## Dear member,

It's that time of year again, when you need to renew your membership. There's no increase in fees over last year. Your renewal is required by January 31<sup>st</sup> 2022 to continue your membership.

Over the last couple of years the committee has identified a need to improve the way we manage our membership data. We have therefore implemented a new integrated membership system. This will ensure that the integrity and accuracy of our membership data will be greatly improved.

There's a new membership form which stores your data on a secure Oracle database. You'll find the form on the website at "Join Us > Membership Application" or you can use the link later in this email. The membership secretary and key designated committee members will have secure password protected accounts which will give them access to a membership admin portal to monitor and administer the membership.

The application process directs you through three forms as follows:

- 1. Complete the membership form and tap the "Submit" button.
- 2. The second form displays the payment breakdown and instructions. You tap the submit button to acknowledge this information.
- 3. The third form thanks you and a confirmation email is sent to you with the payment information.

In order to complete your membership renewal you must complete the above process, and then pay the fee either by bank transfer (preferred) or cheque.

To protect the underlying database, the member application process must be completed in 15 minutes, otherwise your connection will close and your membership submission will fail. It shouldn't take you any more than 5 minutes to complete the application.

Please also note that the above process flow is one way. If for some reason you have submitted incorrect details please email <u>membership@tatasteelsailing.org.uk</u> with your amendments and these will be applied through the membership admin portal by the membership secretary.

We have performed a number of iterations of testing but like all new software systems it is possible that there will be issues, please be patient in our first year of use.

During our testing we have found a couple of compatibility issues on very old Apple iPads and iPhones running old versions of Apples internet browser called Safari. The recommended platform for submitting your membership details is a PC/Laptop based Internet browser such as Edge or Chrome if possible, though the majority of mobile devices should work. If you do have any issues with submitting your membership details then please contact <a href="mailto:appsupport@tatasteelsailing.org.uk">appsupport@tatasteelsailing.org.uk</a>, we have workarounds in place.

Ok let's get started, please click on the link below and start renewing. <u>Membership Application Form</u>

Kind Regards, Paul Bambridge, Membership Secretary.