

# How to Register a New Member

## Club Officers' Step-by-Step Guide

### Overview

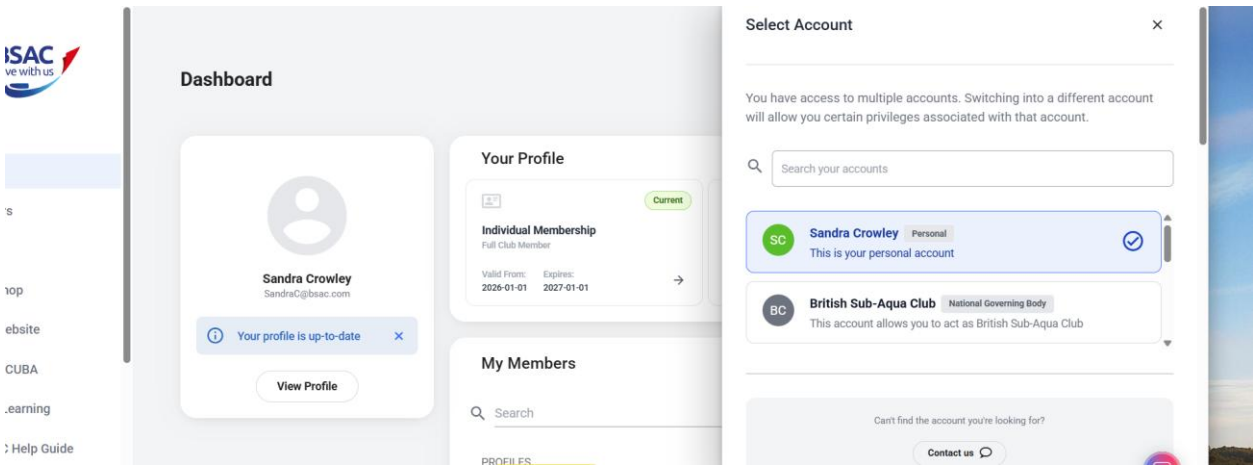
This guide walks club officers through the process of registering a new member via the online portal. Follow the steps below in order to complete the registration and payment process.

### Step-by-Step Instructions

Step  
**1**

### Switch to Your Club Account

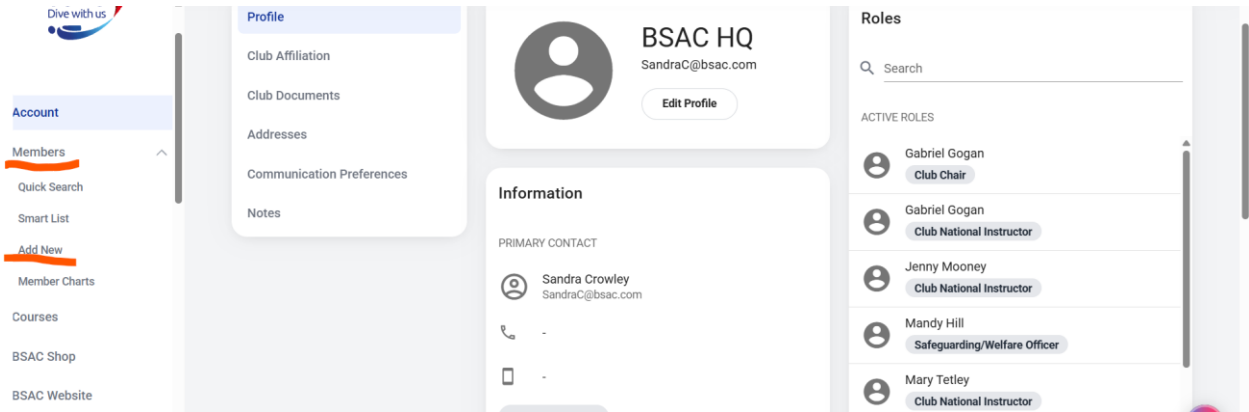
From your dashboard, click on your name and select your club from the drop-down menu to switch from your personal account to the club side.



Step  
**2**

### Create a New Member Record

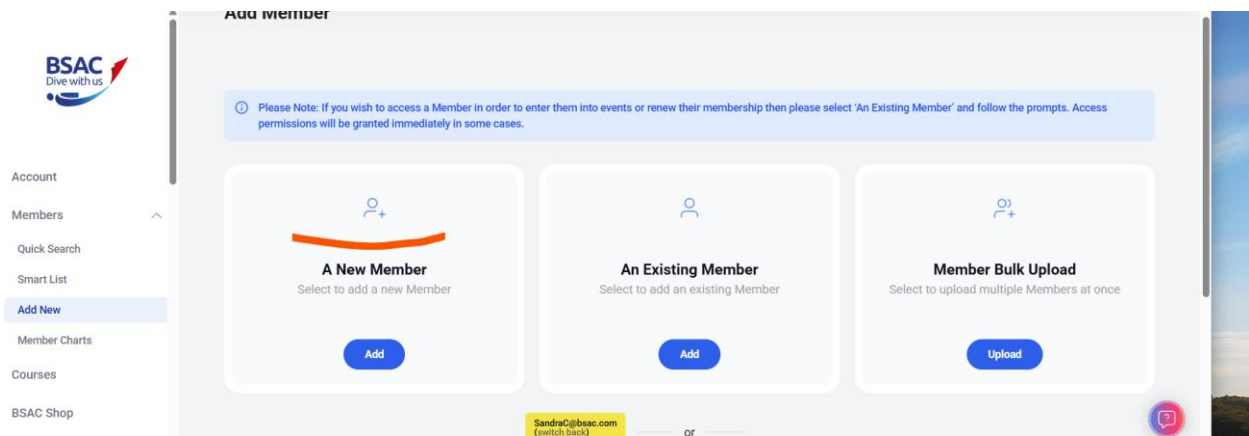
Once in the club view, click the Add New option in the left-hand Members menu. This will take you to the Add Member screen.



Step  
**3**

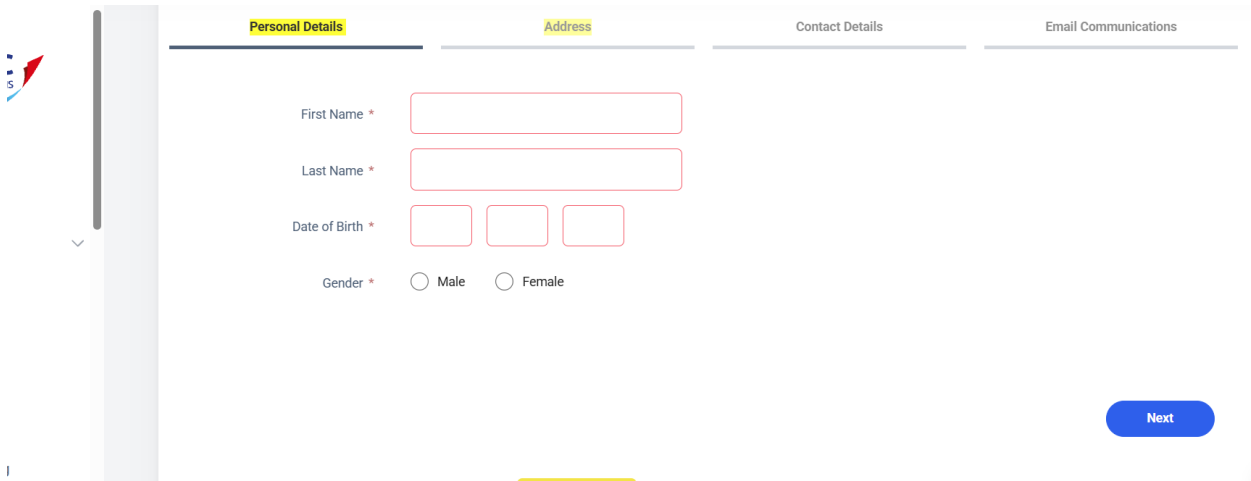
### Select 'A New Member'

You will be prompted to choose between adding a new member, an existing member, or a bulk upload. Select the Add button under 'A New Member'.



## Enter Personal Details

Complete the Personal Details tab: First Name, Last Name, Date of Birth, and Gender.



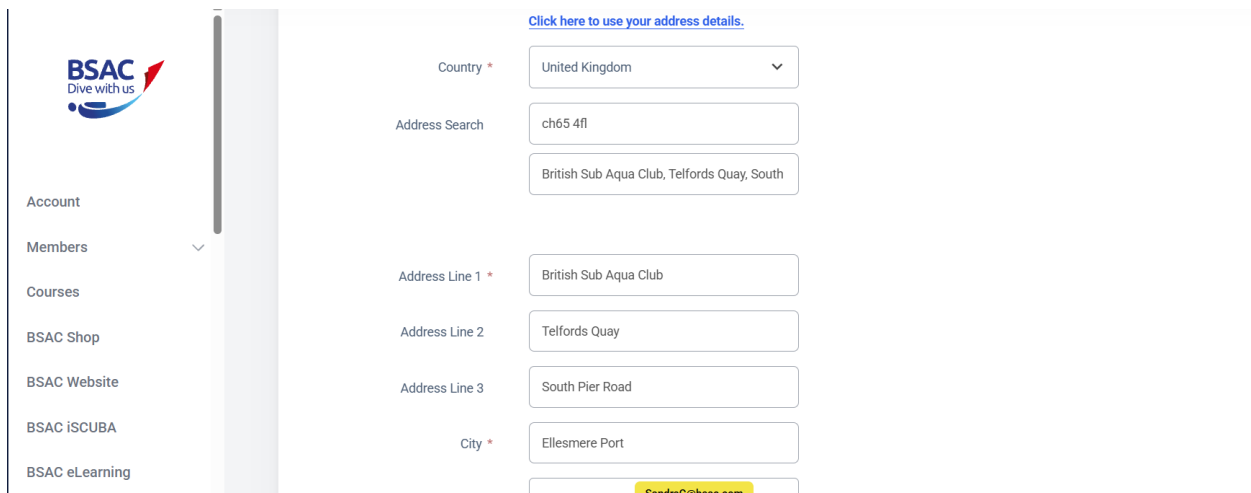
The screenshot shows a web form with four tabs: **Personal Details**, **Address**, **Contact Details**, and **Email Communications**. The **Personal Details** tab is selected and highlighted in yellow. It contains the following fields:

- First Name \***: A text input field.
- Last Name \***: A text input field.
- Date of Birth \***: Three separate input fields for day, month, and year.
- Gender \***: Two radio button options, **Male** and **Female**.

A blue **Next** button is located at the bottom right of the form.

## Enter Address Details

Move to the Address tab. You can search by postcode to auto-fill the address fields, or enter the details manually.



The screenshot shows a web form with four tabs: **Personal Details**, **Address**, **Contact Details**, and **Email Communications**. The **Address** tab is selected and highlighted in yellow. It contains the following fields:

- Country \***: A dropdown menu with "United Kingdom" selected.
- Address Search**: A text input field containing "ch65 4fl". Below it, a dropdown menu shows "British Sub Aqua Club, Telfords Quay, South".
- Address Line 1 \***: A text input field containing "British Sub Aqua Club".
- Address Line 2**: A text input field containing "Telfords Quay".
- Address Line 3**: A text input field containing "South Pier Road".
- City \***: A text input field containing "Ellesmere Port".
- Postcode \***: A text input field containing "SandraC@bsac.com".

A blue **Next** button is located at the bottom right of the form.

## Enter Contact Details

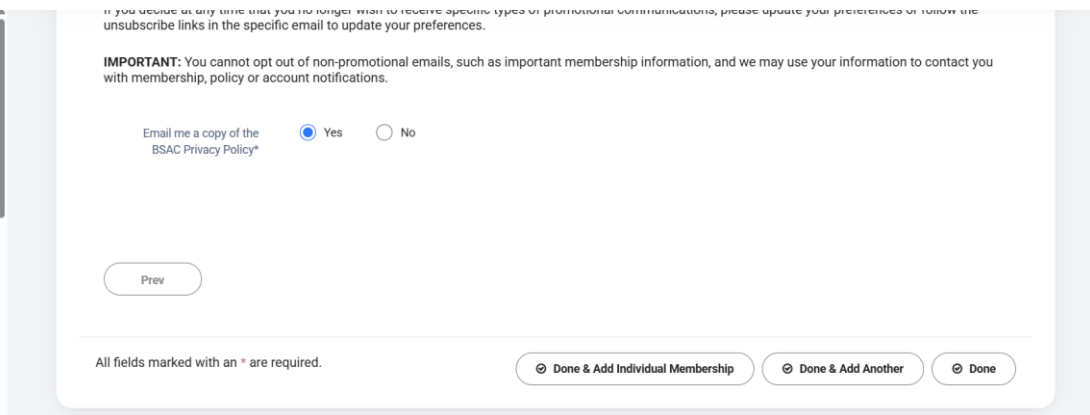
On the Contact Details tab, add the member's mobile phone number and email address, then click Next.



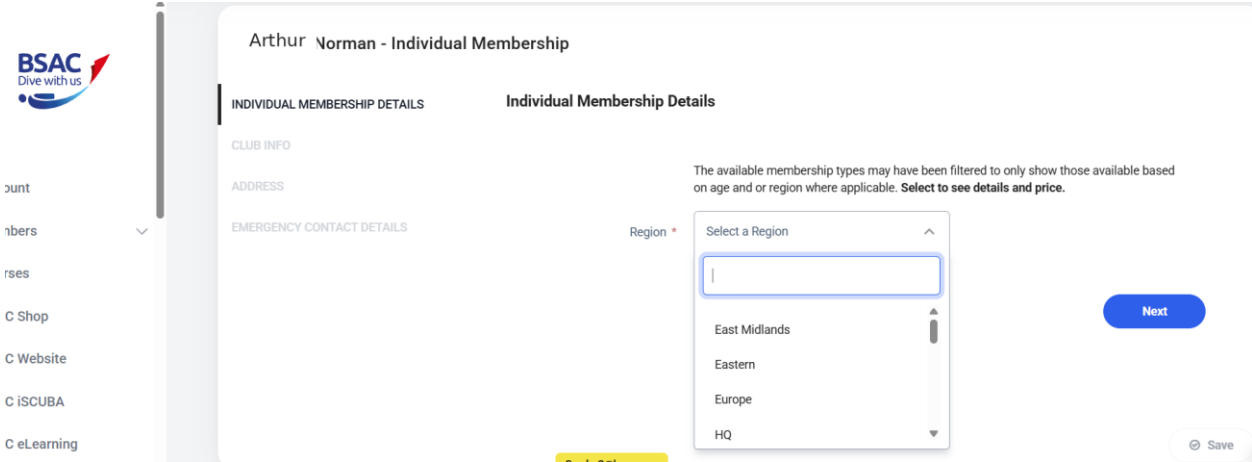
## Step 4 – Choose How to Proceed

Once you have completed all member details, you will see three options at the bottom of the screen:

| Option   | When to Use   |
|--|---|
| <b>Option 1 – Done &amp; Add Individual Membership</b> | Select this if you only have one member to pay for right now.           |
| <b>Option 2 – Done &amp; Add Another</b>               | Select this if you have more than one person to register before paying. |
| <b>Option 3 – Done</b>                                 | Select this if you are not yet ready to make the payment.               |



**Step 5** **Select Region & Membership Type**  
 After selecting 'Done & Add Individual Membership', you will be prompted to select your region and choose the appropriate membership type.



Arthur Norman - Individual Membership

INDIVIDUAL MEMBERSHIP DETAILS **Individual Membership Details**

CLUB INFO

ADDRESS

EMERGENCY CONTACT DETAILS

The available membership types may have been filtered to only show those available based on age and/or region where applicable. [Select to see details and price.](#)

Region \*

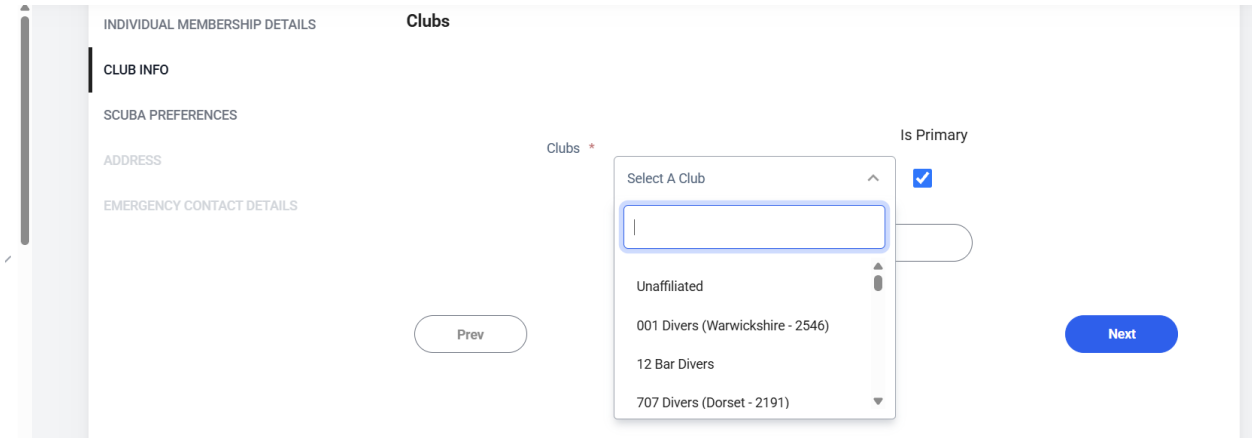
- East Midlands
- Eastern
- Europe
- HQ

Next

Save

**Step 6** **Choose Payment Method**  
 Select how you would like to pay. Note: Auto Renewal is the default setting and will automatically charge the card or bank details provided each year. If you are paying on behalf of someone else, please change this to One Time Payment, then click Next.

**Step 7** **Select Your Club**  
 Begin typing your club name in the search field and select it from the drop-down list that appears.



INDIVIDUAL MEMBERSHIP DETAILS **Clubs**

CLUB INFO

SCUBA PREFERENCES

ADDRESS

EMERGENCY CONTACT DETAILS

Clubs \*

Is Primary

- Unaffiliated
- 001 Divers (Warwickshire - 2546)
- 12 Bar Divers
- 707 Divers (Dorset - 2191)

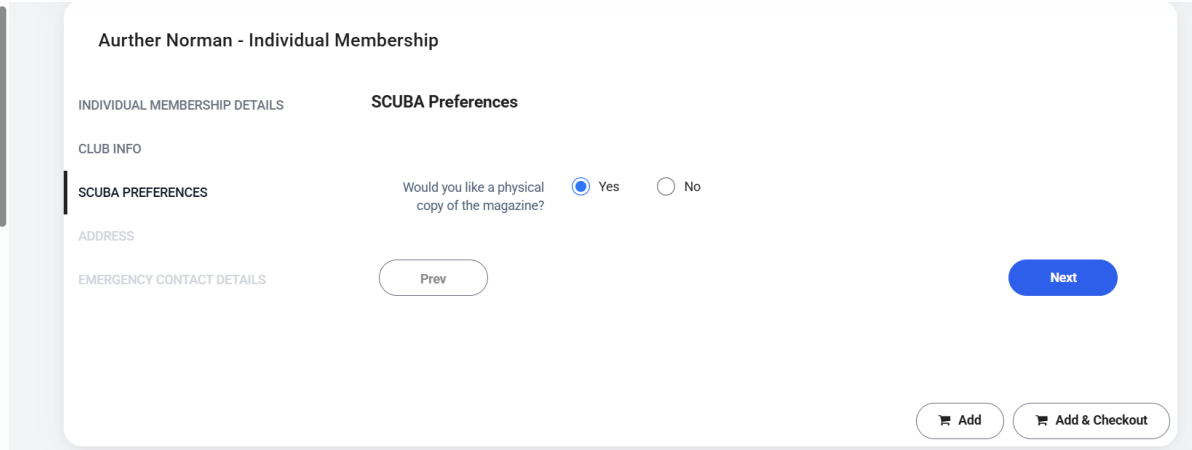
Prev

Next

Step  
**8**

### Magazine Preference

Depending on the membership type selected, you may be asked whether the member would like to receive a hard copy of the magazine. Select Yes or No, then click Next.



**Aurther Norman - Individual Membership**

INDIVIDUAL MEMBERSHIP DETAILS      **SCUBA Preferences**

CLUB INFO

**SCUBA PREFERENCES**      Would you like a physical copy of the magazine?     Yes     No

ADDRESS

EMERGENCY CONTACT DETAILS

Prev      Next

Add    Add & Checkout

## Steps 9 & 10 – Finishing Up

Step  
**9**

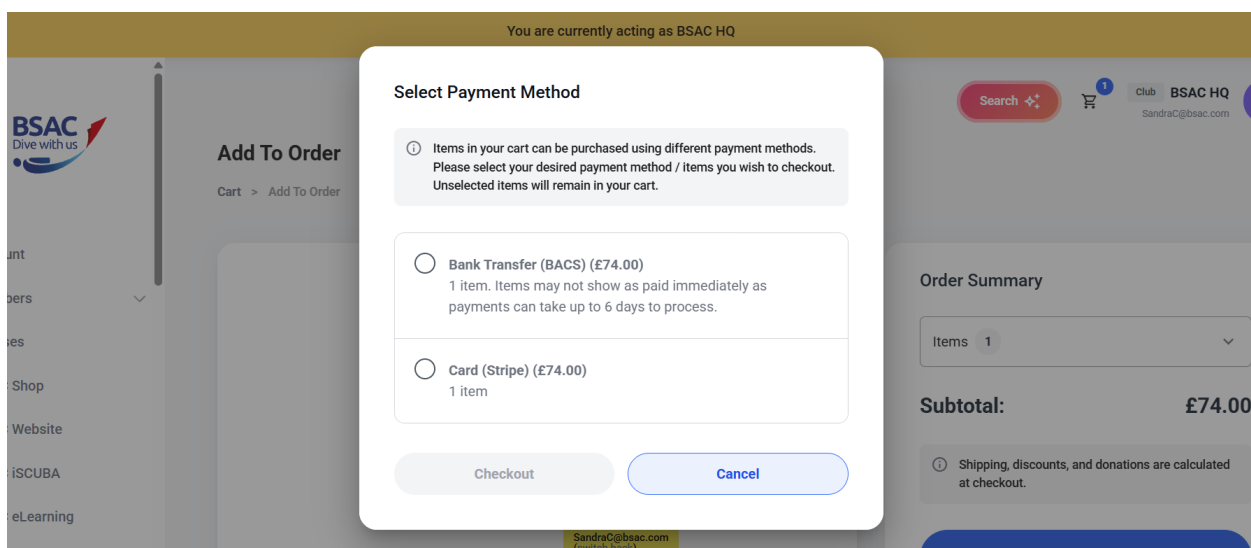
### Verify Address & Emergency Contact Details

Click Next to review the member's address details. On the final screen, complete the emergency contact information before proceeding.

Step  
**10**

### Complete Payment

Select Add & Checkout to proceed to payment. Choose your payment method — Bank Transfer (BACS) or Card — then click Checkout to complete the registration.



You are currently acting as BSAC HQ

**Select Payment Method**

Items in your cart can be purchased using different payment methods. Please select your desired payment method / items you wish to checkout. Unselected items will remain in your cart.

Bank Transfer (BACS) (£74.00)  
1 item. Items may not show as paid immediately as payments can take up to 6 days to process.

Card (Stripe) (£74.00)  
1 item

Checkout    Cancel

Order Summary

Items 1

**Subtotal: £74.00**

Shipping, discounts, and donations are calculated at checkout.



### Helpful Tips

- Always ensure member details are accurate before proceeding to payment.
- Use Option 2 (Done & Add Another) to batch-register multiple members before a single checkout.
- If paying on behalf of a member, always switch Auto Renewal to One Time Payment to avoid unintended future charges.
- Emergency contact details are required — have them ready before starting.