

# ONLINE MEMBERSHIP DATABASE

MEMBER REGISTRATION INFORMATION



## Online membership platform

Orienteering NZ (ONZ) has moved to an online membership platform to simplify membership management and reporting for all clubs and to provide it with consistent membership information in real-time (e.g. for NZ team selections). Clubs will no longer need to fill in membership returns thrice yearly.

The platform also offers a convenient way for sports clubs to operate their website and the Orienteering Hutt Valley website now uses this platform too (<a href="https://ohv.org.nz">https://ohv.org.nz</a>).

OHV members are also able to log in to the membership platform to maintain their details and access any information or features that are restricted to members.

### **OHV Membership Registrations**

Registering or renewing your membership is now done via the 'Become a Member' part of the OHV website.



For 2020, click on the Register button



### Completing the Registration (1)



The first page will ask you for your name, date of birth, and membership type.

Register as a new mer	nber	
First name:*		
Last name:*		
Date of birth:*	Day \$   Month \$   Year \$	
Registration type		
Please choose:*	✓ Please select	
Discount code:	Adult - \$30.00  Family - Primary Adult - \$30.00  Family - Additional Adult - \$30.00  Family - Junior (ages 13 to 20) - \$15.00  Family - Junior (school year 8 or below) - \$0.00  First year of orienteering - Adult - \$15.00  First year of orienteering - Junior (age 20 or younger) - \$7.50  Junior (age 20 or younger) - \$15.00	
	NZ Associate – Adult - \$15.00 NZ Associate – Junior - \$7.50 NZ Associate – Junior - \$7.50	

Juniors are aged 20 or younger (at the end of the year). If you are a registering a family then choose the 'Family' options — register the 'Primary Adult' first. If your primary club is another ONZ club then you can be a 'NZ Associate' member for OHV. Enter a discount code if you have one (e.g. OHV VIPs^). Mandatory fields are marked with a star (\*).

<sup>^</sup> Volunteer Important Persons from the previous year

### Completing the Registration (2)



You'll be asked to complete some other mandatory fields including your Gender, and Address. Please choose Male or Female for the Gender and, for the Address, enter your **town/city** where it says **State/province\*** 

E.g.	Address			
	Street:*			
	Suburb:*			
	Post code:*			
	State/province:*	Lower Hutt		
	Country:*	New Zealand	<b>\$</b> ]	

For the ONZ Membership Class, select "Junior" if you're aged 20 or under (at the end of the year).



### Completing the Registration (3)

Members are also encouraged to answer some voluntary questions for Orienteering NZ. Some questions are aligned to Statistics NZ, Sport NZ and other national databases to enable analysis against the NZ population and sports. This means some of the lists are long, but we ask that you answer them accurately.

This information will allow Orienteering NZ to:

- Better understand who its members are;
- Know how its demographic compares to NZ's population or different sports; and
- Potentially used in the future for partnership and sponsorship opportunities noting that private members' information will not be used or released to partners without member authorisation.

Finally, you'll be asked to accept the Orienteering NZ 'Terms of Registration'.

### Payment & Confirmation



An online version of the invoice will be displayed along with payment instructions. You will also receive an email confirming registration and how to pay.

The current default method is Bank Deposit (Internet Banking). Please pay promptly and include the invoice reference of each invoice that's being paid.

In future, online payments *may* be accepted by the club. Please note, any transactional/service fees for online payments will be charged over and above the membership fee.

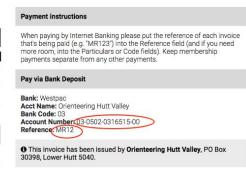
Hi

Orienteering Hutt Valley has sent you this invoice for payment. Please see below for payment options. If you have any questions regarding this invoice, please contact Orienteering Hutt Valley at membership@ohv.org.nz.

#### Tax Invoice/Statement

#### **DOWNLOAD** Information Account name: Invoice reference: MR12 Date of issue: 11 Feb 2020 Status: Unpaid Item Amount Junior (age 20 or younger) \$15.00 Orienteering NZ fee \$0.00 Total \$15.00

#### How to Pay



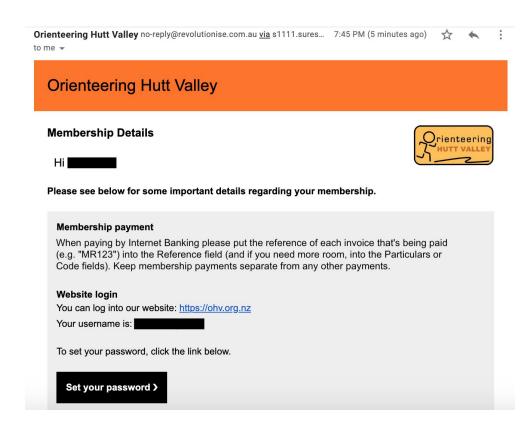
#### Confirmation email

This will contain your website login details.

After you've set your password you'll be able to log in, maintain your details, and view any member-only pages.

#### Remember:

- This is your information that you have supplied to OHV and Orienteering NZ.
- If your details change it is your responsibility to ensure these are amended in the membership system.







If you have any queries regarding your club membership or your information, or issues during the registration process, please email membership@ohv.org.nz