

Existing Members, to get you signed into your joinin> account, follow these instructions:

If you can't find the email sent out a few days ago Use the link below. Enter this into your web browser – it will take you to the joinin> system

<https://app.joinin.online/#/app/joinin/organisation/shop/590639ac-746c-40d9-b9b9-4124b66dc800>

Click the link in the email, this will take you to the [joinin.online.store](https://app.joinin.online) Sunbeam Alpine Owners Club



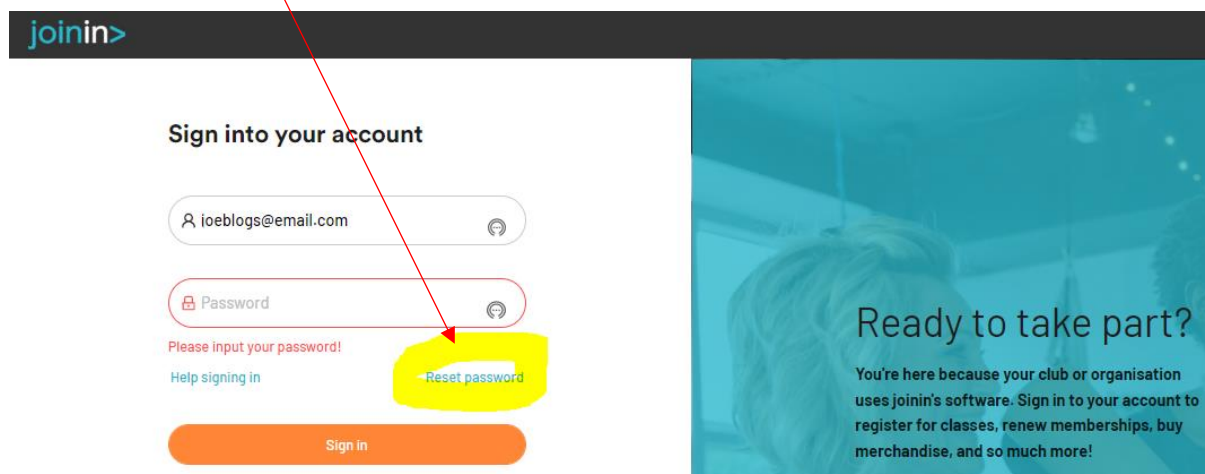
Click on **Sign-in**

For the moment ignore both the boxes

- 1) Memberships and
- 2) Regalia
- 3) The National ... TEST only

Your email address is already in the system but you need add your own private password, which is why the password needs to be reset

Click on Reset Password



An email will be sent to you with a new link included.

Please click on the link to add in a new password.

The screenshot shows a 'Reset Password' form. At the top, there is a box with the text 'Enter your email address' and a 'Submit' button. A red arrow points from the text 'Please click on the link to add in a new password.' to the 'Submit' button. Below this, the form title is 'Reset Password'. A light blue message box contains the text: 'The email address you enter must belong to an existing joinin account. If you do not receive the reset password email then please contact your organisation for assistance with confirming your email address.' Below the message box is an email input field containing 'joeblogs@email.com'. A red arrow points from the text 'Please click on the link to add in a new password.' to the 'Submit' button. Below the input field is a blue 'Submit' button. Further down, there are links for 'Create a joinin account' and 'Create account'. At the bottom, the logo for 'joinin> Powered By loveAdmin' is visible.

The screenshot shows an email notification from LoveAdmin. The header includes 'From: LoveAdmin <no-reply@loveadmin.com>', 'Date: 30 September 2022 at 13:23:35 BST', 'To: love.admin@joinin.com', and 'Subject: Forgotten password reset'. Below the header is a small image placeholder with a warning icon and text: 'Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet...'. The main body of the email contains the text: 'We have received a forgotten password request for the account registered to this email address. If you did not request a password reset, please ignore this email. If you did request this reset, please click [here](#) to reset your password.' A red arrow points from the text 'Please click on the link to add in a new password.' to the 'here' link.

Please click on the link to add in a new password

Enter a New Password Reconfirm the password Save the password

Update Your Password

Enter the email address associated with your account and your new password

Email *

New password *

Confirm password *

Save new password

Ready to take part?

You're here because your club or organisation uses joinin's software. Sign in to your account to register for classes, renew memberships, buy merchandise, and so much more!

Sign into your account using the new password, Click on **Sign in**

Sign into your account

Help signing in Reset password

Sign In

Ready to take part?

You're here because your club or organisation uses joinin's software. Sign in to your account to register for classes, renew memberships, buy merchandise, and so much more!

AFTER SIGNING IN, YOU WILL BE ASKED TO CONFIRM YOUR PERSONAL DETAILS.
I HAVE NOT INCLUDED A SCREENSHOT OF THIS. HOWEVER, IT IS FAIRLY STRAIGHTFORWARD.

AT THE SECTION WHERE YOU ARE ASKED TO CONFIRM YOUR ADDRESS, YOU WILL SEE AN OBLONG BOX – CLICK ON **SELECT ADDRESS** – “HOME” WILL APPEAR – CLICK ON THIS AS ITS YOUR HOME ADDRESS THAT HAS BEEN PRELOADED.

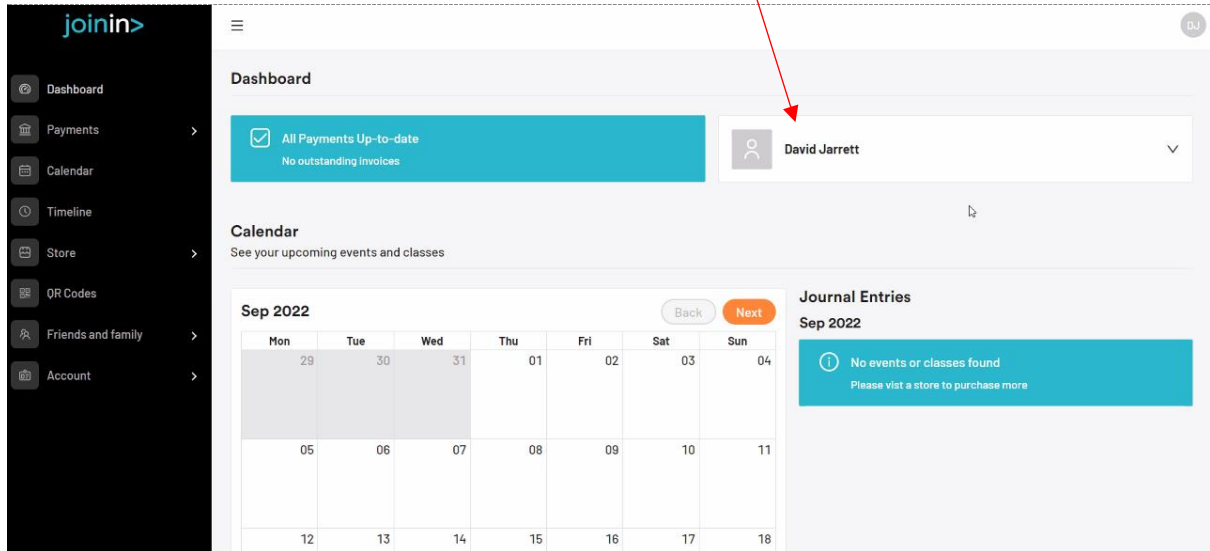
Address | New address *

Select address

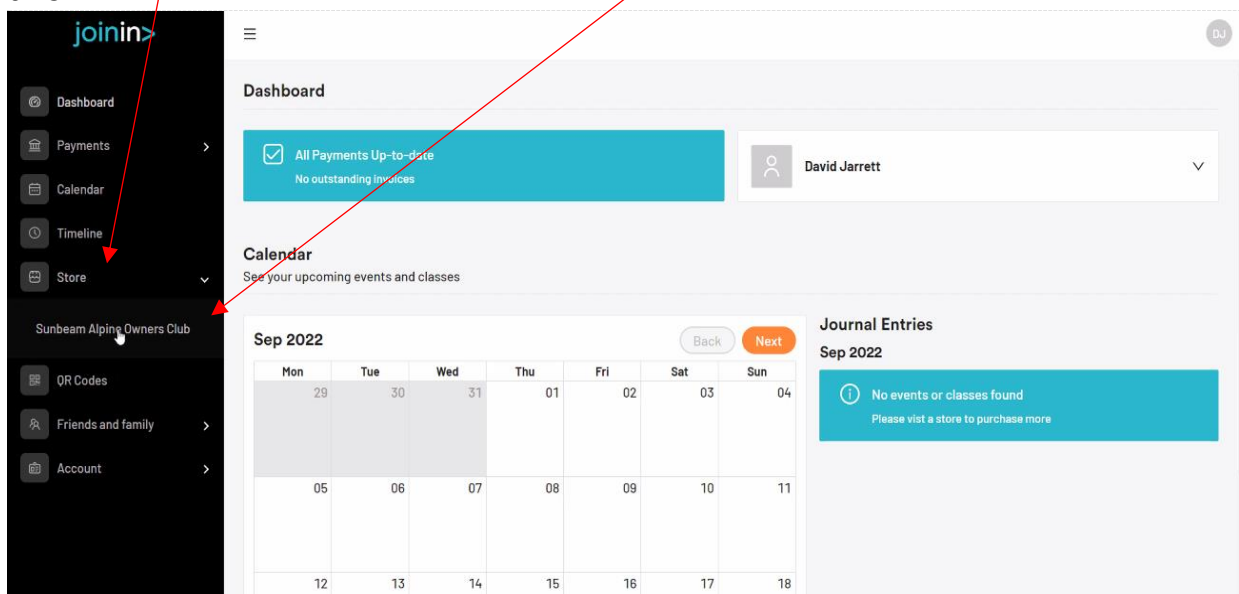
Please select an address!

HOME

A new screen will open that looks like this; this is your joinin> Dashboard screen. You should see your name in this field
If your name is not here, check you have correctly signed in on the Sign in screen

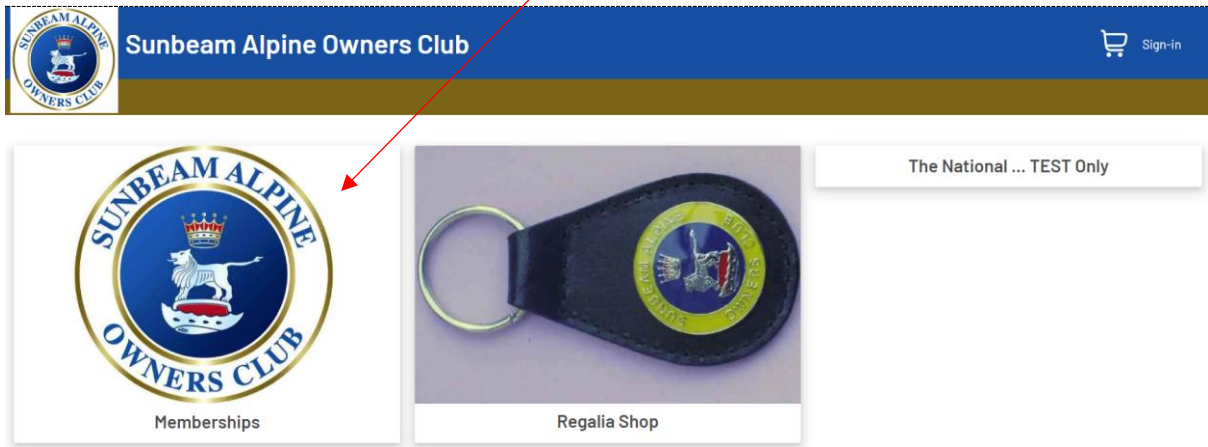


Go to Store Click on it, you will see Sunbeam Alpine Owners Club – Click on this

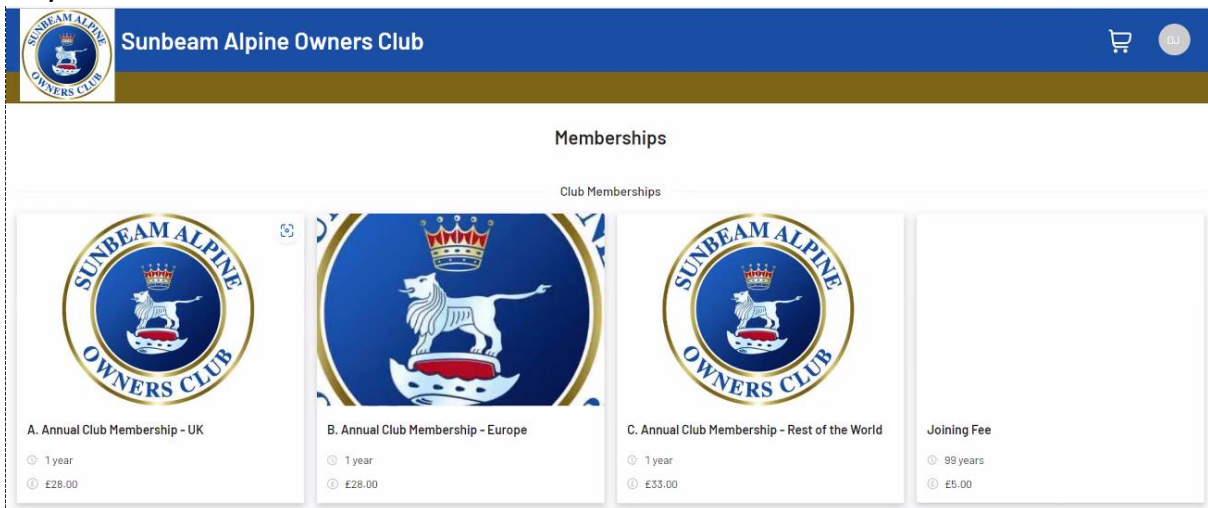


Note: Joint membership has now been replaced with the annual membership – you now have the option to add your other member to the Friends & Family section within your joinin> account. We are no longer charging extra for the additional person.

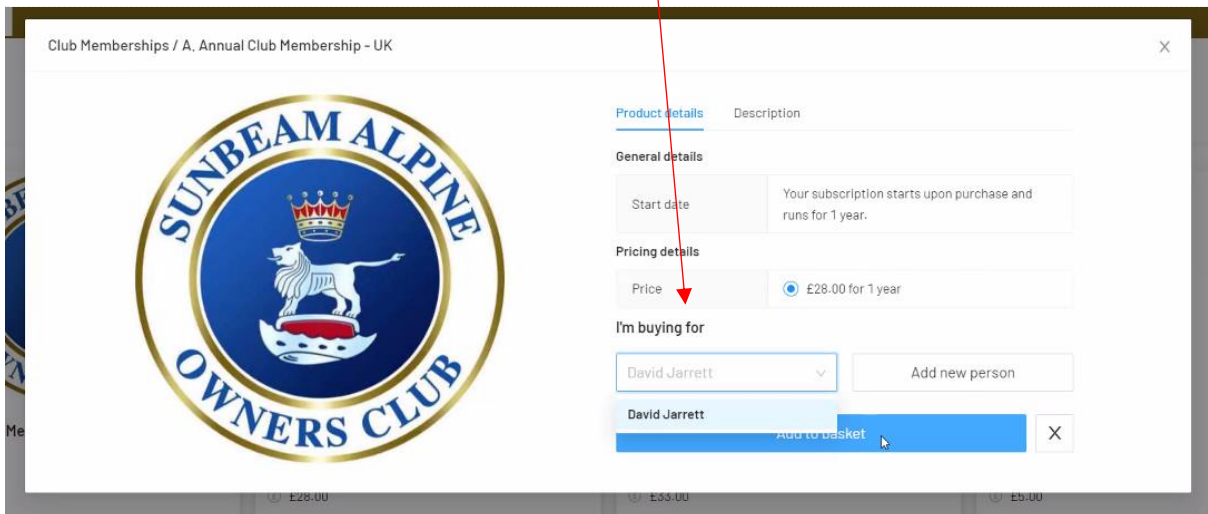
The following screen will open up – this is the Store where you can buy the membership
Click on Memberships



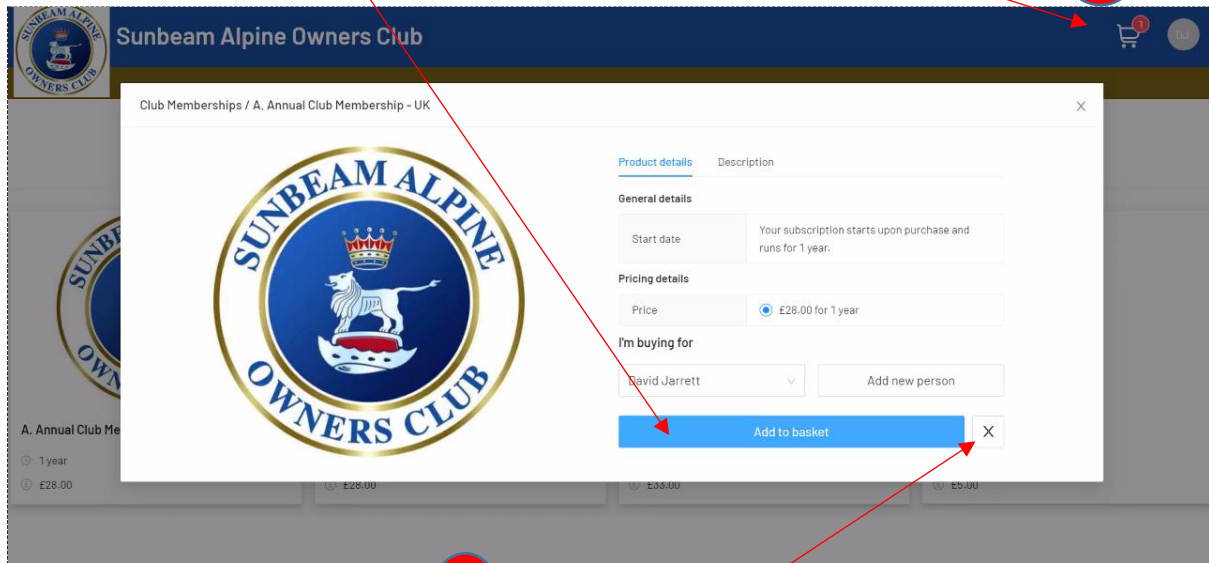
The following screen will open up Choose which Membership you want to buy Click on it



This is how the UK Membership will look. Click in the I'm buying for box. Click on your name.



Click on **Add to basket**. When done, look at the top right handside of the screen to the shopping basket symbol. You will see a small red circle **1**

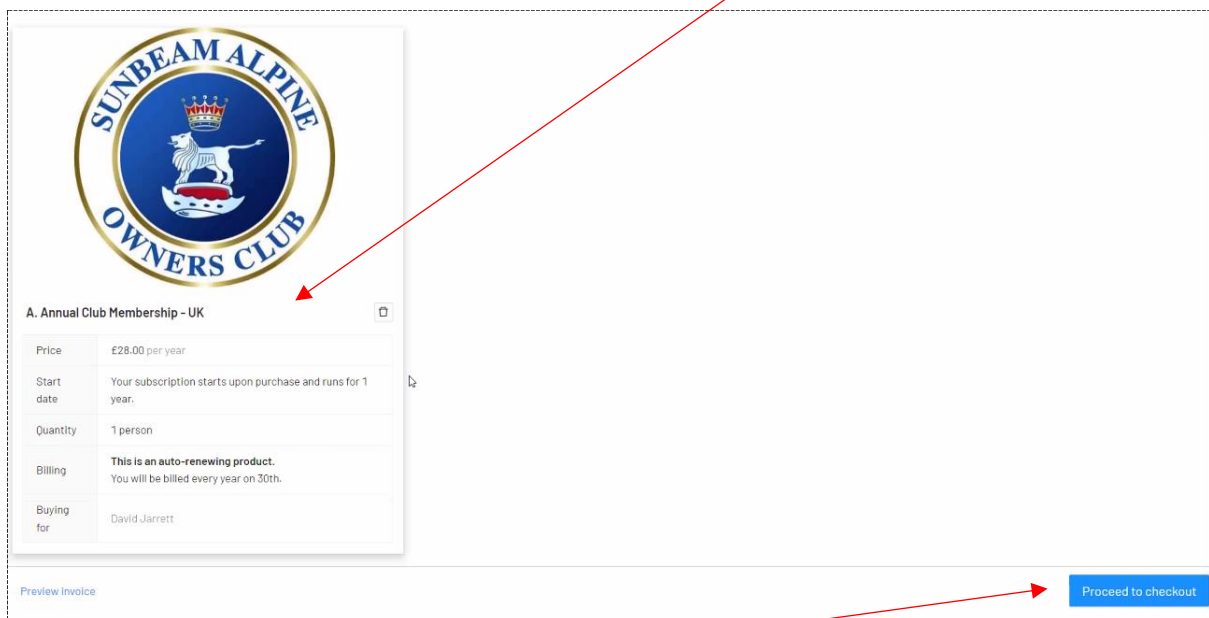


If there is a red circle in the basket **1** Click on the X to close the small screen.

If there isn't a red circle, wait to see it appears in a few minutes. If it doesn't, Click again on **Add to basket** Note the number in the circle should be a 1 only.

Click on the shopping trolley to **View your basket and checkout**

The screen will show the Membership you are buying. UK will look like this



Click on **Proceed to checkout**

This screen asks you to check you are buying if for the right person. Click **Next**

Who are you buying for | Consents | Additional information | Payment providers | Mandates | Confirm

Please review the people you're buying each product for. Click next when you are ready to proceed.

A. Annual Club Membership - UK

Price	£28.00 per person
Start date	Your starts upon purchase.
Quantity	1 person
Billing	This is an auto-renewing product. You will be billed every year on 30th.
Buying for	Jen Douglas

[Preview invoice](#) [Next](#)

Reminder, Joint membership has now been replaced with the annual membership – you now have the option to add your other member to the Friends & Family section within your joinin> account. We are no longer charging extra for the additional person.

At GDPR, change **I do not consent** to **I do consent** by clicking on the words in the grey box
Note Photography is preset to I do consent – this covers photos of you/your vehicle at events.

Note acceptance of GDPR is a condition of membership, it covers you allowing your data to be held by the club. Please refer to the club website for further info on GDPR.

The screenshot shows the 'Consents' page for David Jarrett. It is divided into two sections: 'Required consents for David Jarrett' and 'Optional consents for David Jarrett'. Under 'Required consents', there is a 'GDPR (required)' section with a radio button next to 'I do not consent'. Under 'Optional consents', there is a 'photography (optional)' section with a radio button next to 'I do consent'. A progress bar at the top indicates the current step is 'Consents'. At the bottom right, there are 'Back' and 'Next' buttons.

Click **Next**

If you have changed the GDPR correctly, the screen will look like this one ↓

This screenshot is identical to the previous one, but the radio button for 'I do consent' under the 'GDPR (required)' section is now selected and highlighted with a yellow circle. The 'Next' button at the bottom right is also highlighted with a yellow circle. The progress bar and other UI elements remain the same.

Additional Questions – Click **Open Form**

Sunbeam Alpine Owners Club

Who are you buying for — Consents — **Additional information** — Payment providers — Mandates — Confirm

The following additional information forms are required to be completed. Click next when you are ready to proceed.

Additional Questions [Open form](#)

David Jarrett

[Preview Invoice](#) [Back](#) [Next](#)

Click **Next**

The additional questions look like these
When you are finished click **Save**

Additional information

for David Jarrett

How did you hear of the club?

- Club Member
- Magazine
- Show
- Other

Details

I would be willing to help with club duties

How would you like to help?

- Committee Post
- Area Representative
- Assistant to Committee Post
- Specialist Knowledge of Alpines
- Computers
- Health & Safety
- Law
- Other (Specialist Subject)

If other, please describe:

[Cancel](#) [Save](#)

The next screen is the select Payment Provider.

Payment for UK is with a mandate (DD) with London & Zurich (you are required to set up the mandate)

EU & Rest of World is Paypal

The screenshot shows the checkout page for Sunbeam Alpine Owners Club. At the top left is the club's logo. Below it, the section is titled "A. Annual Club Membership - UK". The details are as follows:

Price	£28.00 per person
Start date	Your starts upon purchase.
Quantity	1 person
Billing	This is an auto-renewing product. You will be billed every year on 30th.
Buying for	David Jarrett

Below the table, there are two dropdown menus for selecting a payment provider:

Pick a provider for the initial payment: London & Zurich

Pick a provider for any subsequent payment(s): London & Zurich

At the bottom right, there are "Back" and "Next" buttons. A red arrow points from the "Next" button to the text "Click Next" below the screenshot.

Click **Next**

EU & ROW, Apologies, I haven't been able to screenshot images of the Paypal instructions.

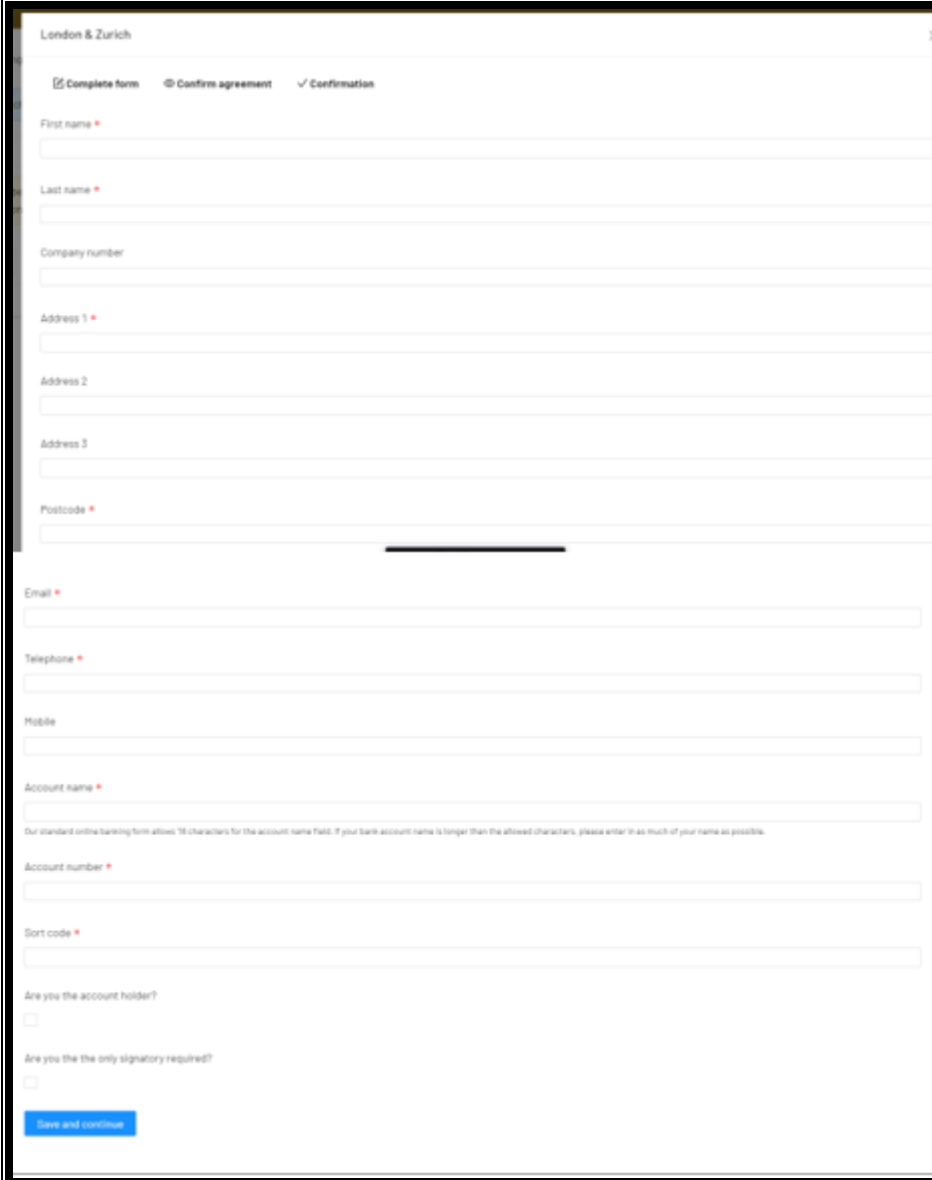
For the UK only follow these instructions.

Click on Set up Mandate

The screenshot shows the checkout page at the "Mandates" step. The header includes the Sunbeam Alpine Owners Club logo and name. A progress bar at the top indicates the current step: "Who are you buying for" (completed), "Consents" (completed), "Additional information" (completed), "Payment providers" (completed), and "Mandates" (current step). Below the progress bar, a message states: "To proceed with checking out your basket, you need to set up mandate(s) with the following payment provider(s)". Underneath, a section for "London & Zurich" contains a yellow warning box: "Direct debits can be used for one-time payments. Please do not be concerned that a one-off payment will repeat." Below the warning box is a button labeled "Set up mandate", which is circled in yellow. A red arrow points from the text "Click on Set up Mandate" above to this button. At the bottom right, there are "Back" and "Next" buttons.

Set up Mandate by completing the form that appears on your screen

Please note the sort code must be entered without the dashes for example 091033



The screenshot shows a web form titled "London & Zurich" with the following fields and options:

- Progress indicators: Complete form, Confirm agreement, Confirmation
- First name *
- Last name *
- Company number
- Address 1 *
- Address 2
- Address 3
- Postcode *
- Email *
- Telephone *
- Mobile
- Account name *
- Our standard online banking form allows 78 characters for the account name field. If your bank account name is longer than the allowed characters, please enter in as much of your name as possible.
- Account number *
- Sort code *
- Are you the account holder?
- Are you the the only signatory required?
- Save and continue

After completing the form, you can Complete the purchase.
An email will be sent to you confirming you have successfully bought your membership.

Now you have set up the mandate, you will not be required to do this again (unless you change your bank account). UK Membership for future years are set to auto renew which means you do not need to take any action – if you

wish to continue with your membership. You will be required to cancel the mandate IF you want to cancel your membership.