

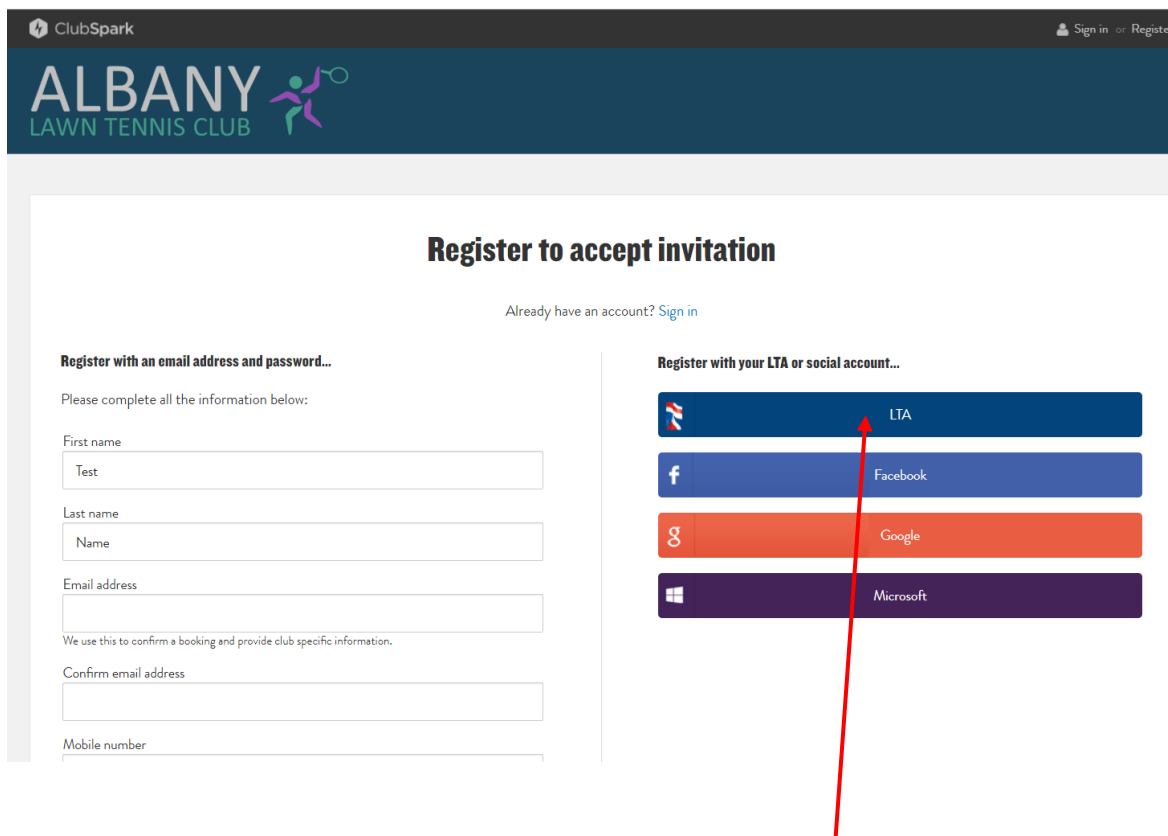
Dear Members

### **New Website and Membership System**

I am pleased to confirm that we have now completed the transfer of our membership database onto the new ClubSpark venue management system provided by the LTA.

This significantly improves our membership systems allowing for example simple online applications, auto-renewals, online payments in full and in instalments via your Gocardless account, as well as enabling many other membership features over time.

You will shortly receive an email inviting you to login to the system for the first time. If you click on the link it will take you to a page that looks like this:



The screenshot shows the ClubSpark website interface for Albany Lawn Tennis Club. At the top, there is a navigation bar with the ClubSpark logo and 'Sign in or Register' links. Below this is a dark blue header with the Albany Lawn Tennis Club logo. The main content area is titled 'Register to accept invitation' and includes a link for 'Already have an account? Sign in'. There are two registration options: 'Register with an email address and password...' which includes fields for first name, last name, email address, confirm email address, and mobile number; and 'Register with your LTA or social account...' which features four buttons: LTA (blue), Facebook (dark blue), Google (orange), and Microsoft (purple). A red arrow points to the LTA button.

If you are already an LTA member, you can login by clicking the 'LTA' button above.

If you are not an LTA member, we recommend creating an LTA account first. It's free for Club Members and gives you full access to your Albany account as well as letting you enter LTA competitions and participate in the Wimbledon ticket ballot. To create an LTA account, follow this link: <https://www.lta.org.uk/member/signup>

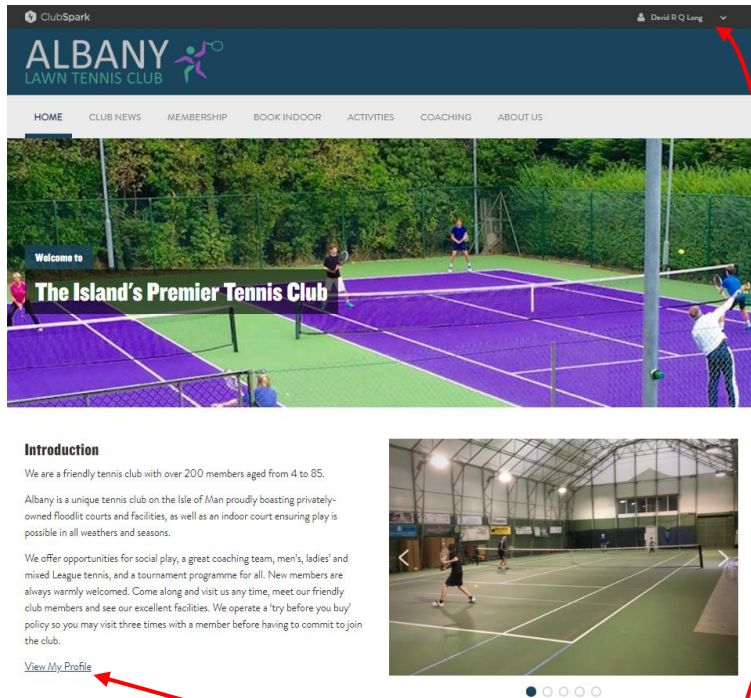
When it asks you for your registered venue, enter 'Albany' and chose the one with the IM postcode.

Complete the rest of the details as needed.

Once you have an LTA account go back to the Email Invitation and follow the link back to the page illustrated above, and then click the LTA button. It is important that you use the link in the Email Invitation, which will link your registration to your membership account.

If you would prefer not to create an LTA account, you can login directly using a Facebook, Google or Microsoft account. Alternatively, complete the registration details on the left to register directly with the Clubspark.

When you login it will take you to the new website which looks like this:



Please can you click the 'View My Profile' link on the home page and review all your details to make sure we have everything correct.

In the top right hand corner, you will see a user menu, which also lets you manage your account and any linked member details, such as joint or family members.

You can do all this on a smart phone if you prefer.

If you have any problems, please do contact me at [info@albanyltc.co.uk](mailto:info@albanyltc.co.uk)

We will also run a couple of 'troubleshoot' mornings at the club at weekends to help you get linked up to your account if you are having any difficulty.

Please note that we will maintain the old website for a time, but I encourage you to explore the new site, which will continue to be built out over the next few weeks.

The indoor court booking system works in the same way as previously.

With kind regards,

David