

Club Registration Guide to CI Membership

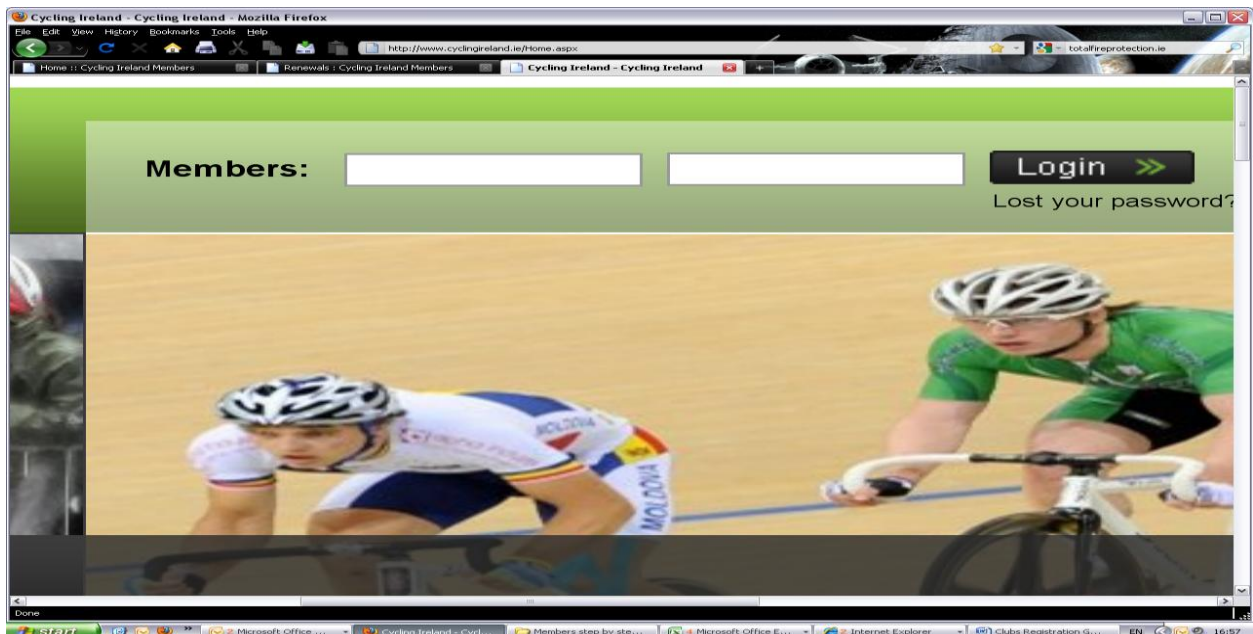
Dear CI Club,

Going forward CI hopes to continue to give our clubs the ability to manage their club and members online. We have been working very hard to facilitate a step by step process that is quick to use and though we have encountered a few little problems on the way we feel that we are making great progress on this option. The 3 committee members, Chairman, secretary and treasurer should all be members of the club and have login details or be able to get them providing that you have a valid email address. If you do not have access to your club, contact the CI office HQ (01-8551522) and we can set you up.

We have given new members wishing to join CI the option of registering online through our website (www.cyclingireland.ie) and they will be able to choose a club that they may wish to join for the year. If they choose your club and have requested a licence it is important that you can login and see new members requests to join because you will then be able to approve this person before CI approve then and therefore issue them with a licence.

Outlined below is a step by step guide to help you go through the process and understand what needs to be processed by you in the completion of your renewal or first time membership.

1 – on the top of the CI home page (www.cyclingireland.ie) you will see 2 spaces for your email and password, see below:



2 – enter in all of your email and password here

3 – if you have been set up by CI as admin for your club this will then take you into your profile page

4 – from here you can hover the cursor over the profile link and choose club or members and choose club management or member management

5 – when you select members management this will give you a list of all the members currently in your club

6 – on the right hand side it gives you 3 links:

1. Edit details: gives you the contact and licence details of the member
2. Renew membership: allows you to renew their licence for the year or upgrade and existing licence
3. Delete member: delete members not currently in your club. Note that this does not delete the members from the database but leaves them unattached.

7 – also on this page is the 'add new' button allowing you to add new members to your club.

8 – once you have selected the licences for your members you will now have to approve them before CI can approve them. You do this by clicking on the renewals link.

9 – CI can now approve them and once this is done you will then be able to pay for the licences.