



**SCOTTISH
ROWING**

How to complete the Club Affiliation Process Part 1 – Guide for club admins.

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01/05/2021



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Registered Office: 366 Hamilton Road, Motherwell, Lanarkshire ML1 3ED
A Company Limited by Guarantee, Registered in Scotland No. SC357505



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To complete the Membership Annual Return Part 1 and pay the affiliation fee for your club a club administrator needs to logon to the Scottish Rowing Membership system at <https://scottishrowing.azolve.com/>

The username is their personal email address.

Once they have logged onto the system they should select Club Profile from the Menu at the top left of the screen, then click the Club Affiliation tab in the Club Profile window. They will see the option to Renew the standard club membership.

Click the option to renew.

Complete the questions and update any of the committee positions if they have changed since last year.

Click Checkout.

There will be options to pay by card or via Bank transfer.

If you have any further questions or problems with the process please email memberservices@scottish-rowing.org.uk