

What Does This Document Cover?

Where do I go to Login?	2
I am Already of Direct Debit so do I Still Need to do This?	2
How do I Get Help?	2
Is the System Easy to Use?	2
What do I need to do?	2
1. Reset my Password	3
2. Login to GoMembership	3
3. Check your Profile Details	4
4. Join our Reward Scheme	4
5. Buy your NSRA Membership	5
6. Download your NSRA Membership e-Card	8

This guide is to help all members of NSRA to use the new NSRA's Membership & Events portal.

Where do I go to Login?

The new Membership & Events portal for NSRA can be accessed using the below secure link.

<https://nsra.azolve.com/>

I am Already of Direct Debit so do I Still Need to do This?

Yes, you will need to set-up your Subscription or Direct Debit again. Recurring payments can now be done by Credit Card as well as Bank, so please renew online and when you select a subscription, you will receive your subscription discount on select membership types.

How do I Get Help?

You can always get help by contacting **membership@nsra.co.uk** or by calling **01483 485502**.

This guide gives you step by step instructions covering the steps you need to follow.

When you are in the GoMembership system, there are also generic help guides available.

Is the System Easy to Use?

Yes, by following the steps in this document you will be able to complete your membership renewal. Before you did this renewal on paper. Now, you are completing the same information online saving you time and postal costs.

But, please don't worry, if you need help email **membership@nsra.co.uk** or call 01483 485502 and someone will be happy to help.

What do I need to do?

1. Reset my Password
2. Login to GoMembership
3. Check your Profile Details are correct
4. Join our Reward Scheme (optional)
5. Buy your NSRA Membership
6. Download your NSRA membership e-card

1. Reset my Password

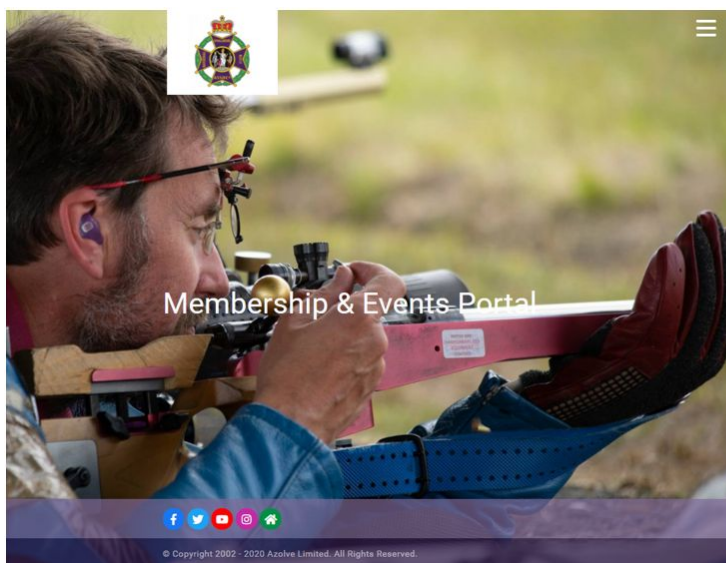
You should have received an email giving your **username**. Alternatively, maybe you created the account yourself, in which case you will know your username.

Your email address is where you will get all the notifications so it is crucial to have it up to date in the GoMembership system.

- a. Go to NSRA GoMembership page: <https://nsra.azolve.com/>
- b. Type in your username, it will be on the email you received, it's usually your email address
- c. Then click on **Forgot Password?** to get in your email instructions on how to create a new password

NOTE: you can also use your username, NSRA member ID or email address (if its unique) to request your password.

If you don't receive an email, after checking your junk folder, then you can contact the NSRA membership team who should be able to help.



Sign Up



2. Login to GoMembership

After resetting your password, type your username and password and click on **Log In**.

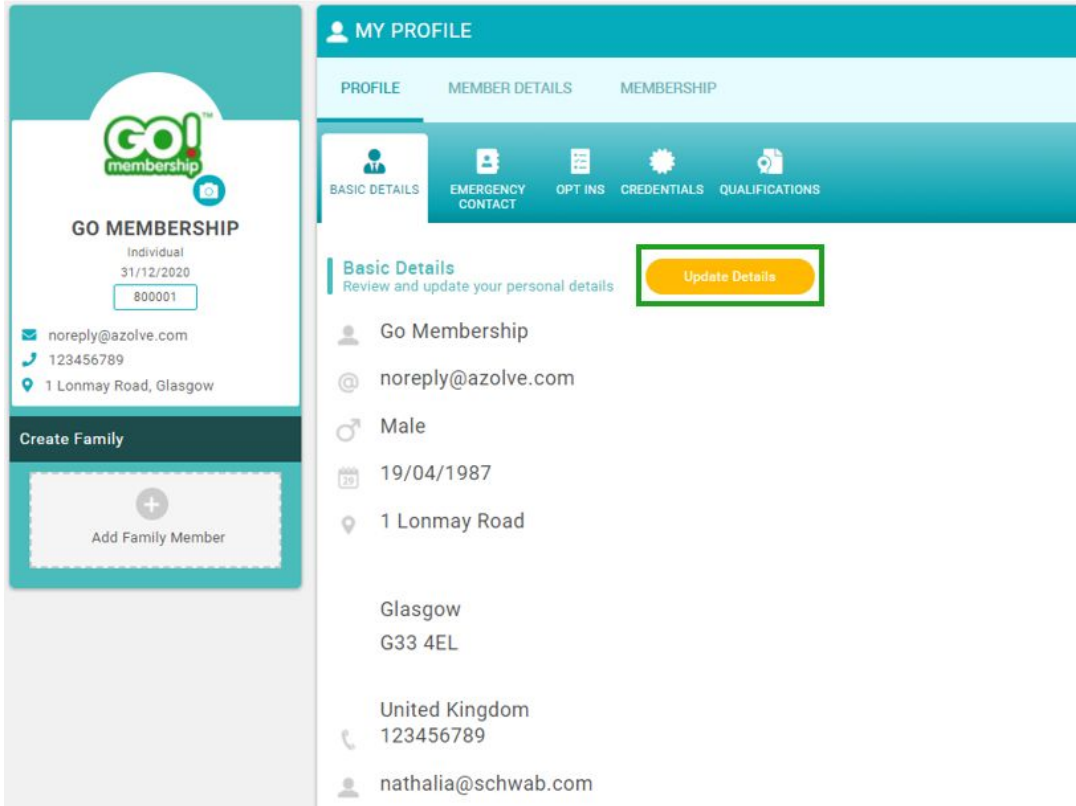
You will first be presented with Opt-ins and any agreements to confirm.

The opt-ins will allow you to opt-in to certain communication emails from NSRA.

On successful login, you will be taken straight to your Profile page.

3. Check your Profile Details

Now that you are logged in, check your profile details. If necessary, you can update your details by clicking on **Update Details**.



Please make sure we have your correct address, contact number and email address.

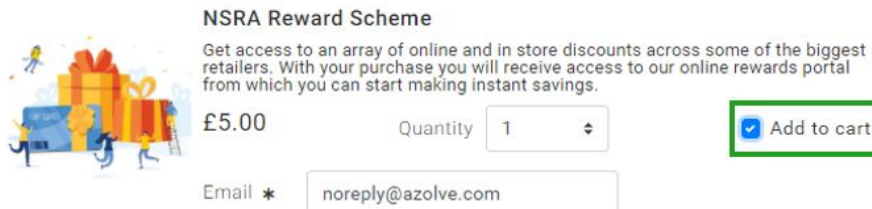
4. Join our Reward Scheme

With the NSRA Reward Scheme, you can get discounts across some of the biggest retailers, and all you need to do is add it together with your membership purchase by ticking **Add to Cart** option.

You will see this option when you select Membership.

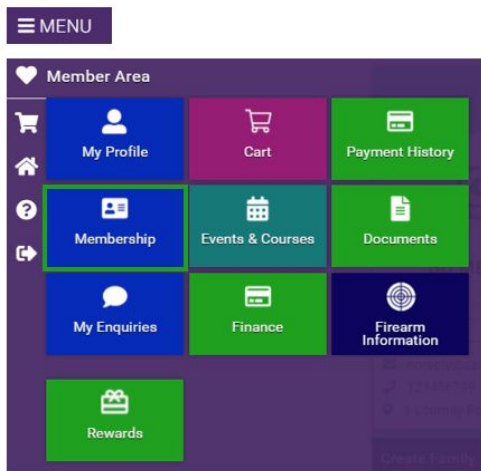
NSRA Reward Scheme

Benefit from our reward scheme by signing up below. For more information visit [Reward Scheme Details](#):

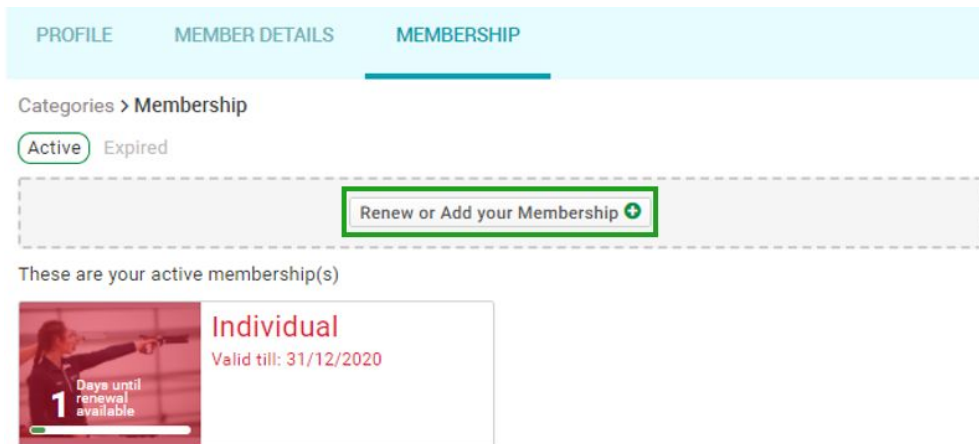


5. Buy your NSRA Membership

a. To access the Memberships available, from the Menu option (found in the top left), if you click on the **Membership** tile.



b. You will get an option to **Renew or Add your Membership**, click there.



c. Then you need to select your desired membership and complete the membership renewal form.

Don't forget to add the reward scheme to the cart – you'll get some great savings!

You can pay by Instalments which will allow 4 monthly instalment payments. Alternatively, when you chose how to pay (either by Credit Card or Direct Debit), you will get the option to pay by Subscription. This is an annual automatic renewal. If you chose this method you will get discount each year.

About this membership

New Members receive a discount and pay £50

Pay by instalments?

Spread the cost of your NSRA membership across 4 payments. By selecting to pay by instalment you are agreeing to a full year's Individual membership which can be paid over 4 payments. Make an initial payment of **£45.00** and then **3** payments of **£16.00** each month

Emergency Contact

Please provide us with your emergency contact details. This information is optional but does help us in the event of an emergency.

First name

Nathalia

Last name

Schwab

Email address

nathalia@schwab.com

Contact number

123456789

Relationship

Sibling

NSRA Reward Scheme

Benefit from our reward scheme by signing up below. For more information visit [Reward Scheme Details](#):



NSRA Reward Scheme

Get access to an array of online and in store discounts across some of the biggest retailers. With your purchase you will receive access to our online rewards portal from which you can start making instant savings.

£5.00

Quantity

1

Add to cart

Email *

noreply@azolve.com

d. Click on **Finish** and proceed to the cart.

e. Now you just need to choose your payment method and pay.

You can pay by Credit Card or via Bank Mandate. Either option is eligible for an automatic subscription renewal.

Below is a summary of your order, please review and then select a payment option.

Order Summary	
Total Items	2
Item saved for later	0
Net Total	£89.17
Tax	£0.83
Total(GBP)	£90.00

[Pay via Bank](#)
[Pay with Card](#)

[Remove All](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
<p>NSRA Reward Scheme (Go Membership) NSRA Get access to an array of online and in store discounts across some of the biggest retailers. With your purchase you will receive access to our online rewards portal from which you can start making instant savings.</p> <p>Save for Later Remove</p>	1	£4.17	£0.83	£5.00
<p>Individual (Go Membership) NSRA New Members receive a discount and pay £50</p> <p>Save for Later Remove</p>	1	£85.00	£0.00	£85.00

The following screen will give you the chance to select automatic renewal.

Do you want to set-up automatic renewal? ✕

The following item(s) can be setup as recurring payments which can automatically renew. Tick the item(s) if you want to set-up automatic renewal or leave un-ticked if you do not want to automatically renew. Click Continue to Payment to confirm and pay.

<p>Branded Reward Go Membership (800001)</p>	<p>RENEW PERIOD</p> <p>Every Year</p>	<p>TICK TO AUTO RENEW</p> <p><input checked="" type="checkbox"/></p>
<p>Individual Do you want to renew your membership automatically each year? We will renew your individual membership each year when renewed automatically. You can cancel your automatic renewal at anytime you want simply by logging in again and cancelling your subscription. Go Membership (800001)</p>	<p>RENEW PERIOD</p> <p>Every Year</p>	<p>TICK TO AUTO RENEW</p> <p><input checked="" type="checkbox"/></p>

On completion, you will be asked to complete your payment method and your membership purchase will be complete.

You can download a PDF receipt but you will also receive a confirmation email.

6. Download your NSRA Membership e-Card

By navigating to the Membership tile again, you will see the membership you have recently purchased. This shows the expiry date of this membership.

At any time, you can download an NSRA Membership e-Card which can be used as proof of your membership. This will be available all the time you have a valid membership.


PROFILE MEMBER DETAILS **MEMBERSHIP**

Categories > Membership

Active Expired


Renew or Add your Membership +


These are your active membership(s)



Individual
Valid till: 31/12/2020

>>click to renew





NSRA
Membership Card

Individual ME000001

Name: System Admin

Signature:

Expiry Date: 31/12/2020

If found please return to
Membership, NSRA, Lord Roberts Centre,
Brookwood, Woking, GU24 ONP
Email: membership@nsra.co.uk
Telephone: 01483 485502/3
www.nsra.co.uk