

## How to Register

The new platform has a process by which you register as a member and pay your dues. Once registered, the system maintains your data, so future renewals will be simpler and smoother. This is different from the past, where we all had to register and sign the waiver, putting all of our information in every year.

### Who can register?

- Members of Club SAKE (we are all new members to this system)
- Serious guests – these are people who are seriously interested in trying dragon boating, vs coming out for a social opportunity (as for Dragon Boat 101). They will tend to be friends of members or people who have seen us out and really are wanting to learn. Previously, visitors had to register at Webscorer as a visitor, and if they decided to become members, they would register at Webscorer again at a different link, and pay their dues. The system now allows these serious visitors to register as a visiting member at the same link that regular members use, and we can upgrade their membership when they decide to join. If you have a friend that wants to try dragon boating, refer them to the same link given below.
- Note that casual visitors, such as those from Dragon Boat 101, will be managed through separate listings on the Events calendar.

### How do I register?

- Visit <https://www.clubsake.com/registration/> and click the Register button.
- Fill in your name, and date of birth
  - Note that the platform uses European date format – day/month/year. This is different from our usual expectation, which is month/day/year.
- Choose your membership category.
- Click Next Step
- Complete the remaining fields. Here are some notes on a few of them:
  - Phone number is just a number – no dashes and no 1. Home phone number is what will be shown on the roster.
  - If you use more than one email address, you can list another. An example might be if you want emails to go to your work as well as your home address, so that you would get practice cancellation notices at work.
  - Membership Roster – there is a page on our web site, visible to members only, that has a roster of members who have chosen to share e-mail addresses and phone numbers so that other members can contact them if needed. This is where you choose what you want to share, if anything.
  - The vaccine information in the Administrative Use Only section will be put in by an administrator when the vaccination status is verified.
  - Profile Photo – is just for you. Nobody else can see it but master administrators who have access to member information (see below). If you choose to put one in, please be sure that the file size is no larger than 200kb. If you upload your photo and it comes out sideways, this is because some mobile devices retain the phone's orientation when they take photos. You will need to edit the photo so that it is oriented correctly and upload again.
- **Terms of Registration** – This is our waiver that we sign every year. You need to read and scroll completely through it to the bottom, so that you can tick the little box that says you confirm you have read it. Note that you can also download a copy if needed.
- Tick the remaining boxes for agreeing to the Terms of Registration and the Over 18, and the I am not a Robot
- Confirm Registration

The next page will show your invoice for your dues. We know that some members budget their dues to be paid at the end of December/early January, so if you are registering in November 2021, it is OK to not pay your invoice right away. You can access it anytime from your member profile, and the system will also send you a reminder.

If you choose to pay now, you can click the plus (+) sign next to PayPal, choose if you are using a PayPal account or a credit card to pay, and work through the process that you are familiar with via online shopping. It is preferred that you pay in this way if you can.

If you must pay by check, you can see details on where to send it by clicking the plus (+) sign next to Cheque (those Aussies again).

In the meantime, within a few minutes, you will receive an e-mail from the platform. It will have the subject “Seattle SAKE Paddling Club Membership Details,” and it will be coming from [no-reply@revolutionise.com.au](mailto:reply@revolutionise.com.au). If you do not see it in your in box, check your spam. If you still do not see it, let us know at [communications@clubsake.com](mailto:communications@clubsake.com).

This e-mail contains:

- A welcome message
- A link to get to your invoice when you are ready to pay it.
- Your username (automatically assigned by the system)
- A button to click so you can set your password

Once you set your password, you will be able to login to sign up for practices, view your profile, and book equipment, such as SUP boards.

If, at any time, you have questions, do not hesitate to contact the Communications Manager at [communications@clubsake.com](mailto:communications@clubsake.com).