

# England Boxing The Vault Existing Member Platform 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 to 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:

### ✓ Existing 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/)

<u>Gmail - Create your Google account (https://accounts.google.com/SignUp</u>)



## User Guide – Member Platform

This user guide that demonstrates the steps that an individual must follow should they have previously registered on The Vault:

- 1. Re 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

<u>Membership Registration</u>: The member accesses the England Boxing Platform via <u>www.englandboxinginsight.com</u> and then signs in with the email and password used to register for 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

It is important that a new profile is not created.



<u>Member Registration</u>: Once in the platform the member must complete check current details on 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 \*.

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Communication Preferences and Membership Terms

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

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Member Registration: Once Profile information has been **Update Profile** and select **Yes** when prompted for confirmation:





# 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

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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.

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Should Boxer or any membership type which includes boxer, Previous Combat Competition Experience (this does not include England Boxing Bouts) will be asked to be declared.





**IMPORTANT** Should a false declaration be made then membership could be suspended or revoked.

If yes is selected, previous combat competition experience will need to be declared, select add new experience.

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Select the combat sport which has been competed in from the dropdown list





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Insert wins and losses, then send form

It is important to declare all previous combat competition (do not include England Boxing Bouts)

If you make an error in declaration, please email previous experience@englandboxing.org



Once all previous combat competition experience has been declared select proceed

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The declaration is then sent to England Boxing to review and approve, please note this can take up to 21 days during busier periods.

To proceed the application, click here





## 3. Payment

Payment section/Club Payment: A member can either select club to make payment or pay for their own membership.

Select Club payment should this be the method of payment

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Then select proceed, the application will be sent to the club to make payment.

Should the member be payment themselves, complete the address the bank card being used is registered to, then select proceed.



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	>
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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**:

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Payment: The next screen will provide the opportunity to review the order – all
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now (example application cost).

Review your order		
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## 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.

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## 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**'

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## 6. Enquiries

For any additional enquiries please email <a href="mailto:vaultsupport@englandboxing.org">vaultsupport@englandboxing.org</a>