

# CHESHIRE, NORTH WALES AND SHROPSHIRE RETRIEVER AND SPANIEL SOCIETY

## Website guidance - Members

JUNE 1ST, 2022

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### 1 Create an account

- a) Click the log in tab at the far right.
- b) You should arrive at the below page. Please enter the email address which is associated with your membership.
- c) Click the 'reset password' button below the password box. If new to our website, you will not have a password and you will have to create one via an email which will be sent to you once the below blue link is clicked.
- d) Check your email inbox for the email address you have provided, to create your password to be able to log in.

### 2 Renew your membership

Visit the link:

- a) Hover over membership, click on membership renewal.
- b) Follow the membership renewal link as per the below.
- c) Fill in your details and select the breed and membership you would like to renew and click complete application.
- d) Your basket will then appear, where you need to pay for your membership renewal, please choose your method and click continue to complete.

ALL PAYMENTS ARE MANUALLY CHECKED BY THE MEMBERSHIP SECRETARY – your membership will not renew if a payment has not been received.

### **3 Add a dog to your account**

- a) Login to your account and click on Your Dogs
- b) Click on Add a dog.
- c) Fill in EACH box, all required red fields, optional fields may be left blank and finalise by clicking Confirm – Add Dog
- d) Your dog will now appear under your profile.

### **4 Change details on your account**

- a) Log in to your account
- b) Click on Client Details
- c) Fill in or change the fields below
- d) Click save to save your changes

### **5 Enter a Test or Trial**

- a) Log in to your account
- b) Hover over your preferred breed and click the corresponding year and test/trial
- c) Fill in all of the below fields.
- d) Read the Kennel Club Declaration / Terms of Entry and click Confirm – Enter Stake.
- e) You can view and check your entry under the entries tab under the test/trail you have entered.
- f) Your payment for the test/trial will be received to the club on the day in cash or cheque form.