



Background

The club has a ‘club account’ with Merlin Archery. This affords the club some discount off the retail price. It also allows the club to share the logon credentials without compromising personal data.

Details

The username / registered email on the account is beginners@malvernarchers.co.uk – this can be change on request by Merlin Archery.

There is no credit facility available on the account.

The account can only be used for buying equipment for club use.

Access

There are currently three people with the credentials:

1. The equipment officer.
2. The treasurer.
3. The beginners’ course coordinator.

Normal usage:

1. Any authorised member of MA can add items to ‘the basket’.
2. Items can only be removed from the basket by the equipment officer.
3. At the appropriate time the equipment officer will review the current basket & request the treasurer to log in and perform the checkout.
4. Delivery to be to any appropriate address – but the address chosen for the delivery to be immediately posted to the committee WhatsApp group.
5. Any queries / problems with the execution of the order will be notified to the registered email address, so the recipient of this should be alert to the order being placed – normally from the WhatsApp post (above).