

Weymouth & Portland Cruising Association

Membership Secretary

1. Logging in to the website

In addition to your existing personal login to the website, you have a new login - membership.wpca.org@gmail.com.

Logging in with this membership email gives you access to the Committee page of the website, where you will find extra buttons related to your role.

2. Membership Secretary's Report

This is for each committee meeting.

It's easy. Just click the button on the Committee Page.

3. Background File Structure & Privacy

The WPCA website is built on a platform by Wix.com. Membership details are held within the website.

There are two separate places where members' details are recorded:

- **Membership Database**
- **Site Members**


The **Membership Database** holds street addresses, phone numbers, boat details, subscription information etc. Wix calls this database a 'Collection', and its name is 'Membership2'.

Site Members can log on to the site to gain access to the Members' Page. Also the email system relies on **Site Members** for its mailing list.

The **Membership Database** and **Site Members** are two separate things. They should, of course, be consistent, and there are inbuilt mechanisms aimed at ensuring that the two remain aligned.

Your committee email address (membership.wpca.org.uk) is also a **Site Member**. Use this email address to access the Committee page.

We do not publish certain information about a member

- full street address
- phone numbers 
- email address.

Our Data Privacy policy is found in Members' Documents

4. Membership Applications


An Applicant must have an email address, as all club communication is done that way.

When an application is completed online, it is circulated automatically to all committee members. If an applicant is unable to complete an online application themselves, you can do it for them.


Committee members then, hopefully, all agree to the application. 

It is rare to get every committee member's response in a timely way, so once I have three or four confirmations I go ahead and accept the application. This is done on the MemSec's page of the website. The new member is added to the **Membership Database**, and is also added as a **Site Member**.

Once you have accepted the new member, you should send them a welcome email. This tends to follow a pattern but there is usually something extra to modify or add (see example below).

You should also send the new member a link to pay by Direct Debit via GoCardless (see below). If they refuse to set up a Direct Debit, then send them WPCA bank details. 

Before a new **Site Member** can access the website they must be approved by a website administrator on the Wix dashboard. If there is a second email, then that email needs to be approved too.


The first time a new Site Member attempts to login they must click the 'Forgot Password' button to receive a 'reset password' email. No one but that Site Member can set or change their password. 

5. Membership Cards

The card is available on the Members' Page for members to save on their phones, or to print and frame.


6. Subscriptions

The deadline for paying subscriptions is the end of January. We have introduced a £3 discount for **renewing** members who pay before that date.

After 1 July, a new member pays half the annual subscription, and after 1 October they pay the full amount which covers them for the following year. 

Direct Debit simplifies your life a lot.

Direct debit subscriptions are handled by GoCardless (see below). Direct Debits are collected automatically on the 25 January each year. I usually send out a courtesy email to DD members in December. There are two audiences setup in the WPCAMail system to do this.

Non DD scriptions must be paid by Bank Transfer (or cheque or even cash). Again there are audiences set up to send out reminder emails. As soon as a non-DD subscription is paid then you should update that member's details and they won't be sent any subsequent reminders. Collecting all the non-DD subscriptions can require multiple emails, texts, and phone calls.

7. GoCardless for Direct Debits

It's important to reassure members that their Direct Debit is covered by The Direct Debit Guarantee.

GoCardless deducts a small fee for their service, which is well worth it in my view.

Recurring Direct Debit

There are two 'Plans' set up:

- **WPCA Single Annual Membership 2022**, for £32 each year
- **WPCA Joint Annual Membership 2022**, for £37 each year


To invite a member to setup a DD, on [GoCardless.com](https://gocardless.com) go to the appropriate Plan page (Single or Joint), and click 'invite customers'. Copy the link supplied and email it to the member.

The member then follows that link to enter their bank details. Their next annual subscription will then be taken automatically.

You don't need to create new plans each year; only when the subscription amount changes.

One-off Direct Debit

These are useful when a member joins after the end of January, or if they don't want to set up a recurring DD.

To generate a 'Paylink' go to the 'Payments' page in GoCardless and click 'Paylinks' at top right. Select one, or create a new one 

8. Membership Lists

As soon as a member is accepted, their details are visible in the Members' Board on the Members' Page of the website.

Each member can directly update their own details from the Members' Page.

But there are also two lists in .PDF format, the Member List and the Boat List, which some members prefer to use. These lists require some keyboard work on your part. I haven't found a cost free way to generate them automatically. I usually update these lists two or three times a year.

The steps are:

- go to the Members' Page
- click 'Copy Membership Data to Clipboard'
- open a spreadsheet with the layout you want. (I will give you a copy of the spreadsheet I use)
- click in the top left box, and paste in the contents of your clipboard
- click Print and select .PDF as output

Do the same for the Boat List.

Then ask a Blog Editor to add the new Lists you have created to the 'Member and Boat Lists' blog entry, replacing the old versions.

9. Mailing Labels

When a hard copy of the Cruiser Magazine is published printed address labels are required. Note that the label contains the initials of a member who can hand deliver.

The steps are:

- go to the Committee' Page
- click 'Extract full .csv file'
- select 'For mailing labels'
- copy the data to your clipboard
- go to the webpage <https://www.avery.co.uk/software/design-print>, and follow the instructions there.

You will need a supply of Avery L7160 labels - 21 per sheet. I use their Ultragrip range which they claim are JamFREE.

Appendix 1 Sample Welcome Email

Dear ****

Welcome to the WPCA!

I am sure you will enjoy your membership of the club.

EMAILS

Try as we might, sometimes our club emails go into your Junk folder. Please check your Junk folder regularly.

Club emails will come from noreply@wpca.org.uk

Adding this address to your contacts may help avoid our emails going to Junk.

TALKS & CRUISING PROGRAMMES

You will find a link to the Events Programme on the home page of the website.

MEMBERS' PAGE

The Members' Page of the website requires a password.

The first time you try to login, please click the 'Forgot Password' link and set your password.

The Members' Board shows members' pictures and a brief resume. It helps old and new members get to know each other. The details there are the most up to date.

There is also access to the Member and Boat Lists. I will be updating the Lists shortly.

You can update your own details at any time from the Members' Page.

FACEBOOK

We have a Facebook Group – just search 'Weymouth & Portland Cruising Association' and ask to join it. It's a good way of keeping in touch with the club members.

UPCOMING EVENT

[There's sometimes a social event coming up]

SUBSCRIPTION

You have paid your first year's subscription by Direct Debit.

The club meets on Tuesday evenings at Castle Cove Sailing Club.

There is no talk tomorrow but you are of course welcome to come for a chat.

Please let me know if you intend to come tomorrow evening and I will ensure that the Committee looks out for you.

I look forward to meeting you soon.

Best Wishes