



The Queen's Award
for Voluntary Service



Membership Renewal Guide (Members)

Membership Renewal Guide (Members)

NOTE: *in order to draw your attention to key area some sections have been placed in a red box.*

Overview

The charities website has been configured to manage your SERV-OBN Membership. All Members are have a "Membership Level" each level controls RBAC (Role Based Access) to the platform.

The renewal process is the same for all members and membership will be renewed based on the members existing Membership Level. If the website is not able to renew your membership level please use the link provided on the error page to notify the IT Support, this link provides a specific error number in the subject field of the email to help triage the issue.

1. Renewal Alert

When your membership is up for renewal a red alert message box will appear in your Membership Dashboard side bar (see below).

The screenshot shows a web browser window for the 'Members Area'. At the top, there is a banner with a photo of a motorcycle and the text 'Greetings dummy User'. Below the banner is a navigation menu with links: HOMEPAGE, OUR FLEET, CONTACT, MEMBER DASHBOARD, and LOGOUT. The main content area is titled 'Dashboard' and contains a 'Welcome to the Members Area' message. It also includes a contact section for 'Andy Weller' with an email address. On the right side, there is a sidebar titled 'Memberhsip Details' which lists the user's name, last login, email, and membership level ('Waiting List'). A prominent red arrow points from the text above to a red rectangular button labeled 'MEMBERSHIP' with the subtext 'Your fees are due'. Below this button is a 'Full Details' link.

Clicking on this they will take you to the Members Declaration form page where you will be asked to complete all the mandatory information and provide your DVLA license check reference number if you are wishing to renew as a rider/driver. (Details of how to do this are on the form)

Upon submitting the form you will be asked to pay your fees via PayPal. Once payment is made (after approx. 30 secs) the Membership renewal red alert box will be replaced with your new renewal date (as below).



The Queen's Award
for Voluntary Service



Membership Renewal Guide (Members)

Greetings dummy User

[HOMEPAGE](#) [OUR FLEET](#) [CONTACT](#) [MEMBER DASHBOARD](#) [LOGOUT](#)

Dashboard

Welcome to the Members Area

We hope you will find this area useful and easy to navigate.

If you have any questions or suggestions as to what you might like to see in this area of your website them please drop me a mail and I will see what I can do.

Andy Weller
Email: ojw@btconnect.com

Whats for dinner

Membership Details

Name: Dummy
Last Login: 2020-10-29 17:37:36
Email: ojw@btconnect.com
Membership Level: Waiting List
Expiry date: December 2021

[Full Details](#)

If you are exempt from membership fees or wish to pay via bank transfer then you must still complete the Declaration Form. You can skip the PayPal payment, but you MUST inform the membership secretary that you are making payment via some alternative means or that you are exempt.

Once payment has been validated or an exception agreed the red membership renewal alert box will be replaced with your renewal date as above.

NOTE: once you have completed the Declaration for you will not be asked to do so again even if you still see and click on the red alert box.