



## Instructions for submitting Eastern Regional Competition Entries.

To streamline the competition entry process, The Eastern Regionals have partnered with The Club Membership Cloud. This partnership aims to drastically reduce the time clubs spend submitting entries as well as the intensive tasks of collating, checking, and formatting entry data. The system has been developed over the past year, with SLS Cornwall and SLSGB using it for managing their events, and continual refinements are ongoing. Any feedback on your experience would be gratefully received (email: [hello@clubmembership.cloud](mailto:hello@clubmembership.cloud)).

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There are three ways to submit your bulk club entries:

1. Uploading a CSV spreadsheet
2. Choosing from your member list (only for clubs currently using the Club Membership Cloud)
3. Entering the info manually

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To automate the process, ensure your team managers, admins, and club treasurer have Cloud accounts set up. If you're new to the Club Membership Cloud (same account for all clubs using the Cloud), you can set up your account at <https://erc.clubmembership.cloud>. Your club can have as many team managers assigned as needed.

**TIP:** Allow 24 hours for your club role to be processed. To avoid delays, set up your accounts ASAP.

If you already have an account, sign in here: [https://erc.clubmembership.cloud/manager\\_signin](https://erc.clubmembership.cloud/manager_signin).

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Once your account's set up and has been processed, you can start your bulk entry order:

1. Go to: <https://erc.clubmembership.cloud/events/> and choose your event.
2. Click the 'Club Bulk Entry' button. If you can't see the yellow bulk entry button, email [hello@clubmembership.cloud](mailto:hello@clubmembership.cloud).
3. Ensure your club is shown on the page and click 'Start New Entry List'.
4. Choose an option:

### **A. Upload a CSV file (spreadsheet):**

Download the spreadsheet template, paste your data into the correct columns as laid out in the template, and export as a CSV (keeping the column headers). Dates must be formatted as DD-MM-YYYY.

**B. Pick from your members:** (only for clubs currently using the Club Membership Cloud)

Filter by membership category and check the members you want to enter. All available info will be imported automatically, and categories will be auto-chosen.

**C. Enter the info manually:**

Add your members' details on one simple page. The data is auto-saved, and you can edit it over time.

5. Any missing/incorrect data will be flagged with a red background. Edit these manually; all errors need to be corrected before submitting your order for payment.
6. Once you have added all your competitors, click 'Finish and Request Payment'. This will email your treasurer to set up a one-off BACS Direct Debit payment from your club bank account via Stripe. Only bulk orders paid via the Cloud will be confirmed, please don't pay separately via online banking as you risk your entries not being processed. If your club treasurer hasn't been assigned, email hello@clubmembership.cloud.
7. Once payment is set up, your entries are confirmed, and you will see them on your Eastern Regionals Cloud home page under the Upcoming Affiliated Event Entries section.

**NOTES:**

- You can amend bulk orders until payment has been set up by your club treasurer.
- Additional bulk orders can be created before the event deadline.
- Inform your treasurer once you complete an order, as emails can often get caught in junk/spam filters.

If you have any questions or suggestions, please contact Matt Sanwell at 07515 355960 (or on WhatsApp) or email hello@clubmembership.cloud.

**Club Membership Cloud is a Software as a Service (SaaS) platform designed to streamline and simplify the administration processes for clubs and organizations across the UK. With a focus on reducing volunteer time spent on management tasks, Club Membership Cloud offers a comprehensive suite of features tailored to the specific needs of clubs, including membership fee collection, event management, communication tools, and document sharing capabilities.**



[www.clubmembership.cloud](http://www.clubmembership.cloud)

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