

WOODY POINT YACHT CLUB

MEMBERSHIP APPLICATION PROCEDURE



How to Submit Your Application and Payment

Thank you for choosing to apply to join the Woody Point Yacht Club. To make the process smoother and ensure that your application is processed efficiently, please follow these four simple steps:

Step 1: Fill Out Application

- a) Fill out the Membership Application form and sign it.
- b) Save the completed application as a PDF.
- c) Name the PDF as follows: **YourSurname_FirstName_Application**

Example: **Smith John Application**

Step 2: Fill Out Disclaimer

- a) Fill out the Disclaimer and Acknowledgement of Rights form and sign it.
- b) Save the completed disclaimer as a PDF.
- c) Name the PDF as follows: **YourSurname_FirstName_Disclaimer**

Example: **Smith John Disclaimer**

Step 3: Make Payment

- a) Make the payment into the WPYC bank account:
 - Bank: WPYC
 - BSB: 082 294
 - Account: 507 385 261
- b) In the description or reference field provided by your bank, type **YourSurname_FirstName**
- c) Save the payment receipt as a PDF named **YourSurname_FirstName_Payment**

Example: **Smith John Payment**

Step 4: Email Application and Documents

- a) Put all three completed documents in an email to **woodypyc.treasurer@gmail.com** with the subject of the email **YourSurname_FirstName_Application**
- b) Ensure each document is attached as a PDF with the naming convention as above:

Example: **Smith John Application + Smith John Disclaimer + Smith John Payment**

Important Notes

- Do not send the bank receipt directly from the bank. Please download and name it and send all the documents in one email.
 - The naming convention helps us efficiently identify and process your application.
 - This process also saves the Treasurer time scrolling through the bank account.
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Contact the Treasurer

If you are having trouble or need assistance, please feel free to contact our Treasurer, John:

- Email: woodypyc.treasurer@gmail.com
- Mobile: 0419 663 455 (best between 4 pm and 6 pm)