

VR018 Membership Software (membermojo) User Guide

Version	Date	Author
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Requirements

To provide guidance for members in regards to updating and managing their data on the membermojo system.

Policy

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

Data storage and access

Vegan Runners UK (club) uses a proprietary membership management software called "membermojo" to manage and administer all membership related processes.

When 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.

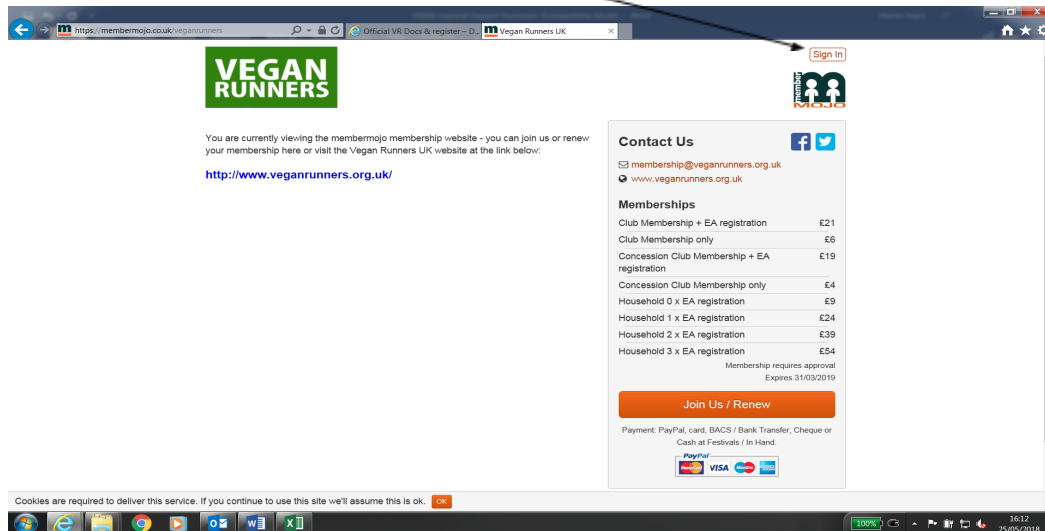
Access to Membermojo

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

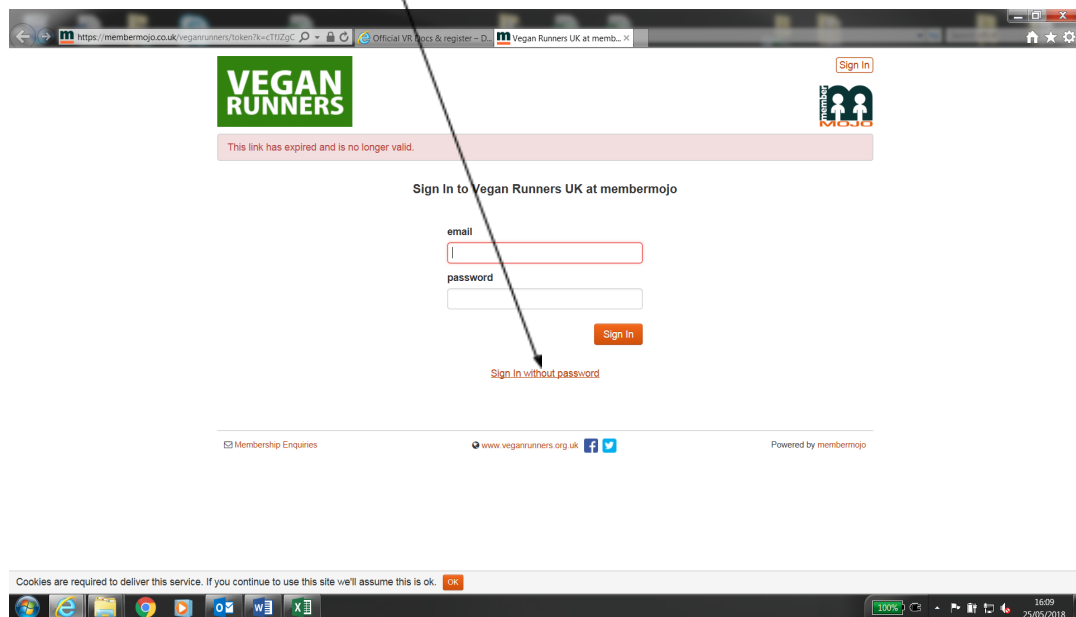
It is the responsibility of the member to keep their information up to date.

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 UK 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. You will receive a link to your email and will be able to access your profile via that and create your password via that link



- 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 (membership@veganrunners.org.uk) and request that you be excluded from general emails and wish to only receive essential correspondence such as membership renewal. You can also unsubscribe from the emails by clicking ‘Unsubscribe’ button listed at the end of the email