

# Digital Membership Guide

Prepared by:

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Vice-Chairperson of UKEConnect-Elect

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# Introduction to the Digital Membership

## 01

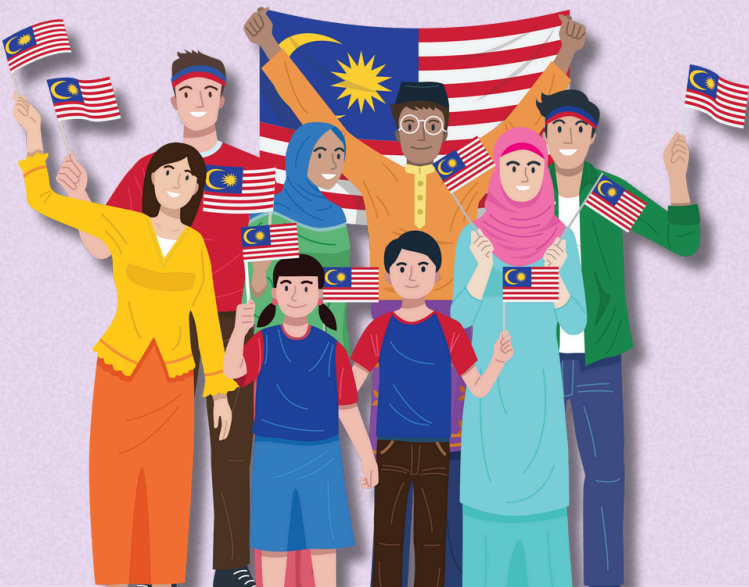
### Purpose

To guide all Malaysian Societies in the United Kingdom and Eire on how they could convert their physical membership cards to a **digital membership card**.

## 02

### Target Audience

**All Malaysian Society committee members.**



# Overview of the Digital Membership



In today's digital world, traditional membership cards are being replaced by **convenient, efficient, and eco-friendly** digital formats. A digital membership card, stored in a **mobile app or digital wallet**, offers easy access to benefits, services, and information via smartphones or other devices.

UKEC is here to help MSocs transition to digital membership cards with a simple **step-by-step guide**.

# Getting Started

## Overview

Taking the first step is always the hardest, especially when faced with multiple options. However, at UKEC, we are committed to making this process as **smooth and straightforward** as possible for you.

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## Decision

To simplify the decision-making process, UKEC has chosen to provide guidance on proceeding with digital membership using **QPay**. For more information regarding other platforms, please refer to the **official documentation** sent along with this guide.



# Reasons for using QPay

1

## Proven Success

QPay has a track record of success with previous Malaysian Societies, demonstrating its reliability and effectiveness.

2

## Cost-effective

QPay offers a free plan that we believe is more than sufficient to meet the needs of Malaysian Societies (MSocs).

3

## Efficient Database Management

QPay provides easy-to-use tools for database management, making it simple to keep track of member information.

4

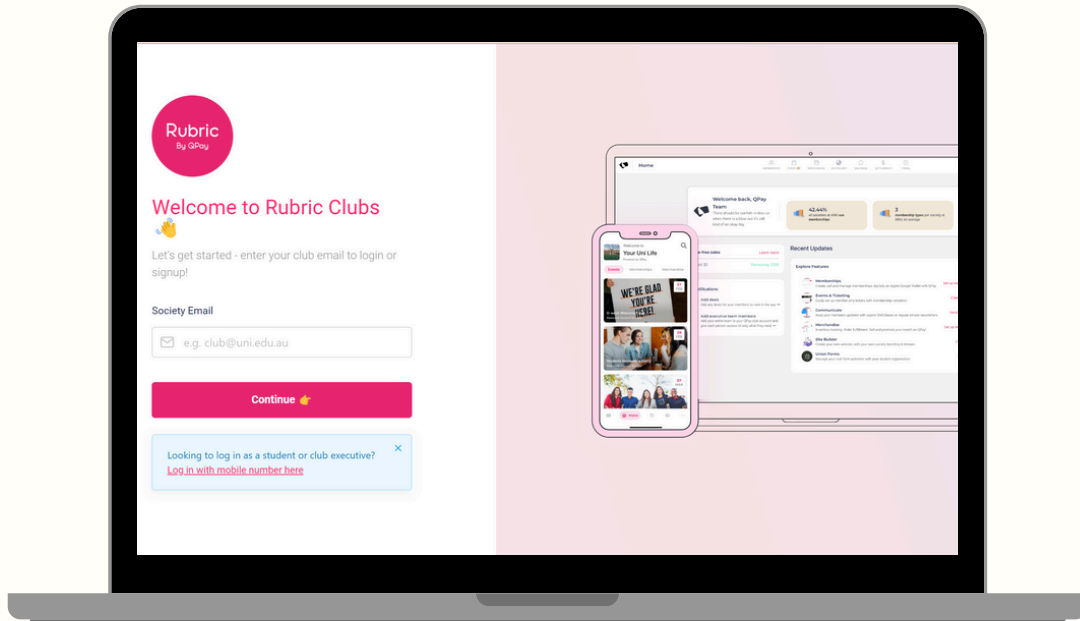
## Simple Setup

The setup process for QPay is straightforward and user-friendly, allowing MSocs to get started quickly without any technical hassle.

# Instructions

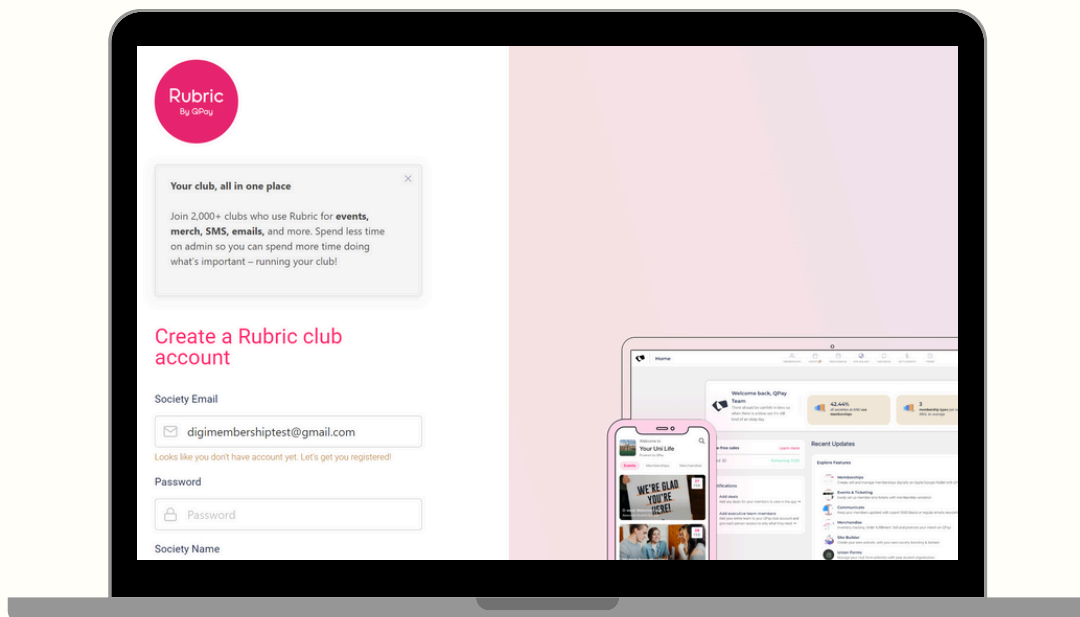
## → Visit the QPay Portal

- Access the website: [QPay Portal](#).



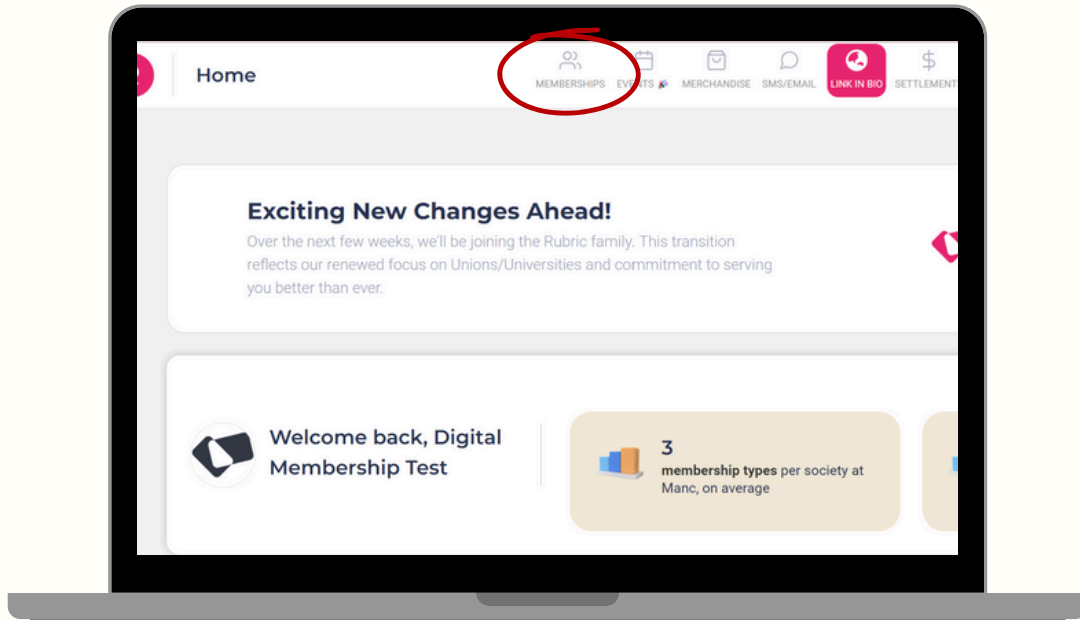
## → Register an Account

- Register an account using your MSoc's email address. This account can be handed down to future committees for continuity.



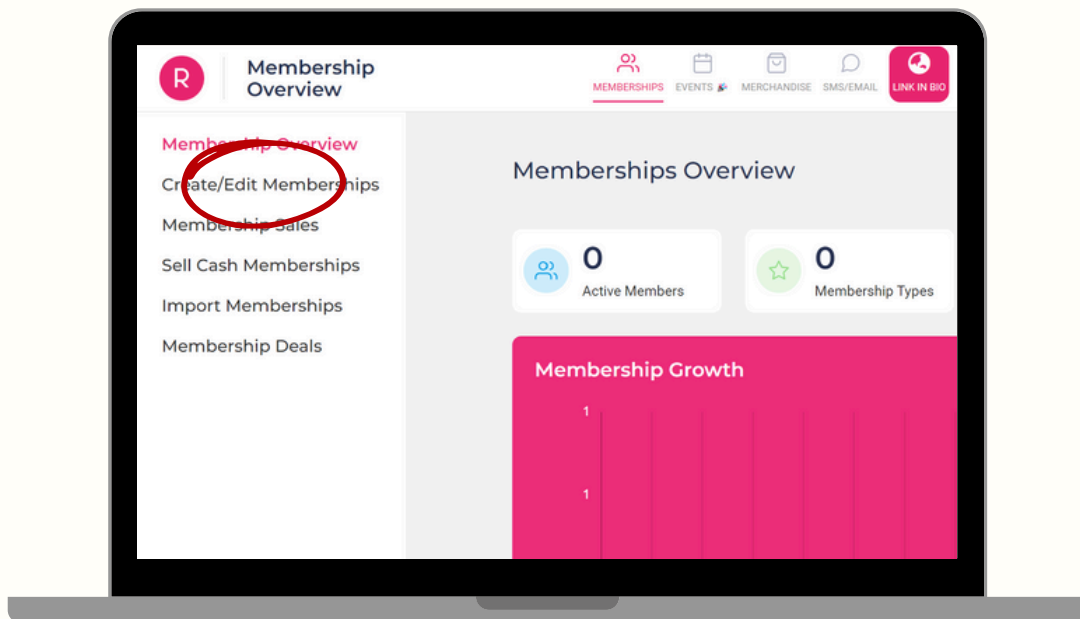
→ **Navigate to Memberships**

- Click on the "Memberships" tab located on the navbar.



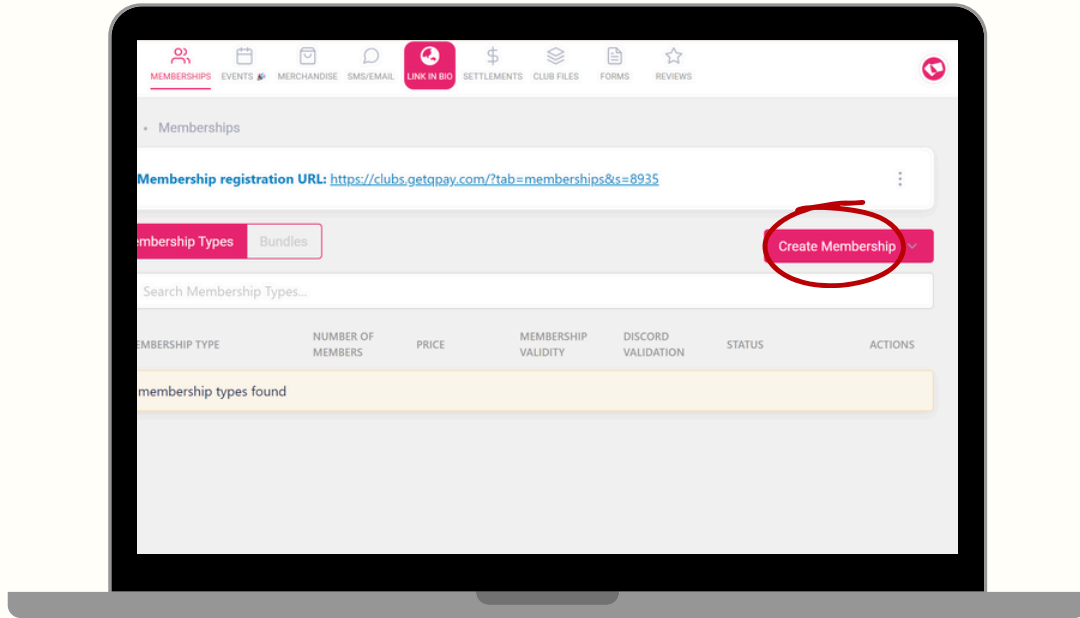
→ **Create/Edit Memberships**

- On the left side of the screen, click on "Create/Edit Memberships."



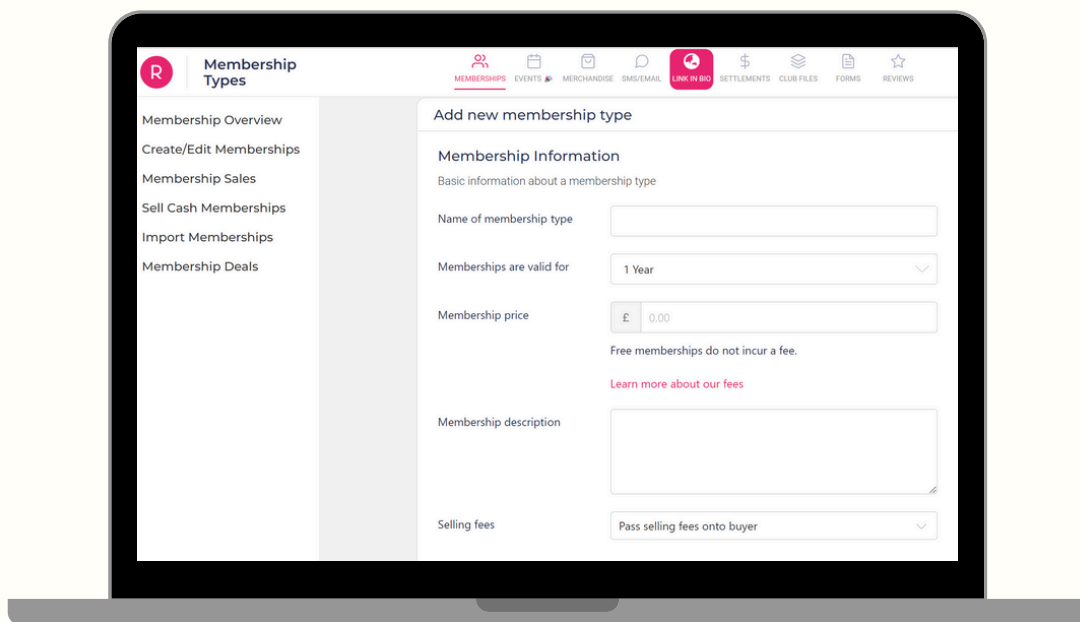
→ **Create a new membership**

- On the right side of the screen, click the "Create Membership" button.



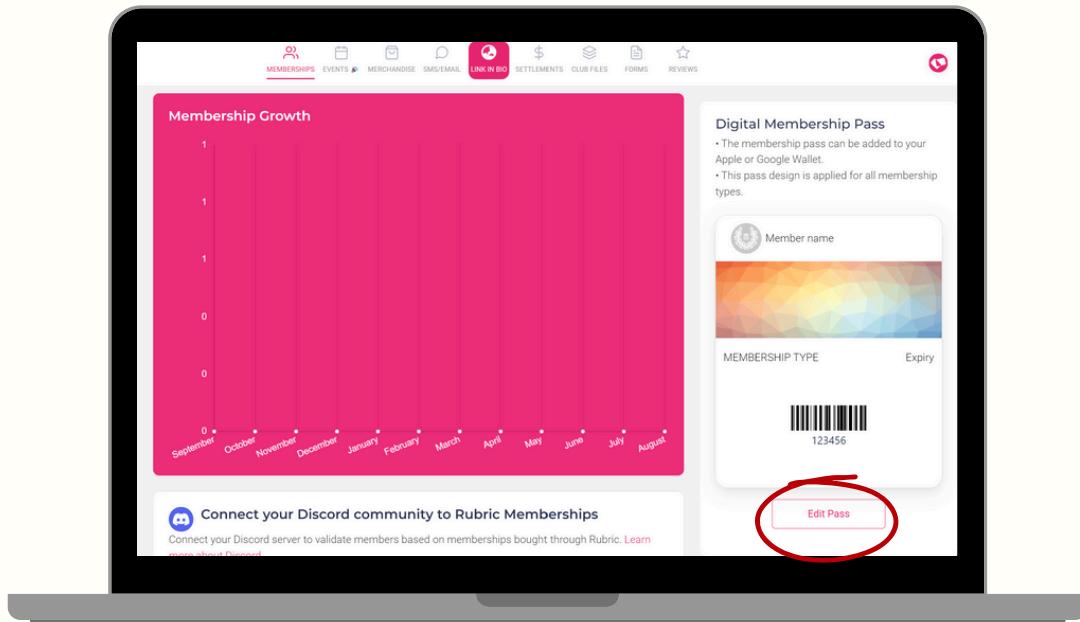
→ **Customise Your Membership**

- Customise your membership details. Note that **we do not recommend setting up payment** through this system due to uncertainties regarding student union regulations.



→ **Design Your Membership Card**

- After adding the membership type, you can design the card. Please note that customization options are limited, and you can only add a logo (512px x 512px) and a strip (1032px x 366px).



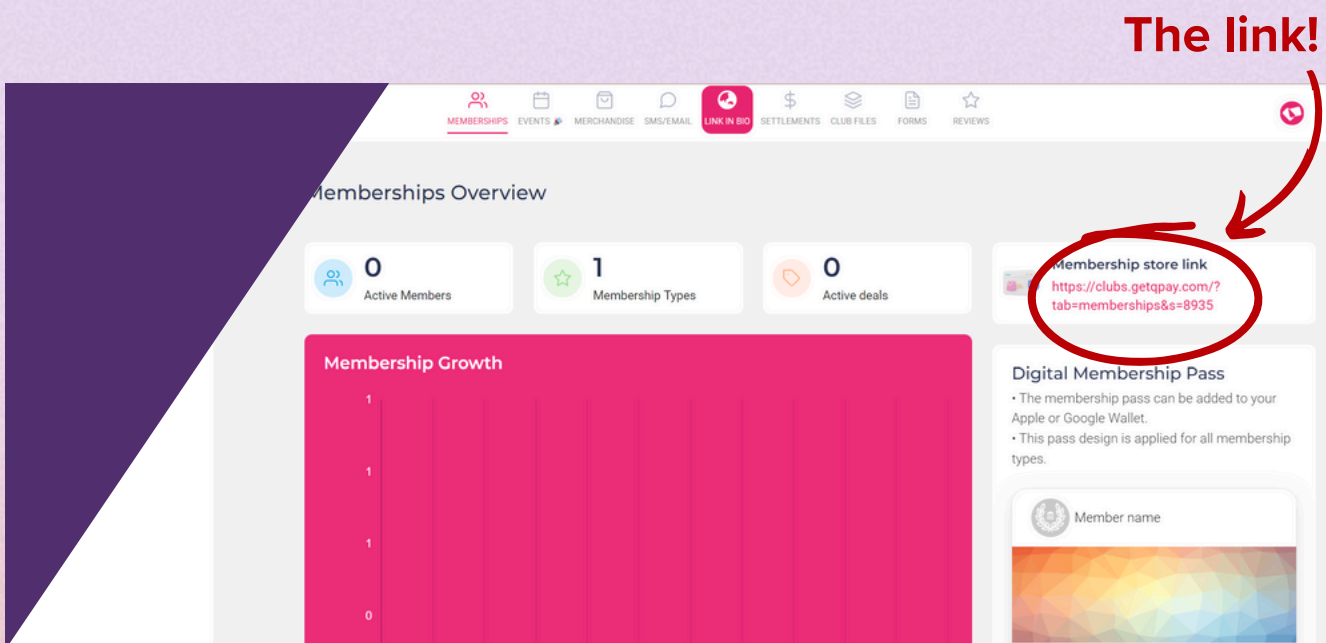
**Congratulations! By following these simple steps, you have now created your very own digital membership!**

# Dissemination of the Guide

## Overview

Creating the membership card is straightforward, but the real challenge lies in its **distribution**. Once the link is shared, there's a risk of it being **reproduced multiple times**, making it difficult to control the number of cards issued.

Solution: **Only committee members will have access to the distribution link** and the authority to register and produce digital membership cards.



The link!

MEMBERSHIPS OVERVIEW

MEMBERSHIPS | EVENTS | MERCHANDISE | SMS/EMAIL | LINK IN BIO | SETTLEMENTS | CLUB FILES | FORMS | REVIEWS

0 Active Members

1 Membership Types

0 Active deals

Membership store link  
<https://clubs.getqpay.com/?tab=memberships&s=8935>

Membership Growth

Digital Membership Pass

- The membership pass can be added to your Apple or Google Wallet.
- This pass design is applied for all membership types.

Member name

# Method of Distribution #1



## Setting up a registration booth

**Create sessions in which members can come to a booth and register with a committee member present.**

## Advantages

**Verification:** Committee members verify identities in person for accurate and authentic registration.

**Controlled Distribution:** In-person registration ensures strict control over digital membership card distribution, reducing unauthorized duplication.

**Support and Guidance:** Members receive immediate help and guidance, especially beneficial for those not tech-savvy.

## Drawbacks

**Time-Consuming:** Organizing and staffing registration booths demands significant time and effort.

**Limited Accessibility:** Members with scheduling conflicts or geographical limitations may struggle to register.

**Potential for Long Wait Times:** High turnout can lead to long wait times, causing frustration and inefficiency.

# Method of Distribution #2

## Do all registrations internally.

Once all phone numbers are collected, post-registration, a link will be sent to the phone numbers registered with a link on adding the card to their digital wallets.

## Advantages

**Convenience:** Members receive digital cards on their phones, easily adding them to digital wallets without visiting a booth.

**Time-Saving:** No need for in-person registration, saving time for both members and committee.

**Scalability:** Easily handles large numbers of members without physical presence or manual distribution.

## Drawbacks

**Technical Challenges:** Ensuring compatibility across all smartphones and digital wallets may need expertise and support.

**Initial Setup:** Setting up the system for phone number collection and link distribution requires significant effort and coordination.

**Digital Divide:** Non-tech-savvy members or those without smartphones may struggle to receive and add digital cards.



# DISCLAIMER!

## IMPORTANT!

When collecting phone numbers for digital membership card distribution, prioritise privacy and data security by complying with regulations like **GDPR and CCPA**. Use encryption and limit data access to **authorised personnel only**. Obtain explicit consent from members, clearly **explaining the purpose of data collection and its usage**.

Implement **validation checks** for accuracy and provide a clear privacy policy. Collect **only necessary information**, retain it only as long as needed, and allow members to access, correct, or request deletion of their data. By following these guidelines, ensure a secure and transparent data collection process.

# Contact Us!

For more **detailed information**, please refer to the official documentation sent along with this guide.



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