



Williamstown Sailing Club

Online Renewal Guide

INTRODUCTION

Welcome to Williamstown Sailing Club's new Online Membership Renewal Guide.

This year we have taken a big leap by moving to a new Membership system where we ask our members to self-renew via an online system. We have undertaken this change to try to reduce the administrative burden on our volunteer staff and to make it easier for us to communicate with you, our members.

We understand that some members may not be familiar with online portals so let us reassure you that we are here to assist.

If you have any problems, please refer to our step-by-step Guide. Still having issues? Please come to the club on a Saturday morning so we can assist you.

BEFORE YOU START

You will need three key pieces of information before you can renew your membership:

- Your Australian Sailing (AS) Number (*don't worry, you can look it up*)
- Your Surname
- Your Date of Birth (*Note: if we didn't have your Date of Birth, we've set it to 01/01/1900*)

FAMILY MEMBERSHIPS

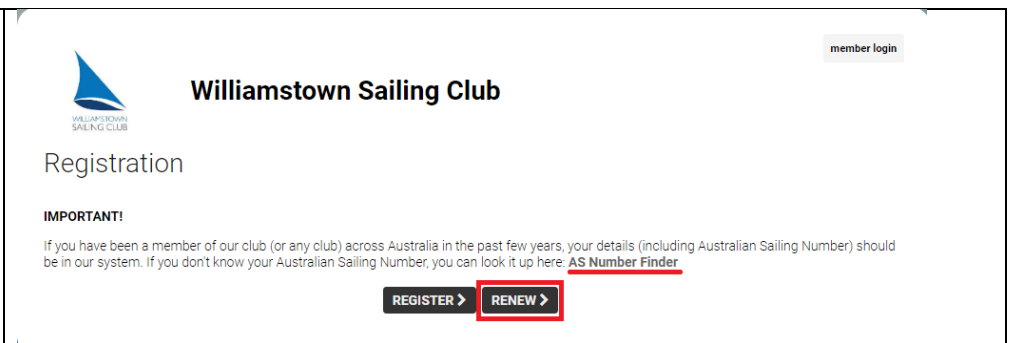
The renewal process is required for *every member* within a Family Membership. Please repeat the renewal process as many times as is required to capture the renewal of the Partner and all Family members of the membership.

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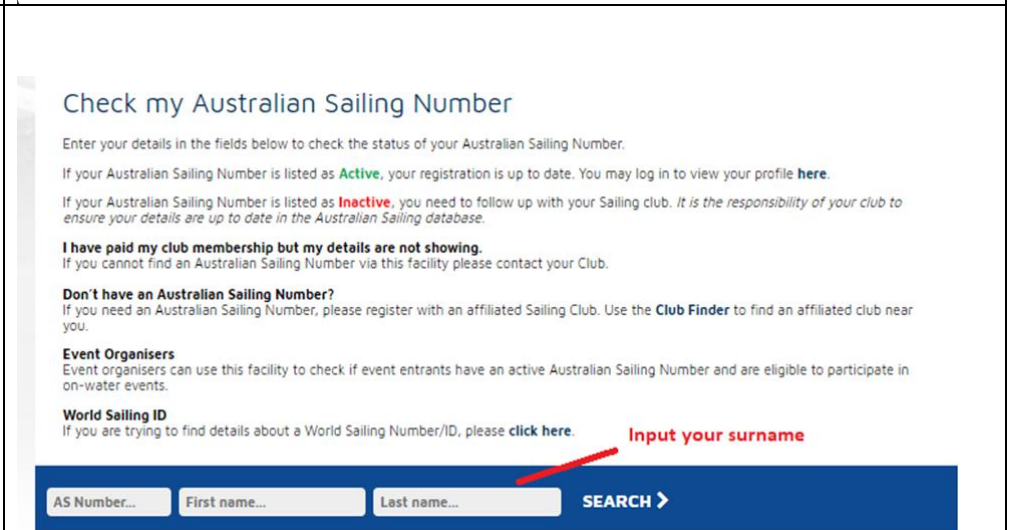
LET'S START YOUR RENEWAL

Please [click here](#) to open the renewal page which looks like this:



The screenshot shows the Williamstown Sailing Club website. At the top right is a 'member login' button. The main heading is 'Williamstown Sailing Club' with the club logo to the left. Below the heading is the word 'Registration'. An 'IMPORTANT!' notice states: 'If you have been a member of our club (or any club) across Australia in the past few years, your details (including Australian Sailing Number) should be in our system. If you don't know your Australian Sailing Number, you can look it up here: [AS Number Finder](#)'. At the bottom of the notice are two buttons: 'REGISTER >' and 'RENEW >', with the 'RENEW >' button highlighted by a red box.

If you don't know your Australian Sailing number (or you've never had one before), click on [AS Number Finder](#) - this screen will open in a *new window*:



The screenshot shows the 'Check my Australian Sailing Number' page. It contains the following text: 'Enter your details in the fields below to check the status of your Australian Sailing Number. If your Australian Sailing Number is listed as **Active**, your registration is up to date. You may log in to view your profile [here](#). If your Australian Sailing Number is listed as **Inactive**, you need to follow up with your Sailing club. *It is the responsibility of your club to ensure your details are up to date in the Australian Sailing database.* **I have paid my club membership but my details are not showing.** If you cannot find an Australian Sailing Number via this facility please contact your Club. **Don't have an Australian Sailing Number?** If you need an Australian Sailing Number, please register with an affiliated Sailing Club. Use the **Club Finder** to find an affiliated club near you. **Event Organisers** Event organisers can use this facility to check if event entrants have an active Australian Sailing Number and are eligible to participate in on-water events. **World Sailing ID** If you are trying to find details about a World Sailing Number/ID, please [click here](#). **Input your surname**' Below the text is a search form with three input fields: 'AS Number...', 'First name...', and 'Last name...'. A red arrow points to the 'Last name...' field with the text 'Input your surname'. To the right of the fields is a 'SEARCH >' button.

Enter your Surname then click "Search"

Locate your name in the list – your residential post code should help you identify the correct record.

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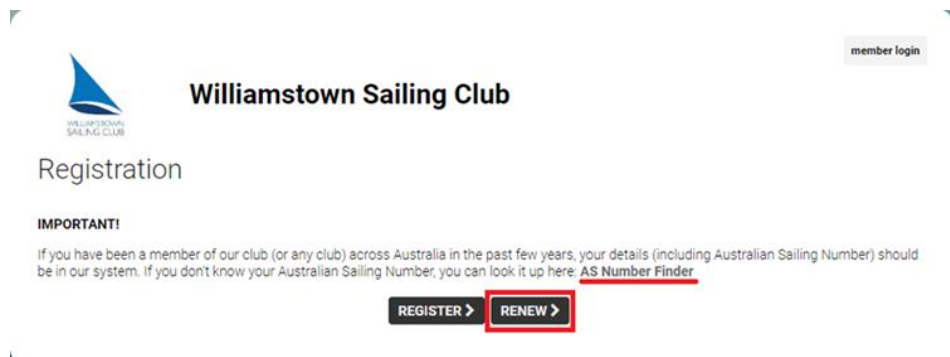
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In some instances, there will be a duplicate number for you. Click on the 'Info' button which will tell you if this is an active record, and what clubs you are affiliated with. For example:

Tom Brown · AS Number 102487

Organisation	Status
Australian Sailing	✔ Active
Australian Sailing Victoria	✔ Active
Williamstown Sailing Club	✔ Active

Once you've found your AS Number, write it down, and *return to the open window* for your Renewal. Click **RENEW**



member login

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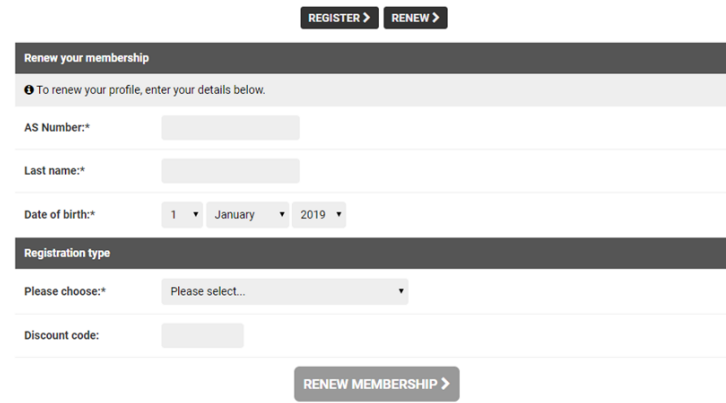
Registration

IMPORTANT!

If you have been a member of our club (or any club) across Australia in the past few years, your details (including Australian Sailing Number) should be in our system. If you don't know your Australian Sailing Number, you can look it up here: [AS Number Finder](#)

REGISTER > **RENEW >**

Here's the first part of the RENEWAL screen:



REGISTER > RENEW >

Renew your membership

To renew your profile, enter your details below.

AS Number:*

Last name:*

Date of birth:* 1 January 2019

Registration type

Please choose:* Please select...

Discount code:

RENEW MEMBERSHIP >

Enter your **AS Number**, your **Last Name** and your **Date of Birth** (try using 01/01/1900 if your DOB does not work).

When the system recognises all three matching pieces of information, it will then ask you to choose your **Registration Type**. Here are the options:



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Membership Type	Description
Family Ordinary - Primary Member	Family Membership - this is the principal (billing) member of the Family for the Ordinary Membership Class
JunFamOrd1	1st Junior Member within a Family Membership
JunFamOrd2	2nd Junior within a Family Membership
JunFamOrd3	3rd Junior member within a Family Membership
JunFamOrd4	4th Junior member within a Family Membership
JunFamOrd5	5th Junior Member within a Family Membership
Partner Family Ordinary	Partner of the Primary member in the Family Membership
Family Sailing - Primary Member	The Primary Member of a Sailing Family membership for billing purposes
JunFamSail1	1st Junior (or Student 18 - 25 studying full-time) within the Family Sailing Membership
JunFamSail2	2nd Junior (or Student 18 - 25 studying full-time) within the Family Sailing Membership
JunFamSail3	3rd Junior (or Student 18 - 25 studying full-time) within the Family Sailing Membership
JunFamSail4	4th Junior (or Student 18 - 25 studying full-time) within the Family Sailing Membership
JunFamSail5	5th Junior (or Student 18 - 25 studying full-time) within the Family Sailing Membership
Partner Family Sailing	Partner to the Primary person of the Family Sailing membership
Family Social - Primary Member	The Primary member of the Family Social membership for billing purposes.
JunSoc1	1st Junior (or Student 18 - 25 studying full-time) within the Family Social Membership
JunSoc2	2nd Junior (or Student 18 - 25 studying full-time) within the Family Social Membership
JunSoc3	3rd Junior (or Student 18 - 25 studying full-time) within the Family Social Membership
JunSoc4	4th Junior (or Student 18 - 25 studying full-time) within the Family Social Membership
JunSoc5	5th Junior (or Student 18 - 25 studying full-time) within the Family Social Membership
Partner Family Social	Partner to the Primary member of a Family Social membership
Junior Ordinary	Junior member involved in all boating and water activities other than sailing
Junior Sailing	Sailing member up to and including the age of 18 years



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Membership Type	Description
Pensioner	Pensioner memberships (only available to renewing members)
Senior Ordinary	Senior Members – (Other Boating) are full members of the Club who participate in all boating and watersport activities other than sailing
Senior Sailing	Senior Members involved in all boating including Sailing
Social	Social member (no boating activity)
Student Ordinary	Full-time student aged between 18 and 25 participating in all boating and watersports activities other than Sailing. Student ID card required showing full-time study.
Student Sailing	Student over the age of 18 years but under 25 years, studying full time. Student ID card required showing full-time study.

Now Select the 'Add Ons' to your Membership:

Add-On	Price	Description
RAMB Boat Registration	\$155.00	Only select this item if you have previously been issued with Ramp access. New Ramp applications must be made to the Secretary.
1st Boat Registration OTB, T/Y, MOORED	\$125.00	Reg fee for your first OTB, Trailerable Yacht or Moored Boat
2nd Boat Registration OTB, T/Y, MOORED	\$125.00	Reg fee for your second OTB, Trailerable Yacht or Moored Boat
3rd Boat Registration OTB, T/Y, MOORED	\$125.00	Reg fee for your third OTB, Trailerable Yacht or Moored Boat
1st JUNIOR Dinghy Registration	\$85.00	1st Junior Dinghy Registration (Minnow etc.)
2nd JUNIOR Dinghy Registration	\$85.00	2nd Junior Dinghy (Minnow, Opti etc)
1st OTB / Junior Dinghy Storage	\$125.00	A boat that is already stored. Please DO NOT SELF ALLOCATE. If you do not already have a rack, apply to the Secretary.
2nd OTB / Junior Dinghy Storage	\$125.00	A boat that is already stored. Please DO NOT SELF ALLOCATE. If you do not already have a rack, apply to the Secretary.
3rd OTB Storage	\$125.00	A boat that is already stored. Please DO NOT SELF ALLOCATE. If you do not already have a rack, apply to the Secretary.
4th OTB Storage	\$125.00	A boat that is already stored. Please DO NOT SELF ALLOCATE. If you do not already have a rack, apply to the Secretary.
5th OTB Storage	\$125.00	A boat that is already stored. Please DO NOT SELF ALLOCATE. If you do not already have a rack, apply to the Secretary.
KAYAK	\$80.00	KAYAK REGO & STORAGE. Only renewing members with kayaks in storage may select this item. New applications must be made through the Secretary.
LOCKER	\$55.00	Only renewing members with a locker may select this item. New applications must be made through the Secretary.



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Finally, please update your personal details	<p>There are many additional fields that can be updated on your membership record. Please take the time to review the contents and update some of the fields. In particular, we'd like you to update:</p> <ul style="list-style-type: none">- Your Date of Birth if it has been set to 01/01/1900- Your emergency contact details- Your email address- All of the above fields for members of your family
SPECIAL NOTE TO FAMILY MEMBERS	<p>Please don't forget that <i>every member in your Family membership needs to be renewed. We'd appreciate you updating Email and Emergency Contact details for the Partner in the membership and children/student family members.</i></p>
PULLING YOUR HAIR OUT?	<p>Don't worry, we're here to help. Please come to the club on a Saturday morning – we'll be setting up a computer upstairs so that we can work through your renewal on the spot. Luckily, you'll have plenty of other members to have a yarn with if there's a wait.</p>
We'll be pulling our hair out too	<p>Please excuse the occasional problem. Upgrading systems is not always easy, and things do slip through the net. Please be patient with us as we work through the system that is also new to us.</p>