

# Association of Irish Riding Clubs

## ***Membership Online User Guide***

This document will provide you with a step by step guide on how you can access and use *Membership Online* on [www.airc.ie](http://www.airc.ie).

This service will allow you to edit your contact details with the Association and enter national competitions. This service is only available to registered members.

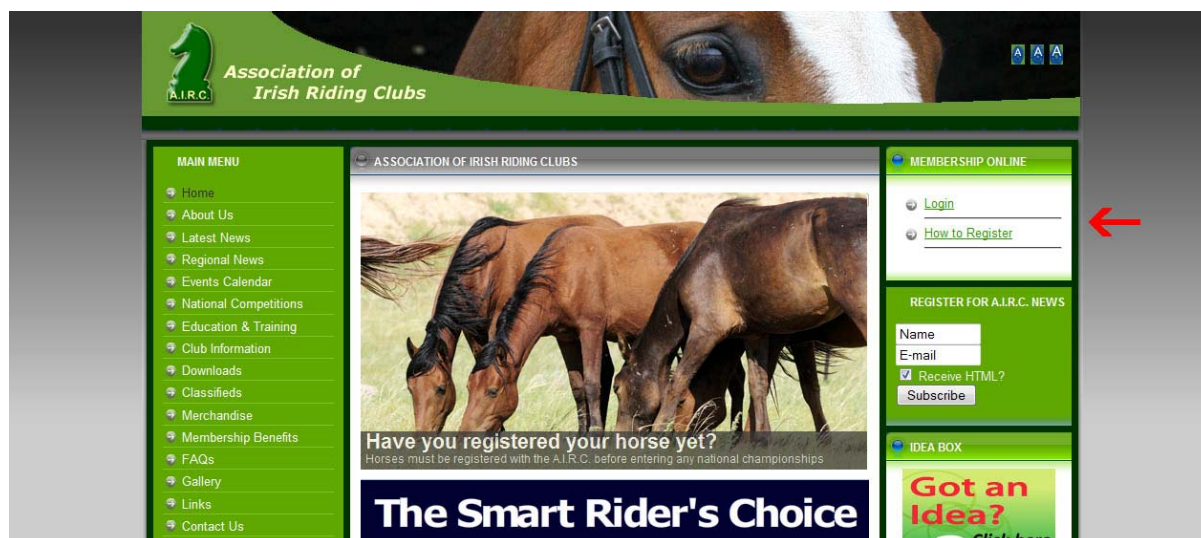
Other features will be rolled out on a phased basis.

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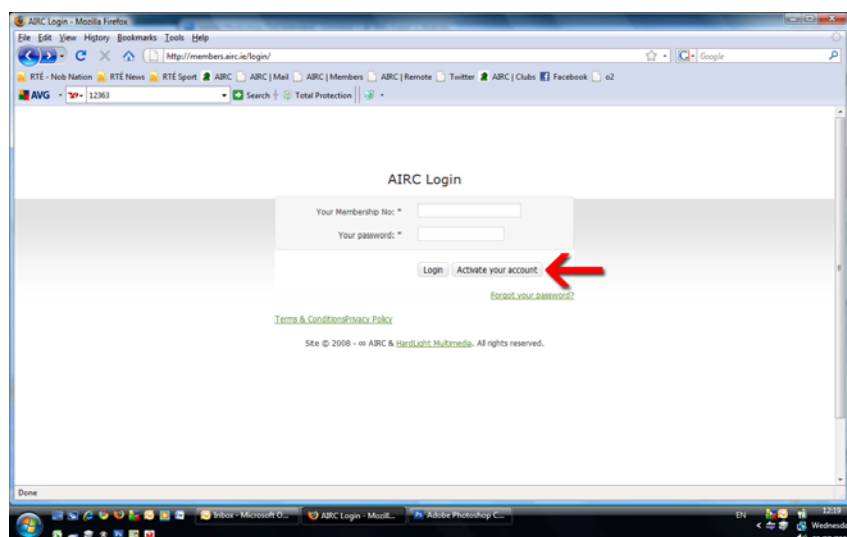
## Accessing your account

To access your account, click on the login button located under the *Membership Online* heading icon on the index page of [www.airc.ie](http://www.airc.ie). This is located on the right hand side of the screen.

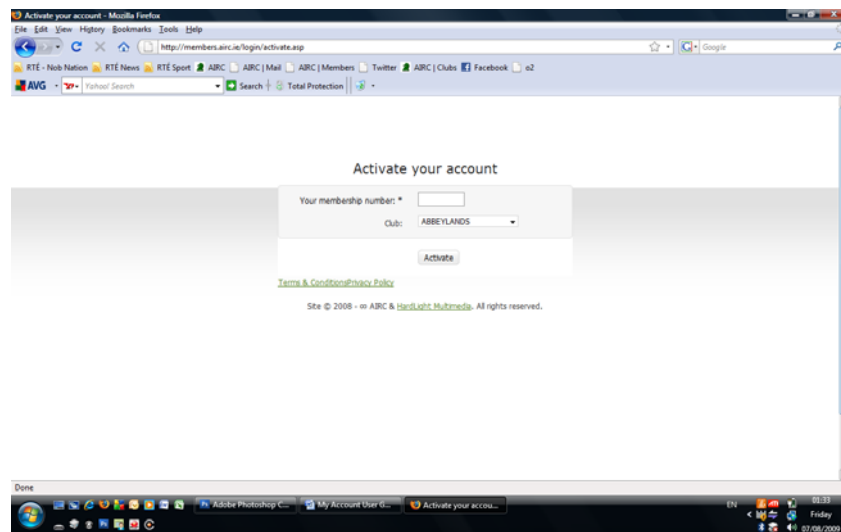


## Activating your account

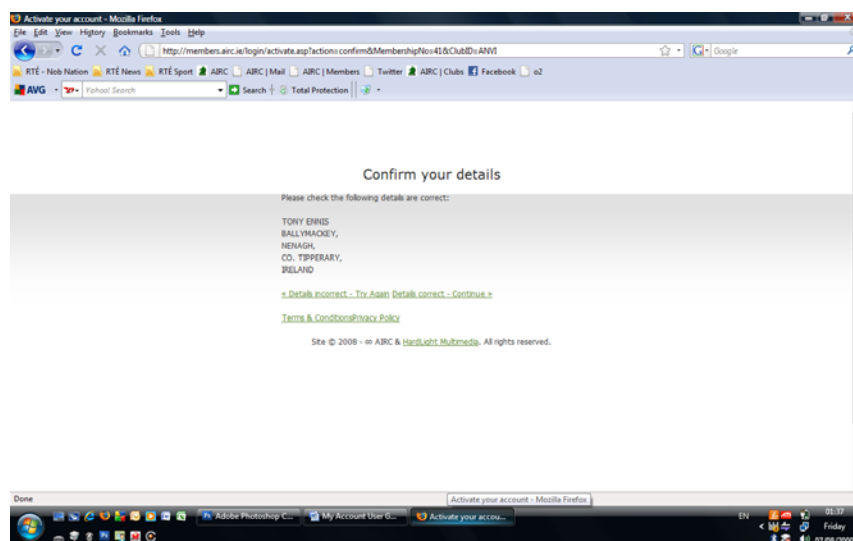
If it is your first time accessing *Membership Online*, you will need to activate it. To do this click on the “activate your account” button. If you have already activated your Account, proceed to step 3.



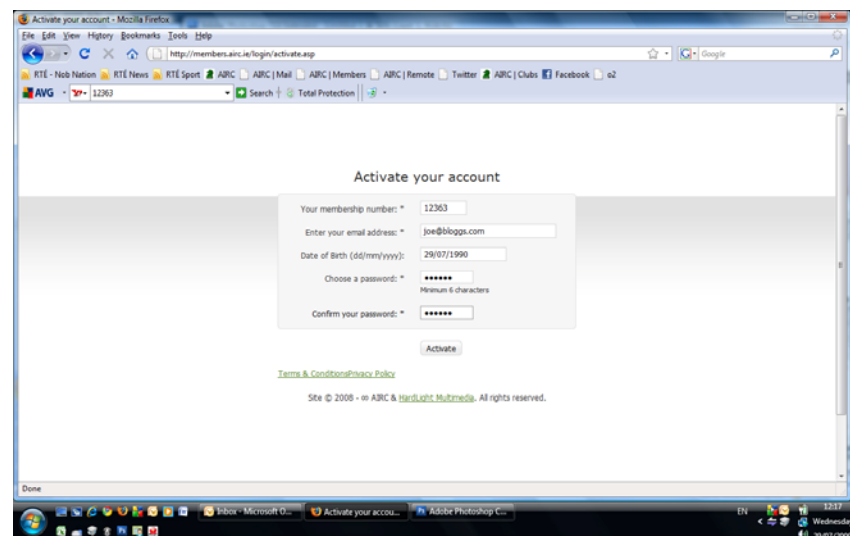
You will then be asked to enter your membership number and select your club:



You will then be asked to confirm that your are activating your account. If you've selected the wrong account, you will need to go back and re-enter the correct membership details.

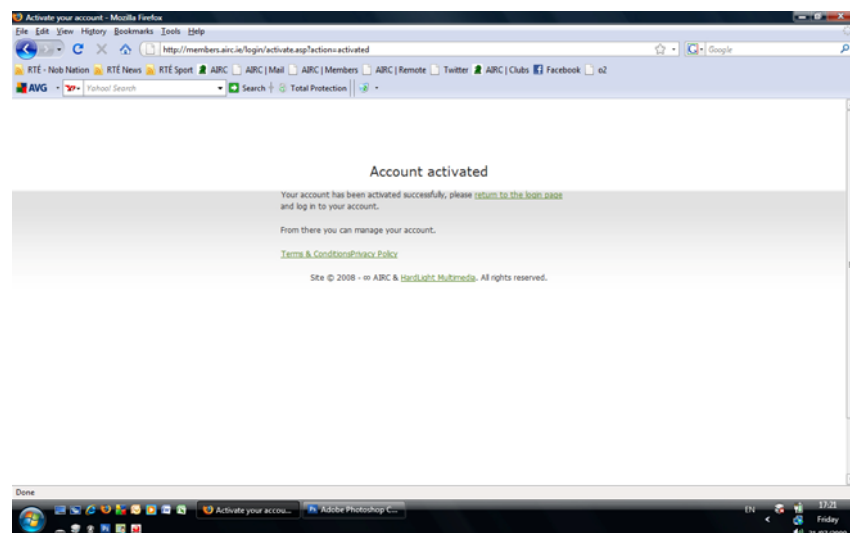


When you have confirmed that you have selected the correct information, you will then be asked to enter your date of birth and email address. You will also be asked to enter a password which you will need when logging into your account.



The screenshot shows a web browser window titled "Activate your account - Mozilla Firefox". The address bar displays "http://members.airc.ie/login/activate.asp". The page content includes a form titled "Activate your account" with the following fields: "Your membership number:" (filled with "12363"), "Enter your email address:" (filled with "joe@blogs.com"), "Date of Birth (dd/mm/yyyy):" (filled with "29/07/1990"), "Choose a password:" (filled with "\*\*\*\*\*" and a note "Minimum 6 characters"), and "Confirm your password:" (filled with "\*\*\*\*\*"). An "Activate" button is located below the password fields. At the bottom of the form, there is a link for "Terms & Conditions/Privacy Policy" and a copyright notice: "Site © 2008 - © AIRC & [HardLight Multimedia](#). All rights reserved."

Then click on activate and then you will be directed to this page confirming that you have activated your account.

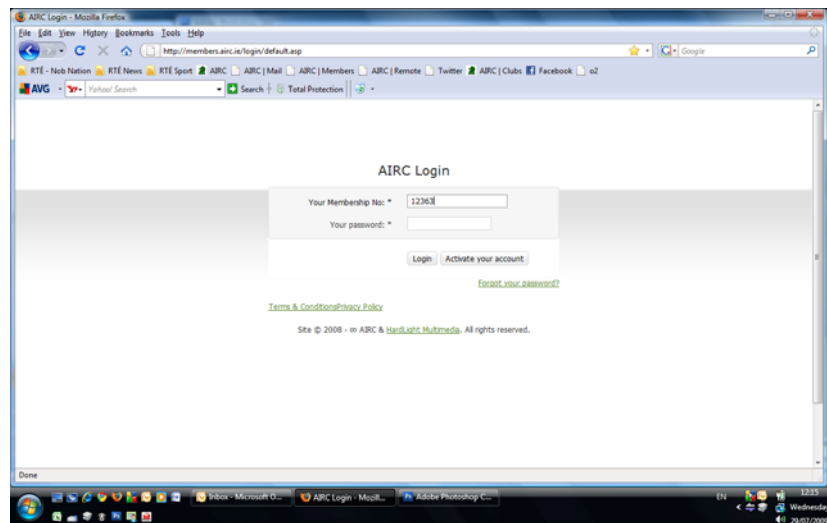


The screenshot shows the same web browser window after clicking the "Activate" button. The address bar now displays "http://members.airc.ie/login/activate.asp?action=activated". The page content shows a confirmation message: "Account activated" followed by "Your account has been activated successfully, please [return to the login page](#) and log in to your account." Below this, it says "From there you can manage your account." and provides a link for "Terms & Conditions/Privacy Policy". The copyright notice at the bottom remains the same: "Site © 2008 - © AIRC & [HardLight Multimedia](#). All rights reserved."

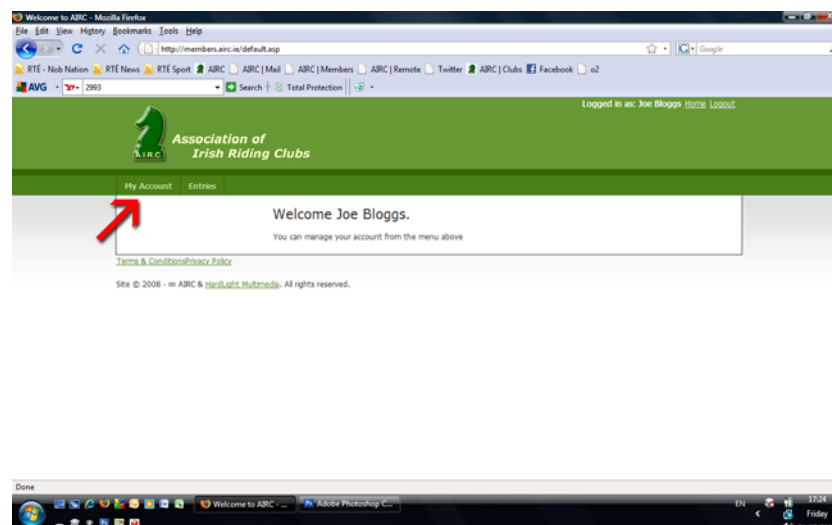
If you have problems activating your account, please email [david@airc.ie](mailto:david@airc.ie).

## Membership Online

To login to your account, you must enter your membership number and password. If you forget your password, click on the *Forgot your password* button for details on how to reset your password.



When you've logged in, you will be brought to the *Membership Online* page:

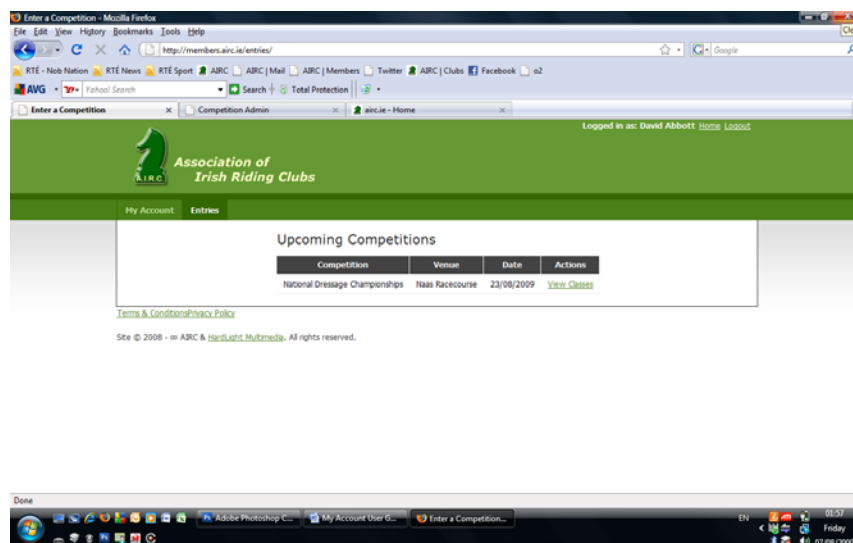


To view your membership details, click on *Membership Online* tab located under the A.I.R.C. logo. Here you can view your membership account and update your contact information.

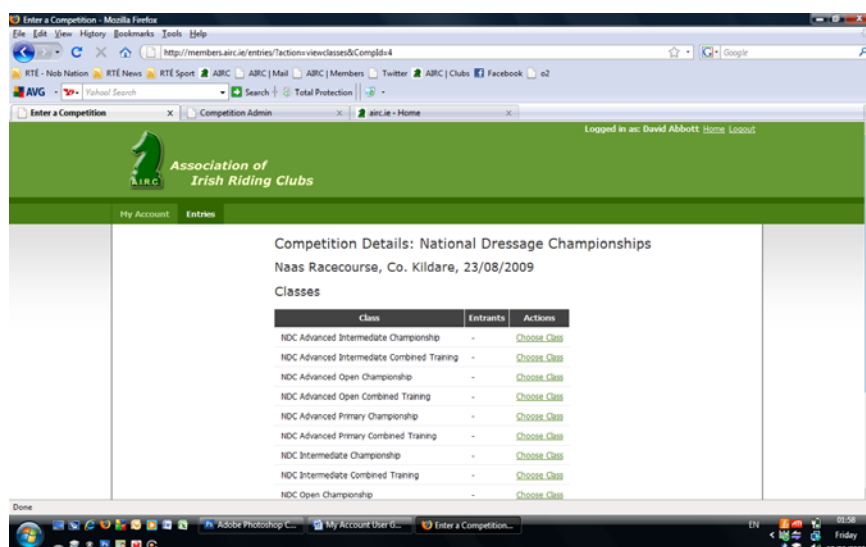
To update your contact information, scroll down to the bottom of the page and click on the edit button.

## Enter a competition

To enter a competition you have two options, by clicking on the *Entries* tab or the *Enter a Competition* button in the left hand corner. This will list all upcoming events which you can enter.

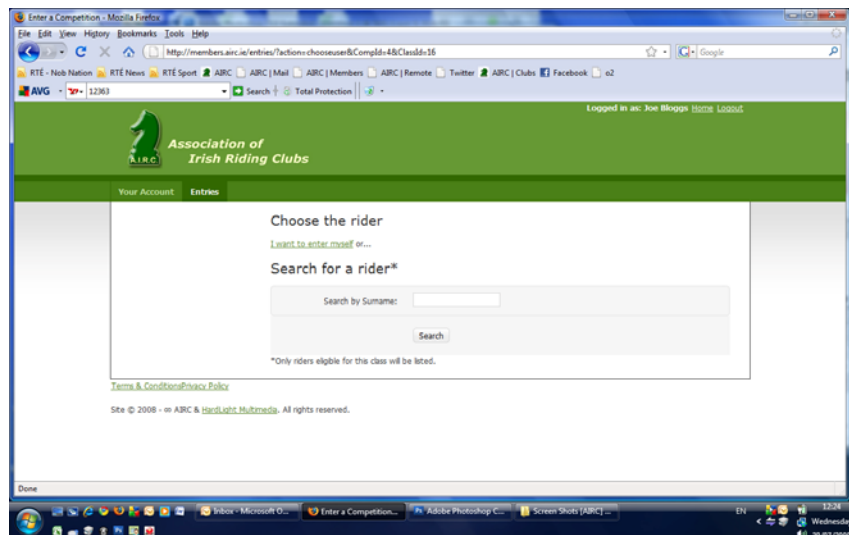


Select which event you want to enter by clicking on *View Classes*.

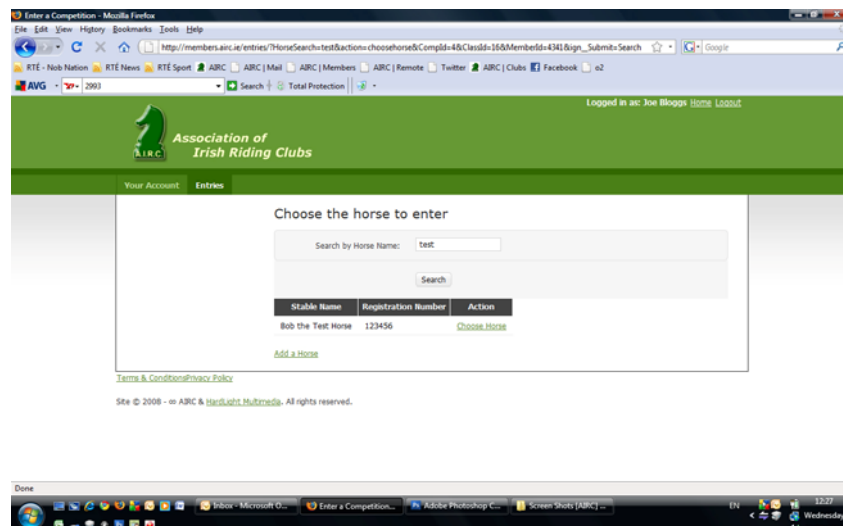


You then select which class you want to enter. Please note you are only permitted to enter competitions which you are eligible for.

You will then be asked to select the rider you wish to enter. Here you can select if you want to enter yourself or search for another rider if entering on behalf of another member.



The next step involves selecting your horse. If you've already registered your horse with the Association it will appear on your screen.



If your horse is not registered with the Association, you must first conduct a search using your horses registered name to make sure it's not already on the system.

If it doesn't appear, click on the *Add a Horse* button. This will allow you to provisionally add your animals details to the system.

You must, however, forward a copy of your horse's passport, to include the naming and marking sheets, to Head Office.

**Please note that your entry will not be processed until your horse's passport has been forwarded to Head Office.**

Once your horse has been registered, your animal's details will be available to enter future events.

The screenshot shows a web browser window with the URL <http://members.airc.ie/entries/action=addhorse&Compld=4&ClassId=16&MemberId=4341>. The page is titled "Add a horse" and contains the following form fields:

- Horse Pet Name: \*
- Horse Stable Name: \*
- Horse Registration Number: \*
- Sire Registration Number: \*
- Sire Name: \*
- Dam Registration Number: \*
- Dam Name: \*
- Horse Sex: Stallion
- Year of Birth: \*
- Horse Height: \*
- Horse Breed: \*

The browser's address bar shows the URL, and the taskbar at the bottom indicates the date is Wednesday, 29/07/2009.

Once you have selected your horse, you will be asked to confirm your selections. You may also enter other competitions by clicking on the *enter more classes*.

When you have entered all of your competitions, you will then be asked to confirm your entries by clicking on *confirm and add to cart*.

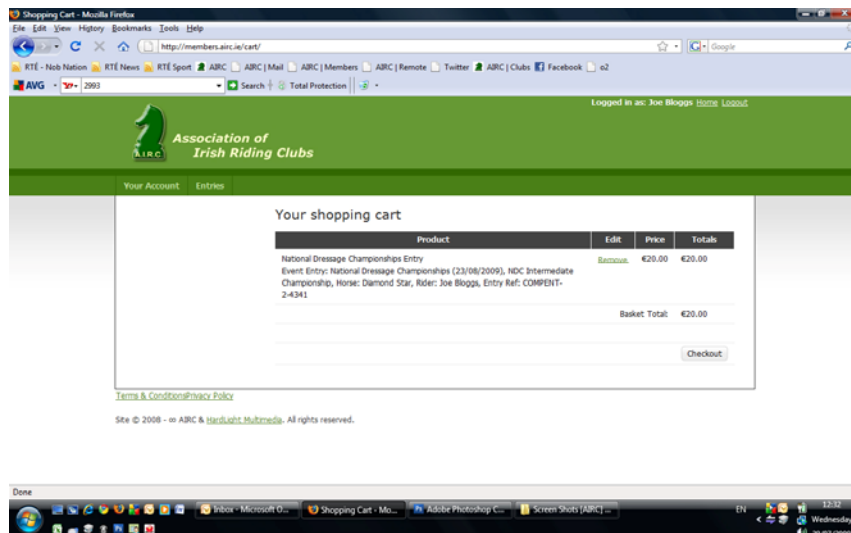
The screenshot shows a web browser window with the URL <http://members.airc.ie/entries/action=confirmentry&Compld=4&ClassId=16&MemberId=4341&HorseId=5>. The page is titled "Confirm your selections" and displays the following information:

- Competition: National Dressage Championships
- Class: NDC Intermediate Championship
- Rider: Joe Bloggs
- Horse: Diamond Star
- Fee: €20

Below the information, there is a button labeled "Confirm & Add to cart". The browser's address bar shows the URL, and the taskbar at the bottom indicates the date is Wednesday, 29/07/2009.

Once you are redirected to your cart, you must click on the checkout button to proceed to the payment section.

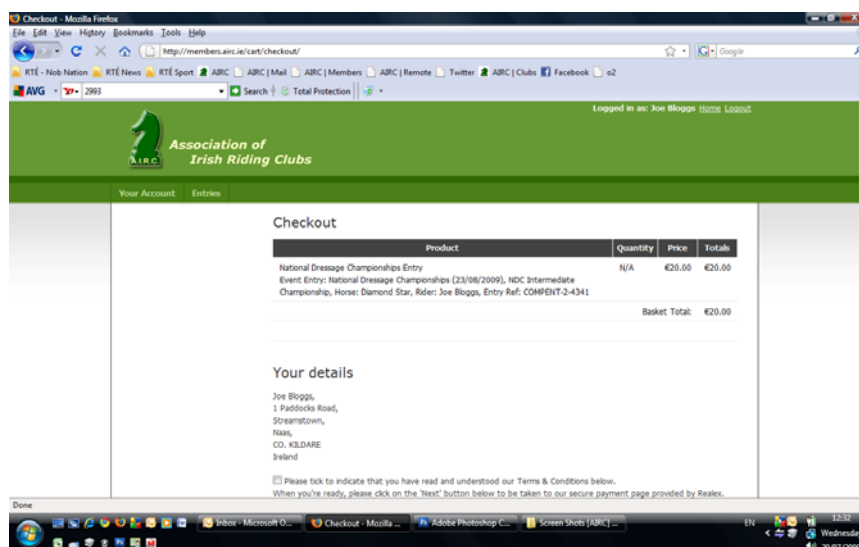




At the checkout stage, you must agree to the terms and conditions and also your volunteering commitments to assist your club and region with the running of the event.

You will be contacted separately in relation to helping at our national events.

Once you have agreed to both of those, click on the next button to the secure payment section.



You must then enter your payment details to confirm your entry.

The screenshot shows a Mozilla Firefox browser window with the URL <https://epage.payandshop.com/epage.cgi>. The page has a green header and a white content area. The payment form includes the following fields:

- Card Type:
- Card Number:
- Expiration Date:
- Cardholder's Name:

Below the fields is a  button and a logo for "payment provided by ecobank".

The taskbar at the bottom shows the following applications: Done, epage.payandshop.com, Enter your credit card..., Adobe Photoshop CS..., Screen Shot (AIRC), AllCastCards, Note..., EN, Wednesday, 26/07/2009.

Entries that have been successfully processed will be redirected to this screen:

The screenshot shows the same Mozilla Firefox browser window, but the content area now displays a confirmation message:

Your payment was successful. Please print this page for your records. Your purchase reference number is **4341-20090729123121**. If you need to contact us about this purchase, please email [david@airc.ie](mailto:david@airc.ie), quoting the reference number.

The details of the purchase are as follows:

- National Dressage Championships Entry - Event Entry: National Dressage Championships (23/08/2009), NDC Intermediate Championships, Horse: Diamond Star, Rider: Joe Bloggs, Entry Ref: COMPENT-2-4341

Total: 20.00 EUR  
[Return to Members area.](#)

The taskbar at the bottom shows the following applications: Done, epage.payandshop.com, Enter your credit card..., Adobe Photoshop CS..., Screen Shot (AIRC), AllCastCards, Note..., EN, Wednesday, 26/07/2009.

You must keep a record of your purchase reference number as you will be required to quote this number if you have a query on your entry.

If you did not get a reference number of this screen did not appear when you submitted your entry, please email [david@airc.ie](mailto:david@airc.ie).