

A Guide to Completing a Membership Application Online

When you click the Membership Application link on our website you will be taken to the first of four screens (or tabs) which you need to complete before submitting your application.

The four screens are Membership, Members, Subscription and Additional Info. The screen name will be highlighted in blue as shown in the examples below

Please ensure that you have completed all four screens before submitting your application.

Please pay particular attention to the information shown in Section 3 below about pro rata subscriptions

1. **Membership Screen-** Enter the relevant contact information:-

- **All Adult (over 18) Memberships Categories:** You should enter details about yourself
- **Family:** Contact information for the lead family member should be entered
- **Junior (Under 16 and Under 12):** An appropriate parent, guardian or responsible adult should enter their details

The screenshot displays the 'CRAWLEY LTC MEMBERSHIP APPLICATION FORM - 2020'. The 'Membership' tab is active and highlighted in blue. The form contains the following fields and sections:

- Membership** (selected), Members, Subscription, Additional Info
- Title Init:
- Mem Type:
- Postcode:
- Addr L1:
- Addr L2:
- Town:
- Landline:
- Surname:
- Sub Type:
- Village:
- County:
- Mobile:
- Email:
- Confirm:
- Contact: Mail Email Telephone
Note - To complete the form you must opt in to both email and telephone
Please tick if OK to be emailed about club news/events
- Display: Landline Mobile Email
Please tick if OK to display contact details internally e.g. members list on notice board
- Other: Wimbledon Tickets Coaching Required
- Add Info:

Please note to be able to enter the Wimbledon ticket draw you must be a member of British Tennis and must affiliate your membership to Crawley LTC and log into the LTA web site and tick the relevant box to "opt in" to the ticket draw.

Your Data

Your personal data will be processed by the Club solely for the purposes of club and membership administration and to facilitate your participation in club events and competitions
Further details are available in our privacy policy which can be found on the club website

SUBMIT NEW MEMBERSHIP

Please complete all sections then click 'Submit New Membership' button at the bottom of the page

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2. **Members:** On this screen enter the required information about the member:-

- **All Adult (over 18) Membership Categories:** Please enter information about yourself
- **Family:** Enter information about each family member (max two adults and any children of either adult all living at the same address)
- **Junior (Under 16 and Under 12):** Enter details of the Junior member here

CRAWLEY LTC MEMBERSHIP APPLICATION FORM - 2020

Membership **Members** Subscription Additional Info

MEMBERS

Forename	Surname	Sex	DOB	Age	BTM No.	League Matches	Club Tournament
<input type="button" value="ADD MEMBER"/>							

Please complete all sections then click 'Submit New Membership' button at the bottom of the page

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3. Subscription: This screen provides information about your subscription and how to pay it. Please note:-

- You **can not** pay your subscription through our membership application system.
- You have to pay either by BACS/Online (preferred), cheque or cash as a separate transaction. We will match your application to your payment in due course.
- Please follow the instructions on this screen regarding payment reference. It is this reference that enables us to match your payment to your application.
- Enter your chosen payment method via the drop down box on this screen
- The system **does not** calculate pro rata subscriptions. Please see Section 5 How to Calculate your subscription below for details of how to calculate subscriptions pro rata.
- Please contact the Membership Secretary by email to membership@crawleyltc.co.uk if you require any help or advice about the correct subscription

Please complete all sections then click 'Submit New Membership' button at the bottom of the page

CRAWLEY LTC MEMBERSHIP APPLICATION FORM - 2020

Membership Members **Subscription** Additional Info

Please re-check your details are correct and make any necessary changes.
Once you have completed the application form, click on 'Submit New Membership' button at the bottom of the page.

Payment: Bank Transfer (Preferred)
Bank details - Account No: 91732277, Sort Code: 40-18-22.
Please quote as reference your surname and **New Member**

Payment: Cheque
Cheque payable to **Crawley LTC**
Please enclose reference stating your surname and membership type as above. Post to:
Mr Stephen Gilbert
The Treasurer
Crawley LTC
Hazelwick Avenue
Crawley
RH10 1NP
finance@crawleyltc.co.uk
Once your cheque/bank transfer has been received you will be sent details regarding club contacts and court access etc.

Subscription Period: 1st June to 31st May

Membership Type	Subscription	Payment Method
Membership Type	Subscription	<input type="text" value=""/>

Please complete all sections then click 'Submit New Membership' button at the bottom of the page

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4. Other Information: Please enter the registration number of any vehicles you plan to park in the club car park

The screenshot shows a web form titled "CRAWLEY LTC MEMBERSHIP APPLICATION FORM - 2020". At the top, a blue banner reads "Please complete all sections then click 'Submit New Membership' button at the bottom of the page". Below this, there are four tabs: "Membership", "Members", "Subscription", and "Additional Info" (which is highlighted in blue). The "Additional Info" section contains a "Car Reg" heading, followed by a paragraph: "If you intend using the club car park, please supply your car registration number. Under the terms and conditions of the clubs lease, members vehicles may only be left in the car park when members are on site using the clubs facilities". Below the text is a text input field. At the bottom of the form is a blue button labeled "SUBMIT NEW MEMBERSHIP". A second blue banner at the bottom of the form repeats the instruction: "Please complete all sections then click 'Submit New Membership' button at the bottom of the page". At the very bottom, there is a copyright notice: "© Crawley LTC 2020. All Rights Reserved. v9.60".

Once you have completed all four screens and noted down information about how to pay please click the "submit new membership" button.

5. How to calculate your subscription

- The membership year for Adults and Children runs from 1st June to 31st May.
- Please see the website for current cost of annual subscriptions
- Please do not forget to add the joining fee of £25

Adult and Family membership categories: The annual subscription is reduced by 1/12 at the end of each month of the membership year. To calculate the subscription it is easier to work out the number of months remaining in the membership year, divide this by twelve and multiply it by the annual subscription. For example:-

Adult annual subscription is £315, joining in October,. Pro rata subscription = $8/12 \times £315$ = £210, plus joining fee of £25 = £235 total subscription to pay

Junior Membership categories: Under 12, Under 16 and Under 18

- If joining between 1st June and 30th November – 100% of annual subscription payable
- If joining between 1st December and 31st May – 50% of the annual subscription payable