

# Williamstown Sailing Club Online Renewal Guide

## INTRODUCTION

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

We will send you an email to ask you to self-renew via our RevSport online system via our Home Website, at <u>www.williamstownsailingclub.org.au</u>.

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, pop into the Club on a Saturday morning or contact Brian at members@williamstownsailingclub.org.au.

## **BEFORE YOU START**

You will need your Australian Sailing (AS) Number (*don't worry, you can look it up*) to renew your membership, along with Name and Date of Birth.

## FAMILY MEMBERSHIPS

The renewal process is required for <u>every member</u> within a Family Membership. Please repeat the renewal process as many times as is required to capture the renewal of your Partner and all Family members with which you wish to re-join. Also, if registering a boat please register it against the person who is going to sail / skipper it.

## HOW TO START YOUR RENEWAL

Go to the <u>Home page</u> and Click on **RENEW MY MEMBERSHIP** Button.

This takes you to the Registration Page with a link to Australian Sailing Number Finder, Non-member Sailpass information for temporary members, Information about Memberships fees, and two options at the bottom:

RETURNING MEMBER I have registered for Sailing in the past (Australian Sailing Number is required to renew) NEW MEMBER I have never registered for Sailing before

## If Renewing Click on **RETURNING MEMBER**, to

| Step 1/9: Get started      |                             |            |
|----------------------------|-----------------------------|------------|
| Start again                |                             |            |
|                            |                             |            |
| Australian Sailing Number* | First name*                 | Last name* |
|                            |                             |            |
|                            |                             |            |
| Date of birth*             |                             |            |
| (1 ¢)(Jai                  | nuary                       | ♦ 2022 ♦   |
| Gender identity*           |                             |            |
| Male Female Non-           | Binary Differently identify | у          |
|                            |                             |            |
| Next step                  |                             |            |
|                            |                             |            |

Complete the information on the Page and it will then take you through to your Membership Renewal area.

## Membership Category

Choose your membership category.

If wanting a Family membership, start with the 1<sup>st</sup>/ Primary person in your family. The Primary person will be able to access, edit the other family members.

## Add-ons

Once you have selected the membership Type, a window will pop up with additional add-ons displayed. The Add-ons will depend on the membership category selected and may include:

- Boat registration (Junior, OTB, Trailable, Mooring, Ramp, Kayak)
- Boat Storage (Junior, OTB, Kayak)
- Locker
- Additional Access cards

If selecting Add-ons, they need to relate to the person you are currently registering.

## Terms of Registration

Don't forget to tick all the Terms of Registration boxes (including the one at the bottom of the scroll down text in the Terms). You will also have to select the pictures (to prove you are not a robot).

This will take you through to the Invoice and Pay window, and you can pay online by Pin payment (fees apply) or make an Electronic funds transfer to the Club account.

Your Existing Access cards will be updated, so no need to purchase again.

You will have to complete the membership details and pay online for each person in your family. Australian Sailing are working with RevSport to change the system so you can register the family and only have to make the one payment, but this may not occur until the start of next season.

The Club will cross check registrations and if your register in the wrong category a membership upgrade will be arranged with an invoice being issued.

Your current insurance coverage with Australian Sailing will expire at the end of September, so please ensure your membership is renewed by then.

#### Help with Renewals

If you are having difficulty with your registration (e.g., wrong date of birth in the system) please contact Brian (<u>members@williamstownsailingclub.org.au</u>)