

England Boxing - Recreational Members – User Guide

1. Club to log into club account using verified email and password.

Once logged in, to add a recreational member the club must select **Member>Recreational>Add Member**.



England Boxing Vault

Lisa Coghill ▾ Club / Club Profile

- Account
- Club
- Member
 - Profile - BCR1
 - Member List
 - Membership Details
 - Recreational
 - List Members
 - + Add Member
- Knowledge Base

Map Satellite

HEADINGLEY HAREHILLS HOLBECK

University of Leeds
Royal Armouries Museum

Leeds

Test Club (CID: 1628)
Yorkshire, Yorkshire

Send Email

- The club must then complete all fields marked with a blue star. Once **ALL** required fields are completed the club must then click Add Member. The recreational member is then registered to the club.

The screenshot shows the 'Add Member' form with the following fields:

- Title * (Dropdown menu: Please select a title)
- First Name * (Text input: Please enter first name.)
- Surname * (Text input: Please enter surname.)
- Gender * (Dropdown menu: Please select a gender)
- Date of birth * (Date picker: Please enter date of birth.)
- Email * (Text input: Please enter an email.)
- Phone (Mobile) * (Text input: Please enter mobile phone)
- Postcode * (Text input: Please enter postcode.)

A blue button labeled 'Add Member' is located at the bottom right of the form.

- Clubs can then view their recreational members by clicking **Recreational>List Members**.

The screenshot shows the 'Member List' page with the following table structure:

ID	Member Name	Email	Membership Type	Active	Organisation	Date of Last Medical	DBS Expiry Date	Member Management
Showing								

At the bottom right of the table, there is a pagination bar with 'Previous', '1', and 'Next' buttons.

- Recreational members can be deleted at club level only, to do this the club can click the red bin in the Action column for the member they wish to delete.

England Boxing Vault

Member / Recreational Member / List Members

Recreational Member List

Search:

Copy CSV Excel PDF Print

Member Name	Gender	DOB	Email	Mobile Phone	Postcode	Action
Mr. John Smith	Male					

Showing: Previous 1 Next

- REGISTRARS can view Recreational Members in their region by selecting, **Recreational>List Members**.

Recreational Member List

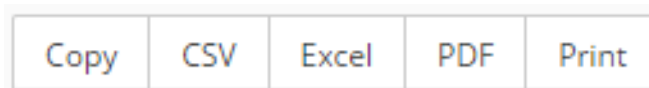
Search:

Copy CSV Excel PDF Print

Member Name	Gender	DOB	Email	Mobile Phone	Postcode	Division	Club

Showing: Previous 1 Next

- The tables are exportable by clicking



- Recreational members are permanent and do not need to be re-added in the new season.