Payments for BMFA insurance and CAA registration should be made directly to the respective parties. Both payments can be combined on the BMFA website and we've created a short guide.

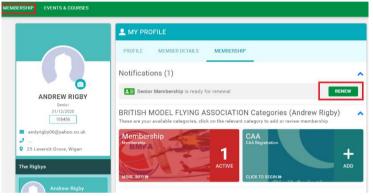
If you already have access to the BMFA membership portal, please login here: https://bmfa.azolve.com

If you don't have access to the BMFA membership portal, you can gain access here: <u>https://bmfa.org/Join-Renew/Join-the-BMFA</u>

Once you have access to the portal and have logged in, follow these instructions to complete your membership for 2023.

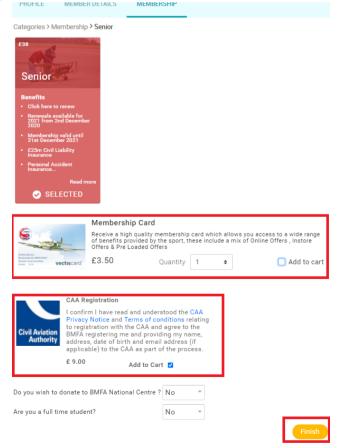
#### <u>Step 1</u>

Within the "Membership" page (at the top of the website), select "Renew"



#### <u>Step 2</u>

On the next screen, it will have pre-selected your membership type for renewal. Additionally, you will need to manually select if you want a £5.50 membership card and £10 for the CAA registration. *The membership card is completely optional, but the CAA is mandatory* – you can purchase this via the BMFA, via the CAA website or LMA (BMFA is by far the easiest method)



## Step 3

You will then be asked if you want to proceed to the checkout. If it's a sole membership, then click "yes" (**go** to step 7). If you're processing more than one memberships, then click "no, not yet" (**go to step 4**)

? Confirmation
Your membership has been successfully added to your cart. Do you want to proceed to checkout?
NO, NOT YET YES, PROCEED TO CART

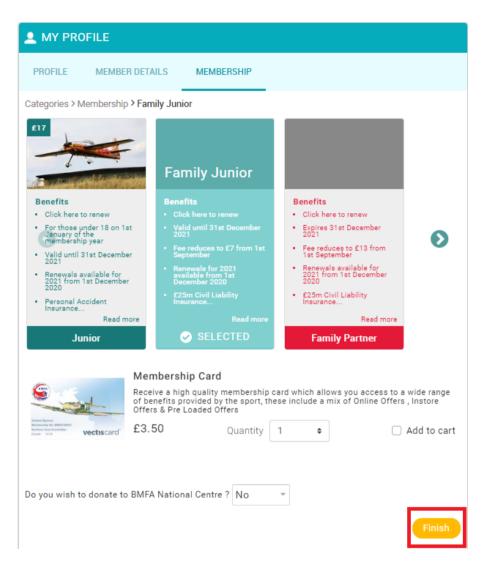
# <u>Step 4</u>

For a family member, or family junior you can then select that member as per the example below and click "renew". Then follow the guide as above. *Nb: a junior member does not need CAA registration.* 

	PROFILE MEMBER DETAILS MEMBERSHIP	
	Notifications (2)	^
NATHAN RIGBY Family Junior	E Family Junior Membership is ready for renewal RENEW	
208191	You have Memberships in your cart ready for payment     CHECKOU	т
<ul> <li>membership_registrations@bmfa</li> <li></li> <li>25 Laverick Grove, Wigan</li> </ul>	BRITISH MODEL FLYING ASSOCIATION Categories (Nathan Rigby) These are your available categories, click on the relevant category to add or review membership	^
The Rigbys Andrew Rigby Senior Notifications	Membership Membership More INFO»	<b>-</b>
Nathan Rigby Family Junior Notifications		
Add Family Member		
Remove Member		

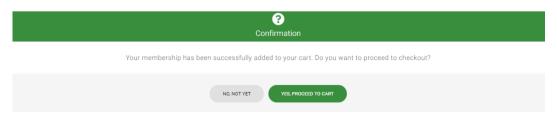
# Step 5

On the next screen, select which membership type is applicable, i.e. junior, family junior or family partner. Then click "Finish"



#### Step 6

You will then be asked again if you want to proceed to the checkout. If you're complete, then click "yes". If you're processing further memberships, then click "no, not yet"



### <u>Step 7</u>

On the checkout screen, verify that your purchases are correct and in most cases that you have chosen to pay for the CAA registration. Then select your payment method;

EM SUMMARY	QTY	NET TOTAL	ТАХ	TOTAL
Senior (Andrew Rigby) BMFA Senior	1	£38.00	£0.00	£38.00
CAA Registration (Andrew Rigby)         BMFA         Registration with the Drone & Model Aircraft Registration & Education Scheme         Sivil Aviation         Authorit	1	£9.00	£0.00	£9.00
Family Junior (Nathan Rigby) BMFA Family Junior Save for Later Remove	1	£13.00	£0.00	£13.00

 Order Summary

 Total items
 3

 Item saved for later
 0

 Net Total
 £60.00

 Total (GBP)
 £60.00

 Request Invoice
 Pay via Bank

 Pay with Card

 VISA
 VISA

 VISA
 VISA

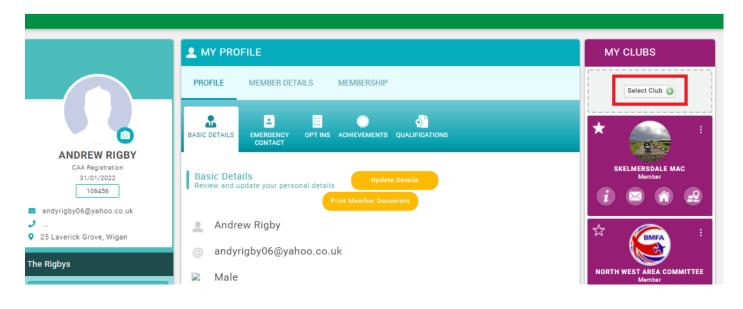
Hide saved items 🔘

#### Step 8

ITEMS SAVED FOR LATER (0)

When complete, return to the "my profile" page and ensure that Skelmersdale MAC is listed within "my clubs". If not, it's very easy to add, as below.

If not listed, then click "select club"



## <u>Step 9</u>

This will open the club finder window.

Type "skelmersdale", then click the "list" button and then click the grey tick.

Club Finder				$\times$
skelmersdale	WN3 6GN	Within 50 miles	¢	۹
1 Clubs found in map view and list vi Map List	ew			
SKELMERSDALE MAC TYPE: Affiliated Club   REGION: North West	Area Committee			۲

# <u>Step 10</u>

It will then ask you to confirm, click "yes".

Confirmation
You have selected "SKELMERSDALE MAC" to join. Click "Yes" to confirm.
Yes No

## <u>Step 11</u>

All done!

Please remember to also pay your subscription to the flying club directly on our website;

http://skelmersdalemac.co.uk/payments.aspx