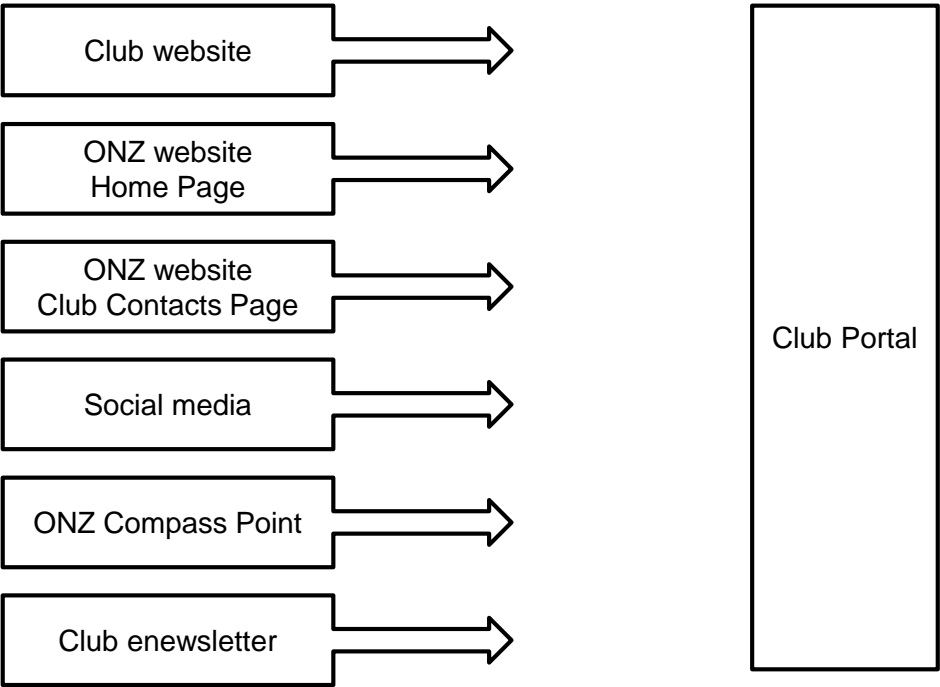




# ONLINE MEMBERSHIP DATABASE

## MEMBER REGISTRATION INFORMATION

How do I know where to find the online database registration ?

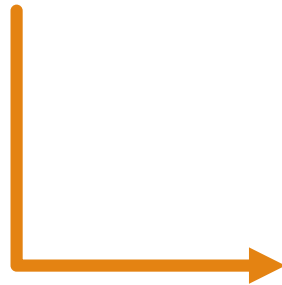




Each club has a separate registration page so ensure you register with the correct club.

From the Registration Page you will be asked to complete your details.

Make sure you choose the correct registration (membership) type. Each club will have slightly different member types.



**It's an easy to follow process, just complete the questions and follow the instructions.**



Members are responsible for completing their registration. It is your responsibility to ensure all your details are correct and up to date in the database.

### Member details

First Name

Surname

DOB

Gender (please only use **Female or Male** options)

Payment information – Individual or Family options

Phone No

Email address

Address (where it says **State/Province**, enter **Town/City**)

### Family Membership

When registering as a Family please nominate 1 adult to be the Primary Family Adult.

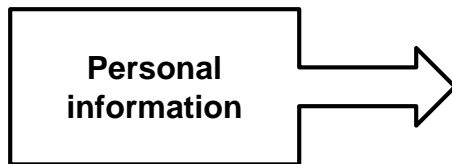
In the **Payment Class** select **Primary Family Adult**. Once this primary adult is registered, additional family members can be added.

Only the Primary Family Adult will be charged for the family membership.

To add additional adult or child members, in **Payment Class** select **Family - Additional Adult** or **Family - Additional Child**.

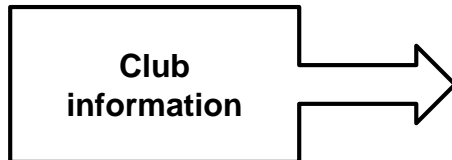
## Questions - Club

You will be asked to complete a number of mandatory and voluntary fields.  
It is your responsibility to maintain the accuracy and currency of their data.  
You will have a personal login to access their data.



First Name  
Surname  
DOB  
Gender  
Phone No  
Address  
Email address

Mandatory fields essential for clubs  
and Orienteering NZ to keep in  
contact with members



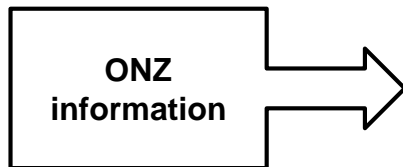
Any club specific questions the club wants to ask.  
Eg t-shirt size

## Questions – ONZ

Orienteering NZ is also asking a range of mandatory and voluntary questions. The voluntary questions have been included to enable Orienteering NZ:

- to better understand who our members are
- how our demographic compares to NZs population, or different sports, and
- to better leverage future partnership and sponsorship opportunities. Note your private information will not be used or released to partners without your authorisation.

We encourage everyone to complete these voluntary fields.



Mandatory and voluntary 'Orienteering' fields

**Voluntary fields** 'Additional Personal' to help ONZ to better understand our membership demographic

### **Orienteering**

Membership Type  
SportIdent No  
Orienteering disciplines  
Year joined club  
Length of time orienteering  
Orienteering technical expertise

### **Additional Personal (voluntary)**

Ethnicity  
Country of Birth  
School/University  
Qualifications/training  
Occupation and Industry  
Other sports

# Additional Information

Depending upon ONZ Membership Class your club membership maps to, you will be asked different additional information.

For example here, the membership is a Junior, so Education questions are asked, but not Occupation.

The questions are aligned to Statistics NZ, Sport NZ and other national databases to enable analysis against the NZ population and sports. This means some of the lists are long, but we ask that you answer them accurately.

**Additional information**

**Orienteering Information**

ONZ Membership Class:\* Junior (U20) ▼

Do you belong to more than 1 club?: Please select... ▼

Sport Ident No:

Orienteering Disciplines you compete in:

- FootO
- MTBO
- Rogaine
- SkiO
- TrailO

What year did you first join a NZ orienteering club?:

How long have you been Orienteering?: Please select... ▼

**Additional Personal Information**

Ethnicity: Please select... ▼

What is your Country of Birth?:

**Education and Occupation**

Are you currently at school or studying?: Yes - Primary ▼

Primary School:

**Other Sporting Interests**

Do you participate in any other sports or active recreation?: Please select... ▼

**Terms of Registration**

I agree to the Terms of Registration.\*

# Payment & Confirmation

The current default for payment is a manual payment to clubs.

Please don't forget to make this payment as soon as possible.

You will receive a message confirming registration and how to pay. The confirmation email will advise what methods of payment are accepted by the club.

In future online payments maybe provided by the club. Please note, any transactional/service fees for online payments will be charged over and above the membership fee.



## Wellington Orienteering Club Incorporated

### Invoice

Hi test2 test2,  
**Wellington Orienteering Club Incorporated** has sent you this invoice for payment. Please see below for payment options. If you have any questions regarding this invoice, please contact Wellington Orienteering Club Incorporated at [secretary@wellingtonorienteering.org.nz](mailto:secretary@wellingtonorienteering.org.nz).

### Tax Invoice/Statement

[How to Pay](#)

[DOWNLOAD](#)

This invoice has been issued by **Wellington Orienteering Club Incorporated**, 38A Ottawa Road, Ngaio, Wellington 6035.

Information	
Account name:	test2 test2
Invoice reference:	MR7
Date of issue:	02 Nov 2019
Status:	Unpaid
Item	Amount
Junior (8 to Under 21)	\$17.00
Orienteering NZ fee	\$0.00
<b>Total</b>	<b>\$17.00</b>



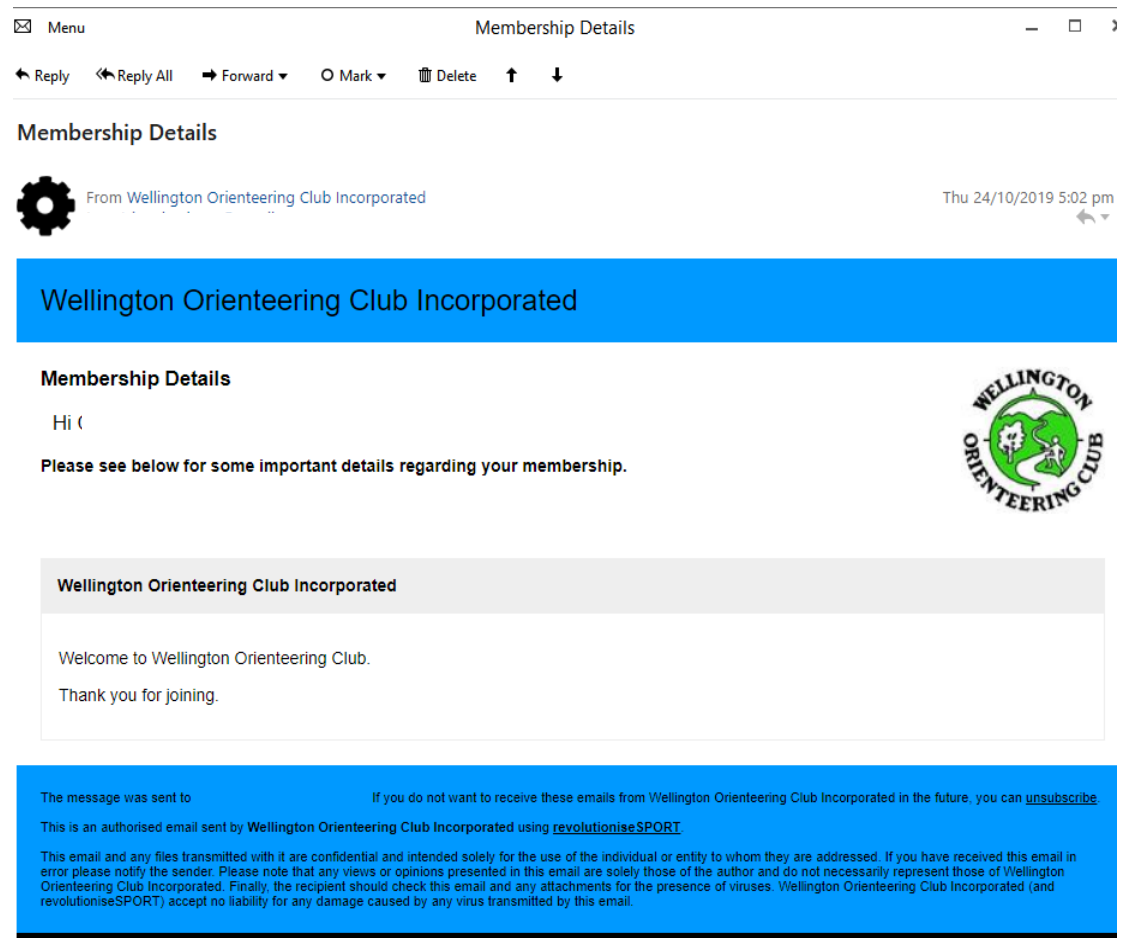
# Confirmation email

Once completed you will receive a confirmation email similar to this.

## REMEMBER

This is your information which you have supplied to your club and Orienteering NZ.


If your details change, it is your responsibility to ensure these are amended in the database.



Menu Membership Details

Reply Reply All Forward Mark Delete

Membership Details

 From Wellington Orienteering Club Incorporated Thu 24/10/2019 5:02 pm

**Wellington Orienteering Club Incorporated**

**Membership Details**

Hi (

Please see below for some important details regarding your membership.

**Wellington Orienteering Club Incorporated**

Welcome to Wellington Orienteering Club.

Thank you for joining.

The message was sent to If you do not want to receive these emails from Wellington Orienteering Club Incorporated in the future, you can [unsubscribe](#).

This is an authorised email sent by Wellington Orienteering Club Incorporated using [revolutioniseSPORT](#).

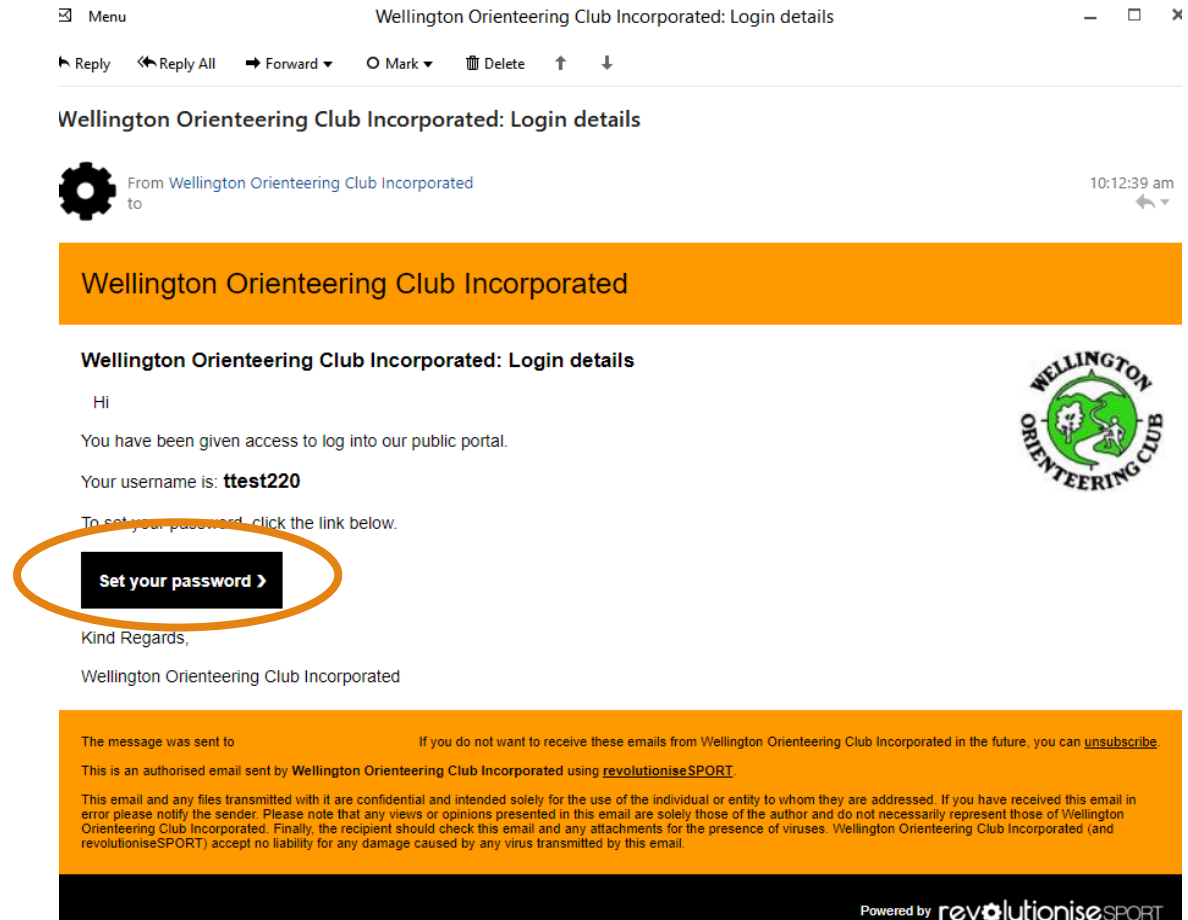
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Wellington Orienteering Club Incorporated. Finally, the recipient should check this email and any attachments for the presence of viruses. Wellington Orienteering Club Incorporated (and revolutioniseSPORT) accept no liability for any damage caused by any virus transmitted by this email.

# Updating or amending my information

When you register you will receive an email on Login details.

Once you have set your password, you will be able to update or amend your personal information at anytime.

If you have any queries regarding your club membership or your information, please contact your club.



The screenshot shows an email interface with the following content:

- Subject: Wellington Orienteering Club Incorporated: Login details
- From: Wellington Orienteering Club Incorporated
- Time: 10:12:39 am
- Header: Wellington Orienteering Club Incorporated
- Body text:
  - Wellington Orienteering Club Incorporated: Login details
  - Hi
  - You have been given access to log into our public portal.
  - Your username is: **tttest220**
  - To set your password, click the link below.
  - Set your password >** (This button is circled in orange in the original image)
  - Kind Regards,
  - Wellington Orienteering Club Incorporated
- Footer:
  - The message was sent to [redacted]. If you do not want to receive these emails from Wellington Orienteering Club Incorporated in the future, you can [unsubscribe](#).
  - This is an authorised email sent by Wellington Orienteering Club Incorporated using [revolutioniseSPORT](#).
  - Small disclaimer text: "This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Wellington Orienteering Club Incorporated. Finally, the recipient should check this email and any attachments for the presence of viruses. Wellington Orienteering Club Incorporated (and revolutioniseSPORT) accept no liability for any damage caused by any virus transmitted by this email."
  - Powered by [revolutioniseSPORT](#)