



The British Community Committee of France

Instructions for the use of the AssoConnect payment platform

The British Community Committee uses the AssoConnect on-line payment platform to register and manage subscriptions. **This is the same process as last year.**

This guide has been prepared to take you through the steps to renew your BCC membership for 2023. Hopefully, it will cover all situations you may encounter, but if you have any residual questions, please do not hesitate to contact Matthew Kay, BCC's Treasurer, on treasurer@britishinfrance.email and he will try to help.

Renewal Steps

To access the site, click on the following link: <https://british-community-committee.assoconnect.com/collect/description/394762-s-british-community-committee-2024-subscriptions>

This will take you to the following page:

The screenshot shows a web browser window displaying the 'British Community Committee - 2022 Subscriptions' page. The page features the 'britishinfrance' logo and a 'J'ADHÈRE!' button. The main content area is titled 'Information(s)' and 'BCC SUBSCRIPTIONS 2022'. It contains text about the 2022 subscription renewal process, including a list of conditions for the subscription rate based on the payment date relative to March 31st. There are also social media icons for Facebook, Twitter, and LinkedIn, and a contact information section with an email address and a phone number. At the bottom, there is a 'Formules' table showing the subscription rate.

Information(s)

BCC SUBSCRIPTIONS 2022

Subscriptions for 2022 are now open and due. The Executive Committee has decided that in 2022 we will again operate an incentive for timely renewal:

- If payment is made **on or before 31st March** the subscription is €20
- If payment is made **after 31st March** the subscription increases to €30

To renew your membership, please complete the registration process over the following pages. Please include your **association name** in the appropriate box, and the details of the person managing the subscription in the boxes for **nom** and **prénom**.

As last year, payment can be made in one of three ways: by **credit card, cheque, or bank transfer (referred to as "autre" on the payment page)**.

You will receive a confirmation email automatically when you renew your subscription. This will include a receipt for payment if you paid by credit card, or if you decide to pay by cheque or bank transfer you will first receive an order confirmation with details of how to complete your payment, followed by a second email with a receipt for your payment when your transfer or cheque clears at the bank. The receipt will be in the name of the person who completed the subscription, but it will also include your association's name which we hope will be sufficient for your record keeping.

Hopefully the above is self explanatory, but if you require any help, or if you require a formal invoice in place of the emailed receipt, please do not hesitate to contact the Treasurer, Matthew Kay (treasurer@britishinfrance.email).

British Community Committee RIB IBAN

Informations de contact

Email: treasurer@britishinfrance.email Téléphone: +33 6 58 67 06 93

Formules

Formules	
Prestation	Montant
2022 Annual Subscription - Standard Rate	20,00 €

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Note that, from 1st April the normal rate will no longer be available and the late payer tariff of €30 will be shown.

If you intend to pay by bank transfer, the IBAN is linked on this first page and should be noted for later.

Click on “J’adhère” at the top right of this page to be taken to the registration page:

The screenshot shows a web browser window with the URL `british-community-committee.assoconnect.com/collect/choice/221878-s-british-community-committe...`. The page title is "British Community Committee - 2022 Subscriptions".

At the top left, there is a "RETOUR" button. Below it, the "Adresse email pour confirmation*" field contains `treasurer@camsoparis.org`. To the right, the "Email de contact" is `treasurer@britishinfrance.email` and the "Téléphone de contact" is `+33 6 58 67 06 93`.

Below the contact information, there are two input fields: "Prénom*" with the value "Matthew" and "Nom*" with the value "Kay".

A "Tarifs" section is expanded, showing the "Association Name*" as "Cambridge Society of Paris". Underneath, a selected rate is shown: "2022 Annual Subscription - Standard Rate (Du 01/01/2022 au 31/12/2022)" with a price of "20,00 €".

At the bottom left of the form area, there is a blue button labeled "AJOUTER UN ADHÉRENT". On the right, the "Montant à régler" is displayed as "20,00 €" in green, with a yellow "CONTINUER" button below it.

The footer contains links for "Plan du site", "Licences", "Mentions légales", "CGUV", and "Paramétrer les cookies", along with a blue "SE CONNECTER" button. At the very bottom, it states "Propulsé par AssoConnect, le logiciel des associations".

If you are responsible for more than one member of the BCC, you will need to go through this process for each association.

You will next be asked if you wish to login via a Google account, which is not required – you can pass this step by clicking “j’adhère sans créer de compte” in the top right:

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The screenshot shows a web browser window with the URL `british-community-committee.assoconnect.com/collect/identification/6718643-trztj6uhqkn8l...`. The page title is "British Community Committee - 2022 Subscriptions". There are two main options: "Je crée mon compte et finalise mon adhésion" and "J'adhère sans créer de compte". The registration form includes a "Google Connect" button, and fields for "Prénom *", "Nom *", "Adresse email *", and "Mot de passe *". There are "ENREGISTRER" and "CONTINUER SANS COMPTE" buttons. A footer contains links for "Plan du site", "Licences", "Mentions légales", "CGUV", "Paramétrer les cookies", and a "SE CONNECTER" button. The footer also states "Propulsé par AssoConnect, le logiciel des associations".

The next step will ask you to confirm the details:

The screenshot shows a web browser window with the URL `british-community-committee.assoconnect.com/collect/recap/6718643-trztj6uhqkn8lmj2n7a7`. The page title is "British Community Committee - 2022 Subscriptions". There is a "Panier" (Shopping Cart) icon in the top navigation bar. The main content area displays the subscriber's name "Matthew KAY" and the association name "Association Name : Cambridge Society of Paris 2022 Annual Subscription - Standard Rate". The total amount is "Total 20,00 €". There are "MODIFIER MON ADHÉSION" and "PROCÉDER AU PAIEMENT" buttons. The footer shows "Email de confirmation envoyé à treasurer@camsocparis.org" and a "MODIFIER" button.

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Please make sure that you have correctly entered the name of the person renewing, and the association name, at this stage.

Finally, you will be asked to confirm payment. This can be via card, cheque, or bank transfer. AssoConnect list the bank transfer option under “**autre**”:

The screenshot shows a web browser window with the URL <https://pay.assoconnect.com/>. The page header includes the AssoConnect logo and a security notice: "Votre association **British Community Committee** utilise **AssoConnect** pour un paiement en ligne 100% sécurisé."

The main content area is titled "Comment choisissez-vous de payer ?" and is divided into two sections: "Recommandé" and "Autres moyens de paiement".

In the "Recommandé" section, there is a radio button for "Payer la totalité par carte bancaire" with logos for VISA, Mastercard, and American Express.

In the "Autres moyens de paiement" section, there is a radio button for "Chèque" with a check icon, and a radio button for "Autre" which is selected. Below the "Autre" option, there is a text box containing the following information: "British Community Committee - 2022 Subscriptions : If paying by cheque, please post to the Treasurer, Matthew Kay, at 3 rue de Valenciennes, Paris 75010. If paying by bank transfer, you should instruct your bank to make the transfer to the IBAN on the first page."

At the bottom of the form, there is a checkbox for "J'accepte les **CGUV** de AssoConnect" and a yellow "Confirmer" button.

On the right side of the page, there is a box titled "Total à payer" showing "20,00 €". Below this is a section titled "Qu'est-ce que AssoConnect ?" with a blue header. The text reads: "Depuis 2014, AssoConnect développe un logiciel qui **simplifie le quotidien des responsables associatifs**, notamment une offre 100% gratuite pour collecter des paiements. En passant moins de temps sur la gestion, ils en ont plus pour développer les projets de leur association !". There is a blue button labeled "En savoir +". Below this is a 3D Secure logo and the text: "Tous les paiements en ligne sont protégés par le 3D-Secure (vérification avec un code reçu par SMS), quel que soit le montant."

At the bottom of the page, there is a footer: "AssoConnect est conçu avec ❤️ à Paris • Mentions légales • CGUV • CGVPS • Politique de confidentialité"

If the information is as you expected, click on “Confirmer” where you will either see the finalised confirmation if paying by cheque or by bank transfer, or a card payment confirmation portal if paying by card.

If paying by cheque, please post to the Treasurer, **Matthew Kay**, at **3 rue de Valenciennes, Paris 75010**. If paying by bank transfer, you should instruct your bank to make the transfer to the IBAN on the first page.

Instructions for the use of the AssoConnect payment platform

You will receive an emailed confirmation once you have confirmed your order, plus an emailed receipt once payment has been confirmed. This second payment receipt may take several days if paying by cheque or bank transfer, as the funds will need to clear first and manually be marked as settled to trigger a receipt.

If you need anything in addition to the receipt for your association's records, please contact Matthew Kay, Treasurer, at treasurer@britishinfrance.email.