

Taking Out a New Membership

This document takes you through the process of taking out a new membership on the ClubSpark Morpeth Tennis Club website (see 'Taking out a New Membership' below).

In order for us to maximise the revenue we get from a membership subscription, payment by bank transfer would be appreciated. This means that we avoid the charges associated with credit card and debit card payment.

Before you begin the renewal process, you need to ensure that you are logged into the MTC website with your LTA credentials, comprising a username and accompanying password. If you haven't registered yet with ClubSpark through the MTC website, you will not be able to log in so you should do that first. See these sections for details:

- 'Registering with ClubSpark' on *page 11*
- 'Logging in with Your LTA Login' on *page 15*

 Note that even if you pay your subscription by standing order, you still have to register with Morpeth Tennis Club through ClubSpark, so that we can take out your membership on the website.

If you are not comfortable with taking out a membership online through the Morpeth Tennis Club website, and you are not intending to play team tennis (which requires ClubSpark registration), send an email to club.secretary@morpethtennis.org, and we will sort out your membership for you.

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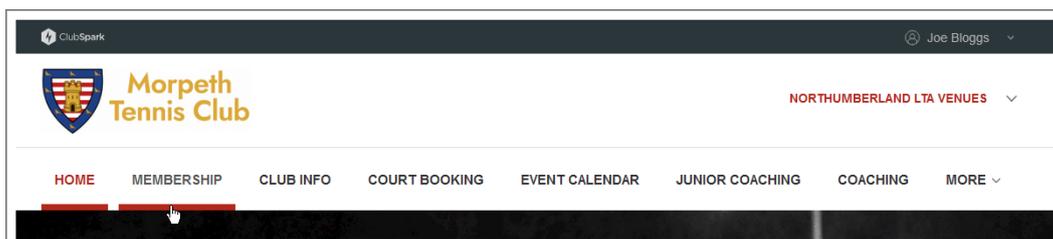
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Taking out a New Membership

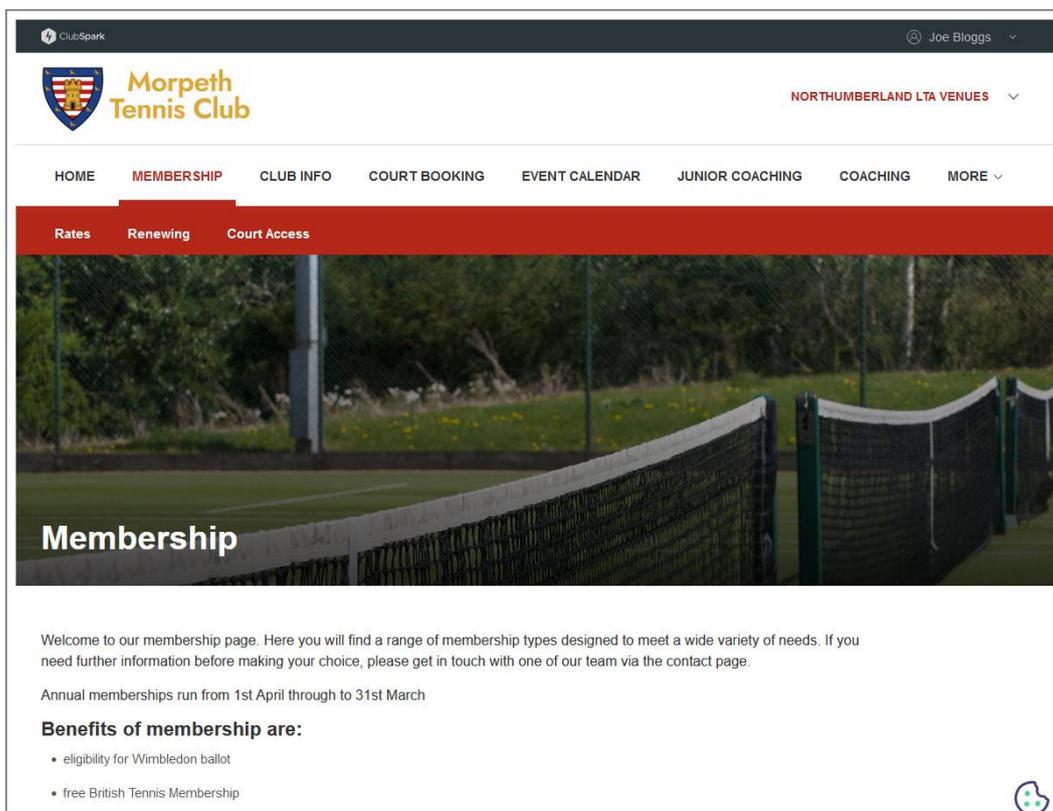
You need to take out a new membership at the start of the season in April, regardless of whether you are renewing the membership you had from the previous season, taking out a different type of membership to last time, or taking out a membership for the very first time.

The steps below outline the procedure involved in taking out a new membership.

1. Ensure that you are logged in to the Morpeth Tennis Club website (see 'Logging in with Your LTA Login' on *page 15*).
2. Click the **MEMBERSHIP** tab.



The **MEMBERSHIP** page appears.



3. Scroll down to the **Memberships** heading.

Memberships

3-month membership 2023
3 months membership
3-month full membership package from the date of application

Pay in full
One off payment **£60.00**

Join now

Family Membership 2024
01/04/2024 - 31/03/2025
Family membership (2 adults and 2 children under 18)
Eligibility: 2 adults and 2 children (under 18) from the same family
Up to 4 members

Choose payment option

Pay in full
One off payment **£360.00**

Pay monthly
per month for 12 months **£30.50**

Join now

Guardian 2024 (Free for guardian of junior member)
01/04/2024 - 31/03/2025
Guardian member
Eligibility: Restricted to parent wishing to play at the same time with son/daughter member only. Both parent and child need to be members. Play allowed during off-peak times only (Mon-Fri 9am-7pm, all day at weekends).

FREE
Complimentary - no charge **£0.00**

Join now

Junior 2024 - 4 to 8 years old
01/04/2024 - 31/03/2025
Junior membership for ages 4 to 8
Eligibility: Allows a junior who is 8 years old or under on April 1st 2024 and at least 4 years old to play up to 7pm Monday- Friday and all day at weekends.

Pay in full
One off payment **£20.00**

Join now

Junior 2024 - 9 to 17 years old
01/04/2024 - 31/03/2025
Junior membership for ages 9 to 17
Eligibility: Allows a junior who is 9 years old or older on April 1st 2024 and under 18 to play up to 7pm Monday-Friday and all day at weekends.

Pay in full
One off payment **£50.00**

Join now

Non-playing / Social 2024
01/04/2024 - 31/03/2025
Non-playing membership

Pay in full
One off payment **£15.00**

Join now

Senior Full 2024
01/04/2024 - 31/03/2025
Senior full membership. Note that this is a full 12-month membership and NOT a rolling monthly membership, so if paying monthly all 12 payments must be made.
Eligibility: Adult

Choose payment option

Pay in full
One off payment **£180.00**

Pay monthly
per month for 12 months **£15.50**

Join now

Student 2024
01/04/2024 - 31/03/2025
Student membership up to age of 24 and in full time education.
Eligibility: Up to the age of 24 and in full time education.

Pay in full
One off payment **£60.00**

Join now

4. Click the **Join now** button for the membership you want to take out.

For instance, here we're opting to take out senior full membership:

Non-playing / Social 2024 01/04/2024 - 31/03/2025 Non-playing membership	<table border="1"><tr><td>Pay in full One off payment</td><td>£15.00</td></tr></table> Join now	Pay in full One off payment	£15.00		
Pay in full One off payment	£15.00				
Senior Full 2024 01/04/2024 - 31/03/2025 Senior full membership. Note that this is a full 12-month membership and NOT a rolling monthly membership, so if paying monthly all 12 payments must be made. <i>Eligibility: Adult</i>	<p>Choose payment option</p> <table border="1"><tr><td>Pay in full One off payment</td><td>£180.00</td></tr><tr><td>Pay monthly per month for 12 months</td><td>£15.50</td></tr></table> Join now	Pay in full One off payment	£180.00	Pay monthly per month for 12 months	£15.50
Pay in full One off payment	£180.00				
Pay monthly per month for 12 months	£15.50				
Student 2024 01/04/2024 - 31/03/2025 Student membership up to age of 24 and in full time education. <i>Eligibility: Up to the age of 24 and in full time education.</i>	<table border="1"><tr><td>Pay in full One off payment</td><td>£60.00</td></tr></table> Join now	Pay in full One off payment	£60.00		
Pay in full One off payment	£60.00				

The website now shows your personal details, taken from those associated with your LTA login.

< BACK TO MEMBERSHIP

Purchaser details Members Payment Confirmation

Purchaser details [ⓘ]

Check details below for:

- person paying for this membership
- you'll be asked for member details after on the next step

All fields are mandatory unless stated otherwise

Purchaser details

First name Last name
Joe Bloggs

Phone number
07700 900471

Email address
madeupemailaddress.contrived.net

Date of birth
08/08/1964

Gender
Male

Your basket(1)

MEMBERSHIP

Senior Full 2024

Pay in full

Pay today cost £180.00

TOTAL £180.00

Purchaser's contact details

Address 1

Longfirst Hall

Address 2 (optional)

Address 3 (optional)

Town

Morpeth

County

Northumberland

Postcode

NE61 3LL

Work number (optional)

Mobile number (optional)

Terms and Conditions

Please tick this box to confirm you agree to our [Terms and Conditions](#).

Cancel

Continue to member details

5. If there are any editable details here that are incorrect or there are some details missing, amend the incorrect details or add missing details.

6. Check the **Please tick this box to confirm you agree to our Terms and Conditions** box.

Terms and Conditions

Please tick this box to confirm you agree to our [Terms and Conditions](#).

[Cancel](#) [Continue to member details](#)

7. Click the **Continue to member details** button.

The website now shows member details for you and anyone associated with your membership, such as a son or daughter junior member.

Morpeth Tennis Club [BACK TO MEMBERSHIP](#)

Purchaser details **Members** Payment Confirmation

Member details

Choose or add the member who this membership is for below
You can check or update member information via the 'Edit' link on the right of each member. ⓘ

<input checked="" type="radio"/> You (Joe Bloggs) Edit details
<input type="radio"/> Frederica Bloggs Edit details

Any new members below
[+ Add a new member](#)

Your basket(1)
MEMBERSHIP
Senior Full 2024
Pay in full
Pay today cost £180.00

TOTAL £180.00

[Back to details](#) [Continue to payment](#)

8. Ensure that you have the radio button selected for the person you want to take out a membership for.

By default the entry that identifies you is selected, which means that you are taking out a membership for yourself.

However, if you were taking out a membership on someone else's behalf, such as a junior membership for your son or daughter, you would select the entry for this person here, like so:

You (Joe Bloggs) [Edit details](#)

Frederica Bloggs [Edit details](#)

Any new members below
[+ Add a new member](#)

If you want to take out a membership on someone else's behalf and there is no entry for that person listed, click the **Add a new member** link, then add that person's details in the new set of fields that appear:

All fields are mandatory unless stated otherwise

First name

Last name

Gender

Male Female

Date of birth

Day Month Year

Emergency number

I confirm I am the Parent or Guardian of this player, or have the permission of the Parent or Guardian to book on behalf of this player. [?](#)

Consent is required to make this booking

[Back](#)

[Confirm player details](#)

9. Click the **Continue to payment** button at the bottom of the member details.

The website now shows a review of the membership details you have given, along with payment options.

The screenshot shows the Morpeth Tennis Club website's payment review page. At the top left is the club's logo, and at the top right is a link to '< BACK TO MEMBERSHIP'. Below the logo is a progress bar with four steps: 'Purchaser details', 'Members', 'Payment', and 'Confirmation'. The 'Payment' step is currently active, indicated by a red circle. The main heading is 'Review and pay', followed by the instruction 'Check you have everything you need'. The 'Order summary' section lists the membership details: 'Senior Full 2024' from 01/04/2024 to 31/03/2025, with a 'Pay in full' amount of £180.00. The member's name is 'Joe Bloggs'. The 'TOTAL COST' is £180.00. Below this, the 'Choose how you want to pay:' section offers five options: 'Pay with credit/debit card' (via Stripe), 'Other payment' (direct debit/bank transfer), 'Direct Debit' (via GoCardless), 'Pay us a cheque', and 'Pay cash in person'. Each option includes specific instructions and contact information for Paul Johnson, the Club Treasurer. At the bottom, there are two buttons: 'BACK TO MEMBERS' and 'CONTINUE TO PAYMENT'.

Morpeth Tennis Club < BACK TO MEMBERSHIP

Purchaser details Members **Payment** Confirmation

Review and pay

Check you have everything you need

Order summary

MEMBERSHIP

Senior Full 2024
01/04/2024 - 31/03/2025
Pay in full £180.00

Member: Joe Bloggs

TOTAL COST £180.00

Choose how you want to pay:

- Pay with credit/debit card
Via Stripe **stripe**
- Other payment
Direct debit / bank transfer options are available (Barclays Bank, sort code 20-58-17, account no 70897531). Please confirm your transfer with Paul Johnson, Club Treasurer. E: pauljohnson44@hotmail.com, T. 07951081025.
- Direct Debit
Via GoCardless **GOCARDLESS**
- Pay us a cheque
Please make cheques payable to Morpeth Lawn Tennis Club and send to Paul Johnson, Treasurer: 41 Coleridge Drive, Sherborne, Park, Choppington NE62 5HD E: pauljohnson44@hotmail.com, T. 07951081025.
- Pay cash in person
Please hand over cash directly to Paul Johnson, Club Treasurer. E: pauljohnson44@hotmail.com, T. 07951081025 to arrange time to meet.

[View order summary](#)

BACK TO MEMBERS **CONTINUE TO PAYMENT**

As we mentioned at the beginning, our preferred payment option is by bank transfer. There isn't actually a specific option for bank transfer, but there is an **Other payment** option, which includes bank transfer as a means of paying.

10. Click the **Other payment** radio button.

Choose how you want to pay:

Pay with credit/debit card
Via Stripe **stripe**

Other payment
Direct debit / bank transfer options are available (Barclays Bank, sort code 20-68-17, account no 70897531). Please confirm your transfer with Paul Johnson, Club Treasurer. E: pauljohnson44@hotmail.com, T 07951081025.

Direct Debit
Via GoCardless **GOCARDLESS**

Pay us a cheque
Please make cheques payable to Morpeth Lawn Tennis Club and send to Paul Johnson, Treasurer: 41 Coleridge Drive, Sherborne, Park, Choppington NE62 5HD E. pauljohnson44@hotmail.com, T 07951081025.

Pay cash in person
Please hand over cash directly to Paul Johnson, Club Treasurer. E: pauljohnson44@hotmail.com, T 07951081025 to arrange time to meet.

[View order summary](#)

[BACK TO MEMBERS](#) [CONFIRM](#)

When you choose a payment option, the **Continue** button at the bottom of the page changes to a **Confirm** button.

Notice also that there is a check in the box just above the **Confirm** button, which indicates that you are a UK tax payer and that Morpeth Tennis Club can claim tax on your payments.

11. Click the **Confirm** button to complete the membership application process.
The website now shows a confirmation page.

The screenshot shows the Morpeth Tennis Club membership confirmation page. At the top left is the club's logo, and at the top right is a link to '< BACK TO MEMBERSHIP'. A progress bar below the logo shows four steps: 'Purchaser details', 'Members', 'Payment', and 'Confirmation'. The 'Confirmation' step is highlighted with a red circle. Below the progress bar, the text reads 'Thank you for your purchase' followed by a green checkmark icon and 'Your order has been confirmed'. It also states 'An email confirmation has been sent to your registered email address' and 'Please find your order details below:'. An 'Order summary' box contains the following information: 'MEMBERSHIP', 'Senior Full 2024', '01/04/2024 - 31/03/2025', 'Pay in full', '£180.00', and 'Member: Joe Bloggs'. A horizontal line separates this from the 'TOTAL COST' which is '£180.00'. Below the summary, there is a thank you message and a link to 'club.secretary@morpethtennis.org'. At the bottom, there are two buttons: '↓ DOWNLOAD SUMMARY' and 'BACK TO MEMBERSHIP'.

12. Finally, make the bank transfer for the amount associated with your membership option by making the transfer to Morpeth Tennis Club's bank.

Bank details are as follows:

Barclays Bank
Sort code: 20-58-17
Account: 70897531

A reference indicating that the payment is for MTC subscription would be helpful.

Could you also confirm your transfer with our club treasurer, Paul Johnson, whose details are below:

Email: club.treasurer@morpethtennis.org
Tel: 07951 081025

Registering with ClubSpark

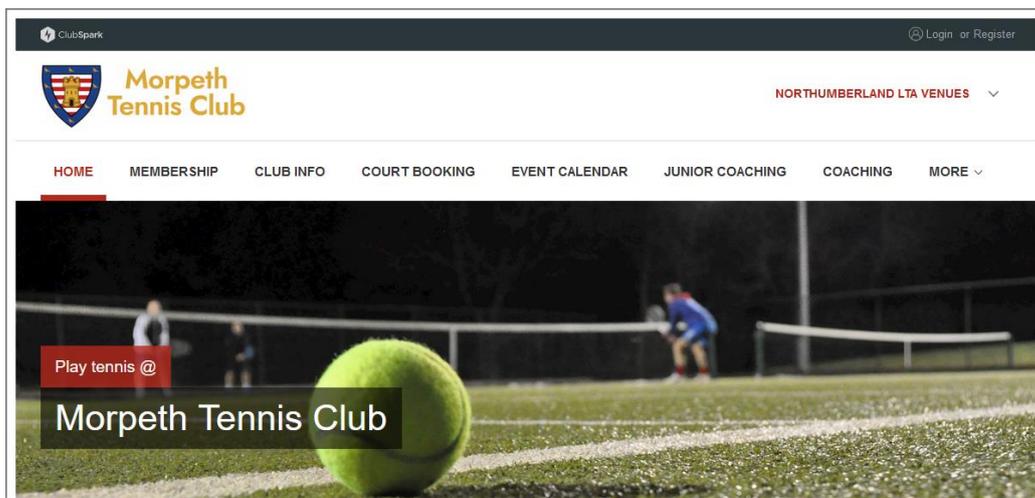
If you have not already obtained login details with which to log into the Morpeth Tennis Club website, you need to register by following the steps below.

1. Launch the MTC website.

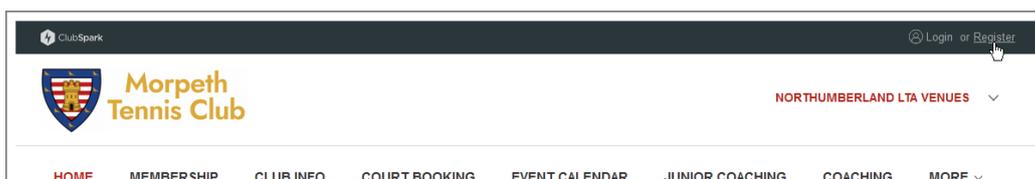
You can do this by entering the following URL in your internet browser:

<https://clubspark.lta.org.uk/MorpethTennisClub>

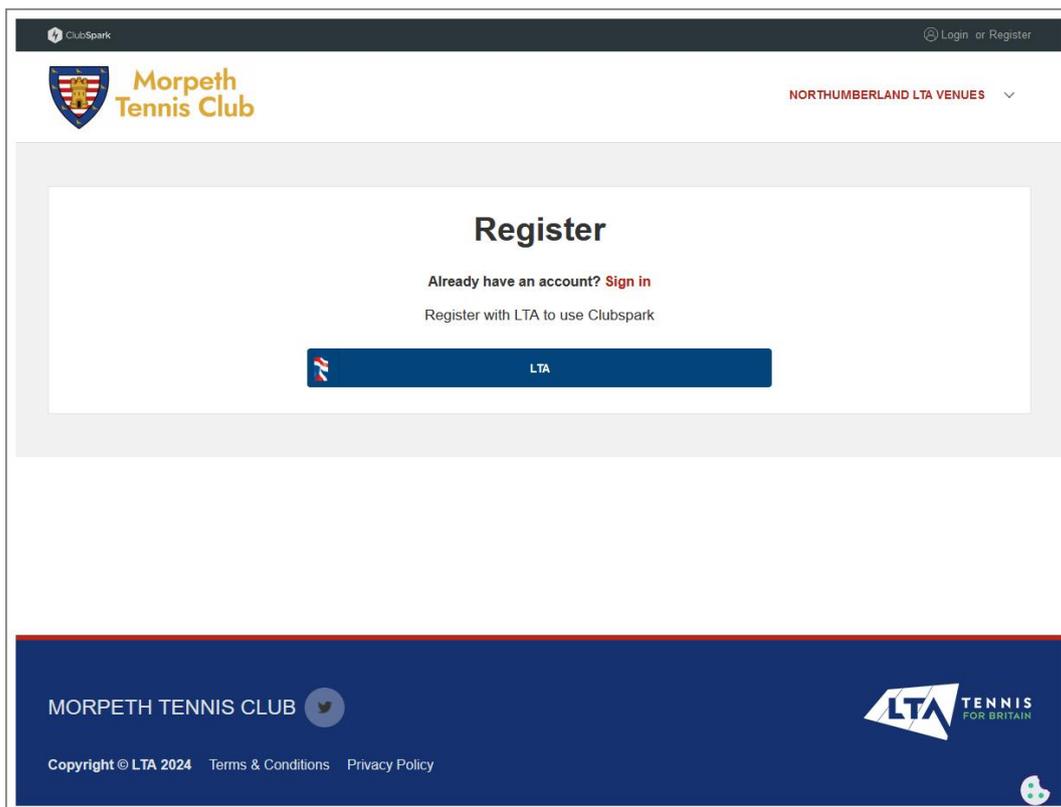
You should now see the main page of the website.



2. Click the **Register** link in the top right-hand corner of the page.

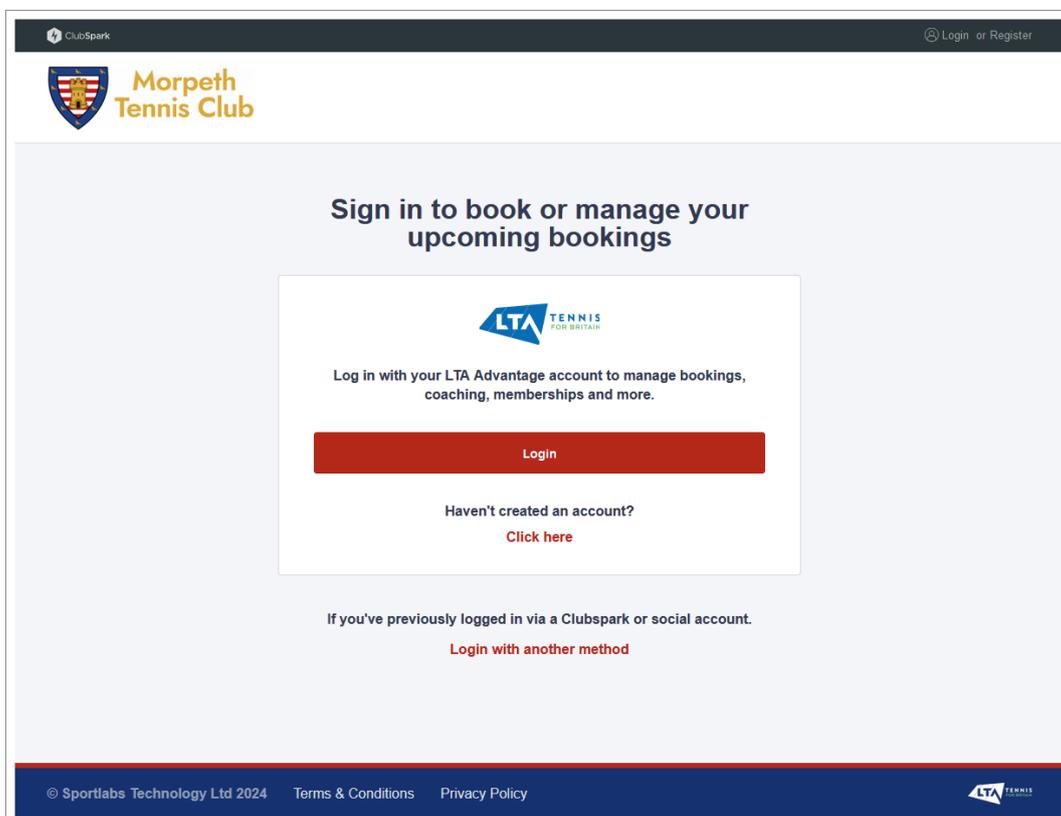


The Register page now appears:

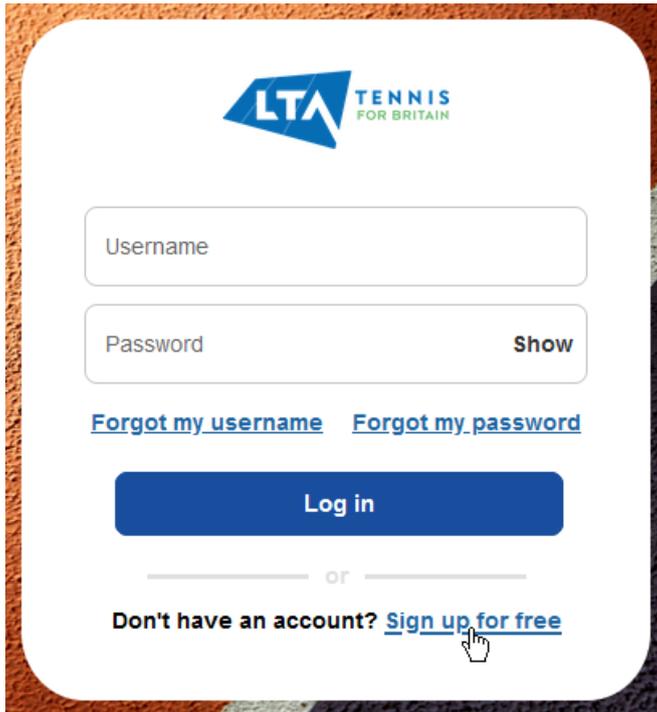


3. Click the LTA button.

An LTA login page appears.



4. Click the **Sign up for free** link.



The image shows a login and registration interface for LTA Tennis for Britain. At the top is the LTA logo with the text 'LTA TENNIS FOR BRITAIN'. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show' button to its right. Underneath the input fields are two links: '[Forgot my username](#)' and '[Forgot my password](#)'. A blue 'Log in' button is centered below these links. Below the button is a horizontal line with the word 'or' in the center. At the bottom, the text 'Don't have an account?' is followed by a blue underlined link '[Sign up for free](#)'. A mouse cursor is pointing at the 'Sign up for free' link.

This page now appears:

PLAY COMPETE FAN ZONE ROLES & VENUES NEWS WHAT WE DO Sign In Join Us

Buy your tickets to the summer grass court season

Register today

JOIN NOW TO TAKE ADVANTAGE

What's your first name?

What's your last name?

What's your date of birth?

What's your gender?

Male

Female

What's your email?

Create a username

Your username must be between 6 and 18 characters containing just letters and numbers.

Create a password

Your password must be at least 8 characters long, contain at least 1 number, have a mixture of uppercase and lowercase letters and a special character.

I'm not a robot  [Privacy](#) - [Terms](#)

By creating an Advantage account, I confirm that I understand and agree to the [Terms and Conditions](#)

Yes, I would like to receive emails from the LTA and its group companies including exclusive benefits, upcoming events, relevant tennis programmes and courses for all ages and abilities.

Yes, I would like to receive emails with information about the LTA's official partners, sponsors and suppliers. They can be found [here](#) and do change occasionally. You'll hear about the discounts, offers, competitions, products and services they provide.

We will also send you messages which are necessary for the administration of your account, or the services we provide to you. Your personal information will be used in accordance with the LTA's [Privacy Policy](#) and, for players only, the ITF's World Tennis Number Privacy Policies for [Adults](#) and [Under 18s](#).

Join now



5. Now simply fill in the details on this page and click the **Join now** button at the bottom of the page.

This should complete the registration process and enable you to log in to the MTC website with the username and password you have just created.

Logging in with Your LTA Login

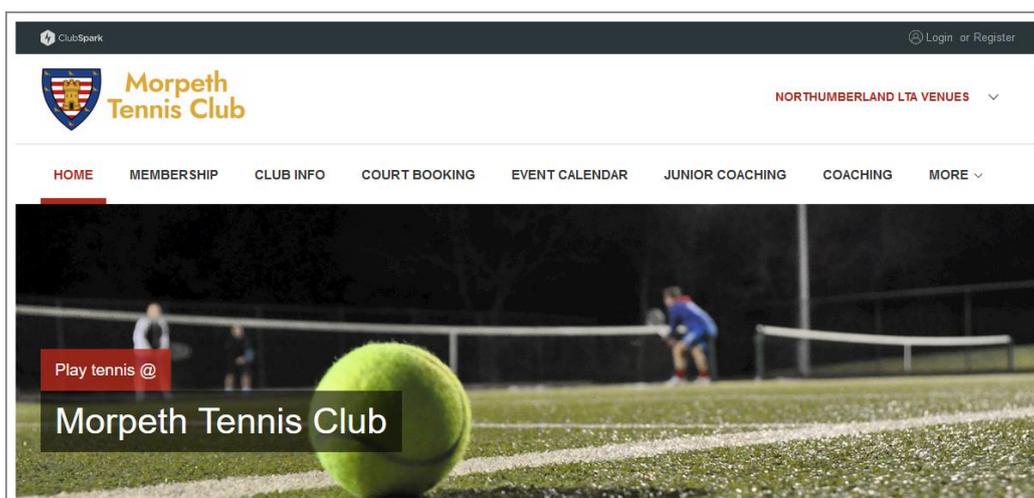
To log into the Morpeth Tennis Club website with your LTA username and password, just follow the steps below.

1. Launch the MTC website.

You can do this by entering the following URL in your internet browser:

<https://clubspark.lta.org.uk/MorpethTennisClub>

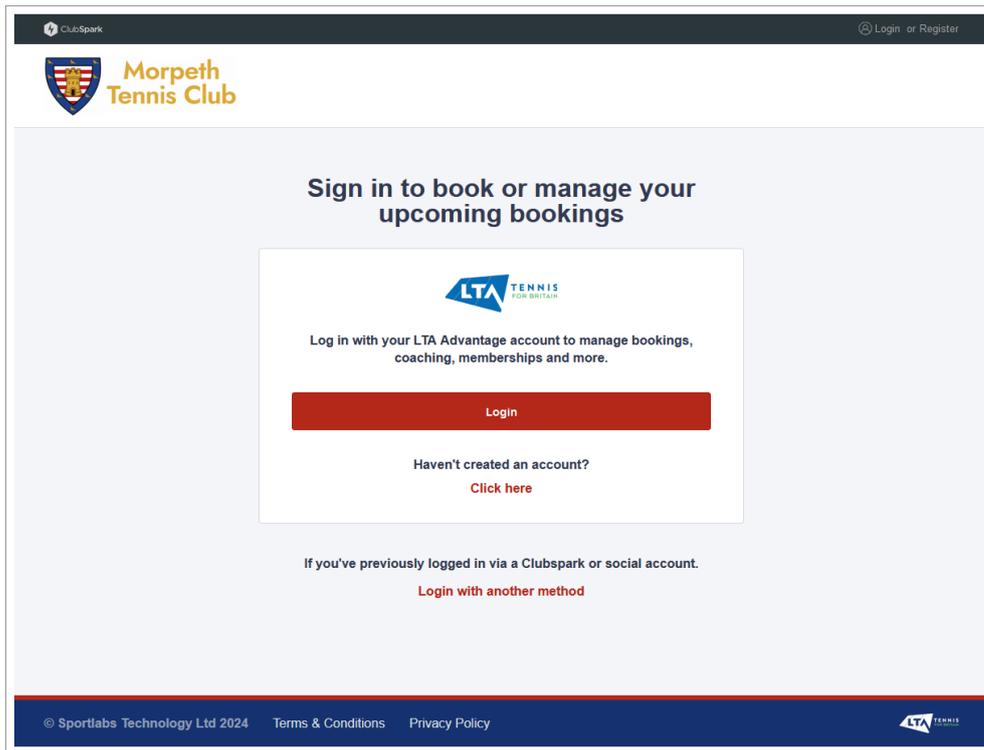
You should now see the main page of the website.



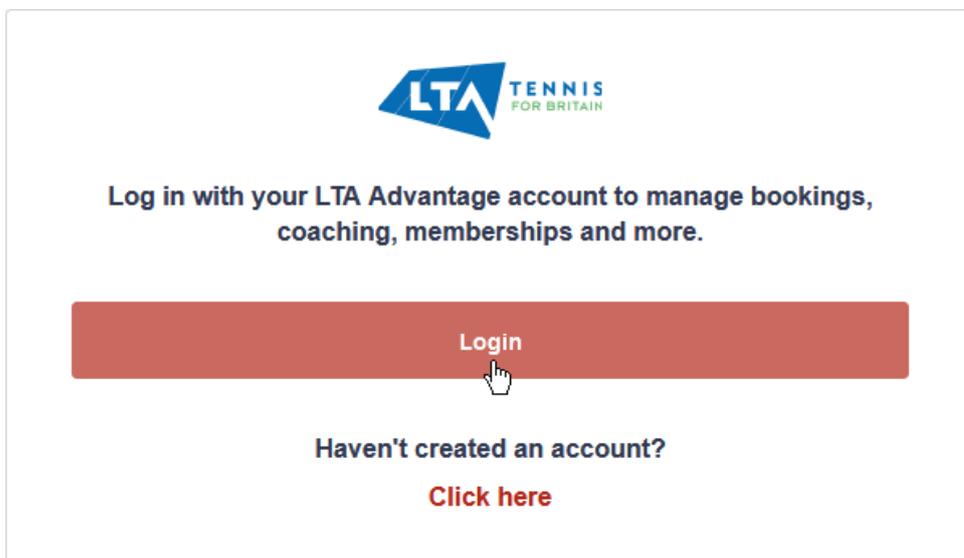
2. Click the **Login** link in the top right-hand corner of the page.



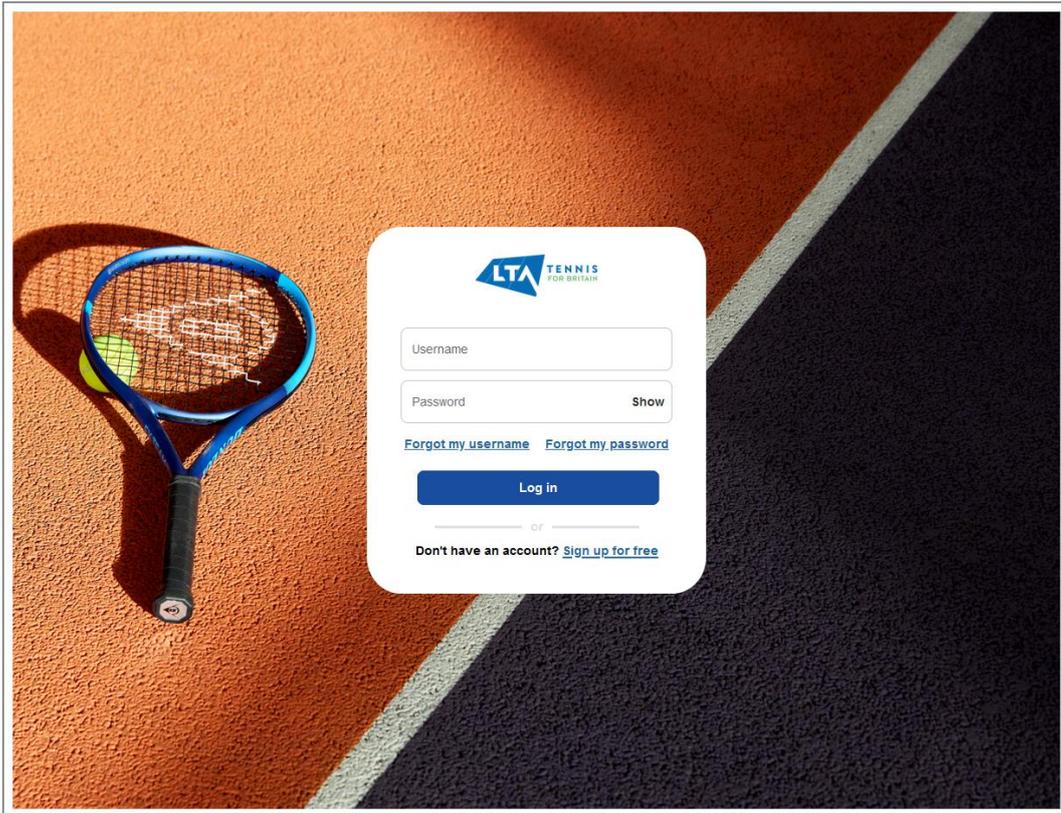
You should now see the login page of the website.



3. Click the **Login** button in the middle of the page.



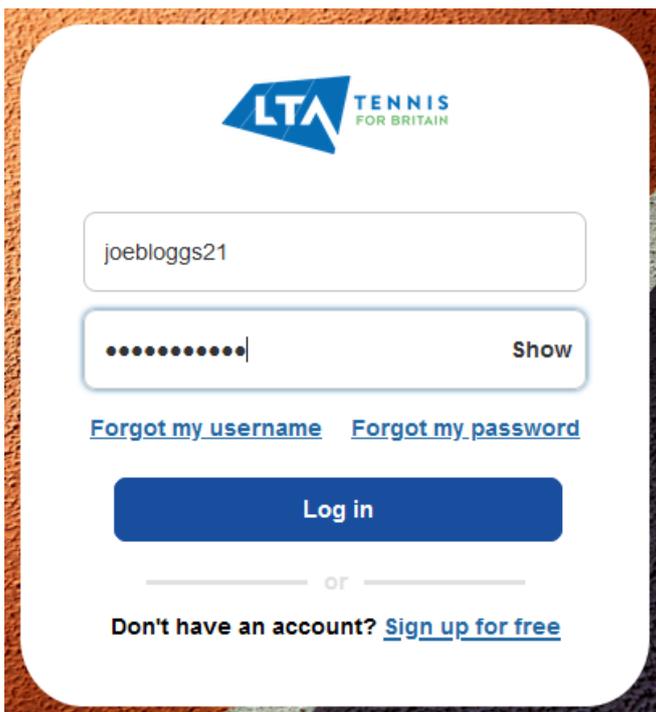
An LTA login page appears.



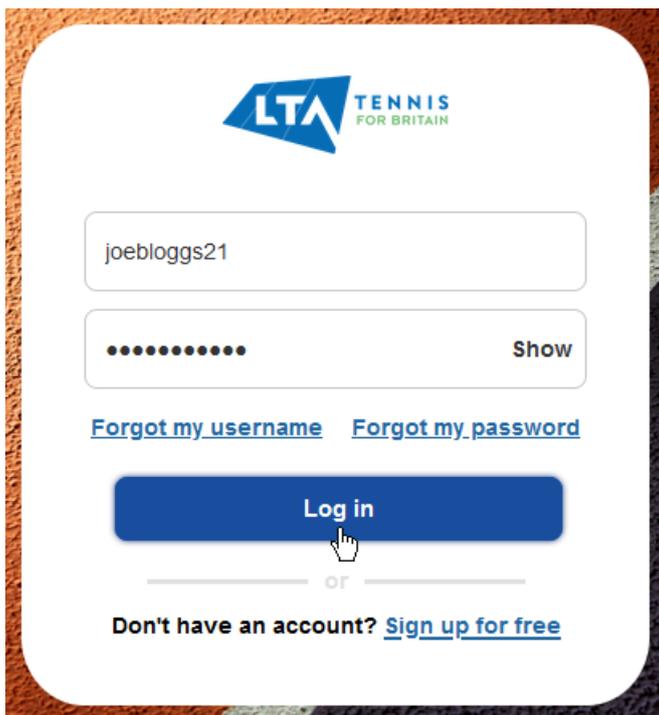
4. Type your username in the **Username** box.

5. Type your password in the **Password** box.

Each character of your password is displayed as a dot, to reduce the chance of someone else obtaining that password.



6. Click the **Login** button.



You should now see the home page of the website, with your name displayed in the top right-hand corner.

