



The Referees' Association

Society Administrator's Guide v1.1



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Membership and Event System supplied and managed by [Participant UK](#)

Updated on 22nd July 2015




1. Logging In


As a Society administrator you log in just as you would any other secure website.

To log in, open a web browser and follow these steps:

1. In your browser's address bar, type www.participant.co.uk/tra/arrangement and press enter.
2. Enter your username and password and click the 'Log in' button, as shown below.



 johnsmith6666677@gmail.com

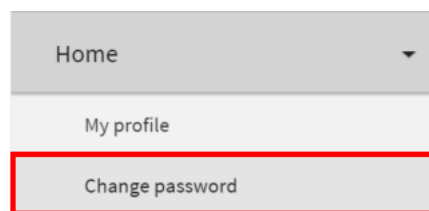


Log in

2. Change password

We recommend that you change your temporary password when you first log in. To change your password please follow the steps below.

1. Once logged in, click on the 'Change Password' menu.



2. Enter and then re-enter your new password before clicking 'Update'. Your password must be 8 or more characters.

Change password

New password

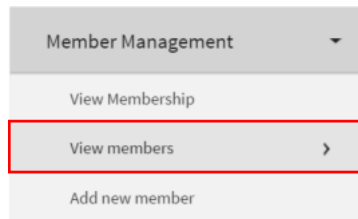
Re-type new password

Update



3. View members

To view the members that are currently registered to your Society, click on the 'View members' menu.




When you first log in, this page will display all members that were registered for the 2014/15 in the RAMMS system.

Member No.	Last name	First name	Membership Category	Registered	Last paid:	Valid to	Date of birth	Postcode	Mobile	Email	Referee Level
5038	████	Albert	Full Member	01/04/2014	01/04/2014	15/08/2015	01/08/████				Level 5
5039	████	Alex	Youth Member	01/04/2014	01/04/2014	15/08/2015	14/06/████				Level 7
5040	████	Andrew	Full Member	01/04/2014	01/04/2014	15/08/2015	30/09/████				Level 6
5041	████	Andy	Full Member	01/04/2014	01/04/2014	15/08/2015	24/09/████				Level 1

The table of members can be sorted by any of the column headers. To filter by last name you would click on the 'Last name' column heading.

Member No.	Last name	First name	Membership Category	Registered
5064	Barber	Click here to sort	Full Member	01/04/2014

3.1 Export Members Information

To export your members information to excel, click on the  icon at the top of the members table.

Member No.	Last name	First name	Membership Category	Registered	Last paid:	Valid to	Date of birth	Postcode	Mobile	Email	Referee Level
5038	████	Albert	Full Member	01/04/2014	01/04/2014	15/08/2015	01/08/████				Level 5

3.2 View / Update a Member

To view or update the details of a member click on the appropriate  icon.

Member No.	Last name	First name	Membership Category	Registered	Last paid:	Valid to	Date of birth	Postcode	Mobile	Email	Referee Level
5038	████	Albert	Full Member	01/04/2014	01/04/2014	15/08/2015	01/08/████				Level 5
5039	████	Alex	Youth Member	01/04/2014	01/04/2014	15/08/2015	14/06/████				Level 7

Enter/select the details of the member that you wish to update before clicking the 'Update' button at the bottom of the profile page.

Refereeing Level and Roles

Referee Level:

Level 5

RA Board Role:

None

Local RA Role:

Secretary

County RA Role:

None

Assessor?:

No

Tutor?:

1

Mentor/Observer?:

No

Update



The following information must be entered before clicking 'Update'.

- Title
- First name
- Last name
- Gender
- Date of Birth
- Contact Address (Address Line 1, City/Town, County and Postcode)
- Home phone
- Mobile
- Email
- Referee Level
- RA Board Role
- Local RA Role
- County RA Role
- Assessor
- Tutor

The mandatory questions are displayed with a *.

Assessor?:	<input type="text" value="Please select"/>	<input type="checkbox"/>
Tutor?:	<input type="text" value="Please select"/>	<input type="checkbox"/>
Mentor/Observer?:	<input type="text" value="Please select"/>	<input type="checkbox"/>

PLEASE NOTE: First name, Last name and Date of Birth can not be updated. Any updates to this information must be emailed to ra@footballreferee.org.

3.3 Filter to only show members registered for the 2015/16 season

To filter your members to only display those that have registered for the 2015/16 season, follow the steps below.

1. Select 'Membership Seasons' from the list of search terms.

View members

Filter 1:

2. Select 'Paid fee in' and then choose the '2015/16' season.

Filter 1:

☒ 2015/16
☐ 2014/15

3. Click the 'Search' button.

Filter 1:

You can also save this search filter by clicking the 'Save search filter' button and then entering a search name before clicking 'Save as'.



Search Show all members Save search filter Save as 2015/16 Members Cancel

The search will then be available next time you log in.

View members

2015/16 Members
-- Saved searches --
2015/16 Members

Search Show all members

3.4 Filter to only show members NOT registered for the 2015/16 season

To filter your members to only display those that have NOT registered for the 2015/16 season, follow the steps in section 3.3 but select 'Didn't pay fee in' instead of 'Paid fee in'.

View members

-- Saved searches --

Filter 1: Membership Seasons Didn't pay fee in 2015/16

Add new row

Search

4. Member Administration

There are a number of options available for you to register new members or renew your members.

Member Type	Payment Method	Available to:
New	Credit or Debit Card*	Member and; Society Administrator
New	Invoice	Society Administrator
Renewal	Credit or Debit Card*	Member and; Society Administrator
Renewal	Invoice	Society Administrator

* VISA and MasterCard cards accepted.

In summary, members can log in and complete the membership form and make payment with a secure payment by Credit or Debit card. Society administrators can register new and renew existing members and have the option of paying by Credit or Debit card or requesting an invoice to pay by bank transfer.

The quickest, most efficient and easiest method is to encourage your members to renew and register themselves.

Below are the instructions to help register your members using any of the methods in the table above.



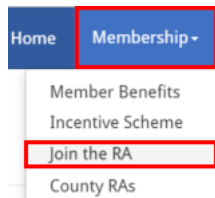
4.1 I want new members to register themselves and pay the Referees' Association membership fees by debit or credit card

As soon as a new member registers the Society administrator will be notified by email. The new member will also be listed on the 'View members' page within the administration system.

Member Type	Payment Method	Who is processing the registration
New	Credit or Debit Card	Member

Getting your new members to register and pay themselves is the simplest method for you. To use this method, inform the new member to follow the steps below;

1. Go to www.the-ra.org
2. Click on the 'Membership' menu and then 'Join the RA' menu.



This page lists all RA Societies. There is a user guide listed on the same page. The new member just needs to select the Society they wish to join and follow the registration and payment steps.

THE
REFEREES'
ASSOCIATION



A member has registered to your society.

Name: Test Ref 3
Email: tjwilson1983@gmail.com
Society: Worthing RA Society (DEMO)
Category: Full Member

Join or renew your RA Membership

County:

Society:

Search for your Society:

User Guides

NEW Members

NEW Society Member

NEW Direct Member

NEW International Member



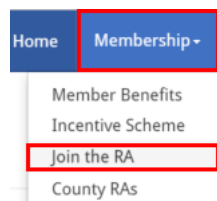
4.2 I want my renewing members to complete the membership form and pay the Referees' Association membership fees by debit or credit card

Member Type	Payment Method	Who is processing the registration
Renew	Credit or Debit Card*	Member

Getting your existing members to renew and pay themselves is the simplest method for you. To use this method, you will need to provide the member with their username and password. The usernames and password is listed on the email with your system login details.

The member then needs to follow the steps below;

1. Go to www.the-ra.org
2. Click on the 'Membership' menu and then 'Join the RA' menu.



This page lists all RA Societies. There is a user guide listed on the same page. The existing member just needs to select the Society they wish to renew and follow the registration and payment steps.

Join or renew your RA Membership

County:

Society:

Search for your Society:

User Guides
NEW Members
NEW Society Member
NEW Direct Member
NEW International Member

RENEWING Members
RENEWING Society Member
RENEWING Direct Member
RENEWING International Member

As soon as an existing member renews the Society administrator will be notified by email. The new member will also be listed on the 'View members' page within the administration system.

THE
REFEREES'
ASSOCIATION



A member has registered to your society.

Name: Test Ref 3
Email: tjwilson1983@gmail.com
Society: Worthing RA Society (DEMO)
Category: Full Member



4.3 I want to register the new members by completing the membership form on their behalf and then paying for the Referees' Association membership fees by debit or credit card or request an invoice.

Member Type	Payment Method	Who is processing the registration
New	Credit or Debit Card or Invoice	Society Administrator

To register a new member on their behalf, follow the steps below.

1. Log into the administration system (www.participant.co.uk/tra/arrangement) and click on the 'Add new member' menu.

Member Management	▼
View Membership	
View members	
Add new member	

2. Select the 'Membership Category', select the 'Title', 'Gender' and 'Date of Birth*' and enter the member's 'First name' and 'Last name'.

Membership Category	Full Member ▼
Member details	
Title:	Mr ▼
First name:	John
Last name:	Smith
Gender:	Male ▼
Date of birth:	6 ▼ Apr ▼ 1972 ▼

***Why do I need to provide my date of birth?** Providing your date of birth ensures that you join the correct Membership Category and sign up to the correct Insurance.

3. Enter the contact address and phone numbers of the member.

Contact address	
Address Line 1:	1 London Road
Address Line 2:	
Address Line 3:	
City / Town:	London
County:	Greater London
Postcode:	W1 1AA
Contact details	
Home Phone:	0208 123 4567
Mobile:	07123 456789
Email:	johnsmith6667@gmail.com



4. Select your answers to the 'Refereeing Level and Roles' questions.

Refereeing Level and Roles

Referee Level:	<input type="text" value="Level 7"/>
RA Board Role:	<input type="text" value="None"/>
Local RA Role:	<input type="text" value="None"/>
County RA Role:	<input type="text" value="None"/>
Assessor?:	<input type="text" value="No"/>
Tutor?:	<input type="text" value="No"/>
Mentor/Observer?:	<input type="text" value="No"/>

5. If the member is over 75, select whether they wish to pay for Insurance. For under 75s the insurance is mandatory.

Insurance Cover

Insurance Fee under 75: ☒ Yes (4.00)

Insurance Cover

Insurance Fee over 75: ☒ Yes (8.00)
☐ No

6. As a **NEW** member they are entitled to a discount for their first year of membership. Enter the appropriate discount code below and click 'Validate'. On clicking Validate, the amount of discount will be displayed.

Full Member Discount Code = newfull

Youth Member Discount Code = newyouth

RA and Society Memberships

☒ The RA Membership 2015/16 (DEMO) £12.00

Promotional code

£12.00 discount applied

7. There are now two options. You can add another NEW member before choosing the payment method or if you are just registering one (1) new member, then you just need to select the payment method by clicking the 'Register' button.

7a. If you are registering one (1) member, select the payment method and click the 'Register' button.

Total 16.00

Payment method

Payment method

7b. If you are registering more than one member, click on the 'Add another NEW member' button.



A blank registration form will be displayed as well as a summary of the member you have just completed.

Online Membership Form

Membership Category	<input type="text"/>	*
Member details		
Title:	<input type="text" value="Please select"/>	*
First name:	<input type="text"/>	*
Last name:	<input type="text"/>	*
Gender:	<input type="text" value="Please select"/>	*
Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/>	*

Membership Fees	
THE REFEREES' ASSOCIATION (DEMO ONLY)	
Full Member	£12.00
Youth Member	£6.00
Associate Member	£0.00
Social Member	£0.00

New Members Summary
1. John Smith

Complete steps 2-7 again, entering the information of the next NEW member.

- If you have selected to pay by invoice, a confirmation screen will be displayed. You will receive an email confirming the members you have registered and a second invoice with the details to make payment.

If you have selected 'Credit or Debit card', enter the details of the card holder and click 'Continue to payment'. The amount that you are required to pay is displayed in the Summary.

BILLING DETAILS		SUMMARY
Please enter your billing details below and click the button to continue to our payment : Worthing RA Society (DEMO) provider.		
First name	<input type="text" value="John"/>	Total: £ 4.00
Last name	<input type="text" value="Smith"/>	
Email	<input type="text" value="johnsmith6667@gmail.com"/>	
Address Line 1	<input type="text" value="1 London Road"/>	
City / Town	<input type="text" value="London"/>	
Postcode	<input type="text" value="W1 1AA"/>	
Country	<input type="text" value="United Kingdom"/>	
<input type="button" value="Back"/> <input type="button" value="Continue to payment"/>		

The final step to enter your card number, expiry date and security code before clicking Pay Now. All payments are processed through a secure Https connection. You will required to enter your 3D secure password, if this has been set up with your bank.

Enter Card Details

Card Number *	<input type="text" value="1234567890123456"/>	(enter without spaces)
Firstname: *	<input type="text" value="John"/>	(name as it appears on card)
Surname: *	<input type="text" value="Smith"/>	(name as it appears on card)
Valid From	Month: <input type="text" value="01"/> Year: <input type="text" value="2020"/>	(if not present, leave blank)
Expiry date *	Month: <input type="text" value="05"/> Year: <input type="text" value="2030"/>	
Issue Number	<input type="text"/>	(if not present leave blank)
Security Code *	<input type="text" value="123"/>	
Billing Address Line 1 *	<input type="text" value="1 London Road"/>	
Billing Address Line 2	<input type="text"/>	
Billing City *	<input type="text" value="London"/>	
Billing Country *	<input type="text" value="United Kingdom"/>	
Billing Post Code *	<input type="text" value="W1 1AA"/>	
<input type="button" value="Cancel"/>		<input type="button" value="Pay Now"/>

Confirmation of the registration will be displayed on screen.

An email confirmation will also be sent to the member's email address with their login details to download their membership card.

The new members will now be available on the 'View members' page on the administration system.

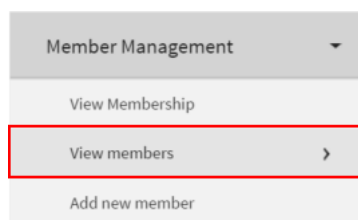


4.4 I want to renew the membership of my existing members by updating the membership form on their behalf and then paying for the Referees' Association membership fees by debit or credit card or request an invoice.

Member Type	Payment Method	Who is processing the registration
Renew	Credit or Debit Card or Invoice	Society Administrator

To be ready to renew your existing members, on their behalf follow the instructions below.

1. Log into the administration system (www.participant.co.uk/tra/arrangement) and click on the 'View members' menu.



To view or update the details of a member click on the appropriate  icon.

Member No.	Last name	First name	Membership Category	Registered	Last paid:	Valid to	Date of birth	Postcode	Mobile	Email	Referee Level
 5038	████	Albert	Full Member	01/04/2014	01/04/2014	15/08/2015	01/08/████	████			Level 5
 5039	████	Alex	Youth Member	01/04/2014	01/04/2014	15/08/2015	14/06/████	████	██████████		Level 7

Enter/select the details of the member that are empty or incorrect before clicking the 'Update' button at the bottom of the profile page.

Refereeing Level and Roles

Referee Level:	Level 5
RA Board Role:	None
Local RA Role:	Secretary
County RA Role:	None
Assessor?:	No
Tutor?:	1
Mentor/Observer?:	No

Update

The following information must be entered before clicking 'Update'.

- Title
- First name
- Last name
- Gender
- Date of Birth
- Contact Address (Address Line 1, City/Town, County and Postcode)
- Home phone
- Mobile
- Email
- Referee Level
- RA Board Role
- Local RA Role
- County RA Role
- Assessor
- Tutor



The instructions to then process the payment or request an invoice will be released ASAP.

Help and Support

If you require any assistance please contact John Wilson at The RA by phone on 01904 430 386 or 07801 498625 or by email at john@ngyork.freeserve.co.uk