



England Boxing Insight *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 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.

This 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 \(\(https://signup.live.com/\)\)](https://signup.live.com/)

[Gmail - Create your Google account \(https://accounts.google.com/SignUp \)](https://accounts.google.com/SignUp)

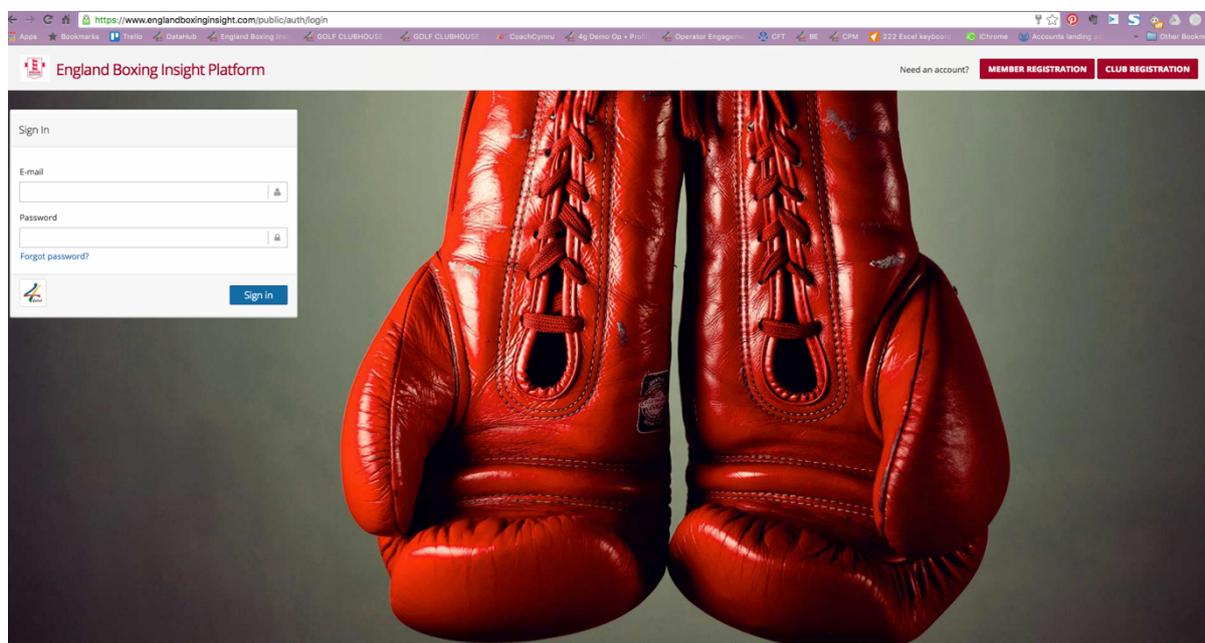
User Guide – Member Platform

This user guide that 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.englishboxinginsight.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

Existing member?
 Yes No

Member ID

First Name

Surname

Date of Birth

Region

Club

Email

Password

Confirm Password

 [Register](#)



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

Member Registration

Existing member?
 Yes No

First Name

Surname

Date of Birth

Region

Club

Email

Password

Confirm Password





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 *

Do note that there are four different tabs of information to complete; Membership, Personal, Contact, and Equality. Screenshots of these pages are shown below:

Membership

The screenshot shows the 'Update Profile' form with the 'Membership' tab selected. A red warning banner at the top reads 'Please update your profile before using the platform.' Below this, the 'Membership' section contains the following fields:

- Email: johnsmith@gmail.com
- Region: Army
- Division: Army

A legend indicates that fields with a red asterisk (*) are required. The 'Update Profile' button is at the bottom.

Personal

The screenshot shows the 'Update Profile' form with the 'Personal' tab selected. A red warning banner at the top reads 'Please update your profile before using the platform.' Below this, the 'Personal' section contains the following fields:

- Title: Mr.
- First Name: John
- Second (Middle) Name: Please enter second (middle) name.
- Surname: Smith
- Date of birth: 10.06.1986
- Gender: Male
- Weight (kg): Please enter weight

A legend indicates that fields with a red asterisk (*) are required. The 'Update Profile' button is at the bottom.

Contact

The screenshot shows the 'Update Profile' form with the 'Contact' tab selected. A red warning banner at the top reads 'Please update your profile before using the platform.' Below this, the 'Contact' section contains the following fields:

- Address 1: 22 Test Address
- Address 2: Please enter address 2.
- Address 3: Please enter address 3.
- Address 4: Please enter address.
- City: London
- Postcode: TW2 6BL
- Country: United Kingdom
- Main Contact Number: 07561123456

A legend indicates that fields with a red asterisk (*) are required. The 'Update Profile' button is at the bottom.



Equality

John Smith - Account / Update Profile

Please update your profile before using the platform.

Update Profile - John Smith

Equality

Ethnic Origin
White British

Disabled
NO

Update Profile

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

John Smith - Account / Update Profile

Please update your profile before using the platform.

Update Profile - John Smith

Equality

Ethnic Origin
White British

Disabled
NO

Update Profile

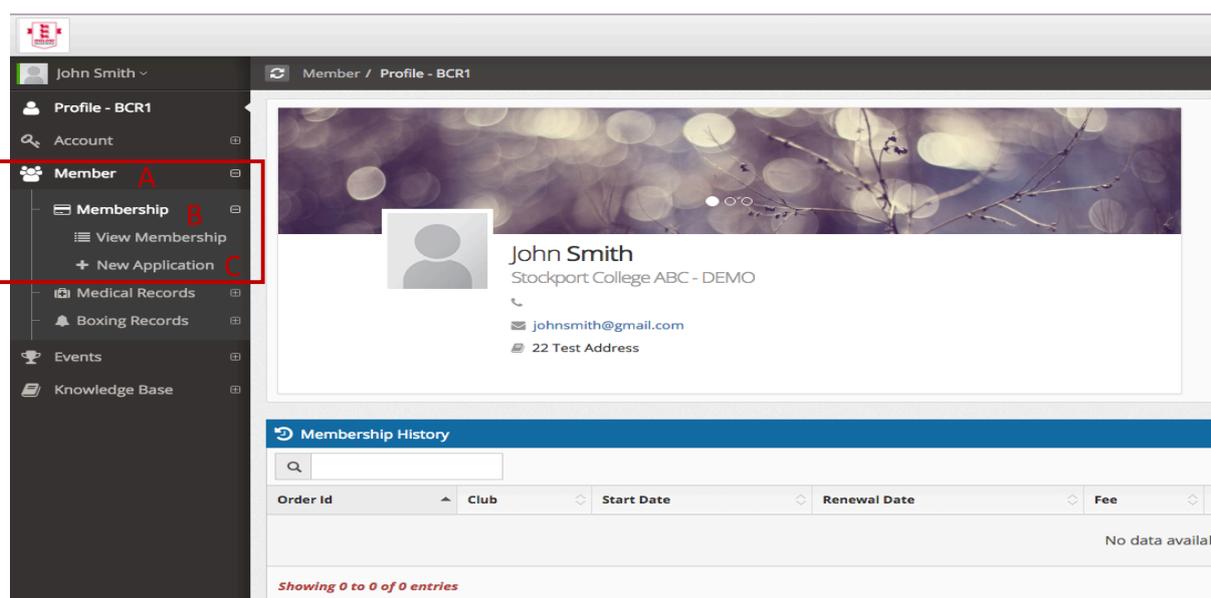
Confirmation!
Do you want to UPDATE the member?

Yes No

2. Membership Application:

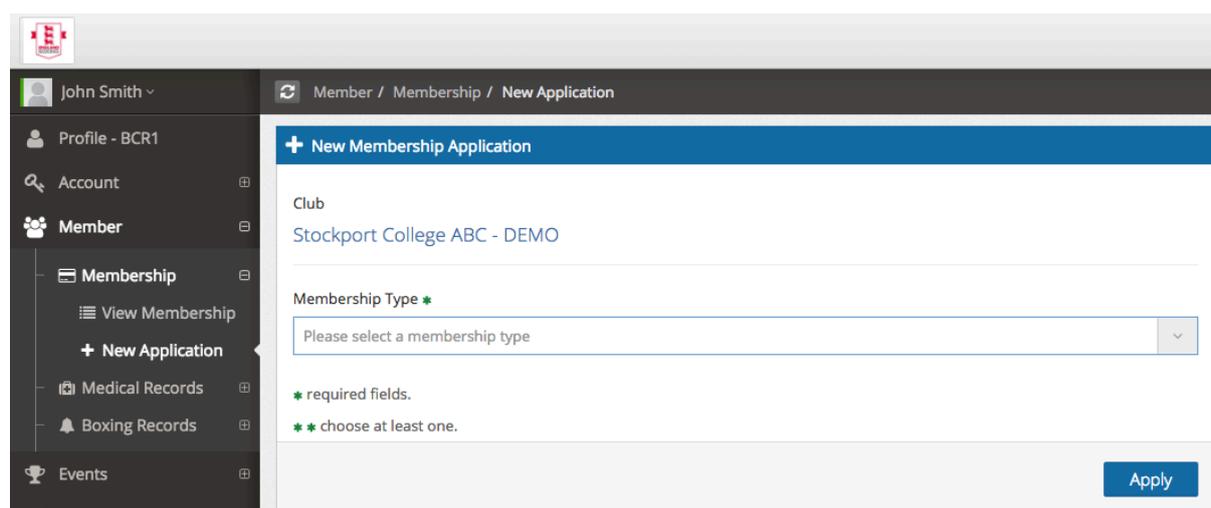
Membership Application: To apply for a membership, please select the following options in order on the left hand side of the screen. This will navigate you to the New Applications page:

- 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**:

The screenshot displays a web interface for a membership application. On the left is a dark sidebar menu with options like 'Profile - BCR1', 'Account', 'Member', 'Membership', 'Medical Records', 'Boxing Records', 'Events', and 'Knowledge Base'. The main content area is titled '+ New Membership Application' and contains the following fields:

- Club: Stockport College ABC - DEMO
- Membership Type *: Boxer
- Boxer Classification *: Elite / Senior
- Billing Details section with a dashed line separator
- Postcode*: TW2 6BL
- City *: London
- Address*: 22 Test Address

Summary information at the bottom right of the form:

- Total Fee: £11.00
- Expiry Date: 01.06.2017

Legend for field requirements:

- * required fields.
- ** choose at least one.

A red rectangular box highlights the 'Apply' button in the bottom right corner of the form area.



3. Payment

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

How do you want to pay?

 Visa	>
 Visa Debit	>
 Visa Electron	>
 MasterCard	>
 Debit MasterCard	>

[← Cancel](#)

Your payment is secured by 

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**:

Your card details

 **Name**

 **Card**

 **Expiry**  **CVC** 

[← Back](#) [Confirm card details >](#)

Your payment is secured by 



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)**.

Review your order

Transaction details

Description:

Membership for Boxer. Expiry Date is 06.01.2017

Transaction Reference:

7331ab2d-d6db-4845-be5a-90b0fbe5a117

Amount:

£11.00

Payment Details +

Billing Address +

Shipping Address +

[← Back](#)

[Pay £11.00 now >](#)



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.

Payment has been completed. Your membership is waiting for approval.

Your request for membership has been received. Please take the following documents to your chosen club to progress your registration.

- BCR1
- Proof of ID (Original Birth Certificate or Passport)
- 2 passport sized photographs

Arrangements will be made by the club for you to have the required medical.

Membership History - John Smith

Order Id	Club	Start Date	Renewal Date	Fee	Balance	Membership Type	Status
No data available in table							

Showing 0 to 0 of 0 entries

Open Applications - John Smith

Application Date	Club	Membership Type	Fee	Status	Action
02.06.2016	Stockport College ABC - DEMO	Boxer	£11.00	Paid - Pending approval	

Showing 1 to 1 of 1 entries

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**'

Membership History - John Smith

Order Id	Club	Start Date	Renewal Date	Fee	Balance	Membership Type	Status
237	Stockport College ABC - DEMO	02.06.2016	01.06.2017	£11.00	£0.00	Boxer	Approved

Showing 1 to 1 of 1 entries

Open Applications - John Smith

Application Date	Club	Membership Type	Fee	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Declined Applications - John Smith

Application Date	Club	Membership Type	Fee	Status
No data available in table				

Showing 0 to 0 of 0 entries

6. Enquiries

For any additional enquiries please email vaultsupport@englandboxing.org