

Adding Members

Select **New Member Request** to enter a new member for your Club or School. Enter the individuals details, assign the appropriate State Membership, provide any known competitive history and tick the declaration and save the record.

The screenshot shows the Rowing Victoria Incorporated website interface. At the top, the logo and text "Rowing Victoria Incorporated. Regatta Season: 2015-2016" are visible. Below this, a navigation bar includes "Main Menu" and "Logged-in as: James Scott | Logout". The main content area displays "Rowing Victoria Incorporated. as: Melbourne Rowing Club Inc". On the left, a sidebar menu lists various options under categories like "Regattas", "Accounts", "Club Administration", "User Profile", and "Logout". The main content area is titled "New Member Application Form" and contains the following text: "This form allows you to submit a request for the addition of a new member to the database. The application will be accepted as a formal membership application authorised by James Scott representing Melbourne Rowing Club Inc. Please note that requests are only processed during business hours by the Rowing Victoria Incorporated. office staff. Please direct enquiries to support@rowingmanager.com". Below this text is a form titled "Member Details" with the following fields: "Given Names*" (Joseph), "Last Name*" (Bloggs), "Gender*" (Male selected), "Date of Birth*" (12/01/2000), "Address" (3 Testing Street), "Suburb" (Testing), "State" (VIC), "Postcode" (3123), "Mobile", "Home", "Work", "Email*" (joe.bloggs@optusnet.com.au), "Club" (Melbourne Rowing Club Inc), and "School".

On saving, you will receive the following confirmation. The addition is queued pending Rowing Victoria receiving proof of ID and Date of Birth which you will need to email through to info@rowingvictoria.asn.au and acceptance of membership terms. Pending receipt of this information, the added individual WILL NOT be able to compete.

The screenshot shows the Rowing Victoria Incorporated website interface, similar to the previous one. The main content area displays the confirmation message: "Your request will be processed as soon as possible during business hours. Please direct any enquiries to the Rowing Victoria Incorporated. office on [phone number]. The following is a summary of your submission." Below this, the email content is shown: "New Member Application", "From: Melbourne Rowing Club Inc", "By: James Scott [james@rowingvictoria.asn.au]", "For Regatta:", "Membership Type: Competitive", "Member Details", "First Name: Joseph", "Last Name: Bloggs", "Gender: Male", "Date of Birth: 12/01/2000", "Club: Melbourne Rowing Club Inc", "School:", "Address: 3 Testing Street, Testing VIC 3123", and "Previous Competition Experience:". The sidebar menu and navigation bar are also visible.

All club members will receive an email upon their registration stating the National Sports Membership Terms. Each member will be required to agree to this declaration before they will be able to be entered into regattas. Therefore every club member (including club and school dual members) will be required to have a **valid** email address in Rowing Manager.

Please note that this email address will only be used for Rowing Victoria related activity.