

How to get started with Webcollect (for existing members)

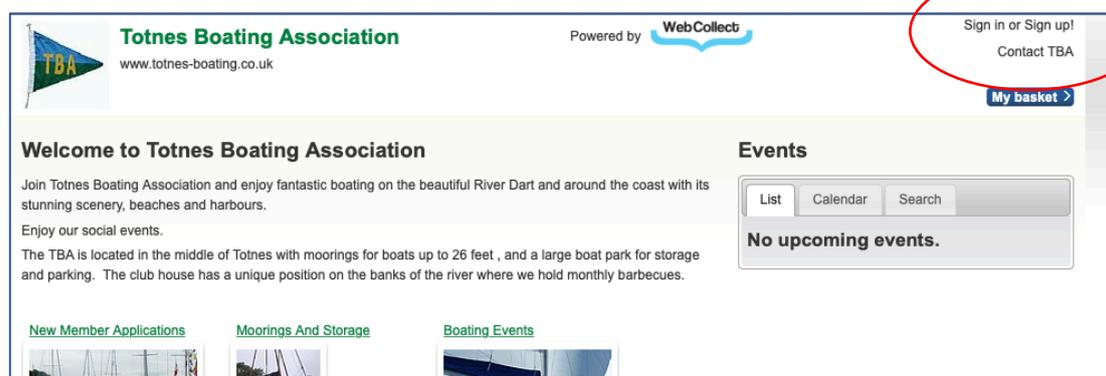
PLEASE NOTE THIS IS VERY HARD TO DO ON A PHONE – IT IS BEST TO USE A COMPUTER OR LAPTOP OR AFTER THAT USE A TABLET OR IPAD.

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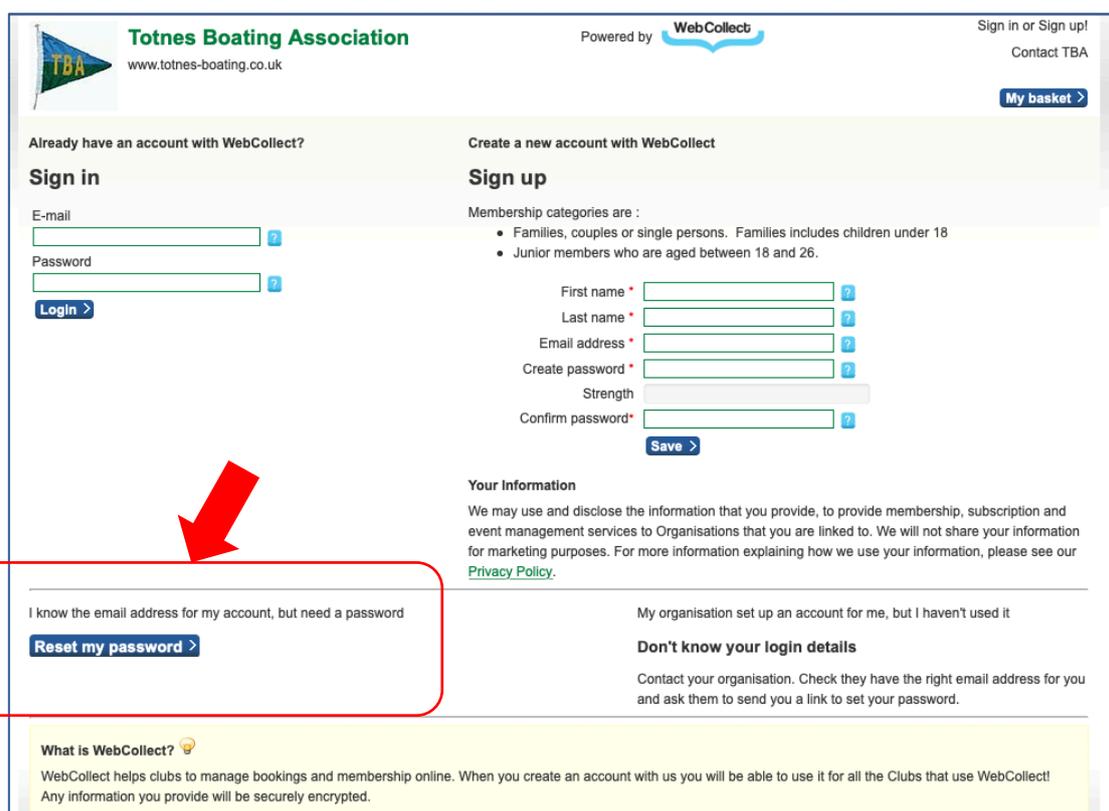
Go to our home page on <https://webcollect.org.uk/tba> and select Sign in or Sign up in top right corner.

You can also get to this page from the club website.

You will then see this page:



You will next see the screen below. We have set up every existing member with an account, but you will need to set up a password so select **I know the email address for my account but need a password** as below :



The email address is the one you have registered with TBA - which is the one we use to send you any information, including now about Webcollect.

If you Sign Up for a new account you may appear twice in TBA's records which will confuse everything. If you do this by mistake it can be undone, just let me know (treasurer@totnes-boating.co.uk).

You will have had emails from me on webcollect on 11th December and again on 9th and 10th January which had a link in them that took you straight to the page to set up your password.

Once you have set a password you can log into Webcollect.

Your home page will look something like this :

The screenshot shows the user account page for the Totnes Boating Association. The page is powered by WebCollect and includes a navigation bar with links for 'My home', 'Sign out', and 'Contact TBA'. The main content area is divided into several sections:

- My subscriptions current:** Lists two subscriptions: 'Joining fee - One off joining fee' (expiry 31-03-2020) and 'Family membership - Standard sub...' (expiry 31-03-2020, status 'Pending in red'). Links for 'Manage / Renew my subscriptions' and 'Browse subscriptions' are provided.
- My profile:** A table of personal details:

Title	Mr
First name	TBA
Last name	Test
Email	TBAtest@mail.uk
Unique id for TBA	<not assigned>
Bank reference for TBA	wep5nrg8cu

Links for 'Edit', 'Details', 'Password', and 'Addresses' are at the bottom.
- My family: Test #1005:** A table of family details:

Name	Family admin
TBA Test	Yes

Links for 'Edit', 'Members', 'Details', and 'Membership forms' are at the bottom.
- My recent orders:** A table of recent orders:

873226	16-01	2 items	£75	Application ac...
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A 'View all' link is at the bottom right.
- Member Account:** A table of member accounts:

495718 - TBA Test - TB...

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From here you can place orders/applications, review orders/applications (eg for moorings), see and edit any contact details, see what you have paid, change password.

See note called: **How to apply for mooring or renew subscription on Webcollect**