

# How do I amend my membership subscriptions?

Log into to your WebCollect account. This will take you to your home screen. Click on Manage/Renew my Subscriptions.

The screenshot shows the Grafham Water Sailing Club WebCollect account home page. The page is powered by WebCollect. The user is logged in, as indicated by the 'My home' and 'Sign out' links. The page is divided into several sections:

- Upcoming GRAFHAM events:** A list of events with details links. A blue arrow points to the 'Manage / Renew my subscriptions' button in this section.
- My tickets:** A section for managing tickets for upcoming events.
- My subscriptions:** A section showing current subscriptions. A blue arrow points to the 'Manage / Renew my subscriptions' button.
- My profile:** A section for managing the user's profile, including title, first name, last name, email, and unique id.
- My family:** A section for managing family members, including name, family admin status, and edit options.
- My recent orders:** A section for managing recent orders.
- Member Account:** A section showing the current balance of 0.00.

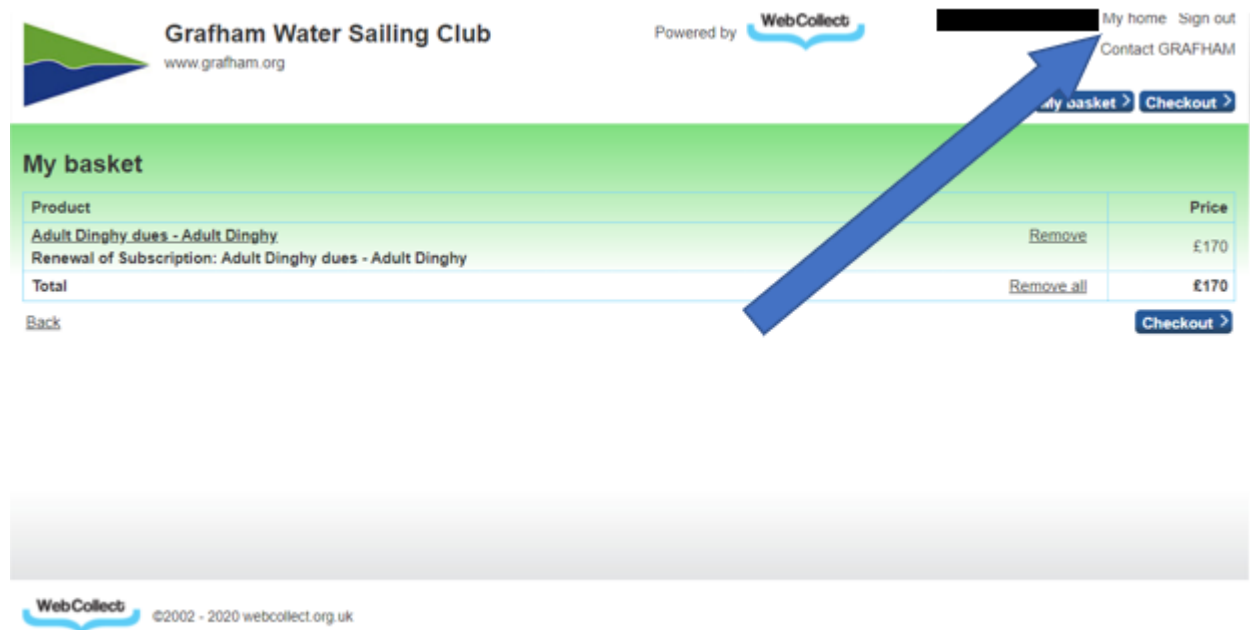
Click on Renew next to your dinghy and it will be added to your basket.

The screenshot shows the Grafham Water Sailing Club WebCollect account 'My Subscriptions' page. The page is powered by WebCollect. The user is logged in, as indicated by the 'My home' and 'Sign out' links. The page is divided into several sections:

- My account > My Subscriptions:** A section showing the user's current subscriptions. A blue arrow points to the 'Renew' button next to the 'Adult Dinghy dues' subscription.
- The administrator(s) for this group are:** A section showing the administrator(s) for the group.
- Subscription table:** A table with columns: Subscription, Belongs to, Members, Mem no, Form details, Start date, End date, and Renewal amount. The table contains two rows: 'Adult' and 'Adult Dinghy dues - Adult Dinghy'.

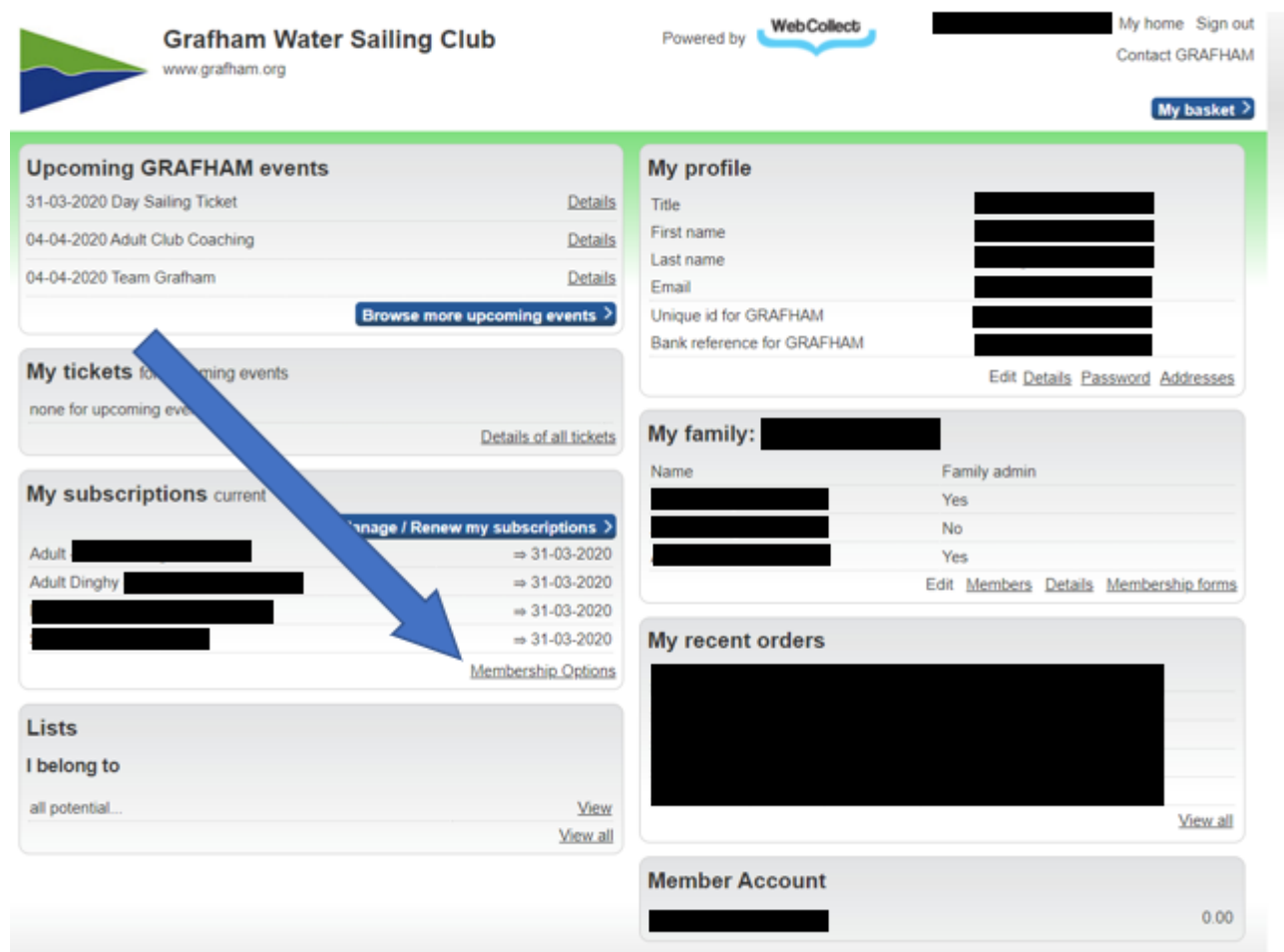
Subscription	Belongs to	Members	Mem no	Form details	Start date	End date	Renewal amount
Adult	[Redacted]			<a href="#">View/edit</a>	01-12-1999	31-03-2020	Adult £265 <a href="#">Renew</a>
Adult Dinghy dues - Adult Dinghy	[Redacted]			<a href="#">View/edit</a>	01-04-2019	31-03-2020	Adult Dinghy £170 <a href="#">Renew</a>

Click 'My home' at the top of the screen and it will take back to your home screen.



If you wish to renew other subscriptions repeat steps above. Please only renew the subscriptions required.

In My Subscriptions go to 'Membership Options'.



Scroll down to Non-Sailing Adult and click Add to Basket.

The screenshot shows the Grafton Water Sailing Club website. At the top, there is a navigation bar with the club's name and logo. Below this is a 'Subscriptions' section with a green header. The main content area is a shopping basket with a tabbed interface. The 'Adult' tab is selected, showing a list of membership options. Each option includes a description, price, and an 'Add to basket' button. A large blue arrow points from the 'Non Sailing Adult' option towards the bottom right of the page.

Item	Price	Quantity
Adult	£265	1
Adult Dinghy dues	£170	1
Voluntary Additional Donation	£25	1
Sailing Partner	£36	1
Non Sailing Partner	£5	1
Junior (with Sailing Adult/Senior)	£15	1
Junior (up to Age 8)	£5	1
Non Sailing Adult	£88	1
Voluntary Additional Donation	£25	1

Carefully check your basket.

Please remember that if you wish to pay in four installments please use Bank transfer. It will confirm the total amount to pay. Divide this amount by four and set up through your bank. Payments due 1<sup>st</sup> April, May, June and July.

If at any point you are unsure, please email the office as corrections afterwards aren't always that easy! We are here to help.