

# VR018 Membership Software (membermojo) User Guide

## 1. Version Control

Version	Date	Author	Content
1.0	21/11/2018	Martin Pearn	For Use:

## 2. Requirements

To provide a user guide for members to update and manage their data on the membermojo system.

## 3. Policy

Please refer to VR012 General Data Protection Regulation Policy for further information on how the club manages members data provided.

## 4.Data Storage & Access

Vegan Runners Uk use a proprietary membership management software called “membermojo” to manage and administer all membership related processes.

Upon joining the club, a member will receive a welcome email providing access details to the system where they can manage and update their personal details as required, this can be accessed as long as an individual remains as a paid-up member, if a member leaves the club, their profile is deleted.

In the situation that a member is part of a “household” membership, the welcome email will only be sent to the primary email provided on the membership application.

### Access to Membermojo

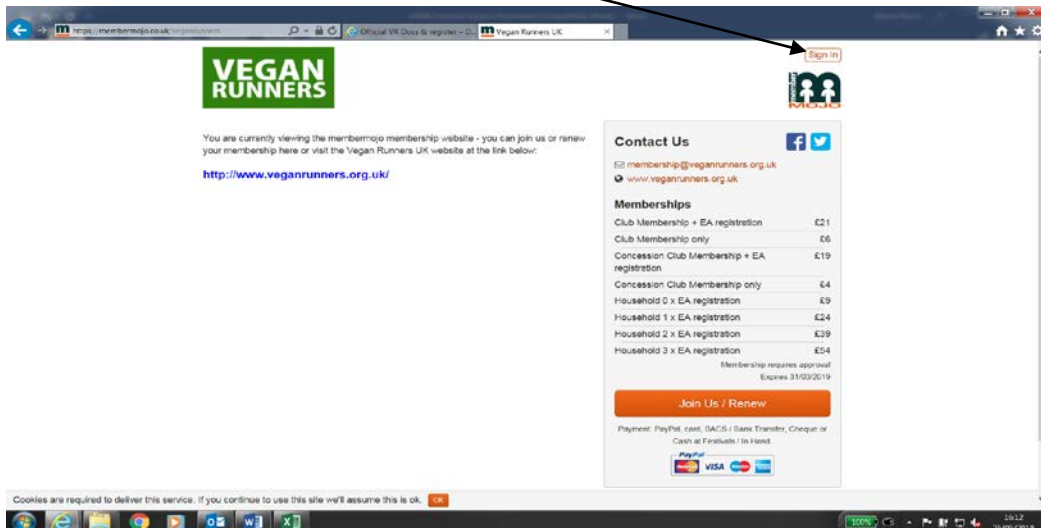
All members have the ability to manage their personal data themselves by editing their profile as required.

It is the responsibility of the member to keep their information up to date.

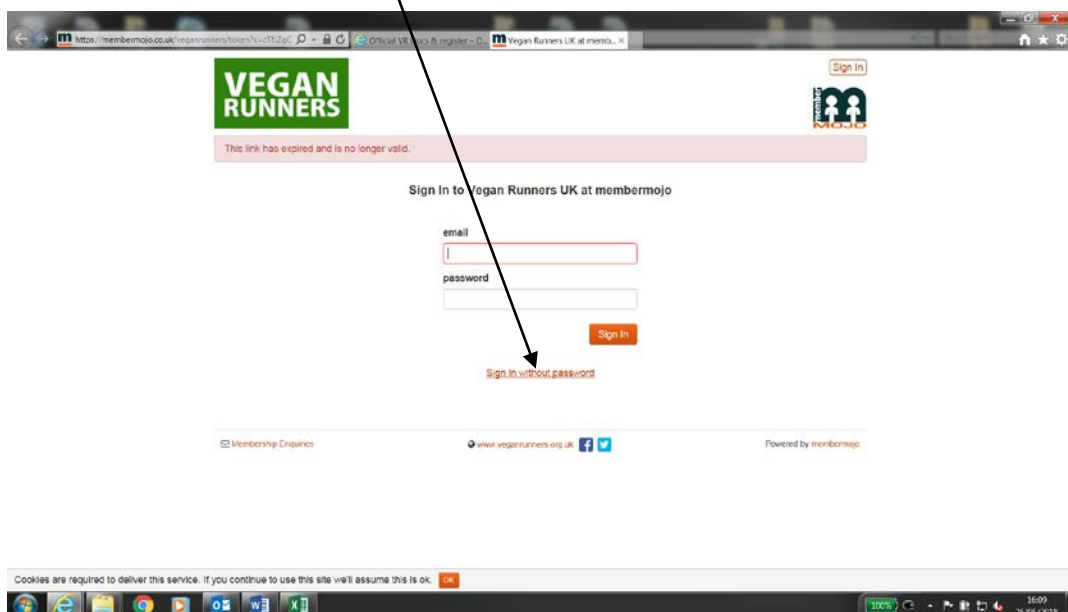
To access and edit your personal data please follow these steps:

1) Go to <https://membermojo.co.uk/veganrunners>

Click on the “Sign in” button



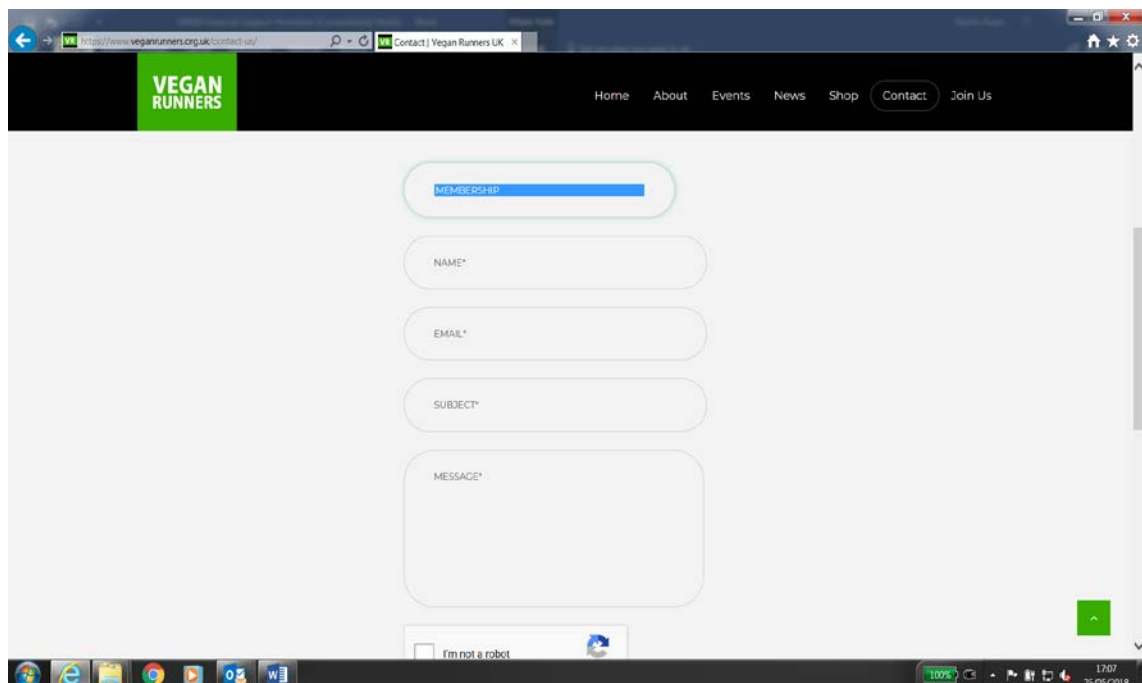
2) Enter your email address used when joining Vegan Runners along with the password created on your membership pack, if you do not know your password, click on the “Sign in without password” button and enter your email address, this will send a link to your email and access via a link, once on the system you can change your password.



- 3) Once you have logged in, you can edit your personal details.
- 4) You will initially be presented with your profile details, click the “edit” button bottom left to change or amend.
- 5) Once complete, click on the “save” button to update and log off.
- 6) If you wish to be removed from non-essential emails, contact the membership secretary and request that you be excluded from general emails and wish to only receive essential correspondence such as membership renewal.

<https://www.veganrunners.org.uk/contact-us/>

Select recipient as “membership” and complete the small form with your request to be removed from non-essential mail.



The screenshot shows a web browser window displaying the contact form on the Vegan Runners UK website. The browser's address bar shows the URL <https://www.veganrunners.org.uk/contact-us/>. The website's navigation menu includes Home, About, Events, News, Shop, Contact, and Join Us. The contact form is centered on the page and consists of the following elements:

- A dropdown menu with "MEMBERSHIP" selected.
- Input fields for "NAME\*", "EMAIL\*", and "SUBJECT\*".
- A larger text area for "MESSAGE\*".
- A checkbox labeled "I'm not a robot" with a reCAPTCHA logo.

The Windows taskbar at the bottom of the screen shows the system tray with a 100% volume icon, a network icon, and a clock displaying 17:07 on 25/05/2018.