



Renewing Membership

STEP 1

When renewing membership online, the first thing you will receive is an email from KTC/Clubspark. This email will explain the cost of your membership. Click on the 'Apply now and activate membership' link to sign into ClubSpark and renew your membership.

STEP 2

You will be asked to sign in to your ClubSpark Account – this will either be with your email address and password or alternatively through your LTA/BTM, Facebook, Google or Microsoft accounts (whichever you set up when you first registered on Clubspark)

A screenshot of the ClubSpark sign-in page. The main heading is 'Sign in to accept invitation'. Below it is a link: 'Don't already have an account? register'. The page is divided into two columns. The left column is for email and password login, with a text input field containing 'ElenaSmith@Smith.com', a password field with six dots, a 'Remember me?' checkbox, a 'Forgotten your password?' link, and a blue 'SIGN IN' button. The right column is for social account login, with four buttons: 'LTA' (blue with a tennis racket icon), 'Facebook' (blue with the 'f' icon), 'Google' (orange with the 'g' icon), and 'Microsoft' (purple with the Windows icon).

STEP 3

You will now arrive on the membership renewal page. Here you have the opportunity to update the

contact details that the club holds for you by clicking the 'Edit Profile' button.

Test Moya Test Meredith

 EDIT PROFILE

Memberships

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

MEMBERSHIP PACKAGE	MEMBERS	STATUS	PAYMENT
2019/20 Adult Senior Membership 01/05/2019 - 30/04/2020 £225.00 in full	Test Moya Test Meredith	PENDING	RENEW NOW

[View all available memberships at Knutsford Tennis Club](#)

STEP 4

Please check that your contact details are correct ('Your Details' tab).

Also please check that you have opted in or out of the consents ('Your Privacy and Consents') and If you are a parent/guardian renewing for a junior also ensure there is an emergency phone number on record.

Your details

Please keep your account details up to date.

Your details **Your privacy and consents** **Your password**

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

- Keep records for the purpose of confirming membership, communicating with members about events/meetings and ensuring team, club tournament and social play is organised efficiently. In addition, we would like to keep you informed of news and fun activities at Knutsford Tennis Club, Knutsford Sports Club and Tennis Aces coaching programme - the preferred method for doing this is via email, but in order to use your email address for this purpose we need your consent, we promise that we will never pass your email address to any other organisation or third party, please tick this box if you give consent.
- From time to time we will take photographs and films of members during club organised activities -used for the club website and promotional activities. Please tick this box if you give consent.
- If you are a Parents/ Guardian registering a junior member in an emergency, a representative of Knutsford Sports Club may provide medical attention. If your child is unable to apply suncream, a suitable member of staff may apply it. Please tick this box if you give consent.

Don't forget to click the 'Save' button after any updates and the '**Renew Now**' button when you are ready to continue to the next step.

NOTE : Parents/Guardians of juniors may receive more than one Clubspark renewal email depending on whether they are also an adult member or have more than one Junior/Mini who are renewing. If this is the case for you, you won't need to open all of the emails. Once you have registered then you should see, and can renew, all the individual memberships associated with your registration at the same time.

STEP 5

The payment instructions will come up – for the moment we have had to suspend cheque payments so on this page you will see the Tennis Club bank account details. Please make a direct payment into this account.

Knutsford Tennis Club, Sort Code: 40-26-25; Account: 31413902; Reference : Your Name

The Name Reference is really important please!

STEP 6

Finally **print your Thank You page** for your records (this example is from last year) :

Thank you for your membership purchase

Thank you for applying for 2019/20 Adult Senior Membership at Knutsford 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 £225.00 soon.

Please direct bank transfers to Knutsford Tennis Club, Sort Code: 40-26-25; Account: 31413902; Reference : Your Name

2019/20 Adult Senior Membership

Total cost	£225.00
Payment method	Other
Membership starts:	01 May 2019
Membership ends:	30 April 2020

Message from Knutsford Tennis Club

Please PRINT this page for your records. PAYMENT is due on 1 May 2019, after which you will receive a confirmation email and information on how to access useful information about Knutsford Tennis Club. If you have not done so already, please JOIN the LTA as a BRITISH TENNIS MEMBER (BTM)- this is FREE to do on the LTA website - www.lta.org.uk or call 0208 487 7000. It enables our Club to maximise the number of Wimbledon tickets we are allocated each year and gives you access to special offers for LTA events.

STEP 7

You've now nearly completed the renewal process, all that's left is to pay your membership !! – please don't forget to arrange payment ASAP - your membership isn't active until you do.

STEP 8

Once you have paid your membership and it's been reconciled in the bank account you will receive an email confirmation. Thank you very much for supporting your Club.