

# 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.

England Boxing has developed a central and standardised information management system that enables the England Boxing ~~deliver~~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 the following access level:

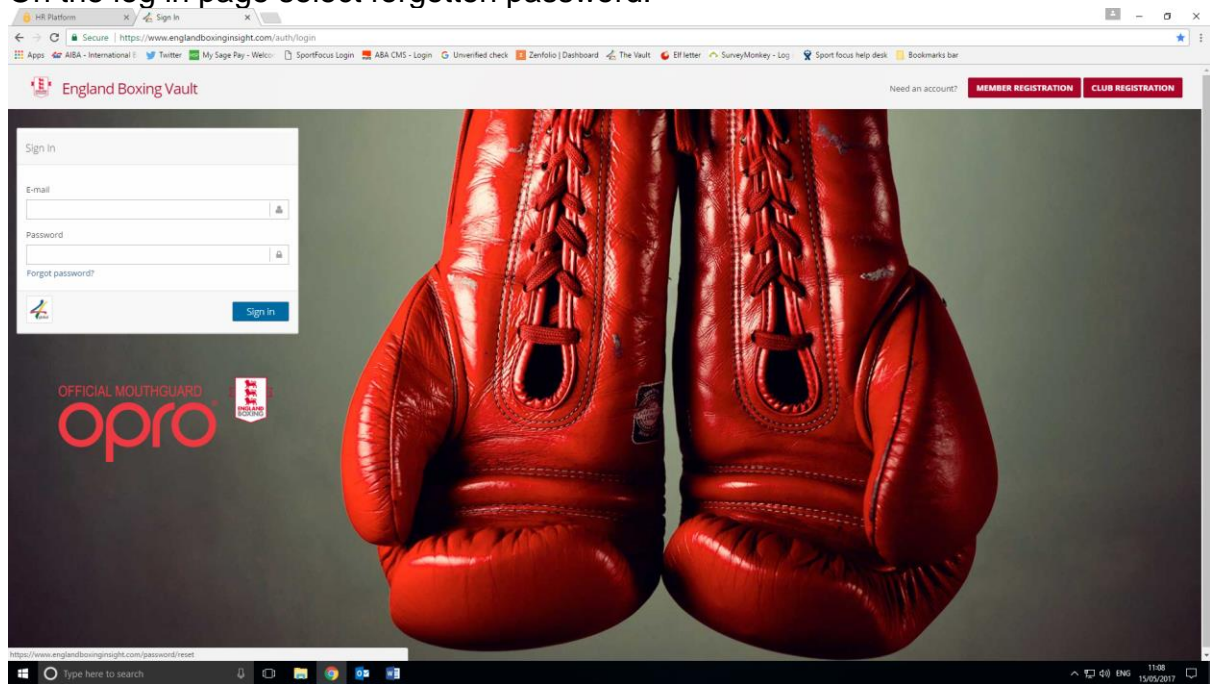
- ✓ **Member**

## Platform Access:

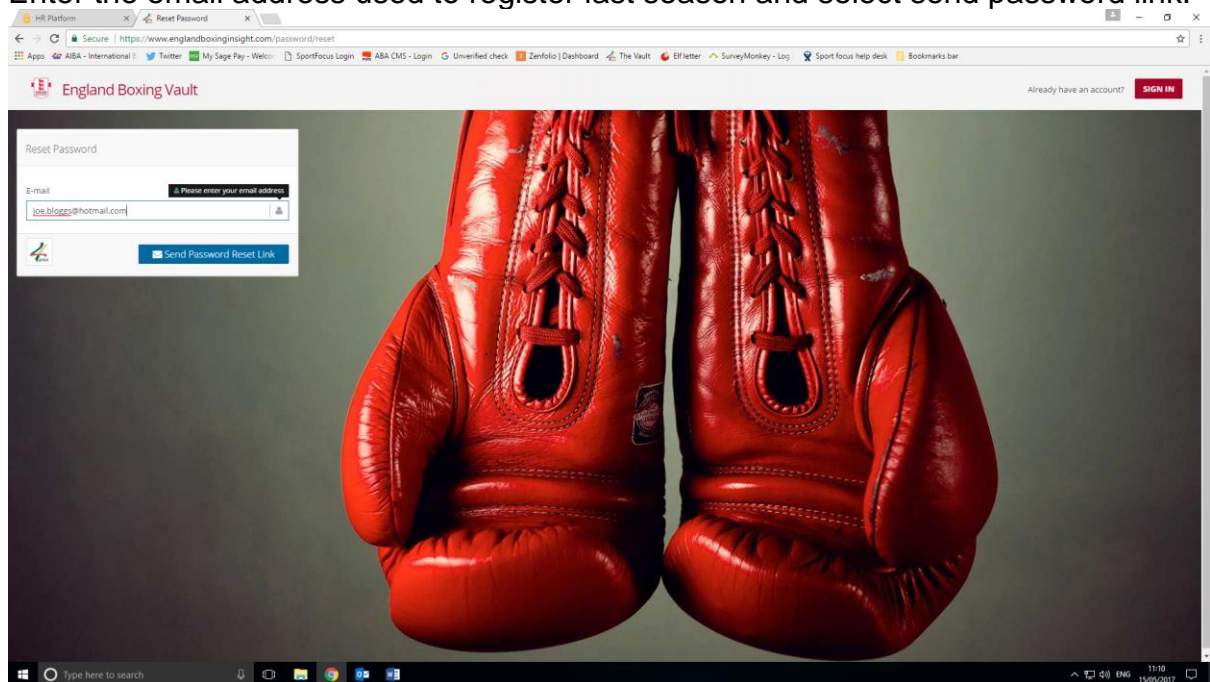
Please note you need to log in with the email account and password you used for the 2016/17 season to access the platform; this email address will be required each time log in occurs.

Should the member have forgotten your password please follow the below steps:

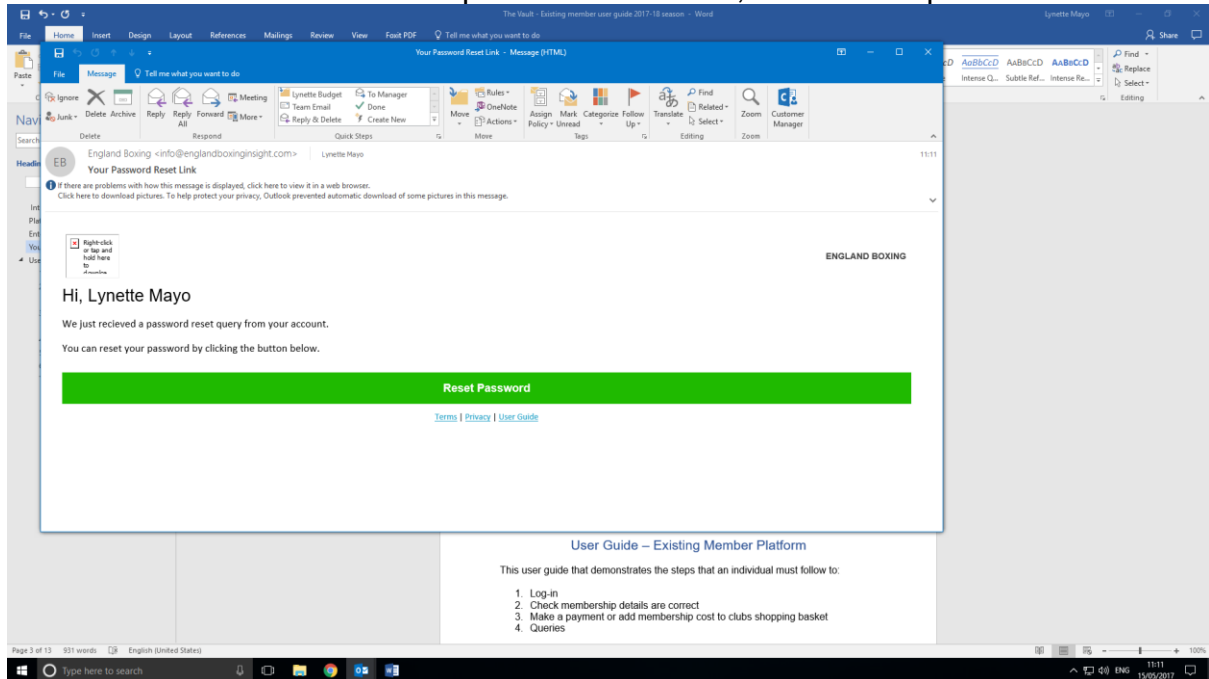
On the log in page select forgotten password:



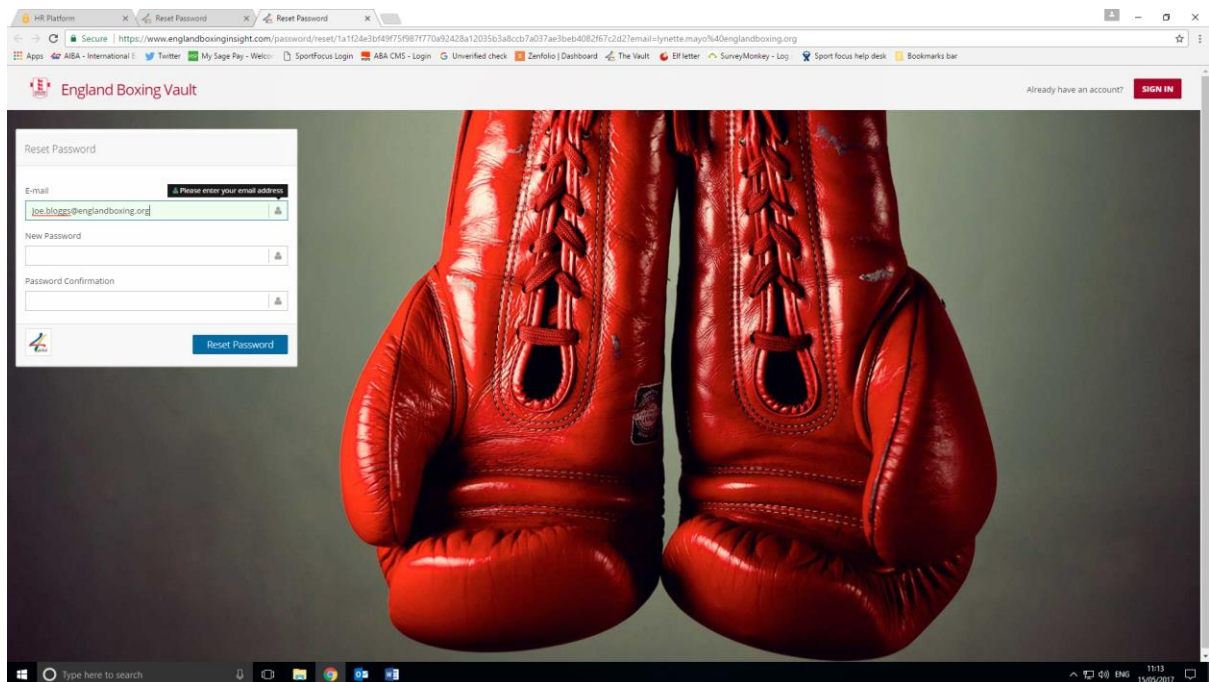
Enter the email address used to register last season and select send password link:



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.

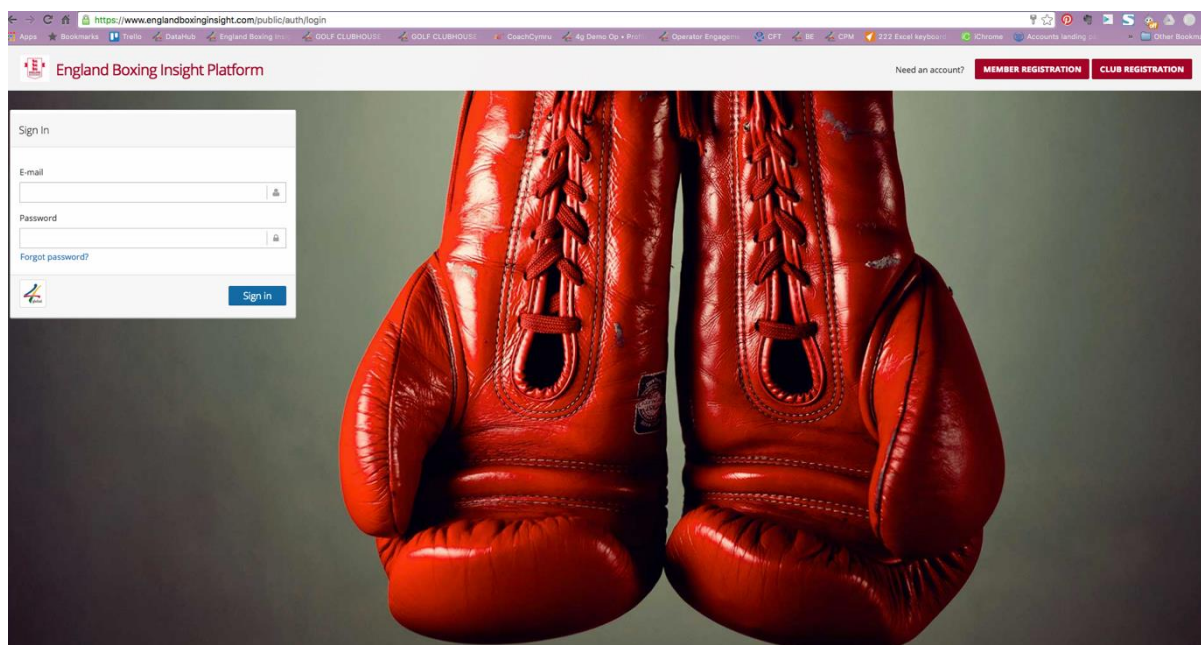
## User Guide – Existing Member Platform

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](https://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.

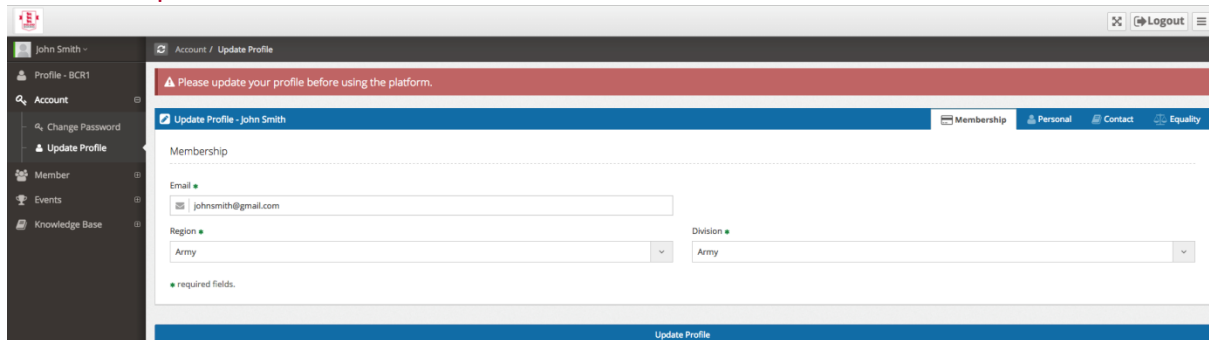




Existing Member Registration: Once in the platform the member must check all the Profile section is correct, the profile cannot be submitted without all mandatory fields being filled in - mandatory fields are indicated by this symbol .

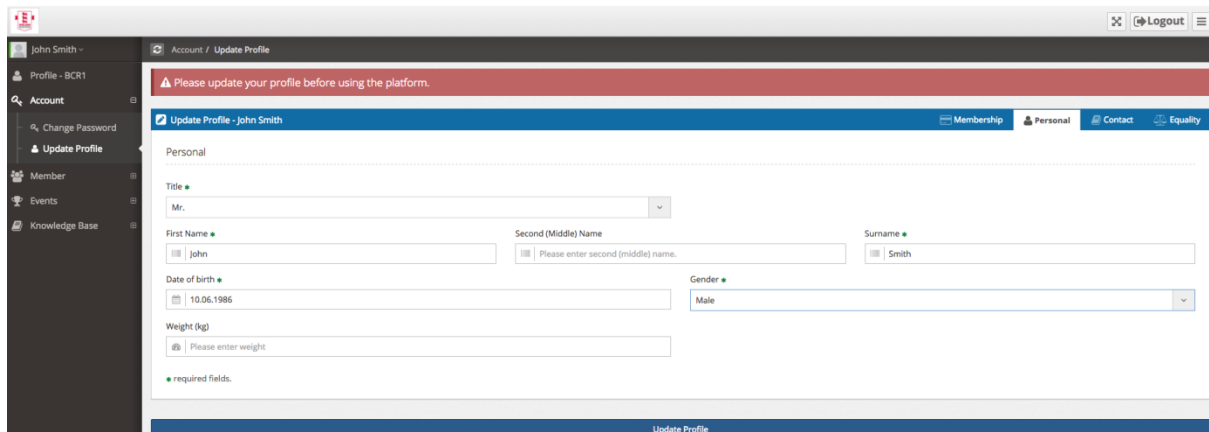
~~Do note that there are four different tabs of information to check; Membership, Personal, Contact, and Equality. Screenshots of these pages are shown below:~~

## Membership



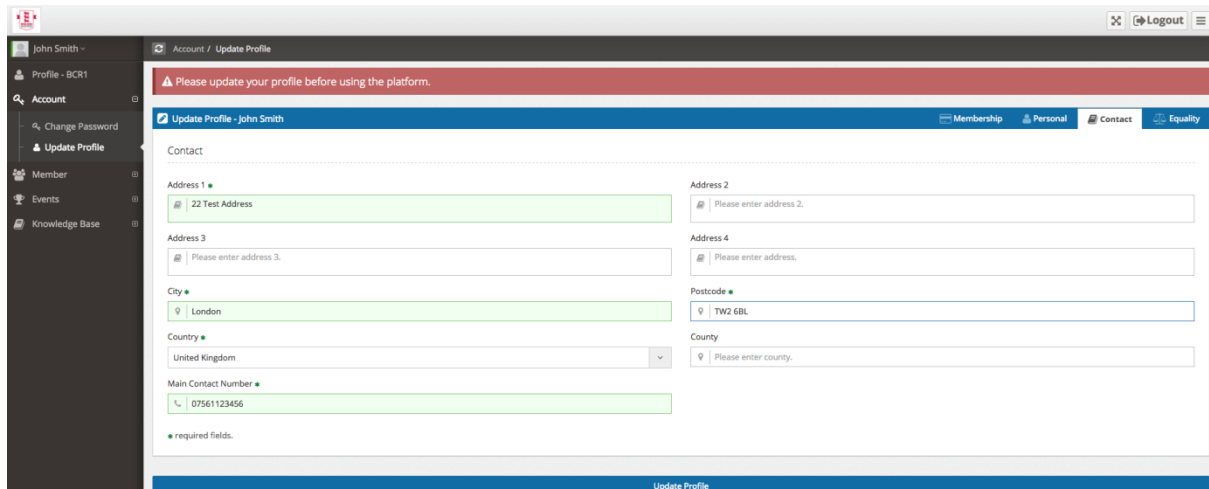
The screenshot shows the 'Update Profile' form for John Smith, with the 'Membership' tab selected. The form includes a red warning banner at the top stating 'Please update your profile before using the platform.' Below this, the 'Membership' section contains fields for 'Email' (johnsmith@gmail.com), 'Region' (Army), and 'Division' (Army). A green star icon indicates that these fields are mandatory. At the bottom of the form, there is an 'Update Profile' button.

## Personal



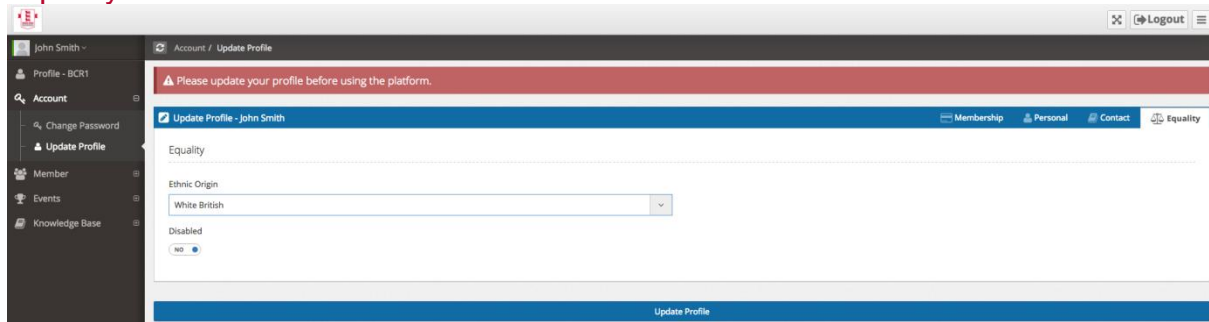
The screenshot shows the 'Update Profile' form for John Smith, with the 'Personal' tab selected. The form includes a red warning banner at the top stating 'Please update your profile before using the platform.' Below this, the 'Personal' section contains fields for 'Title' (Mr.), 'First Name' (John), 'Second (Middle) Name' (Please enter second (middle) name.), 'Surname' (Smith), 'Date of birth' (10.06.1986), 'Gender' (Male), and 'Weight (kg)' (Please enter weight). A green star icon indicates that these fields are mandatory. At the bottom of the form, there is an 'Update Profile' button.

## Contact

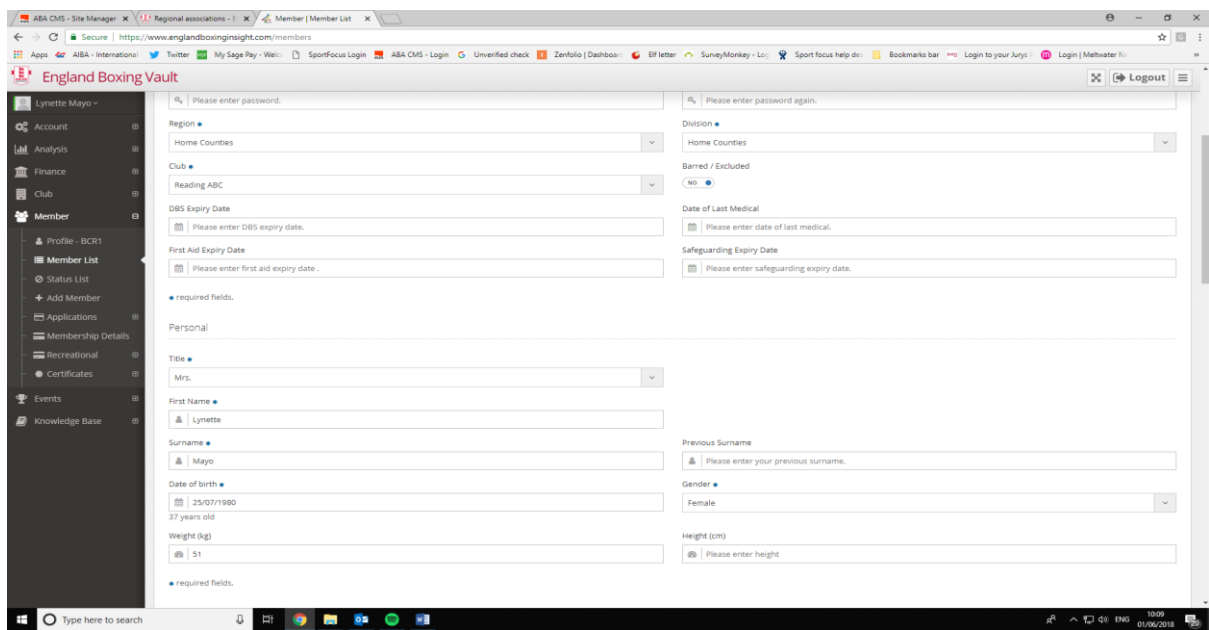


The screenshot shows the 'Update Profile' form for John Smith, with the 'Contact' tab selected. The form includes a red warning banner at the top stating 'Please update your profile before using the platform.' Below this, the 'Contact' section contains fields for 'Address 1' (22 Test Address), 'Address 2' (Please enter address 2.), 'Address 3' (Please enter address 3.), 'Address 4' (Please enter address.), 'City' (London), 'Postcode' (TW2 6BL), 'Country' (United Kingdom), and 'Main Contact Number' (07561123456). A green star icon indicates that these fields are mandatory. At the bottom of the form, there is an 'Update Profile' button.

## 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.

ABA CMS - Site Manager

Regional associations - E

Member | Member List

Secure | https://www.englishboxinginsight.com/members

Apps | AIBA - International | Twitter | My Sage Pay - Web | SportFocus Login | ABA CMS - Login | Unverified check | Zenfolio | Dashboard | EF letter | SurveyMonkey - Lo | Sport focus help de | Bookmarks bar | Login to your Jurys | Login | Metwater R | Logout

England Boxing Vault

Lynette Mayo

Account

Analysis

Finance

Club

Member

Profile - BCR1

Member List

Status List

Add Member

Applications

Membership Details

Recreational

Certificates

Events

Knowledge Base

Contact

Postcode

S9 5DA

Find address

Address

Coleridge Road

Country

United Kingdom

Main Contact Number

07736574228

Next of Kin Contact

Name

Please enter next of kin contact name

Relationship

Please enter next of kin contact relationship.

Phone (Mobile)

Please enter next of kin contact mobile phone

Phone (Home)

Please enter next of kin contact relationship.

required fields.

Equality

Ethnic Origin

Please select a ethnic origin.

Disabled

no

Communication Preferences

Map

Satellite

English Institute of Sport Sheffield

GREENLAND

GREENLAND

Phillimore Community Primary School

Map data ©2018 Google | Terms of Use | Report a map error

Type here to search

10:10 01/06/2018



Select the contact preferences to hear from England Boxing about events, news and offers relevant to you:

The screenshot shows the 'England Boxing Vault' member registration page. The left sidebar contains navigation links: Lynette Mayo, Account, Analysis, Finance, Club, Member, Profile - BCR1, Member List, Status List, Add Member, Applications, Membership Details, Recreational, Certificates, Events, and Knowledge Base. The main form area includes fields for Address (Coleridge Road), Country (United Kingdom), Main Contact Number (07736574228), Next of Kin Contact (Name, Relationship, Phone (Mobile), Phone (Home)), Equality (Ethnic Origin, Disabled), and Communication Preferences. A checkbox at the bottom states: 'I confirm I would like to hear from England Boxing via email to receive additional information and offers that may be relevant to me.'

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:

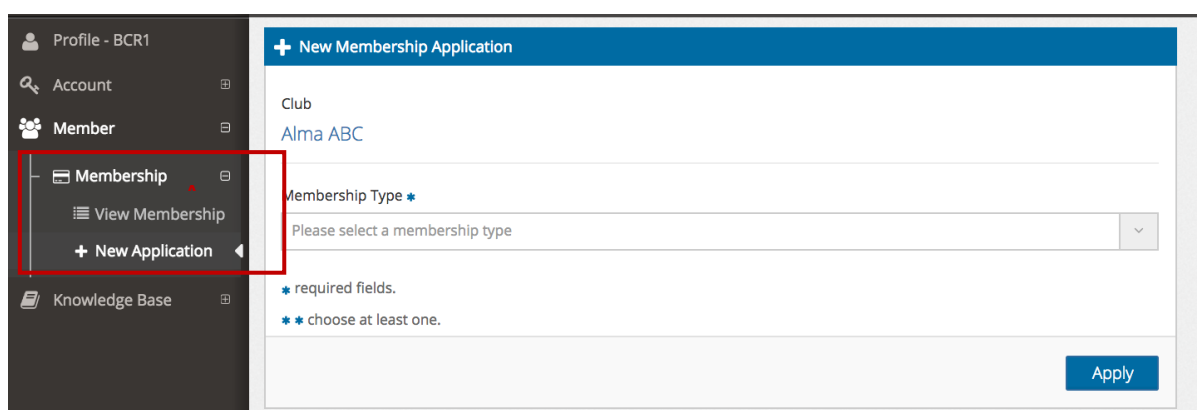
Existing Member Registration: Once Profile information has been updated in all four tabs, please select **Update Profile** and select **Yes** when prompted for confirmation:

The screenshot shows the 'Update Profile' screen for John Smith. A red box highlights the 'Update Profile' button at the bottom of the form. Below the form, a confirmation dialog box is displayed with the text 'Confirmation! Do you want to UPDATE the member?' and two buttons: 'Yes' and 'No'. A red arrow points from the 'Update Profile' button to the 'Yes' button.

## 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



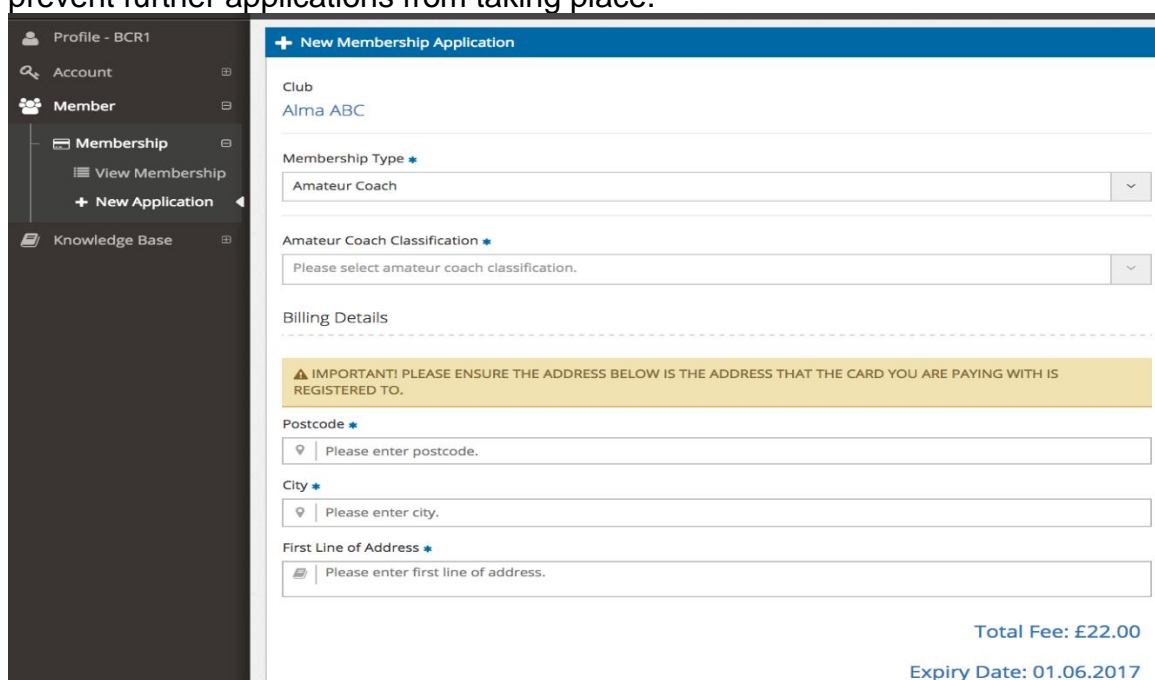
The screenshot shows a web interface for a 'New Membership Application'. On the left is a dark sidebar with a menu. The 'Membership' item is highlighted with a red box, and its sub-item '+ New Application' is also highlighted. The main content area is titled '+ New Membership Application' and contains the following fields:

- Club: Alma ABC
- Membership Type \*: A dropdown menu with the text 'Please select a membership type'.

Below these fields are two lines of feedback text: '\* required fields.' and '\*\* choose at least one.' At the bottom right of the form is a blue 'Apply' button.

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.



This screenshot shows the same 'New Membership Application' form, but with more fields filled out. The sidebar menu is the same. The main form fields are:

- Club: Alma ABC
- Membership Type \*: Amateur Coach
- Amateur Coach Classification \*: A dropdown menu with the text 'Please select amateur coach classification.'

Below these is a section titled 'Billing Details' separated by a dashed line. It contains a yellow warning box with the text: 'IMPORTANT! PLEASE ENSURE THE ADDRESS BELOW IS THE ADDRESS THAT THE CARD YOU ARE PAYING WITH IS REGISTERED TO.' Below the warning box are three fields:

- Postcode \*: A field with a location pin icon and the text 'Please enter postcode.'
- City \*: A field with a location pin icon and the text 'Please enter city.'
- First Line of Address \*: A field with a document icon and the text 'Please enter first line of address.'

At the bottom right of the form, the following information is displayed:

- Total Fee: £22.00
- Expiry Date: 01.06.2017

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.

New Membership Application

Club

Alma ABC

Membership Type \*

Amateur Coach / Official

Amateur Coach Classification \*

AIBA 1 Star

Official Classifications \*\*

☐

International Technical Official

☒

Supervisor

☐

Referee & Judge

☐

Judge Only☒☐☐☐☐☐

Payment

☒

The payment will be made by my club.

Total Fee: £22.00

Expiry Date: 01.06.2017

\* required fields.

\*\* choose at least one.

Apply

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**:

Account

Member

Membership

View Membership

New Application

Knowledge Base

Membership Type \*

Amateur Coach

Amateur Coach Classification \*

Level 1

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.


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	>
<a href="#">Cancel</a>	


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 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**

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  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-4845-be5a-90b0fbe5a117

**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.

The screenshot shows a web interface for a member. At the top, a green banner states: "Payment has been completed. Your membership is waiting for approval." Below this, a blue box provides instructions: "Your request for membership has been received. Please take the following documents to your chosen club to progress your registration." The instructions list: "BCR1", "Proof of ID (Original Birth Certificate or Passport)", and "2 passport sized photographs". It also notes: "Arrangements will be made by the club for you to have the required medical."

The main section is titled "Membership History - John Smith". It contains a table with columns: Order Id, Club, Start Date, Renewal Date, Fee, Balance, Membership Type, and Status. The table is empty, with a message "No data available in table". Below the table, it says "Showing 0 of 0 entries".

The next section is titled "Open Applications - John Smith". It contains a table with columns: Application Date, Club, Membership Type, Fee, Status, and Action. The table has one entry:

Application Date	Club	Membership Type	Fee	Status	Action
02.06.2016	Stockport College ABC - DEMO	Boxer	£11.00	Paid - Pending approval	

Below the table, it says "Showing 1 of 1 entries".

## 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**'

The screenshot shows the "England Boxing Vault" member profile for Harriet Foreman (ID: 20157). The profile includes a header with the name and ID, and a section for "Amateur Coach, Alma ABC" with contact details: "1234567898", "harriet.foreman@4global.com", and "Test Address".

The main section is titled "Membership History". It contains a table with columns: Club, Start Date, Renewal Date, Fee, Balance, Membership Type / Classifications, and Status. The table has one entry:

Club	Start Date	Renewal Date	Fee	Balance	Membership Type / Classifications	Status
Alma ABC	16.11.2016	01.06.2017	£11.00	£0.00	Amateur Coach	Approved

Below the table, it says "Showing 1 to 1 of 1 entries".

The next section is titled "Coach Classification History". It contains a table with columns: Classification, Expiry Date, and Updated At. The table is empty, with a message "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries".

## 7. Enquiries

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