England Boxing
The Vault
Existing Member Platform
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 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 the following access level:

✓ Member
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 member have forgotten your 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 member will then be sent a password reset link, select reset password:

The member will then be brought back to The Vault, enter new password and confirm it:

The member can now log back in to your profile.
User Guide – Existing Member Platform

This user guide demonstrates the steps that an individual must follow to:

1. Log-in
2. Check membership details are correct
3. Make a payment or add membership cost to clubs shopping basket
4. Queries

1. Existing Membership Registration for new season

**Existing Membership Registration:** The member accesses the England Boxing Platform via [www.englandboxinginsight.com](http://www.englandboxinginsight.com) and then signs in using the email and password used to register last season. Please note that if you are an existing member The Vault will not let you create a new profile.
**Existing Member Registration:** Once in the platform the member must check all the Profile section is correct, the profile cannot be submitted without all mandatory fields being filled in - mandatory fields are indicated by this symbol ⋆.

Do note that there are four different tabs of information to check; Membership, Personal, Contact, and Equality. Screenshots of these pages are shown below:

**Membership**

![Membership Screenshot](image)

**Personal**

![Personal Screenshot](image)

**Contact**

![Contact Screenshot](image)
Equality

The membership application is on one data capture form, please complete all the details:

Members under the age of 18 must complete the next of kin details.
Select the contact preferences to hear from England Boxing about events, news and offers relevant to you:

You must agree to The Vault and member terms and conditions to become a member of England Boxing.

**Member Registration:** Once Profile information has been updated in all four tabs, please select [Update Profile](#) and select **Yes** when prompted for confirmation:

**Existing Member Registration:** Once Profile information has been updated in all four tabs, please select [Update Profile](#) and select **Yes** when prompted for confirmation:
2. Existing Membership Application:

Existing Membership Application: To complete 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

Existing Membership Application: To complete the 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.
Membership Application: Once the Membership Type has been selected (*please note that Boxer has been used as an example on this occasion*), the next section is the payment option.
3. Payment options:

Should membership be paid by the club the member should select ‘the payment will be made by the club’ box. Your membership fee will then be added to the clubs shopping basket.
Should you pay for your own membership fee the billing details will appear for review *(please note that Boxer has been used as an example on this occasion)*— once confirmed, please select **Apply**:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Amateur Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amateur Coach Classification</td>
<td>Level 1</td>
</tr>
</tbody>
</table>

### Billing Details

*IMPORTANT! PLEASE ENSURE THE ADDRESS BELOW IS THE ADDRESS THAT THE CARD YOU ARE PAYING WITH IS REGISTERED TO.*

- **Postcode**: TW2 4GF
- **City**: London
- **First Line of Address**: 22 Test Street

**Total Fee**: £22.00

**Expiry Date**: 01.06.2017

* required fields.
* choose at least one.
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

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:

Your card details

Name
Smith John

Card

Expiry

CVC

Back

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 £11 now (example application cost).

Review your order

Transaction details

**Description:**
Membership for Boxer. Expiry Date is 06.01.2017

**Transaction Reference:**
7331ab2d-d6db-845b-cf5a-90b0f0e5a117

**Amount:**
£11.00

Payment Details

Billing Address

Shipping Address

← Back

Pay £11.00 now →
5. 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.

6. 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’

7. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org