



How to Affiliate your Club

- 1 [Log into the Rowing Ireland membership system HERE](#)
- 2 Existing Club Administrators will be automatically prompted to affiliate the Club by completing 3 simple steps:
<https://membership.rowingireland.ie/backoffice/affiliationpage.html>

WELCOME TO THE 2025 MEMBERSHIP SYSTEM PORTAL

In Order to open access to your club management portal you will be required to action following items:

| ACTIONS REQUIRED BY YOUR CLUB | |
|-------------------------------------------|-------------------|
| Step 1: Fill Affiliation and Safety audit | ACTION NOW |
| Step 2: Pay Affiliation Fees | ACTION NOW |
| Step 3: Assign Club Officials | ACTION NOW |

- 3 In Step 1 the questionnaire page will prompt you to fill in your Club details and safety audit information. Please fill in all fields required and **Save Draft** if you need to return to the form at a later stage. Once completed, click **Proceed**.

CLUB AFFILIATION FORM 2025 FOR EVENTMASTER TEST CLUB

Please note: All fields are mandatory. In order to proceed to register athletes for 2025 you must fill all fields and pay the affiliation fee.

SAVE DRAFT **PROCEED**

Documents Required for upload: Insurance Certificate (Dated), Club Safety Statement (Signed) and Club Emergency Action Plan



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4 In Step 2 you will need to pay your clubs 2024 Affiliation Fees using a credit or debit card. Please select your club product

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| ACTIONS REQUIRED BY YOUR CLUB | |
|------------------------------------------|------------|
| Step 1: Fill Affiliation and Safety form | COMPLETED |
| Step 2: Pay Affiliation Fees | ACTION NOW |
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Please Select Club Product

| Membership | Price | Select |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------|
| Full Membership Affiliation Fee 2025 <small>This is a club with full, unrestricted affiliation and with full voting rights</small> | €500.00 +€30.00 Admin fee | <input type="radio"/> |
| Schools Clubs Membership Affiliation Fee 2025 <small>This is a club which is associated directly with a school, and which only competes at junior level, and which has full voting rights. Any Schools Club entering an event other than at Junior level will immediately be invoiced for the difference between the Senior and Junior affiliation fee</small> | €250.00 +€15.00 Admin fee | <input type="radio"/> |
| Restricted Coastal: Scull Affiliation Fee 2025 <small>This is a club which only competes on the Coastal circuit and at the World Rowing Coastal Championships. It does not have voting rights</small> | €350.00 +€21.00 Admin fee | <input type="radio"/> |
| Restricted Coastal: Sweep Affiliation Fee 2025 <small>This is a club which only competes on the Coastal circuit and at the World Rowing Coastal Championships. It does not have voting rights</small> | €250.00 +€15.00 Admin fee | <input type="radio"/> |

Select

Payment Form

Please select your payment method:

Credit or debit card

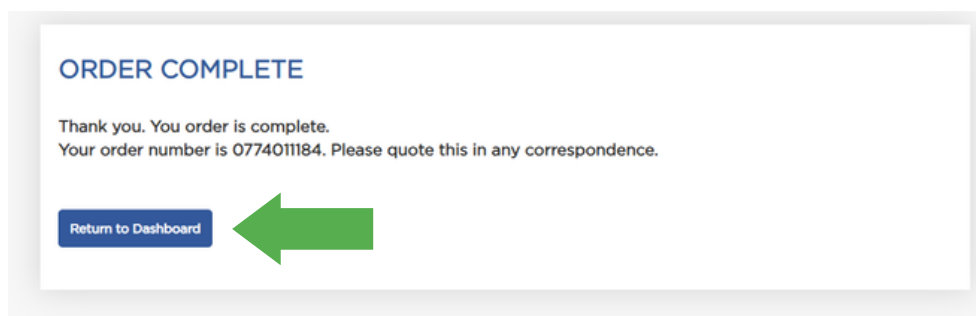
Card number MM / YY CVC

Please note with new Strong Customer Authentication regulation you may be required to engage in 2 part payment validation at the checkout. If order has club membership(s), you might even need to validate twice.



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- 5 Once paid you will receive an order complete notice and can return to the dashboard.



- 6 In Step 3 you can assign club officials.

| ACTIONS REQUIRED BY YOUR CLUB | |
|------------------------------------------|------------|
| Step 1: Fill Affiliation and Safety form | COMPLETED |
| Step 2: Pay Affiliation Fees | COMPLETED |
| Step 3: Assign Club Officials | ACTION NOW |

- 7 Please enter in the details of club officials fully. If a new assigned official wasn't a user registered before, they will get an activation email automatically. The captain, secretary and chairperson will need to be different people/email addresses.

Roles Required:

- Captain
- Chairperson/President
- Secretary
- Designated Liaison Person
 - (Can have duplicate role)
- Safety Advisor
 - (Can have duplicate role)



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You have now successfully submitted your affiliation for 2025 and Rowing Ireland will review your safety audit information. You will receive an email once this has been approved or if additional information is required.

| ACTIONS REQUIRED BY YOUR CLUB | |
|------------------------------------------|-----------|
| Step 1: Fill Affiliation and Safety form | COMPLETED |
| Step 2: Pay Affiliation Fees | COMPLETED |
| Step 3: Assign Club Officials | COMPLETED |

For technical support, please email support@eventmaster.ie



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For the final step, you can add Club products and connect your clubs stripe account in order to take membership fees.

The screenshot shows a web form titled "Club Name : Eventmaster Test". Under "Club Membership Setup:", there are two radio button options for "System Fees (incl. bank charges)": "ADDED (Members cover fees - The 4.5% fee is added on top of your final price)" which is selected, and "ABSORBED (Club covers fees - The 4.5% fee is subtracted from your final price)". Below this is a section "Add your club membership products:" with a sub-section "Membership Type 1". It contains three input fields: "Name" with the value "Test", "Price" with the value "100", and "Category" with a dropdown menu showing "Juvenile Members (age 3-17)". At the bottom of the form is a blue button labeled "ADD NEW MEMBERSHIP PRODUCT". In the bottom right corner of the form area, there is a blue button labeled "CONTINUE TO STRIPE SETUP" and a link labeled "Request Support".

Step 4: If you plan to receive funds for your club memberships through the platform, please fill in your club membership product details and connect your stripe account. You can skip this step and complete it at a later date if needed. Please note that if you already had club membership products in 2023, your 2024 products will be prepopulated the same as last year. You can add or edit existing club products at any time in your club profile after affiliation.

Club Name : Eventmaster Test

Club Membership Setup:

In order to receive funds for your club membership directly to your stripe account you will need to connect it to the Eventmaster Membership Platform.

Please note: you will need to login to Stripe to connect it - there is no need to create a new stripe account just click the login button and connect.

Please click the button below to connect your account now:

[Connect with Stripe](#)

If you do not have a Stripe account or access to it right now you can skip this step and connect it at a later date from the Financial Settings in your Club Profile. Please [click here](#) to go to the club dashboard.