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ScottishTargetShooting



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Scottish Target Shooting
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Scottish Target Shooting Membership System to go live on 29th February 2016

Dear all,

I am writing to inform you that at midday on 29th February 2016, Scottish Target Shooting will be launching its brand new membership system and invites members of the target shooting community to join. We apologise for the delay of this launch but this was down to some technical difficulties which have now been resolved.

Who Are Scottish Target Shooting?

Scottish Target Shooting (STS) is a new company that has been created to speak on behalf of the target shooting community in Scotland, primarily in a sporting context working with partners such as British Shooting, NSRA and NRA but also to liaise with the Scottish Government and Police Scotland (to name but a few agencies) on issues relating to firearms legislation.

STS replaces the previous voluntary, unincorporated association known as the Scottish Target Shooting Federation. During the second half of 2015 the Scottish bodies of SARPA, SPA, SRA and SSRA all voted independently to join STS in order to create a single body for target shooting in Scotland. STS has also now been recognised by **sportscotland**, the National Agency for Sport, as the governing body for all disciplines of target shooting in Scotland. With the support of the voluntary shooting bodies in Scotland as well as **sportscotland**, STS promotes the principles that the sum of the shooting community is stronger than its constituent parts. As a unified body it is better placed to support and promote the sport of target shooting, right from grassroots involvement all the way to achieving medal success at the highest level.

Why Should I Join?

STS has been a body created in consultation with the different associations in Scotland so the sport can be better resourced, supported and represented. Membership of STS provides various levels of insurance cover but more importantly it represents the sport with one voice. Collectively, we can share but also secure more resources to invest in the grassroots development of the sport. Accompanying this letter is the STS Flyer, the front of which summarises the rationale behind forming STS while the reverse outlines the membership options available to individuals and clubs, explaining the benefits and costs of each.

How Can I Join?

Over the next two pages we have provided a detailed breakdown on the process by which both individuals (page 2) and clubs (page 3) can join STS. We have tried to make this process as simple as possible but if you have any problems then let us know.

New Website

As well as a new membership system, Scottish Target Shooting also has a new website which will also be going live at 12pm on Monday 29th February. This new website will launch with very basic information about STS but over the coming weeks and months the level of content will increase as we work with members to turn our new website into a useful and exciting source of information and news to meet their needs so please check back regularly to see the changes that will be taking place.

New IT Systems

It is inevitable that with any new IT systems there is the possibility of teething problems. We have tested the system rigorously, to ensure it is ready to go but there is always the possibility that unforeseen problems may occur. We hope they do not and believe we have done all we can to prevent these from happening but should you encounter any difficulty with either the website or the membership system then please get in touch with us as soon as possible using the contact details provided at the top of this page and we will work with you to get this resolved. Ultimately, should a problem occur, we ask for your patience and understanding and we will do all we can to work with you to rectify any problem as quickly as possible.

Scottish Target Shooting

Registered office at Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ is a Company Limited by Guarantee registered with Companies House Scotland with company number SC515115



Scottish Target Shooting is supported by

sportscotland
the national agency for sport



I am an individual who wants to become a member of STS, how do I join?

The process for signing up as an individual is as follows:

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- Step 1. Visit www.scottishtargetshooting.co.uk
- Step 2. Click the link for 'Individual Membership Application' and you will be taken to the 'Scottish Target Shooting Member Portal' page.
- Step 3. Click on the button 'Sign Up' next to the text 'New Member?' and a window will open.
- Step 4. Enter your personal details in the window as requested. Once completed and successfully submitted you will receive an email confirming that you have created an account on our system.
PLEASE NOTE: The email you receive is not confirmation of membership, only that your online account has been created which you are then able to log in and buy your membership from.
- Step 5. You can now log into the system using the username and password details entered in Step 4, select 'My Profile' and provide or update any additional information requested.
PLEASE NOTE: Scottish Target Shooting is striving to achieve the Preliminary Equality Standard and as such is required to ask a number of questions. These questions are not compulsory, each question has the option 'Prefer not to say' and all information submitted shall be anonymised.
- Step 6. Select the membership package you would like to purchase – Essential, Enhanced or Complete. A list of benefits can be seen and expanded on for each package by selected 'Read more'.
- Step 7. You must select the box to state that you will abide by the policies and procedures of STS in order to proceed. There is a link which will take you to these policies and these can be viewed anytime from our new website.
- Step 8. Carefully select your Primary Discipline from the options available.
IMPORTANT: The discipline selected will determine where part of your membership fee will go and how you can vote at the AGM when a discipline specific matter requires a vote. This selection can only be changed once a year when membership is renewed (unless a genuine error has been made).
- Step 9. There will then be the option to select which clubs in Scotland, who are members of STS, you are currently a member of. The system will allow you to choose multiple clubs or none at all. This is optional so you can proceed past this without the need to select a club simply by clicking on 'Finish' at the bottom.
PLEASE NOTE: The club finder will only show clubs who are members of STS. When this system launches no clubs will have affiliated so the choice of clubs will be limited when you sign up. However, you will be able to link to a club at any time during your membership year simply by logging into your account and selecting the 'Select Club' option on the right hand side of the page. So once your club has affiliated to STS you will be able to link with them.
- Step 10. You will proceed to the shopping cart to pay for the membership you have selected and can pay either by Direct Debit or by bank card. If eligible, you will notice any discount will have been applied near the bottom of the page. On successful completion of the payment process you will receive an email confirming your membership of STS.

Were you an Honorary Life Member of SARPA, SPA, SRA or SSRA?

If so, under the agreement made with each of these associations, you are eligible to be Life Members of STS. Our membership system is set up to process this but the details must be entered by the STS Office. To register with us please contact the Office using the details provided above

Problems with applying for membership or want to pay another way?

This is a completely new system and while it has been tested rigorously, there is always the possibility that unforeseen problems may occur. Should you encounter any difficulty, or wish to register by choosing a different payment method, please contact the STS Office using the contact details provided at the top of this page.

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My club wants to become a member of STS, how can it join?

The process for signing up as a club is slightly different and requires at least one member to be a member of STS. The process of registering a club is as follows:

- Step 1. Visit www.scottishtargetshooting.co.uk
- Step 2. Click the link for 'Club Membership Application'.
- Step 3. A form will appear asking for details about the club. Enter club details as requested along with the details for an administrator for the club.
- Step 4. Once completed an email will be sent to the STS Office and the club will be created on the membership system using the details provided.
PLEASE NOTE: Depending on the demands being made of the STS Office, this can take up to 48 hours to create but we will endeavour to process the application much sooner than this.
- Step 5. Once the club has been registered, an email will be sent to the Club Administrator from the STS Office providing that person with their log in details.
- Step 6. The Club Administrator must then log into the system and select the tile 'Club Profile' under the Club Area section.
- Step 7. By selecting the 'Club Profile' tile the Club Administrator can provide information under 'Club Profile' and 'Club Details'. Under 'Club Members' the Club Administrator will, in the future, be able to manage club members. Under 'Club Affiliation' the Club Administrator needs to select the green button 'Buy Membership' and can then select the club membership package to purchase – Club or Club Plus. A list of benefits can be seen and expanded on for each package by selecting 'Read more'. The final 'Credentials' section is optional for clubs to complete.
- Step 8. On proceeding to check out, the Club Administrator must select the box to state that the club will abide by the policies and procedures of STS in order to proceed. There is a link which will take you to these policies and these can be viewed anytime from our new website.
- Step 9. The Club Administrator will proceed to the shopping cart to pay for the membership selected and can pay either by Direct Debit or by bank card. On successful completion of the payment process you will receive an email confirming the Club's membership of STS.

Manage Members of Your Club

Under the Club tile you are able to view individual members of STS who have said they are members of your club. This provides a number of features and benefits:

- a) You can allocate members of your club roles including admin, coach, secretary. All members allocated as 'admin' will also be able to log in and update the information for that club because a club tile will be added to their account when they next log into the system. It is recommended that clubs have more than one administrator but do not allocate this responsibility to too many members.
- b) It is also possible to sign up new members to STS on their behalf. This feature is beneficial if your club chooses to include STS membership as part of the Club membership fee, ensuring all Club members are also members of STS. It can also be used for individuals who do not have access to a computer or do not feel confident signing up themselves and require assistance.

Problems with applying for membership or want to pay another way?

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