

QUICK REFERENCE GUIDE for Member Joining/Renewing

The purpose of this document is to provide a simple guide for Members to demonstrate how to join or renew membership on SCA Self Service.

Joining or Renewing Membership of the SCA

When you log into the SCA portal using <https://sca.azolve.com/portal> you will see the following home page.

To renew/review your membership, click on the **Person** tile.



On each screen, tips are displayed on the right hand side. This helps to explain what is expected at each stage. Use the navigation buttons at the bottom to progress through the screens.

At the end of each screen, the system will highlight any mandatory fields that should have been completed.

PERSON REGISTRATION BRIAN SMITH

Registration » Person Details | Person Details | Additional Details | Clubs | Attachments | Equality | Communication | Interested In | Summary

Person Details

Member ID: 058271 | Date of Birth: 06/05/1965

First Name: Brian | Surname: Smith

Sex: Male | Title: Mr | Category: Full

Person Photo

Upload Your Photo

Main Club Information

Club ID: 16437 | Club Name: Hollybrook School

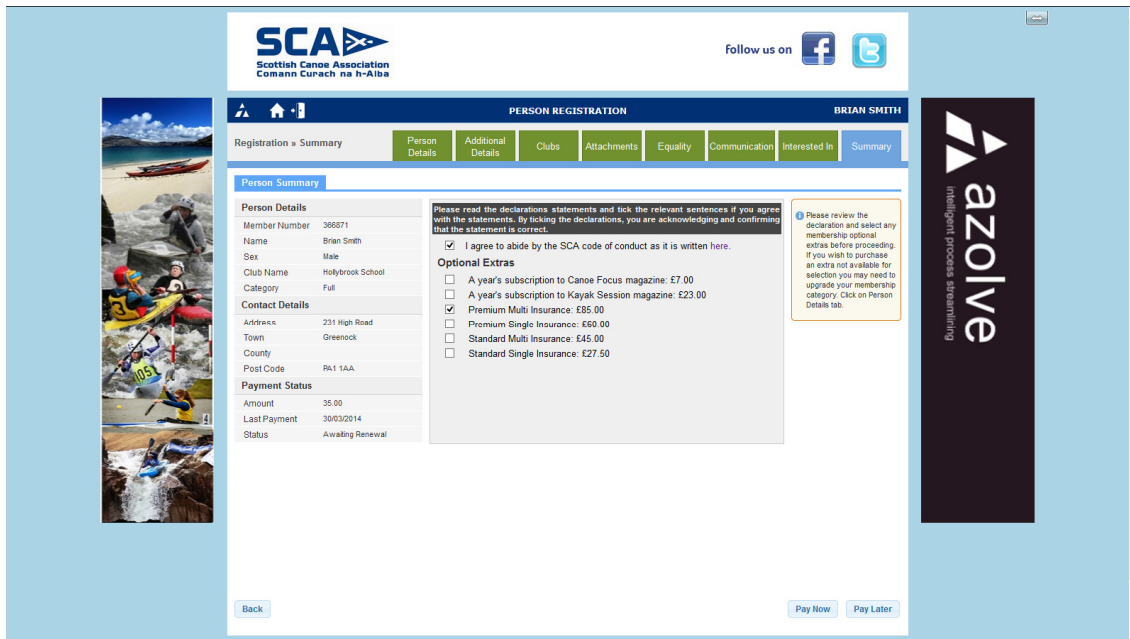
Club Town: Govanhill

Contact Details

Address: 231 High Road | Primary Number: | Work Number: | Home Number: 01234 567890 | Other Number: | Mobile Number: | Email Address: | Post Code: PA1 1AA

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At the summary page, you will have an option to purchase membership extras such as boat insurance or magazine subscriptions (depending on your membership category). At the end of this process you can choose **Pay Now** or **Pay Later**. If you choose Pay Later a transaction will be recorded in your Checkout.



Making Payments

To pay, use the **Checkout** Tile from the main menu, or the **Pay Now** button at the end of the member renewal process. You will be shown all outstanding payments. If you have multiple payments, you will have the option of choosing which payments to make.

At the checkout you may choose to pay by Credit/Debit card, set up a direct debit, post a check or create an invoice.



When requesting an invoice a pop up window will allow you to indicate where this invoice should be sent.

Request Invoice ✕

Please Provide Details for your Requested Invoice.

Club (if applicable)	<input type="text"/>
Invoice Name	<input type="text"/>
Invoice Address Line 1	<input type="text"/>
Invoice Address Line 2	<input type="text"/>
Invoice Address Line 3	<input type="text"/>
Invoice Town	<input type="text"/>
Invoice County	<input type="text"/>
Invoice Post Code	<input type="text"/>
Email	<input type="text"/>
PO Number	<input type="text"/>
Invoice Note	<input type="text"/>

General

If you have any enquiries, please contact **SCA** via email on selfservice@canoescotland.org