England Boxing
The Vault
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 is developing 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 the following access level:

- ✓ **Member**

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)

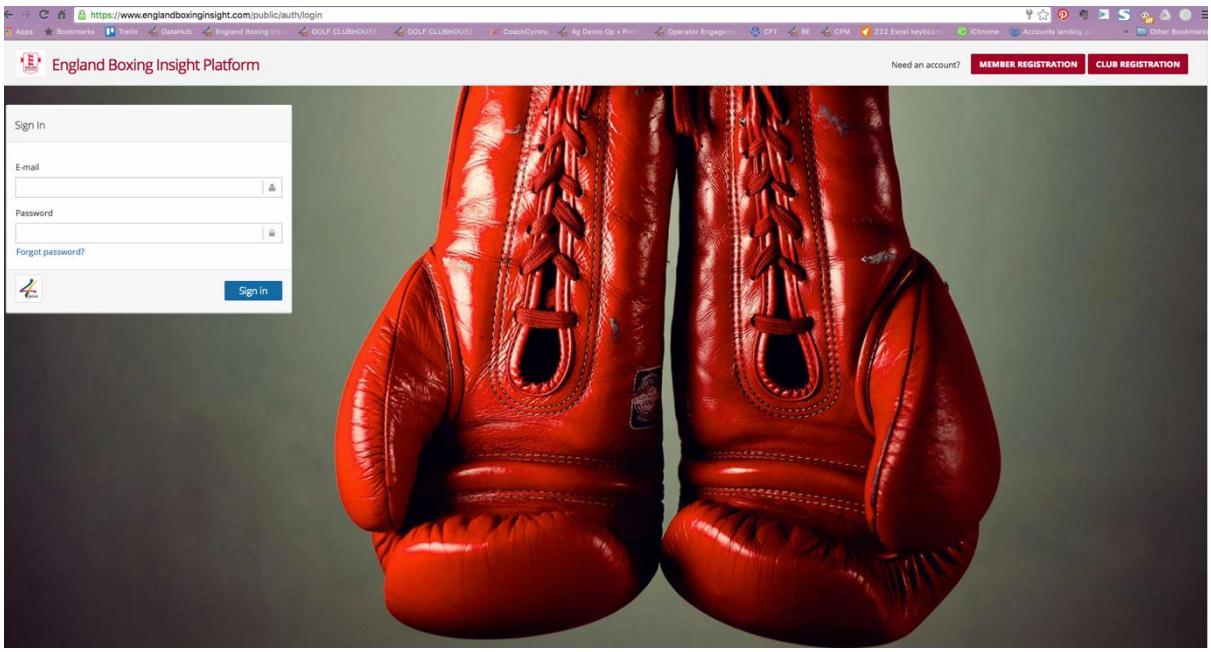
User Guide – Member Platform

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

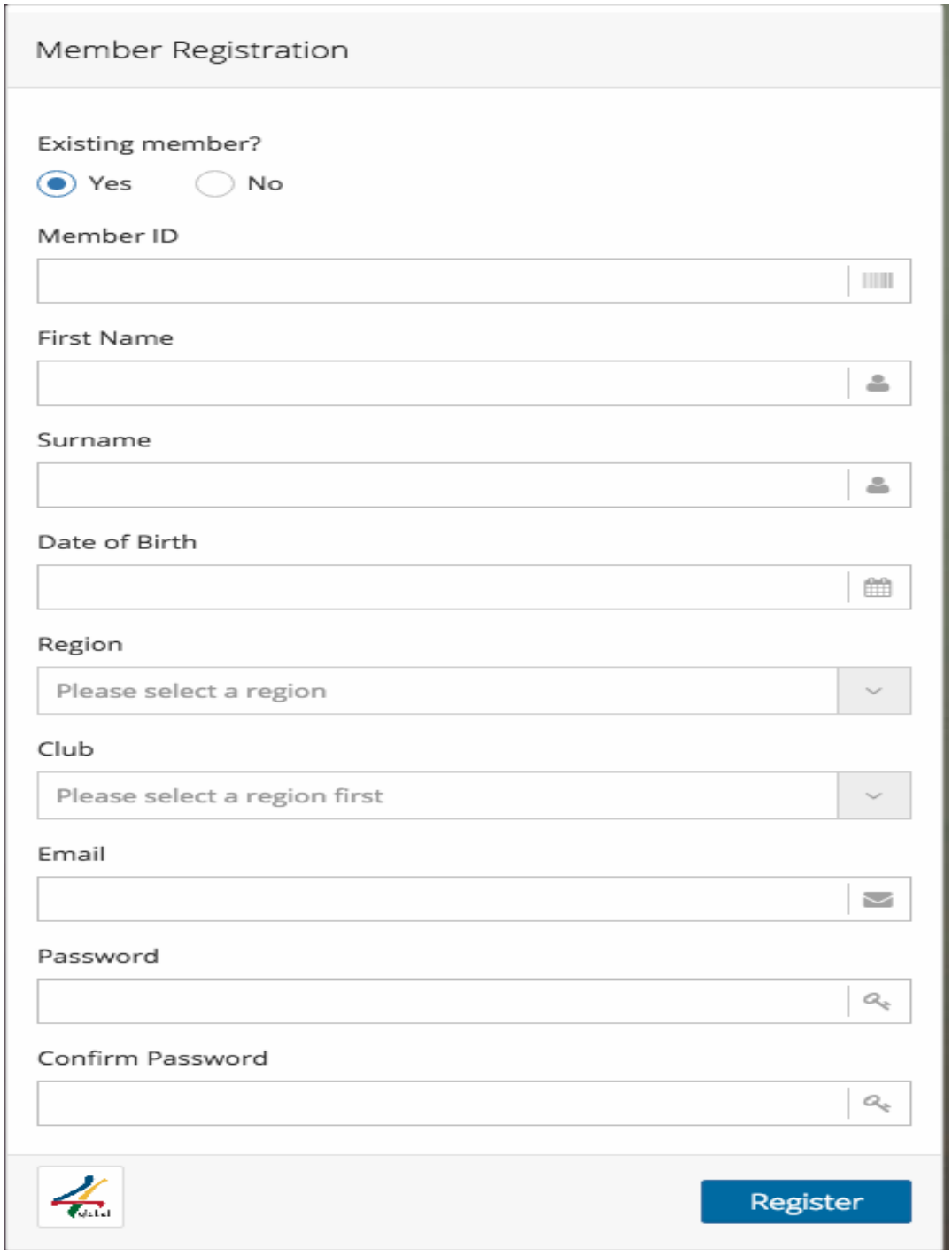
1. Register as a member
2. Apply for a membership type
3. Make a payment
4. View a Pending Application
5. View a Responded Application
6. Queries

1. Membership Registration

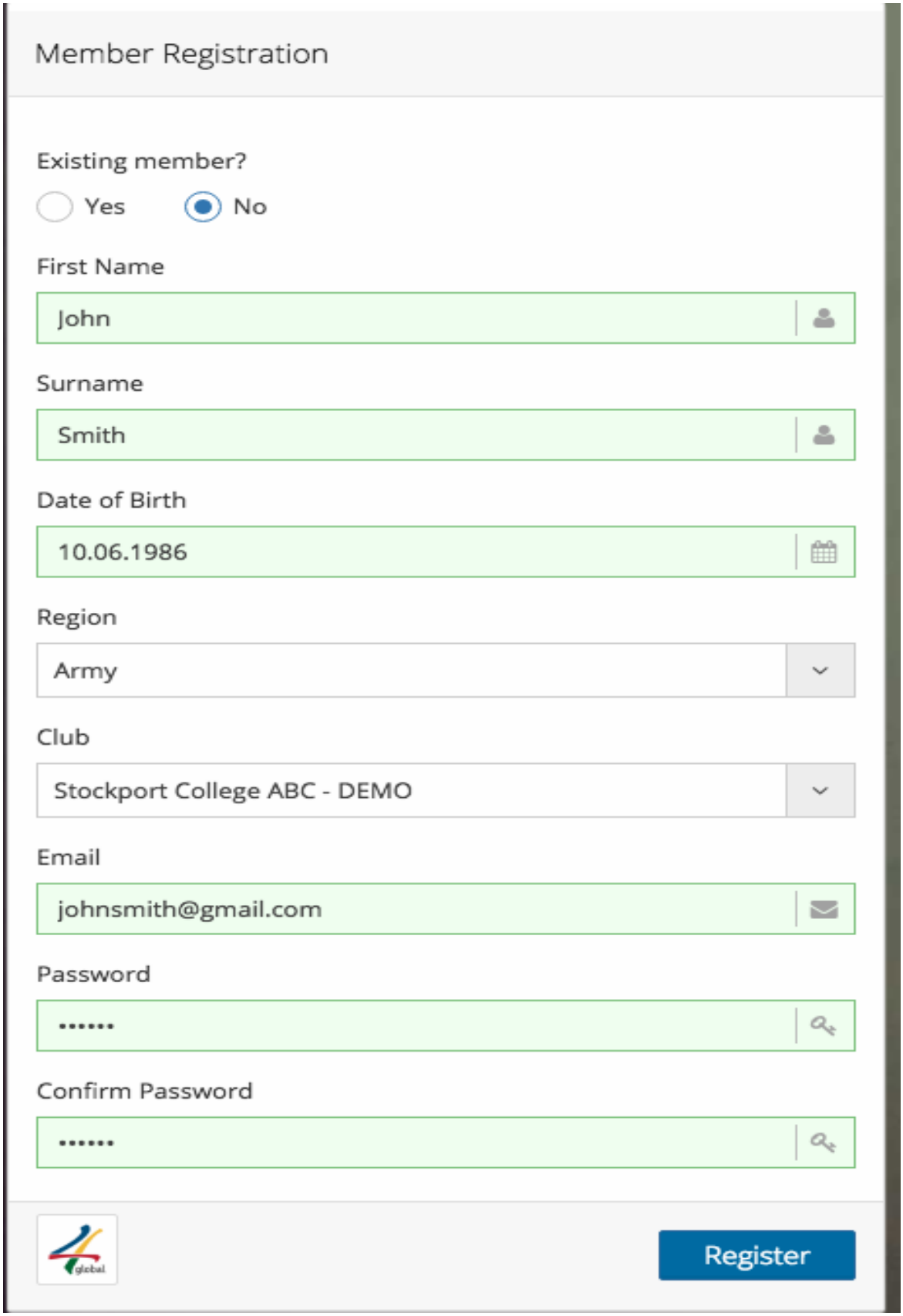
Membership Registration: The member accesses the England Boxing Platform via www.englandboxinginsight.com and then selects the **MEMBER REGISTRATION** icon on the top right corner of the screen:



Member Registration – To complete the Member Registration form, the member must select from Existing Member **– Yes** or **No** before filling in their details**.** An existing member will be asked to input their Member ID at this stage if known - if unknown this can be filled in by the Registrar at a later time, new members selecting **'No'** will not be asked for this information.

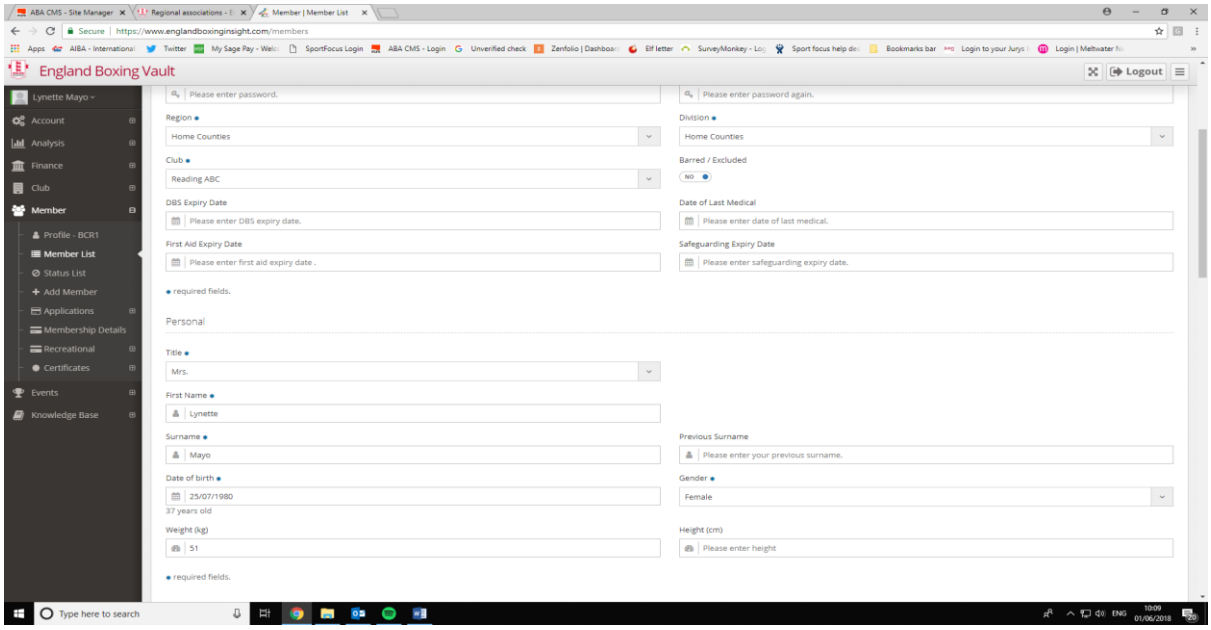


Member Registration: Once all details have been provided and checked please select **Register**

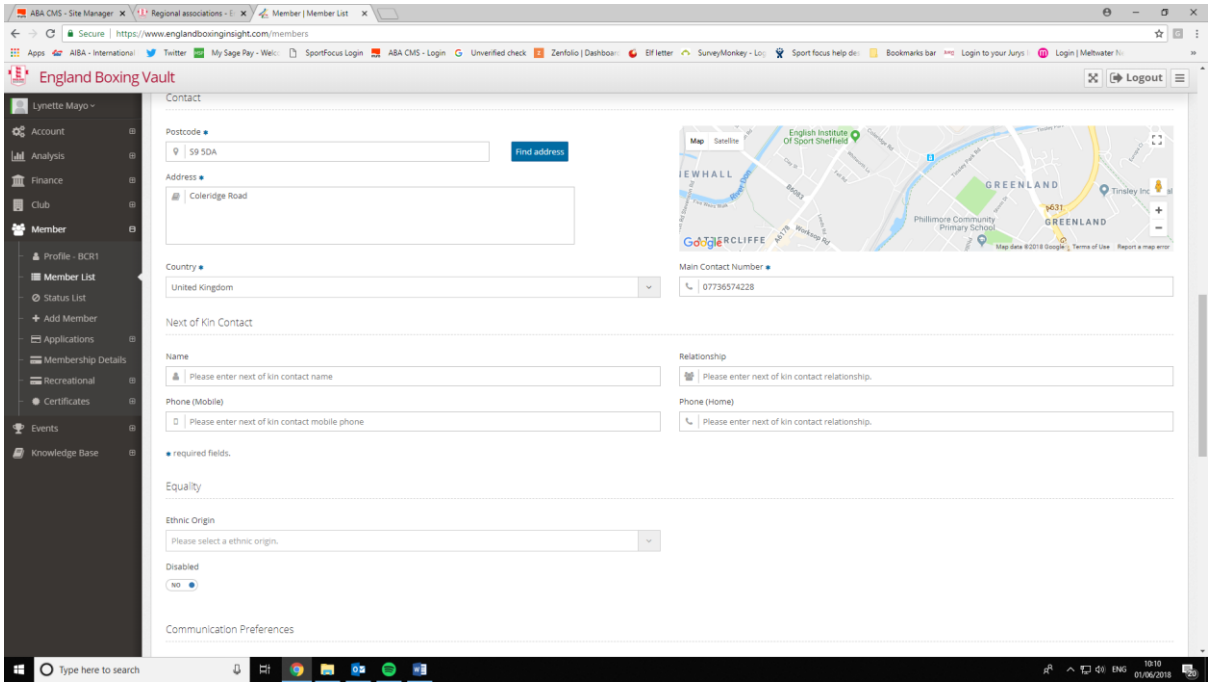


Member Registration: Once in the platform the member must complete the Profile section to complete the Registration, the profile cannot be submitted without all mandatory fields being filled in - mandatory fields are indicated by this symbol ✙.

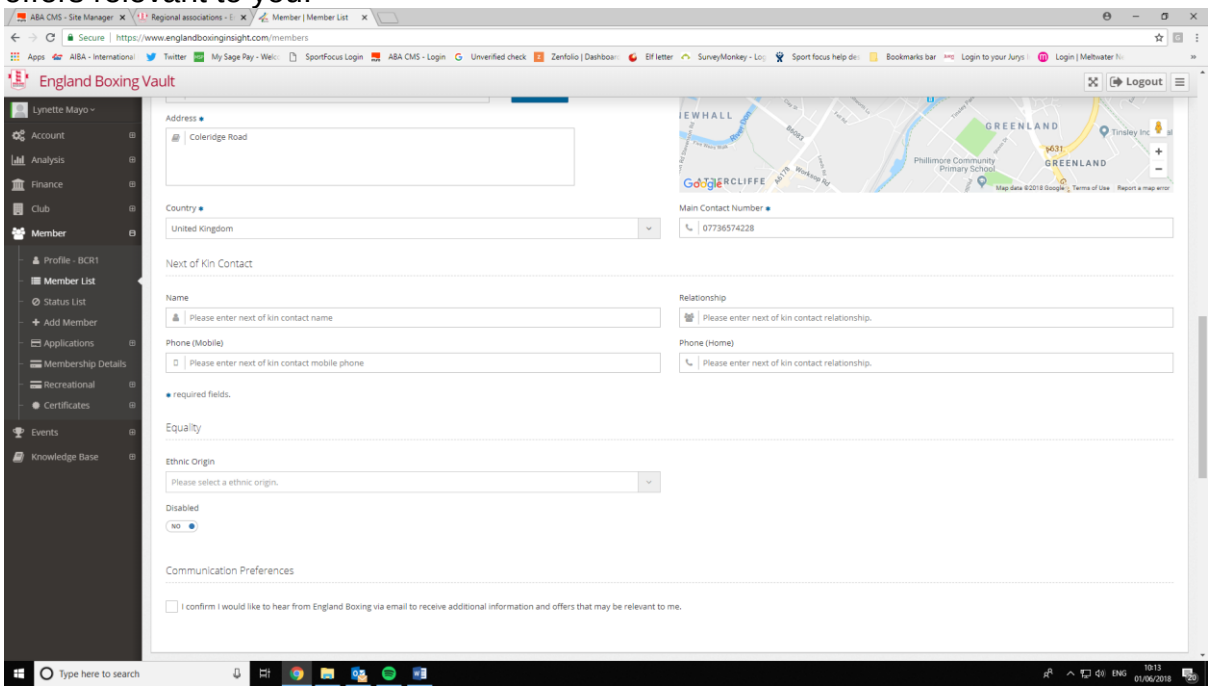
The membership application is on one data capture form, please complete all the details:



Members under the age of 18 must complete the next of kin details.

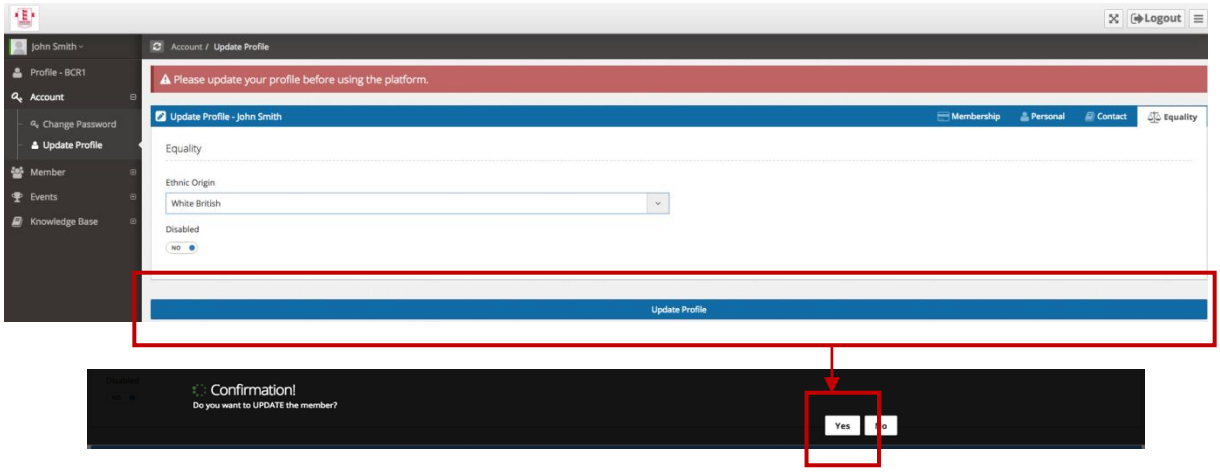


Select the contact preferences to hear from England Boxing about events, news and offers relevant to you:



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

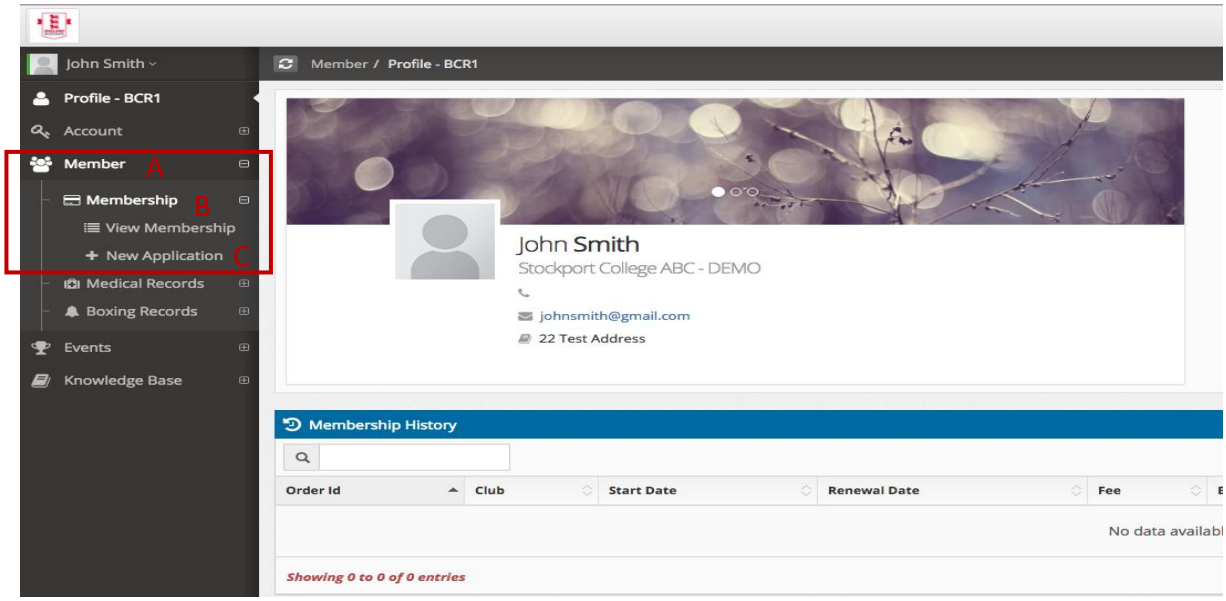
Member Registration: Once Profile information has been updated in all four tabs, please select **Update Profile** and select **Yes** when prompted for confirmation**:**



2. Membership Application:

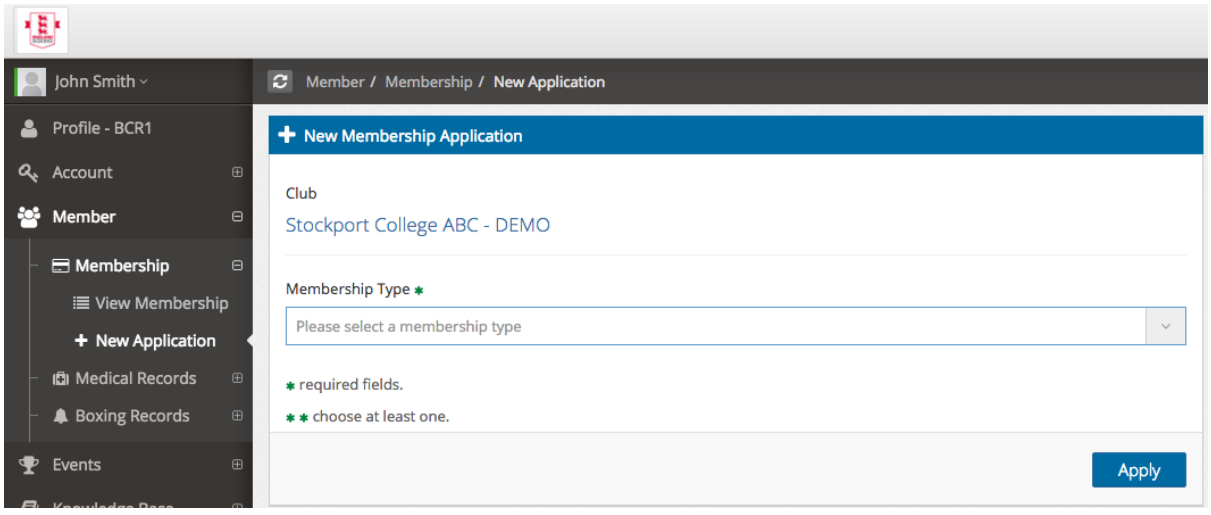
Membership Application: To apply for a membership, please select the following options in order on the left-hand side of the screen. This will navigate you to the New Applications page:

A. Member
B. Membership
C. New Application

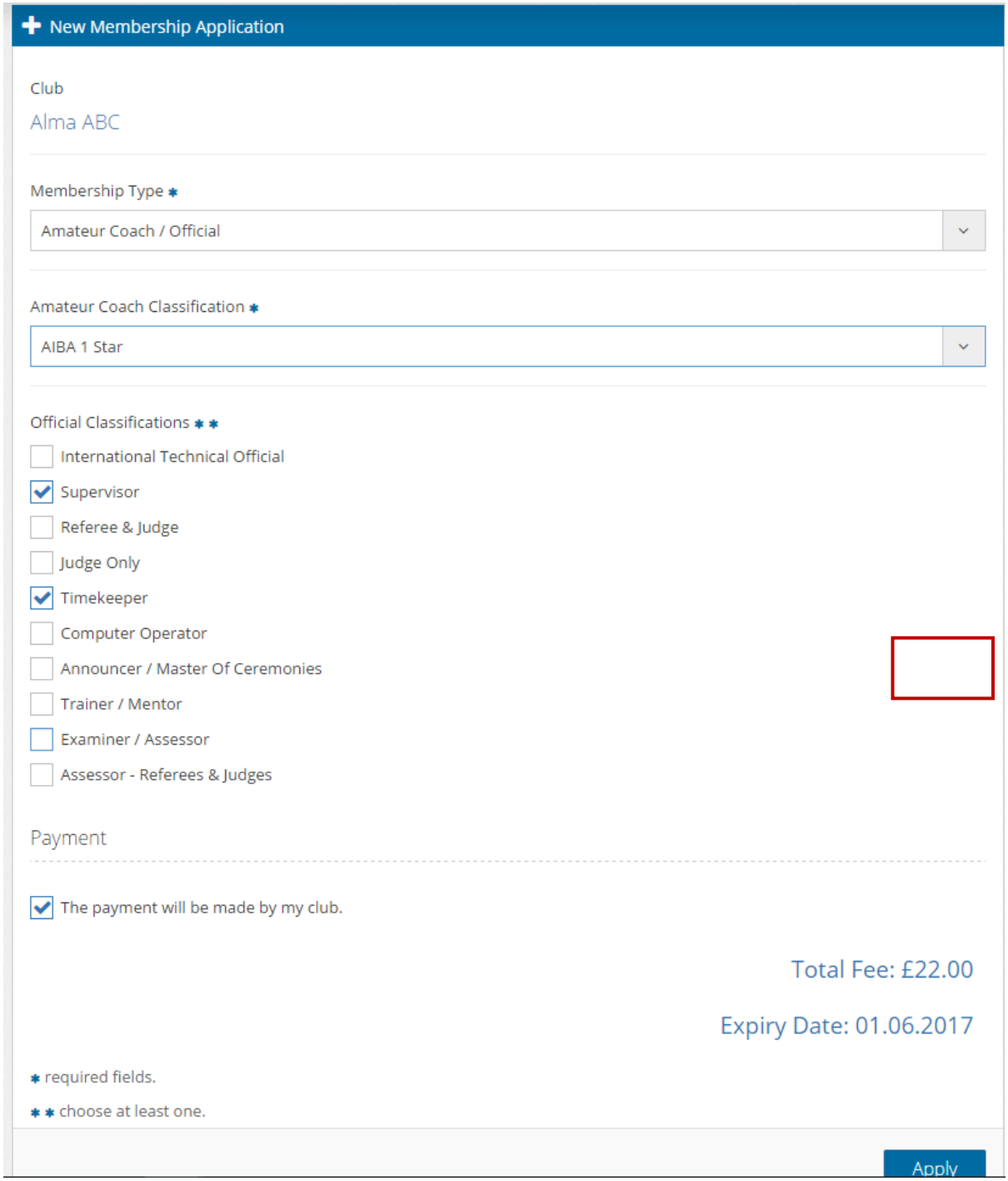


Membership Application: To complete the New Application, select the desired Membership Type from the provided drop down options to select a Membership Type. Classification and Qualifications may appear, if required by the Membership Type selected.

Please note that only one application can be made at a time and once submitted, will prevent further applications from taking place.

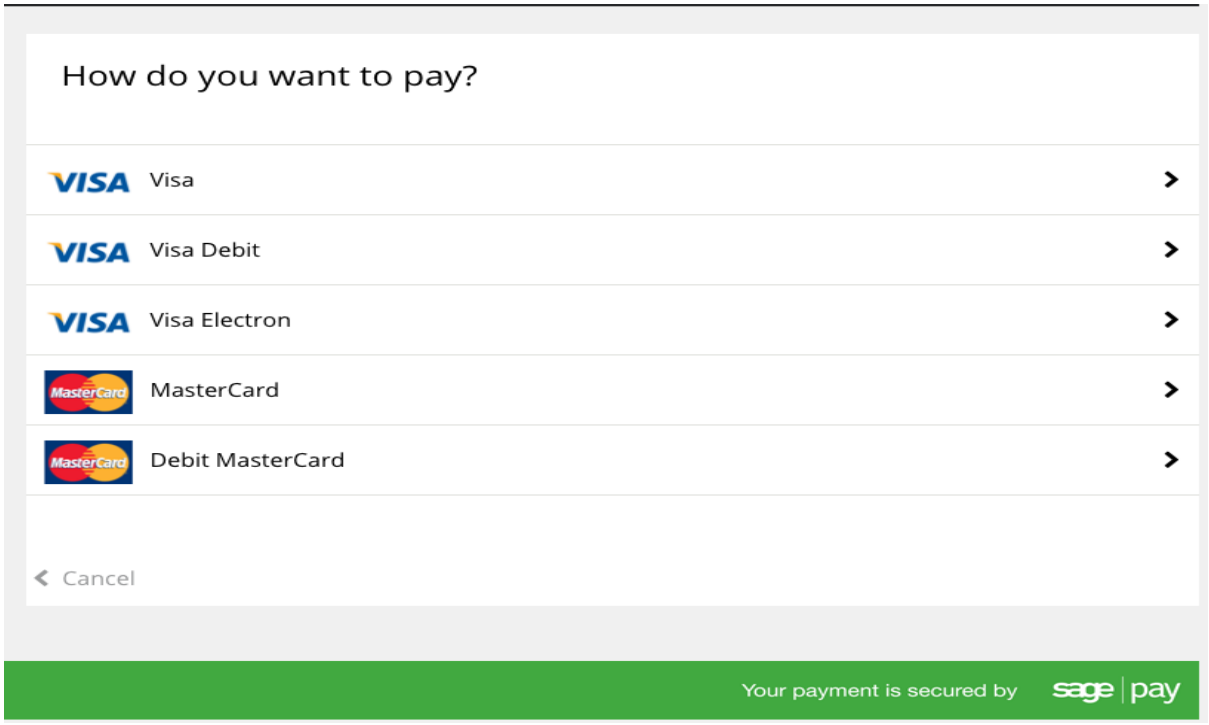


Membership Application: Once the Membership Type has been selected (*please note that Boxer has been used as an example on this occasion*), billing details will appear for review – once confirmed, please select **Apply**:

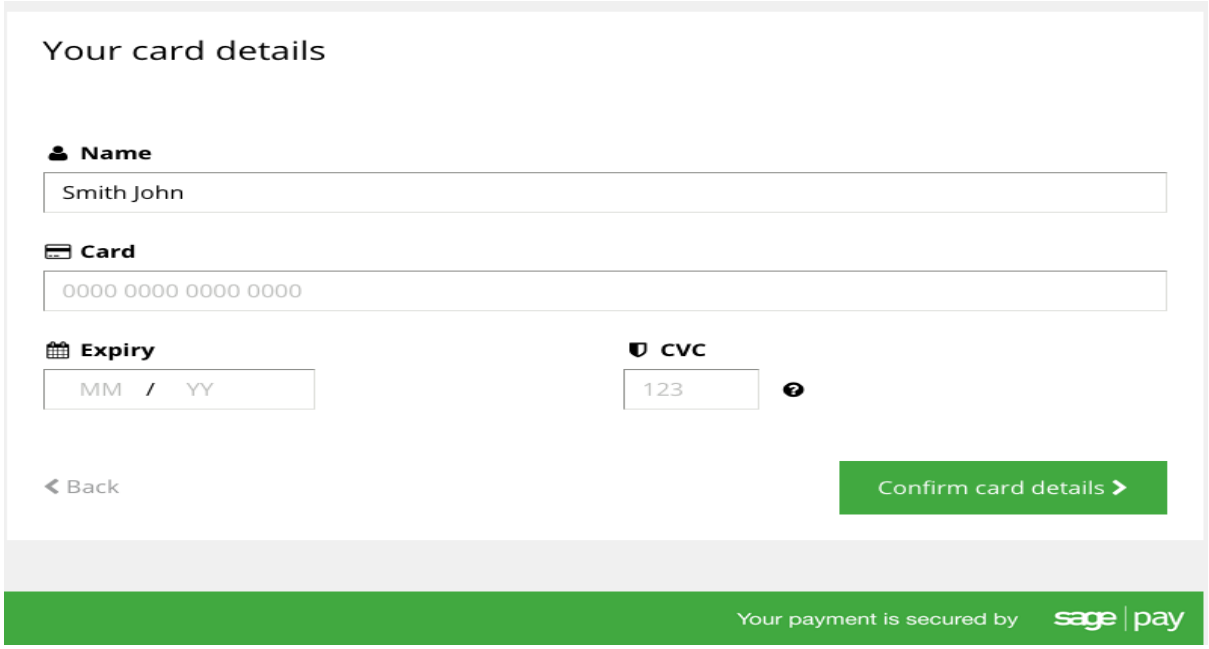


3. Payment

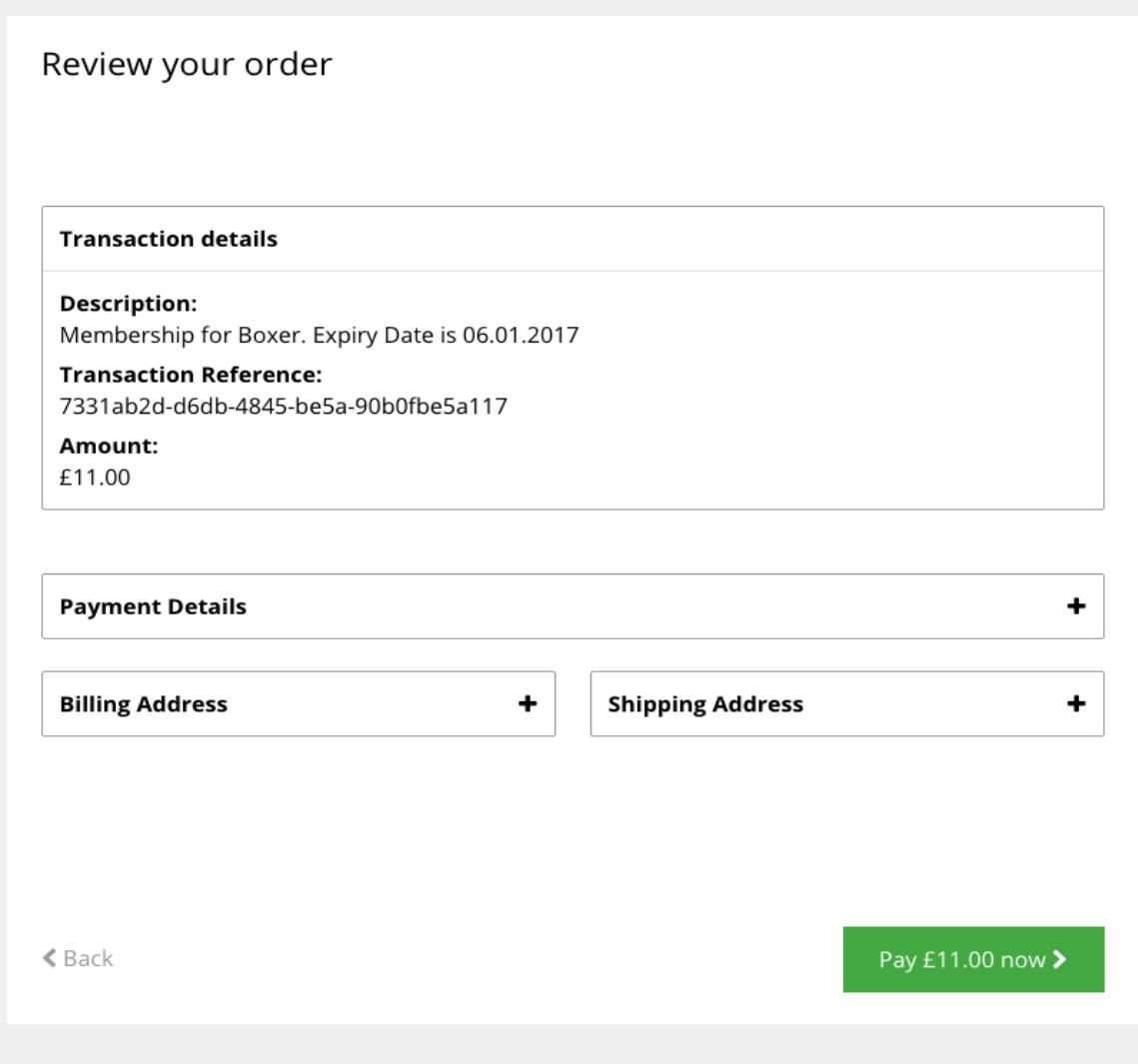
Payment: The next page that will appear is the prompt to select payment method. Please choose the preferred payment option.



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**:

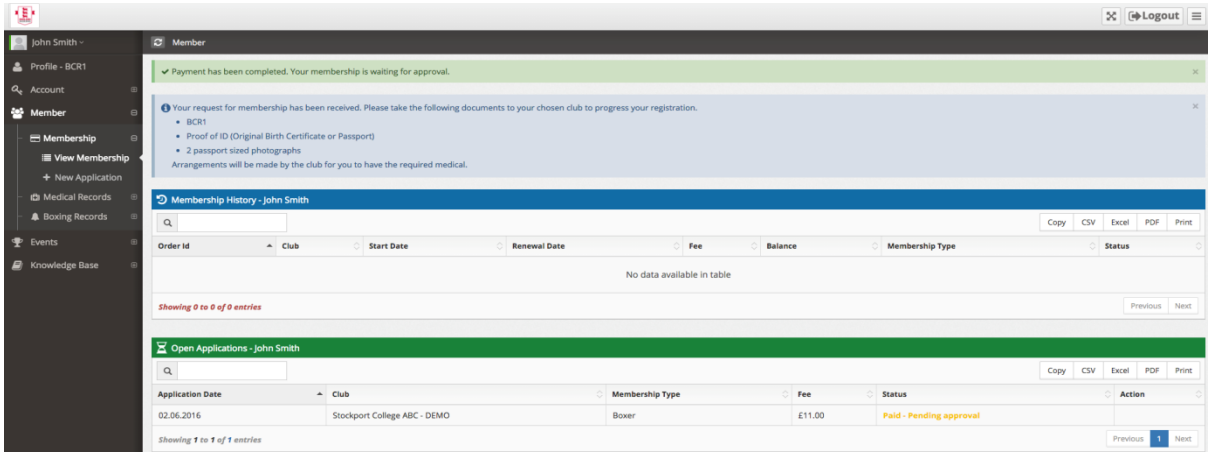


Payment: The next screen will provide the opportunity to review the order – all + icons are expandable. Once order is reviewed and confirmed, please select **Pay £11 now (example application cost).**



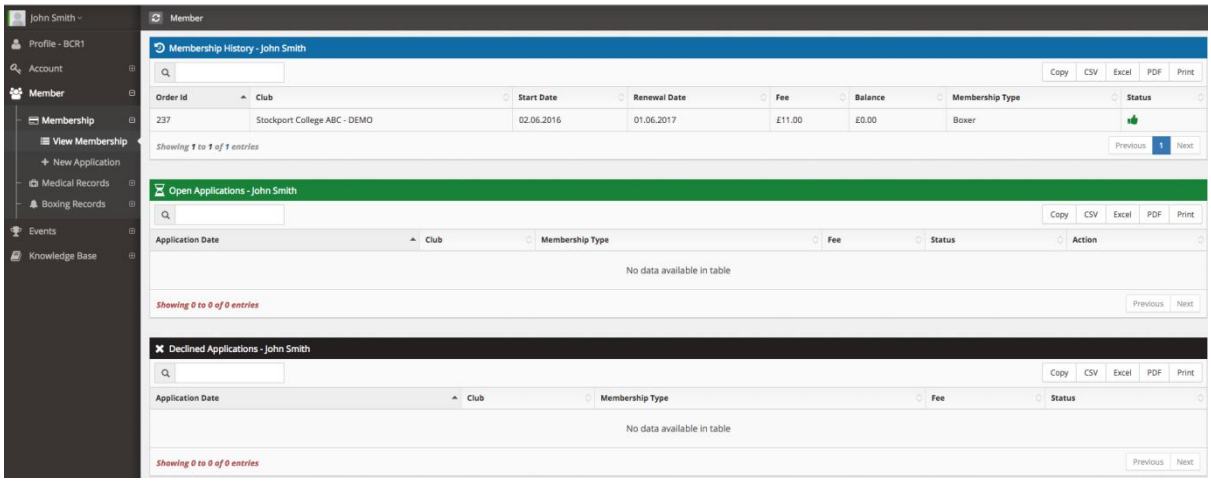
4. View a Pending Application

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.



5. 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'**



6. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org