



# England Boxing The Vault

## *New Club Level User Guide*



## Table of Contents

### Table of Contents

#### 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

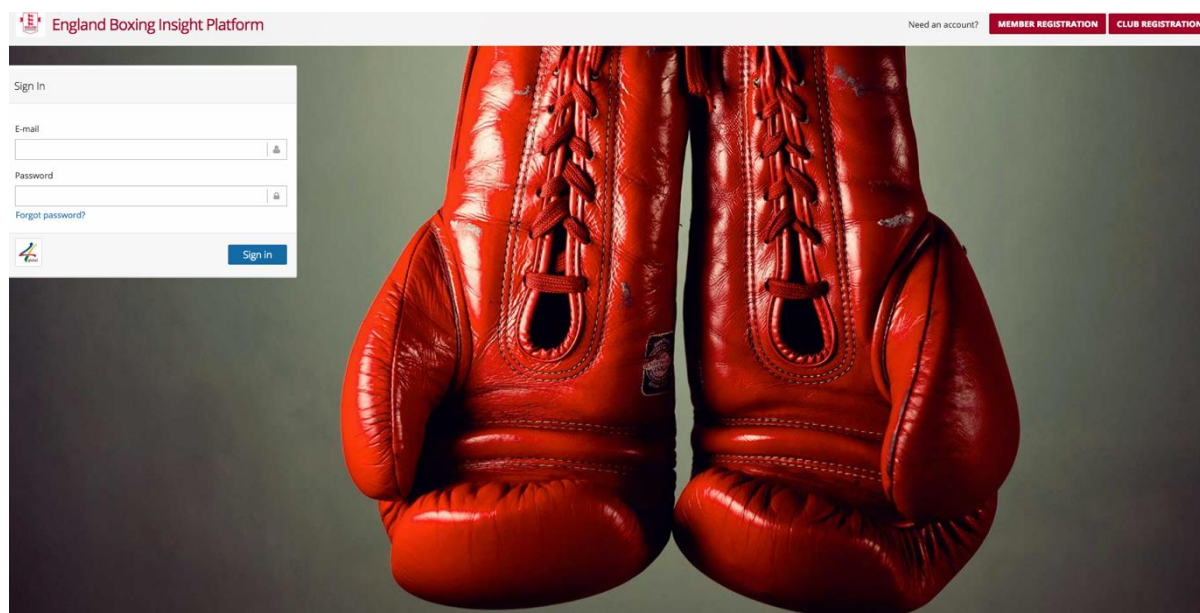
This is the user guide that demonstrates the steps that a Club Secretary (CS) must take when:

1. Accessing the Platform
2. Registering a New Club
3. Updating Club Profile
4. Applying for Affiliation
5. Payment
6. Viewing Pending Affiliation
7. View Responed 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 club registration, the Club Secretary must select the **CLUB REGISTRATION** icon on the right hand side of the screen:



## 2. Registering an Existing Club

Registering an Existing Club: The CS then has the option to select Existing **Club – Yes or No**. If **Yes** is selected, then Region and Club dropdown appear to enable the selection of the club. At this stage the CS must also input their First Name, Surname, Email address and Password which will enable the user to be created.

Once all details have been checked the **Register** button should be selected:

Club Registration

Existing club?

☒ Yes ☐ No

Region

Army

Club

Test Club 1

Secretary Name

John

Secretary Surname

Smith

Email


TestClub1@gmail.com

Password

.....

Confirm Password

.....



Register

### 3. Registering a New Club

Registering a new club: If when prompted to select **Existing Club – Yes or No**, **No** is selected, then the CS would be asked to input Club Name, First Name, Surname, Email address and Password which will enable the user to be created.

Please note the platform will not allow a new club to register with the name of an existing club and a text prompt will appear as notification.

Club Registration

Error!  
✖ The club name has already been taken.

Existing club?  
☐ Yes ☒ No

Club Name


Secretary Name

Secretary Surname

Email

Password

Confirm Password





Registering a new club: Once all details have been checked the **Register** button should be selected:

### Club Registration

Existing club?

☐ Yes ☒ No

Club Name

Secretary Name

Secretary Surname


Email

Password

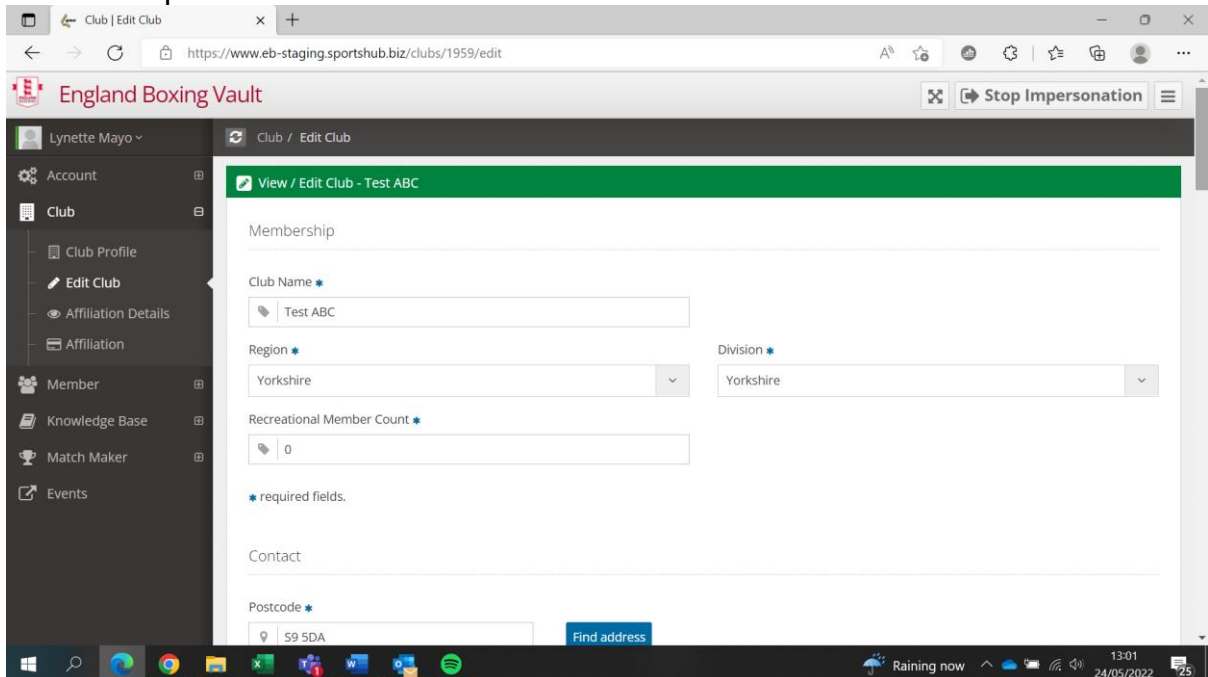
Confirm Password

🔑 Password again

## 4. Updating Club Profile

Updating Club Profile: Once in the platform, the CS for both New and Existing Clubs must fill out 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



England Boxing Vault

Stop Impersonation

Lynette Mayo

Club / Edit Club

View / Edit Club - Test ABC

Membership

Club Name \*  
Test ABC

Region \*  
Yorkshire

Division \*  
Yorkshire

Recreational Member Count \*  
0

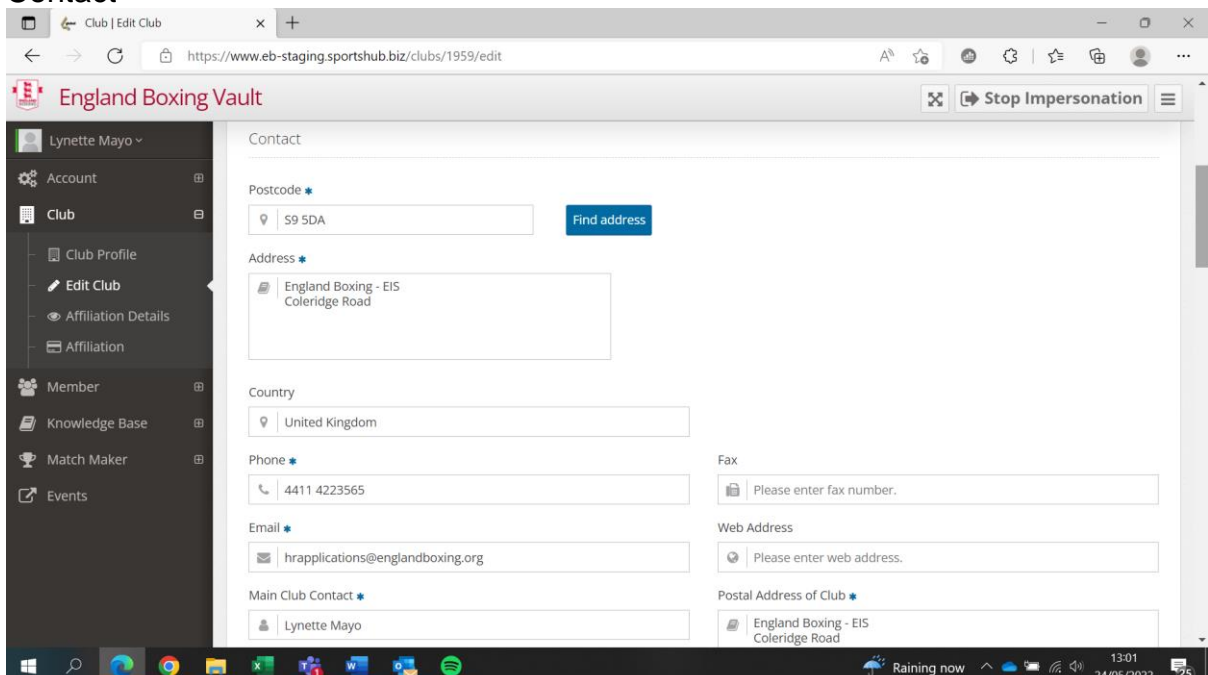
\* required fields.

Contact

Postcode \*  
S9 5DA

Find address

### Contact



England Boxing Vault

Stop Impersonation

Lynette Mayo

Club / Edit Club

Contact

Postcode \*  
S9 5DA

Find address

Address \*  
England Boxing - EIS  
Coleridge Road

Country  
United Kingdom

Phone \*  
4411 4223565

Fax  
Please enter fax number.

Email \*  
hrapplications@englandboxing.org

Web Address  
Please enter web address.

Main Club Contact \*  
Lynette Mayo

Postal Address of Club \*  
England Boxing - EIS  
Coleridge Road



## 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

### Club Facilities

Current Registration Date

Not Registered

ClubMark Accredited

Disabled Access

Disability Sessions

Female Friendly Activities

Fitness/Recreational Activities

GP Referral Schemes

Junior Sessions

Links with Higher/Further Education

Links with Schools

Links with Other Sports

Make The Weight Programme

Non-contact Sessions

Over 50's Sessions

Sparring Activities

Senior Sessions

Other (please state)

Box in Mind trained coaches

Valid Parkinson's NCB Certificate

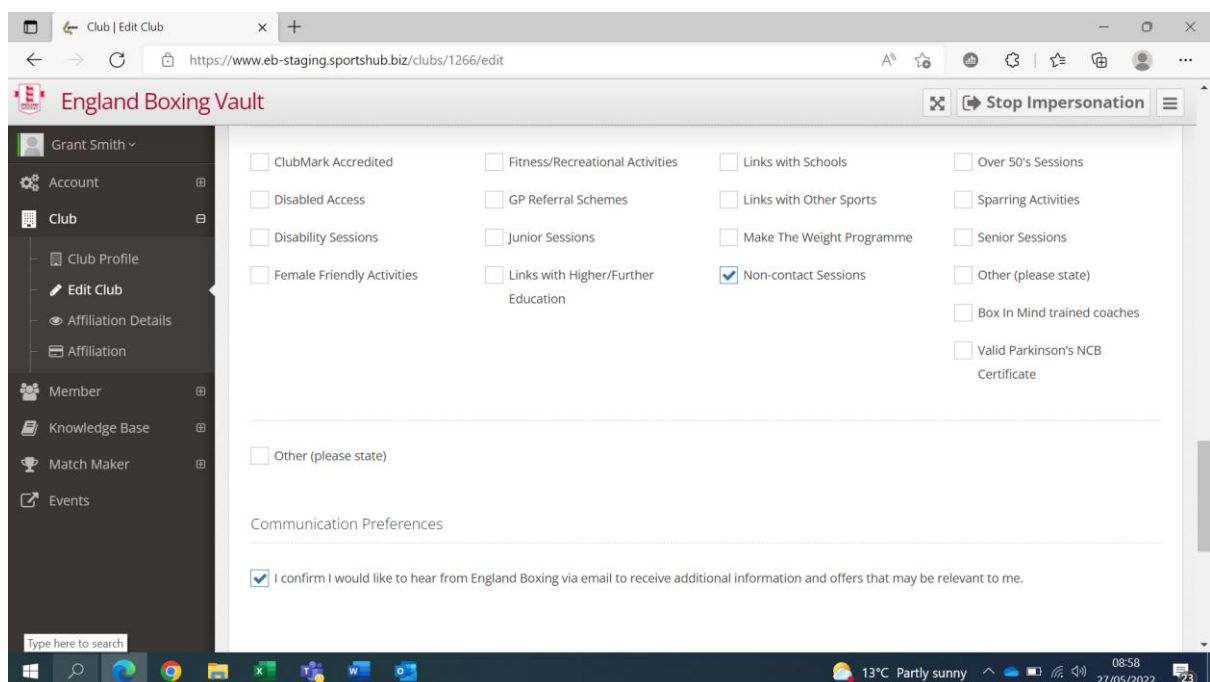
Other (please state)

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.

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



Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1266/edit

England Boxing Vault

Stop Impersonation

Grant Smith

Account

Club

Club Profile

Edit Club

Affiliation Details

Affiliation

Member

Knowledge Base

Match Maker

Events

☐ 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)

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.

Type here to search

13°C Partly sunny 08:58 27/05/2022



Club | Edit Club

https://www.eb-staging.sportshub.biz/clubs/1266/edit

England Boxing Vault

Stop Impersonation

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

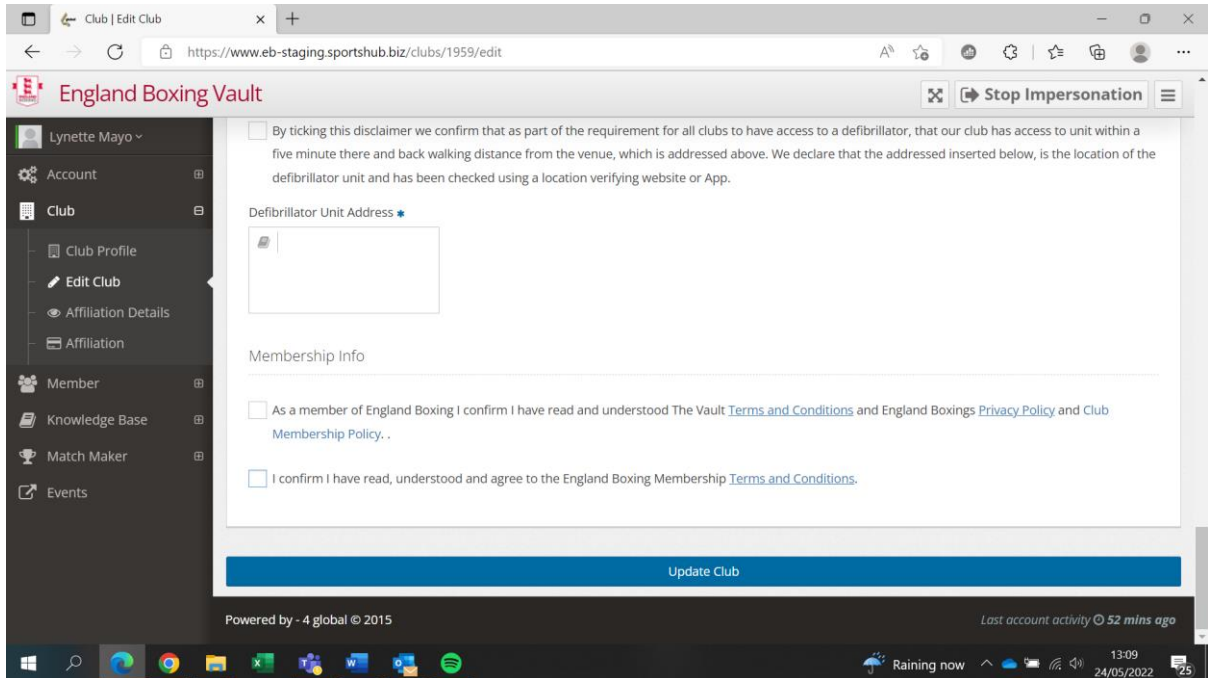
☒ By ticking this disclaimer we confirm that as part of the requirement for all clubs to have access to a defibrillator, that our club has access to a unit within a five minute there and back walking distance from the venue, which is addressed above. We declare that the address inserted below, is the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

13°C Partly sunny 08:58 27/05/2022

To continue read and confirm the membership terms



England Boxing Vault

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

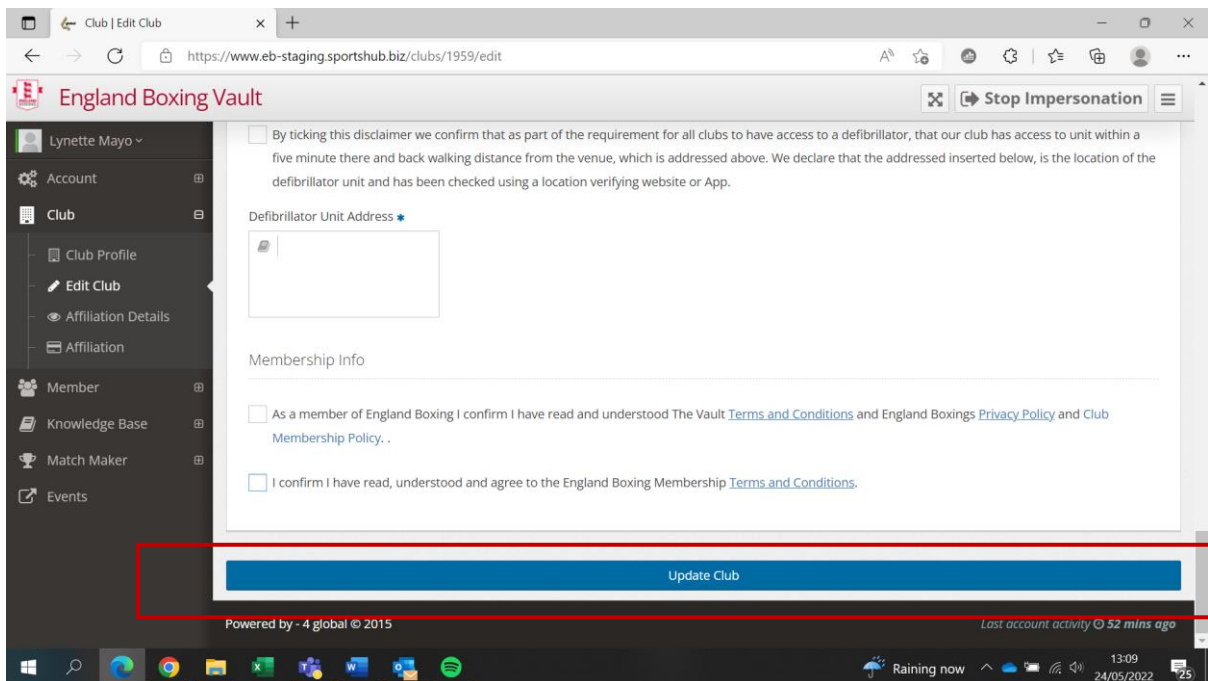
Membership Info

☐ 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

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:



England Boxing Vault

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

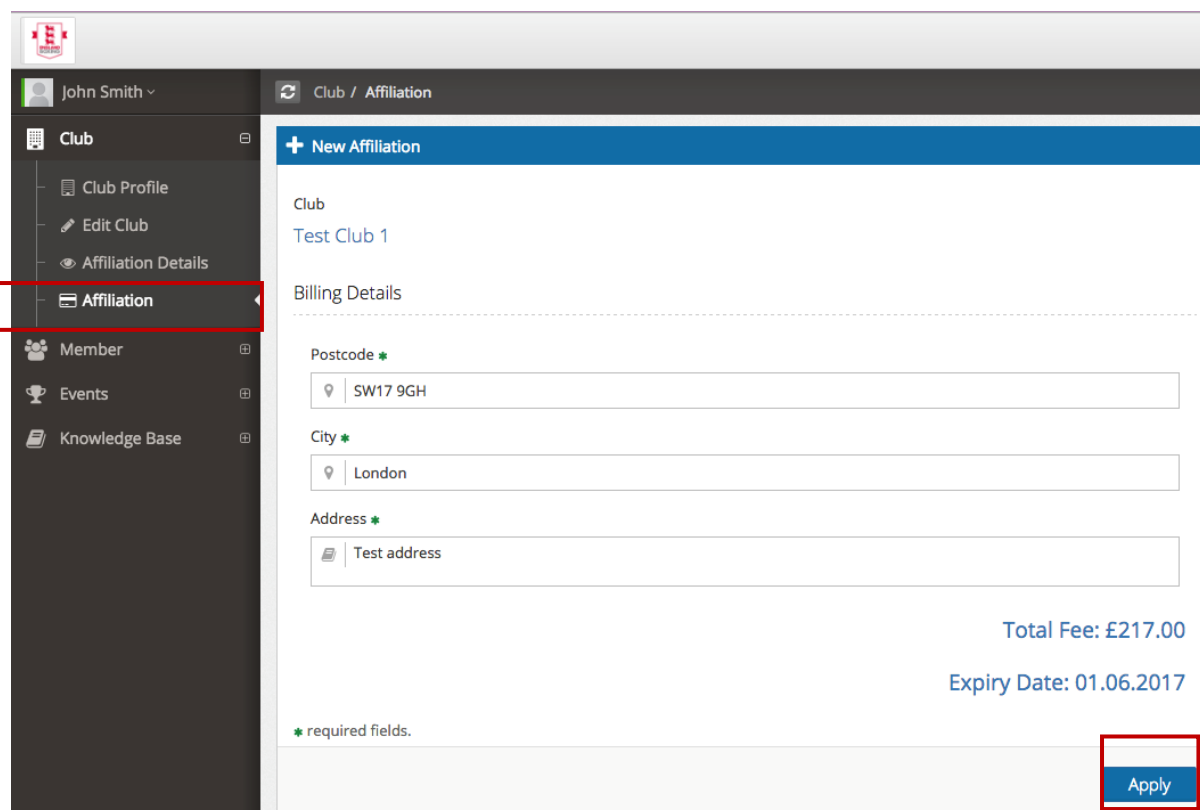


Confirmation!  
Do you want to UPDATE the member?

Yes No

## 5. 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 within a web application. On the left, a dark sidebar contains a menu with items: Club, Club Profile, Edit Club, Affiliation Details, **Affiliation** (highlighted with a red box), Member, Events, and Knowledge Base. The main content area has a header 'Club / Affiliation' and a sub-header '+ New Affiliation'. Below this, the form includes a 'Club' section with 'Test Club 1', a 'Billing Details' section with input fields for 'Postcode \*' (containing 'SW17 9GH'), 'City \*' (containing 'London'), and 'Address \*' (containing 'Test address'). To the right of these fields, the 'Total Fee: £217.00' and 'Expiry Date: 01.06.2017' are displayed. A legend at the bottom left indicates '\* required fields.' The 'Apply' button at the bottom right is highlighted with a red box.

## 6. 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

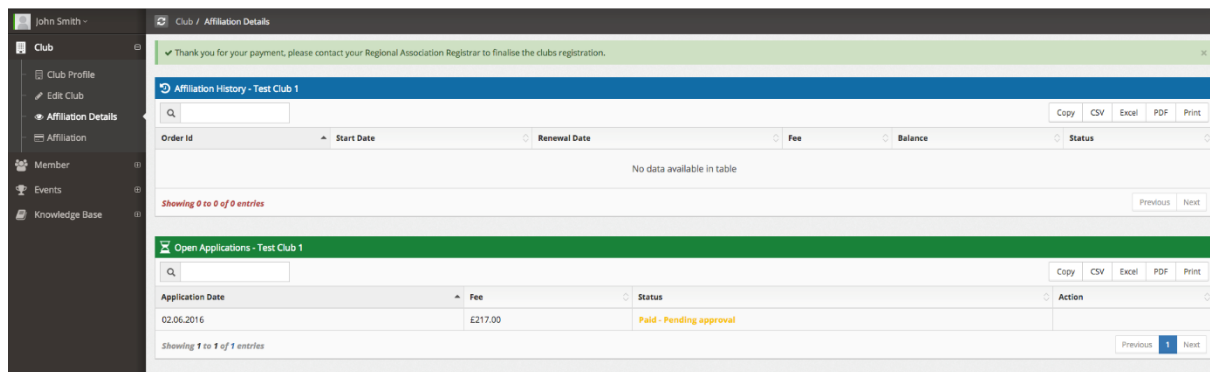


[< Back](#)

[Pay £217.00 now >](#)

## 7. 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.



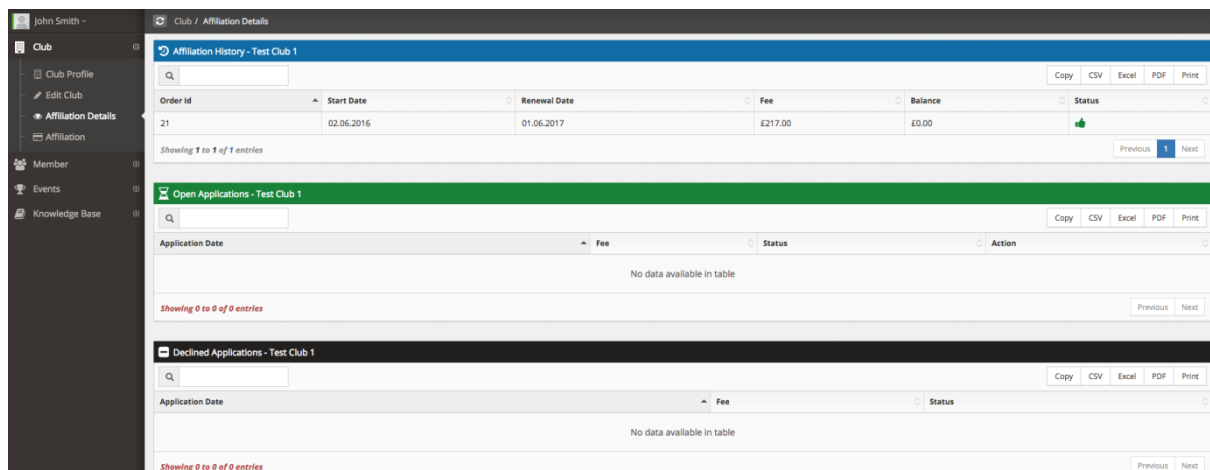
The screenshot shows the 'Affiliation Details' page for 'Test Club 1'. A green message box at the top states: 'Thank you for your payment, please contact your Regional Association Registrar to finalise the clubs registration.' Below this, the 'Affiliation History' table is empty, showing 'No data available in table'. The 'Open Applications' table shows one entry:

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

The status 'Paid - Pending approval' is highlighted in yellow.

## 8. 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**'



The screenshot shows the 'Affiliation Details' page for 'Test Club 1'. The 'Affiliation History' table now contains one entry:

Order Id	Start Date	Renewal Date	Fee	Balance	Status
21	02.06.2016	01.06.2017	£217.00	£0.00	Approved (green thumbs up icon)

The 'Open Applications' table is empty, showing 'No data available in table'. The 'Declined Applications' table is also empty, showing 'No data available in table'.



## 9. 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


## 10. Viewing Club Members

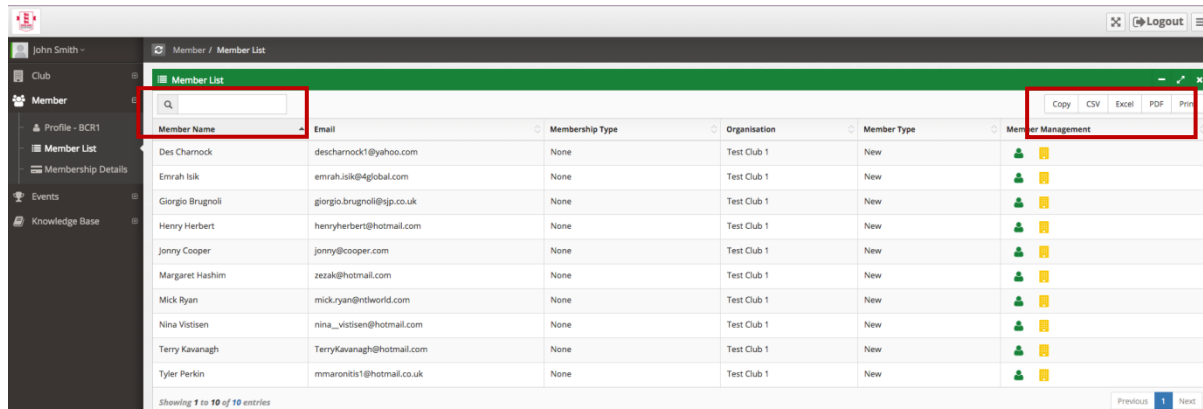
**Viewing Members:** To view club members, please select the following options in order on the left-hand side of the screen. This will navigate you to the New Applications page:





















- 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	

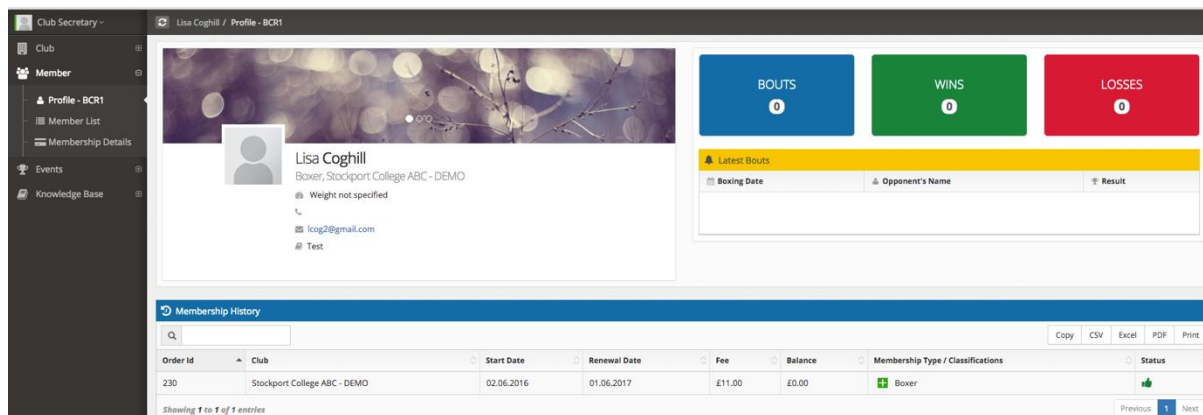
Viewing members: All member information is searchable using the text box on the left-hand side. The table can be filtered by clicking the column headings and can be extracted into various file types by selecting a file format in the top right corner.


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	 

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.





**Lisa Coghill**  
Boxer, Stockport College ABC - DEMO  
Weight not specified  
lcog2@gmail.com  
Test

**BOUTS**  
0


**WINS**  
0

**LOSSES**  
0

**Latest Bouts**

Boxing Date	Opponent's Name	Result
-------------	-----------------	--------

**Membership History**

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	

## 11. Enquiries

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