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SECURING THE FUTURE WITH ONLINE MEMBERSHIP CAPABILITY

ATHRA joins the technology age by providing members with an easy way to join or renew memberships

ATHRA has developed an On-Line Member Registration system for members to join or renew registrations online. This new feature integrates with the existing ATHRA database and provides members, both new and old, with a fast and efficient method of joining or renewing their memberships.

Importantly this new capability will satisfy five important requirements:

1. Intuitive and easy to use 24/7
2. Reduce the workload for clubs and ATHRA
3. Real time reporting availability
4. A cost saving to all ATHRA partners, especially clubs
5. Improved financial management for Clubs and ATHRA

In summary members will join or renew via a 'JOIN NOW' tab on the ATHRA website. Once completing the required information including the waiver and the selection of the club they wish to join, payment is made via a variety of options, credit cards, PayPal. Funds are processed directly to the PayPal accounts of both ATHRA and the club joined. An automated confirmation email of membership is sent to the member upon completion of registration. A nominated club executive will also be notified via email of a new member transaction.

ATHRA has built in many features which ensure club's autonomy remains paramount. Clubs will have the option to decline a membership and a refund will be processed or alternatively another club can be joined.

Two of the real and notable benefits will be that it saves time and money. We all know that printing forms, writing a cheque and mailing paperwork has real and hidden costs. An online membership capability removes those costs. In fact, this new capability will not cost clubs or members at all! ***That's right – no cost to the club or member at all.***

ATHRA AND AFFILIATED CLUBS ENTER THE TECHNOLOGY ERA

Prepare your club for the future read on to find out how

New and renewing ATHRA members will be able to join their club of choice with the click of a button. This new capability brings ATHRA into the 21st century with technology other associations and organisations have had for many years. Most (if not all) of us have experienced making online transactions, ranging from banking to travel and shopping. The ability to conduct our daily business easily over the internet has saved time and dollars. So much so the growth of online transactions in Australia is in excess of 18% each and every year.

ATHRA and its affiliated clubs are obligated to continually provide improved services to the existing membership and potential new members. Online capability gives members an easy, convenient membership process and importantly sets the foundation for clubs and ATHRA to attract new members and provide modern systems for future volunteer officials.

This new capability works in the following way:

New and renewing members visit the ATHRA website and click on the JOIN NOW tab.

- New and renewing members visit ATHRA website and click on the JOIN NOW tab
- Complete the form with all required information, including waiver etc.
- Indicate the club they are joining or renewing from a drop-down menu
- Following completion of this information they will be directed to the secure payment page to complete the process. The payment will be divided automatically into the ATHRA component and Club membership fee. These funds will be deposited directly into individual nominated club PayPal account. No merchant fees apply to the club for this transaction. The fees are being borne by ATHRA.
- An email confirming the transaction will be sent to the member in addition, an email will be sent to the nominated club executive.
- Clubs will have the option to accept or decline the membership request on the website. If clubs wish they can opt for a “Auto Approval” of all membership requests. The “Auto Approval” will provide a fully automated experience for all.
- If a membership is rejected by the selected club, the member will have the option of joining an alternative club or receiving a refund.
- If a member is accepted automatically, a membership registration certificate will be sent to the member via email.

Complete club autonomy is maintained:

1. The registration process is an independent process, similar to the current method. The difference is that the form is electronic and not paper. Information entered, immediately updates ATHRA's database, increasing accuracy and saving time.

2. Financial transactions are also an independent process unlike the current method. ATHRA funds are banked into ATHRA's PayPal account and club funds into club PayPal accounts. The current method of ATHRA funds being banked via club accounts is cumbersome and time consuming, records have to be kept and funds required to be sent to ATHRA constantly throughout the year.

3. Members will be able to access their own personal profile page to update information such as addresses, phone numbers and email contacts.

4. Clubs will have access to first class, real time data reporting at their fingertips if and when required.

To be a part of ATHRA's new membership registration capability clubs are required to open a PAYPAL Business account. This is a simple task and will provide a safe and secure payment gateway to your clubs' bank account. There will be NO merchant fees applying to club PayPal accounts for membership registration transactions. The merchant fees will be paid by ATHRA.

GET YOUR CLUB READY FOR THE FUTURE

'PayPal' is your clubs gateway to safe, secure payments

Each Club will be required to set up a 'PayPal Business Account'. It's a simple process, not unlike opening an account at any financial institution. It's a good idea to have all the required information handy and you will be ready to start the application. This PayPal Business account will be the payment gateway into your club's bank account.

To start, enter the web address below.

www.paypal.com/au-business

Remember your club is opening a 'business' account.

You will be prompted to provide some important information.

- Legal name of your club (if applicable).
- The address of your club.
- How your club is structured (incorporated nonprofit association etc.).
- ABN and/or ACN (if applicable).
- Note that if your club is a nonprofit association (and it probably will be), to apply on this basis your club must be incorporated (ATHRA encourages clubs to be incorporated for many legal and financial reasons).
- Proof of name and date of birth of the nominated person (your treasurer is suggested as the nominated person). E.g. Driver's license, passport, birth certificate.
- Proof of address of nominated person. e.g. Driver's license, utility bill no older than 3 months, rates notice, tax assessment, Centrelink statement.
- Important: you must use different documentation for each of the above. E.g. If you use the driver's license for 'proof of name and date of birth' you cannot use it again for 'proof of address'
- Letter of authorisation. You will be prompted to download this from PayPal. This form gives the nominated person authority from the club executive to open the account.
- Certificate of Incorporation. This is very important.
- Club constitution (required if incorporated).
- Business model and transaction information. You will be prompted to download and complete this form.

During the application process you will be prompted to link your clubs bank account.

This process is done in two stages.

1. Link the bank account by entering bank details.
2. Verify the account. This takes about 2-3 days. Two small deposits of less than \$1 will be deposited into the club bank account. You will need to login to your account and enter those deposits as verification.

If you have any difficulties with your application please call the PayPal support line (Not ATHRA) as they will provide all the expert assistance you may require.

TOLL FREE 1800 073 263.

Choose option 5, and then choose option 5 again.

This service is available 7 days a week, 6am to 10pm AEST.

They are extremely helpful and will assist you in getting your clubs account application completed.

ATHRA understands that there are some members that are not quite computer savvy and as such will continue to except manual member registrations, the club will be required to email a completed “IMS-F-007 Club Member Registration” form to membership@athra.com.au and complete an EFT payment of the fees to the ATHRA bank account, as per below.

Acc Name: Australian Trail Horse Riders Association

BSB: 062 623

Acc Number: 1009 6909