



# England Boxing The Vault

## *Club Level User Guide*



## Table of Contents

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<b>Introduction:</b>	<b>3</b>
<b>Platform Access:</b>	<b>4</b>
<b>User Guide – Club Platform</b>	<b>5</b>
1. Accessing the Platform	5
2. Registering an Existing Club	6
3. Registering a New Club	7
4. Updating Club Profile	9
5. Applying for Affiliation	12
6. Payment	13
7. View Pending Affiliation	15
8. View Responded Affiliation	15
9. Viewing Club Profile	16
10. Viewing Club Members	16
11. Enquiries	17



## 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 \(\(https://signup.live.com/\)\)](https://signup.live.com/)

[Gmail - Create your Google account \(https://accounts.google.com/SignUp \)](https://accounts.google.com/SignUp)

## User Guide – Club Platform

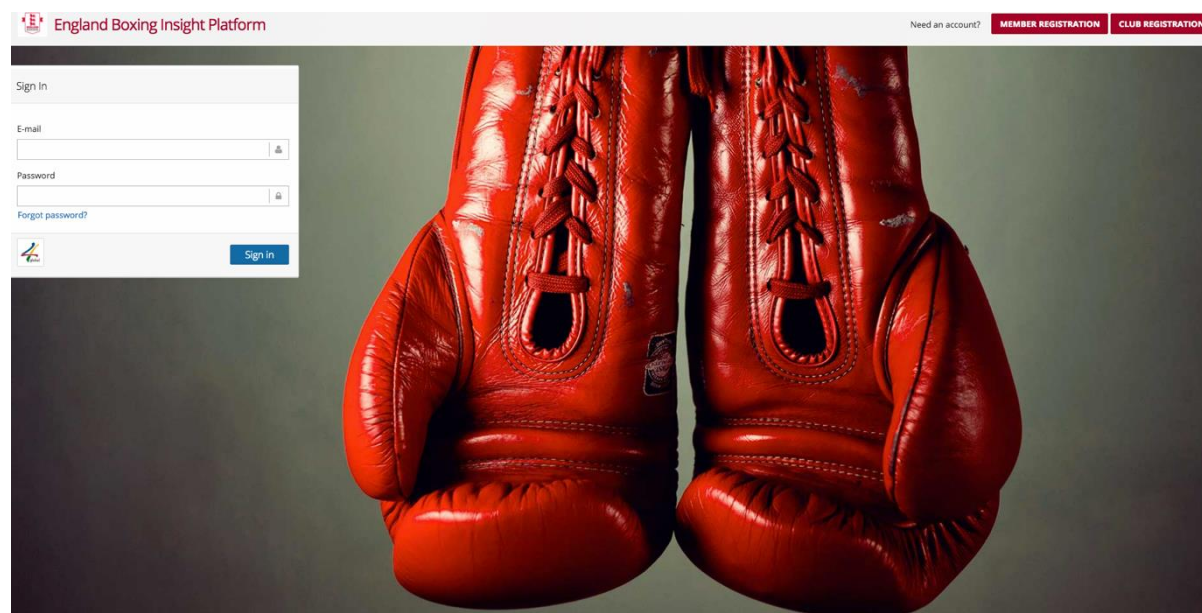
This user guide demonstrates the steps that a Club Secretary (CS) must take when:

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

Accessing the Platform: The England Boxing Insight Platform is accessed via [www.englishboxinginsight.com](http://www.englishboxinginsight.com).

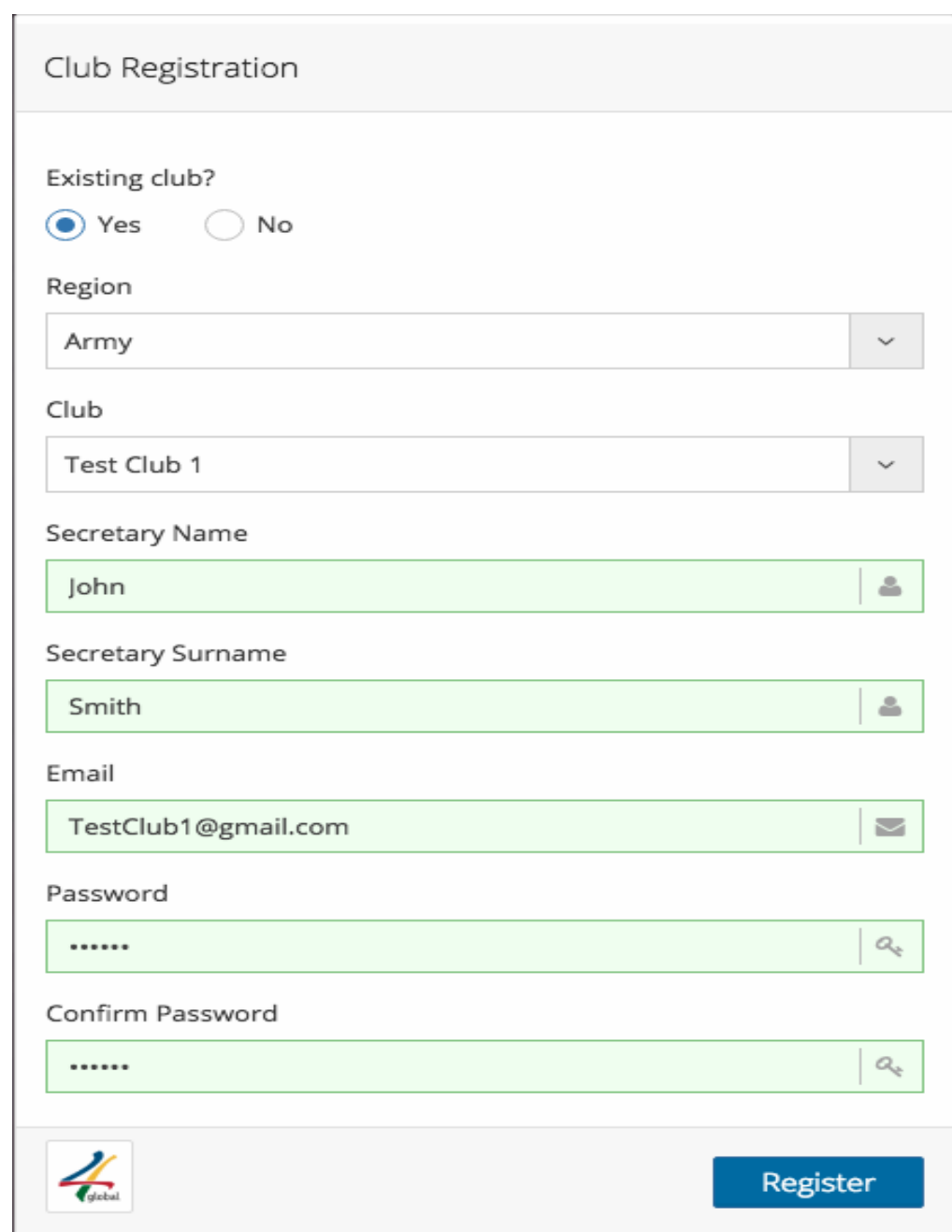
To commence club registration, the Club Secretary must select the **CLUB REGISTRATION** icon on the right-hand side of the screen:



## 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:

A screenshot of a web form titled "Club Registration". The form contains several fields: "Existing club?" with radio buttons for "Yes" (selected) and "No"; "Region" and "Club" dropdown menus with "Army" and "Test Club 1" selected respectively; "Secretary Name" with "John", "Secretary Surname" with "Smith", "Email" with "TestClub1@gmail.com", "Password" with ".....", and "Confirm Password" with ".....". Each text field has a green border and a small icon on the right. At the bottom left is a small "global" logo, and at the bottom right is a blue "Register" button.

Club Registration

Existing club?

☒ Yes ☐ No

Region

Army

Club

Test Club 1

Secretary Name

John

Secretary Surname

Smith

Email


TestClub1@gmail.com

Password

.....

Confirm Password

.....

 [Register](#)

### 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.

Club Registration

Error!  
✖ The club name has already been taken.

Existing club?  
☐ Yes ☒ No

Club Name


Secretary Name

Secretary Surname

Email

Password

Confirm Password





Registering a new club: Once all details have been checked the **Register** button should be selected:

### Club Registration

Existing club?

☐ Yes ☒ No

Club Name

Secretary Name

Secretary Surname

Email

Password


Confirm Password

Password again

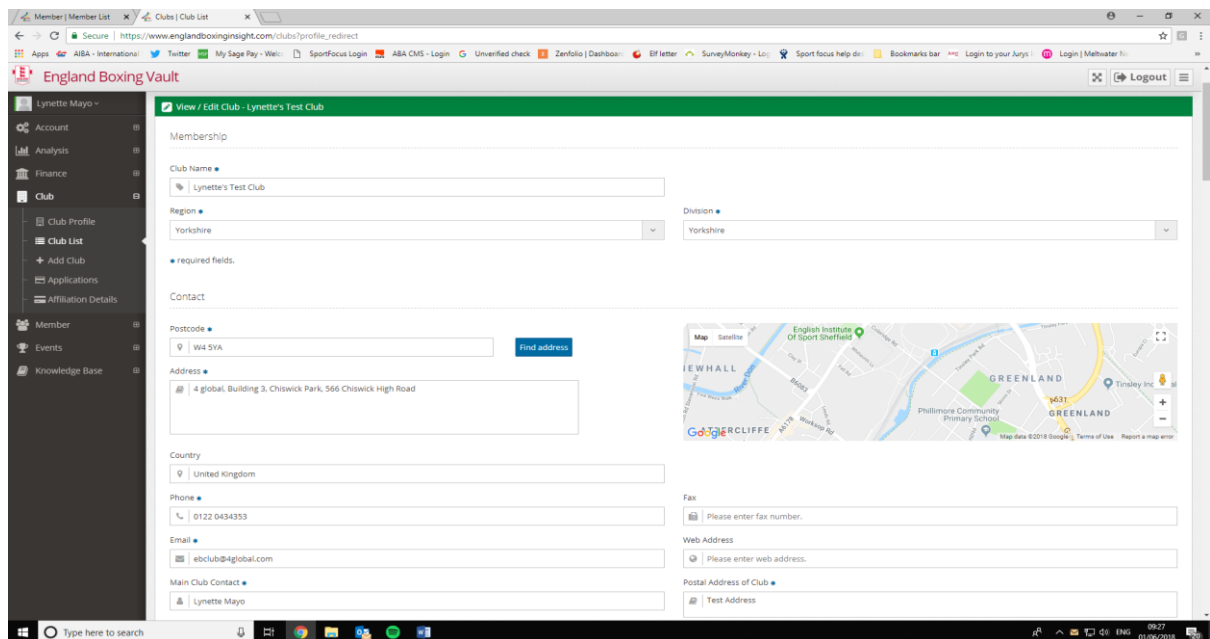
Register



## 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.





**England Boxing Vault**


**View / Edit Club - Lynette's Test Club**

**Membership**



Club Name  Lynette's Test Club


Region  Yorkshire


Division  Yorkshire


 required fields.


**Contact**


Postcode  W4 5YA 


Address  4 global, Building 3, Chiswick Park, 566 Chiswick High Road


Country  United Kingdom


Phone  0122 0434353

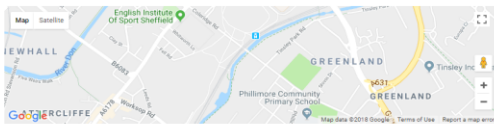
Email  ebclub@4global.com

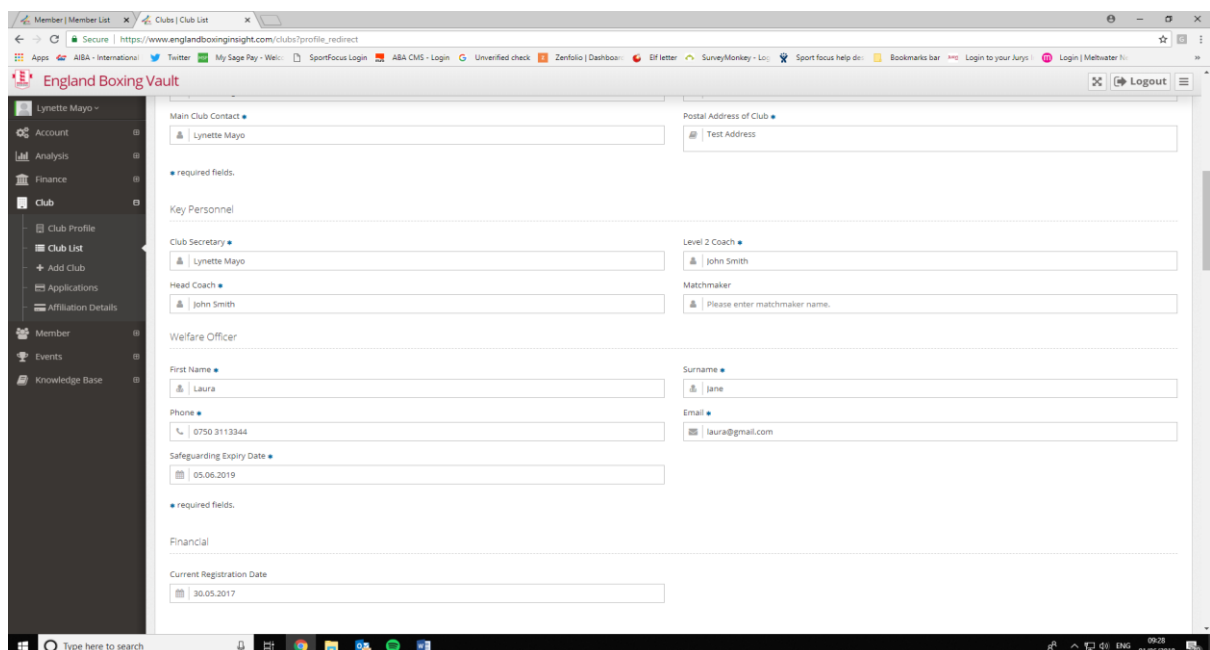
Main Club Contact  Lynette Mayo

Fax  Please enter fax number.

Web Address  Please enter web address.


Postal Address of Club  Test Address








**England Boxing Vault**


**Key Personnel**

Main Club Contact  Lynette Mayo


Postal Address of Club  Test Address


 required fields.


**Club Secretary**  Lynette Mayo


**Head Coach**  John Smith

**Welfare Officer**


First Name  Laura


Phone  0750 3113344


Safeguarding Expiry Date  05.06.2019


 required fields.


**Financial**

Current Registration Date  30.05.2017

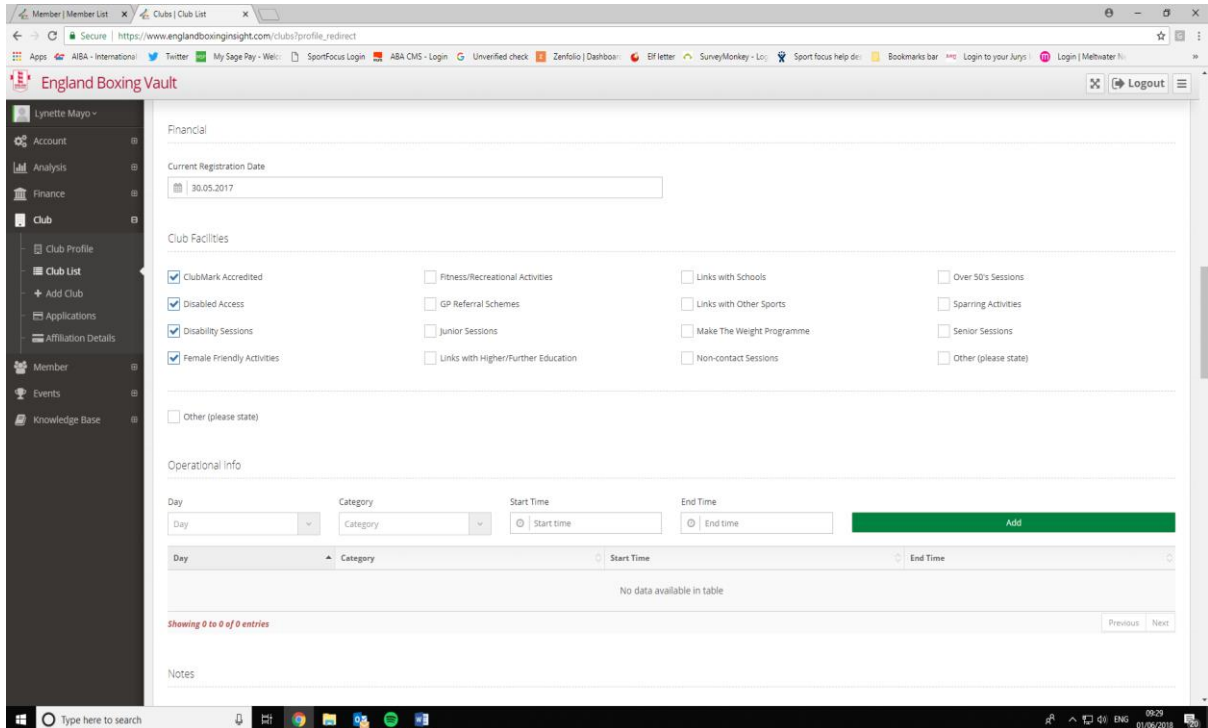
**Level 2 Coach**  John Smith

**Matchmaker**  Please enter matchmaker name.

**Surname**  Jane

**Email**  laura@gmail.com

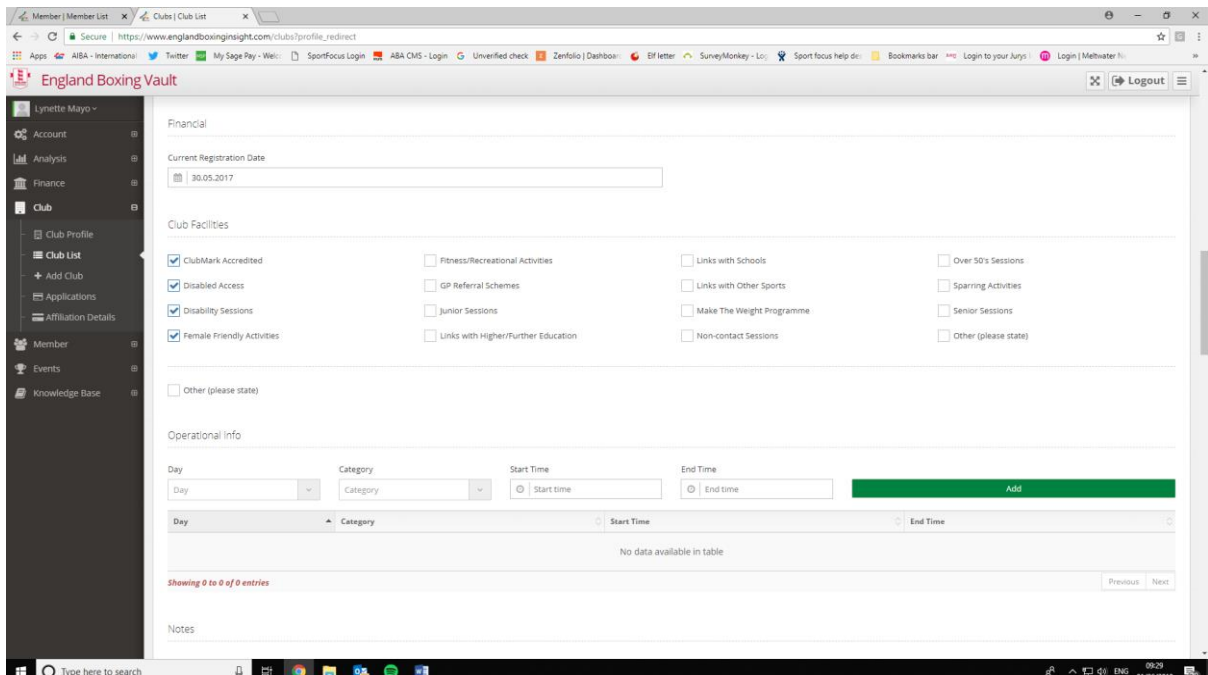
Complete the club's facilities and add clubs boxing session times, which will appear on the Club Finder for prospective members to view:



The screenshot shows the 'England Boxing Vault' interface. The left sidebar contains navigation links: Account, Analysis, Finance, Club, Club Profile, Club List, Add Club, Applications, Affiliation Details, Member, Events, and Knowledge Base. The main content area is titled 'Club Profile' and includes the following sections:

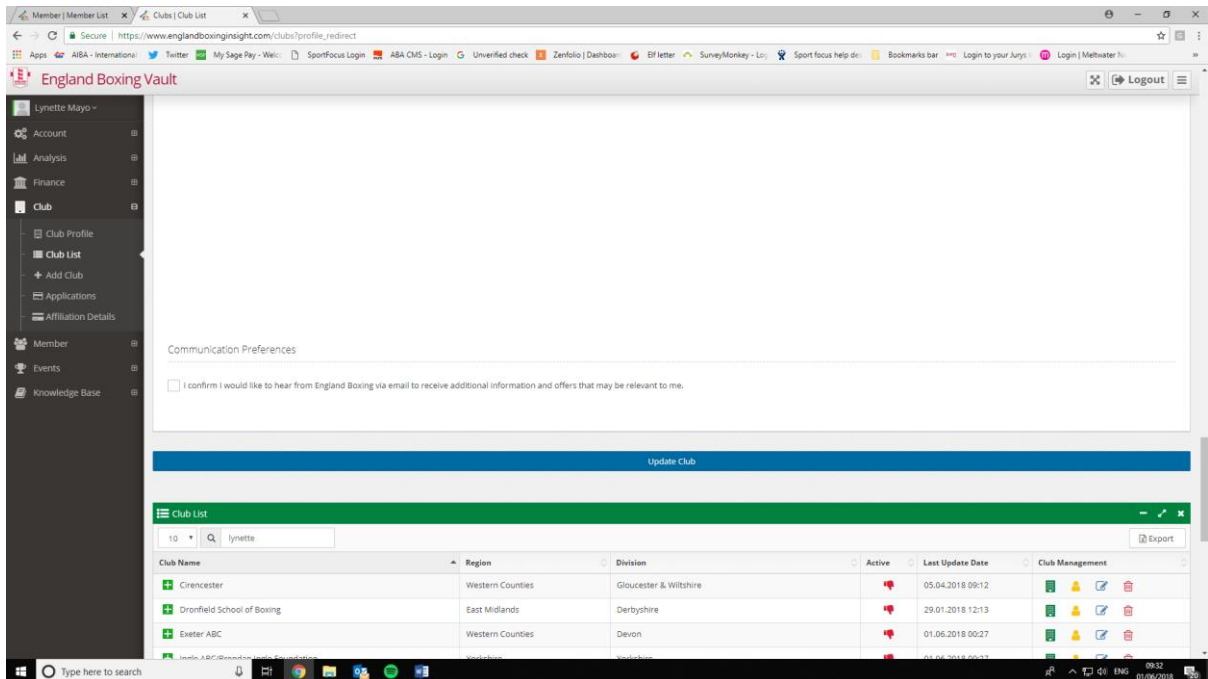
- Financial:** Current Registration Date (30.05.2017).
- Club Facilities:** A grid of checkboxes for various facilities:
  - ☒ ClubMark Accredited
  - ☒ Disabled Access
  - ☒ Disability Sessions
  - ☒ Female Friendly Activities
  - ☐ Fitness/Recreational Activities
  - ☐ GP Referral Schemes
  - ☐ Junior Sessions
  - ☐ Links with Higher/Further Education
  - ☐ Links with Schools
  - ☐ Links with Other Sports
  - ☐ Make The Weight Programme
  - ☐ Non-contact Sessions
  - ☐ Over 50's Sessions
  - ☐ Sparring Activities
  - ☐ Senior Sessions
  - ☐ Other (please state)
- Operational Info:** A table for adding session times. The table has columns for Day, Category, Start Time, and End Time. A green 'Add' button is present. Below the table, it says 'No data available in table'.
- Notes:** A section for adding notes.

Add anything which is relevant in the notes section:



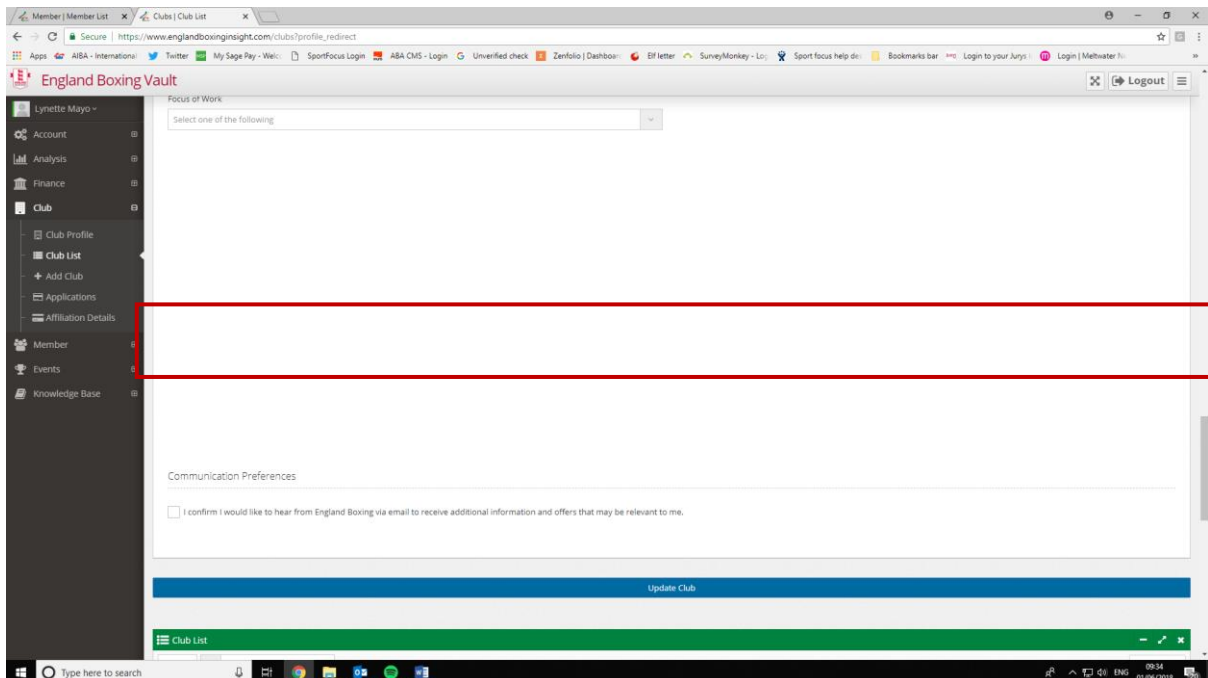
This screenshot is identical to the one above, showing the 'England Boxing Vault' interface with the same navigation sidebar and main content sections: Financial, Club Facilities, Operational Info, and Notes.

Select the opt in section to hear from England Boxing about events, news and offers:



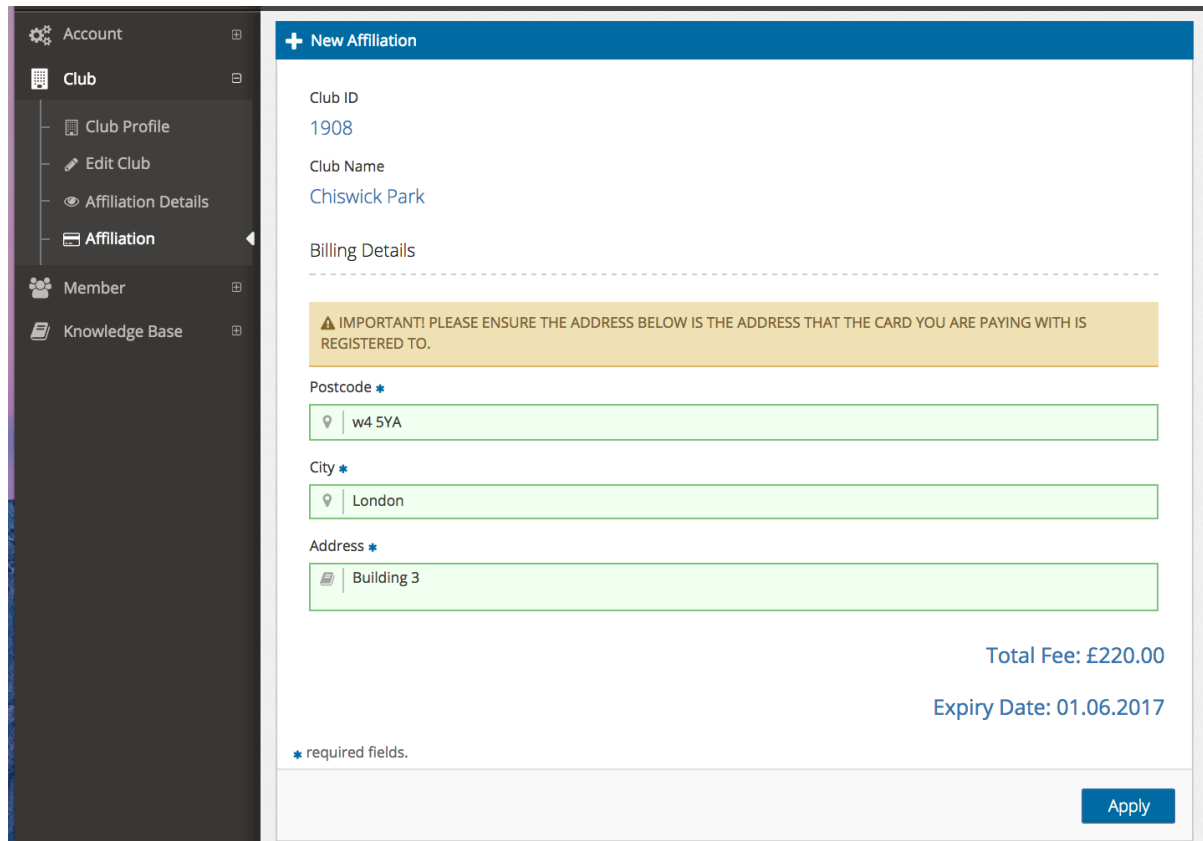
Club Name	Region	Division	Active	Last Update Date	Club Management
Cirencester	Western Counties	Gloucester & Wiltshire		05.04.2018 09:12	
Dronfield School of Boxing	East Midlands	Derbyshire		29.01.2018 12:13	
Exeter ABC	Western Counties	Devon		01.06.2018 00:27	

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**:








The screenshot shows the 'New Affiliation' form. On the left is a dark sidebar menu with options: Account, Club, Club Profile, Edit Club, Affiliation Details, Affiliation (selected), Member, and Knowledge Base. The main content area has a blue header '+ New Affiliation'. Below this, the form fields are: Club ID (1908), Club Name (Chiswick Park), and a Billing Details section. A yellow warning box states: 'IMPORTANT! PLEASE ENSURE THE ADDRESS BELOW IS THE ADDRESS THAT THE CARD YOU ARE PAYING WITH IS REGISTERED TO.' The address fields are: Postcode (w4 5YA), City (London), and Address (Building 3). At the bottom right, it shows 'Total Fee: £220.00' and 'Expiry Date: 01.06.2017'. A legend indicates '\* required fields.' and an 'Apply' button is at the bottom right.

Club ID	1908
Club Name	Chiswick Park
Billing Details	
⚠ IMPORTANT! PLEASE ENSURE THE ADDRESS BELOW IS THE ADDRESS THAT THE CARD YOU ARE PAYING WITH IS REGISTERED TO.	
Postcode *	w4 5YA
City *	London
Address *	Building 3
Total Fee: £220.00	
Expiry Date: 01.06.2017	
* required fields.	
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


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 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

< 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 £220 now**

Order description: Club affiliation. CLUB ID: 1908

To pay  
**£220.00**

**Transaction details**

**Description:**  
Club affiliation. CLUB ID: 1908

**Transaction Reference:**  
7c33c18e-4415-4a71-8866-54690b1b3014




**Amount:**  
£220.00

**Payment Details**

**Billing Address**

**Shipping Address**

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

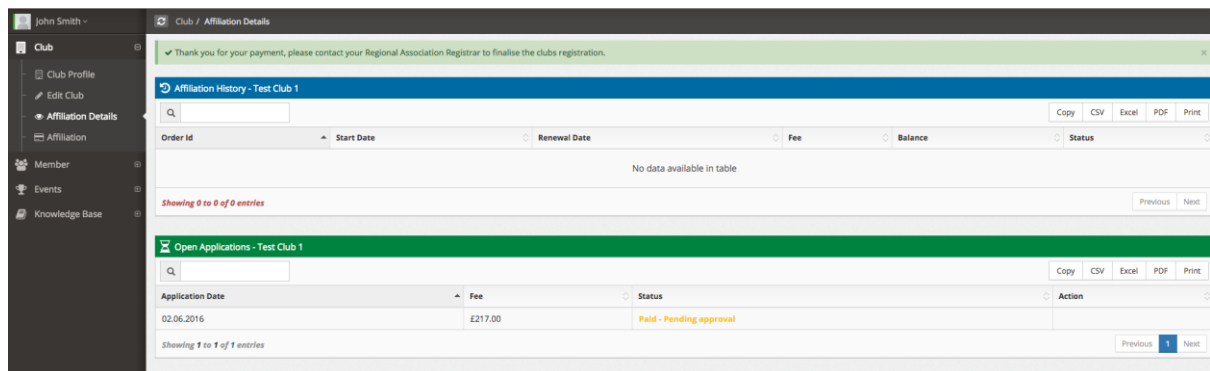
  

Back

Pay £220.00 now

## 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.



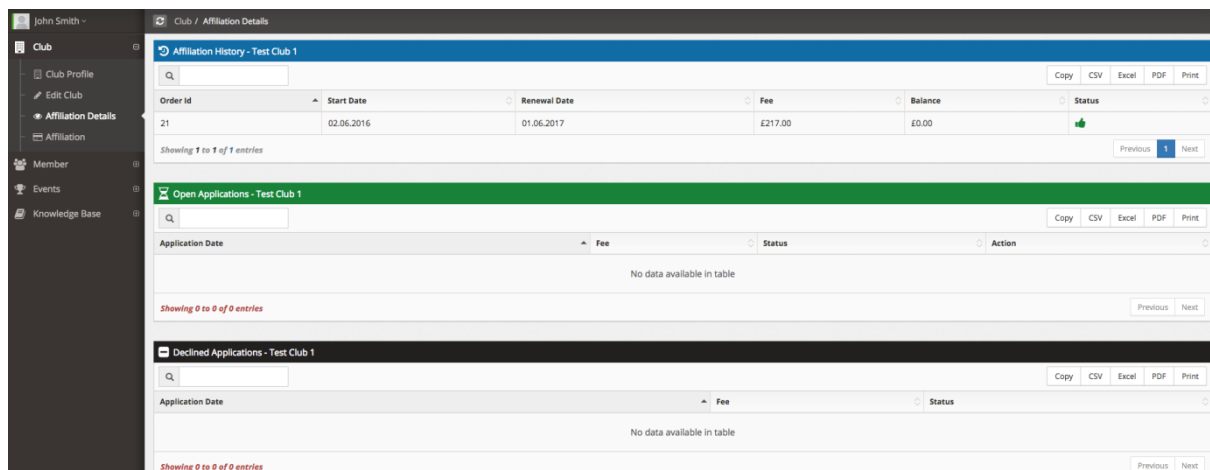
The screenshot shows the 'Club / Affiliation Details' page for 'Test Club 1'. A green message box at the top states: 'Thank you for your payment, please contact your Regional Association Registrar to finalise the clubs registration.' Below this, the 'Affiliation History - Test Club 1' table is empty, showing 'No data available in table'. The 'Open Applications - Test Club 1' table shows one application with the following details:

Application Date	Fee	Status	Action
02.06.2016	£217.00	Paid - Pending approval	

The status 'Paid - Pending approval' is highlighted in yellow.

## 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**'



The screenshot shows the 'Club / Affiliation Details' page for 'Test Club 1'. The 'Affiliation History - Test Club 1' table now contains one entry:

Order Id	Start Date	Renewal Date	Fee	Balance	Status
21	02.06.2016	01.06.2017	£217.00	£0.00	Approved

The status 'Approved' is indicated by a green thumbs-up icon. The 'Open Applications - Test Club 1' table is empty, showing 'No data available in table'. The 'Declined Applications - Test Club 1' table is also empty, showing 'No data available in table'.

## 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

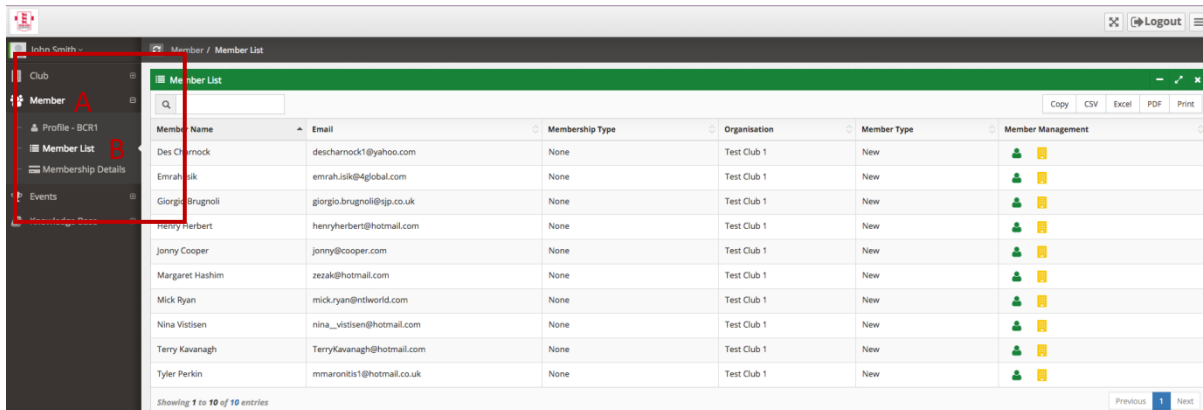
## 10. Viewing and Paying for Club Members

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

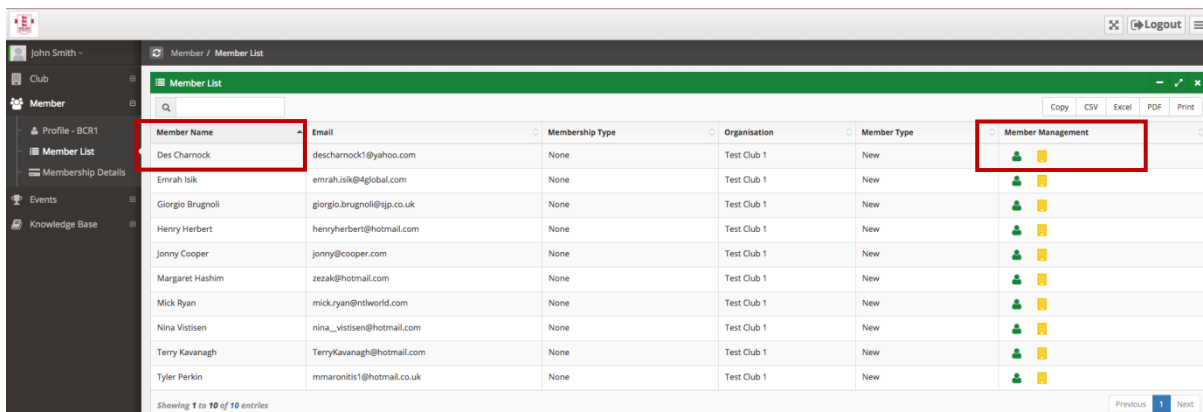




Member Name	Email	Membership Type	Organisation	Member Type	Member Management
Des Charnock	descharnock1@yahoo.com	None	Test Club 1	New	
Emrah Isik	emrah.isik@4global.com	None	Test Club 1	New	
Giorgio Brugnoli	giorgio.brugnoli@jip.co.uk	None	Test Club 1	New	
Henry Herbert	henryherbert@hotmail.com	None	Test Club 1	New	
Jonny Cooper	jonny@cooper.com	None	Test Club 1	New	
Margaret Hashim	zezak@hotmail.com	None	Test Club 1	New	
Mick Ryan	mick.ryan@ntlworld.com	None	Test Club 1	New	
Nina Vistisen	nina_vistisen@hotmail.com	None	Test Club 1	New	
Terry Kavanagh	TerryKavanagh@hotmail.com	None	Test Club 1	New	
Tyler Perkin	mmaronotis1@hotmail.co.uk	None	Test Club 1	New	

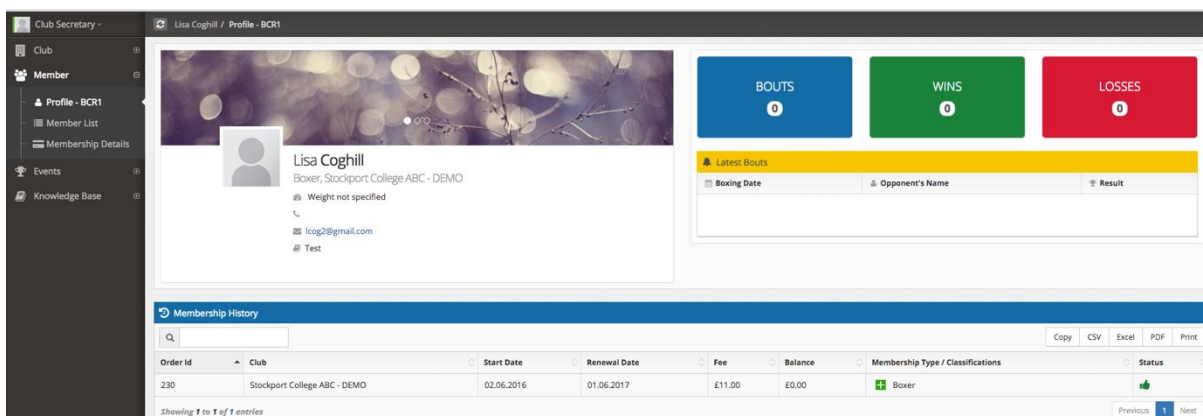
Viewing members: All member information is searchable using the text box on the left-hand side. The table can be filtered by clicking the column headings and can be extracted into various file types by selecting a file format in the top right corner.

Additionally, member profiles can be viewed in detail by selecting the icon next to their row of information.



Member Name	Email	Membership Type	Organisation	Member Type	Member Management
Des Charnock	descharnock1@yahoo.com	None	Test Club 1	New	
Emrah Isik	emrah.isik@4global.com	None	Test Club 1	New	
Giorgio Brugnoli	giorgio.brugnoli@jip.co.uk	None	Test Club 1	New	
Henry Herbert	henryherbert@hotmail.com	None	Test Club 1	New	
Jonny Cooper	jonny@cooper.com	None	Test Club 1	New	
Margaret Hashim	zezak@hotmail.com	None	Test Club 1	New	
Mick Ryan	mick.ryan@ntlworld.com	None	Test Club 1	New	
Nina Vistisen	nina_vistisen@hotmail.com	None	Test Club 1	New	
Terry Kavanagh	TerryKavanagh@hotmail.com	None	Test Club 1	New	
Tyler Perkin	mmaronotis1@hotmail.co.uk	None	Test Club 1	New	

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.



Order Id	Club	Start Date	Renewal Date	Fee	Balance	Membership Type / Classifications	Status
230	Stockport College ABC - DEMO	02.06.2016	01.06.2017	£11.00	£0.00	Boxer	

## 11. Enquiries

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