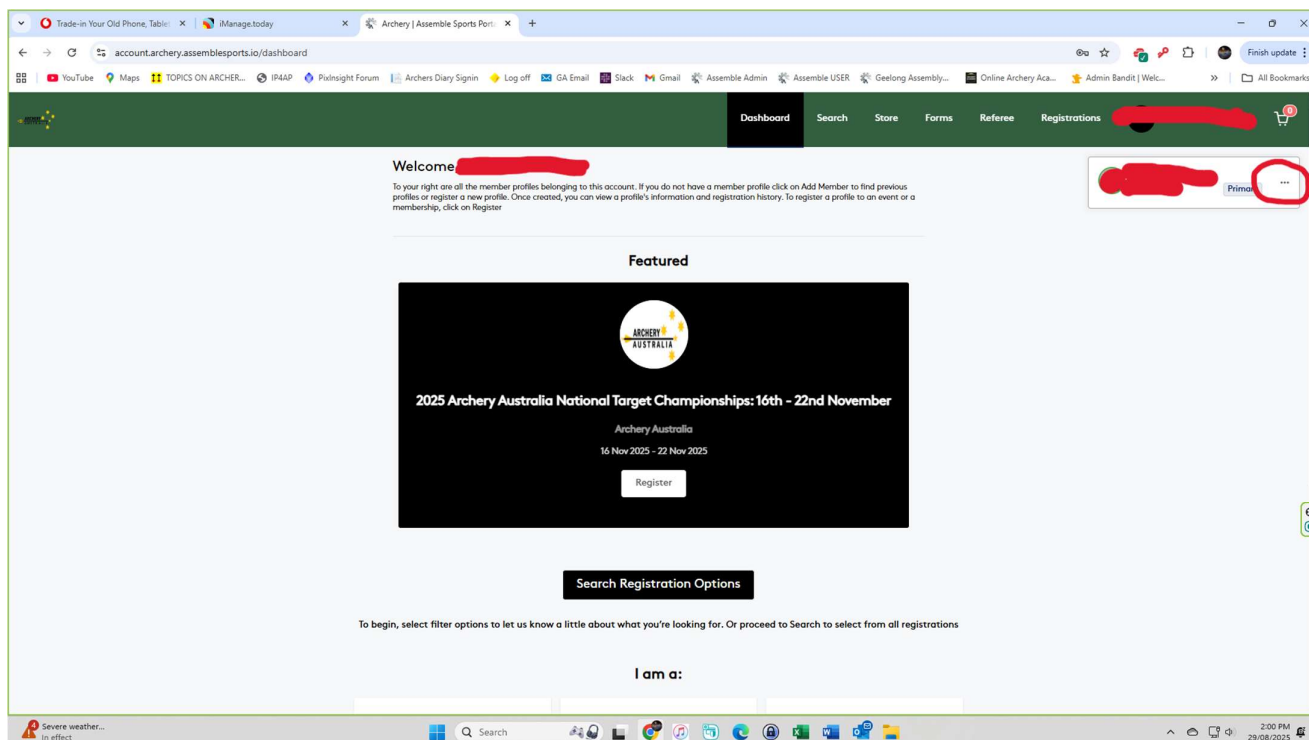


Downloading or accessing your AA membership card

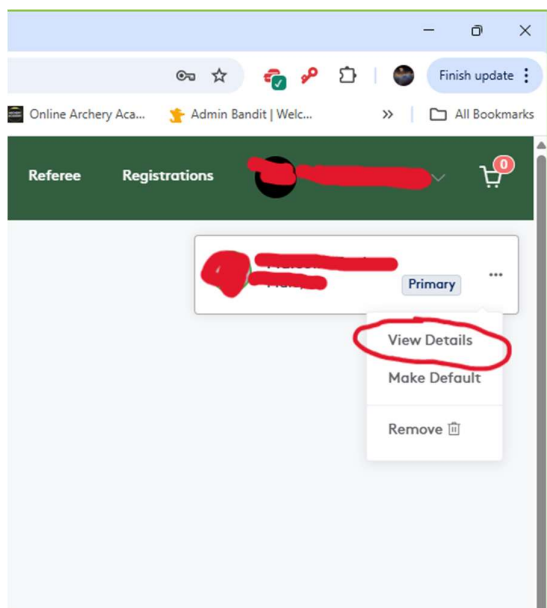
The AA Membership cards are now electronic and may be downloaded from the Assemble Platform with either a PC/laptop or a phone.

Using a PC/Laptop

First sign in to your Assemble account using your email and password. The first screen you will see should look like this:



Click on the 3 dots next to your name in top right corner (circled above) and select “View Details” as below



Your member profile should appear and then select “Registration History” as per below:

The screenshot shows a web application interface for a member profile. The browser's address bar displays the URL `orts.io/profile/6154142`. The top navigation bar includes links for **Dashboard**, **Search**, **Store**, **Forms**, and **Ref**. The main heading is **< Profile**, with a subtext: "On this screen you can view current member contact information and registration history. Note: Names and DOB are non-editable after the member has been created."

Below the heading is a horizontal tab bar with the following options: **< Member Profile**, **Registration History** (highlighted with a red circle), **Purchase Items**, **Store Purchase History**, **Accreditations**, and **Performance: >**.

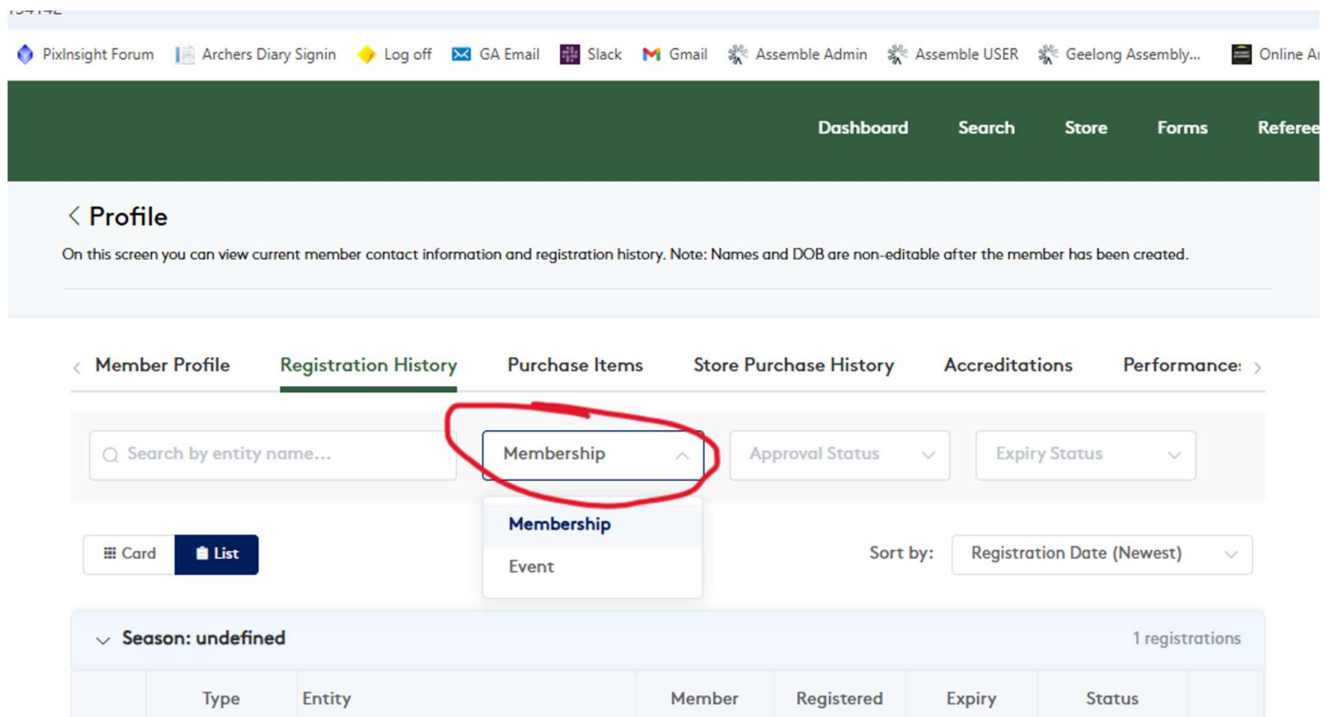
The profile section includes a **Members Photo** with a redacted image and a toggle switch for **No** (selected) and **Yes**. Below the photo are **Upload**, **Delete**, and **Edit** buttons.

The **Personal Details** section contains the following form fields:

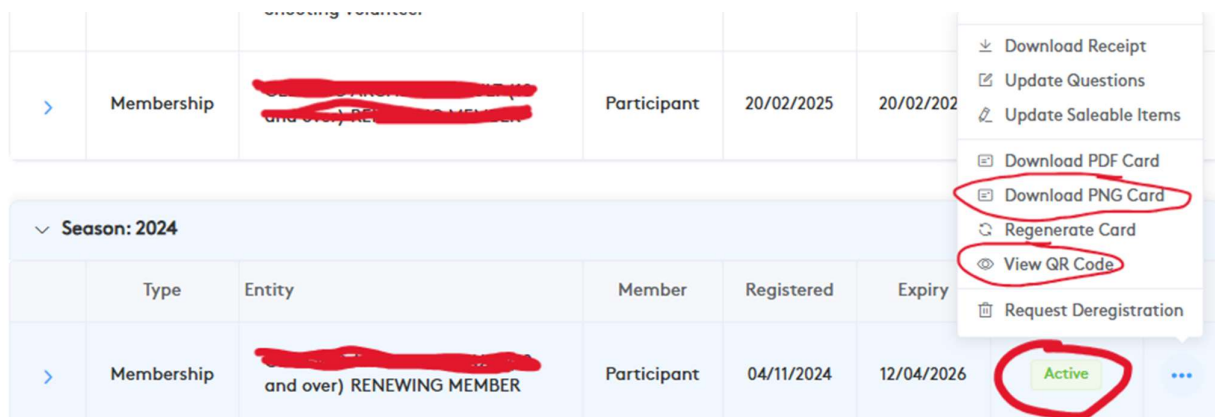
- Member ID**: Redacted text input.
- Archery Member Number**: Redacted text input.
- Public Profile Display**: Dropdown menu set to **Public**.
- First Name ***: Redacted text input.
- Last Name ***: Redacted text input.
- Preferred Name(Optional)**: Redacted text input.
- Short Name (Abbreviation)(Optional)**: Empty text input.
- Gender ***: Empty dropdown menu.
- Date of Birth ***: Empty date input.

The bottom of the screen shows a Windows taskbar with various application icons and a search bar.

There will be a dropdown box called “Entity Type” click on that and select “Membership”

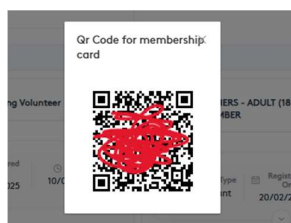


You should then see a list of the membership registrations that have made over time. Find the active one, click on the 3 dots to the right and a list should appear. To access your card select either “Download PNG Card” or “View QR Code”



If you select to download and it doesn't download, select “Regenerate Card”, select “Yes” in the dialogue box that appears and try and download again. Once downloaded, you can send it to another device or print it out if you want a hardcopy

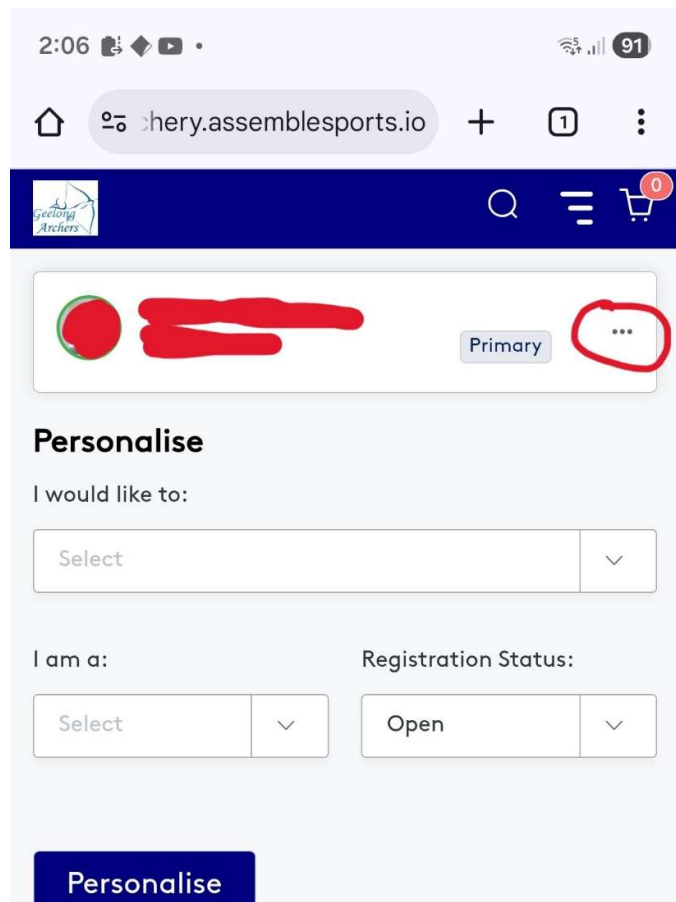
If you select View QR Code, a QR code as per below will appear that you can scan with your smartphone which will download a copy of your card to your phone.



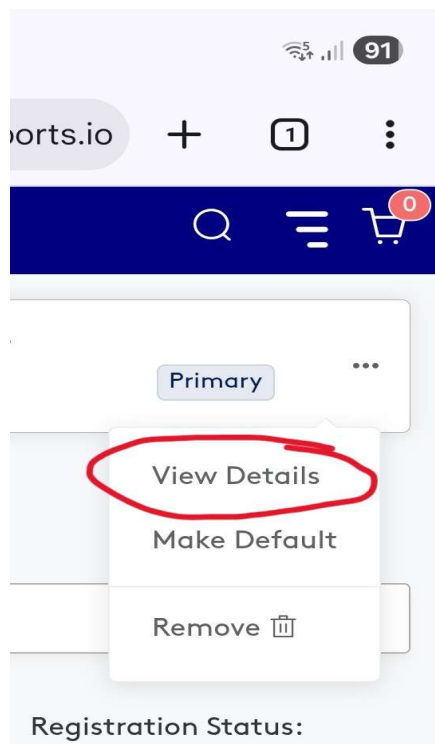
Using a Phone

Please note, this has been created using an Android phone.

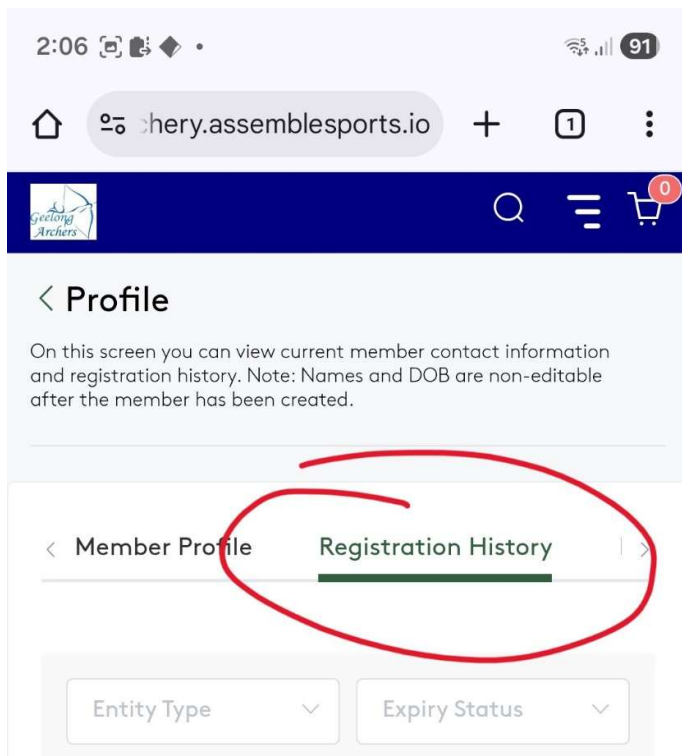
Again, select the 3 dots.



And select View Details



Then Registration History



From here, process is essentially the same as on a PC. If you want to use the QR Code, pressing and holding the Home button on your phone with the QR code displayed will allow you to quickly access your card. If using an iPhone, pressing and holding on the QR code itself should enable the link.