected the Membership option you want – a drop down appears below the previous option list with requests for more detailed information which we need to collect as part of our duty of care to manage your health and well being whilst you are under our coaching care –

These cover – Emergency Contact details, Medical Information, Data Privacy, Other consents , Confirmation of Understanding of Codes of Conduct and Terms and Conditions.

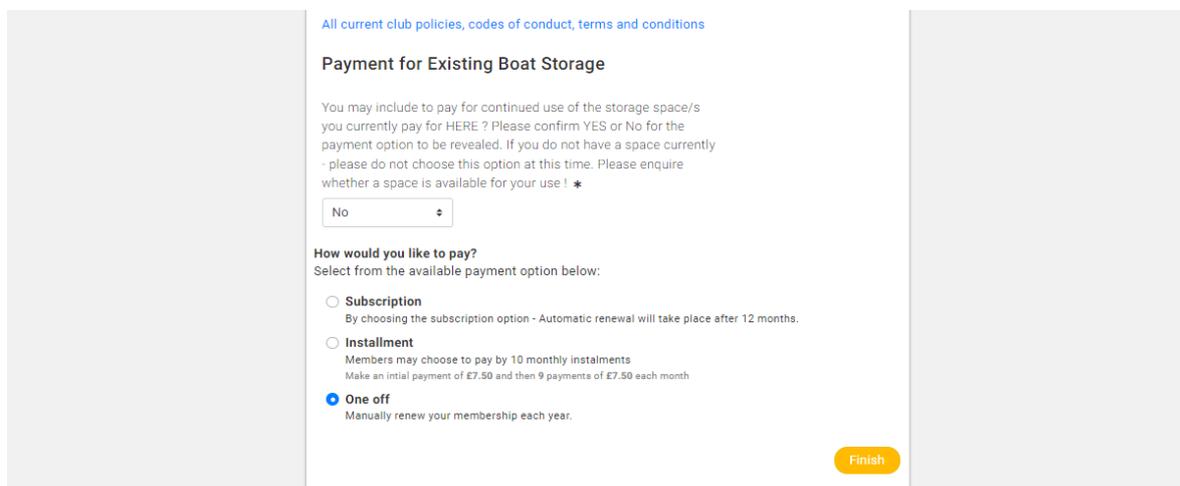


**NOTE - All information is mandatory and the system will not allow you to continue to payment unless all fields are complete.**

Please be as accurate as possible as this data is needed to be reliable and accurate at all times for our Coaches.

**Boat Storage -**

If you have existing boat storage at the club you can include to pay for the storage you use at this time at the bottom of this list. Click Yes and a further tick box set will appear to allow you to do so.

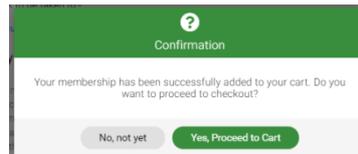


Lastly at the very bottom of this page the options to pay by –

- a. Subscription - with Automatic Renewal after 12 months
- b. Installments – over 10 months
- c. A one off payment NOW.

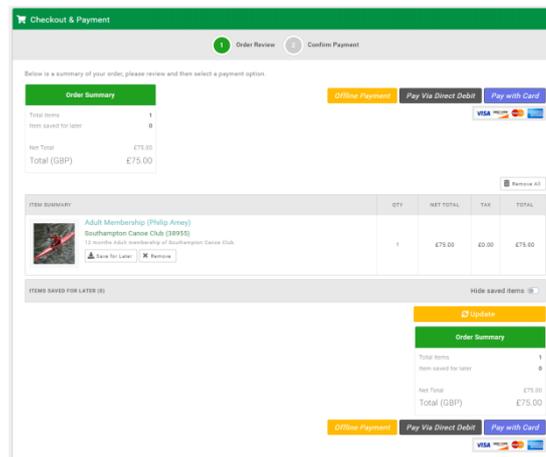
Are available for you to choose.

Once you have completed the information collection sheet and you have chosen your method of payment – Click the **Yellow** Finish button shown above. This will both save the information input and place the chosen membership in your Payment Cart. – a confirmation then appears as so -



If you wish to carry-on and make your payment click Yes, Proceed to Cart.

The Cart window will open and will look like this -



You can pay by Direct Debit, VISA, DISCOVER, MasterCARD and AMEX

Or alternatively you can pay by Direct Bank transfer making an offline payment– but please contact the administrator before using this option – so that we are aware to watch out for this payment.

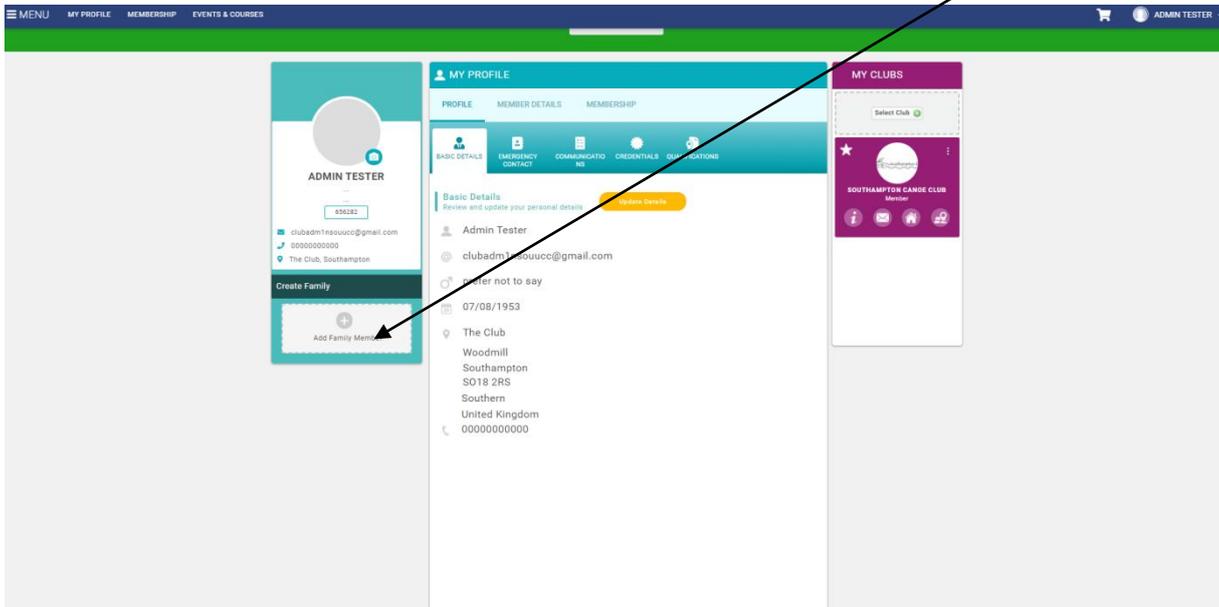
**YOU CAN AT THIS POINT SAVE YOUR PAYMENTS UNTIL LATER.**

## F. CHOOSING AND PAYING FOR MEMBERSHIP FOR OTHER MEMBERS OF THE FAMILY -

At this point you have the option to choose the membership options for other members of your family if you wish to do so and add them to your payment cart.

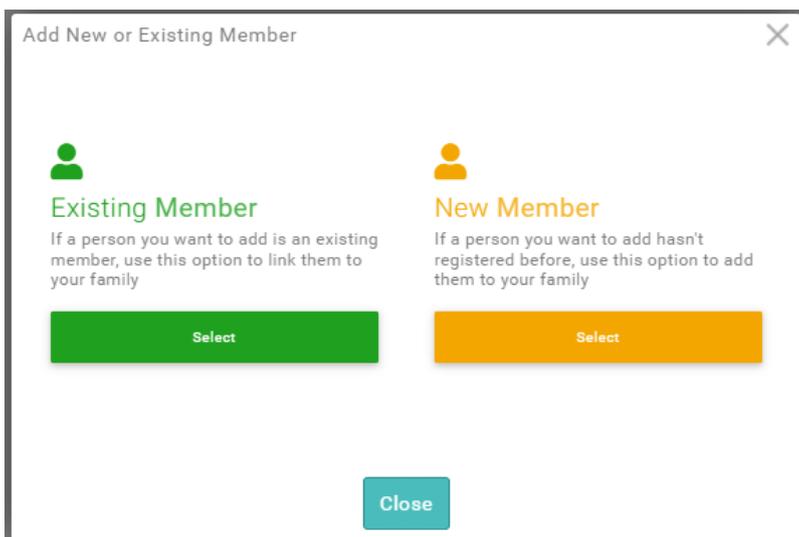
In order to do this you must first link a Family Member to your account.

This you do by clicking on the **Add Family Member** item shown under your Name Tag here on the My Profile page.



A pop-up then appears giving two options –

Add an Existing Member or Add New Member



Click which ever option is appropriate and complete the information required.

**NOTE - if your family member is already a member of the club – their information may have already been entered by the club in the system - please ask the administrator, if you are unsure, to provide any information you need in advance to avoid adding them a second time into the system.**

**Choice of Membership and payment for the Family member -**

Once you have added them as a Family Member you will need to complete all the Mandatory information required and choose the payment option and then add their entry to your cart.

**G. Payment of all Memberships under Family Membership option.**

In order to complete this way of membership payment you must have all members of your family linked to your account first. Once you choose the Family Membership option – they will appear in a list under this payment type.

You can add more Family members at this point if you so wish.

You will still need to choose each individual membership they need to be associated with though –

i.e. Adult, Junior, Student etc. By clicking the Select Membership option shown next to their name as so –

**About this membership**  
A discounted rate for families with up to 2 adults and 3 children

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**Family Membership Pricing**  
1-2 adults and 1-3 children (Under 18) = £150.00, Minimum of 3 family members  
Additional children will be charged Full Price for their respective membership  
Additional adults will be charged Full Price for their respective membership

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**Philip Amey**  
admin@southamptoncc.co.uk  
Date of birth: 10/04/1963

**David Amey**  
david.amey@hotmail.co.uk  
Date of birth: 19/07/1993

then click one of the items on the drop-down that appears.

Select a membership ✕

Membership	Price	
Adult Membership	£75	✓
Student	£55	✓
Affiliated Student	£30	✓
Associate	£30	✓

Every family members Health and Well being details will still need to be completed individually, as before, prior to the whole family being forwarded to the cart for payment.

**Once all Memberships have been added to the Cart - please make payment accordingly.**