

## Membership Online

### Club Secretary's – Renewing Memberships Online

#### Introduction

The document is provided for guidance purposes only to guide you through the process of renewing members applications online via your membership online account.

Club Secretaries can now apply to renew the following categories of renew membership applications online:

- Riding members previously registered as a member of their club.
- Non riding members previously registered as a member of their club.

They may not, however, apply for the following online:

- New members
- Members transferring from another club

Please ensure that your club and its officers have been registered with National Office. Each year you must complete and return the **Club Registration Form (F21/11)** in order to register your club.

Your club officers must also be registered with your initial membership application each year before your application can be processed.

Please be aware that orders can only be processed after we have received payment. This does not apply to orders paid for online by debit or credit card. Payment instructions for cheque and EFTs is available below.

**Orders, that have been paid online, will be processed as soon as possible but please allow up to 10 working days from receipt of payment.**

**Please note that EFT payments can take longer than 10 working days to process.** If you need a membership processed quickly, please ensure to pay by debit or credit card to ensure enough time is given for National Office to process your application.

**Please note, until the order is processed and complete and the club is in receipt of their membership card, those members are NOT registered with the Association of Irish Riding Clubs and are not insured to participate at any A.I.R.C. activities.**

## Step by Step Instructions

To submit an application to renew membership applications online, please follow the instructions in the document.

1. Log into your membership online account. Use the link 'Membership Online Login' on [www.airc.ie](http://www.airc.ie).
2. Click on the members tab (it's located beside the *My Account* tab on the left!)  
A list of your current registered members will appear by default.

MY ACCOUNT

MEMBERS

EVENTS

HORSES

PAYMENTS

LOGOUT, TEST CLUB

First << 1 >> Last ( Showing 1 to 7 of 7 )

AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Approved	Renew
2830	Member 2, Test	Test Riding Club	P	P	UG	2014	Approved	Renew
277	Member 3, Test	Test Riding Club	P	P	UG	2014	Approved	Renew
2167	Member 4, Test	Test Riding Club	O	O	O	2014	Approved	Renew
4273	Member 5, Test	Test Riding Club	AP	AP	AP	2014	Approved	Renew
446	Member 6, Test	Test Riding Club	AI	O	O	2014	Approved	Renew
13753	Secretary Member, Test Club	Test Riding Club	I	I	I	2014	Approved	Renew

- To find a member who was previously registered to your club in the previous calendar year or prior to that, use the search filters on the left hand side. You can search by membership number, their first name or surname.

**The default setting is at approved and this means only current registered members will show. Please ensure to select the appropriate category as outlined below:**

- Pending: Incomplete online renewal application.
- Incomplete: Application received but is missing information or payment
- Approved: Current registered members
- Lapsed: Members registered in the previous calendar year but not yet renewed.
- Archived: Members previously registered but not in the previous calendar year.

- To renew a person's membership, click on the renew button. Note: It turns to pending when selected.

AIRC No.	Name	Club	DR	SJ	XC	Year Paid	Status	Action
5176	Member 1, Test	Test Riding Club	P	P	UG	2014	Approved	<a href="#">Renew</a>
2830	Member 2, Test	Test Riding Club	P	P	UG	2014	Approved	<a href="#">Renew</a>
277	Member 3, Test	Test Riding Club	P	P	UG	2014	Approved	Pending

- When you've selected all of the members you wish to renew, click on the Renew Members button. This is located above the search filters.

Renew Members

Mem'ship Number

Firstname

Lastname

Status Approved ▼

Dressage All ▼

Show Jumping All ▼

Cross Country All ▼

Filter

Reset

This will bring you to the order summary page where you can see the members you selected to renew their membership. If you selected someone by mistake, you can remove them at this stage.

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>MY ACCOUNT</span> <span>MEMBERS</span> <span>EVENTS</span> <span>HORSES</span> <span>PAYMENTS</span> <span>LOGOUT, TEST CLUB</span> </div>							
<b>Renewal Member List</b> (Click Member Name To Edit Details)							
AIRC No.	Name	D.O.B	Year Paid	Rider	New/ Renew	Fee	Action
13753	Test Club Secretary Member	16-May-1973	2014	Y	Renew	60 EUR	<div style="background-color: #808080; color: white; padding: 2px 5px; border-radius: 5px;">Remove</div>
277	Test Member 3	01-Jan-1970	2014	N	Renew	30 EUR	<div style="background-color: #808080; color: white; padding: 2px 5px; border-radius: 5px;">Remove</div>

If you need to amend a members details, you must click on their name:

MY ACCOUNT
MEMBERS
EVENTS
HORSES
PAYMENTS
LOGOUT, TEST CLUB

Name: Test Club Secretary Member

Rider: ☒ Yes  
☐ No

Renewal Type: Renew

Renewal Note: 

Change Grades:  
 Show jumping from I to AI.  
  
 New postal address:  
 New Address Line1  
 News Address Line 2  
 Town/City  
 County

Save

Cancel

Here you can change a members status from riding to non-riding or vice versa. If you wish to change a members grades or postal address, you must include a note in the renewal note box.

6. On the order summary page, a summary is provided along with a number of payment options:

**Order Summary**

Type	Number	Fee	Sub-total
Rider (New)	0	65.00	0.00
Rider (Renew)	0	60.00	0.00
Non Rider (New)	0	30.00	0.00
Non Rider (Renew)	1	30.00	30.00
<b>Total:</b>			30.00

**Select Payment Option**

Choose the option below to confirm payment by cheque or electronic bank transfer. The exact payment instructions will be included in the confirmation email.

Pay By Cheque or EFT

Alternatively choose the option below to confirm payment by debit/ credit card. Note: The total charge to your card will include a card handling fee of 1.50 EUR to give a total transaction charge of 31.50 EUR.

Pay Online

You can continue to pay by a club issued cheque or by bank transfer. If you chose this option, your order will be pending until payment is received. Payment instructions along with an order summary will be emailed to your club mail account email address.

If you choose to pay online, you will be redirected to a payment page where you can enter your payment details. Please note a transaction charge will apply to your application.

Payment Amount: EUR31.50

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Payment Type: \*


Card Number: \*

Expiry Date: \*

CVV: \*  [What's this?](#)

Cardholder Name: \*

\* Mandatory field

  
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ABOUT SSL CERTIFICATES

