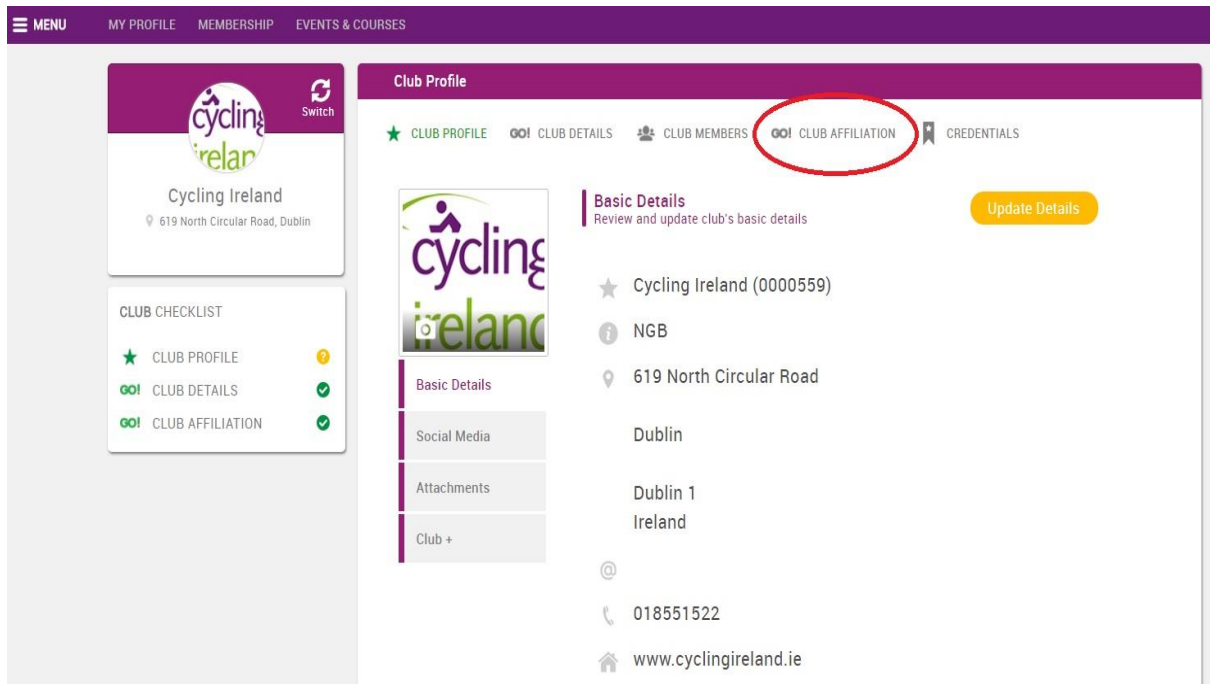


## Club Affiliation Process 2018

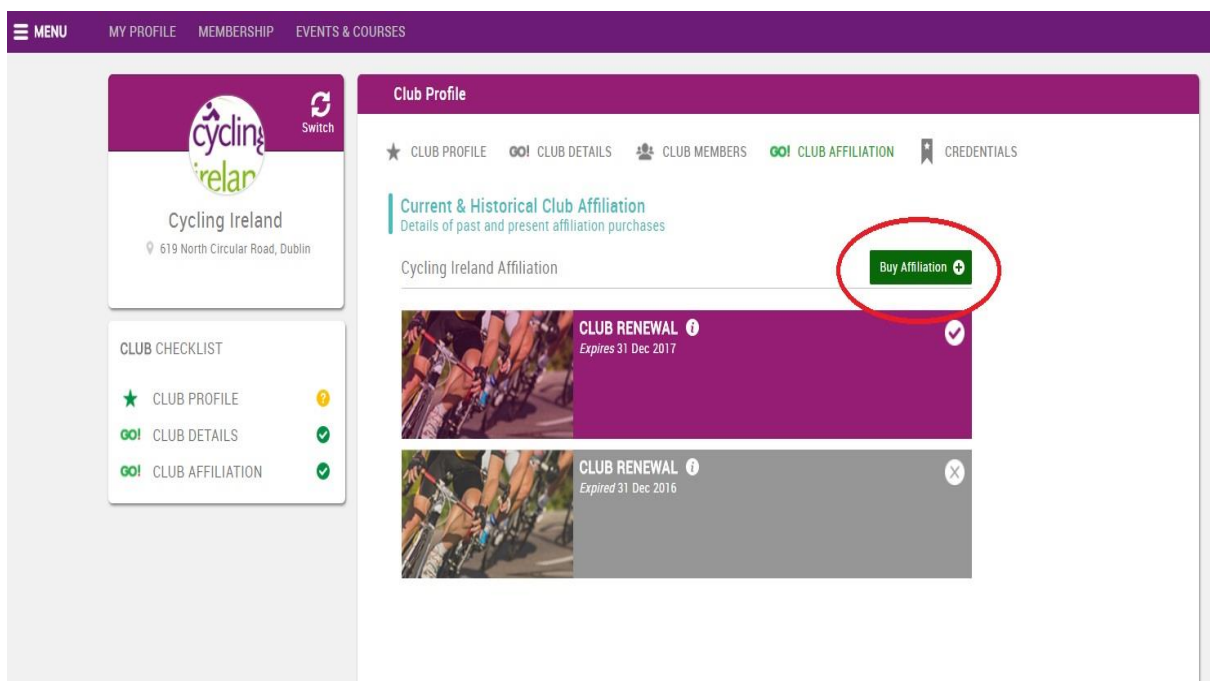
To make the affiliation process quicker and easier for clubs we will be removing the need for affiliation forms to be submitted for approval. Instead the affiliation process will now be completed solely online and can be carried out by any current club official.

**Step 1:** From the Club Profile page click on the 'Club Affiliation' tab



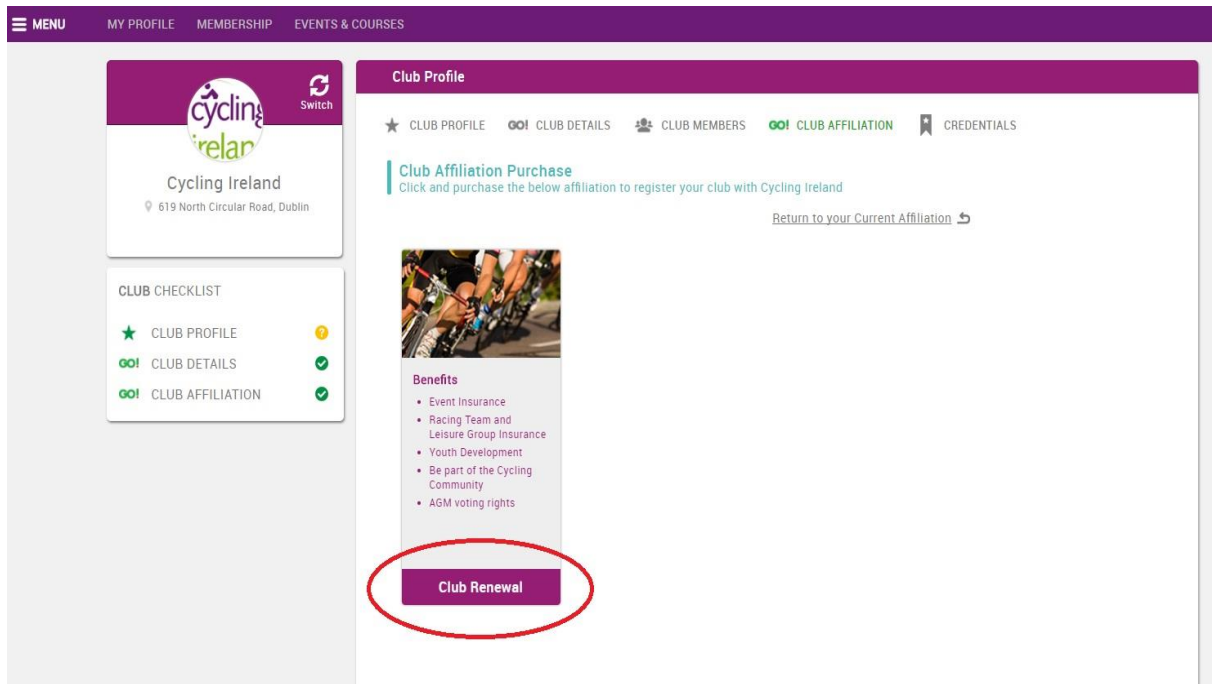
The screenshot shows the 'Club Profile' page for 'Cycling Ireland'. The navigation menu at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', and 'EVENTS & COURSES'. On the left, there is a club profile card with the Cycling Ireland logo and address: '619 North Circular Road, Dublin'. Below it is a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (marked with a star), 'CLUB DETAILS' (marked with a GO! icon), and 'CLUB AFFILIATION' (marked with a GO! icon). The main content area has a 'Club Profile' header with tabs for 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION' (circled in red), and 'CREDENTIALS'. Under the 'CLUB AFFILIATION' tab, there is a 'Basic Details' section with a 'Update Details' button. The details listed are: 'Cycling Ireland (0000559)', 'NGB', '619 North Circular Road', 'Dublin', 'Dublin 1', 'Ireland', '@', '018551522', and 'www.cyclingireland.ie'.

**Step 2:** Click on 'Buy Affiliation'

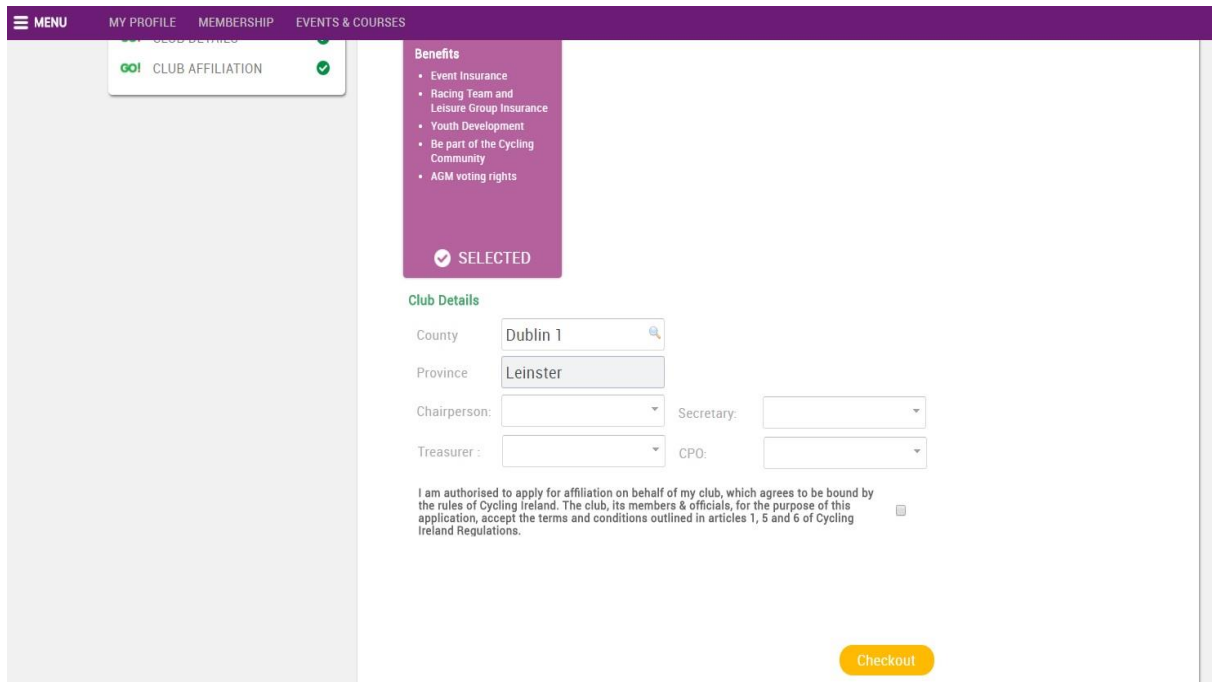


The screenshot shows the 'Club Profile' page for 'Cycling Ireland' with the 'CLUB AFFILIATION' tab selected. The main content area is titled 'Current & Historical Club Affiliation' with the subtitle 'Details of past and present affiliation purchases'. Below this, there is a section for 'Cycling Ireland Affiliation' with a green 'Buy Affiliation' button circled in red. Below the button, there are two rows of 'CLUB RENEWAL' information. The first row shows 'Expires 31 Dec 2017' with a checkmark icon. The second row shows 'Expired 31 Dec 2016' with an 'X' icon.

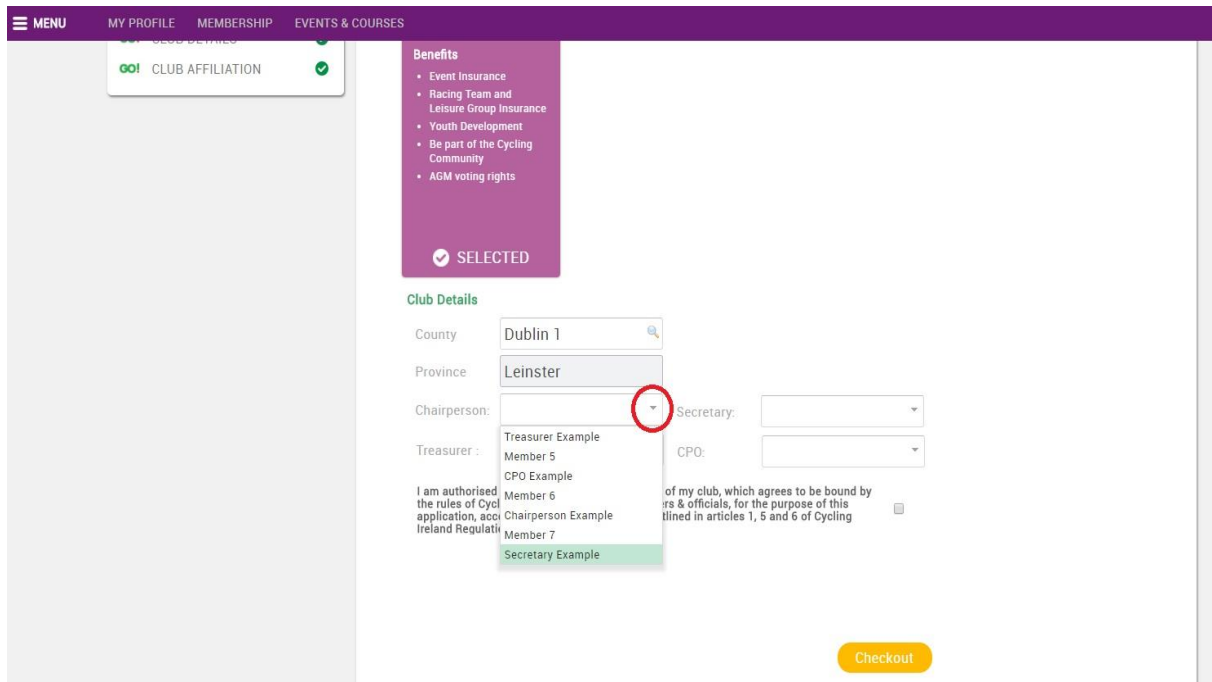
**Step 3:** Club on 'Club Renewal'



**Step 4:** You will now need to assign a club member to each position (note a CPO is only needed if the club has members under the age of 18)

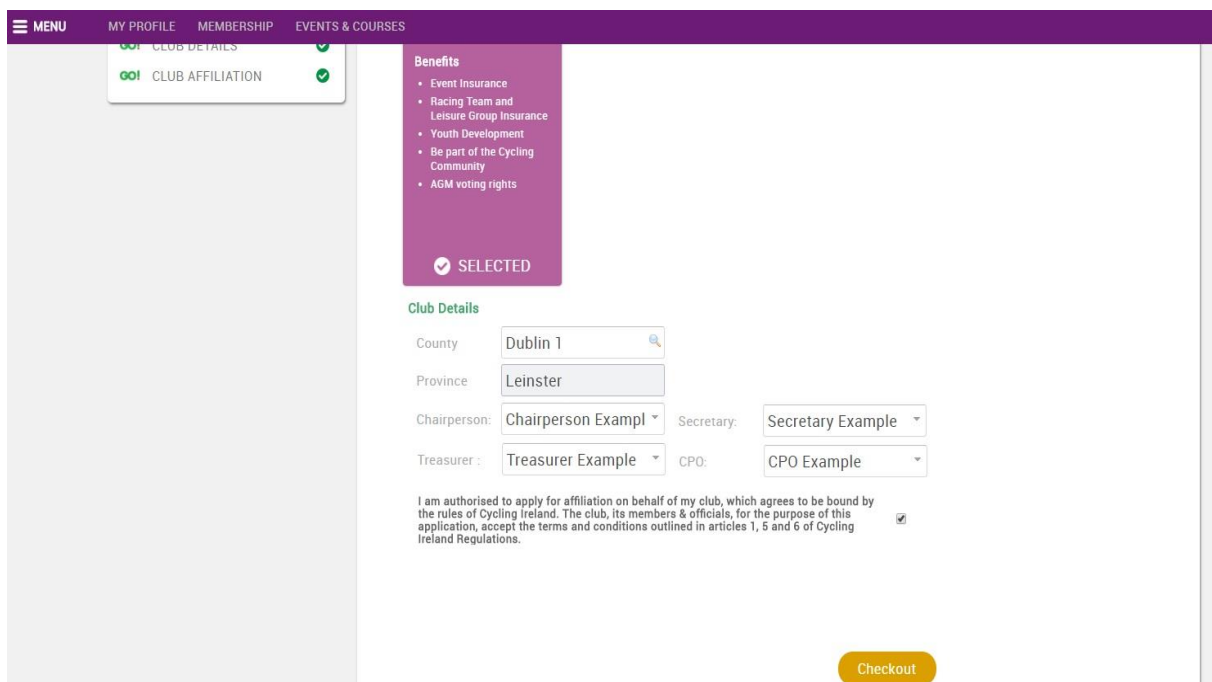


**Step 5:** The dropdown option for each position will display a list of **current registered** club members – just click on a name to add them to a position (note a member can only be assigned to one of the following positions; Chairperson, Secretary and Treasurer)



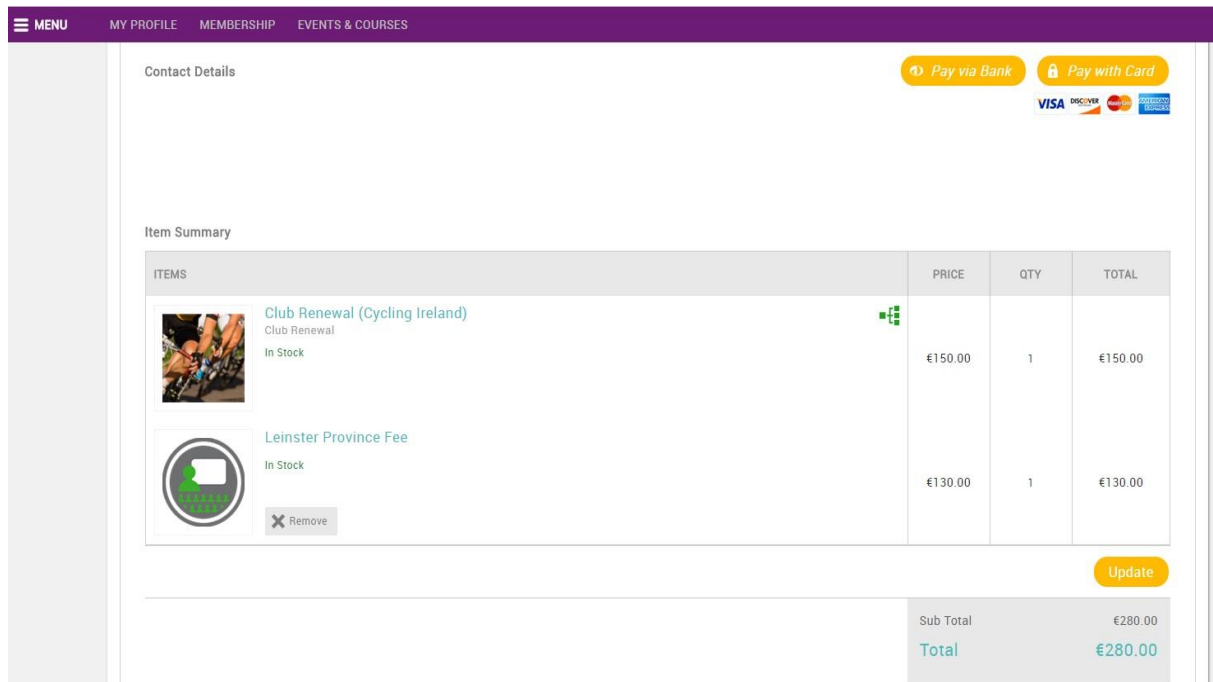
The screenshot shows the 'CLUB AFFILIATION' step of the membership process. The 'Benefits' section is expanded and marked as 'SELECTED'. Under 'Club Details', the County is 'Dublin 1' and the Province is 'Leinster'. The 'Chairperson' dropdown menu is open, showing a list of members: Treasurer Example, Member 5, CPO Example, Member 6, Chairperson Example, Member 7, and Secretary Example. The 'Secretary' dropdown is currently empty. A 'Checkout' button is visible at the bottom right.

**Step 6:** Once you have assigned a member to each position click the box agreeing to the Terms and Conditions. Click on Checkout and you'll then be able to proceed to payment for the club affiliation fee



The screenshot shows the 'CLUB AFFILIATION' step with all positions filled. The 'Chairperson' is 'Chairperson Examp', 'Secretary' is 'Secretary Example', and 'Treasurer' is 'Treasurer Example'. The 'CPO' dropdown is also filled with 'CPO Example'. Below the form, there is a checkbox for the terms and conditions, which is checked. A 'Checkout' button is visible at the bottom right.



**Step 7:** Once you click on Checkout you will be brought to the payment area. You will be able to pay via card or bank transfer. Just click on the method you wish to pay by at the top of the page and enter the relevant details for payment to be processed



Contact Details Pay via Bank Pay with Card

VISA DISCOVER Mastercard

Item Summary

ITEMS	PRICE	QTY	TOTAL
 Club Renewal (Cycling Ireland) Club Renewal In Stock	€150.00	1	€150.00
 Leinster Province Fee In Stock <span>Remove</span>	€130.00	1	€130.00

Update

Sub Total	€280.00
<b>Total</b>	<b>€280.00</b>

Provided your club meets all the remaining Club Affiliation criteria your affiliation for 2018 will be complete