England Boxing
The Vault
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 is developing 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 each of the following access levels:

1. Club Secretary
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/)

Gmail - Create your Google account (https://accounts.google.com/SignUp)
User Guide – Club Platform

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

1. Accessing the Platform
2. Registering an Existing Club
3. Registering a New Club
4. Updating Club Profile
5. Applying for Affiliation
6. Payment
7. Viewing Pending Affiliation
8. View Responded Affiliation
9. Viewing Club Profile
10. Viewing Members
11. Enquiries

1. Accessing the Platform


To commence club registration, the Club Secretary must select the CLUB REGISTRATION icon on the right-hand side of the screen:
2. Registering an Existing Club

Registering an Existing Club: The CS then has the option to select Existing Club – Yes or No. If Yes is selected, then Region and Club dropdown appear to enable the selection of the club. At this stage the CS must also input their First Name, Surname, Email address and Password which will enable the user to be created.

Once all details have been checked the Register button should be selected:
3. Registering a New Club

Registering a new club: If when prompted to select **Existing Club – Yes or No**, **No** is selected, then the CS would be asked to input Club Name, First Name, Surname, Email address and Password which will enable the user to be created.

Please note the platform will not allow a new club to register with the name of an existing club and a text prompt will appear as notification.
Registering a new club: Once all details have been checked the **Register** button should be selected:
4. Updating Club Profile

Updating Club Profile: Once in the platform, the CS for both New and Existing Clubs must fill out the Club 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 ✴.

The Club Profile is on one data capture form. Please fill out all necessary fields.
Complete the club’s facilities and add clubs boxing session times, which will appear on the Club Finder for prospective members to view:

Add anything which is relevant in the notes section:
Select the opt in section to hear from England Boxing about events, news and offers:

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:
5. 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**:
6. 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 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 £220 now**

<table>
<thead>
<tr>
<th>Order description: Club affiliation. CLUB ID: 1908</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To pay £220.00</strong></td>
</tr>
<tr>
<td><strong>Transaction details</strong></td>
</tr>
<tr>
<td><strong>Description:</strong> Club affiliation. CLUB ID: 1908</td>
</tr>
<tr>
<td><strong>Transaction Reference:</strong> 7033c18e-4415-4a71-8866-54690b1b3014</td>
</tr>
<tr>
<td><strong>Amount:</strong> £220.00</td>
</tr>
<tr>
<td><strong>Payment Details</strong></td>
</tr>
<tr>
<td><strong>Billing Address</strong></td>
</tr>
</tbody>
</table>

When you click pay now you may be asked by your card issuer for payment card verification.
7. 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.

8. 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’
9. 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.

10. 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. To complete payment select 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.

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 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.

11. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org