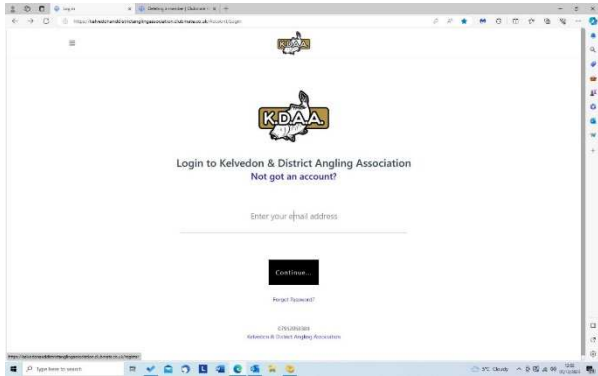


Registering existing members with Clubmate and renewing a membership

Part one – Registering as an existing KDAA member and creating a profile with Clubmate

Click on the Join KDAA via Clubmate button

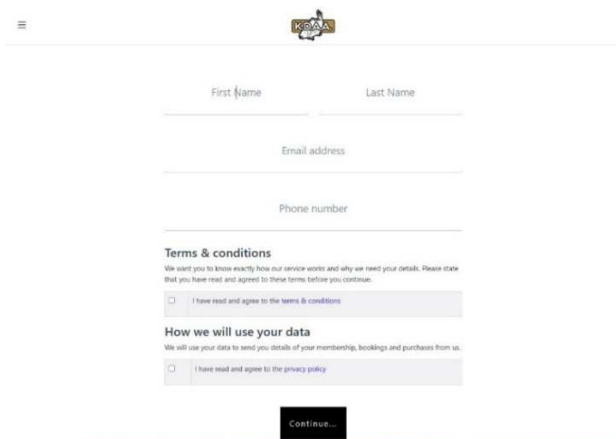
If you are a member that joined online last year (2023/24 season) please login using the email address that you provided to the Association.



A one-time password will be emailed, and this will allow you to access the Clubmate website.




You will then need to read the Terms and conditions (KDAA rules) and our Privacy Notice and tick these boxes to confirm acceptance,



Click 'Continue' then select the Contact preferences which is set up as 'Emails' and answer the questions about how you found out about the KDA.

Click 'Save and continue'



Contact Preferences

Emails
Please tick this box.
I am happy to receive emails from Kelvedon and District Angling Association.
These will contain information, for example, about water closures, changes to match venues etc.
Also the club's annual Newsletter.

Where did you hear about us? Existing member recommended

Save & Continue

You will then be asked to create a new password if one has not been set previously. Ensure that the two passwords match, then click on the "Change password" option.

Set your password

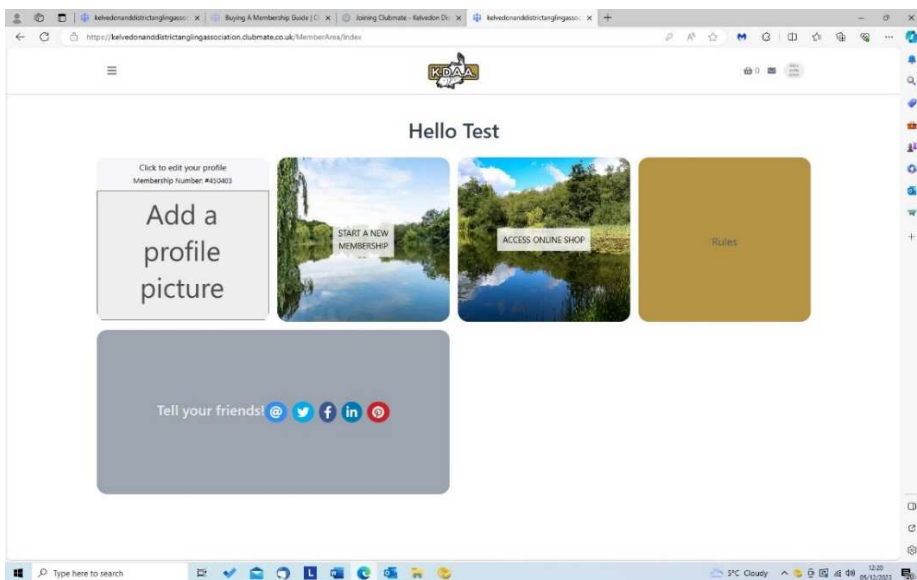
New password

Confirm new password

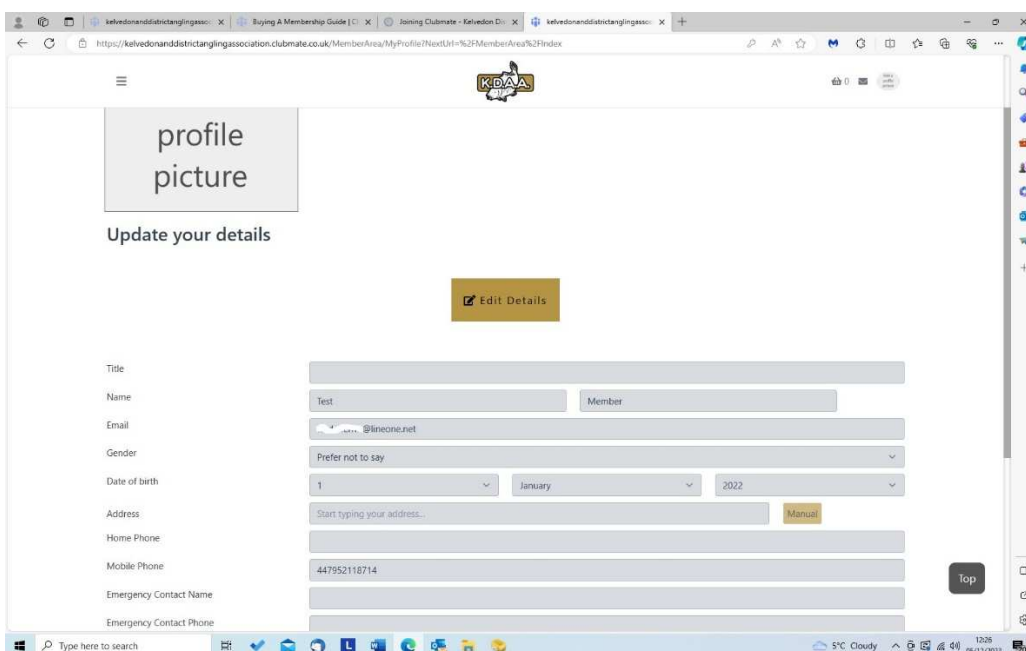
Change password

You will be presented with the Member's Dashboard. To complete the set up of your account, please click on the confirmation link in an email we have sent you.

You will then be returned to your Member's Dashboard, click to 'Edit your profile' above the Add a Profile picture.

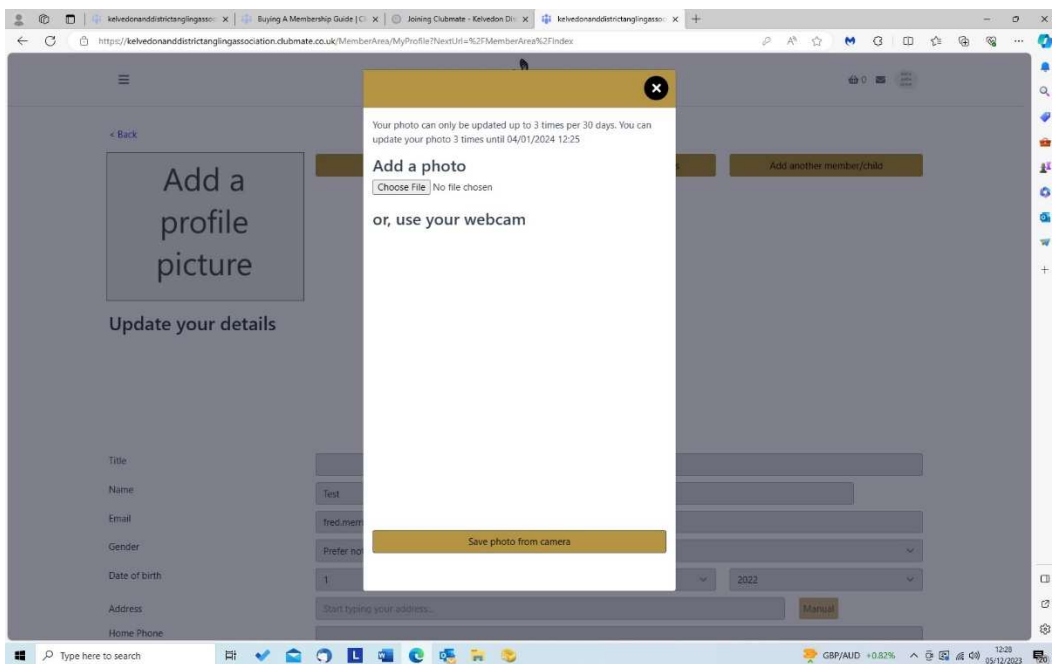


Your profile will load showing the basic information provided by the KDAA.



Click on 'Add a profile picture' and upload a photo of yourself. (Suggest you do not use the webcam option).

Your photo must clearly display **your face only** (like a passport photo). This photo will be printed on your membership card so must be a true and current representation of yourself). **Your membership will not be valid without a suitable photo.**



After you have uploaded your photo, click the 'Edit details' button and complete the details in your Profile.

Click on 'Save changes' and then on the 'Back' in the top left corner to return to your Dashboard.

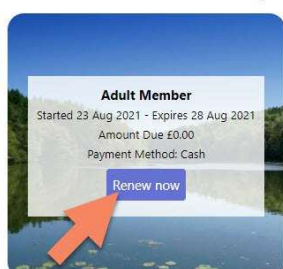
Part 2 - Renewing or purchasing a different membership

Once the membership opens for the new season, when you log in on or after that date you will be able to renew your membership plan or purchase a different membership plan by clicking on 'Renew' on your current membership plan tile.

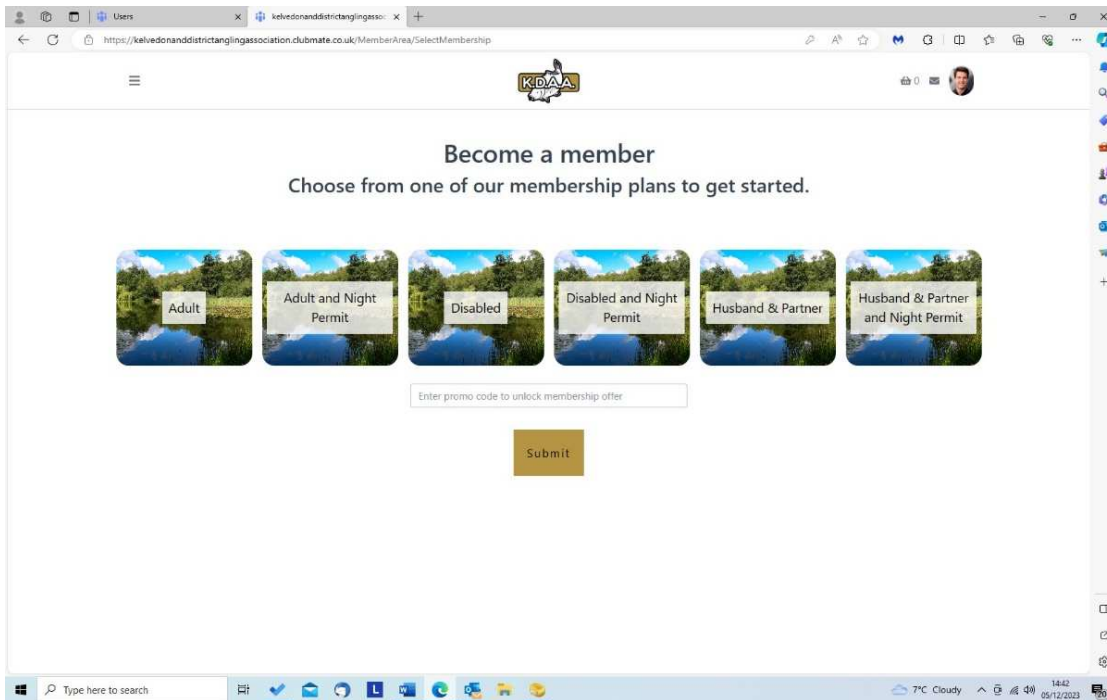


Your active membership plan will show. Click on the 'Renew' button

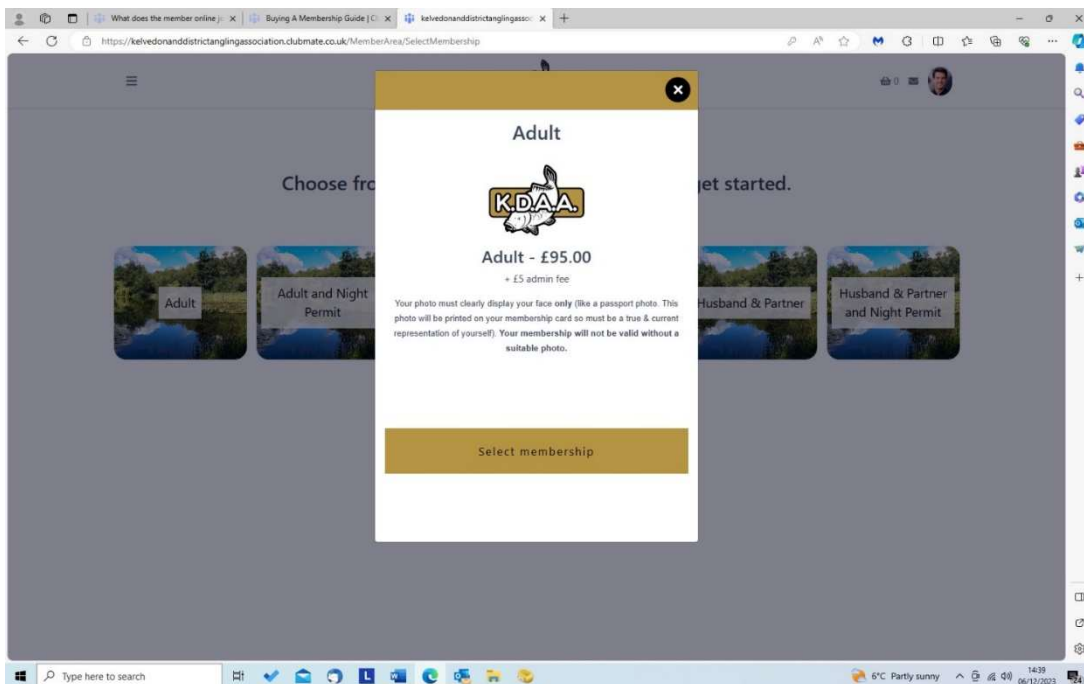
Active Memberships



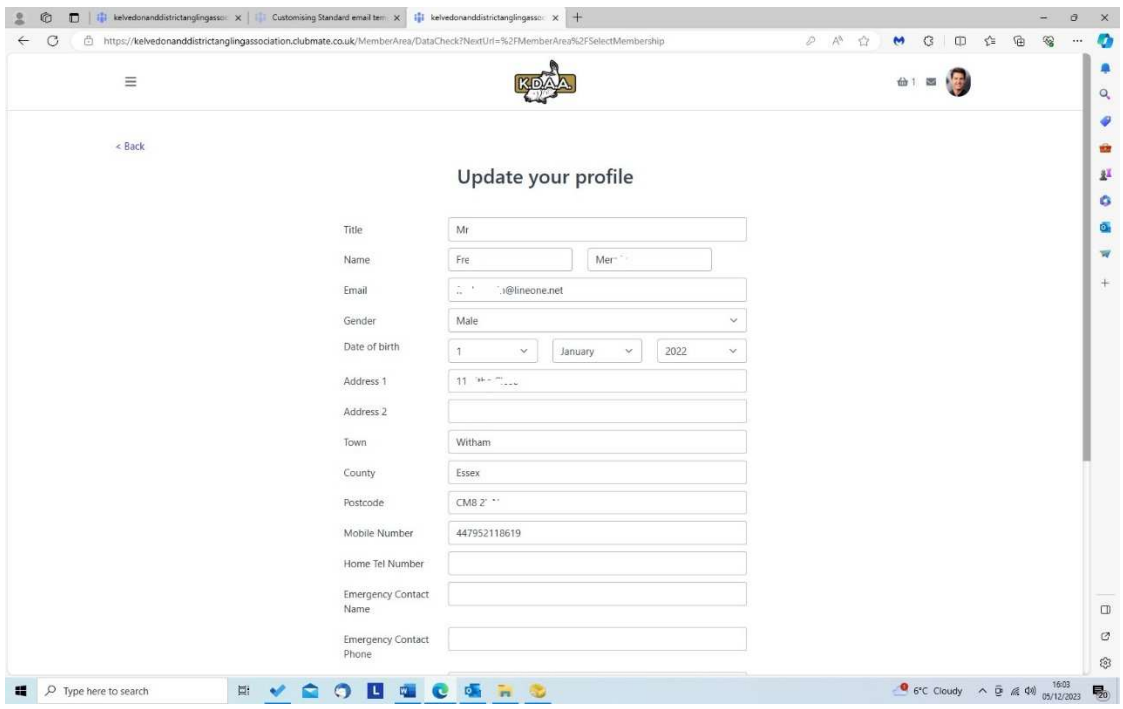
Click on the plan you wish to purchase. If you wish to purchase a Night Permit please choose a combined plan.



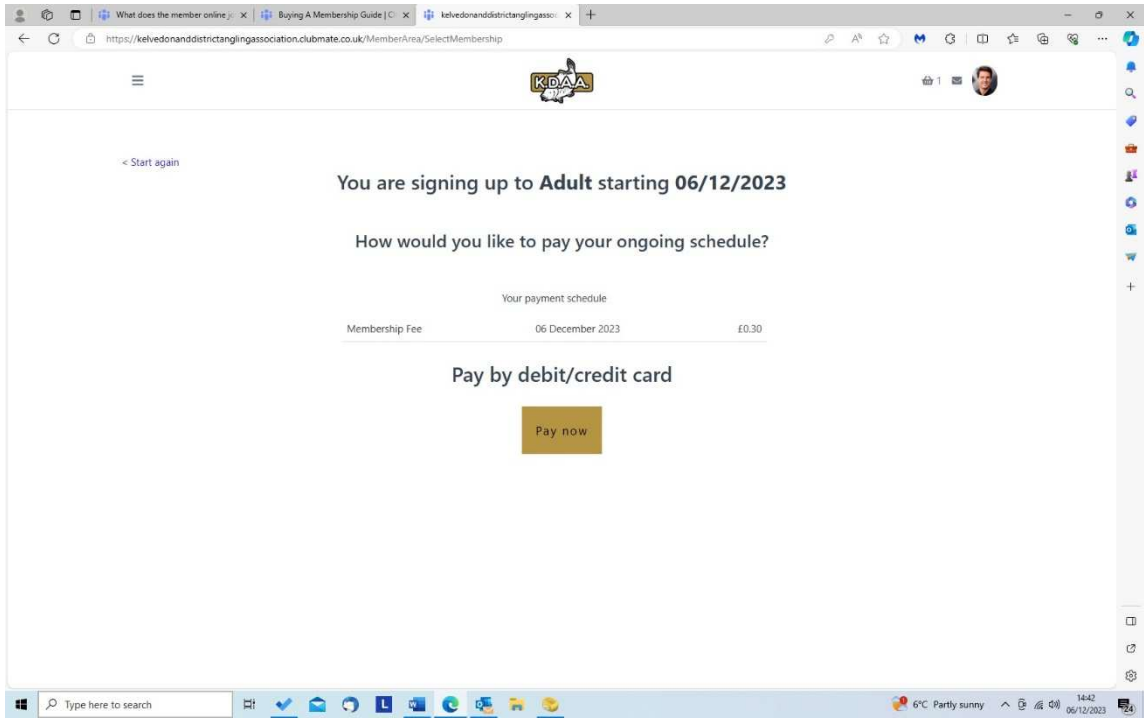
Read the Plan notes carefully. You may need to take action before purchasing the Plan.



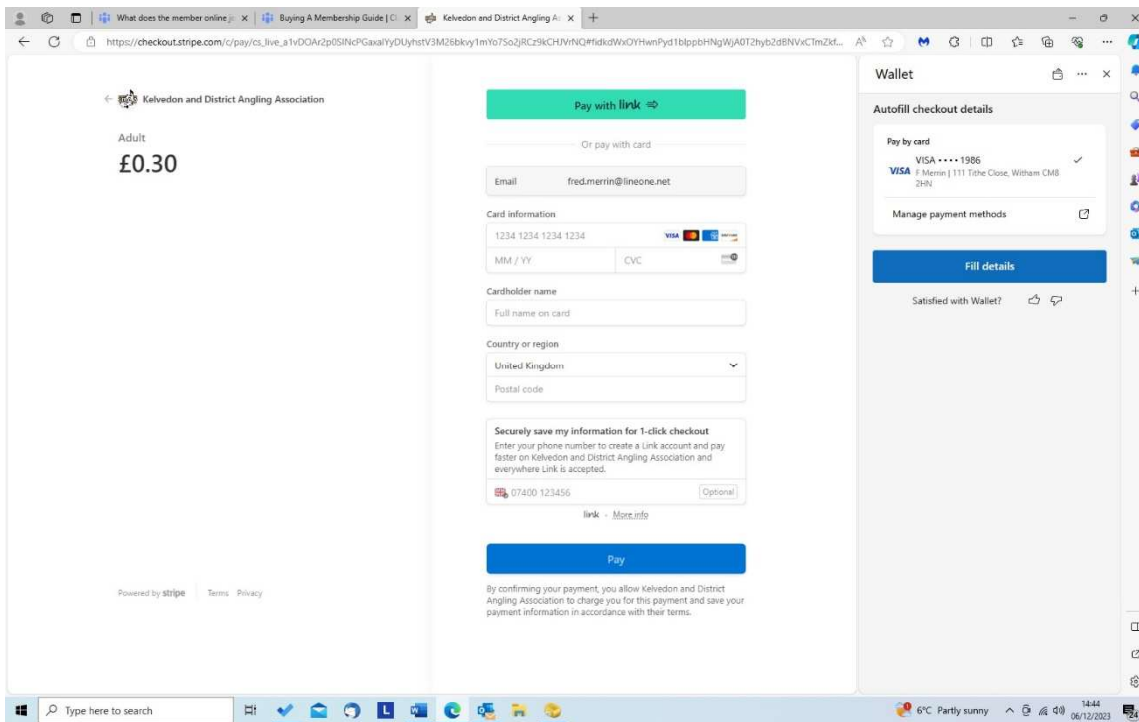
Select Membership plan and update profile if requested – 'Save and continue' details.



You will be presented with a payment confirmation screen



Click Pay Now and a screen loads for you to add your Credit/Debit card details.



To log out - click on your profile photo top right

