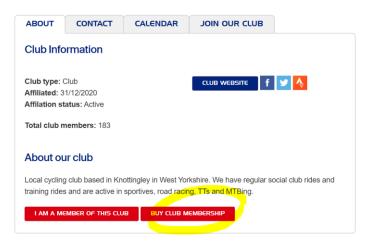
## Guide: Renewing your KVelo membership

We process membership online using British Cycling's membership tool to reduce admin time and paper. KVelo membership runs annually, therefore all club members are required to renew their membership by 31<sup>st</sup> January each year. If you join the club after 1<sup>st</sup> October, your membership with be valid for the following year.

This guide will take you through the process of buying or renewing KVelo membership and setting up a free BC account. You must have third party liability insurance to be a member of KVelo – please visit our website for guidance (<u>https://www.kvelo.co.uk/downloads</u>).

Please note: you do not need to be a paid British Cycling member in order to buy or renew membership – you can set up a free account. If you are applying for spouse/partner membership, you will need to create two separate BC accounts: one for the full paid member and another for the partner.

1. Visit <u>https://www.britishcycling.org.uk/club/profile/6870/knottingley-velo</u>, scroll down the page and select 'Buy club membership'



2. Select the type of membership you wish to buy. Please read the descriptions or contact a member of the committee if you're unsure which type applies to you. You'll then be asked whether you have a BC account.

Before we continue, do you have a British Cycling Account?				
Yes, I have an account	No, I don't have an account yet			

If you are a member of British Cycling, please select 'Yes, I have an account' and enter your membership number and password when prompted. **Please note:** your membership number can be found at the top of any email received from British Cycling, so please check your inbox.

If you are **not** a member of British Cycling, please select 'No, I don't have an account yet' and enter your contact details when prompted:

Title	Title •	(optional)	Address 1		
Forename			Address 2		(optional)
Surname			Town City		
Gender	Gender •		County	Select County	<ul> <li>(optional)</li> </ul>
Date of birth			Postcode		
Email address			Country	Select Country	(optional)
Main Phone			Emergency		
Evening Phone		1	contact name		(optional)
Mobile Phone		(optional)	Emergency contact number		(optional)
1	1		Get British Cycling Membership	Join British Cycling Now	
			Account Password		
			Repeat Password		

3. Once you have completed your contact details, select 'Proceed to additional information'. You will be taken to the following screen – if you **do not** wish to become a paid member of British Cycling, please click 'No thanks'. Please note, becoming a member of British Cycling brings with it many benefits and if you're a first time member you may be entitled to an introductory price.

BRITISH CYCUNG MEMBERSHIP		- Ser
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Membership benefits	Membership options	Membership selection
British Cycling membership is highly recommended if you belong to a cycling club.		Choose a membership type below: * Introductory Club Member discount applied to prices
Whether you're looking for peace- of-mind insurance, exclusive offers or tips from the pros, we're with you all the way.	Ideal for club cyclists who do club rides, sportives or commuting.	<b>RACE</b> Gold £52.00
Our members help us to support		Ketter £20.00 ○
nearly 4,000 cycling events every year and speak out on issues that matter to cyclists everywhere.	For club cyclists who ride regularly but are not taking part in races.	RACE Bronze £0.00
	Compare the benefits $\checkmark$	<b>Ride</b> £21.50
		Membership for: Mr Joe Bloggs
		No thanks Next

- Before making payment, you will be prompted to consent to KVelo's privacy notice and terms and conditions – please visit <u>https://www.kvelo.co.uk/downloads</u> to read the documents.
- Enter your payment details when prompted, then submit your membership application.
   Please note: payment will not be taken until KVelo's membership secretary has approved your request. You will receive an email confirmation once your membership purchase/renewal has been accepted.

For further guidance, please contact a member of the committee or email info@kvelo.co.uk.