

Glasgow Riderz

Go Membership User Guide

How to Access

The site can be found at <https://glasgowriderz.azolve.com> where you will be presented with a login page.

Signing Up for An Account

1. Click “Sign Up” under the member login box
2. Enter the details as required. Members can sign up for their own accounts and families will be linked together such that a parent can manage all the child memberships from one account.
 - a. Members under a certain age will require parental permission to sign up, this is done in the form of an email to the parent
3. You can choose if you wish to receive email communications from the club – **It is recommended you check this box**
4. Confirm you have read and agree to the T’s & C’s as well as the Privacy & Data Protection Policy
5. You will then be logged in, to get started click “Go”

Logging In

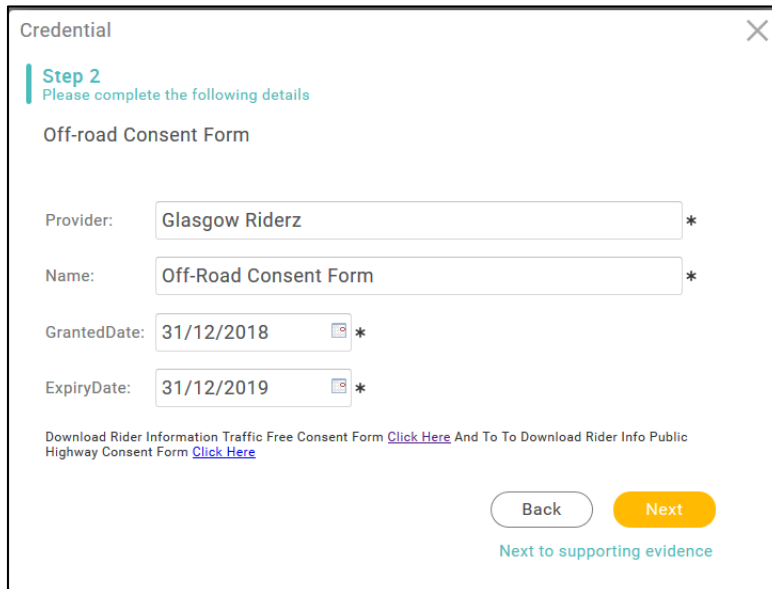
1. Enter your username and password.
2. If you have forgotten your password, enter your username and then click “Forgot Password”

Your username will more than likely be the email address you used to sign up, unless you changed this upon registration

Memberships

You will need to sign up and pay for your membership for the club.

1. Go to the “Membership” tab from the top of the page
2. Select “Child Members”
3. Click on the appropriate membership, for the first child member in a family you will select “1st Child Youth Rider”, for the second you will select “2nd Child Youth Rider” and so on.
4. You will need to add the off-road consent form, this is achieved as follows:
 - a. Click to add the Consent form
 - b. Click “Next”
 - i. Provider: **Glasgow Riderz**
 - ii. Name: **Off-Road Consent Form**
 - iii. Granted Date: **Todays Date**
 - iv. Expiry Date: *This will default to one year from today*
 - v. Download the Consent form from the “Click Here” links



The screenshot shows a web form titled "Credential" with a close button in the top right corner. The form is at "Step 2" and asks the user to "Please complete the following details". The form is for an "Off-road Consent Form" and contains the following fields:

- Provider: Glasgow Riderz *
- Name: Off-Road Consent Form *
- GrantedDate: 31/12/2018 *
- ExpiryDate: 31/12/2019 *

Below the fields, there is a link to download the form: "Download Rider Information Traffic Free Consent Form [Click Here](#) And To To Download Rider Info Public Highway Consent Form [Click Here](#)". At the bottom of the form, there are "Back" and "Next" buttons, and a note: "Next to supporting evidence".

- c. Click “Next”
 - i. Complete the downloaded consent form, then upload it on this form
 - ii. Click “Finish”
5. Repeat step 4 to add the parental consent form
 - a. Provider: **Glasgow Riderz**
 - b. Start Date: **Todays Date**
 - c. Expiry Date: *This will default to one year from today*

Credential ✕

Step 2
Please complete the following details

Parent Consent Form

Provider *

Start Date *

Expiry Date *

Next to supporting evidence

6. Agree to the terms and conditions

<p>£8</p> <p>1st Child Youth Rider</p> <p>Benefits</p> <ul style="list-style-type: none"> Your 1st Child Membership <p style="text-align: center; background-color: #0070C0; color: white; padding: 5px;">SELECTED</p>	<p>£6</p> <p>2nd Child Youth Rider</p> <p>Benefits</p> <ul style="list-style-type: none"> Your 2nd Child Membership <p style="text-align: center; background-color: #0070C0; color: white; padding: 5px;">Second Youth Rider</p>	<p>£4</p> <p>3rd Child Youth Rider</p> <p>Benefits</p> <ul style="list-style-type: none"> Your 3rd Child Membership <p style="text-align: center; background-color: #C00000; color: white; padding: 5px;">Third Youth Rider</p>
<p>The following credentials are required Please review and update any expired credentials and then click Finish to complete</p> <p>Off-road Consent Form Add Off-road Consent Form +</p> <p>PENDING APPROVAL Expires On: 31 DEC 2019</p> <p>Parent Consent Form Add Parent Consent Form +</p> <p>PENDING APPROVAL Expires On: 31 DEC 2019</p> <p>Please tick to confirm you have read and understand the Terms and Conditions *</p>		
<input type="button" value="Finish"/>		

7. Click "Finish" and then "Yes, pay now"
8. You will be shown a breakdown of the order, and then you can either pay by card or via a bank account.
9. Payments are taken by direct debit each month, for the price advertised