EzyClub

GUIDE

A guide for members

For every club member

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https://ezyclub.au/guides

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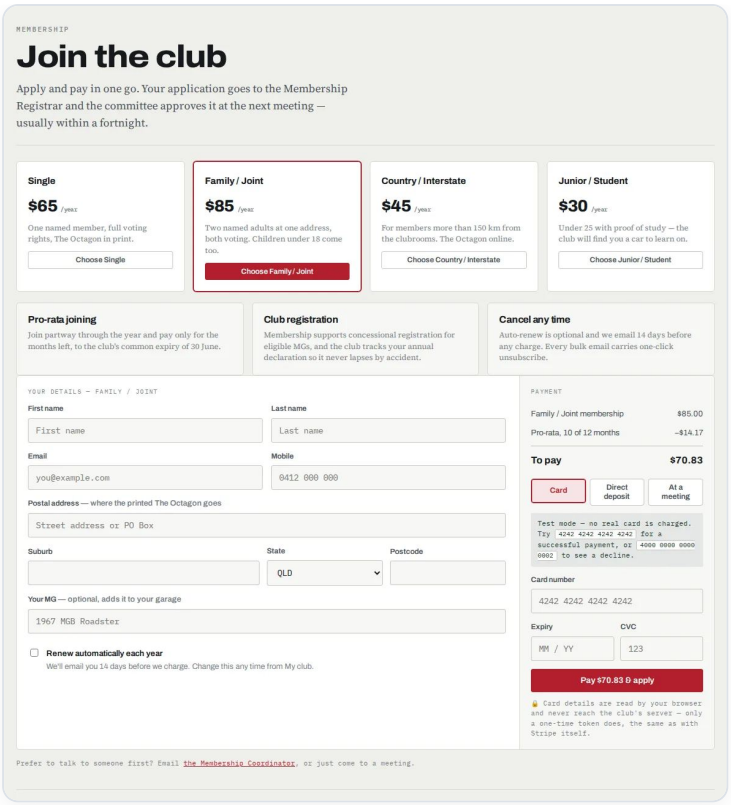
This guide is for members of any club on EzyClub: joining, renewing, your digital membership card, events, your cars, classifieds and photos. Everything works on a phone as well as a computer. Your club's committee can help with anything here; this guide can be printed and handed out at a meeting.

Joining

1. On the club's website, choose **Join**.
2. Pick a membership category. Each shows its yearly fee and what it includes.
3. Fill in your details: name, email, mobile and postal address. Add your car if you like; it goes straight into your garage.
4. Choose how to pay: **Card**, **Direct deposit** or **At a meeting**.
5. Press the button at the foot of the payment panel. By card, you pay and apply in one step; by direct deposit or at a meeting, you apply now and pay the way you chose.



Joining online. The fee is pro-rata when you join part-way through the year.

Every membership runs to the same date each year, so joining part-way through, you pay only for the months left. Your application goes to the committee to approve. When it is approved you get an email with a link to choose your password.

> Paying by direct deposit? The page (and an email) gives the club's bank details and a reference to use. Keep the reference exactly as shown so the Treasurer can match your payment.

Signing in

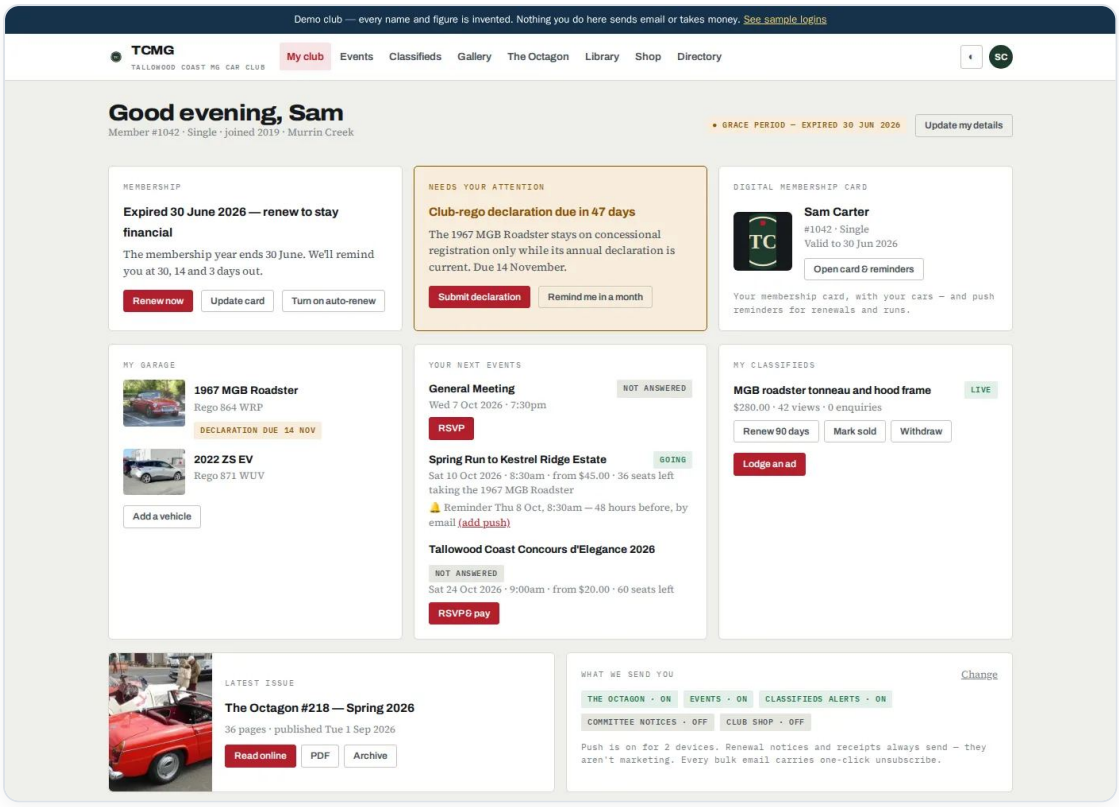
Choose **Member login** at the top of the club's website.

- **With your password**: your email and password, then **Sign in**.
- **Without a password**: choose **Email me a sign-in link**. One click in the email signs you in. This is also the way back in if you have forgotten your password; set a new one from **My details** once you are in.

After eight wrong passwords, sign-in for that address pauses for fifteen minutes.

My club

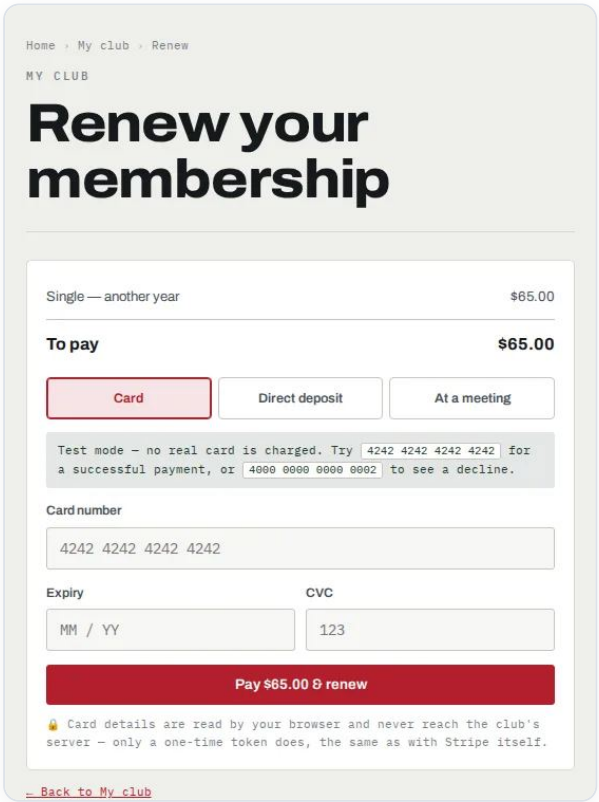
My club is your home page as a member: your membership, anything that needs your attention, your card, your garage, your next events and your classifieds.



My club.

Renewing

1. Renewal opens 60 days before your membership ends. **Renew now** appears on My club.
2. Choose **Card**, **Direct deposit** or **At a meeting**, and pay.



Renewing.

- **Auto-renew**: turn it on from My club and your card is charged each year. You are emailed 14 days before any charge, and can turn it off at any time. **Update card** changes the card on file.
- **Reminders** come at 30, 14 and 3 days before your membership ends.
- **The grace period**: if you haven't renewed by the end date, you stay on in a grace period until the date the club has set, and can renew straight away. After that your membership lapses.

The club app on your phone

The club's website works as an app on your phone: an icon on your home screen that opens straight to your membership card, with Events, Club, Garage and More along the bottom. It stays signed in, so you don't type a password at the pump or the door.

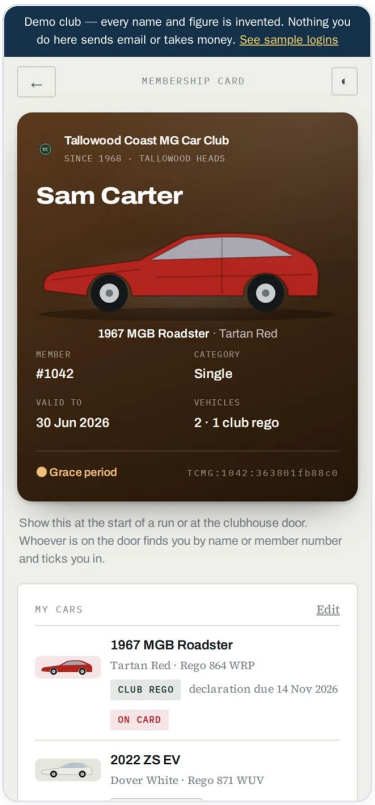
To put it on your phone:

1. On a computer where you're signed in, open **My details** and choose **Put the club app on my phone**, then **Show the QR code**. (Or ask the membership officer — they can show you one at a meeting.)
2. Point your phone's camera at the code and open the link. The code works once, for 10 minutes; your phone is now signed in.
3. Follow the steps on screen: on Android press **Install**; on an iPhone, in Safari, tap **Share** then **Add to Home Screen**.
4. Open the new icon. It signs itself in the first time.

> Lost your phone, or sold it? Open **My details** on any device, find **Devices signed in** and sign that phone out. Changing your password signs out every phone.

Your digital membership card

Membership card (from the menu under your initials, top right) shows your card: your name, a drawing of your car, your membership number, category, the date you are financial to, and your status. Show it at the start of a run or at the clubhouse door; whoever is on the door finds you by name or member number and ticks you in. Add the page to your phone's home screen to have it to hand.

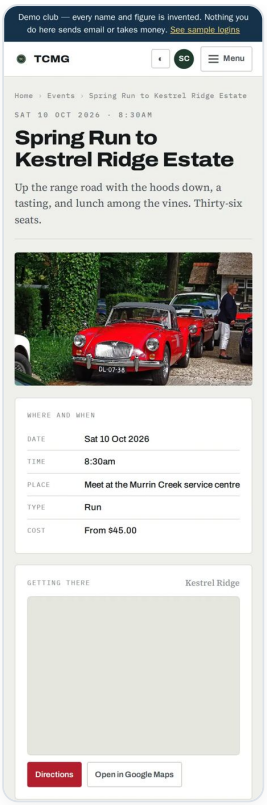


The card on a phone.

The same page turns on **phone reminders**: notifications for renewals and club runs. Press the button and allow notifications when the phone asks. Turn them off the same way.

Events and RSVPs

1. Open **Events** and choose an event.
2. Press **RSVP** (or **RSVP & pay** for a ticketed event).
3. Say how many of you are coming, which of your cars you’re bringing, and any dietary needs. For ticketed events, choose how many tickets and pay.



An event and its RSVP, on a phone.

- **Full?** You can join the waitlist, and you get the place automatically if someone drops out.
- **A reminder** comes 48 hours before the event, by email and, if you've turned them on, on your phone.
- **Changed your mind?** Open the event and press **I can't make it after all**. If there is a waitlist, your place goes to the next person.
- **Your calendar**: the Events page has a link to subscribe to the club's calendar in Google, Apple or Outlook.

Club runs: sharing your location, and SOS

On some club runs the committee turns on **run mode**, so nobody gets left at a turn-off and help reaches anyone who breaks down. If you've said you're going, a red **Run live** bar appears in the app.

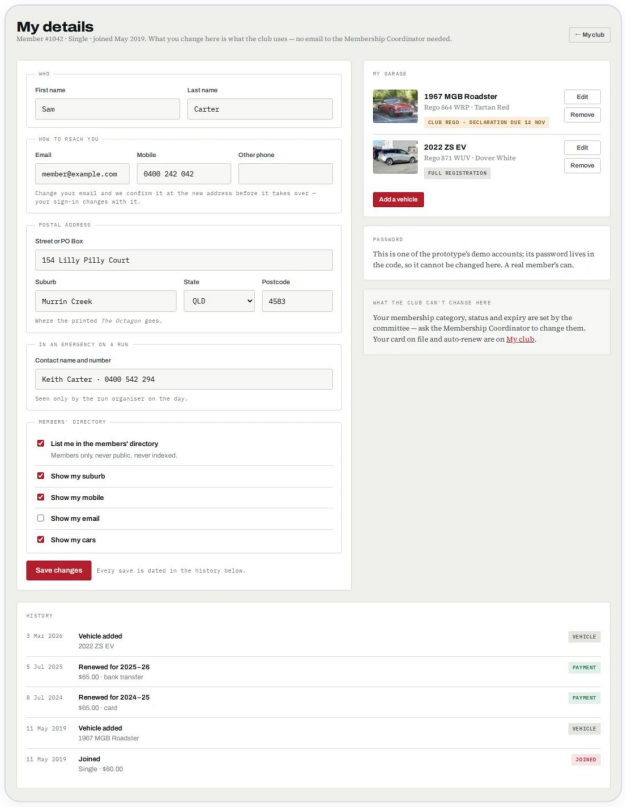
- **Sharing your location** is your choice. Tap **Share my location**: only the committee sees it, only while the run is on, and it's deleted when the run ends. **Stop** ends it at once.
- **SOS**: hold the red button for 2 seconds. It alerts the committee with your position — even if you weren't sharing — and your mobile. You'll see when someone has seen it. If you're fine after all, press **Cancel SOS**.
- In an emergency call **000** first — the button is right beside SOS, with one to call the run leader.

Your garage and club registration

Your cars live in **My details** (the menu under your initials).

1. Under your vehicles, press **Add a vehicle**: year, model, registration and colour.

2. Add photos (up to 12 a car), with captions, and choose the main one. Location details are removed from photos when they are saved.

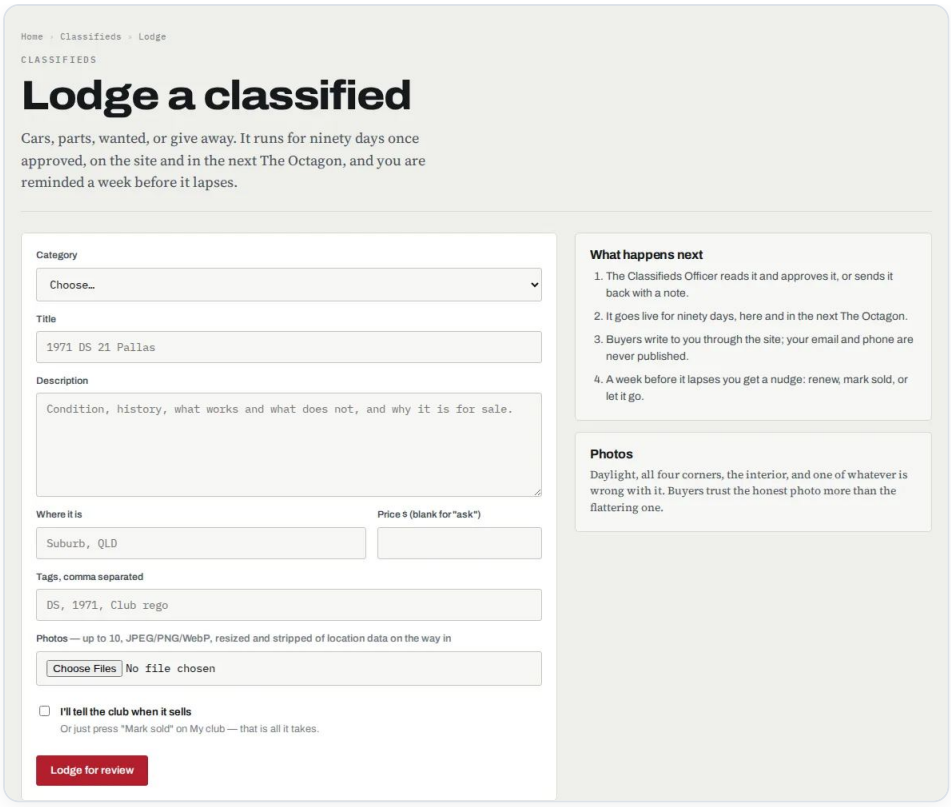


My details: your contact details, your cars and your privacy switches.

If a car is on **club (concessional) registration**, its yearly declaration shows on My club when it falls due. Press **Submit declaration**, check the details and submit. The committee then sends the confirmation the registry needs. **Remind me in a month** puts it off for a while.

Classifieds

1. Open **Classifieds** and choose **Lodge an ad** (or **Lodge an ad** on My club).
2. Choose the category, write a title and description, set the price, and add photos.
3. Submit. A moderator checks it before it goes live, and you're told if anything needs changing.



Lodging a classified.

- An ad runs for 90 days. From My club, **Renew 90 days** keeps it going, **Mark sold** closes it, and **Withdraw** takes it down.
- Buyers write to you through the club; your email address isn't shown to them until you reply.

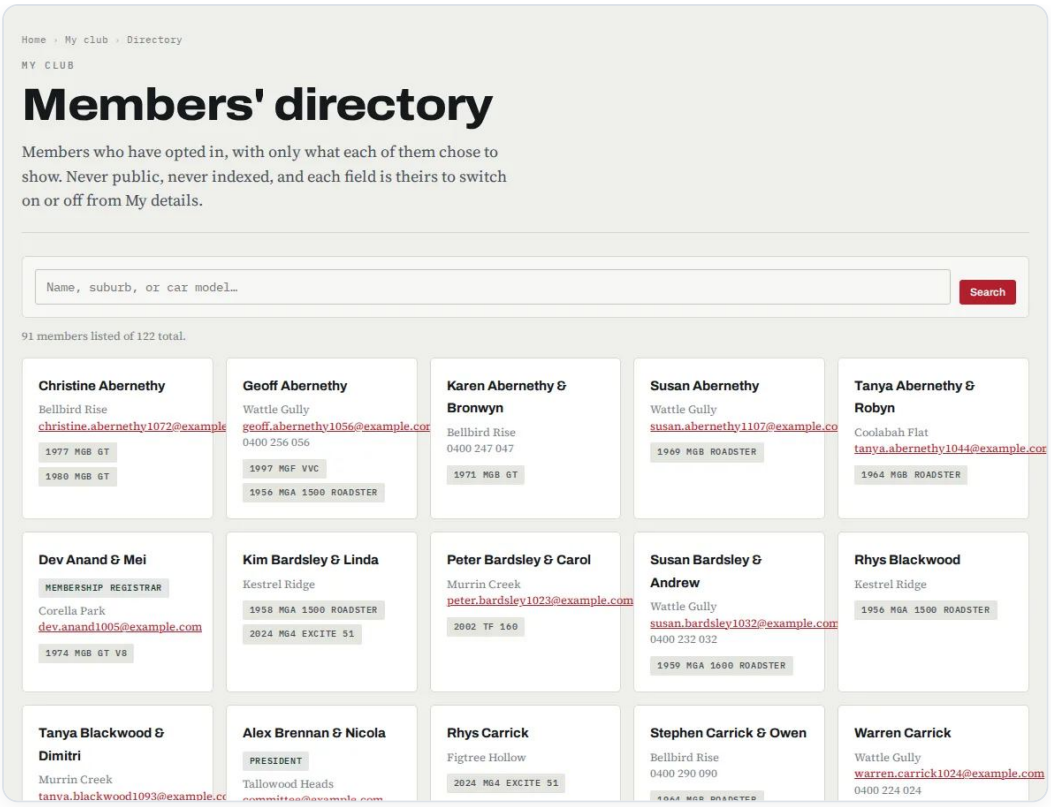
Sharing photos

Open **Gallery**, choose an album (one per past event), and press **Add your photos**. Tag the cars and people if you like. Photos are held until a moderator approves them. On a phone, you can also share photos straight from your photo app to the club, then sort them into an album from your inbox on the website.

The members' directory and your privacy

Directory lists members who have chosen to be in it. It is for members only: never public, never in search engines. In **My details** you decide:

- whether you are listed at all;
- whether your suburb, mobile, email and cars are shown.



The directory.

MyCars: your car costs

MyCars is a free companion app for tracking fuel, servicing and running costs for every car you own, with fuel economy, cost per kilometre, reminders and reports. On My club, the garage card has a **Track costs in MyCars** button: press it and your club cars come across into a MyCars account, signed in with your club login. The club never sees your MyCars records.

Keeping your details up to date

- **My details** changes your contact details, postal address, emergency contact, cars and privacy switches. Every change is dated in your record.
- Changing your email sends a confirmation to the new address; your sign-in changes once you confirm it.
- Choose which emails you get (newsletters, events, classifieds alerts and so on) from **What we send you** on My club. Every bulk email also has a one-click unsubscribe.
- Your **emergency contact** is seen only by the organiser of a club run, on the day.