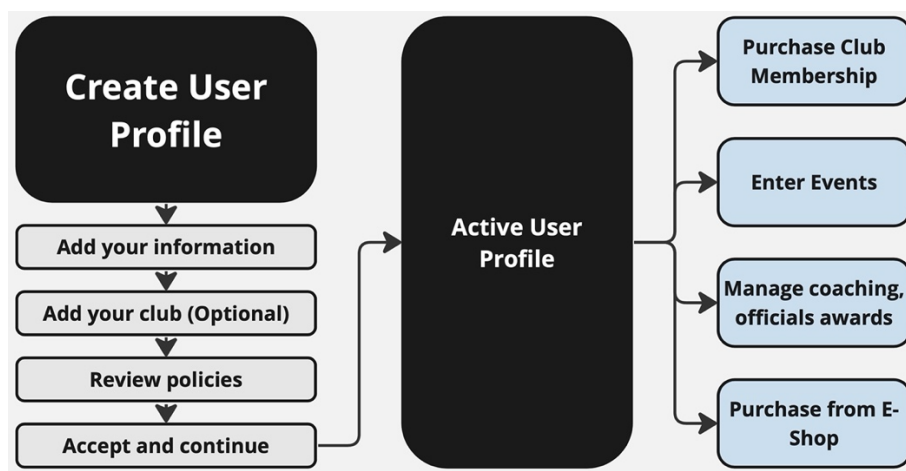


Creating a User Profile & Purchasing a Club Membership



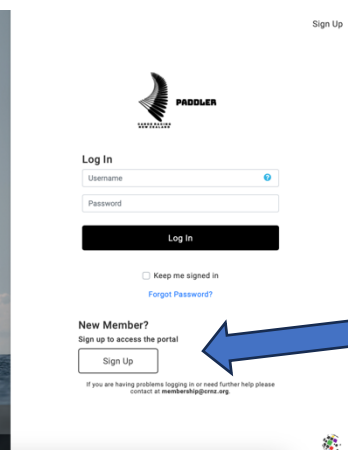
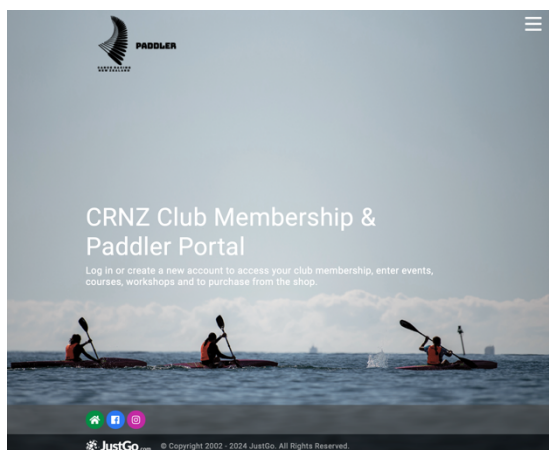
This guide has been designed for individuals to create a user profile on the Canoe Racing NZ Club Membership & Paddler Portal.



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

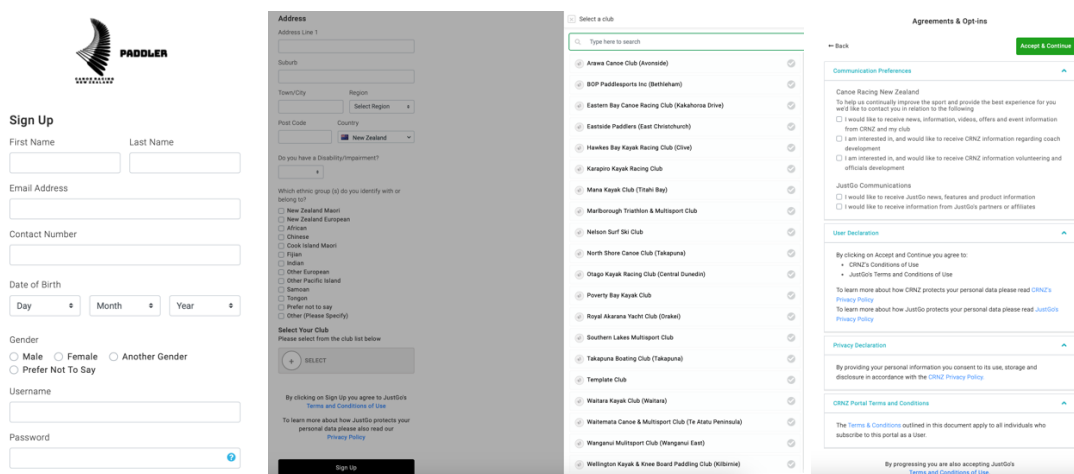
1) Create a New User Account

Head to crnz.justgo.com and click the **Sign Up** button.



2) Enter Your Details, Add Your Club, Agree to Terms & Conditions

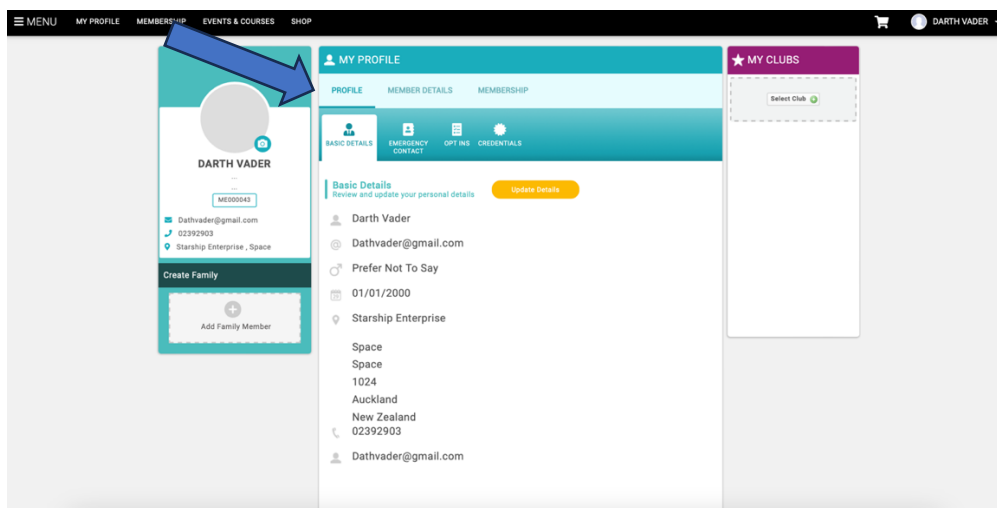
- On the Sign Up screen, enter your details and choose the user name you will use on every sign in (it will default to your email address).
- Add your club or the club you want to join.
 - You don't have to add a club if you do not want to. Adding a club does not mean you are a paid member.
 - Alternatively, you can add or find a club once you have created an account.
- After clicking **Sign Up**, you will be logged in and presented with the CRNZ and JustGo terms and conditions. After reviewing these documents, select the **Accept & Continue** button at the top or bottom of the screen.



Editing Your Profile

If you already have a profile you can update your contact information, your opt-in communications, emergency contact information and preferences by going to the **Profile** and **Member Details** tab.

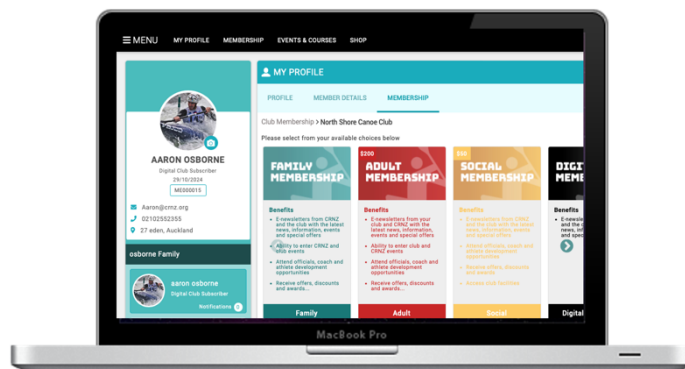
It is important to keep your information up to date so clubs and CRNZ can keep customise your user experience. This information will also streamline by auto filling for entering events.



Purchasing Club Membership

Once you have selected and added a club, you will be presented with a selection of membership options available to you, which may be filtered based on factors such as your age or your new member status.

To see more information about a membership, click **More Info** at the bottom of the tile. If you're still unsure, contact the club directly. If you're ready to proceed, click **select** to begin your purchase.



Once you have selected a membership option, you will be prompted to complete your profile. This information will include details of an emergency contact, health information and any specific information required by the club.

Once complete, select **Checkout** to proceed to payment. If you wish to browse further before finalising, select **Save and Continue**.

Payment

When you reach the checkout, your Club Membership if you are joining a club, will be itemised in the cart. You will also see a Canoe Racing NZ \$ cost item and any products selected will also appear in your cart.

If any discounts or surcharges have been applied, you can see the details by clicking on the tooltip under Order Summary.

To finalise your membership, click **Pay with Card**. A pop-up will allow you to enter your card details. When complete, click **Pay**.

Once your payment has been processed, you will receive confirmation on the next screen and advice that an email is on the way to the email address you provided during your registration.

User Functions

On the left hand side of your screen or the menu you will see the member area. These tiles or buttons will take you to different areas within the CRNZ Club Membership & Paddler Portal.

My Profile – This area will give you access to your profile.

Cart – Keep up to date with items you have added to your shopping cart.

Payment History – Will give you access to all payments and invoices generated in this portal.

Membership – This will take you to your membership status of any clubs you are members of or take you to the club membership page (If you have linked a club to your profile)

Events and Courses – This link will take you to the events and courses page.

Shop – This link will take you to the shop.

Documents – Documents have been shared with you will show up in this section.

My Enquires – Will give you direct access to connect with our membership team. If you have any issues please check the user guides before raising an enquire.

Finance – In this section you will be able to see your subscriptions and instalments summaries.

