

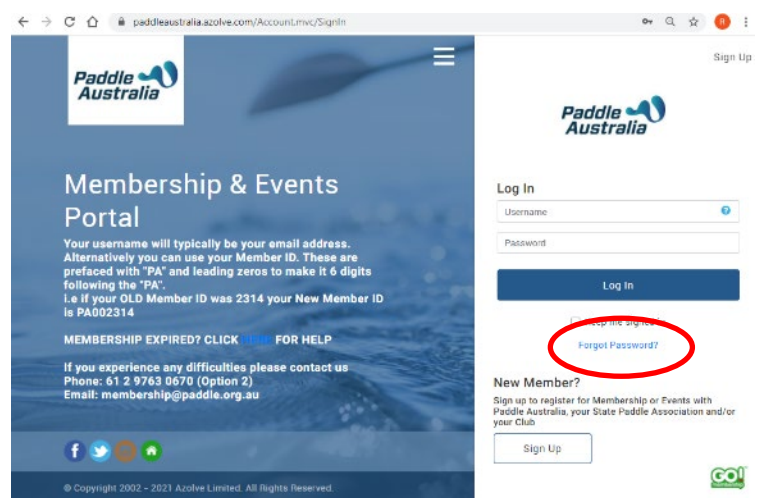
FCC – Renewing Your Membership via the PA “JustGo” system

- 1) Logging in
- 2) Checking and updating your details
- 3) Membership renewal process – Adult or Child (non family membership)
- 4) What if I’m a junior or concession member?
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- 7) Picking up a Fob so I can access the club.
- 8) What if my FCC membership has “lapsed” ?

FCC membership expires on 30 June each year, and access fobs stop providing access shortly afterwards. Membership is renewed through the “JustGo” Paddle Australia database at <https://paddleaustralia.justgo.com/>. Once you’ve renewed your access fob will start to work again.

1. Logging in.

The login screen is shown here. If you cannot recall your password, enter your username (normally your email address or your PA member ID), then click on the “forgot password” button.



If you use the “forgot password” function but no email comes through, check your spam email folders.

If you still cannot log on, contact Alasdair our membership director at membership@fairfieldcanooclub.org.au.

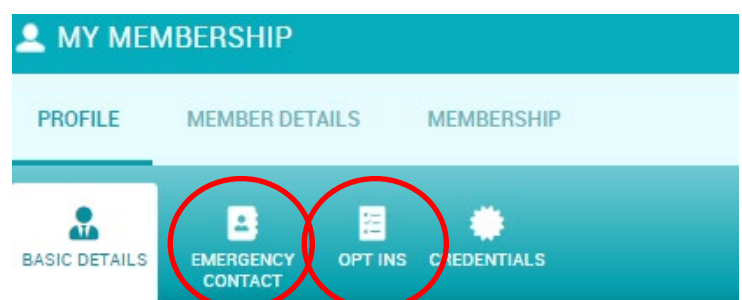
2. Checking and updating your details

After logging in, you’ll be shown your membership details. Check that your telephone, physical address and email address details are still correct. If they are not they can be updated by clicking on the yellow



button.

NOTE: your username and email address may be different from each other – particularly if you’ve changed email addresses. You can update your email address at any time. If you want to have your username updated, this needs to be done by Paddle Australia. Email membership@paddle.org.au requesting that they update your username.



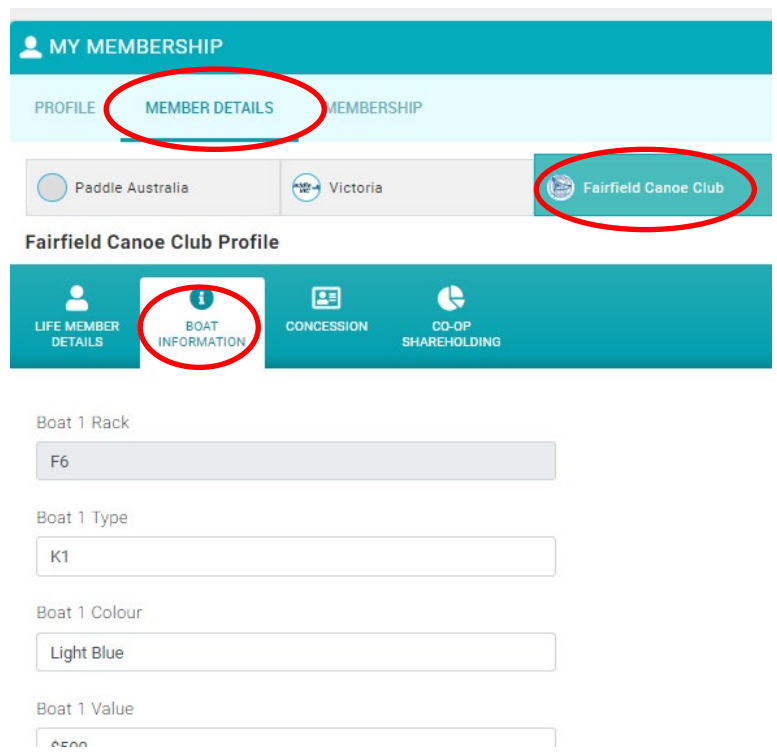
Basic Details
Review and update your personal details



Next, check that your Emergency contact is correct/ up to date. Under “Opt Ins” you can check whether you receive communications from PA, PV or FCC via Go Membership. NOTE that this “opt in” is separate from our weekly FCC “eNews”, which you can subscribe to via the link at the bottom of the FCC website.

If you like, you can put a photo of yourself in to the system – click on the camera icon on left side.

Finally – check and update your FCC details – particularly information about any boat(s) that you have stored at FCC. Click on “Member Details” under my membership, then on Fairfield Canoe Club, then Boat Information. Check that the boat type and colour are up to date. The rack number is maintained by our boats and racking director, if it needs correcting, contact Foster at racking@fairfieldcanoecub.org.au.



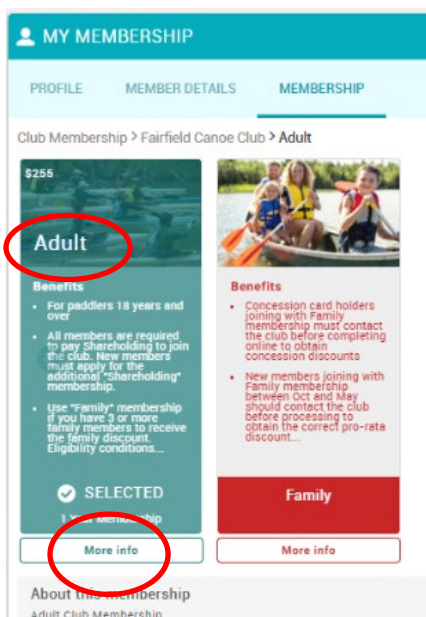
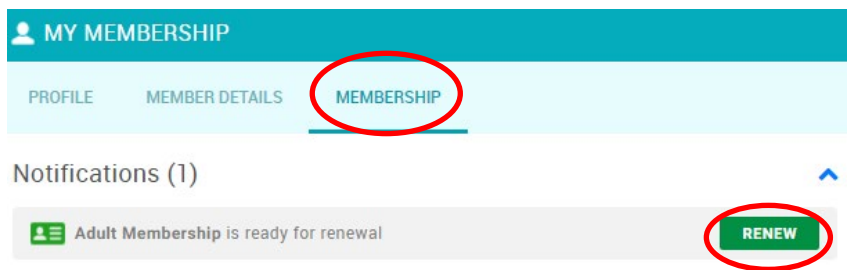
Your FCC fob number (and key no if you are a polo player) are also maintained on this page. If the key number ever needs updating, please contact Alasdair at membership@fairfieldcanoecub.org.au.

If you are a senior or concession card holder, or if you are a full time student, tick the “Concession” box. You’ll need to ensure that your senior or concession card or student card is presented to us at renewal day.

Your shareholding in our Club Cooperative is shown under the Shareholding tab. If your shareholding is being paid off in instalments this value is updated once per year. \$450 is the amount that most people have paid towards shareholding. This field shows the amount that is refundable to you on leaving FCC.

3. Membership renewal process – Adult or child (non family membership)

Once all of your details are up to date, click on the Membership tab at the top. There should be a notification for you near the top of the screen that your membership is ready for renewal.



First, click the green **RENEW** button.

Second, click the “Adult” or “Junior” membership type to select it. You can click on “more info” to find out more about the membership type.

Now scroll down the screen. If you have lost your key, or need to purchase an additional rack space, do this now under the membership selected by “adding to cart” relevant items. NOTE that you should not purchase additional rack spaces unless you have already had such rack spaces approved by the racking coordinator – purchasing them here does not provide approval.

You’ll also be prompted now for any missing information, such as emergency contact details.

Down towards the bottom of the screen you have the opportunity to make a donation to Paddle Australia's "Paddle On Foundation".

You're nearly there!

Click the yellow **Finish** button and you'll be given the option to go to the checkout, which is where you check that the numbers are right, and enter payment details.

Note that your Paddle Aust and Paddle Vic memberships are automatically added.

Please choose "pay with card" to pay. If you really must pay by other means, then check with our membership director before trying to "Request invoice".

The screenshot shows a checkout page for "Paddle Australia - Paddle Australia Senior Membership". It lists three items for purchase:

- Replacement Key**: For members who have lost previous key - cost of club purchasing new key. Price: \$25.00. Quantity: 1. Add to cart button.
- Second boat in shared boat rack (board approval required)**: For members who want to store two boats in one rack. Price: \$50.00. Quantity: 1. Add to cart button.
- Second boat rack**: First boat rack in the club is free. Second boat rack is \$100. Price: \$100.00. Quantity: 1. Add to cart button.

Below the items is a section titled "Please provide the following information" with a sub-header: "This information will assist Paddle Australia and your State Paddle Association to better understand and meet the needs of members." It contains two dropdown menus:

- Country of birth: Australia
- Nationality: Australian

4. What if I'm a junior or concession member ?

If you are an Adult member and have a seniors card, concession card or if you are a full time student, then please ensure that you tick the "Concession" tickbox under your Fairfield Canoe Club profile. This then applies a 50% discount to your FCC annual fees. NOTE: you MUST bring evidence (concession, seniors or student card) along to renewal day to show to a director.

At present, there is no discount for full time students over 18 years old for PA/PV fees, however PA/PV are looking into this possibility for the following year.

The screenshot shows the "MY MEMBERSHIP" page with the "MEMBER DETAILS" tab selected. It displays the following information:

- Membership: Paddle Australia, Victoria, Fairfield Canoe Club
- Fairfield Canoe Club Profile
- Options: LIFE MEMBER DETAILS, BOAT INFORMATION, CONCESSION, CO-OP SHAREHOLDING
- Concession checkbox: Concession (Must show evidence of concession card when collecting key)
- SAVE button

5. Family Membership

If you have one or more children who are members with you, then choose “family membership” rather than Adult or Child membership. This reduces your membership fees: FCC child members which are attached to adult memberships are significantly reduced in cost. Additionally, Paddle Australia/Paddle Victoria reduce their fees by 30% for families of 3 members or more.

Having selected “Family” membership – the red coloured membership type – you now need to tell the system which family members are included in this family membership, this year. Scroll down, and you should see a series of family members listed. For each member you need to click on “select membership” then click on the tick box on the right hand side of the popup to confirm their membership...

Club Membership > Fairfield Canoe Club > Family

The screenshot shows two membership options side-by-side. On the left is the 'Adult' membership, priced at \$255 for a 1-year term. On the right is the 'Family' membership, which is highlighted with a red border and a 'SELECTED' label with a checkmark. Both options have 'More info' buttons below them.

About this membership

30% discount off Paddle Australia and State Paddle Association membership fees for families. Minimum of 3 family members. Maximum of two members 18 years and over. Up to six children

Select a membership

Membership	Price	
Adult	\$160	<input checked="" type="checkbox"/>

As you tick each family member, the screen changes from “Select membership” to “Change or Remove”.

Once all family members have been added to this year’s membership ... you have the option to add additional family members (eg if a new child is now becoming a club member).

The form contains two sections. The first section is for 'Your Name' and includes a 'Date of birth' field and a 'Select Membership' button circled in red. The second section is for 'Child's Name' and also includes a 'Date of birth' field and a 'Select Membership' button circled in red. At the bottom, there is a blue 'Add Family Member' button and a yellow 'Next' button.

The main form shows 'Your Name' and 'Date of birth' fields, with 'Adult' selected and 'Change' and 'Remove' buttons. A modal window titled 'Add New or Existing Member' is open, showing two options: 'Existing Member' (with a green 'SELECT' button) and 'New Member' (with a yellow 'SELECT' button). An orange arrow points from the 'Add Family Member' button in the main form to the 'Existing Member' button in the modal. There is also a 'Close' button in the modal.

Now click **Next** to go to the “About this membership” screen for each family member – where you can scroll down, and down add lost key purchase, boat rack purchase etc. If family members are students – then this is the place to add their student numbers too.

Finally - click the yellow **Finish** button and you’ll be given the option to go to the checkout, which is where you check that the numbers are right, and enter payment details. Please choose “pay with card” to

pay. If you really must pay by other means, then check with our membership director before trying to “Request invoice”.

6. Who to contact with questions


If you get stuck, please contact Alasdair our membership director at membership@fairfieldcanoecub.org.au

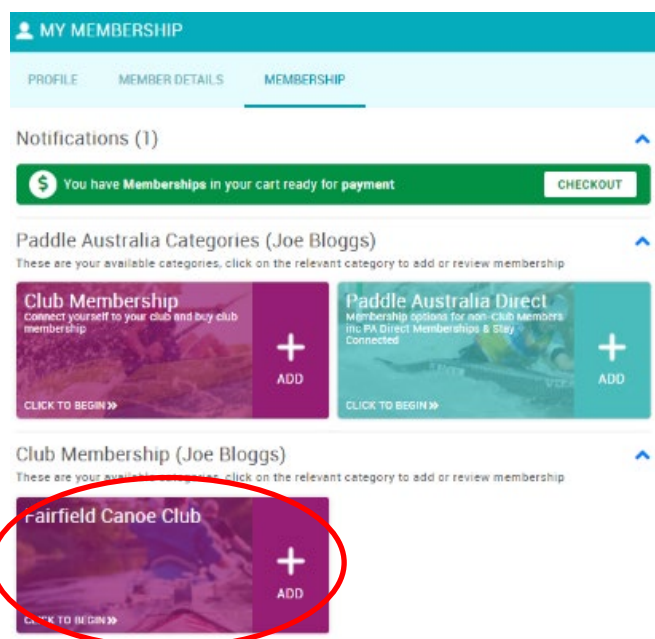
7. Renewal Day

Once you’ve renewed online, come along to our renewal day at the end of June to catch up with friends, verify your boat rack and to check that your boat and paddle are well labelled. Your existing fob will continue to work as long as you renew ahead of 30 June.

One of the beauties of the fob system is that you don’t need to pick up a new key each year – there is no fob changeover at renewal time.

8. What if my FCC membership has “lapsed”?

If you are renewing your membership more than a month after the start of the new financial year, you are no longer a “current” member but a “lapsed” member. In this case, the  button may not appear under the membership tab. If this is the case you need to click on the “Add” Fairfield Canoe Club membership under the My Membership/ Membership area.



Now go through the processes covered in sections 3, 4 or 5 above.