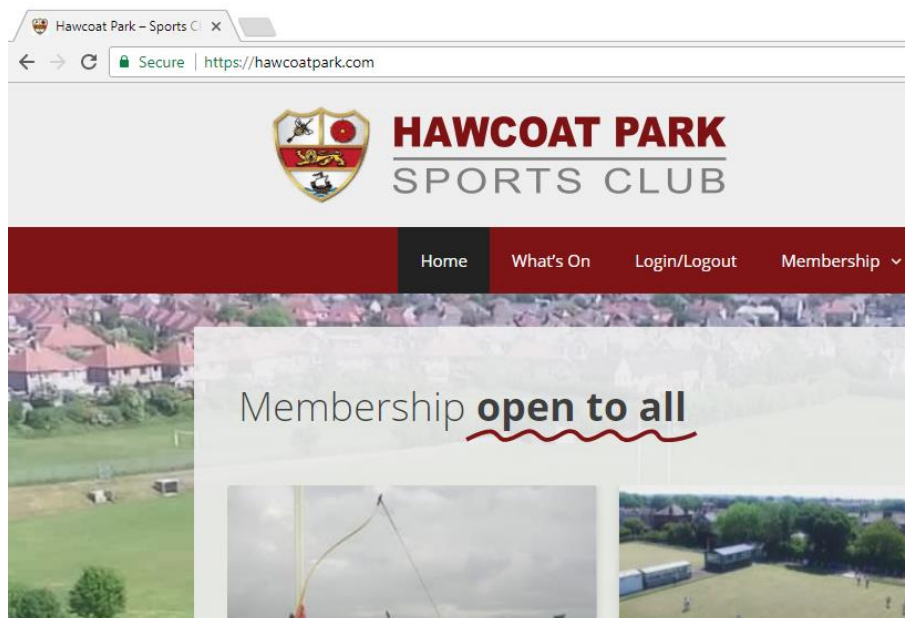


Instructions for club registration, subscriptions & donations

1. Go to the Hawcoat Park website

Using a computer or tablet browser, go to the club website at hawcoatpark.com. This is a secure website, indicated by the green padlock in the address bar.



2. Register as a New User

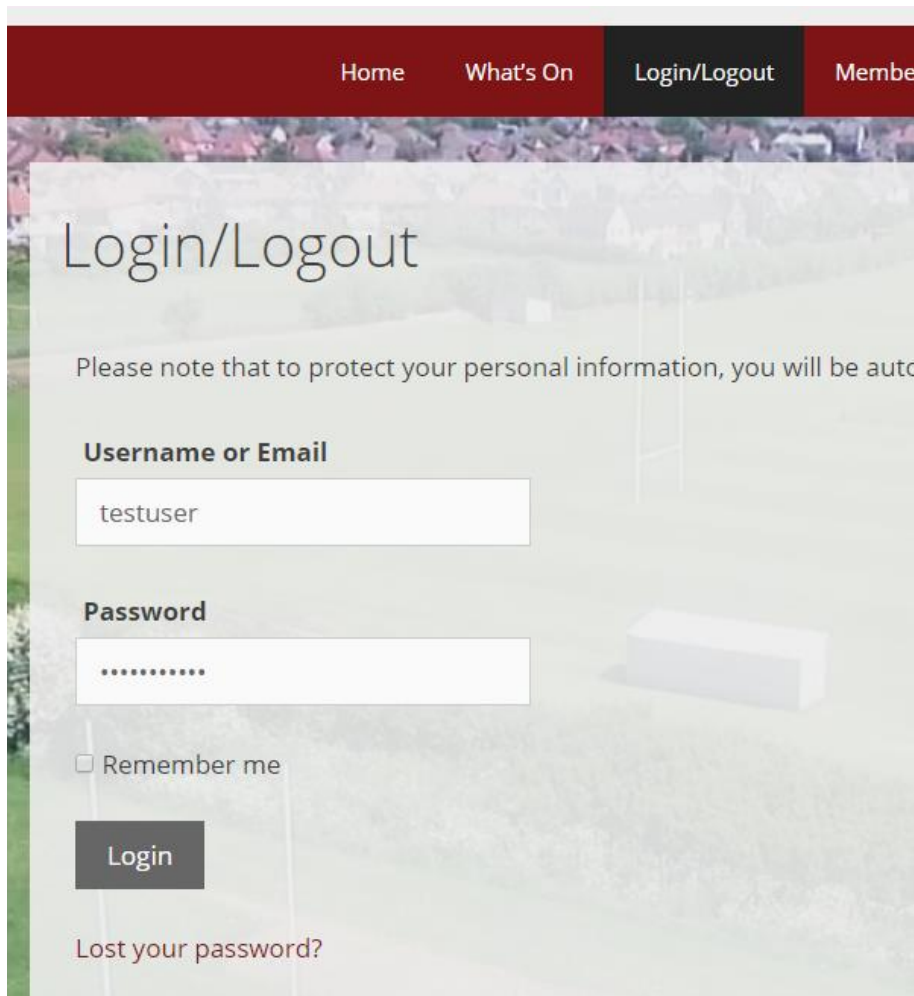
Go to the Membership menu and select the Register option to register as a new website user. Use this form to join Hawcoat Park Sports Club as a new member, or if you are already a club member but are not yet registered on the website. Please fill in all the information requested on the form, including your existing membership number if you are already a club member. You will be asked a security question, and will also be required to create your own STRONG password, which should ideally be a combination of letters, numbers and symbols. Submit the form when complete.

A screenshot of the "Register as a New User" form on the Hawcoat Park Sports Club website. The navigation bar is visible at the top, with "Membership" selected. The form title is "Register as a New User". Below the title is a short instruction: "Register as a new website user. Use this form if you want to join Hawcoat Park Sport member and want to buy your club subscription online." The first section is labeled "Name *" and contains the instruction: "Enter your first and last name. Please also enter a Login ID, which can be a nickname or similar, and mu". Below this instruction are two input fields: "First Name" and "Last Name".

3. Login to the website

You should now see an acknowledgement screen with a Login link. You should also receive an immediate email acknowledgement of your registration. Click on the Login link to go to the Login page. Enter your Username or Email address, and the Password that you chose when you registered. If you've forgotten your password already, click on the Lost your password? link, and you will receive an email containing instructions on what to do next.

You should NEVER tell anyone else your password, as it provides access to your personal data. None of the Hawcoat Park staff or section leaders should ever ask you for it. As an additional safeguard, you will be automatically logged out of the website after 15 minutes of inactivity.



Home What's On Login/Logout Member

Login/Logout

Please note that to protect your personal information, you will be auto

Username or Email

Password

Remember me

Login

[Lost your password?](#)

4. Create your profile

When you have logged in, you should automatically see your profile page (which you can also access via the Membership menu). Enter your contact details (phone numbers and postal address) and your date of birth. Fill in all of the fields marked with a red star, and as much of the other information as you can, such as whether you are interested in volunteering some of your time to help the club. You should receive an immediate email acknowledgement of any changes that you make.

Home What's On Login/Logout Membership ▾ About ▾

My Profile

Please complete the information below. Click the Submit button to save your changes.

Name *

Test User
First Last

Login ID (Username)
Not editable.

TestUser

Membership Number
Not editable. Contact the General Manager if update required.

30026

Main Section
Not editable. Contact the General Manager if update required.

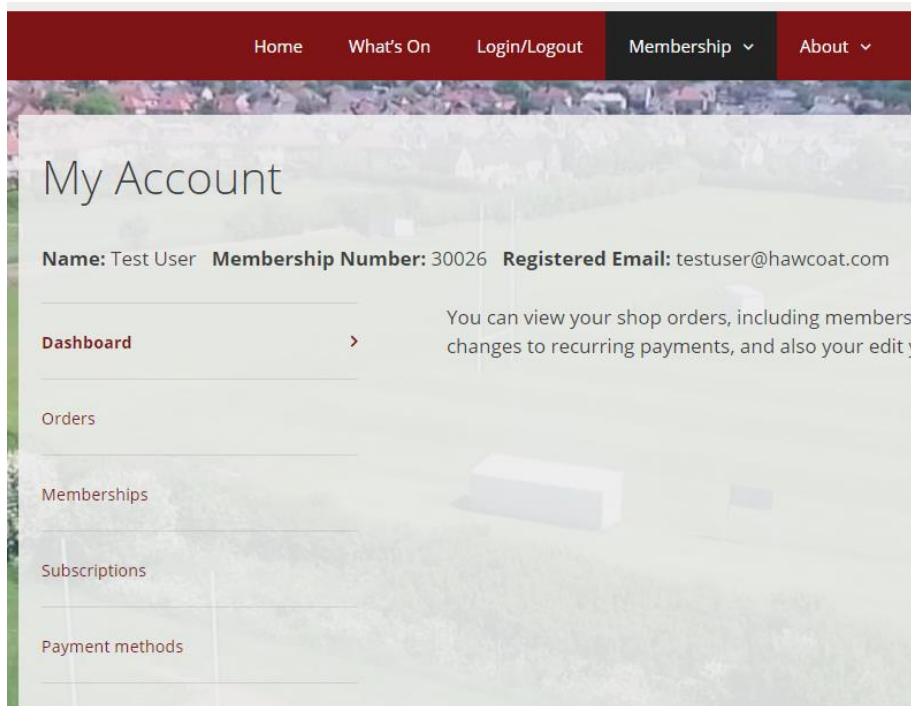
Registered Email *

testuser@hawcoat.com

Home Phone

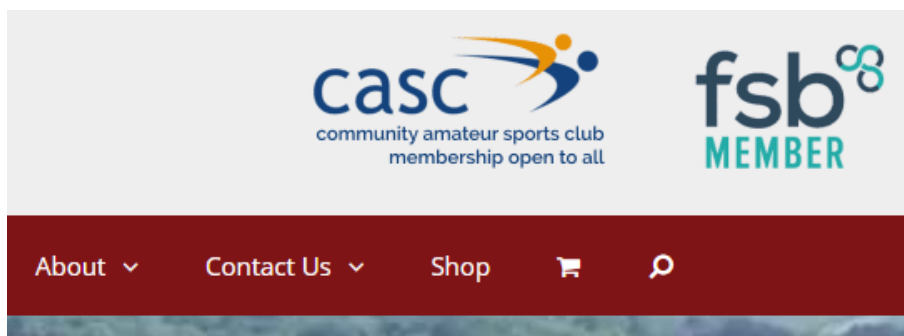
5. Visit your My Account page

Go to the Membership menu, and select My Account. Later on, you will see information here relating to your subscription payments, etc. At this stage of your registration, most of the pages will be empty. You can come back here at any time to check your payment details, make changes to payment methods, etc.



6. Go to the Shop

Go to the main menu and select Shop.



7. Choose your Subscription and make an optional Donation


In the shop you can choose a subscription, make a donation, make a miscellaneous payment, and subscribe to the free newsletter. You can add each of these to your basket, and pay for everything together. Alternatively, you can add them to the basket individually and pay separately, for example if you want to pay your subscription by direct debit, and also want to make a single donation by credit card, then you should treat these as separate purchases. It saves the club time and money if you select an automatic payment method for subscriptions and recurring donations, such as credit/debit card payment, or direct debit.

There is more information provided within the shop for each option that you select. For example, types of membership, and discounts for payments of multiple subscriptions from the same account.

Subscription types are: Full, Social, Pensioner, and Under 18. You can pay your subscription annually in January, or quarterly if you use a recurring payment mechanism.

Shop


[Go to Basket](#) | [Checkout](#)



Subscription

Annual subscriptions are due on 1st January, and payment is expected on all renewals by 31st January. A £5 administration fee will be added to annual subscription payments received from 1st February onwards. Alternatively, you may pay quarterly by card or direct debit. Payment starts immediately, and is automatically collected every 3 months at at one quarter of the annual rate.


Select options



Recurring Donation

Please make a recurring donation. We will ensure that it is put to good use. You can checkout as a member or as a guest.


Select options




Single Donation

Please make a donation. We will ensure that it is put to good use. You can checkout as a member or as a guest.

Select



Miscellaneous Payment



Club Newsletter

8. Discounts

The Hawcoat Park Board is sympathetic towards members who are suffering genuine hardship. Please contact the General manager or any Board member if you wish to be considered for a membership discount.

If you have multiple family members who are club members, each of you should register separately and create your individual profiles. You then have the option in the shop to pay the subscriptions for multiple users. Discounts will be automatically applied to your order, as shown in the following table.

Discount for multiple subscriptions




A discount will be automatically applied to your subscriptions if you buy two or more at the same time for family members. Each member must be registered individually on the website, and you should select the 'Purchase for family member' option when purchasing multiple subscriptions. The payments will be automatically applied to their individual profiles when paying for them. Discounts are applied on multiple subscriptions as follows:

Number of subscriptions	Discount
2	10%
3	15%
4 or more	20%

For example, if you pay two Under 18 subscriptions quarterly by direct debit, you would pay a 10% discount. For a family of four, with two adult Full subscriptions, and two Under 18 subscriptions per quarter.

9. Go to the Checkout

When you have selected all that you require from the Shop, go to the Checkout page and make sure that the order details are correct.

	Product	Price	Quantity	Total
✕	 Club Newsletter	£0.00	1	£0.00
✕	 Subscription - Full Quarterly <input type="checkbox"/> Purchase for family member	£20.00 every 3 months	1	£20.00 every 3 months
✕	 Recurring Donation - Monthly <input type="checkbox"/> Purchase for family member	£5.00 / month	1	£5.00 / month

Coupon code

Basket totals

Subtotal	£25.00
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10. Choose your Payment method

If you are making a voluntary donation, please read the Gift Aid statement, and tick the confirmation box if applicable. Select your payment method, and continue on to the Payment page. Complete payment via your chosen method. You should receive a receipt immediately by email.

The screenshot shows a payment page with the following sections:

- Additional information**: Includes an "Order Notes" text area.
- Gift Aid for Donations**: A section with a text box and a list of four statements to confirm. A checkbox at the bottom asks "Can Hawcoat Park Ltd reclaim Gift Aid on your donation?".
- Payment Methods**: Radio buttons for "Credit/Debit Card via Stripe" (with logos for American Express, Mastercard, and Visa), "Direct Debit" (with the Direct Debit logo), "Cheque or cash", "Direct bank transfer (BACS)", and "BAE Systems payroll (subscriptions only)".
- Security**: A section titled "Pay securely via your bank account." with a checked checkbox for "Save to account".
- Buttons**: A prominent blue "Purchase Now" button.

11. Enjoy your Club Membership

Congratulations, you should now be a fully paid up member. If you have newly joined and are aged 18 or over, you will be given a plastic membership card enabling you to participate in the bar loyalty scheme. You should be able to collect it from the upstairs bar about a week after joining.

12. Help

If you require help with managing your profile, using the shop, or if you have made a payment error, go to the Membership menu and select the Membership Help option. Note that you must be logged in first. Describe your problem in the Help form, and upload screenshots if necessary. Submit the form when complete. You should receive an immediate email acknowledgement. We aim to resolve your problem within 48 hours.