

How to get started with Webcollect (for existing members)

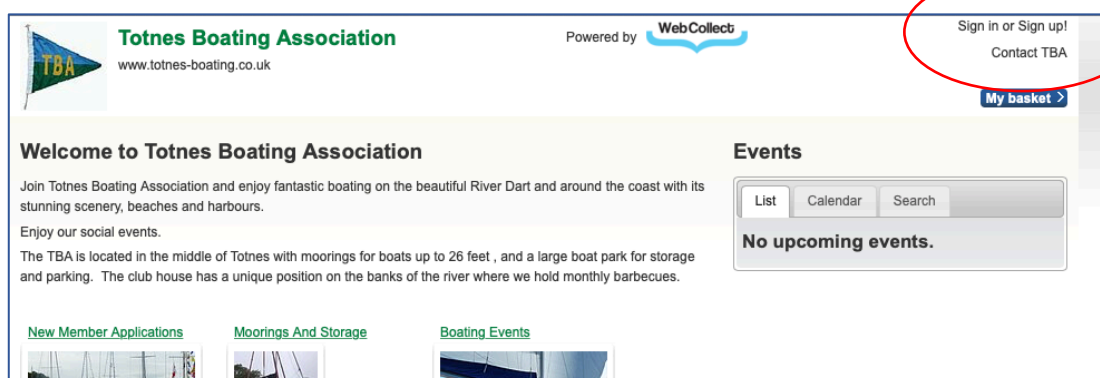
PLEASE NOTE THIS IS VERY HARD TO DO ON A PHONE – IT IS BEST TO USE A COMPUTER OR LAPTOP OR AFTER THAT USE A TABLET OR IPAD.

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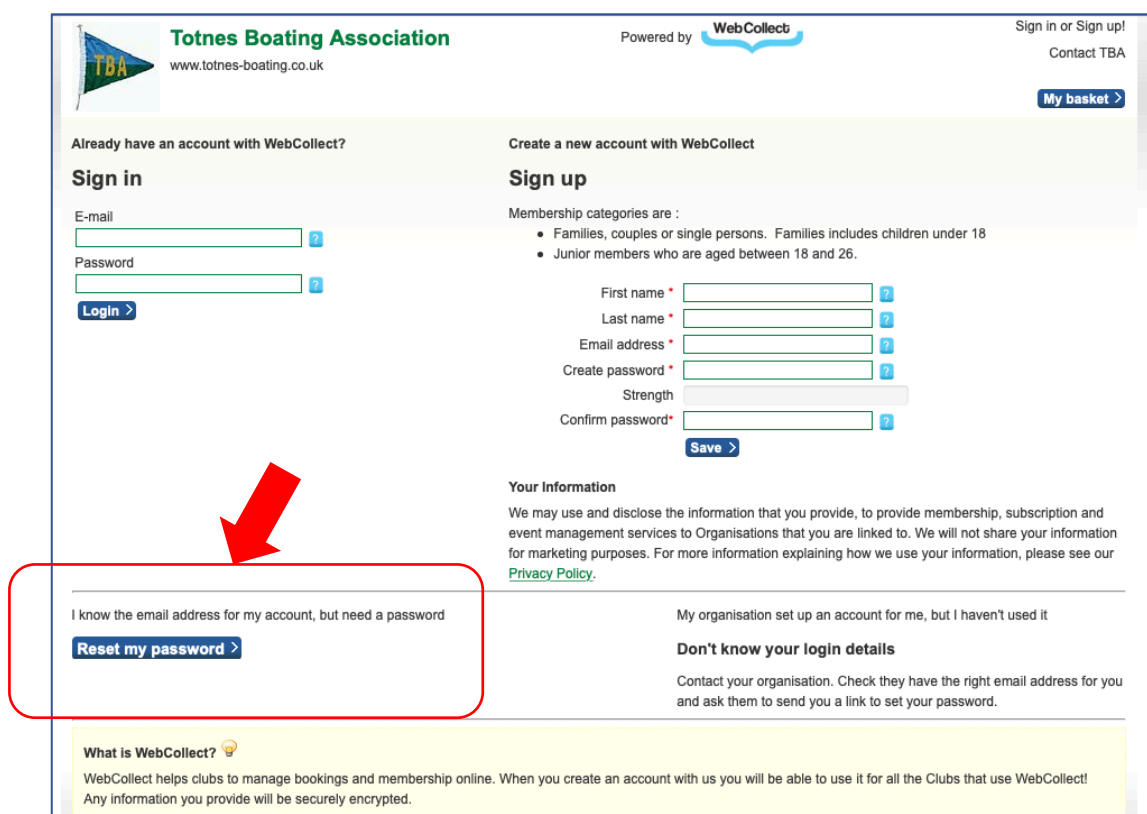
Go to our home page on <https://webcollect.org.uk/tba> and select Sign in or Sign up in top right corner.

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 interface of the Totnes Boating Association's WebCollect system. The header includes the TBA logo, the association's name and website, the WebCollect logo, and user navigation links. The main content area is divided into several sections: 'My subscriptions' with a table of current subscriptions, 'My profile' with personal details, 'My family' information, 'My recent orders' with a table of past orders, and a 'Member Account' section. The footer contains the WebCollect logo and copyright information.

Totnes Boating Association		Powered by	WebCollect	TBA Test: My home Sign out
www.totnes-boating.co.uk				Contact TBA
				My basket >
My subscriptions current				
Manage / Renew my subscriptions				
Joining fee - One off joining fee → 31-03-2020				
Family membership - Standard sub... → 31-03-2020				
Pending in red				
Browse subscriptions				
My profile				
Title	Mr			
First name	TBA			
Last name	Test			
Email	TBAtest@mail.uk			
Unique id for TBA	<not assigned>			
Bank reference for TBA	wep5nrg8cu			
Edit Details Password Addresses				
My family: Test #1005				
Name	Family admin			
TBA Test	Yes			
Edit Members Details Membership forms				
My recent orders				
873226	16-01	2 items	£75	Application ac...
View all				
Member Account				
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**