



The National
Allotment Society

National Society of Allotment and Leisure Gardeners Ltd

Adding & Removing Affiliate members

ABSTRACT

Quick Instruction manual for member administrators on how to add/remove affiliate members from their members List

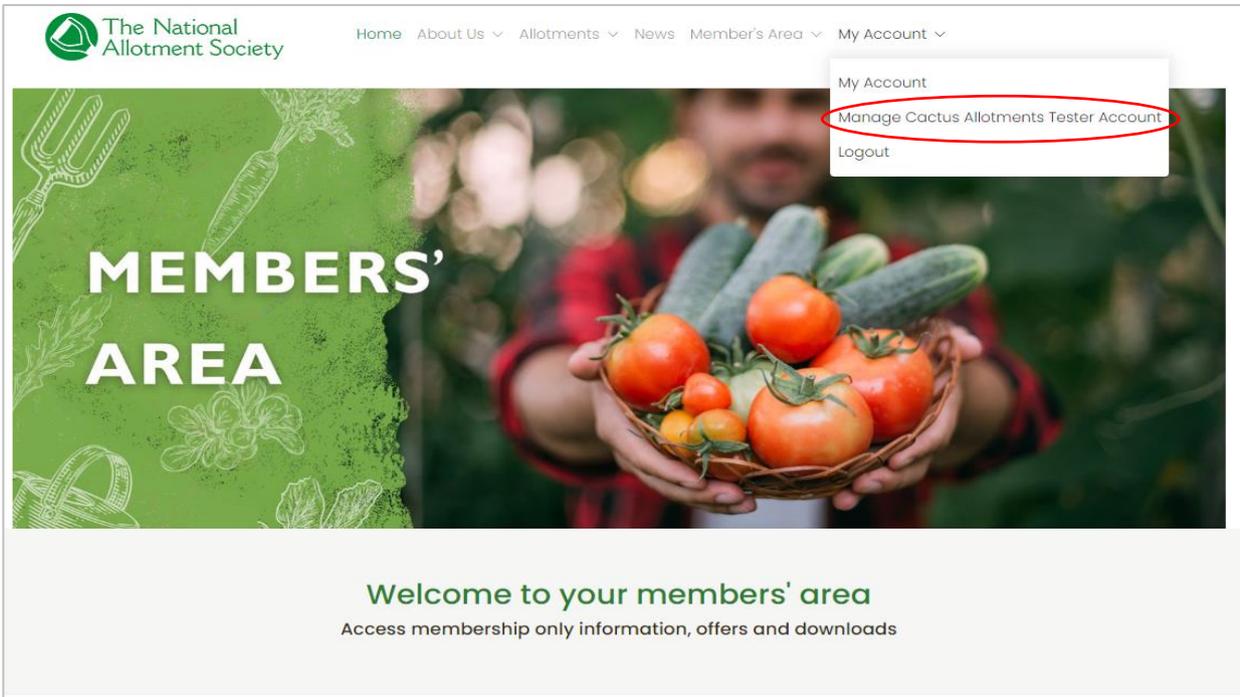
The National Allotment Society

March 2025

1. Adding Members

Once you have logged in, at the top of the page, you will see the menu bar –

Under 'My Account', click the 'manage' button for your association.



(Please note some info on the screenshot image below is redacted for data security).

You will see the following page for your association. Click the 'Affiliates' button to see all your members.

home > Member's Area > Manage Membership
Manage Cactus Allotments Tester

Manage Cactus Allotments Tester

[Details](#) [Affiliates](#) [Subscriptions and Payments](#)

Mem Name : Cactus Allotments Tester
Mem Num : S22801
Mem Type : Association
No.of Affiliates : 15
Website :
Join Date : 03 Aug 2023
Expiry Date : 02 Aug 2025

Extra Seed Catalogue Info:
No. Catalogues : 0
No. Order Forms : 0
[Change Catalogue Numbers](#)
Notes:

[View Seed Catalogue](#)

Links:
Region : Scotland
Regional Rep : not set

Default Contact:
Miss Jane [redacted]
123 Test Street, Test Town, Test, TE54 4AG
Email : [redacted]@gmail.com
Tel : 01536 266576
Work :
Mob :

Share:
Share number : 203669 not valid

Web Login:
Website login : s22801
Website password : 3327339
[Change Password](#)

Once you have clicked on the 'Affiliates' button, all your members details will drop down in the display just as the format seen in the image below. Here you can view, edit and remove affiliate members' names and their details.

Home > Member's Area > Manage Membership
Manage Cactus Allotments Tester

Details Affiliates Subscriptions and Payments

You currently pay for **15** and have **7** linked.
[add affiliate member](#)

Search: Show **50** entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
	Affiliate		Catherine	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	U K
	Affiliate		Peter	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	U K
	Affiliate		George	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	U K
		Mr	John	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
			Helen	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

Affiliate George [redacted]

Affiliate Mr John [redacted]

Affiliate Helen [redacted]

Edit affiliate members' details

Delete affiliate member

You will see the note of how many members you have paid for against how many members you have registered as an affiliate. This will update as and when you add more affiliates or remove them. For example, if you have 50 members and have listed 40 persons, the note will say "You currently pay for 50 and have 40 recorded." (See example below)

Home > Member's Area > Manage Membership
Manage Cactus Allotments Tester

Details Affiliates Subscriptions and Payments

You currently pay for **15** and have **7** recorded.

[add affiliate member](#)

Search: Show **50** entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	

Details on number of affiliates paid for vs how many registered as affiliates on your account

Click this button if you would like to add a new affiliate member to your association.

Please remember: If members are not registered on your members list with their details as being a part of your association, they may miss out on a lot of benefits including the Allotmenters liability insurance cover which requires their details to be listed.

Once you click on the 'add affiliate member' button, the following pop up will open –

You can then fill out all fields with the new members' details.

The screenshot shows a 'Register an Affiliate' pop-up window. The form includes the following fields and instructions:

- Email:** Please enter the person's email.
- Title:** Please enter the person's title.
- Forename:** Please enter the person's forename. (required)
- Surname:** Please enter the person's surname. (required)
- Postcode:** Please start by typing in your postcode
- Address Line 1**
- Address Line 2**
- Address Line 3**

If the new member wants insurance cover, make sure to tick the box for insurance and e-newsletter at the bottom before clicking 'register'.

You will not be able to click register until you have field out all the compulsory fields.

PLEASE NOTE: If you have reached the maximum amount of members you have currently paid for, then 'add affiliate' button will disappear from that front page. You will need to go to 'subscriptions & payments' and then click 'add affiliate'

It will then ask you how many additional members you would like to add – Change the quantity to what you need. It will then ask you how you would like to pay for these members and give 3 options. If you are paying via card payment, you can complete immediately. If any of the other two forms of payment (bank transfer or cheque), the system will register the future payment and immediately allow you to add these new members. The members will then be pending on your members list until the payment for them is received.

2. How to remove an affiliate member

To remove an affiliate member from your members list, simply find their name on your members list and click the red 'x' button next to their name. This will delete all their details from your members list and your account.

Home > Member's Area > Manage Membership
Manage Cactus Allotments Tester

Details Affiliates Subscriptions and Payments

You currently pay for **15** and have **7** linked.

[add affiliate member](#)

Search: Show entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
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	Affiliate		Helen	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

Delete affiliate member

Please note you will be given a warning pop up before the system completely deletes this member. You will then need to click the 'remove from member account' button to confirm the removing of this member. This is just to make sure you have not mistakenly chosen to delete the affiliate's details. It will display on your screen like the image below:

If you have any queries, please do let us know by dropping us an email at Head Office – contact@thenas.org.uk.

Remove contact from member account?

Please click delete below to COMPLETELY remove this contact from this member account.

Remove From Member Account Cancel