Study Day Booking

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Study Day Booking

Introduction

In order to modernise our systems & procedures and to free-up valuable volunteer time for our Treasurer and Membership secretary in particular, we are **trialling a new membership platform** "membermojo" which ensures compliance with data protection laws "GDPR" and allows members to directly manage their contact information.

All ASB members will have an "account" linked to their email address, so it is essential that we have a current email address for you! Please let us know of any change.
In this account, members can see exactly the details we have on record.
Additionally, members will be able to make subscriptions and event payments, via our new ASB "store", securely through this account.

As a start, we have set up our "store" to take bookings for our Study Day in February, so if you intend to come along, please do book using membermojo.

THANK YOU.

How to book for our Study Day

In your browser (Chrome, Edge, Safari depending on your phone, Ipad/tablet, computer), open a new tab and go to https://membermojo.co.uk/asb/store.

You will need to sign to your account at membermojo using your email address – this a very secure site, so will take you through several steps before you arrive at our "store". Simply enter your email address initially and then follow the instructions until the store page showing the Study Day is shown.

Pick the quantity you want and click Checkout.

Confirm the quantity, add any additional notes that might be relevant and click Checkout again.

This will take you to the payment screen - you can pay with bank transfer or online immediately with your credit or debit card, simply click on the payment option you want and proceed.

The confirmation screen will appear.

An email will be sent confirming your booking – this will give the details again for paying by bank transfer or thanking you for paying by card.

Then you can sign out.

It's actually quite easy - see next pages for an example of Lin's booking for herself and a friend

Our example

Don’t worry if things look slightly different to the following example

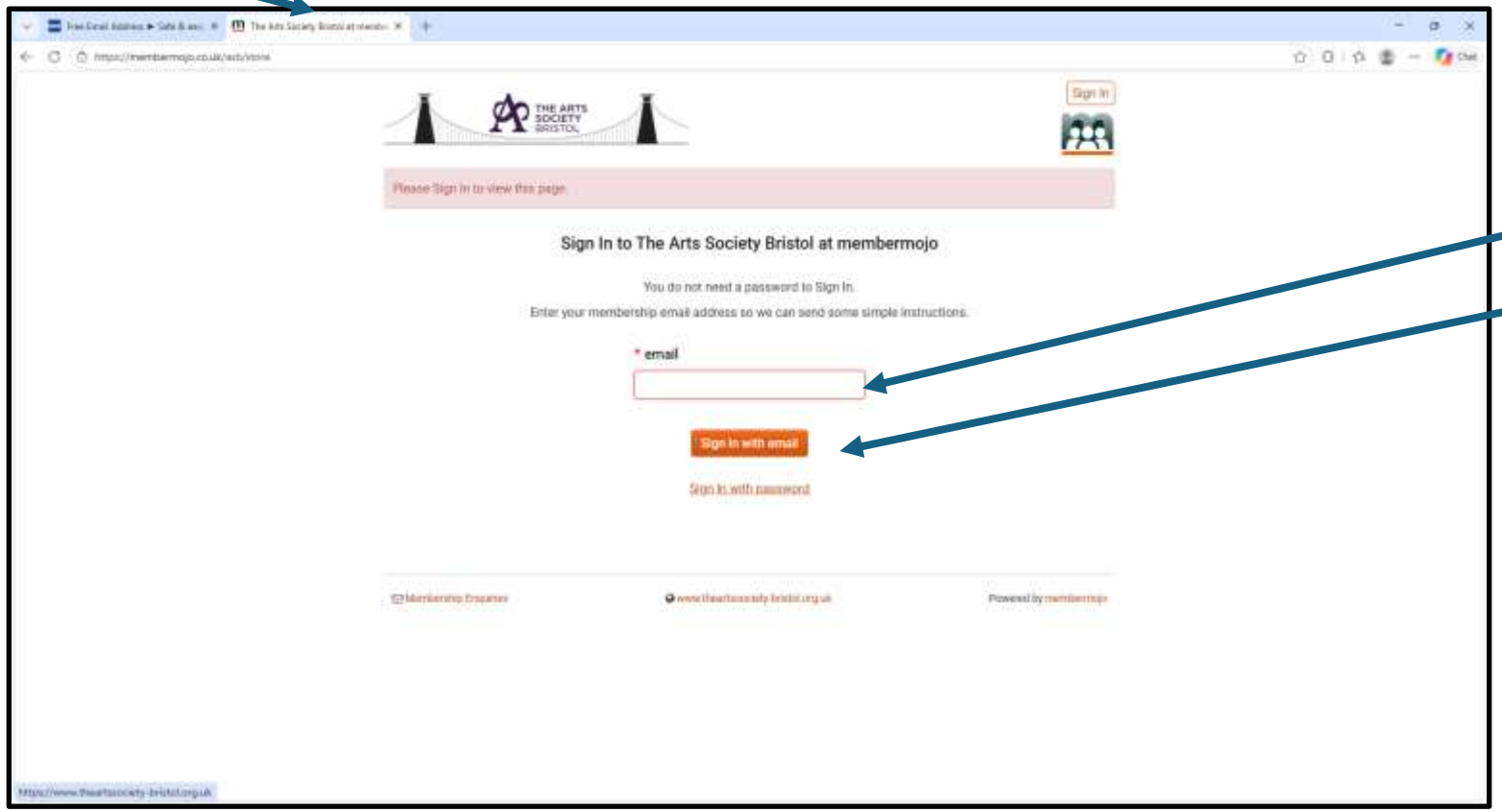
This example used the browser Edge on a laptop and the email account is with “gmx” which opens in the browser as well.

It’s quite likely that your email is an “app” on your phone or computer – maybe gmail or hotmail, or apple mail (icloud).

And you might use a different browser – Chrome or Safari -
but all this will look very similar regardless of whether you are on your phone or laptop or Ipad or tablet.

Signing in to ASB membermojo

1. In your browser (Chrome, Edge, Safari depending on your phone, Ipad/tablet, computer), open a new tab and go to https://membermojo.co.uk/asb/store



2. This will take you to the Sign In page to our Arts Society Bristol membermojo account

3. Simply enter your email address and click Sign In with your email

4. and you will see that an email link has been sent to you



Signing in to ASB membermojo (cont.)

4. You will then be informed that an email link has been sent to you



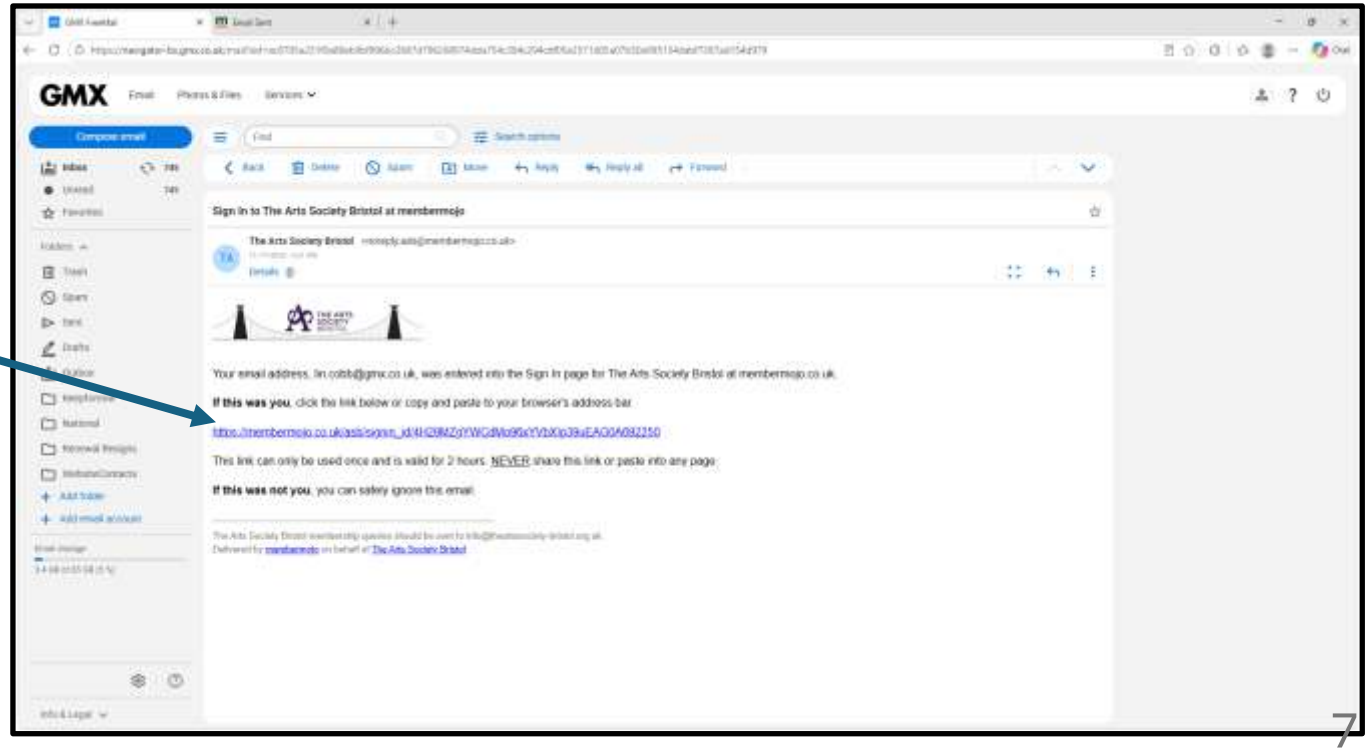
Signing in to ASB membermojo (cont.)

Go to your email, open the email from The Arts Society



Click on the link

and this will take you back to membermojo

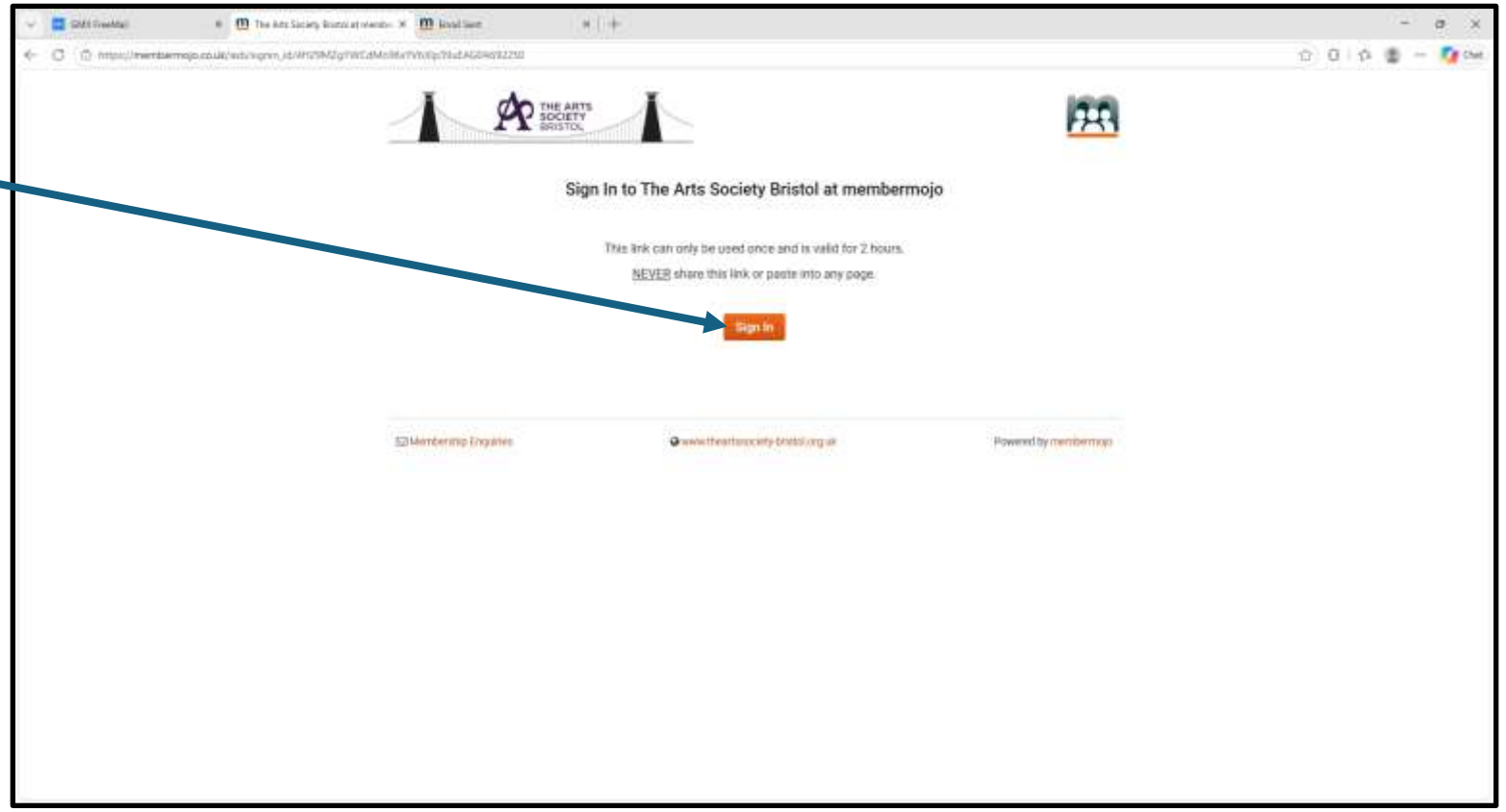


Signing in to ASB membermojo (cont.)

5. Click Sign In

to complete the verification

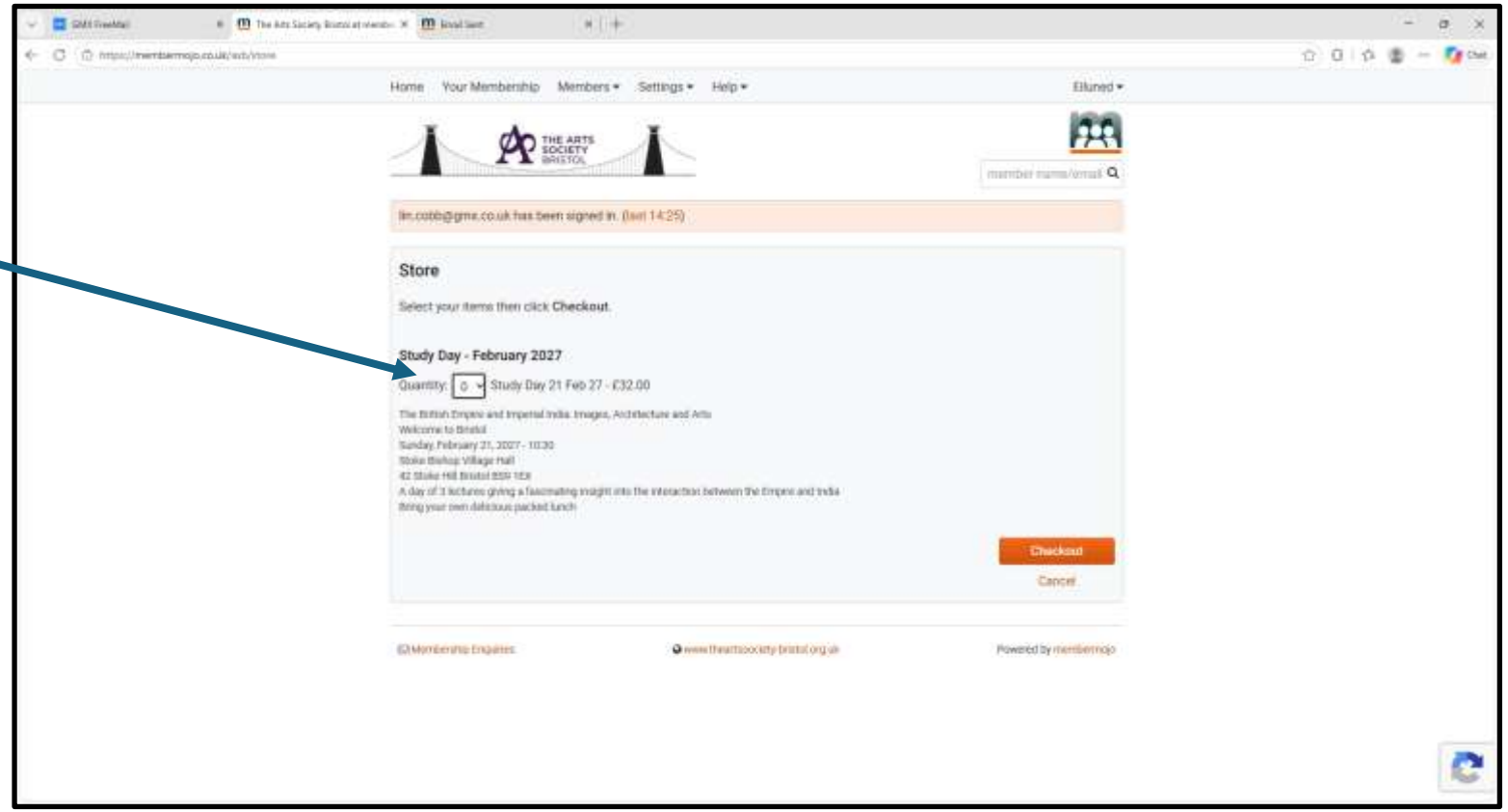
and take you to our “store”



Booking for the Study Day

6. Now you can see our “store”

7. Check the quantity you want and click Checkout



Booking for the Study Day (cont.)

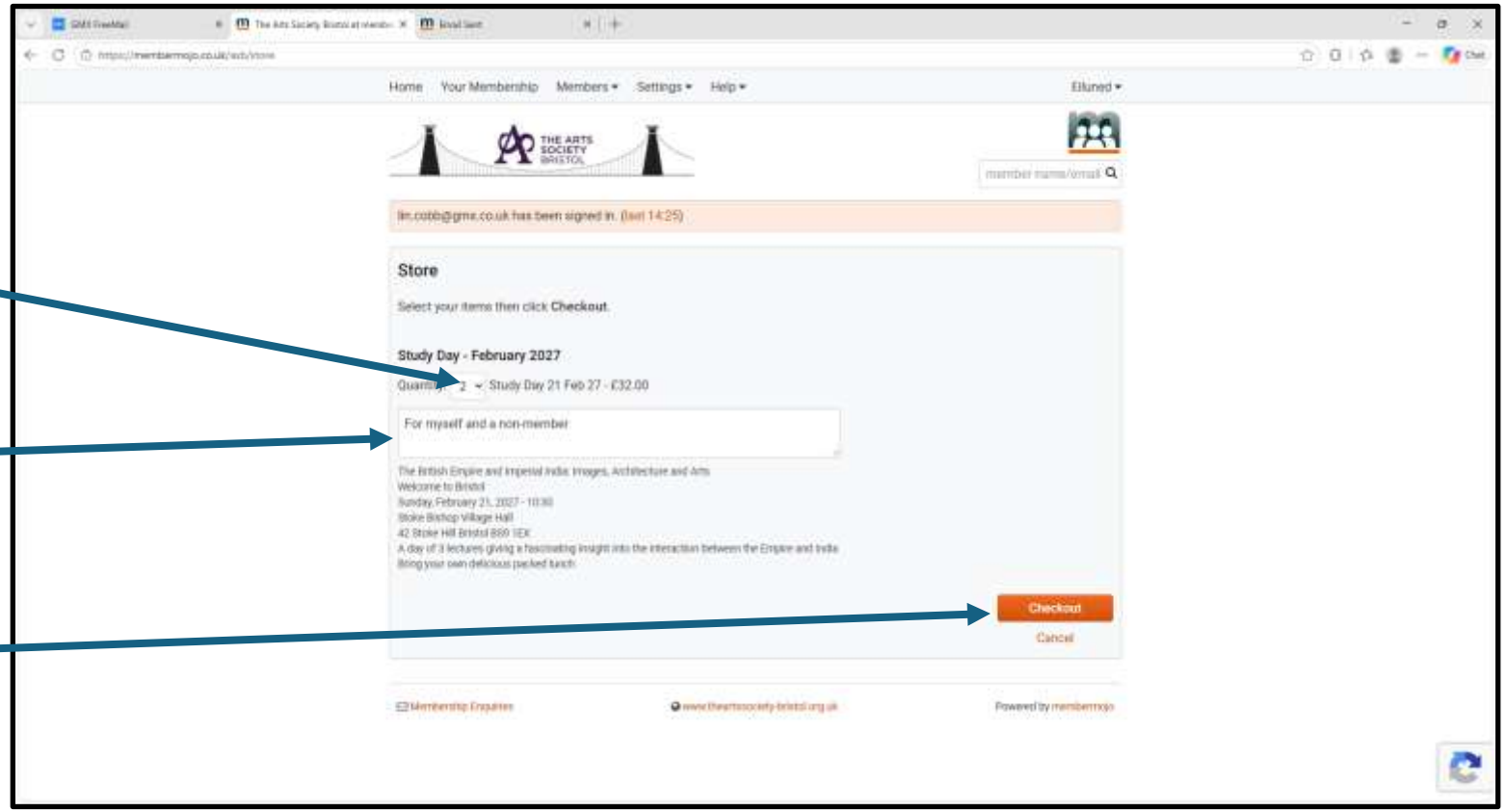
8. Confirm the booking

for example:

2

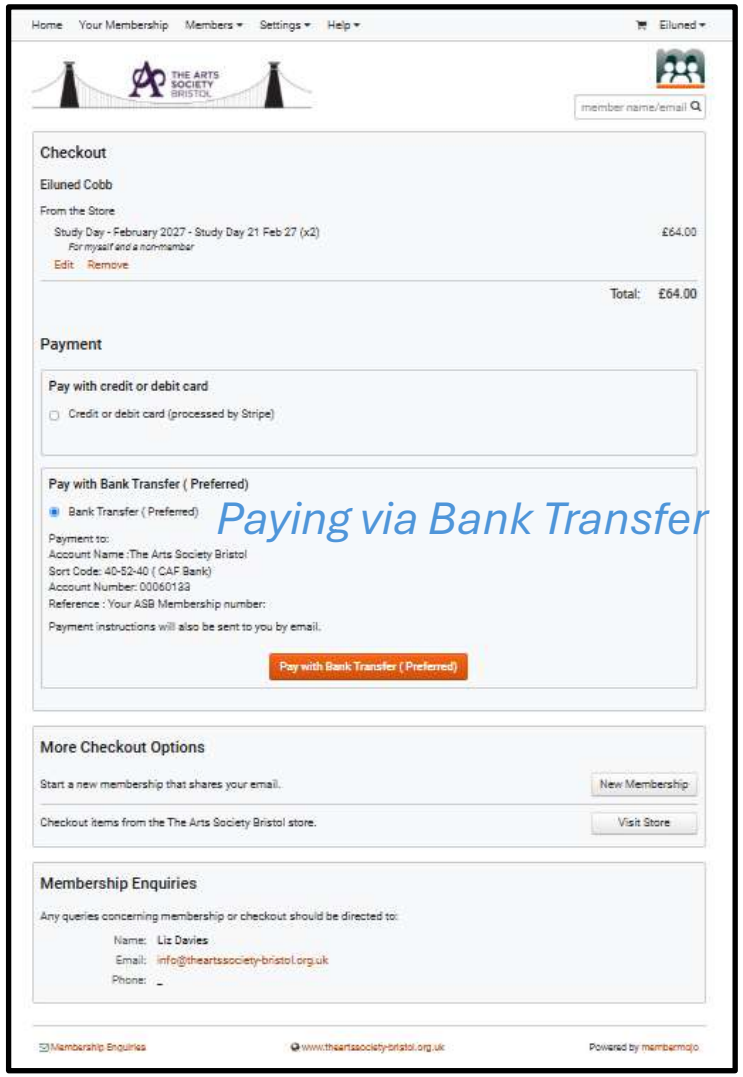
add any additional notes that might be relevant

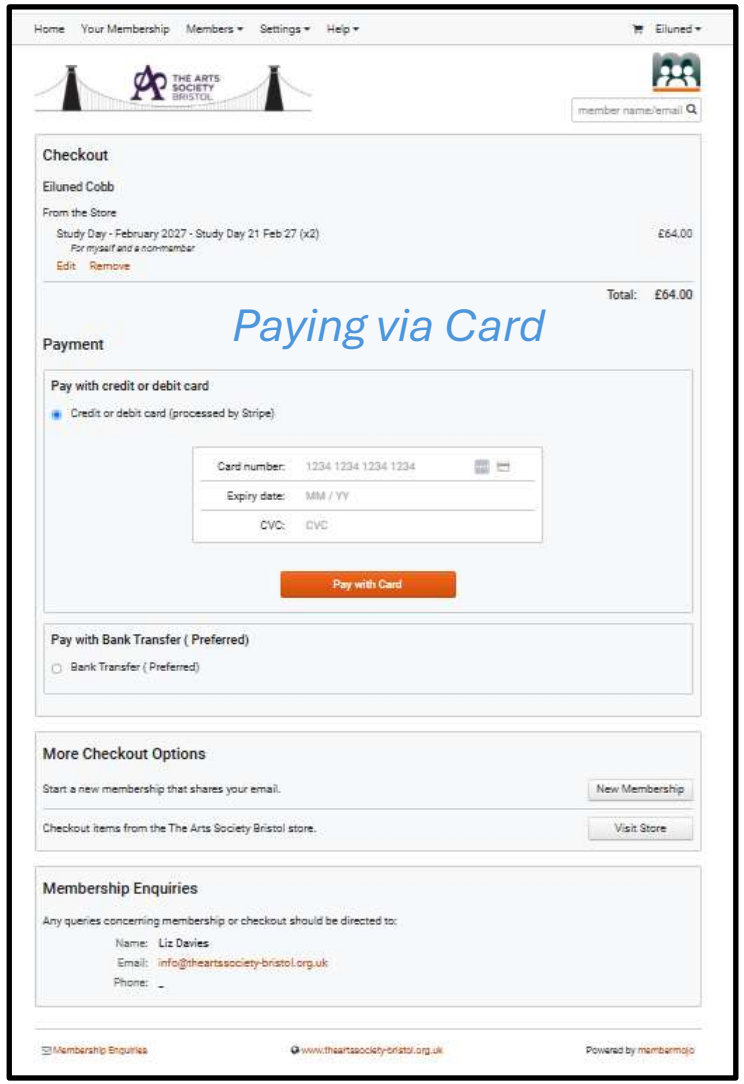
and click Checkout



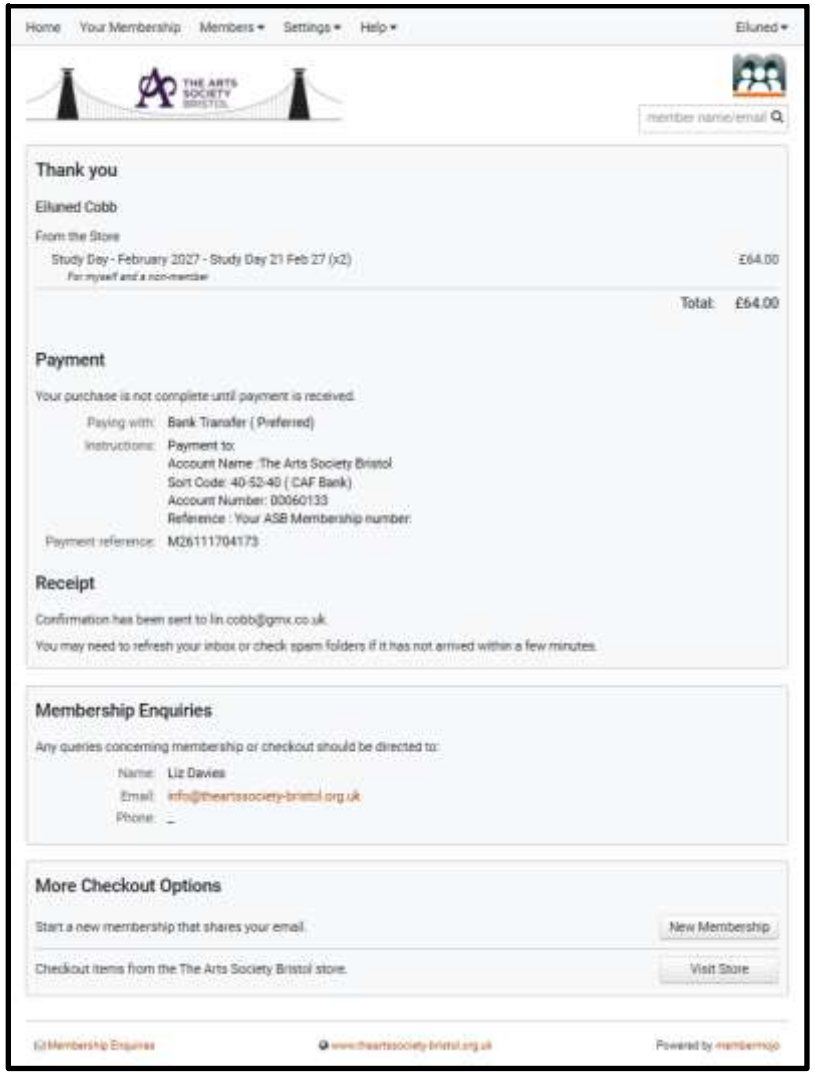
Booking for the Study Day (cont.)

9. Then you see the payment screen - you can pay with bank transfer or online immediately with your credit or debit card - Simply click on the preferred option.
If paying by Bank Transfer, the sort code and account number are the same as always – and please use your ASB number as the reference.
If paying with your card, enter the card number, expiry date and CVC, similarly to any other online transaction, and click Pay with Card to confirm the payment.





Booking Confirmed



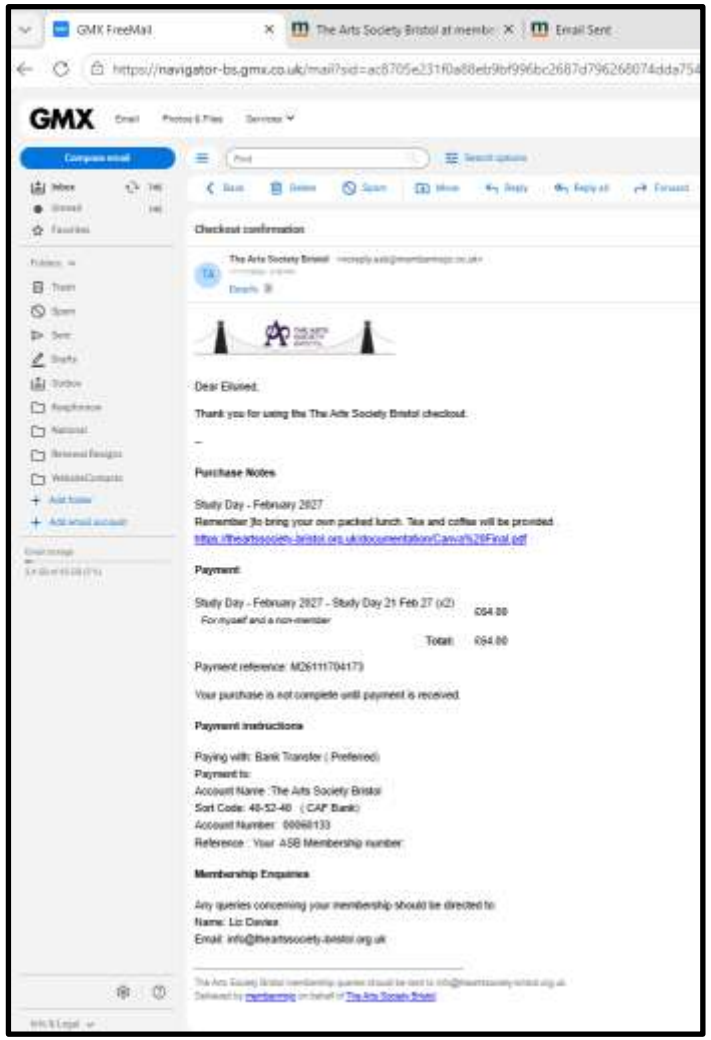
10. The confirmation screen will appear (this example shows the option to pay by bank transfer)

11. and another email will be sent confirming your booking – this will give the details again for paying by bank transfer or thanking you for paying by card



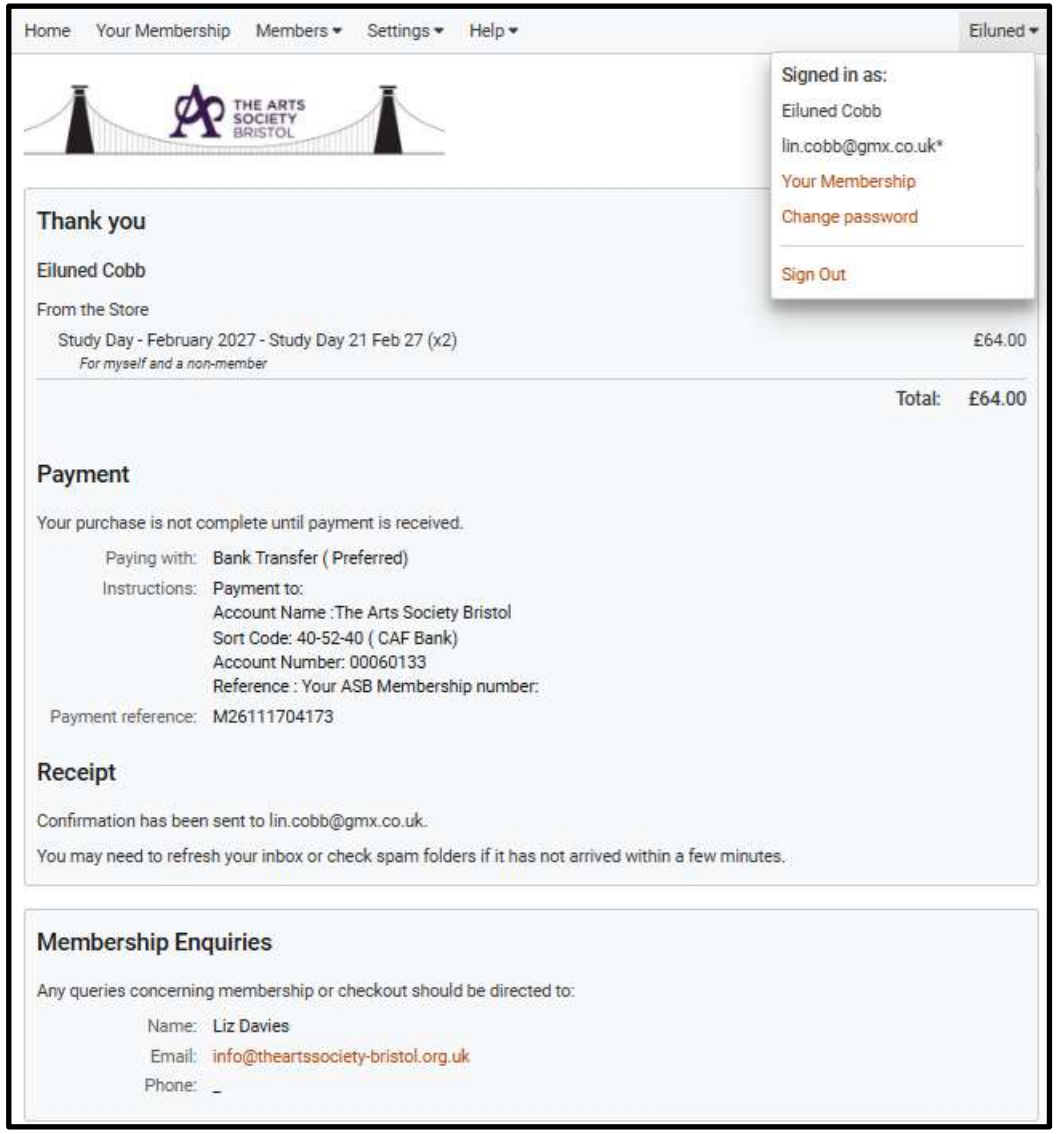
theartssociety-bristol.org.uk

Booking Confirmed



Email

12. Then you can sign out or choose to look at your membership details by clicking the down arrow by your name at the top of the screen.



theartssociety-bristol.org.uk

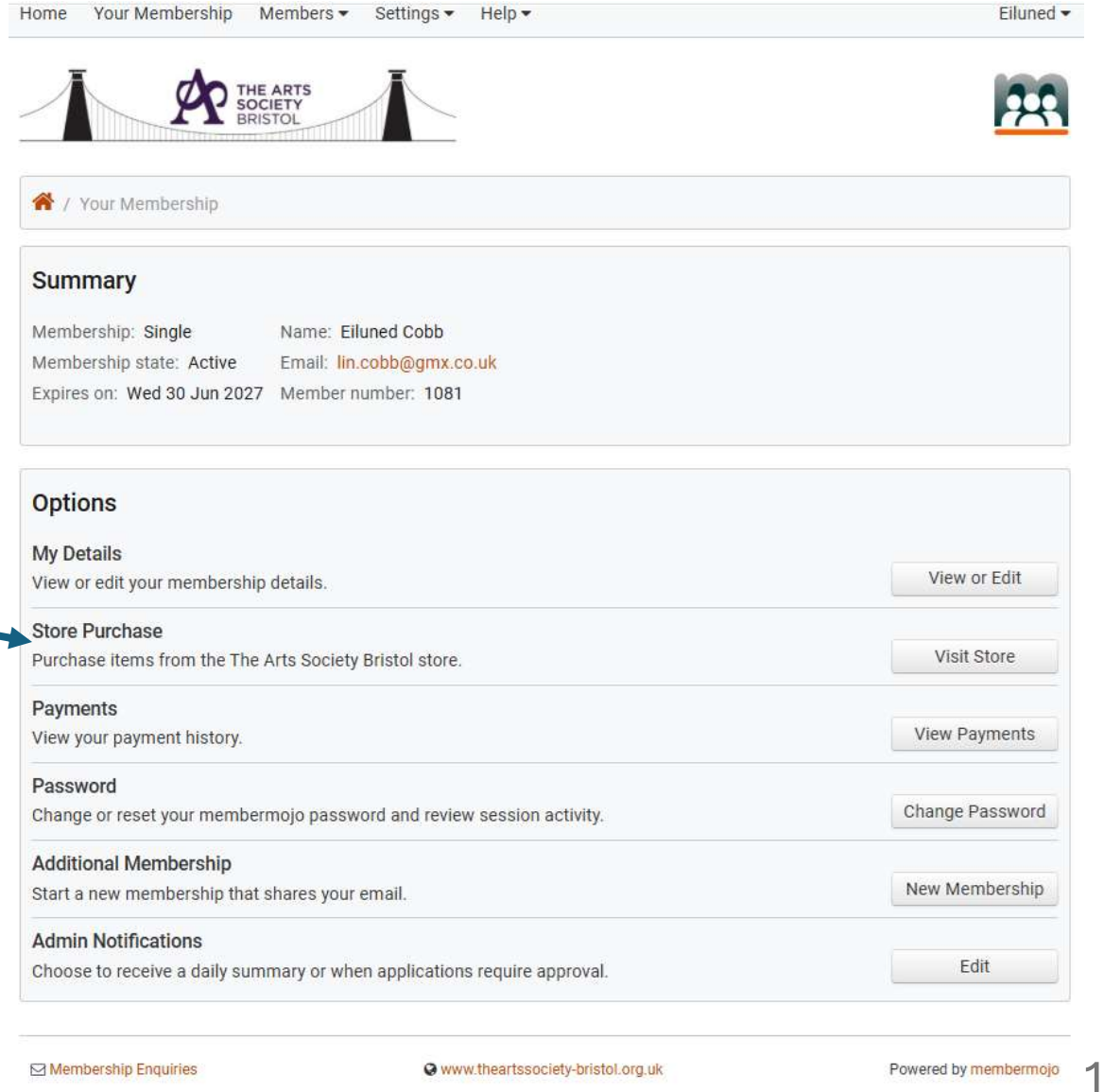
Booking Confirmed

If booking via bank transfer, please remember to use your ASB reference number. Once the credit has been identified on the bank account, you will be sent a final confirmation email.

THANK YOU FOR BOOKING – enjoy the day!

membermojo account page

Sample “home” page for a membermojo account – showing the various options available – including our “store”



How to book for our Study Day

Step-by-Step Guide in detail

1. In your browser (Chrome, Edge, Safari depending on your phone, Ipad/tablet, computer), open a new tab and go to https://membermojo.co.uk/asb/store - *this a very secure site, so will take you through several steps before you arrive at our "store"*
2. You will see the Sign In page to our Arts Society Bristol membermojo account
3. Simply enter your email address and click Sign In
4. This will tell you that an email link has been sent to you - go to your email, open the one from The Arts Society Bristol and click on the link contained in it
5. This will take you back to membermojo, Click Sign In again
6. And now you will see our "store" showing the Study Day booking form
7. Check the quantity you want and click Checkout
8. Confirm the quantity, add any additional notes that might be relevant and click Checkout
9. This will take you to the payment screen - you can pay with bank transfer or online immediately with your credit or debit card, simply click on the payment option you want
10. The confirmation screen will appear
11. Another email will be sent confirming your booking – this will give the details again for paying by bank transfer or thanking you for paying by card
12. Then you can sign out or choose to look at your membership details by clicking the down arrow by your name at the top of the screen.