



USER GUIDE

How to Renew Your Membership

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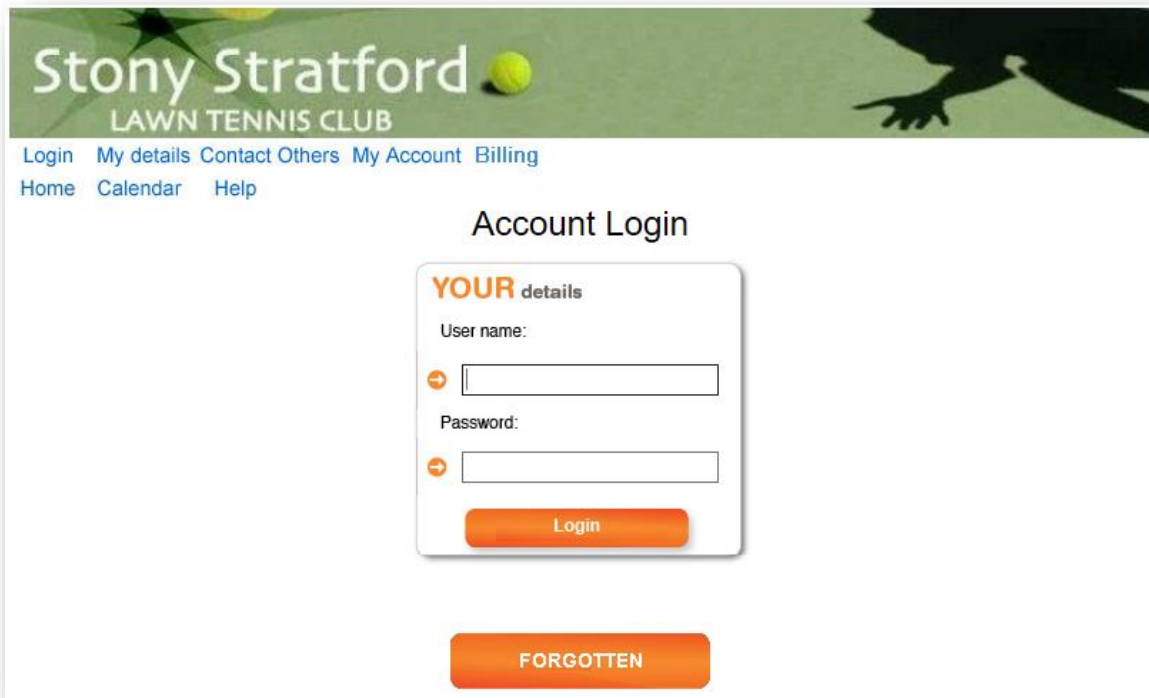


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1 Login

Visit your host website at www.ssltc.co.uk and click the 'Membership Renewal' link or the 'Book a Court' link. Click the login link in the top left hand corner of the screen as shown below:



The screenshot shows the website header for Stony Stratford Lawn Tennis Club. The navigation menu includes links for Login, My details, Contact Others, My Account, Billing, Home, Calendar, and Help. The main content area is titled 'Account Login' and features a form with the following elements:

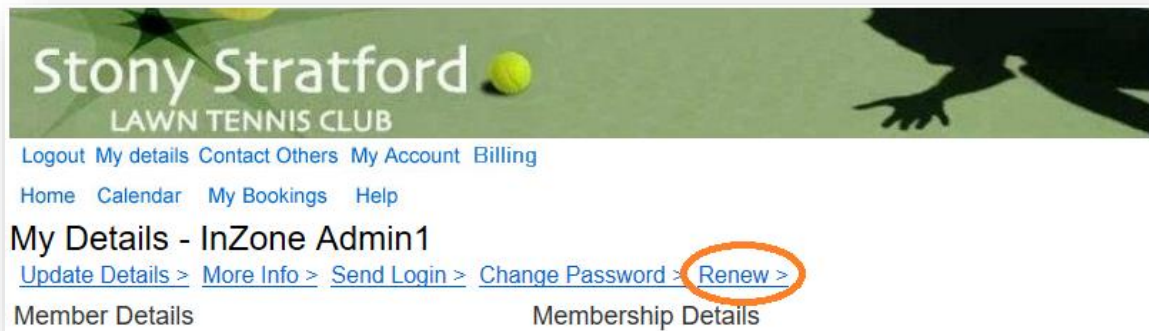
- YOUR details** (Section header)
- User name: [input field]
- Password: [input field]
- Login button
- FORGOTTEN button

Enter the user name and password to access your account.

2 How to renew your membership

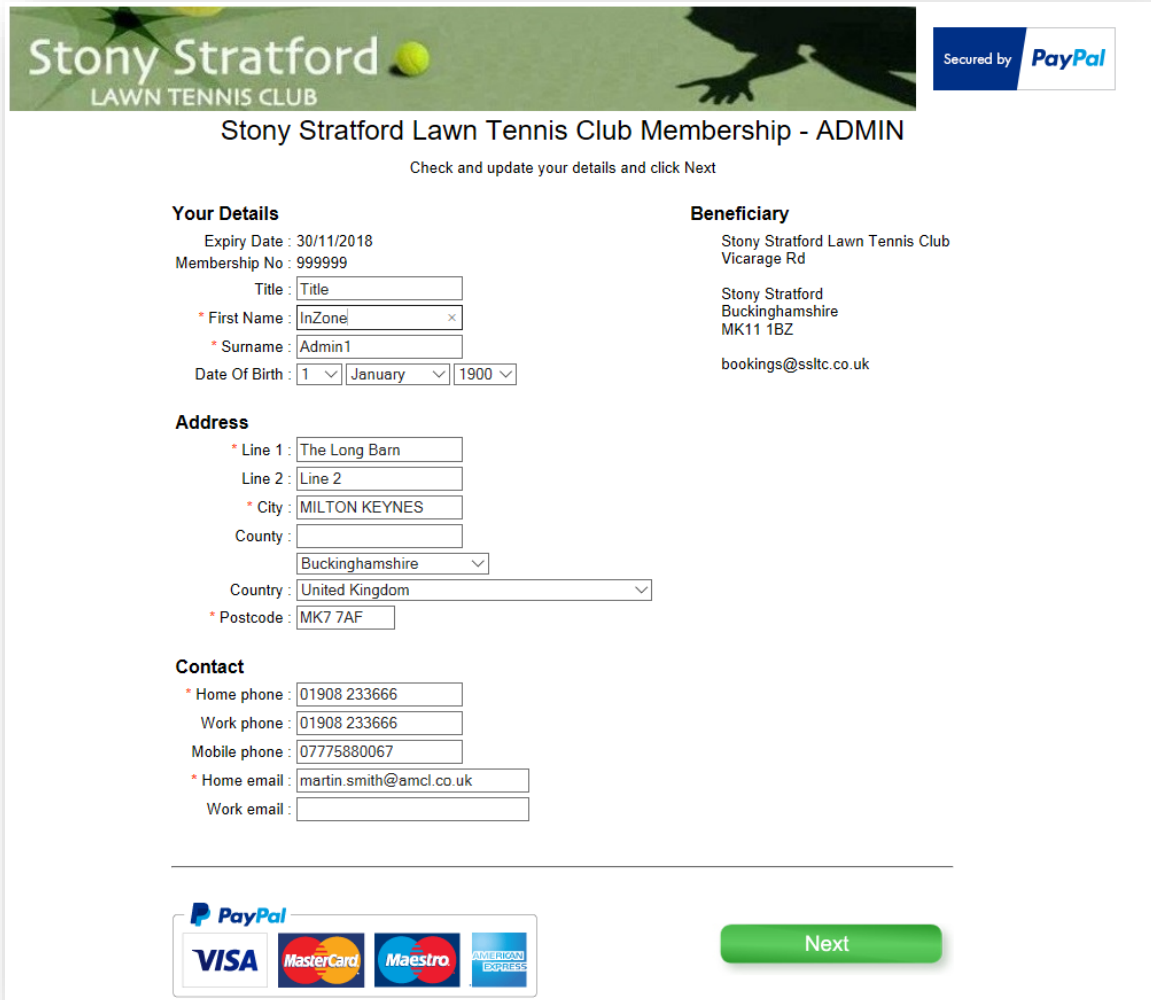
Having logged into your account click the 'My Details' link to display the following screen and note the Renew link.

Note that the Renewal link will not display if the renewal is not yet due.



2.1 Confirm your details

Next Click the 'Renewal Link' to open a new window and start the membership renewal process as shown below:



Stony Stratford
LAWN TENNIS CLUB

Secured by **PayPal**

Stony Stratford Lawn Tennis Club Membership - ADMIN

Check and update your details and click Next

Your Details

Expiry Date : 30/11/2018
 Membership No : 999999
 Title :
 * First Name : ×
 * Surname :
 Date Of Birth :

Beneficiary

Stony Stratford Lawn Tennis Club
 Vicarage Rd
 Stony Stratford
 Buckinghamshire
 MK11 1BZ
 bookings@ssltc.co.uk

Address

* Line 1 :
 Line 2 :
 * City :
 County :

 Country :
 * Postcode :

Contact

* Home phone :
 Work phone :
 Mobile phone :
 * Home email :
 Work email :

PayPal
VISA **MasterCard** **Maestro** **AMERICAN EXPRESS**

Next

check and amend any details before clicking Next to display the next screen

2.2 Select a membership type



Stony Stratford Lawn Tennis Club Membership - ADMIN

Your Details
 Renewal Date : 30/11/2018
 Membership No : 999999
 Name : InZoneAdmin1









Beneficiary
 Stony Stratford Lawn Tennis Club
 Vicarage Rd

 Stony Stratford
 Buckinghamshire
 MK11 1BZ

 bookings@ssltc.co.uk

Select one service from the list below

Administration group

Service	Joining Fee	Regular Payment	Frequency	Initial Payment	Select
Adult	£0.00	£0.00	Single	£198.00	
Country Member	£0.00	£0.00	Single	£54.00	
Family	£0.00	£0.00	Single	£438.00	
Junior	£0.00	£0.00	Single	£61.50	
Parent Guardian	£0.00	£0.00	Single	£50.00	
Retaining Fee	£0.00	£0.00	Single	£10.00	
Weekday	£0.00	£0.00	Single	£117.00	
Young Person	£0.00	£0.00	Single	£73.50	

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Click the green button to the right of the desired membership and move to the next screen shown below

2.3 Club Additional Questions

Club Membership - Adult

<p>Your Details Application Date : 21/08/2018 Application Ref : KE94VA Name : Test Testing</p>	<p>Beneficiary Buckinghamshire MK11 1BZ bookings@sslfc.co.uk</p>
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Please provide the following additional information

From time to time SSLFC take photographs of members participating at the club, for use on our website and/or in club brochures. If you give us your permission to use your photograph, please tick the box. [Photo consent](#)

If you are completing this form on behalf of someone under 16 please complete the two boxes. I have parental/Guardian responsibility for the child. [Parental / Guardian U16 consent](#)

Your Name :

Relationship to Junior: Parent / Guardian / Hitting Partner :

I have read and agree to the club [Terms and Conditions](#) :

I have read and agree to the club [Privacy Policy](#) :

BTM Number if known :

FAMILY MEMBERSHIPS
 Comprise of up to two adults and all juniors under 25.
 Please complete the following section(s) to name family members.

Family member one

Forename :

Surname :

DoB (if under 25) :

Gender :

Mobile phone number :

Family member two

Forename :

Surname :

DoB (if under 25) :

Gender :

Mobile phone number :

Family member three

Forename :

Surname :

DoB (if under 25) :

Gender :

Mobile phone number :

Family member four


Forename :

Surname :

DoB (if under 25) :

Gender :

Mobile phone number :



Complete the form and accept the club Terms & Conditions, Data Protection tick boxes and click next to move to the next screen shown below.

2.4 Host Terms and Conditions



Stony Stratford
LAWN TENNIS CLUB

Secured by **PayPal**


Stony Stratford Lawn Tennis Club Membership - Adult

Your Details Renewal Date : 30/11/2018 Membership No : 999999 Name : InZone Admin1	Beneficiary Stony Stratford Lawn Tennis Club Vicarage Rd Stony Stratford Buckinghamshire MK11 1BZ bookings@ssltc.co.uk
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I agree to the Absolute Micro Communications Terms and Conditions & Privacy Policy
[More Info](#)

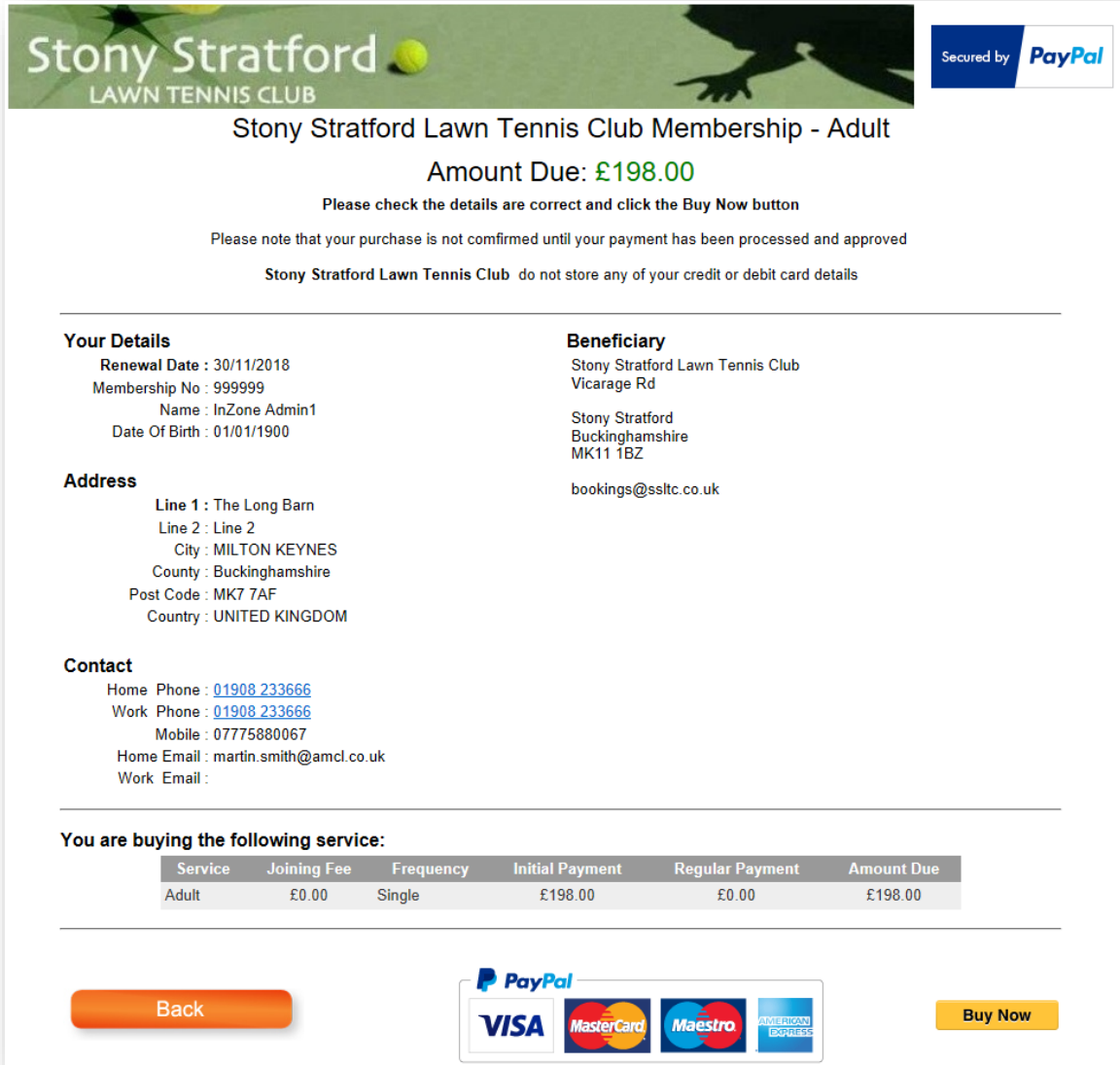
I give my permission for my details to be retained on the database maintained by Absolute Micro Communications Limited.



Former member

Back      **Next**

Accept the service host terms and conditions and click next to move to the next screen.

2.5 Confirmation screen



Stony Stratford Lawn Tennis Club Membership - Adult
Amount Due: £198.00

Please check the details are correct and click the Buy Now button

Please note that your purchase is not confirmed until your payment has been processed and approved

Stony Stratford Lawn Tennis Club do not store any of your credit or debit card details

Your Details

Renewal Date : 30/11/2018
 Membership No : 999999
 Name : InZone Admin1
 Date Of Birth : 01/01/1900

Address

Line 1 : The Long Barn
 Line 2 : Line 2
 City : MILTON KEYNES
 County : Buckinghamshire
 Post Code : MK7 7AF
 Country : UNITED KINGDOM

Contact

Home Phone : [01908 233666](tel:01908233666)
 Work Phone : [01908 233666](tel:01908233666)
 Mobile : 07775880067
 Home Email : martin.smith@amcl.co.uk
 Work Email :


Beneficiary





Stony Stratford Lawn Tennis Club
 Vicarage Rd
 Stony Stratford
 Buckinghamshire
 MK11 1BZ
 bookings@ssltc.co.uk

You are buying the following service:

Service	Joining Fee	Frequency	Initial Payment	Regular Payment	Amount Due
Adult	£0.00	Single	£198.00	£0.00	£198.00

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[Buy Now](#)

At the confirmation screen check the details are correct and click the 'Buy Now' button to make your payment via the PayPal payment gateway.

Note that clicking 'Buy Now' will open the PayPal payment window and you will need to follow PayPal instructions for paying by either your PayPal account, Debit or Credit card.



2.6 PayPal payment reference

A successful PayPal payment will generate emails from PayPal and from the In-Zone host service. Make a note of your payment reference and retain all confirmation emails for future reference.