How to purchase Environment Agency licenses

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Section 1: Uploading club boats

As your club grows so too will your fleet of boats so it's useful to keep a register for admin purposes. The ClubHub system allows you to keep a register of your club's boats, including detailed information as to the boat's owner, make, model etc.

Once you have added boats to your register you can then purchase waterway authority licenses for them at a discounted rate (more on that later).

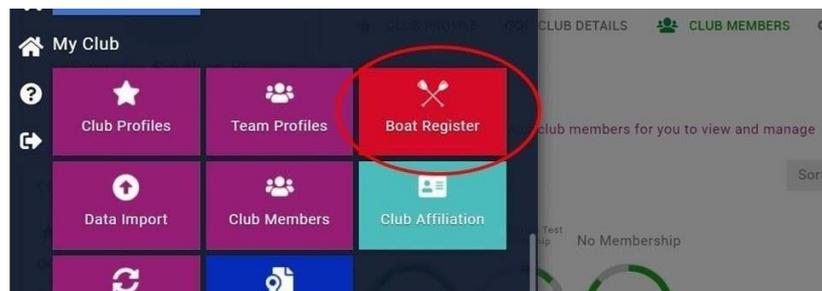To record and manage your boat register simply follow these steps:

1. Sign into your British Rowing account
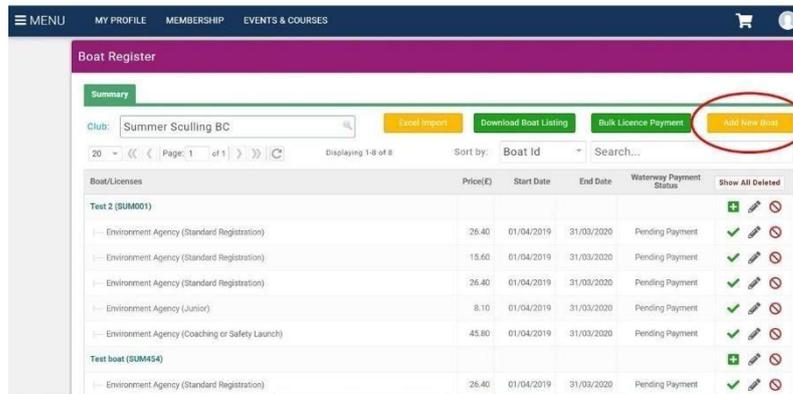

2. Select MENU

3. Select the BOAT REGISTER tile

4. You will now be presented with a list of boats previously added to the system


5. To add a boat to the system select ADD NEW BOAT

6. You can now enter basic boat details including the boat ID which begins with a pre-set club code, followed by a number of your choosing (which must comprise 3 numbers). You may name the boat whatever you wish, and you can also state what kind of boat it is (fine, fixed-seat etc).


7. By selecting FINISH your boat will now be displayed in your boat register. If you require a license for this boat however, you can now go on and add one here by selecting ADD
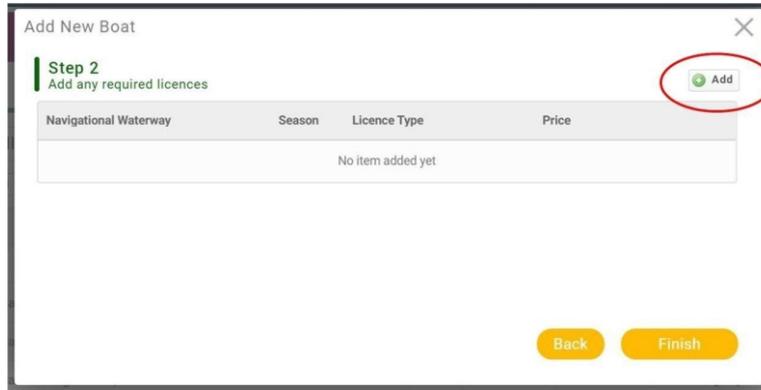
8. In this step you can enter the navigation authority whose waters you will be operating on, the season for which you require the license, and the type of registration required (eg junior). To complete this process select the green tick. When you have finished adding boats select FINISH

9. You can now either add another boat, edit the current boat, or pay for license(s)
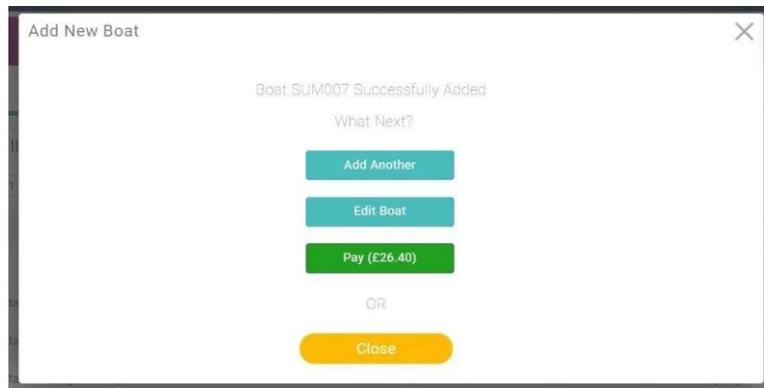
10. By selecting EDIT BOAT you can enter specific details as shown below. These details will be of use to club officers/members in locating and identifying specific boats, as well as keeping a record of the condition, value, etc of boats within your fleet. (These details can be edited later if you wish, by selecting the boat in question from your boat list).

11. Similarly, by selecting MAINTENANCE LOG as shown below, you can keep a record of damages and work carried out.

12. Finally, if you wish simply to list a boat, or to pay for a waterway license at a later date, you can select CLOSE. If you wish to pay for a license select PAY, whereupon you will be directed to the payment page, where you have the choice of payment methods
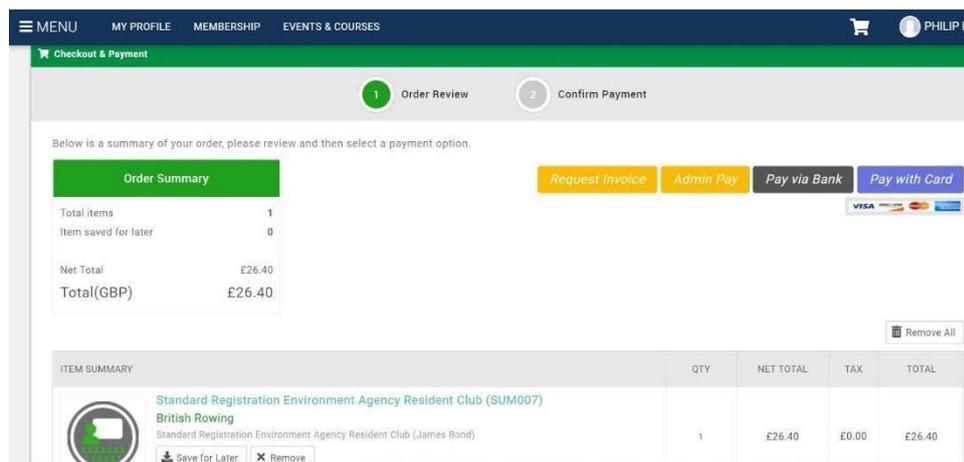
Section 2: Uploading bulk boat lists

If you would like to enter more than 1 boat to the system you might want to use the bulk upload feature. Begin by signing into your profile and then selecting the Boat Register tile as before. Then select EXCEL IMPORT.

13. Follow the instructions shown and your boats will be uploaded to the system

1. Download the boat import template.

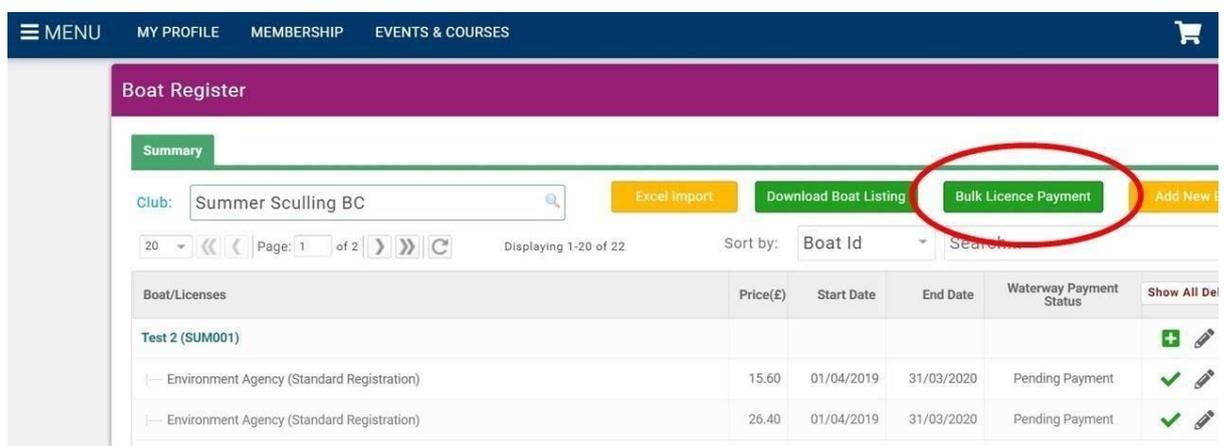2. Ensure you Club Import ID of **I1ZSSSB2iKi^sS** is entered into cell A2.

3. Email the completed file back to membership@britishrowing.org

Close

Section 3: Paying for waterway licenses in bulk

Once you have listed your boats within the Boat Register tile you can purchase waterway licenses for as many of them as you like in one go.

14. To do this, sign in as before and open the BOAT REGISTER tile. Then select BULK LICENSE PAYMENT as shown below.

15. You can then select the boats for which you'd like to purchase licenses by ticking the checkbox next to each boat. The PAY button will keep a running total as you add more boats. When you have selected all required boats select the PAY button. You will then be directed to your cart where you can complete the purchase.

Bulk Licence Renewal

	Boat ID	Navigational Waters	Type	Price	Start Date	End Date
☑						
☑	SUM808	Environment Agency	Standard Registration	28.40	01/04/2021	31/03/2022
☑	SUM456	Environment Agency	Junior	8.70	01/04/2021	31/03/2022
☑	SUM999	Environment Agency	Standard Registration	28.40	01/04/2021	31/03/2022
☑	SUM222	Environment Agency	Standard Registration	28.40	01/04/2020	31/03/2021
☑	SUM957	Environment Agency	Standard Registration	28.40	01/04/2020	31/03/2021
☑	SUM957	Environment Agency	Standard Registration	28.40	01/04/2021	31/03/2022
☑	SUM223	Environment Agency	Standard Registration	26.40	01/04/2019	31/03/2020
☑	SUM223	Environment Agency	Standard Registration	26.40	01/04/2019	31/03/2020

Cancel   Pay (£0.00)