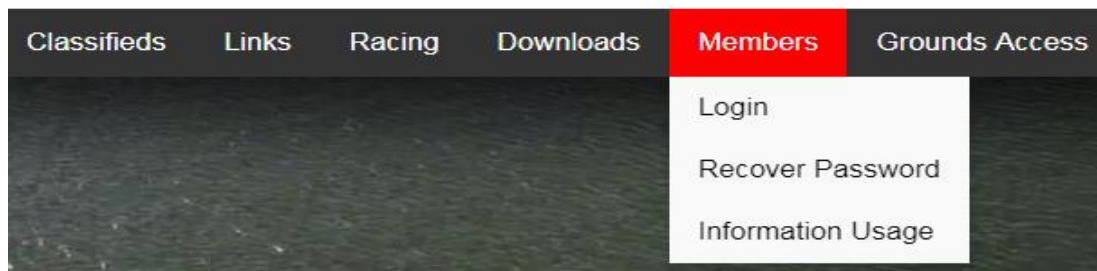


1. Go to Home Page at [www.emmarentiasailingclub.co.za](http://www.emmarentiasailingclub.co.za)
2. Select the “Member “ tab



3. Select “Login” tab it will take you to the login page.

ACCESS TO THE MEMBERS SECTION.

To gain access to the members section of the Emmarentia Sailing Club website, you need to register

Email Address

Password

**Log in**

**Register**

**Forgot Password**

If you have difficulty to login or register please contact the website administrator [emmarentiasailingclub@gmail.com](mailto:emmarentiasailingclub@gmail.com)

4. Select the **Register** to capture a new member or **Log in** for an already captured member.
5. On the “Fill in personal details – All details comply with POPI Act to maintain confidentiality which can be read under “Information Usage”

**Capture Member Details**

Membership Type: Full older than or equal to 18 yr ▼

\* First Name

\* Surname

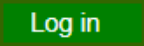
Occupation

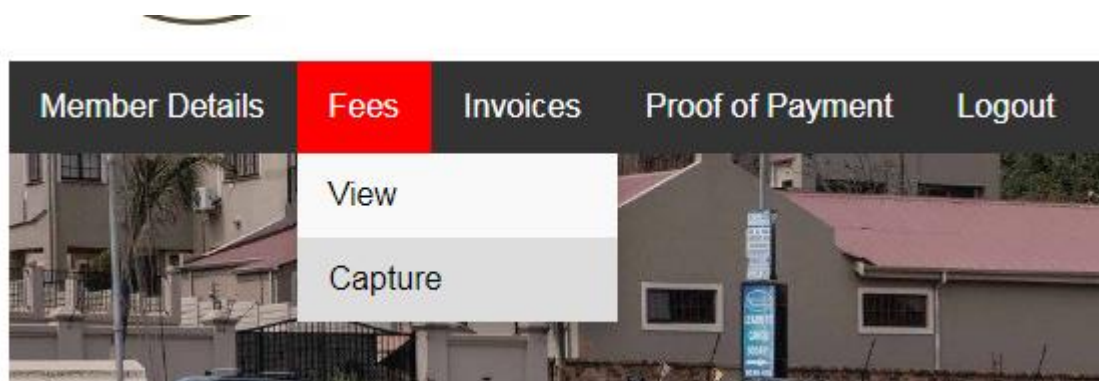
Home Address

Postal Address  Postal Code

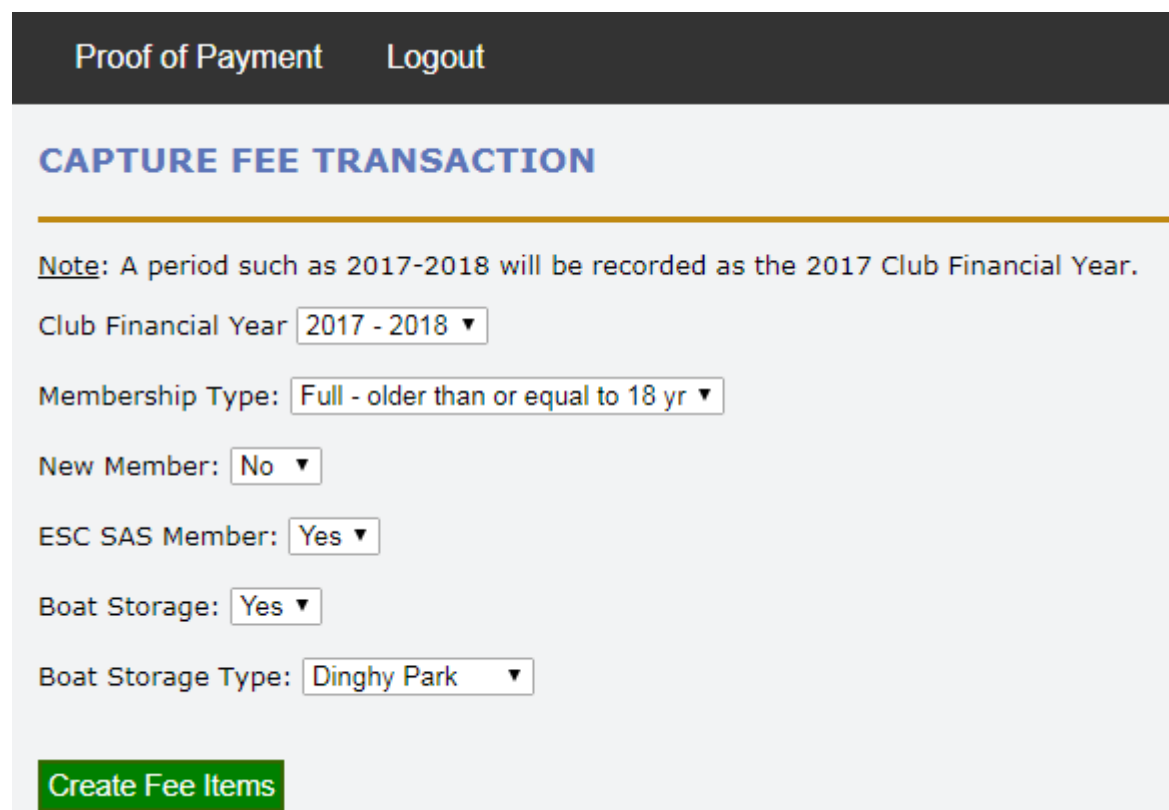
Home Telephone  Work Telephone  Mobile Telephone

\* Identity Number

6. System will send you an email to your selected email – this confirms that the person registering is linked to the email provided
7. Open email from your stipulated email account
8. Follow instructions in email; it will take you back to the website.
9. Select 
10. Select “Fees / Capture” – input your details



11. Select “Create Fee Items”

A screenshot of a web form titled 'CAPTURE FEE TRANSACTION'. The form is on a light gray background with a dark header containing 'Proof of Payment' and 'Logout'. Below the title is a yellow horizontal line. A note reads: 'Note: A period such as 2017-2018 will be recorded as the 2017 Club Financial Year.' The form contains several dropdown menus: 'Club Financial Year' (2017 - 2018), 'Membership Type' (Full - older than or equal to 18 yr), 'New Member' (No), 'ESC SAS Member' (Yes), 'Boat Storage' (Yes), and 'Boat Storage Type' (Dinghy Park). At the bottom left is a green button labeled 'Create Fee Items'.

12. Select “Fees/View” to see invoice-able items and costs

Fees Invoices Proof of Payment Logout			
View	<b>MEMBER TRANSACTIONS</b>		
Capture	2017	Boat Storage - Dinghy Park	R 496.00
	2017	Full SAS Levy	R 403.00
	2017	Full Subscription	R 570.00

13. Select “Invoices / Generate” – it will send your invoice to your email address with the invoice as “pdf” attachment.

Invoices Proof of Payment Logout	
<b>GENERATE FEE INVOICE</b>	
<u>Note:</u> A period such as 2017-2018 will be recorded as the 2017 Club Financial Year.	
Club Financial Year	<input type="text" value="2017 - 2018"/>
<input type="button" value="Submit"/>	
Your invoice successfully sent as an attachment: ardiels@gmail.com	

14. You may view the invoice by following the hyperlink on the invoice number as follows:

Invoices Proof of Payment Logout			
<b>MEMBER INVOICES</b>			
Name	Invoice Number	Invoice Date	Amount (R)
<a href="#">Ardiel Soodyall</a>	<a href="#">216</a>	2017-12-02 15:59:51	R 1,469.00

15. Execute an EFT for the invoice amount – DO NOT email to ESC

15. Save Proof of Payment to your hard drive.

16. Select “Proof of Payment / Upload” and upload the PoP to the website.

Invoices **Proof of Payment** Logout

View **PROOF OF PAYMENT**

Upload

..... 2017-2018 will be recorded as the 2017 Club Financial Year.

Club Financial Year

Payment Type

Amount (R)

No file chosen

17. Notify [emmarentiasailingclub@gmail.com](mailto:emmarentiasailingclub@gmail.com) so that the administrator can organize a membership card (ID size) and car sticker for parking.