



# England Boxing

## The Vault

*Existing Club Level User  
Guide*



## 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 (IBA) 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 25,000 members across over 990 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 each of the following access levels:

1. Club Secretary



## 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 – Club Platform

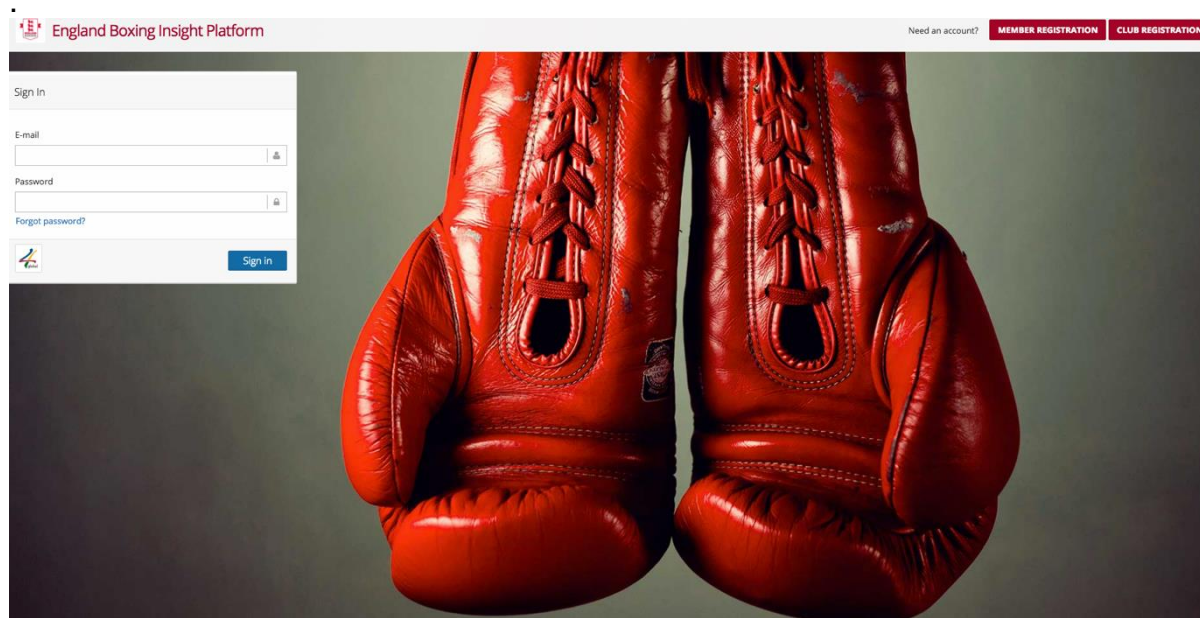
This is the user guide that demonstrates the steps that a Club Secretary (CS) must take when:

1. Accessing the Platform
2. Registering an Existing Club
3. Updating Club Profile
4. Applying for Affiliation
5. Payment
6. Viewing Pending Affiliation
7. View Responded Affiliation
8. Viewing Club Profile
9. Viewing Members
10. Enquiries

### 1. Accessing the Platform

Accessing the Platform: The England Boxing Insight Platform is accessed via [www.englishboxinginsight.com](http://www.englishboxinginsight.com).

To commence an existing club registration, the Club Secretary must sign in using the email address and password from the previous season






Should the password need to be reset, select forgotten password, this will send a password reset link to amend.

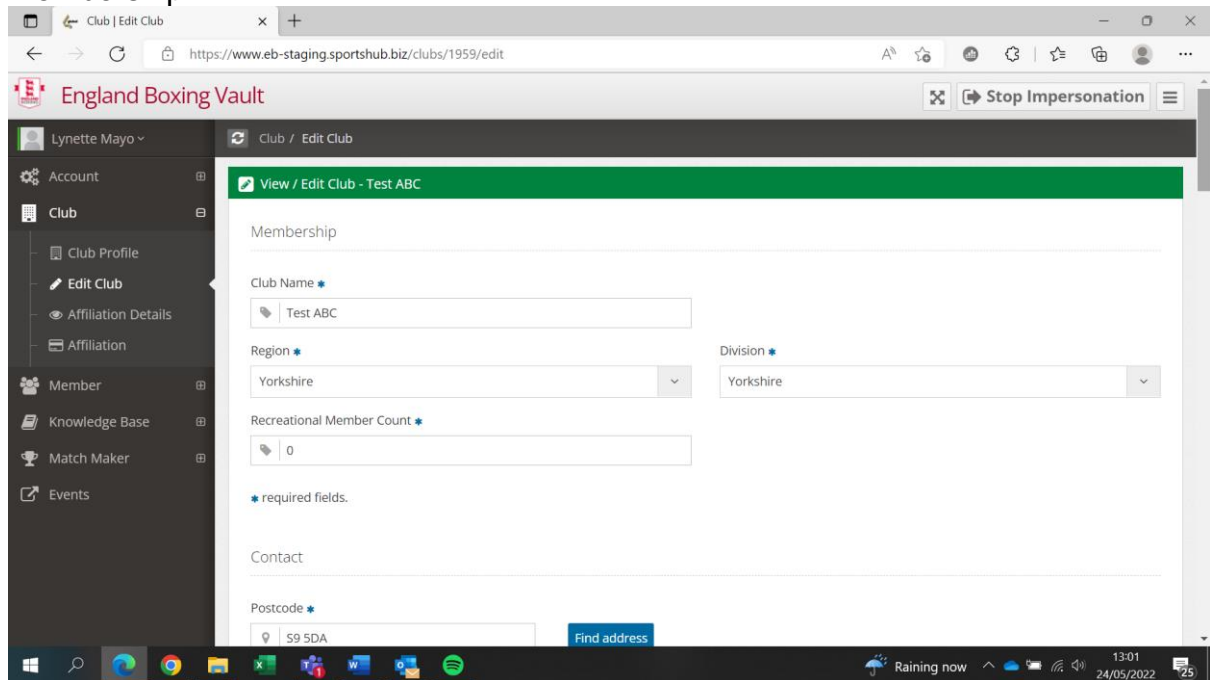
Should the email used need to be changed please email  
[vaultsupport@englandboxing.org](mailto:vaultsupport@englandboxing.org)

It is important that a new profile is not created.

## 2. Updating Club Profile

Updating Club Profile: Once in the platform, the CS Existing Clubs must check the Club 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 .

### Membership

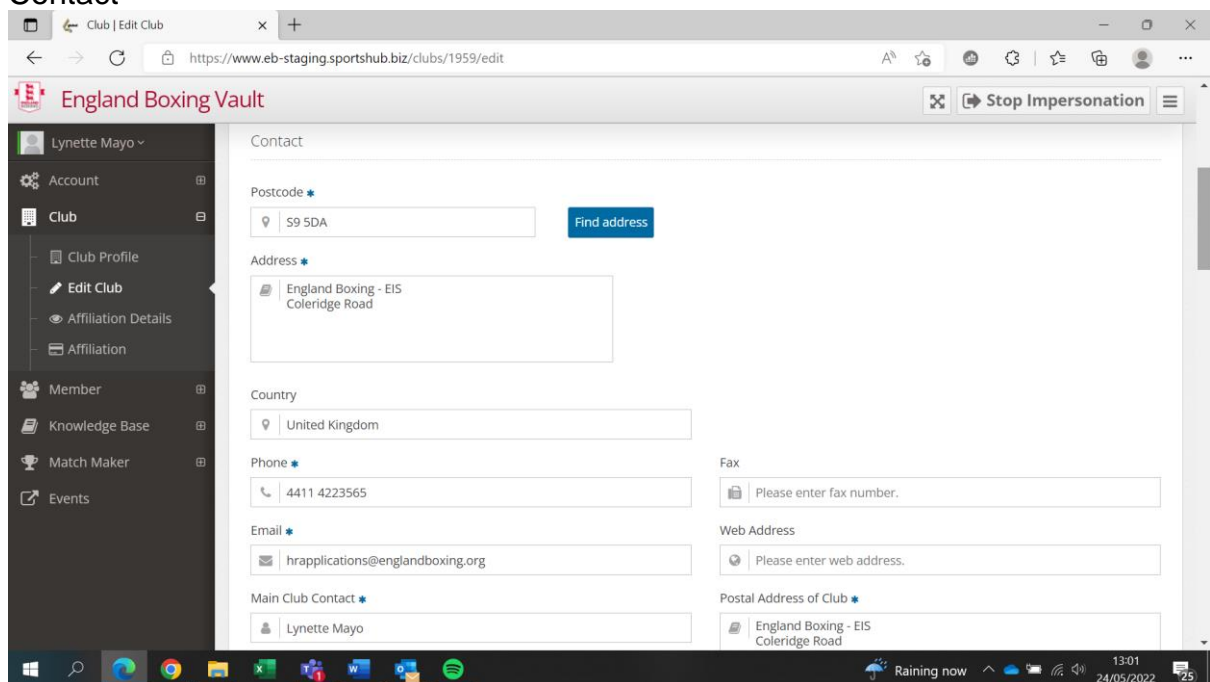


The screenshot shows the 'Membership' section of the 'England Boxing Vault' system. The left sidebar contains a navigation menu with options: Account, Club, Club Profile, Edit Club, Affiliation Details, Affiliation, Member, Knowledge Base, Match Maker, and Events. The main content area is titled 'View / Edit Club - Test ABC' and contains the following fields:

- Club Name \***: Text input field containing 'Test ABC'.
- Region \***: Dropdown menu set to 'Yorkshire'.
- Division \***: Dropdown menu set to 'Yorkshire'.
- Recreational Member Count \***: Text input field containing '0'.
- Contact**: Section header for the contact information.
- Postcode \***: Text input field containing 'S9 5DA'.
- Find address**: Button next to the postcode field.

A note below the fields states: '\* required fields.' The bottom of the screen shows a Windows taskbar with various application icons and a system tray indicating 'Raining now' and the time '13:01 24/05/2022'.

### Contact



The screenshot shows the 'Contact' section of the 'England Boxing Vault' system. The left sidebar is identical to the previous screenshot. The main content area is titled 'Contact' and contains the following fields:

- Postcode \***: Text input field containing 'S9 5DA'.
- Find address**: Button next to the postcode field.
- Address \***: Text input field containing 'England Boxing - EIS, Coleridge Road'.
- Country**: Text input field containing 'United Kingdom'.
- Phone \***: Text input field containing '4411 4223565'.
- Fax**: Text input field containing 'Please enter fax number.'.
- Email \***: Text input field containing 'hrapplications@englandboxing.org'.
- Web Address**: Text input field containing 'Please enter web address.'.
- Main Club Contact \***: Text input field containing 'Lynette Mayo'.
- Postal Address of Club \***: Text input field containing 'England Boxing - EIS, Coleridge Road'.

The bottom of the screen shows a Windows taskbar with various application icons and a system tray indicating 'Raining now' and the time '13:01 24/05/2022'.

## Key Personnel

Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1959/edit

England Boxing Vault

Stop Impersonation

Lynette Mayo

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

Key Personnel

Club Secretary \*

Lynette Mayo

Level 2 Coach \*

Lynette Mayo

Head Coach \*

Lynette Mayo

Matchmaker

Lynette Mayo

Welfare Officer

First Name \*

Lynette

Surname \*

Mayo

Phone \*

0114 2235654

Email \*

hrapplications@englandboxing.org

Safeguarding Expiry Date \*

31.08.2020

\* required fields.

Raining now 13:02 24/05/2022

## Club Facilities

Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1959/edit

England Boxing Vault

Stop Impersonation

Lynette Mayo

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

Financial

Current Registration Date

Not Registered

Club Facilities

☐ ClubMark Accredited
 ☐ Fitness/Recreational Activities
 ☐ Links with Schools
 ☐ Over 50's Sessions

☐ Disabled Access
 ☐ GP Referral Schemes
 ☐ Links with Other Sports
 ☐ Sparring Activities

☐ Disability Sessions
 ☐ Junior Sessions
 ☐ Make The Weight Programme
 ☐ Senior Sessions

☐ Female Friendly Activities
 ☐ Links with Higher/Further Education
 ☒ Non-contact Sessions
 ☐ Other (please state)

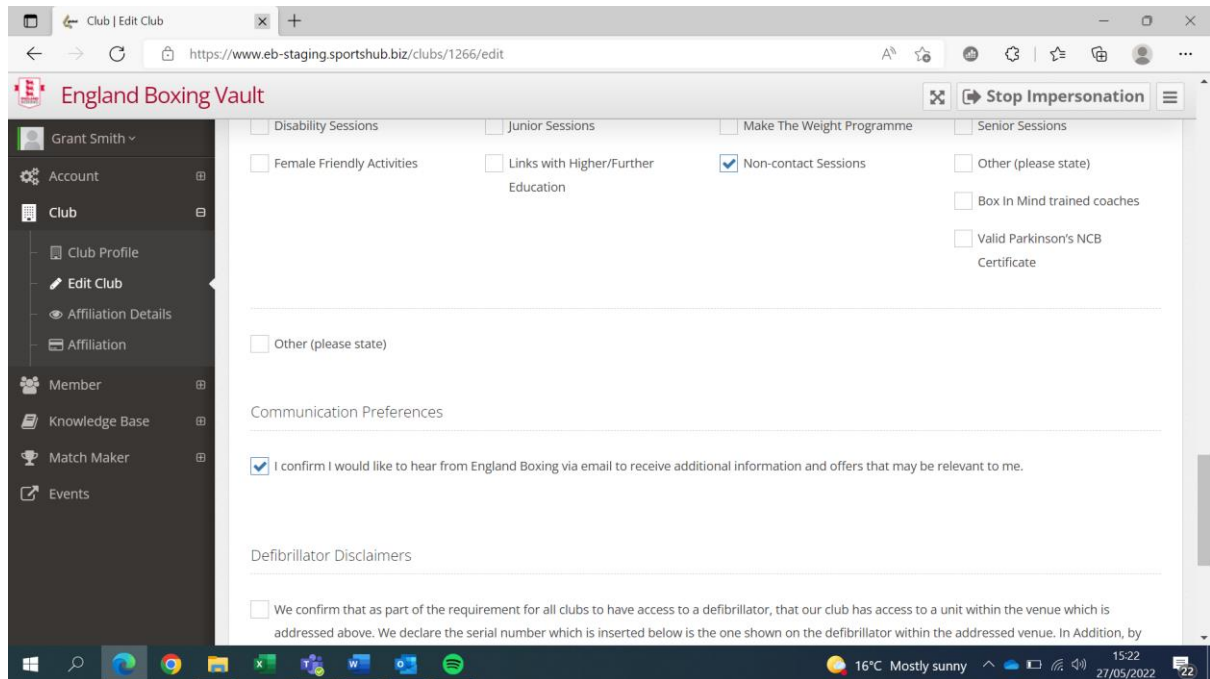
☐ Box in Mind trained coaches
 ☐ Valid Parkinson's NCB Certificate

☐ Other (please state)

Raining now 13:02 24/05/2022

## Communication preferences and Defibrillator

To hear from England Boxing regarding important membership news, events and members specific offers click the box.



England Boxing Vault

Grant Smith

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

Disability Sessions

Junior Sessions

Make The Weight Programme

Senior Sessions

Female Friendly Activities

Links with Higher/Further Education

☒ Non-contact Sessions

Other (please state)

Box In Mind trained coaches

Valid Parkinson's NCB Certificate

Other (please state)

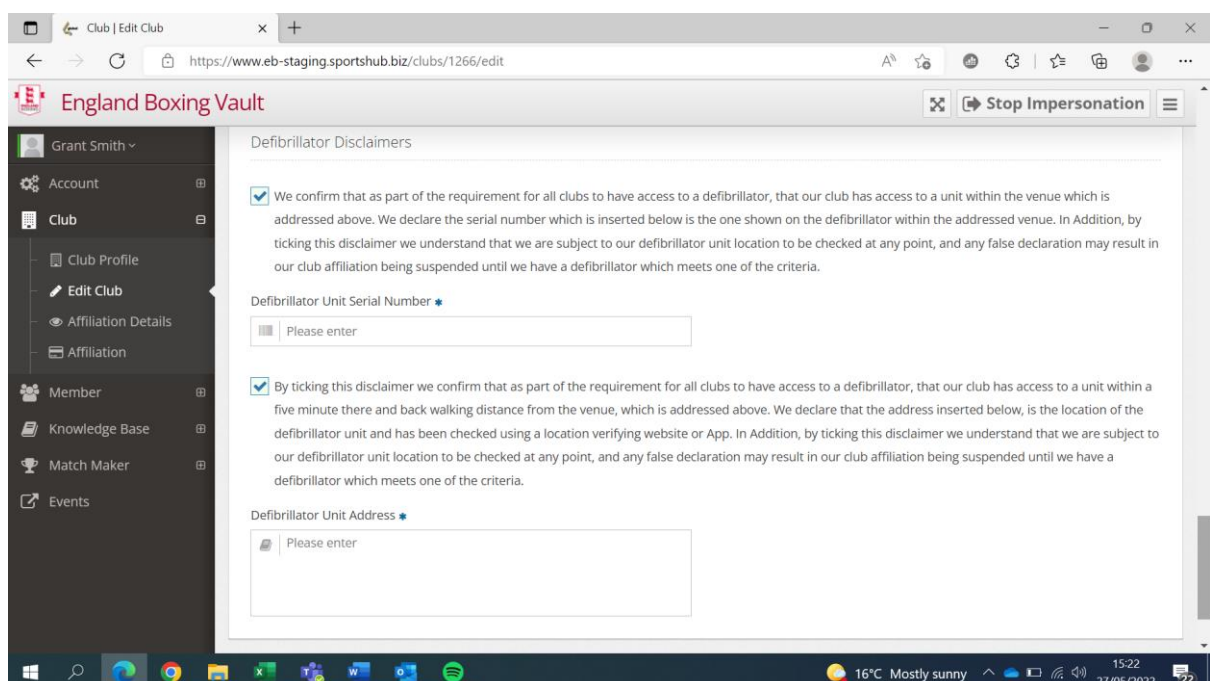
Communication Preferences

☒ I confirm I would like to hear from England Boxing via email to receive additional information and offers that may be relevant to me.

Defibrillator Disclaimers

☐ We confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to a unit within the venue which is addressed above. We declare the serial number which is inserted below is the one shown on the defibrillator within the addressed venue. In Addition, by

To affiliate a club there must either be a life-saving defibrillator on-site or within a five-minute there and back walking distance.



England Boxing Vault

Grant Smith

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

Defibrillator Disclaimers

☒ We confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to a unit within the venue which is addressed above. We declare the serial number which is inserted below is the one shown on the defibrillator within the addressed venue. In Addition, by ticking this disclaimer we understand that we are subject to our defibrillator unit location to be checked at any point, and any false declaration may result in our club affiliation being suspended until we have a defibrillator which meets one of the criteria.

Defibrillator Unit Serial Number \*

Please enter

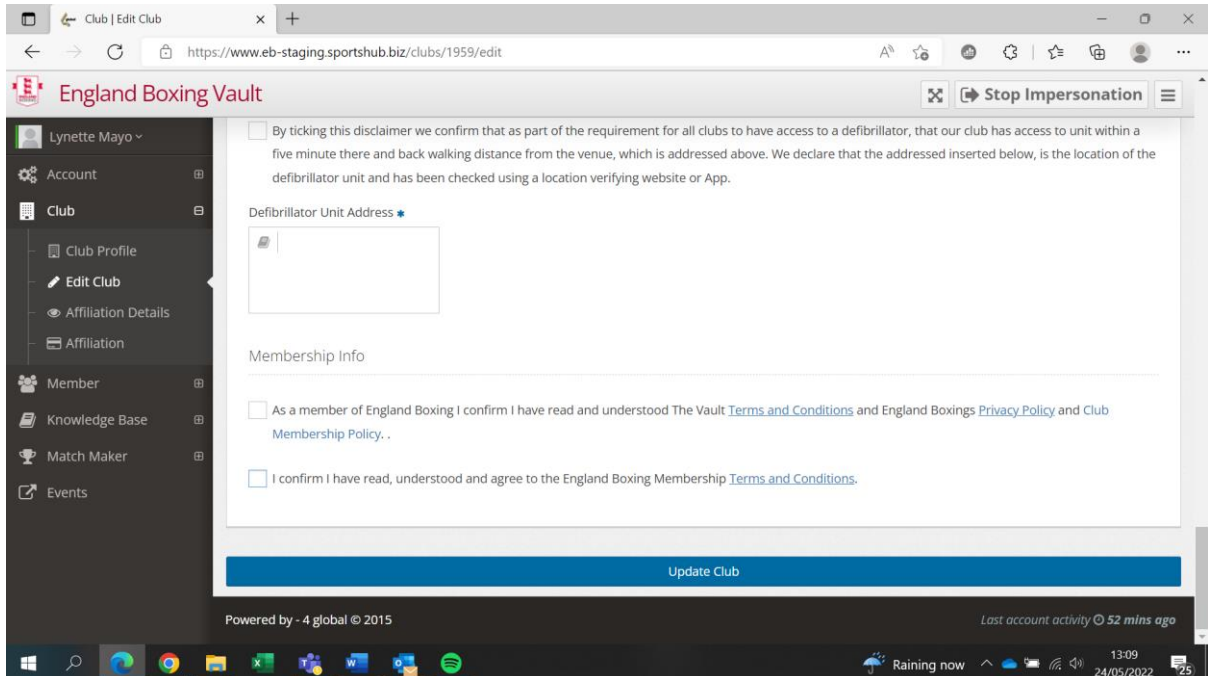
☒ By ticking this disclaimer we confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to a unit within a five minute there and back walking distance from the venue, which is addressed above. We declare that the address inserted below, is the location of the defibrillator unit and has been checked using a location verifying website or App. In Addition, by ticking this disclaimer we understand that we are subject to our defibrillator unit location to be checked at any point, and any false declaration may result in our club affiliation being suspended until we have a defibrillator which meets one of the criteria.

Defibrillator Unit Address \*

Please enter



To continue read and confirm the membership terms



Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1959/edit

England Boxing Vault

Stop Impersonation

Lynette Mayo

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

By ticking this disclaimer we confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to unit within a five minute there and back walking distance from the venue, which is addressed above. We declare that the addressed inserted below, is the location of the defibrillator unit and has been checked using a location verifying website or App.

Defibrillator Unit Address

Membership Info

☐ As a member of England Boxing I confirm I have read and understood The Vault [Terms and Conditions](#) and England Boxings [Privacy Policy](#) and Club [Membership Policy](#).

☐ I confirm I have read, understood and agree to the England Boxing Membership [Terms and Conditions](#).

Update Club

Powered by - 4 global © 2015

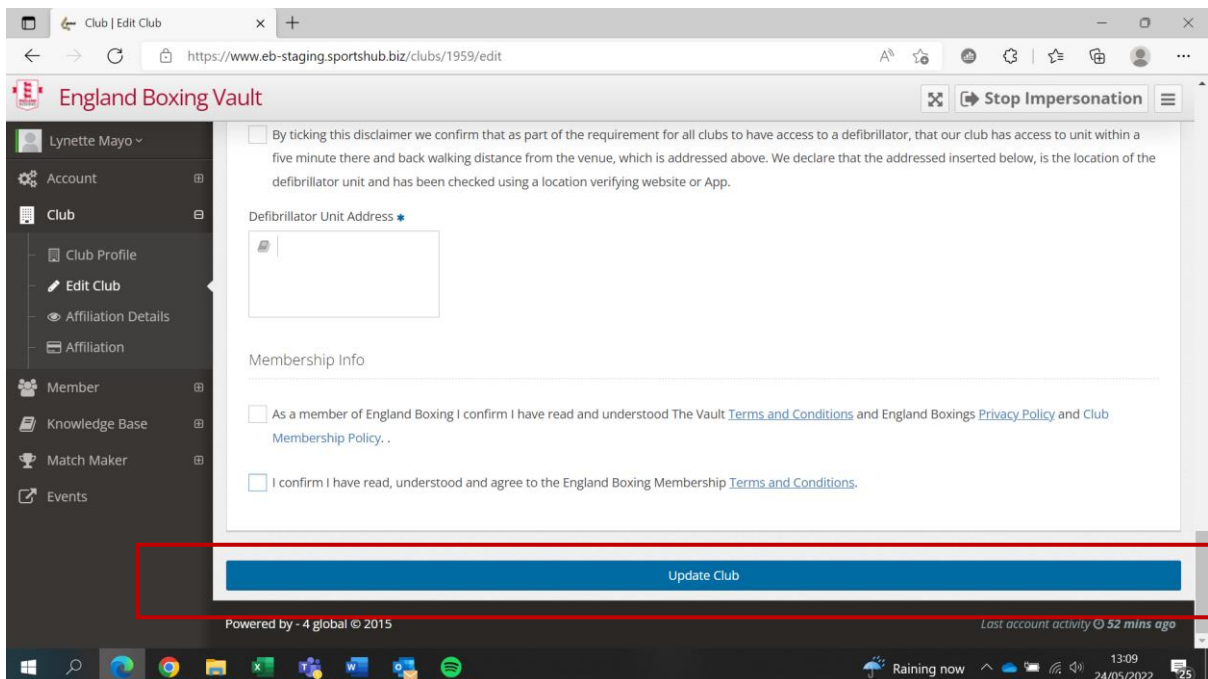
Last account activity 52 mins ago

Raining now

13:09

24/05/2022

Updating Club Profile: Once the club profile information has been updated in all tabs, please select **Update Profile** and select **Yes** when prompted for confirmation:



Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1959/edit

England Boxing Vault

Stop Impersonation

Lynette Mayo

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

By ticking this disclaimer we confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to unit within a five minute there and back walking distance from the venue, which is addressed above. We declare that the addressed inserted below, is the location of the defibrillator unit and has been checked using a location verifying website or App.

Defibrillator Unit Address

Membership Info

☐ As a member of England Boxing I confirm I have read and understood The Vault [Terms and Conditions](#) and England Boxings [Privacy Policy](#) and Club [Membership Policy](#).

☐ I confirm I have read, understood and agree to the England Boxing Membership [Terms and Conditions](#).

Update Club

Powered by - 4 global © 2015

Last account activity 52 mins ago

Raining now

13:09

24/05/2022



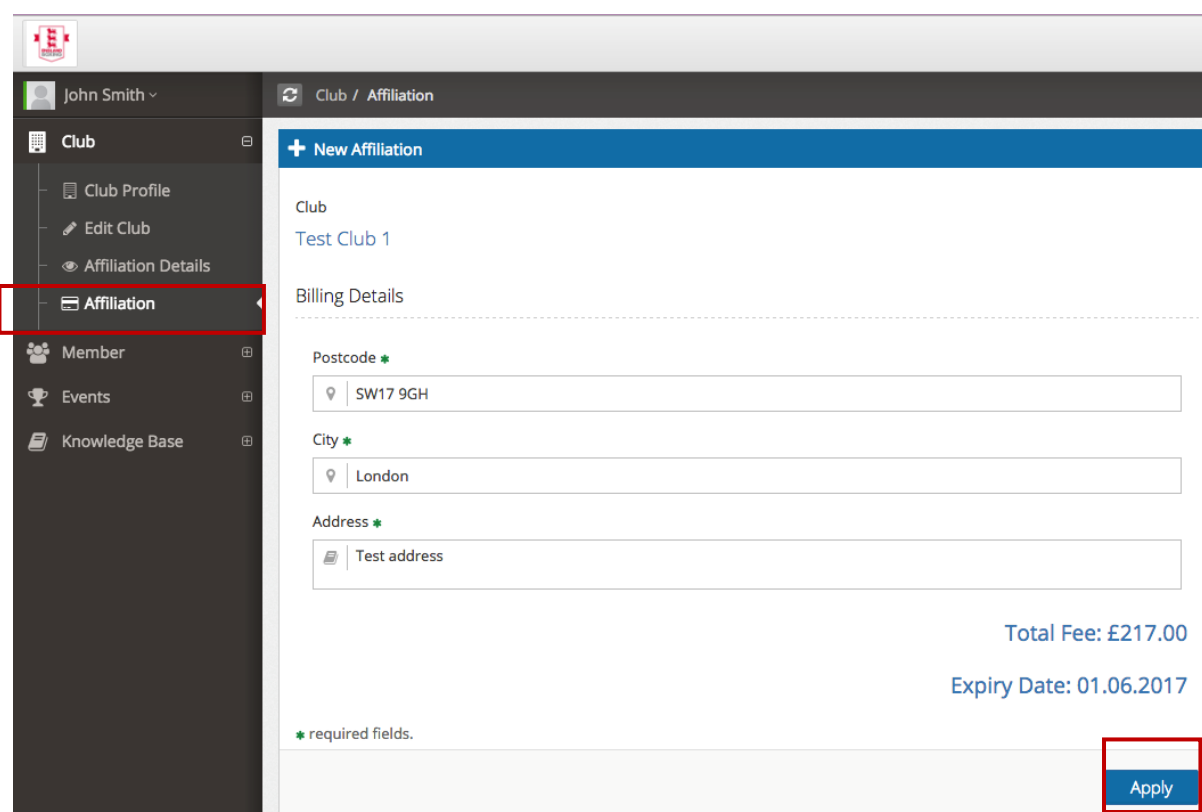
Confirmation!

Do you want to UPDATE the member?

Yes No

### 3. Applying for Affiliation

Applying for Affiliation: To apply for affiliation, please select the **Affiliation** option on the left-hand side of the screen. This will navigate you to the New Affiliation page, where billing details will appear for review – once confirmed, please select **Apply**:









The screenshot displays the 'New Affiliation' page. On the left, a dark sidebar contains a menu with the 'Affiliation' option highlighted by a red rectangle. The main area has a blue header 'New Affiliation'. Below it, the 'Club' section shows 'Test Club 1'. The 'Billing Details' section contains three required fields: 'Postcode' (filled with 'SW17 9GH'), 'City' (filled with 'London'), and 'Address' (filled with 'Test address'). To the right of these fields, the 'Total Fee: £217.00' and 'Expiry Date: 01.06.2017' are displayed. At the bottom right, an 'Apply' button is highlighted with a red rectangle. A legend at the bottom left indicates that an asterisk (\*) denotes required fields.

#### 4. 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 any card holder. Once all required fields are completed, please select **Confirm card details**:


Your card details

 **Name**


Smith John

 **Card**

0000 0000 0000 0000

 **Expiry**


MM / YY

 **CVC**

123 ?

< Back

Confirm card details >

Your payment is secured by 



Payment: The next screen will provide the opportunity to review the order – all <sup>+</sup> icons are expandable. Once order is reviewed and confirmed, please select **Pay £220 now**

## Review your order

### Transaction details

**Description:**

Membership for club affiliation. Expiry Date is 06.01.2017

**Transaction Reference:**

f08bf128-0242-49df-82b9-50adb6f85ca4

**Amount:**

£217.00

### Payment Details



### Billing Address



### Shipping Address

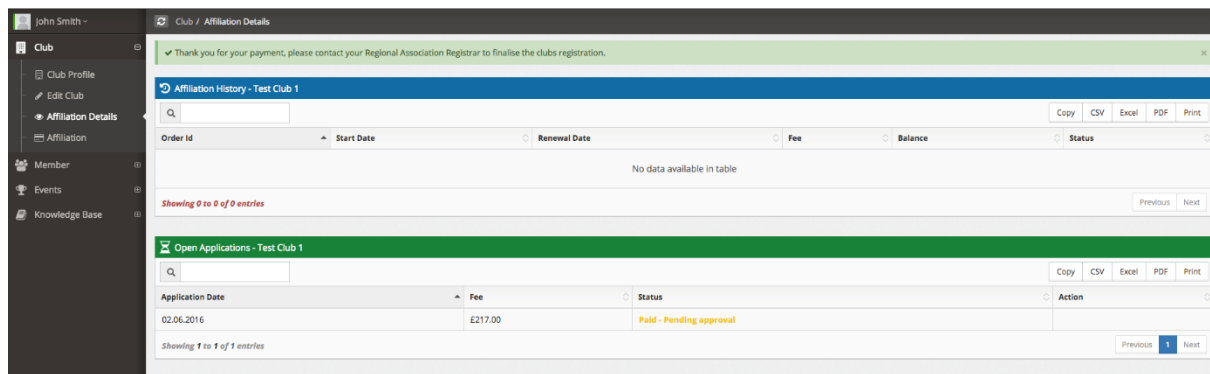


[< Back](#)

[Pay £217.00 now >](#)

## 5. View Pending Affiliation

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



Club / Affiliation Details

Thank you for your payment, please contact your Regional Association Registrar to finalise the clubs registration.

### Affiliation History - Test Club 1

Order Id	Start Date	Renewal Date	Fee	Balance	Status
No data available in table					

Showing 0 to 0 of 0 entries

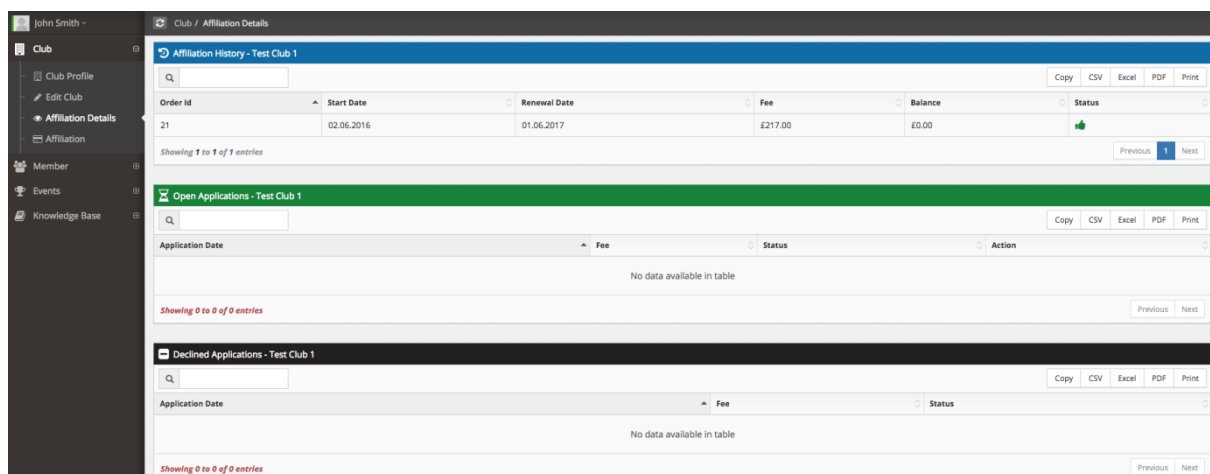
### Open Applications - Test Club 1

Application Date	Fee	Status	Action
02.06.2016	£217.00	Paid - Pending approval	

Showing 1 to 1 of 1 entries

## 6. View Responded Affiliation

Responded Affiliation: 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 '**Affiliation History**'



Club / Affiliation Details

### Affiliation History - Test Club 1

Order Id	Start Date	Renewal Date	Fee	Balance	Status
21	02.06.2016	01.06.2017	£217.00	£0.00	Approved

Showing 1 to 1 of 1 entries

### Open Applications - Test Club 1

Application Date	Fee	Status	Action
No data available in table			

Showing 0 to 0 of 0 entries

### Declined Applications - Test Club 1

Application Date	Fee	Status
No data available in table		

Showing 0 to 0 of 0 entries

## 7. Viewing Club Profile

**Club Profile:** Once approved the club's profile is viewable by selecting Club Profile on the left-hand side which will display the Club ID, location, membership types, active members and lapsed members


## 8. Viewing Club Members

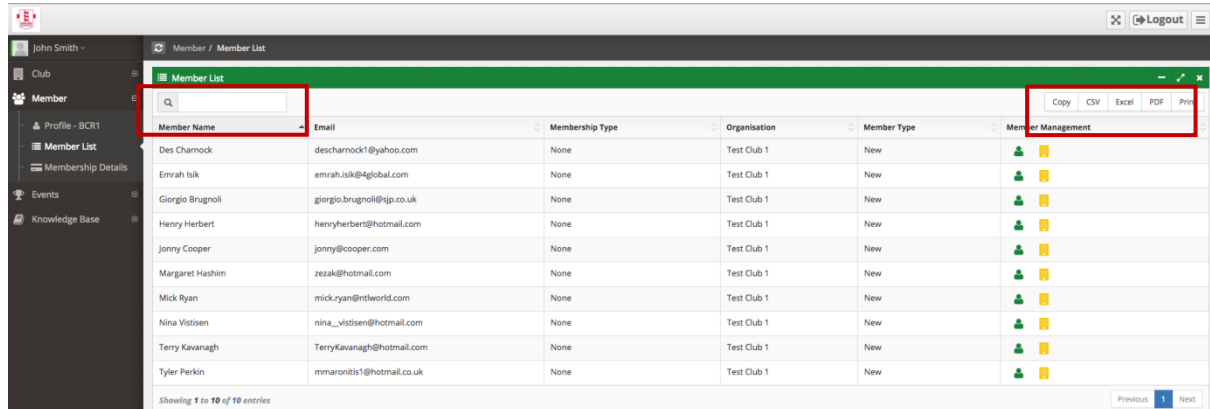
**Viewing Members:** To view club members, please select the following options in order on the left-hand side of the screen. This will navigate you to the New Applications page:





















- A. Member
- B. Member List

Member Name	Email	Membership Type	Organisation	Member Type	Member Management
Des Charnock	descharnock1@yahoo.com	None	Test Club 1	New	
Emrah Usik	emrah.usik@4global.com	None	Test Club 1	New	
Giorgio Brugnoli	giorgio.brugnoli@ip.co.uk	None	Test Club 1	New	
Henry Herbert	henryherbert@hotmail.com	None	Test Club 1	New	
Jonny Cooper	jonny@cooper.com	None	Test Club 1	New	
Margaret Hashim	zezak@hotmail.com	None	Test Club 1	New	
Mick Ryan	mick.ryan@ntlworld.com	None	Test Club 1	New	
Nina Vistisen	nina_vistisen@hotmail.com	None	Test Club 1	New	
Terry Kavanagh	TerryKavanagh@hotmail.com	None	Test Club 1	New	
Tyler Perkin	mmaronitis1@hotmail.co.uk	None	Test Club 1	New	


Viewing members: All member information is searchable using the text box on the left-hand side. The table can be filtered by clicking the column headings and can be extracted into various file types by selecting a file format in the top right corner.

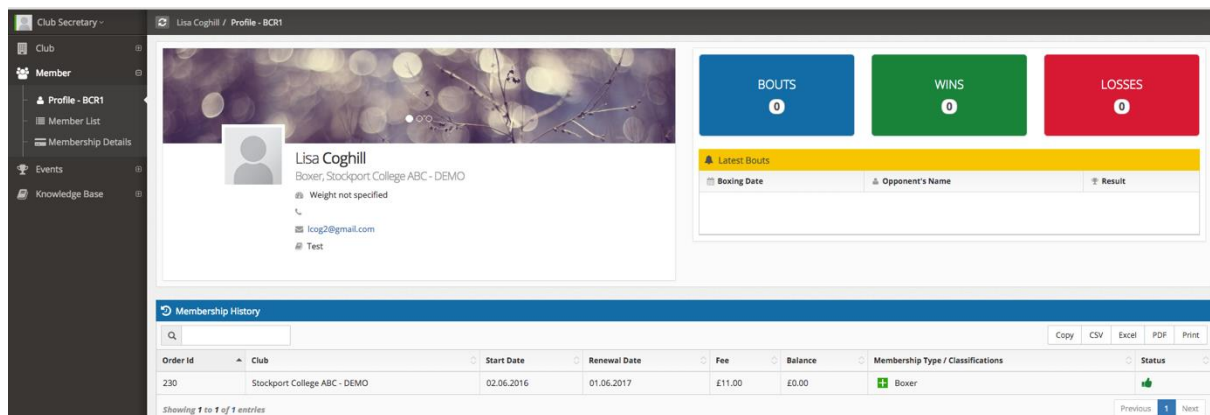
Additionally, member profiles can be viewed in detail by selecting the  icon next to their row of information.




Member Name	Email	Membership Type	Organisation	Member Type	Member Management
Des Charnock	descharnock1@yahoo.com	None	Test Club 1	New	 
Emrah Isik	emrah.isik@4global.com	None	Test Club 1	New	 
Giorgio Brugnoli	giorgio.brugnoli@jip.co.uk	None	Test Club 1	New	 
Henry Herbert	henryherbert@hotmail.com	None	Test Club 1	New	 
Jonny Cooper	jonny@cooper.com	None	Test Club 1	New	 
Margaret Hashim	zezak@hotmail.com	None	Test Club 1	New	 
Mick Ryan	mick.ryan@rdworld.com	None	Test Club 1	New	 
Nina Vistisen	nina_vistisen@hotmail.com	None	Test Club 1	New	 
Terry Kavanagh	TerryKavanagh@hotmail.com	None	Test Club 1	New	 
Tyler Perkin	mmaronitis1@hotmail.co.uk	None	Test Club 1	New	 

Showing 1 to 10 of 10 entries

Member Profile: The Member Profile accessed via the  icon will look like the below page. Information such as number of bouts, wins and losses can be seen here.



Bouting Date	Opponent's Name	Result

Order Id	Club	Start Date	Renewal Date	Fee	Balance	Membership Type / Classifications	Status
230	Stockport College ABC - DEMO	02.06.2016	01.06.2017	£11.00	£0.00	Boxer	

Showing 1 to 1 of 1 entries

## 9. Enquiries

For any additional enquiries please email [vaultsupport@englandboxing.org](mailto:vaultsupport@englandboxing.org)