



England Boxing

Insight

Member Platform

User Guide



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Introduction:

England Boxing is the national governing body for boxing. It is responsible for the governance, development and administration of boxing in clubs and competition. It also represents England as a member of the International Boxing Association (AIBA) and the European Boxing Council (EUBC).

As a national governing body, England Boxing is responsible for all the administration, development and promotion of Olympic-style boxing throughout England. It is a non-profit organisation and is thus overseen by a board of directors.

England Boxing represents more than 19000 members across over 900 affiliated clubs. Building on a large base of weekly participants (150,000*), England Boxing is committed to maximising the potential of the sport through the legacy of successful London 2012 Olympic Games.

4 global is developing a central and standardised information management system that enables the England Boxing deliver their following priorities based on the strategic review undertaken in 2014:

1. Target and engage key customer segments
2. Improve the Club environment
3. Embrace and educate volunteers
4. Change events calendar and format
5. Develop commercial program

The system aims to integrate with sector wide modules and add value through greater alignment of information and added value through insight (and impact) sharing.

This purpose of this document is to give a step by step guide to the following access level:

- ✓ **Member**



Platform Access:

Please note a live email account is required to access the platform; this email address will be required each time log in occurs.

Should you need to create an email account, clickable links to email account providers have been provided below:

[Hotmail - Create an account \(\(https://signup.live.com/\)\)](https://signup.live.com/)

[Gmail - Create your Google account \(https://accounts.google.com/SignUp \)](https://accounts.google.com/SignUp)



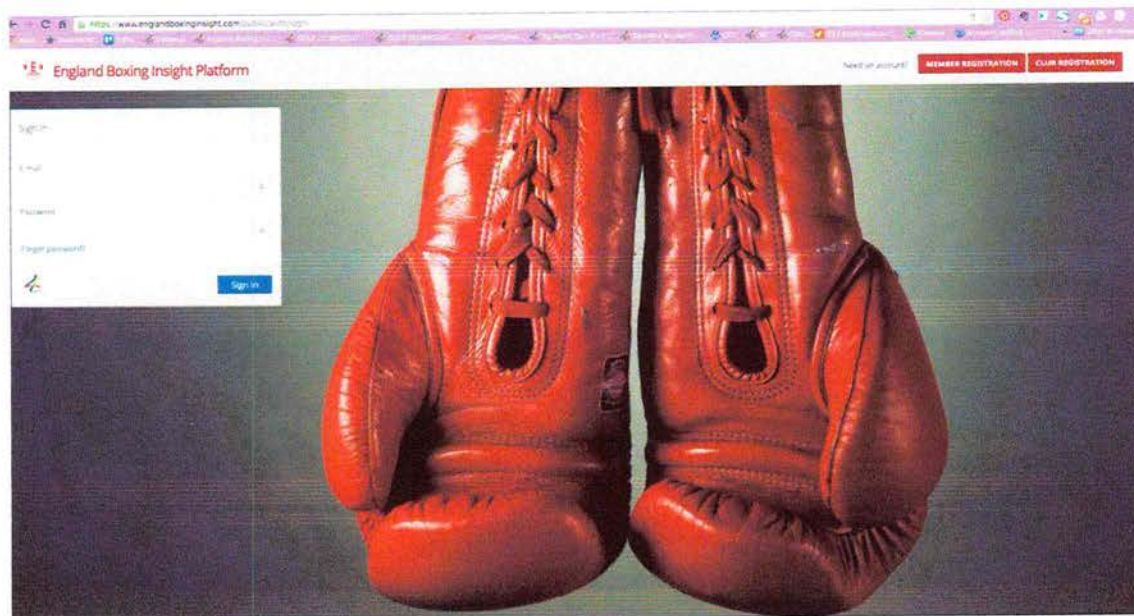
User Guide – Member Platform

This user guide that demonstrates the steps that an individual must follow to:

1. Register as a member
2. Apply for a membership type
3. Make a payment
4. View a Pending Application
5. View a Responded Application
6. Queries

1. Membership Registration

Membership Registration: The member accesses the England Boxing Platform via www.englishboxinginsight.com and then selects the **MEMBER REGISTRATION** icon on the top right corner of the screen:





Member Registration – To complete the Member Registration form, the member must select from Existing Member – **Yes** or **No** before filling in their details. An existing member will be asked to input their Member ID at this stage if known - if unknown this can be filled in by the Registrar at a later time, new members selecting '**No**' will not be asked for this information.

Member Registration

Existing member?

Yes No

Member ID

First Name

Surname

Date of Birth

Region

Please select a region


Club

Please select a region first

Email

Password

Confirm Password

 [Register](#)



Member Registration: Once all details have been provided and checked please select **Register**

Member Registration

Existing member?
 Yes No

First Name

Surname

Date of Birth


Region

Club

Email

Password

Confirm Password





Member Registration: Once in the platform the member must complete the Profile section to complete the Registration, the profile cannot be submitted without all mandatory fields being filled in - mandatory fields are indicated by this symbol *

Do note that there are four different tabs of information to complete; Membership, Personal, Contact, and Equality. Screenshots of these pages are shown below:

Membership

Account / Update Profile

Please update your profile before using the platform

Update Profile - John Smith

Membership

Email *

johnsmith@graduate.com

Region *

Army

District *

Army

Update Profile

Personal

Account / Update Profile

Please update your profile before using the platform

Update Profile - John Smith

Personal

Title *

Mr

First Name *

John

Second/Middle Name

Surname *

Smith

Date of Birth *

10.06.1980

Weight (kg)

Gender *

Male

Update Profile

Contact

Account / Update Profile

Please update your profile before using the platform

Update Profile - John Smith

Contact

Address 1 *

22 Test Address

Address 2

Address 3

City *

London

Postcode *

TW2 9BB

Country *

United Kingdom

Main Contact Number *

07567133406

Update Profile



Equality

john.smith Logout

Account - Update Profile

Please update your profile before using the platform.

Update Profile - john.smith

Equality

Ethnic Origin

White British

Disabled

No

Update Profile

Member Registration: Once Profile information has been updated in all four tabs, please select **Update Profile** and select **Yes** when prompted for confirmation:

john.smith Logout

Account - Update Profile

Please update your profile before using the platform.

Update Profile - john.smith

Equality

Ethnic Origin

White British

Disabled

No

Update Profile

Confirmation!

Do you want to UPDATE the member?

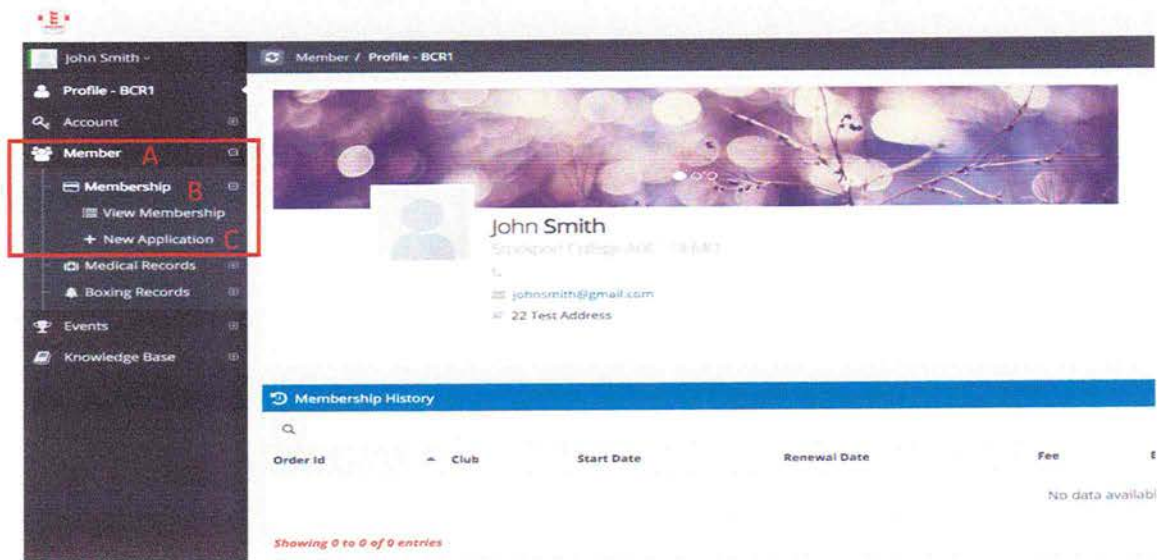
Yes No



2. Membership Application:

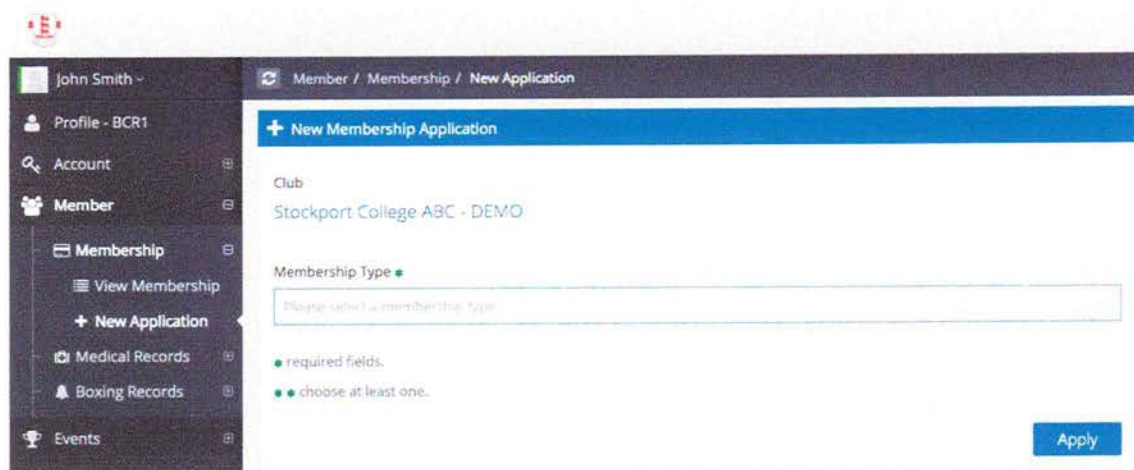
Membership Application: To apply for a membership, please select the following options in order on the left hand side of the screen. This will navigate you to the New Applications page:

- A. Member
- B. Membership
- C. New Application



Membership Application: To complete the New Application, select the desired Membership Type from the provided drop down options to select a Membership Type. Classification and Qualifications may appear, if required by the Membership Type selected.

Please note that only one application can be made at a time and once submitted, will prevent further applications from taking place.





Membership Application: Once the Membership Type has been selected (*please note that Boxer has been used as an example on this occasion*), billing details will appear for review – once confirmed, please select **Apply**:

+ New Membership Application

Club
Stockport College ABC - DEMO

Membership Type ●
Boxer

Boxer Classification ●
Elite / Senior

Billing Details

Postcode●
TW2 6BL

City ●
London

Address●
22 Test Address

Total Fee: £11.00
Expiry Date: 01.06.2017

● required fields.
●● choose at least one.

Apply



3. Payment

Payment: The next page that will appear is the prompt to select payment method. Please choose the preferred payment option.

How do you want to pay?

-  Visa >
-  Visa Debit >
-  Visa Electron >
-  MasterCard >
-  Debit MasterCard >

< Cancel

Your payment is secured by 

Payment: The next page that appears will require card details to make payment, please note card payment can be made by a card holder who is not the member. Once all required fields are completed please select **Confirm card details**:

Your card details

 **Name**
Smith John

 **Card**

 **Expiry**  **CVC** 

< Back Confirm card details >

Your payment is secured by 



Payment: The next screen will provide the opportunity to review the order – all ⁺ icons are expandable. Once order is reviewed and confirmed, please select **Pay £11 now (example application cost)**.

Review your order

Transaction details

Description:

Membership for Boxer. Expiry Date is 06.01.2017

Transaction Reference:

7331ab2d-d6db-4845-be5a-90b0fbe5a117

Amount:

£11.00

Payment Details +

Billing Address +

Shipping Address +

< BACK

Pay £11.00 now >



4. View a Pending Application

Pending Application: Once payment has been made the application will be sent to the Registrar for review. The member will then be redirected to the **View Membership** page and provided with confirmation of payment and further instruction (blue text box). You can view the member application under 'Open Application' and the status will remain as pending until further action is taken by the Registrar.

The screenshot shows the 'Member' page for John Smith. A green notification banner at the top states: 'Payment has been completed. Your membership is waiting for approval.' Below this, a blue text box lists requirements for membership: 'Your request for membership has been received. Please take the following documents to your chosen club to progress your registration: • BCe • Proof of ID (Original Birth Certificate or Passport) • 2 passport sized photographs. Arrangements will be made by the club for you to have the required medical.' The 'Membership History' table is empty with the message 'No data available in table'. The 'Open Applications' table shows one application:

Application Date	Club	Membership Type	Fee	Status	Action
02/06/2016	Stockport College ABC - DAVG	Junior	£11.00	Open - Pending approval	

5. View a Responded Application

Responded Application: Once the Registrar has reviewed the application and Approves/Declines, the Membership History will be updated – please note for this example the application has been approved and is now listed under '**Membership History**'

The screenshot shows the 'Member' page for John Smith. The 'Membership History' table now contains one entry:

Order Id	Club	Start Date	Renewal Date	Fee	Balance	Membership Type	Status
237	Stockport College ABC - DAVG	02/06/2016	01/06/2017	£11.00	£0.00	Junior	Approved

The 'Open Applications' table is empty with the message 'No data available in table'. A new section, 'Declined Applications - John Smith', is visible at the bottom, also empty with the message 'No data available in table'.

6. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org