



Adding existing BMFA Members to your club list. A guide for Club Administrators

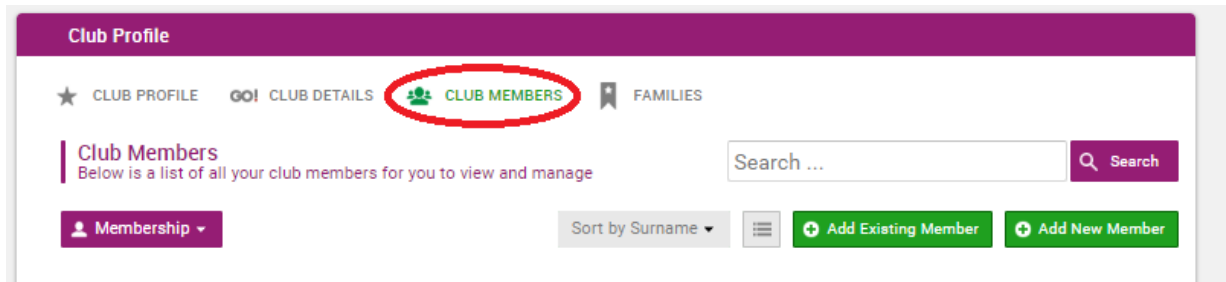


One of the big benefits of our new membership system for club administrators is the ability to be able to add country members and those BMFA members who joined the BMFA through a different club to your list and be able to check BMFA membership status in real time.

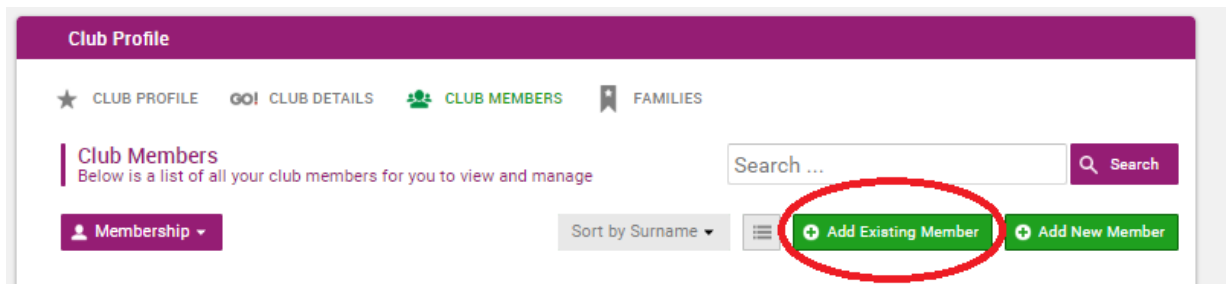
There are 3 ways this can happen.

Option 1. Use the “Add Existing Member” feature.

- 1) From your club profile select the Club Members View



- 2) Click “Add Existing Member” (This refers to existing and lapsed BMFA members)



- 3) Complete the required details

The screenshot shows a modal window titled 'Add Existing Member'. It contains two steps:

Step 1
Enter the email address of member you wish to add
Email Address

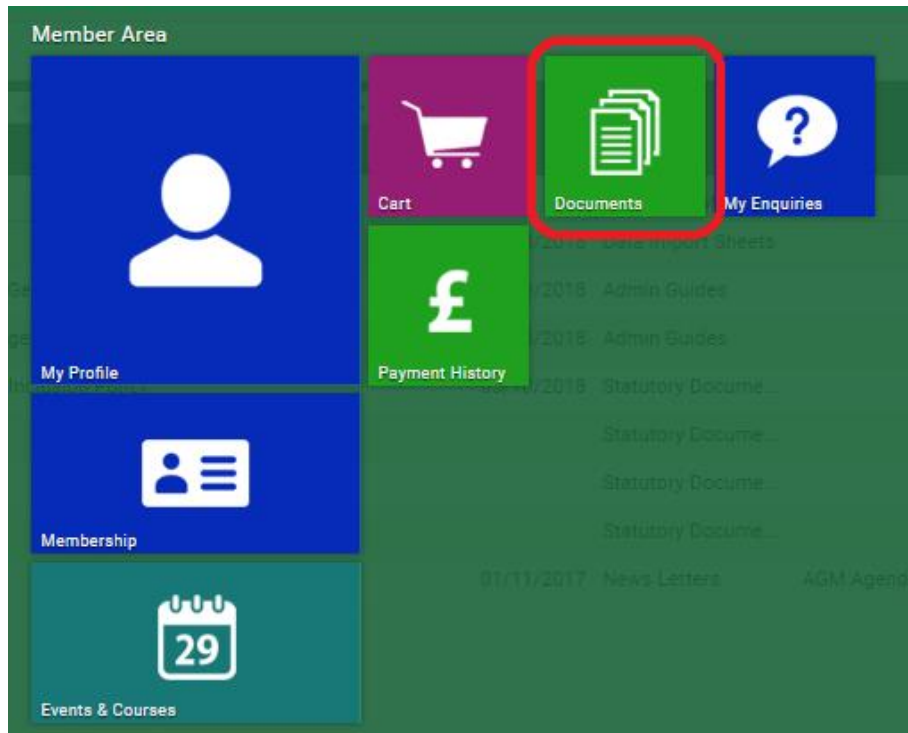
Use [Membership Number](#) instead

Step 2
Enter the date of birth of the member you wish to add or their member number
Date of Birth
Day Month Year
OR
Membership Number

The member will be sent an email with a link to verify they are a member of your club, once they verify the link they are added as an approved member of your club.

Option 2. Member sends a request to be added to your club.

See "Sending a Join Club request" guide sheet from your documents tile.



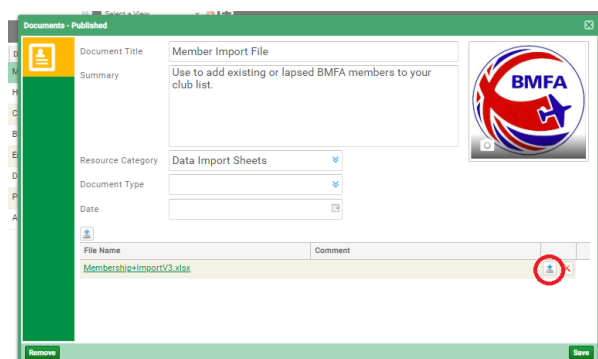
Option 3. Use the "Member Import File"

- 1) Open the Documents list (See above)
- 2) Double click on "Member Import File"

The image shows a 'DOCUMENTS' list with a search bar and filters. The following table represents the data shown in the list:

Reference	Documents Title	Date	Resource Category	Type
D000010	Member Import File		Data Import Sheets	
D000008	How to add your location (Geotag) to new club map	10/10/2018	Admin Guides	
D000007	Club Admin Member Management	06/10/2018	Admin Guides	
D000006	BMFA Equality, Diversity & Inclusion Policy	05/10/2018	Statutory Documents	
D000005	End User Agreement		Statutory Documents	
D000004	Data Protection Policy		Statutory Documents	

- 3) Click the download button to download to your PC



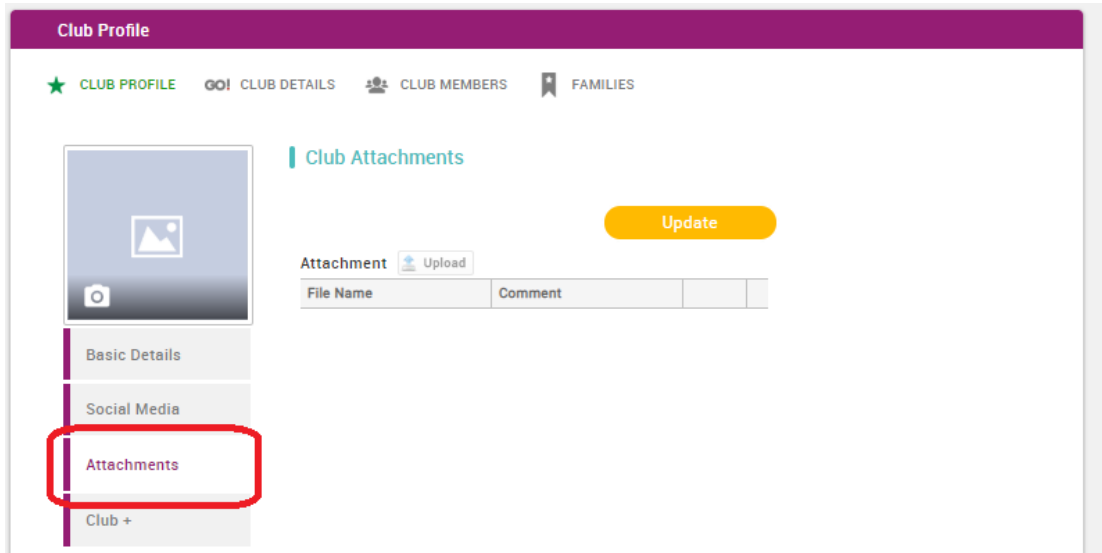
Complete 1 row for each member you need to add to your list. Please note if any column is left blank we will not be able to add the member.

- Once you have completed the import file save the file using your club name and the date. E.g. mymfc-14-10-2018.xls

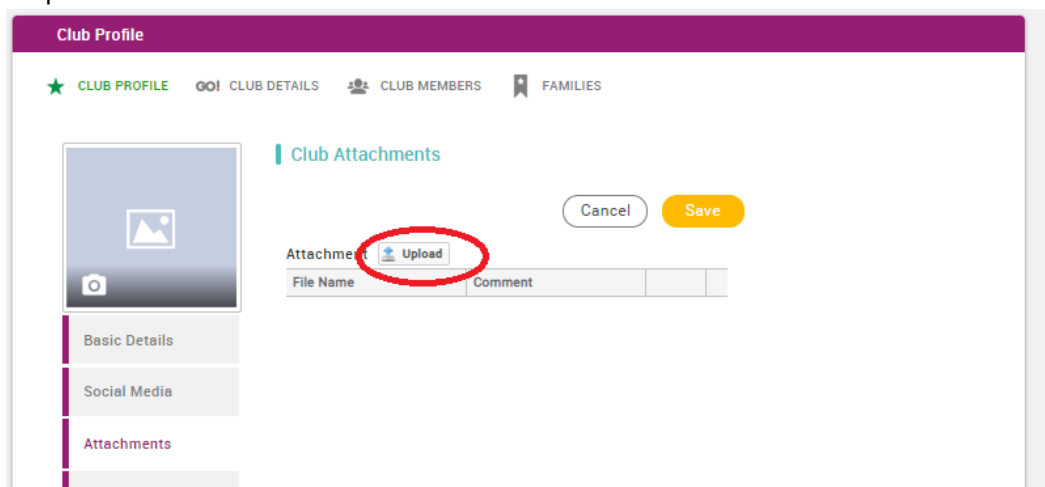
N.B. Do not email the file to the office, instead upload the file to your club attachments

Uploading documents to your Club Attachments list

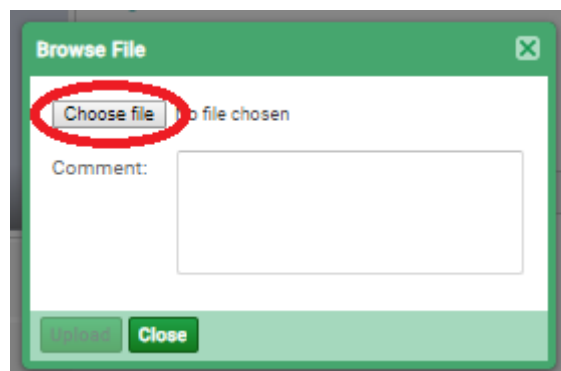
- From Your club profile click on the Attachments tab then “Update”



- Click Upload

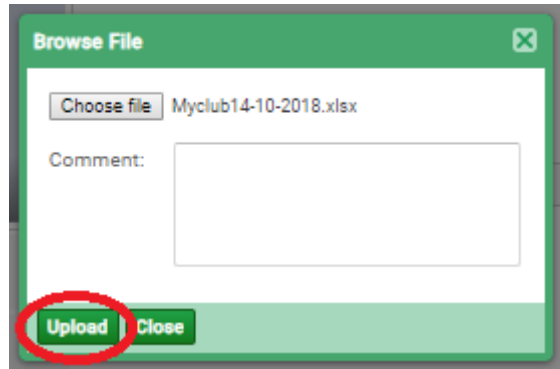


- Click “Choose file”

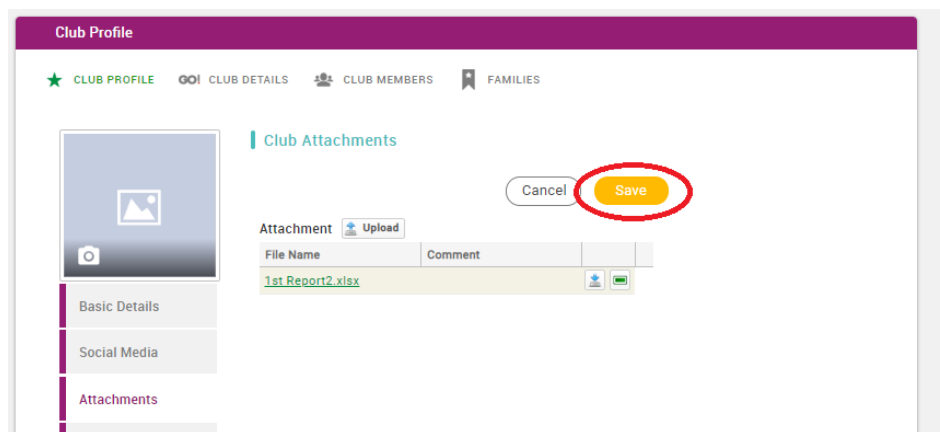


- Navigate to and double click on the Member Import file on your computer.

5) Click on the uploads button



6) Don't forget to press **Save**



Once you have uploaded the attachments, send us a message using the enquiry system to let us know.

