

Before making a payment, you would have most likely sent your member a payment request which explains the cost of the membership package, and the cost per month is you have enabled payment via instalments.

Hi Kathy,

This is a reminder that you're invited to apply for the following membership -

Package: Adult 2021/22

The cost is £125.00 in full or £10.00 per month for 12 months. You can pay online and activate the membership via the ClubSpark website.

If you've not registered with ClubSpark before, you will need to set up a new account first where you'll be able to manage the membership and other activities at the club.

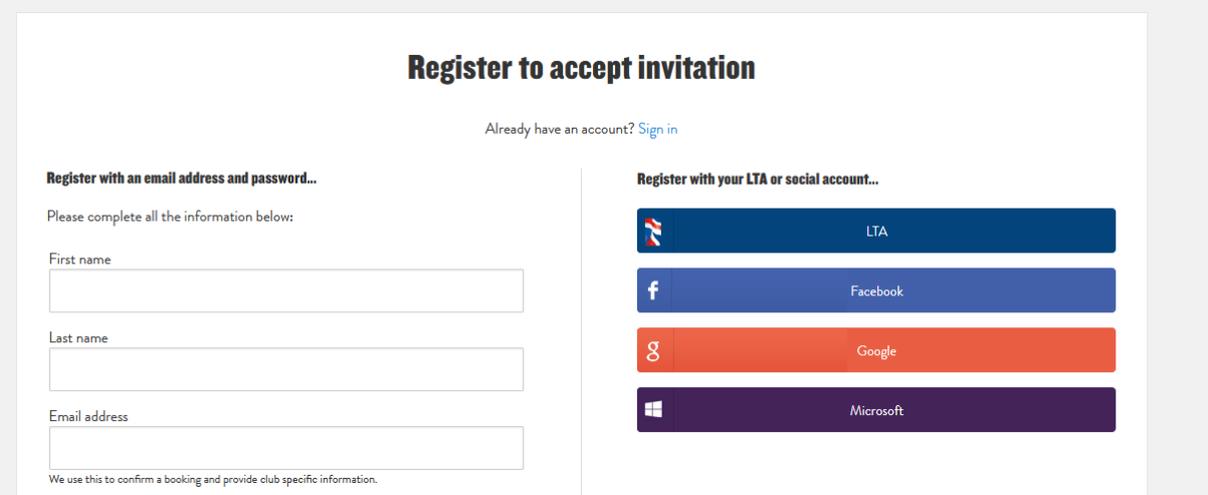
[Apply now and activate membership](#)

Kind regards,

Hartfield Tennis Club

Step 1:

Once the member has received their payment request email and clicked on the 'apply now and activate membership' link, they will be taken to the following screen:



The screenshot shows a registration page with the following elements:

- Header:** "Register to accept invitation"
- Link:** "Already have an account? [Sign in](#)"
- Left Column:**
 - Section:** "Register with an email address and password..."
 - Text:** "Please complete all the information below:"
 - Form Fields:** "First name", "Last name", and "Email address" (each with an input box).
 - Footnote:** "We use this to confirm a booking and provide club specific information."
- Right Column:**
 - Section:** "Register with your LTA or social account..."
 - Buttons:** Four buttons for "LTA", "Facebook", "Google", and "Microsoft", each with its respective logo.

If they've not registered with ClubSpark before they will have to create an account or sign in through their LTA, Facebook, Google or Microsoft account.

Step 2:

Once they have created their account and/or signed in, they will be asked to accept your venue's terms and conditions and opt-in or out of any consents you have set up.

Accept Invitation

Terms and Conditions

Please tick this box to confirm you agree to the [Terms and Conditions](#) and the [Membership Terms](#) of the venue (Hartfield Tennis Club)

Privacy Policy

Please tick this box to confirm you have read and accepted Hartfield Tennis Club's [Privacy Policy](#).

Occasionally, Hartfield Tennis Club may also use your details to:

Photography

Opt-in to allow us to take images of you and upload them onto our website and social media accounts

Junior Photography

Opt-in to allow us to take images of your child to post on our website & social media accounts

[Continue](#)

Step 3:

Once they have accepted the invitation, the member will then be taken to their profile where they will be able to see all the memberships that they need to pay for.

If they are a renewing member they will see 'RENEW NOW' and if they are a new member they will see 'JOIN NOW'.

Kathy Simmons
Edit profile

Court bookings

You can now book courts online using ClubSpark.



Manage your court bookings

View and manage your upcoming bookings



Book a court

Check availability online

Memberships

We've made it even easier for you to manage your membership with us.

MEMBERSHIP PACKAGE	MEMBERS	STATUS	PAYMENT
Adult 2021/22 Renewal 01/04/2021 - 21/04/2022 £125.00 in full or £10.00 a month for 12 months	Kathy Simmons	ACTIVE	RENEW NOW

Step 4:

Once the member has clicked on the 'RENEW NOW' or 'JOIN NOW' button, they will be taken to the payment screen where they can select their preferred payment method from the options you have provided when you created the membership package.

Skip to Step 5 for GoCardless Payment

Skip to Step 6 for Stripe Payment

Skip to Step 7 for Offline Payment (Cash, Cheque or Other)

How would you prefer to pay?

<input type="radio"/> Pay in full using Direct Debit with GoCardless	GOCARDLESS (more info)
<input type="radio"/> Pay in monthly Direct Debit instalments Via GoCardless. What is GoCardless	GOCARDLESS (more info)
<input type="radio"/> Other payment BACS Transfer To ...	

Back to members	Continue
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Step 5:

If the member has chosen to pay via GoCardless, they will be taken to the following screen where they will need to fill out the form with their bank information:

ClubSpark

Set up a Direct Debit with ClubSpark

Hartfield Tennis Club - Core Membership

First name

Kathy

Last name

Simmons

[Click here to use a company name](#)

Your sort code

e.g. 10-20-30

Your account number

e.g. 12345678

[Click here to enter IBAN](#)

Post code

Start typing your post code and choose from the list

[Click here to enter your address manually](#)

Email

kat.simms@email.com

More than one person is required to authorise Direct Debits

 **Set up Direct Debit**

Head to Step 7

Step 6:

If you have provided Stripe as a payment option, the member will be shown the following overlay, where they will enter their card details:



Hartfield Tennis Club

 1234 1234 1234 1234

 MM / YY

 CVC

Pay £500.00

Head to Step 7

Step 7:

If the member has chosen an offline payment method (cash, cheque or other), or they have chosen an online payment method and have now entered their card details they will be taken to next page which confirms that they have now joined their membership package:

Thank you for your membership renewal

Thank you for renewing Adult 2021/22 at Hartfield Tennis Club. Please find below confirmation of your application.

We've now activated your membership package and will look forward to receiving the payment of £125.00 soon.

BACS Transfer To ...

Adult 2021/22	
Total cost	£125.00
Payment method	Other
Membership starts:	01 April 2021
Membership ends:	21 April 2022

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Message from Hartfield Tennis Club

Thank you for purchasing a membership at Hartfield Tennis Club - Please ensure that you are aware of all our policies and terms & conditions, which can be found on our website or by emailing our volunteers at support@clubspark.com