



## GUIDE TO THE MEMBERSHIP APPLICATION PROCESS

The Order uses **WebCollect** <https://webcollect.org.uk/> to process applications and maintain subscriptions. This enables us to store and record information securely and in compliance with data protection legislation. Many other charities and organizations also use WebCollect.

To apply to join the Order, you will first need to set up an account with WebCollect. (If you are a member of another charity that uses WebCollect, such as the Royal Society of St. George, you can use your existing WebCollect log-in.)

### TO APPLY TO JOIN THE ORDER OF ST. GEORGE:

- Go to <https://webcollect.org.uk/oost>
- Select '**New Members – Join here**' (button at bottom right of the page)
- Add **BOTH** the 'Officer subscription' and 'Application charge' to your basket. (Total £150).

**New members**

Please select the appropriate subscription below and proceed to checkout. You will be asked to provide details of your qualifications and areas of expertise, as part of your application.

<b>Officer</b> Period: 365	Annual Subscription £50	<b>Application charge</b> Period: 30	Standard subscription £100
Officer	<b>Add to basket &gt;</b>		Quantity 1 <b>Add to basket &gt;</b>

*The Officer subscription is your annual membership fee. The Application charge is your one-off joiner's administration fee. You will not be charged for these until your application is accepted.*

- Click **Checkout**

*If you are already a member of a charity that uses the WebCollect system – such as the Royal Society of St. George, to which the Order is affiliated – you can use your existing Sign In credentials at this point. Otherwise use the 'Sign up' option to create your WebCollect account.*

- Sign up - Check the 'for myself' radio button and fill in your details.
- Click **Save**

If you are already a member of a charity that uses the WebCollect system – such as the Royal Society of St. George, to which the Order is affiliated, you can use your existing Sign In credentials at this point.

You may be asked to ‘assign members to subscriptions’. You just need to select your own name from the ‘Please select’ drop down menu. (See illustration below.)

### Assign members to subscriptions

Please assign the **correct members** from your Group to the items in your basket listed below. If one or more Group members are not listed please **add them first using the Add new box above.**

[Proceed to Group details and checkout >](#)

Subscription	Assigned to	
Application charge - Standard subscription (APP001)	<input type="text" value="Please select..."/> <small>This is an individual type subscription. Please select who this subscription is for.</small>	<a href="#">remove from basket</a>
Officer - Annual Subscription (OFF001)	<input type="text" value="Please select..."/> <small>This is an individual type subscription. Please select who this subscription is for.</small>	<a href="#">remove from basket</a>

- Select your name from BOTH the Application Charge and Officer drop down menus
- Click ‘[Proceed to Group details and checkout](#)’

Please complete the application details on the next screens. When you are done, you can review and submit your application.

We’ll need the name of your proposer, if you have one.

If you have LinkedIn and/or Facebook accounts please have these to hand as we shall ask for details of these.

**[Please also send us a CV/resume to petition@orderofstgeorge.co.uk](mailto:petition@orderofstgeorge.co.uk)**

Please contact [membership@orderofstgeorge](mailto:membership@orderofstgeorge) if you have any queries.

**WE LOOK FORWARD TO WELCOMING YOU TO OUR ORDER!**