

# ODCC Membership Renewal

G Coates, 14/01/2022

## Overview

Full user guide on how to use the ODCC Membership database to renew your yearly subscriptions.

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# Accessing the Membership Database

## Existing Members

The ODCC Membership Database is hosted on the following web URL:

<https://membership.oxforddowns.com>

Existing members of the club should have accounts already created for access where the following are true:

- They have paid some subs for a non-Junior type membership (or do not need to pay – eg Life Members)
- They have an email recorded against them (and it is subscribed to the club mailing list)
- The email is not already in use for another user account

The username is generated by the system and communicated to the user by email.

To access the system for the first time, or where the user has forgotten their password (or username!), they should perform a password reset by using the “Recover Password” link on the login page. Entering the email address associated with their account will result in a password reset email being sent to them – this contains a link to allow them to perform the password reset, as well as a reminder of their username.

Once logged into the site successfully, the user will be presented with the below screen.

ODCC Membership Database

Current time: Fri, 14th Jan 2022, 11:58:41

**View my Details**

- [View My Details](#)

**Pay Subscriptions**

To pay your own and/or any Junior Subscriptions (including any additions), please click:

- [Pay Subscriptions](#)

**Account Management**

- [Change my password](#)
- To change the email associated with your account, please contact the Membership DB Admin (Graeme Coates): [membership-admin@oxforddowns.com](mailto:membership-admin@oxforddowns.com).

**Help**

In case of any query or error, please contact the Membership DB Admin (Graeme Coates): [membership-admin@oxforddowns.com](mailto:membership-admin@oxforddowns.com).

You are logged in as [redacted]

[Logout](#)

In the case where an existing member does not have an account, or where they do not receive a password reset email (this can occur where the user is unsure of their email address on the system for example), the member should contact the Membership Admin on [membership-admin@oxforddowns.com](mailto:membership-admin@oxforddowns.com) for assistance.

## New Members

New members will need to register for access to the system prior to paying their (and any dependent children's) subs. To register for access, please contact the Membership Admin on [membership-admin@oxforddowns.com](mailto:membership-admin@oxforddowns.com) for details on the URL for registration.

New members will be asked to complete their First and Last Name and Email address, and will need to set a password for access.

### Register Account

To register as a new member of Oxford Downs Cricket Club, please complete the following details and press submit to register. You will be asked to confirm the email address, and your username will be sent to you during this process. Note: The email address in use must not already be used for another account.

By completing this information, you are granting permission for your email to be added to the Oxford Downs Mailing List, which is used to communicate information relevant to the club with its members. You may unsubscribe from this list at any time.

For details on the information we hold and how we use that information, please refer to the [Privacy Policy](#).

Once registered, you will be able to view and maintain information about yourself and dependent children. If you wish to be removed at any time, or have further questions, please contact [membership-admin@oxforddowns.com](mailto:membership-admin@oxforddowns.com).

First Name:

Last Name:

Email Address:

Password:

Password Confirmation:

On submitting the registration form, the user will receive an email to confirm their email address, and this will also inform the user of their username as generated by the site.

Once confirmed, the user will be able to login to the site as per existing members, and will be able to complete their personal details (address, telephone number, medical details) via the "View My Details" link..

## Renewing Membership

### Senior/Social/Black Sheep/Pink Sheep

To pay subscriptions once logged in, a member may use either the "Pay Subscriptions" link on the main page or navigating to their own details page ("View My Details") and clicking the "Pay Subscriptions" button.

## “Confirm Membership Type”

The first screen allows members to confirm the type of membership they wish to choose.

### Confirm Membership Type

Your renewal type is currently set to **Senior** membership, with chargeable amount: **£120.00**.

If you want to change this type, please select the new membership type from the following list.

For parents of juniors, your child's/children's membership comes with Social membership for one parent - please select "Social" as an option, unless you wish to play Senior/Black/Pink Sheep cricket yourself.

New Membership Type:

Full Time Student/Unemployed?

[Continue](#)

Options are:

- Senior
- Social
- Black Sheep
- Pink Sheep

If the member has previously held membership (as displayed on their “My Details” page), this membership type will default to the same type as previous. A member may change their membership type as they wish – note that full playing members should choose “Senior”. Non-playing parents should choose “Social”. Click “Continue” when correct.

## “Renew Junior Memberships”

The next screen allows a member to buy membership for juniors as their parent/guardian. If an existing member already has junior members associated with their account, these juniors will be listed on this screen.

### Renew Junior Memberships?

#### Juniors To Renew

The following Junior members are associated with your account.

To renew the membership for your child(ren), tick the relevant checkbox.

Please confirm the details are correct (including any recorded medical information). If any details need updating, you can use the "Edit" button to navigate to the relevant details page (Note: you will need to refresh this page to display any updated details).

[Refresh](#)

Name	DoB	School Attended	Recorded Medical Info	No Photos Requested	Renew	Edit
[REDACTED]	[REDACTED]	Standlake	None	-	<input type="checkbox"/>	<a href="#">Edit Details</a>
[REDACTED]	[REDACTED]	Standlake	None	-	<input type="checkbox"/>	<a href="#">Edit Details</a>

#### New Junior Members

To add and pay for a new junior member, please click the "Add Junior" button below, and complete the relevant information in the pop-up window, and "Continue" when all new juniors are added. (You will be able to update this information at any future point).

(If no new juniors are to be added, just click "Continue".)

[Add Junior](#)

[Continue](#)

The member should tick the “Renew” checkboxes associated with the juniors they wish to renew membership for. If at this point, their details are incorrect, they may be updated by clicking “Edit Details” – this will open the Member Details screen for the junior in a new window where they can be updated. On returning to the “Renew Junior Memberships” screen, hit “Refresh” to update this screen.

To add a new junior member, clicking “Add Member” displays a form in a popup window with the following fields:

- First Name
- Last Name
- Gender
- Date of Birth
- School Attended
- Medical Info
- “No Photos” checkbox

Once saved, the popup will close and the “Renew Junior Memberships” screen should be refreshed with the new junior listed.

Click “Continue” when all juniors are marked for renewal or added appropriately.

## “Membership Summary”

This screen summarises the membership record that are going to be paid for. Note, Junior subscriptions will be appropriately calculated on the number of juniors. (£55, £40, and £25 for each subsequent junior).

### Membership Summary

The following is a summary of the membership subscriptions in your basket. Please click "Pay Subs" to be taken to the payment screen.

Name	DoB	Description	Amount
[REDACTED]	[REDACTED] 1980	Senior Membership (2022)	£120.00
[REDACTED]	[REDACTED] 2010	Junior Membership (2022)	£55.00
[REDACTED]	[REDACTED] 2012	Junior Membership (2022)	£40.00

[Pay Subs](#)

Click “Pay Subs” to be taken to the Stripe payment screen.

On completion of payment, the user is returned to the Confirmation screen where the summary of the payment is displayed. After 10 seconds, the user is returned to their own details screen where their subscription payment is updated in their Membership table.

## Subscription Payment Successful

Your subscription payment was successful!

**Items:**

[REDACTED]: Senior Membership (2022): £120.00

**Total amount:**

£120.00

This page will return to your details screen in 10 seconds - please click [here](#) to go there immediately.

## Senior – First Year Discount

This discount (of 50%) is automatically applied where the user has no previous paid membership, and where the membership type is “Senior”.

## Senior – Unemployed/Full Time Student

If the checkbox on the “Choose Membership Type” screen is ticked, a 50% reduction in subscriptions will be applied to Senior membership types. Members will be expected to provide proof of eligibility where requested.

## Junior Membership + Parent/Guardian

The process for paying for junior membership follows that of the Senior membership as described above. On the “Choose Membership” screen, a parent should choose “Social” as their membership type, unless they themselves are a playing member (either Social or Black/Pink Sheep).

NOTE: There are historic membership records stating “Parent” – this is deprecated as it is the same in terms of cost as “Social”.