England Boxing
The Vault
Existing Club Level User Guide
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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 (AIBA) 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 19000 members across over 900 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 has developed 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.

The 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 you need to log in with the email account and password you used for the 2016/17 season to access the platform; this email address will be required each time log in occurs.

Should the Club Secretary have forgotten the password please follow the below steps:

On the log in page select forgotten password:

Enter the email address used to register last season and select send password link:
The Club Secretary will then be sent a password reset link, select reset password:
The Club Secretary will then be brought back to The Vault, enter new password and confirm it:

The Club Secretary can now log back in to your profile.
User Guide – Club Platform

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

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1. Accessing the Platform


To commence club registration for the 2017/18 season, the Club Secretary must sign in.
2. Updating Club Profile

Updating Club Profile: Once in the platform, the Club Secretary must check all details are correct on the Club Profile, making any amendments as required. The profile cannot be submitted without all mandatory fields being filled in - mandatory fields are indicated by this symbol *. 

The Club Profile is now one form for ease of completion:
Complete Club Facilities and session times, this information will appear on the Club Finder for prospective members to view:

Complete any relevant notes for the club:

Update contact preferences to enable England Boxing to continue to let the club know about events, news and offers.

To become a member of England Boxing you must agree to The Vault and membership terms and conditions
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:
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**.
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

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

Confirm card details

Your payment is secured by sage pay
Payment: The next screen will provide the opportunity to review the order – all icons are expandable. Once order is reviewed and confirmed, please select **Pay now £220 at the bottom of the screen**

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.
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’

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 and Paying for Club Members

Members can now add their own affiliation fee to the clubs shopping basket at the point that payment is required, or the club can pay for members themselves if they know the member is returning for the season. To complete payment select members and proceed to payment and follow the steps on the payment section of the user guide. To decline a member request, select the red X, the club will not be charged for this member.

Shopping Basket:

Select member list and Awaiting Payments:
Club Bulk payment:

Select member list and scroll to expired members, select returning members and proceed to checkout:

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
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 List Image]

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

![Member Profile Image]

9. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org