Club Affiliations (Subscriptions & Advertising) – Club Official Information

Contents

Purpose of this document

This document is for anyone wishing to affiliate a new club and/or renew affiliation for an existing club. Any club also wishing to add the ability to carry advertising should also follow this guide

Introduction

Affiliating a club with the CTT is required to ensure members can register with the CTT and select the given club they wish to ride under.

Affiliating a club can be thought of as 2 steps:

1) Request approval of the club affiliation by a district and receive a club account on the CTT website
2) Login to the club account and pay any outstanding balances + benefit from additional features
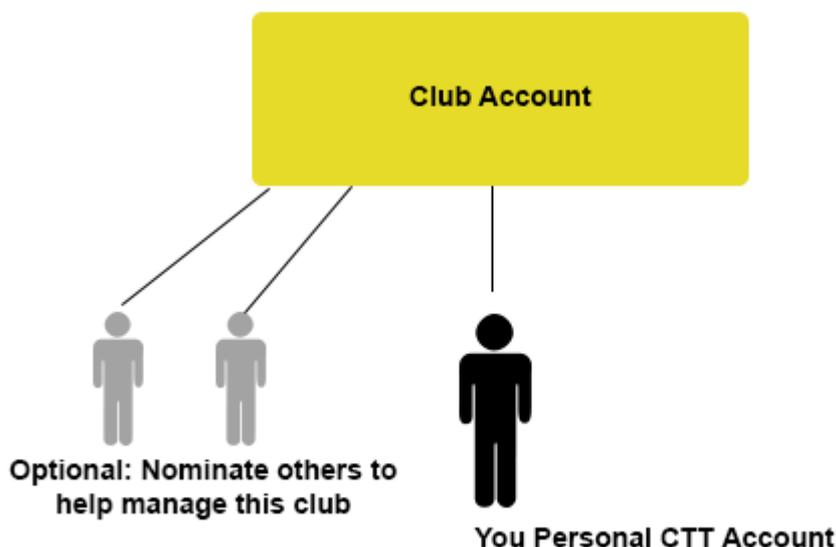
A club account also gives added benefits of being able to directly edit club details, add other CTT users to help manage the club, provide an overview of the club and view which CTT members have selected the club as their first claim.

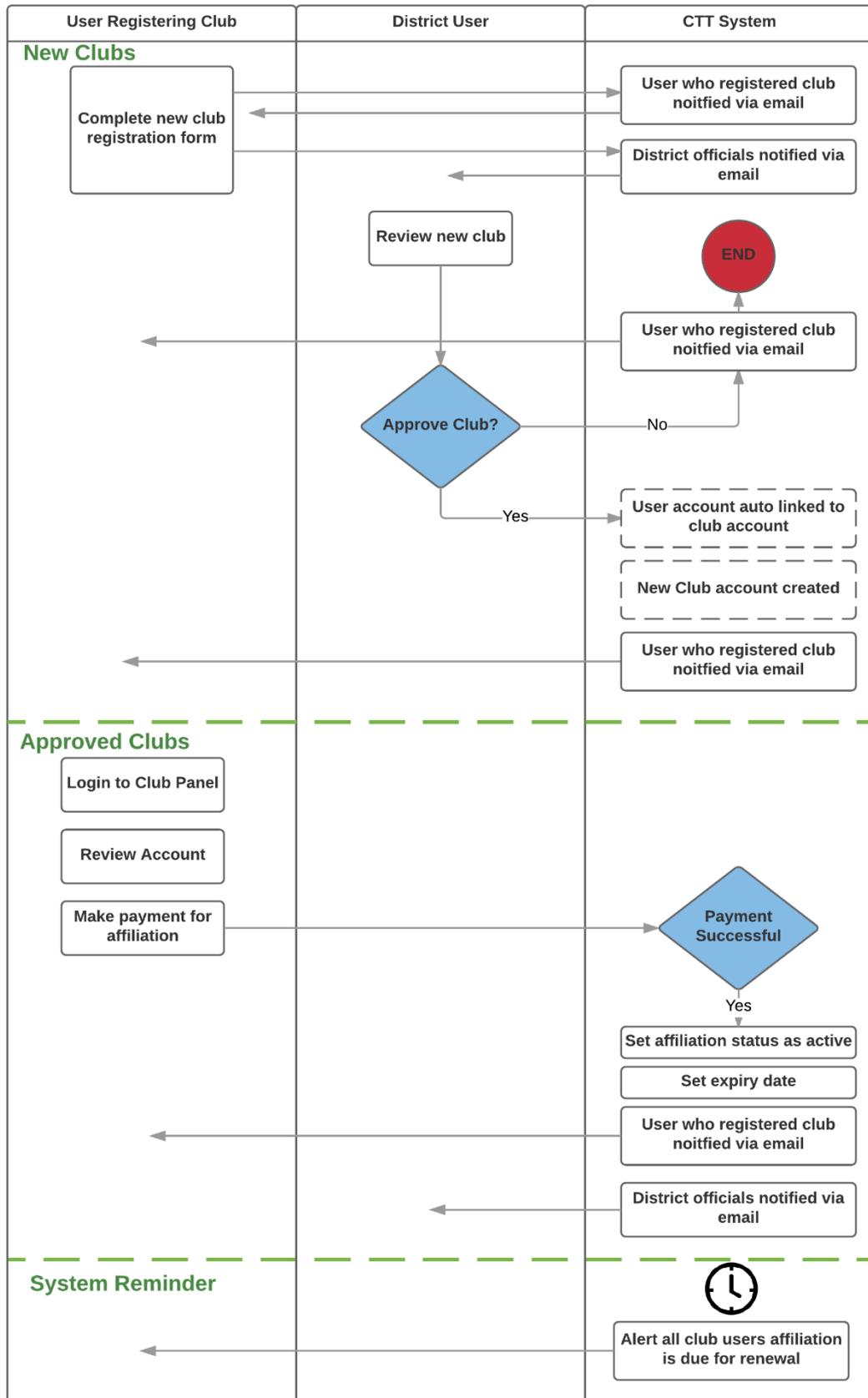This document has been split into two distinct guides.

1) Clubs who are currently affiliated with the CTT
2) Clubs who have not yet affiliated with the CTT

In each case, a CTT account is required, so as a pre-requisite to this guide, you should ensure you are registered as an individual on the CTT website

Note: Your personal CTT account is LINKED to a club account. This ensures your personal details are not used for any club contact information. You may also nominate other CTT users to be linked to the same club account.

Club Account

Optional: Nominate others to help manage this club

You Personal CTT Account

The Flow of Club Affiliations

User Registering Club	District User	CTT System

New Clubs

- Complete new club registration form
- User who registered club noitfied via email
- District officials notified via email
- Review new club
- **END**
- User who registered club noitfied via email
- **Approve Club?**
  - No
  - Yes → User account auto linked to club account
  - New Club account created
  - User who registered club noitfied via email

Approved Clubs

- Login to Club Panel
- Review Account
- Make payment for affiliation
- **Payment Successful**
  - Yes
- Set affiliation status as active
- Set expiry date
- User who registered club noitfied via email
- District officials notified via email

System Reminder

- Alert all club users affiliation is due for renewal

Clubs who are currently registered with the CTT

Introduction

If your club is currently affiliated with the CTT or it has been affiliated in the past but now requires renewal, then you should follow this guide to ensure you can login and manage your clubs affiliation, add the ability to carry advertising, manage the club details and view all first claim members currently registered on the CTT website.

Step 1 – Login to the "Club Panel":

Check if your account has already been linked to an organiser account. If it has, you can access the club panel by logging into the CTT website, clicking on your name in the top right and clicking the red "Club Panel" box

Note: If your account has not been linked. Please email support@cyclingtimetrials.org.uk and request the linking of your account

Step 2 – View the status of affiliation + advertising and complete payment

Upon logging into the account, you will be presented with the Dashboard. The Dashboard shows the current affiliation status (red = unpaid and inactive, green = paid and active) and also the advertising status (red = unpaid and inactive, green = paid and active).

If you have any items which require payment, the dashboard will show a payment form. To complete payment, simply enter payment details and complete payment.

Note: Membership runs from 1st Jan - 31st Dec. If you do not re-affiliate before 31st Dec, you will be require to pay a £20 late joining fee (automatically calculated by the system).

Note: If you wish to make payment outside of the system i.e. a cheque, you should contact your district who can assist further

The below images demonstrate what the dashboard may look like for a club who has up-to-date payments and a club who has outstanding payments.

Club who is INACTIVE and requires payment

Status of affiliation (red = unpaid and INACTIVE)

Select items you wish to pay for

Payment form (only visible if you have any items which require payment

Club who is fully paid and ACTIVE

Status of affiliation (green = paid and ACTIVE)

Upon successful payment of affiliation and/or advertising, the club will be marked as ACTIVE and users will be able to select this club as their first claim club. The appropriate district will also be contacted to inform them this club has affiliated.

A log of payment history can be found in the collapsible window on the left.

Clubs who are NOT currently registered with the CTT

Introduction
If your club has never previously affiliated with the CTT then you should follow this guide. Upon completion of this phase, you should follow the guide as per a club who IS registered with the CTT.

Step 1: Complete a new club registration form
As a club who has not previously affiliated with the CTT, the first step is to complete the affiliation form. This can be found ADD A LOCATION HERE

Upon completion of the form, details will be sent to the appropriate district for review. If the district approves the club, you will be notified via email (to the email linked to your personal CTT account).

The email will contain a link inviting you to login to the "Club Panel". From this point, you should follow guide in the previous chapter ("Clubs who are currently registered with the CTT")

Additional Features of the Club Panel

The Club Admin panel provides addition features other than paying for affiliation membership.

The following features are available:

1) Edit details about the club – Contact details and text descriptions can be added to make it easier for users to make contact
2) Link other CTT Users into the club account – A Club account allows multiple CTT users to be "linked" to the account. This allows multiple users to manage features such as paying the affiliation membership and editing club details. Any linked users have the option to hide their personal contact details.
3) View first claim members – View a list of CTT users who have select this club as their first claim