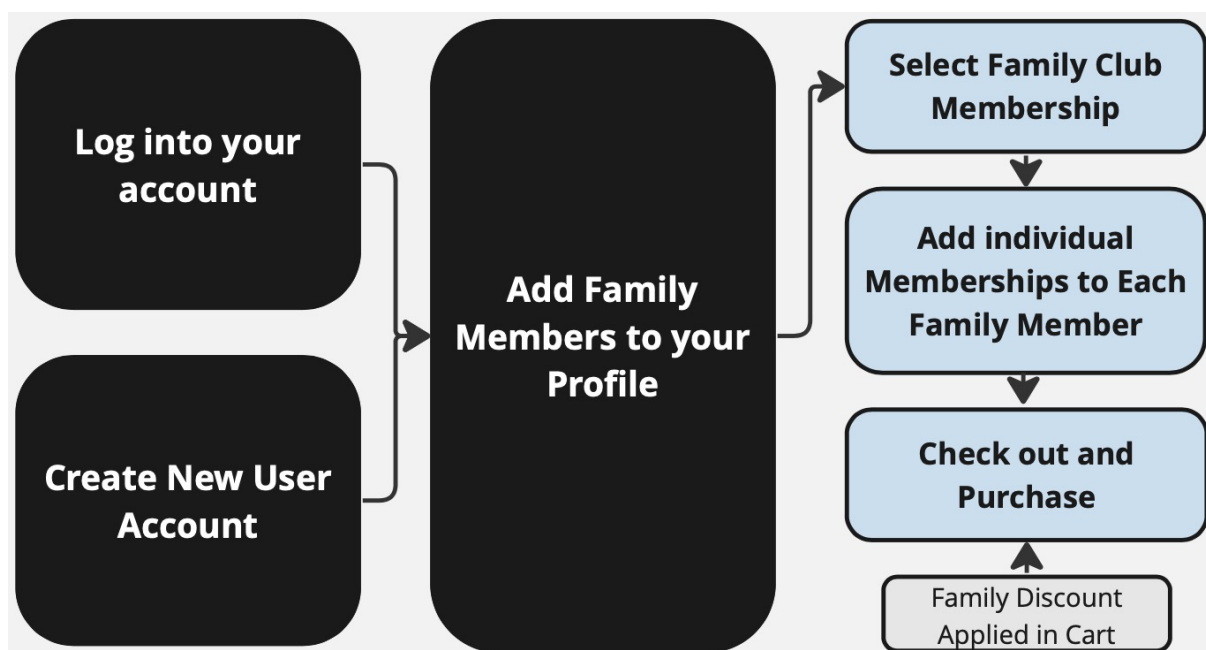


Adding a Family Membership



This guide has been designed for club members wanting to take out Club Membership for themselves and their family members. This guide will walk you through the process of adding existing profiles to your family, adding new members to your family and purchasing membership for all who require it.



NB: Some clubs may not offer a Family Club Membership.

If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org or contact your club membership manager.

Log in

Head to crnz.justgo.com and LOG IN or;

Sign Up to create a user profile.

*To log in you will need your username to access your account.
Your username will likely be your email address.*

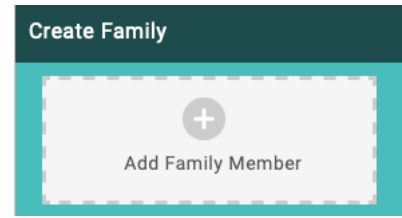


Log In

1) Adding Family Members to your Profile

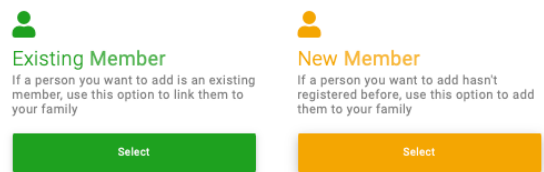
Add Members

If you need to add members to your family. Log into your account and on the "Profile" page, click on "Add a Family Member" which is located under your profile image on the left hand side of the screen.



New vs Existing

You will be presented with a pop-up to add an Existing Member or a New Member. Existing means a profile that already exists in the system (has held membership in the last 3 years). New refers to a brand-new profile that you will create.



1 .a) Adding EXISTING Family Members

To link an existing profile to your account, you will need access to the email address that is attached to that account.

After clicking on the "Select" button under the "Existing Member" option, you will be presented with a pop up as shown.

Enter in the email address and the DOB of the profile you want to link and click on "Send Verification Email".

This will send an email to the address on the account of the member you are adding. The email will contain a link that simply needs to be clicked to link. After this is done, you will see the profile on your account.

Step 1
Enter the email address of member you wish to add
Email Address

Use [Membership Number](#) instead

Step 2
Enter the date of birth of the member you wish to add or their member number
Date of Birth
Day Month Year
OR
Membership Number

Confirmation

If you entered details matching a profile in the database you will receive the pop-up shown.

Click "Add" to add more accounts or Click "Close" to return to your profile.

Verification Email Sent
An email has been sent.
Please follow the instructions in the email to complete the link process

Incorrect Details

If the details you entered do not match a profile on record you will receive a message advising you as such.

You can contact your Club or Canoe Racing NZ at membership@crnz.org to assist in linking members.

Unable to find a matching member. This could be because the dob or Member ID is incorrect or they don't exist, please contact admin@azolve.com or use the Add New Member function.



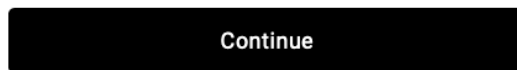
1 .b) Adding NEW Family Members

Adding/Creating New Family Member Profiles

To create a new profile, click on the “Select” button under the “New Member” option, you will be presented with a pop up to the side to create a new profile.

- Add this family member to the same clubs as me.
- I declare that I have permission to add, update and maintain this person's information on JustGo.

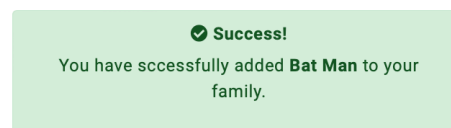
You will see that certain fields such as mobile, email address and physical address are pre-populated with the details from your own account.



After entering their details, click on the “Add this family Member to the same clubs as me” option to link them to your Club, then click the “Sign Up” button at the bottom.

Confirmation

You will receive a confirmation pop-up upon successful creation of a new profile. This profile will now appear under your family area in your profile.

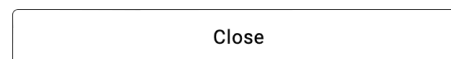


The profile that is now linked to your account will need to do a reset password to access the newly created profile.

What Next?



On the pop-up you can select “Add another profile” to create additional members or you can click on “close” to be taken to your profile.

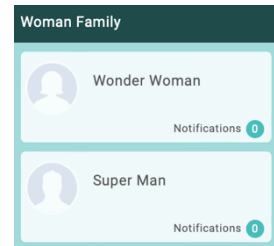


2) Purchasing a Family Club Membership

Family Members

After logging into your account, you will be able to see who is linked to your profile.

When on your “Profile” page, under your profile image you will see your family name (Likely your surname) and tile for each of the profiles linked to your account.

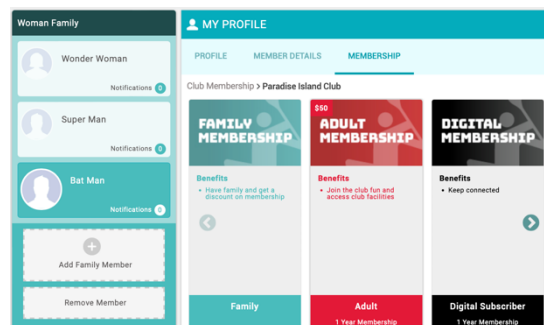


Membership

Click “Membership” at the top of the page.

You will then be able to select your Club, add a new Club if required, or click on the RENEW button.

Each of these will take you to the Membership Offerings at your chosen Club.

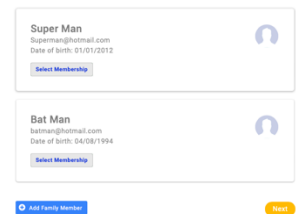


NOTE: If you have a current membership and selected your Club Tile rather than “RENEW”, you will then need to click the “ADD” tile.

Family Option

Click on the Family Membership Tile.

In doing so the page will load with all of your linked family members beneath the tile (you may need to scroll down).



Note: If you cannot see the Family membership option, check first to see that it is not off the screen as you can scroll across. Failing this, contact your Club as it means they have not turned this option on.

Select Membership

Click on “Select Membership” under each of the family members names.

Select a membership

Membership	Price	
Adult	\$50	✓

You will be presented with a pop-up of available Memberships for that profile. Any Rules that the Club has set up, such as age restrictions, will determine which Memberships you can see for each Member.

To select a Membership, click on the Tick to the right. In doing so, the pop up will close.

Finalise Selection

After making a selection for all Members, click on the “Next” button at the bottom of the page.

You will then be taken to a page to complete any additional information on each of the members. Emergency contacts, additional purchases and any additional information the club requires from you.

Super Man
Superman@hotmail.com
Date of birth: 01/01/2012

Junior [Change](#) [Remove](#)

Bat Man
batman@hotmail.com
Date of birth: 04/08/1994

Adult [Change](#) [Remove](#)

[Add Family Member](#)
[Next](#)

Checkout

When in the Checkout, you will see the details for each of your family members and the Membership that you selected (as well as the automatically assigned CRNZ membership).

To finalise your membership, click on “Pay with Card”

You will then receive a pop-up to enter in your credit card details. When complete, click on the “Pay” button at the bottom. Upon payment you will be taken to a successful payment screen. From the right-hand side of the screen you can select to download your invoice.

Your invoice will also be emailed to you.

🛒
Checkout & Payment

1 Order Review
 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary

Total Items	8
Item saved for later	0
Net Total	\$235.00
Tax	\$15.00
Total (NZD)	\$250.00

Pay with Card

Remove All

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
<div style="display: flex; align-items: flex-start;"> <div> <p>Junior (Super Man)</p> <p>Paradise Island Club</p> <p style="font-size: 0.8em;">When purchasing a Canoe Racing NZ (CRNZ) Affiliated Club Membership, members automatically receive a CRNZ membership.</p> </div> </div>	1	\$75.00	\$0.00	\$75.00
<div style="display: flex; align-items: flex-start;"> <div> <p>Junior (Super Man)</p> <p>Canoe Racing New Zealand</p> <p style="font-size: 0.8em;">When purchasing a Canoe Racing NZ (CRNZ) Affiliated Club Membership, members automatically receive a CRNZ membership.</p> </div> </div> <div style="margin-top: 5px; font-size: 0.8em;"> Save for Later Remove </div>	1	\$0.00	\$0.00	\$0.00
<div style="display: flex; align-items: flex-start;"> <div> <p>Adult (Wonder Woman)</p> <p>Paradise Island Club</p> <p style="font-size: 0.8em;">When purchasing a Canoe Racing NZ (CRNZ) Affiliated Club Membership, members automatically receive a CRNZ membership.</p> </div> </div>	1	\$50.00	\$7.50	\$57.50
<div style="display: flex; align-items: flex-start;"> <div> <p>Adult (Wonder Woman)</p> <p>Canoe Racing New Zealand</p> <p style="font-size: 0.8em;">When purchasing a Canoe Racing NZ (CRNZ) Affiliated Club Membership, members automatically receive a CRNZ membership.</p> </div> </div>	1	\$20.00	\$0.00	\$20.00