

READ THIS GUIDE FIRST BEFORE CONTINUING

To experience a pleasant and uninterrupted registration and Club or Provincial Affiliate membership application process, please follow the steps in the order indicated below.

STEP 1: PROFILE CREATION

- 1) This step must be completed for any person requiring the use of this Membership Management Platform (MMP).
- 2) Only persons who are 18 years or older may register a profile in this MMP
- 3) A registration in this MMP is NOT the equivalent to a membership. It is simply the first step to commence the membership application process.
- 4) For any minor (under 18 years of age) to apply for membership, a parent/guardian/custodian must register a profile even if such parent/guardian/custodian does not intend to apply for a membership to any club in their own right.
- 5) To complete this step, click on **“Register”** and complete the indicated fields. Once completed and submitted, you will receive an email at the chosen email address requesting you to confirm the accuracy of the email address. Kindly complete this confirmation using the link provided in the email before continuing to the next step.

STEP 2: MEMBERSHIP APPLICATION TO A CLUB / PROVINCE

- 6) Before commencing the process ensure you have an electronic copy (in jpg or pdf format) of the applicants' identity document/passport/birth certificate on the device you are using to submit the application. This is required to verify the entered date of birth of the applicant.
- 7) Log into the MMP using the email address provided and your password.
- 8) If the user who created the profile on the MMP also wishes to apply for club membership in their own right, first complete the sections under **“My Information”** → **“My Profile”** (the sections
 - (a) **Personal Details**,
 - (b) **Contact Details**,
 - (c) **Reference Person Information**,
 - (d) **Upload the identity document/passport/birth certificate**, and lastly
 - (e) **Confirm you accept the Terms and Conditions**.
- 9) Now navigate to **“My Information”** → **“My Memberships”** where the page will indicate the current status of memberships in clubs across the SAFSA for the logged in person. It is permitted for a person to be a member of more than one club concurrently but only to one SAFSA Provincial Affiliate at any time. Use the **“New Membership”** button on the top of the page to commence the process to apply for membership to a specific club.
- 10) If the user who created the profile on the MMP wishes to apply for club membership on behalf of minors or other adults (who do not wish to have their own user profile in the MMP) navigate to either **“My Managed Minors”** / **“My Managed Adults”** → **“Minors Information”** / **“Adults Information”**. Use the **“New Minor”** / **“New**

Managed Adult” button on the top of the page to commence the process to complete the personal details of the Minor / Adult.

- 11) Once this information is completed, use the **“Manage”** link next to the name of the Minor / Adult and complete their contact details (which you can simply copy from the users information for convenience using the button provided), upload their identity document/passport/birth certificate and complete the terms and conditions. Repeat this process for each new Managed Minor / Adult you wish to add to the profile. Kindly note that all Managed Minors and Managed Adults are linked to the users email address. Therefore, all correspondence and notices will be sent to this single email address for the user and all his or her Managed Minors and/or Adults.
- 12) The user who created the Minor and/or Adult Managed persons on the MMP can now apply for club membership on behalf of minors or other adults by navigating to either **“My Managed Minors” / “My Managed Adults”** → **“Minors Membership” / “Adults Membership”**. Use the **“New Minor Membership” / “New Managed Adult Membership”** button on the top of the page to commence the process to apply for membership to a specific club(s) on behalf of the Managed Minor / Managed Adult.

MEMBERSHIP APPLICATION PROCESS

- 13) The membership application process consists of the following steps:
 - (a) A membership application is submitted using the MMP. You will receive an email indicating that the club has received your membership application.
 - (b) The membership application will be reviewed by the Management Committee of the Club and you will be informed by email once it has been approved or rejected (with reasons).
 - (c) Follow the instructions in the email and log into the profile and the applicant in question (**“My Information” / “My Managed Adults” / “My Managed Minors”**) → (**“My Membership” / “Adults Membership” / “Minors Membership”**) and using the button provided next to the name of the applicant make the necessary membership fee payment using the payment portal provided. Kindly note that this MMP does not store or record any banking information provided for the payment. The payment portals (Payfast or Yoco) are reputable third-party payment conduit solutions used extensively in South Africa.

ANNUAL MEMBERSHIP RENEWAL PROCESS

- 14) The annual membership renewal process consists of the following steps:
 - (a) You will receive an email from the MMP to remind you to renew your annual membership to each of the clubs that you are a member of at the start of the financial year of the Club or Provincial Affiliate in which you are a member currently.
 - (b) You will be requested to verify or update any of your contact details (physical and postal addresses, contact telephone number) and confirm acceptance of the terms and conditions of SAFSA.
 - (c) You can thereafter make the necessary payment of the annual membership fee using the payment portal provided.

