

Welcome to the Archery Australia Membership Registration System

To set-up the system, the bank details are required to be completed FIRST.

CLUB SET-UP AND SUBSCRIPTION CHANGES FOR THE NEW YEAR

Making the changes here should take approximately 10 minutes.

SECTION 1

SETTING UP ACCOUNT DETAILS

Carry out this first to set up banking details for automatic deposit of Credit Card and/or EFT payments.

Please note, this is a different site to the Membership Database.

1. [CLICK HERE](https://www.clubsonline.com.au/eventsregform/index.cfm?fuseaction=display_event_detail&EventID=1771&orgid=1666) to go direct to the site or copy and paste the following link into your Internet browser
https://www.clubsonline.com.au/eventsregform/index.cfm?fuseaction=display_event_detail&EventID=1771&orgid=1666 (The link goes from "h" to the "6" so if the link has broken across two lines, ensure the whole link is copied and pasted into a browser window.)
2. The site will open with an introduction page; to continue click the CLICK HERE TO CONTINUE button.

Introduction

Highlight "New Australian Account"

If you later wish to change account details; Highlight "Update Australian Account Details"

Tick – "I have all the required information"

To continue you will need:

1. The Club's ID (supplied with the login and password) and can also be found in the ADMINISTRATION/DETAILS/GENERAL menu (see Administration Details information below)
2. Account Details; account name, bank name, BSB and account number
3. Contact details for Club and account administrator, such as the Treasurer

Organisation

Enter organisation's details:

- Contact Person (usually the Treasurer, but can any responsible Officer)
- Club Name
- Business Phone
- Mobile Phone
- Email
- Position

Additional Information

- Club ID
- Bank Account Name
- Bank
- BSB
- Account Number
- Name of Identity

Then complete the contact details of the authorised user.

1. The next page allows you to Print Information for your record

If you find an error, click PREVIOUS to edit

Submit to send entry (i.e. to finalise the process, a confirmation message will appear on-screen. A confirmation e-mail will also be sent to the contact address provided).

SECTION 2

ADMINISTRATION / DETAILS

1. Go to <https://console.imgstg.com/> and enter Username and Password
2. Go to ADMINISTRATION/DETAILS/ACCESS and then EDIT; you can now change Administration and Login and Password (RECOMMENDED and encouraged)
3. Tabs are:
 - **General** – allows you to change Club details
 - **Access** – allows you to change login and password, recommended.
 - **Other** – allows you to change the time zone
 - **Bank Account Information** – check this information, it cannot be changed or entered here. If blank or, if information needs to be changed, follow the Setting Up Account instructions as detailed above.

When completed, click SAVE

SUBSCRIPTIONS / SUBSCRIPTION TYPES

1. Go to SUBSCRIPTIONS/SUBSCRIPTION TYPES

There are a number of Subscription Types, including (but not limited to):

- Associate (Non-Shooting)
- Cadet
- Cub
- Family type x
- Family type y
- Family type w
- Family type z
- Intermediate
- *Joey (Archery Victoria only)*
- Life Member (Club)
- Life Member (RGB)
- Master
- Open
- Temporary Member (Under Instruction; i.e. anyone engaged in an instruction class or “Come N Try”)
- Temporary Member (Visitor)
- 20 Under
- 20 Under (Minor)
- Veteran

1. You need to highlight and edit all appropriate Subscription Types applicable to your Club
2. To EDIT click on the Edit (pencil) icon to the right of the Amount column.
3. Modify or check the following fields:

Club – Enter the amount the Club receives for that subscription type.

Total Amount - Add together all the amounts and change the amount in the Total Amount area (Note: You will need to change this each time the fee amount changes.)

All other areas should remain unchanged.

Once updated click SAVE

To set-up for Multiple Subscription Types (this section relates to Subscription Types with multiple members)

1. Repeat this process for all subscription types applicable to your Club.