

We will shortly be sending out 2019 subscription renewals by email via our new provider Webcollect.

There is one major difference in Webcollect's approach compared to our previous provider, that is everyone must be a registered user with Webcollect.

This registration requires basic name, address and email information. After this you may "purchase" a subscription which matches the required New Marske Harriers membership, eg. Senior First Claim, Junior, Minnow etc. **This has already been set up for existing members, so please only RENEW your existing subscription and don't purchase another one unless you wish to change from one to another.**

Each subscription has an appropriate form attached - juniors have different/additional questions compared to seniors. In setting up the subscriptions, the forms we populated only with basic details – you will need to fill in the blanks – more about the forms later.

There are a few members that will already be registered with Webcollect for another organisation eg NEMAA – in which case your password will be the same for both (previously set up), but you will now have an option allowing you to switch between organisations.

The consequence of this different approach by Webcollect is for under 18 memberships, where the parent/carer is also registered as a user **and** administrator for the junior member. Unless the parent is also a New Marske Harriers member, he/she will only have subscriptions for the junior member(s).

EMAIL ADDRESSES

The user name for an individual or the administrator of a family group is their email address. This is a unique identifier and can only be used by one person.

Where junior members (and couples) share an email address the subsequent users have been allocated a dummy email address in this format: firstname.surname@temp.webcollect.org.uk – this can be changed to a real email address which of course will be unique. The dummy email address can be used as username to login, provided a password has been set.

So what do I need to look out for?

You will get an email that looks like this in your inbox:

New Marske Harriers AC - Membership renewal  Inbox x

New Marske Harriers AC <nmh@webcollect.org.uk>
to me ▾

13 Feb 2019, 21:56 (10 hours ago)

When you open the email most people (ie those new to Webcollect) will see content similar to the following (I have used mine as an example)



New Marske Harriers AC

My NMH Account

Powered by

WebCollect

Dear Mr Hall

Please use the link below to renew your subscriptions.

Your sign-in details are:

Email: grahamhall24@gmail.com

Password: You have not yet set up a password. [Email me a password setup link.](#)

Kind regards

Click on "Email me a password setup link" as shown circled above – you will then get another email as shown below



New Marske Harriers AC

My NMH Account

Powered by

WebCollect

You requested a link to set your password

Account email address: grahamhall24@gmail.com

To set your password, [please click on this link.](#)

or copy paste this address to your browser

<https://webcollect.org.uk/nmh/rpass/E36H3T3E64QZSO5CPOT3UZS6NOVQNX24>

If you feel you have received this message in error, or you are still having trouble logging into your account, please [contact NMH](#).

Click on the link as shown circled

Set password

Email ?

New password ?

Strength

Confirm new password ?

A new window will open in your browser. Please enter your chosen password and click on “Set Password”

For those that already have a password, this will be what your renewal email will look like:

Dear Mr Hall

Please use the link below to renew your subscriptions.

Your sign-in details are:

Email: grahamhall24@gmail.com

Password: You have already setup a password. Forgotten it? [Email me a password reset link.](#)

[Click here to sign in and renew.](#)



Click on the link “Click here to sign in and renew”:

Once logged in, you come to a screen that looks similar to the one below, in my case my wife Diane is grouped with me

My account > My Subscriptions

Graham Hall - New Marske Harriers AC Unique Id: 157

Renew your current subscriptions from this page first. Then Click on "Buy a different subscription" and select any additional subscriptions from there.

The administrator(s) for this group are: Diane Hall,Graham Hall

[Buy a different subscription](#) [Renew all](#)

Subscription	Belongs to	Members	Mem no	Form details	Start date	End date	Renewal amount
Adult membership (first claim) - Annual subscription (1st)	Graham Hall			View/edit	01-03-2018	28-02-2019	Annual subscription £29 Renew
Adult membership (first claim) - Annual subscription (1st)	Diane Hall			View/edit	01-03-2018	28-02-2019	Annual subscription £29 Renew

[Back](#)

As we each have our own email address, we can chose to be grouped together or not.

At this stage I could verify our Form details – but I will leave it until later in the process, as I will be asked again anyway.

We each have an Adult Membership subscription – I could chose to just renew one or the other but I selected “Renew all” – which opens the “My basket” window below.

Individual members will only have their own subscription but follow the same process.

[Close](#) [Go to basket](#) [Check](#)

My basket

Product	Price
Adult membership (first claim) - Annual subscription (1st) Renewal of Subscription: Adult membership (first claim) - Annual subscription Assigned to: Diane Hall	£29
Adult membership (first claim) - Annual subscription (1st) Renewal of Subscription: Adult membership (first claim) - Annual subscription Assigned to: Graham Hall	£29
Total	£58

[Close](#) [Checkout](#)

Click on the “Checkout” button

This the next screen – check the details are correct

Checkout > Family members

Please review/complete your details.

Family name [?](#) [Save changes >](#)

[Proceed to Family details and checkout >](#)

Family members

Personal details	Family admin ?	Auth'd by NMH ?	Remove ?
Diane Hall <tdiane_hall@hotmail.com>	<input checked="" type="checkbox"/>	Yes	remove
Graham Hall <grahamhall24@gmail.com>	<input checked="" type="checkbox"/>	Yes	

Add new Family member

First name* [?](#)

Last name* [?](#)

Has own email? Yes No

Email [?](#)

[Add >](#)

[Proceed to Family details and checkout >](#)

Assign members to subscriptions

Please assign the correct members from your Family to the items in your basket listed below. If one or more Family members are not listed please add them first using the Add new box above.

Subscription	Assigned to	
Adult membership (first claim) - Annual subscription (1st)	Graham Hall	remove from basket
Adult membership (first claim) - Annual subscription (1st)	Diane Hall	remove from basket

Individuals will only have their own but follow the same process.

Once you are satisfied that the above details are correct click on the “Proceed..” button

Checkout > Family

Please complete/review this information before proceeding to checkout

[Back to Family members >](#) [Proceed to checkout >](#)

Diane Hall | **Graham Hall**

Member details

Title [?](#)

First name [?](#)

Last name [?](#)

Email [?](#)

Home phone [?](#)

Mobile phone [?](#)

Work phone [?](#)

Date of birth [?](#)

[Save >](#) [Cancel](#)

Addresses

House no. / Street* [?](#)

[?](#)

[?](#)

[?](#)

Postcode* [?](#)

Country [?](#)

[Save >](#) [Cancel](#) [Remove](#)

You again have the chance to check/change details – there is one tab per person.

Don't forget to click on “Save” if you make any changes!

When you are satisfied all is correct, click on “Proceed to checkout”

This takes you to the form mentioned earlier to be completed/reviewed – In my case two forms (indicated by the green “1” followed by “2”), only the top of mine is shown.

Checkout > Forms

Please complete/review this information and save to proceed

Adult membership (first claim) - Annual subscription (1st)

1 ————— 2

Adult membership form for **Graham Hall**

GDPR Any data provided on this form will be handled in accord with the General Data Protection Regulation (GDPR), will only be used by the club and England Athletics, and will not be shared with any third parties without the member's express consent. Should you cease to being a member we will hold your data for upto 12 months after your resignation or end of annual subscription. *When you become a member of or renew your membership with New Marske Harriers, you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.*

GDPR Consent* I consent to my data being stored in Webcollect by New Marske Harriers and being used for the purposes outlined above.

Gender*

another UKA club?

EA number 2661241

Save >

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You will then either go to the next subscription form or the move onto the payment section

At this stage you still are able to access your forms to make any adjustment – but assuming all is correct, select payment:

PayPal – this is the normal preferred selection if you wish to pay by debit/credit card or even via a PayPal account if you have one.

If you are unable to pay by the above method, then select “Cheque” and send you payment to the address that will be displayed.

Checkout > Order summary

Please review your order and make any changes...

Order summary

2 item(s) £58

Order total **£58**

Pay by

PayPal [?](#)

Cheque [?](#)

[Enter payment >](#)

Order items

Product		Form	Price
Adult membership (first claim) - Annual subscription (1st) Renewal of Subscription: Adult membership (first claim) - Annual subscription Assigned to: Graham Hall change	Remove	form data	£29
Adult membership (first claim) - Annual subscription (1st) Renewal of Subscription: Adult membership (first claim) - Annual subscription Assigned to: Diane Hall change	Remove	form data	£29

When you have selected your payment method you will either be given the address to post your payment to or the PayPal window will open.

This gives you the option of paying via your PayPal account – click on “Log in”

Otherwise by entering your card details below “PayPal Guest Checkout” (this does not mean you are joining PayPal!)

Once you have completed the payment process you will be taken to payment report screen.

Order success: Order Id #668000
You have now successfully completed the checkout process.

Confirmation Email
We have sent you an order confirmation email to: grahamhall24@gmail.com

Payment
Order Total £58
You chose to pay by: PayPal
Payment has been made.

Subscriptions
Subscriptions have been issued.

What would you like to do now?
[Go to my account](#)
[Log off](#)

If you select “Go to my account”

You will be taken to this screen

Upcoming NMH events

12-04-2019 Fell & XC Presentation Evening	Details
22-11-2019 Road Running and T&F Presentation Evening	Details

[Browse more upcoming events >](#)

My subscriptions current

[Manage / Renew my subscriptions >](#)

Adult membership (first claim) -... - Graham Hall	⇒ 28-02-2020
Adult membership (first claim) -... - Diane Hall	⇒ 28-02-2020

[Browse subscriptions](#)

My profile

Title	Mr
First name	Graham
Last name	Hall
Email	grahamhall24@gmail.com
Unique id for NMH	157
Bank reference for NMH	sw34m9ppky

[Edit](#) [Details](#) [Password](#) [Addresses](#)

My family: Hall #275

Name	Family admin
Diane Hall	Yes
Graham Hall	Yes

[Edit](#) [Members](#) [Details](#)

My recent orders

668000	14-02	2 items	£58	Payment received
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[View all](#)

Member Account

430202 - Graham Hall -...	0.00
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Note that having paid my current subscriptions are now set to expire on 28th Feb 2020.

My subscriptions current

[Manage / Renew my subscriptions >](#)

Adult membership (first claim) -... - Graham Hall	⇒ 28-02-2020
Adult membership (first claim) -... - Diane Hall	⇒ 28-02-2020

[Browse subscriptions](#)

In most cases there is no need to click on “Manage / Renew my subscriptions” – but there are two possible reasons why you would: 1. You wish to switch from being an associate to a full member etc, or 2: **More likely, is to purchase a club vest.** All kit, except club vests, is now available online via Motif8 (see last page for how to access this) – but club vests are still only available from the club and can be purchased via the Webcollect subscriptions page.

THIS IS ONLY VISIBLE ONCE YOU ARE LOGGED IN, at the bottom of the subscription options screen.

Vest Period: 1

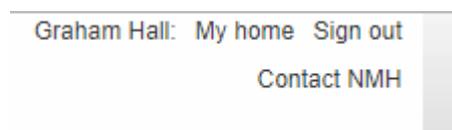
Additional (new) vest

Standard subscription £15

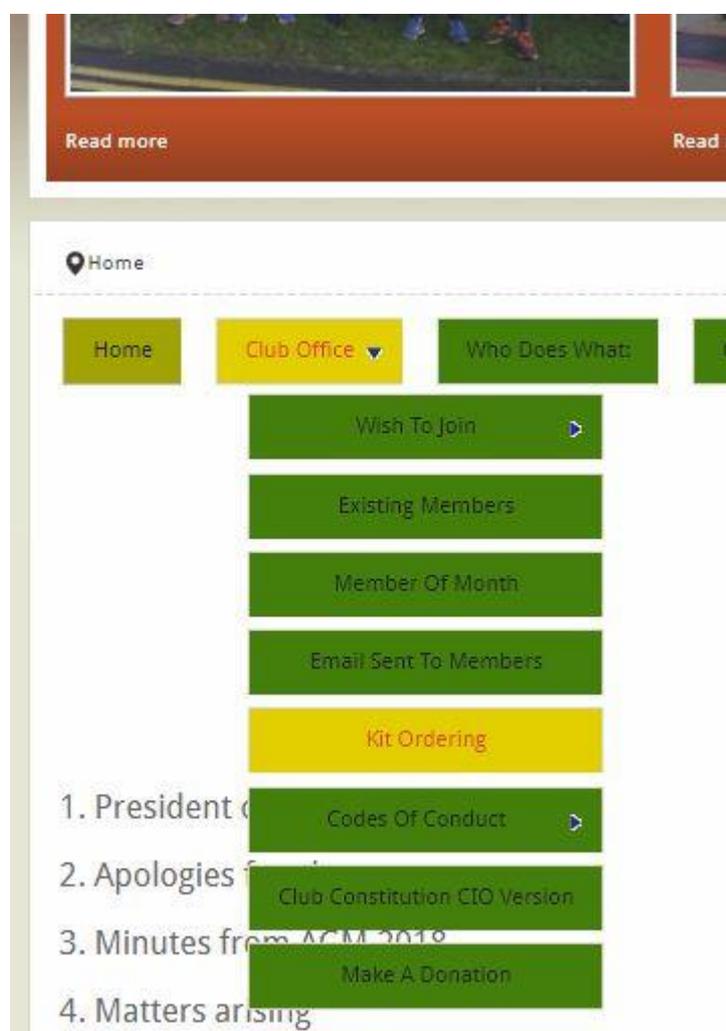
Quantity

[Add to basket >](#)

When you have finished – don't forget to Sign Out using the link at the top right of your screen



To purchase club kit other than a club vest, use the menu tab on the club website as shown below:



The current range can be extended – if you have a suggestion then let me know.