

RENEWING MEMBERSHIP & TAKING OUT NEW MEMBERSHIP

This document takes you through the process of renewing your membership on the ClubSpark Morpeth Tennis Club website (see 'Renewing Membership' below).

It also looks at the similar process of taking out a new membership, either as a first time member or by taking out a different type of membership to your previous one (see 'Taking out a New Membership' on *page 6*).

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 12*
- 'Logging in with Your LTA Login' on *page 17*

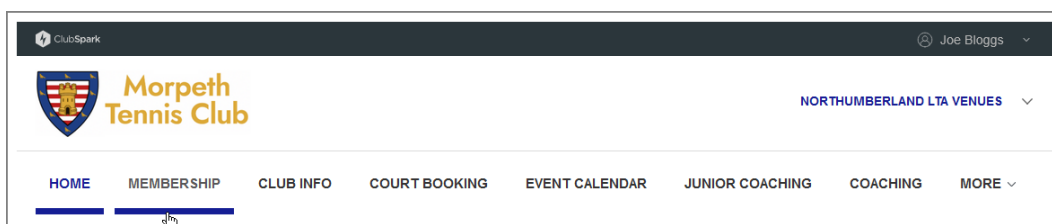


Note that even if you pay your subscription by standing order (or have already paid it through a multi-year deal on the 2022 crowdfunder), you still have to register with Morpeth Tennis Club through ClubSpark, so that we can renew your membership on the website.

Renewing Membership

The steps below outline the full procedure for renewing your membership.

1. Click the **MEMBERSHIP** tab.



The **MEMBERSHIP** page appears.

The screenshot shows the Morpeth Tennis Club website. At the top, there is a dark header with the ClubSpark logo on the left and a user profile 'Joe Bloggs' on the right. Below the header is the club's logo and name, 'Morpeth Tennis Club', and a dropdown menu for 'NORTHUMBERLAND LTA VENUES'. A main navigation bar contains links for HOME, MEMBERSHIP (which is highlighted), CLUB INFO, COURT BOOKING, EVENT CALENDAR, JUNIOR COACHING, COACHING, and MORE. A secondary blue navigation bar under MEMBERSHIP has links for Rates, Renewing, and Court Access. The main content area features a large image of a tennis court with a net in the foreground. Below the image is the heading 'Membership'. The text below the heading reads: 'Welcome to our membership page. Here you will find a range of membership types designed to meet a wide variety of needs. If you need further information before making your choice, please get in touch with one of our team via the contact page.' This is followed by the text 'Annual memberships run from 1st April through to 31st March'. A section titled 'Benefits of membership are:' lists two bullet points: 'eligibility for Wimbledon ballot' and 'free British Tennis Membership'.

2. Scroll down to the **Your Membership** heading.

Your membership

Your renewals and invitations from Morpeth Tennis Club.

Senior Full 2023
01/04/2023 - 31/03/2024
Senior full membership
Eligibility: Adult

£160.00
in full or
£13.50
a month for 12 months

[Renew now](#)

Other memberships

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

£60.00
in full

[Join now](#)

Family Membership 2023 Renewal
01/04/2023 - 31/03/2024
There is a limit of 4 members for this package

£315.00
in full or
£26.50
a month for 12 months

[Join now](#)

Guardian 2023
01/04/2023 - 31/03/2024
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).

£15.00
in full

[Join now](#)

Junior (under 18) 2023
01/04/2023 - 31/03/2024
Junior (under 18) membership
Eligibility: Allows junior (under 18) play up to 7pm Monday- Friday and all day at weekends.

£35.00
in full

[Join now](#)

Non-playing / Social 2023
01/04/2023 - 31/03/2024
Non-playing membership.

£15.00
in full

[Join now](#)

Student 2023
01/04/2023 - 31/03/2024
Student membership up to age of 24 and in full time education.
Eligibility: Up to the age of 24 and in full time education.

£45.00
in full

[Join now](#)

You should see here the same membership that has just expired, duplicated for the next season. Beneath the **Other Memberships** heading you should see all the other types of membership available at the club.

3. Click the **Renew now** button to renew a membership.

For instance, here we're opting to renew the senior full membership:

Your membership

Your renewals and invitations from Morpeth Tennis Club.

Senior Full 2023
01/04/2023 - 31/03/2024
Senior full membership
Eligibility: Adult

£160.00
in full or
£13.50
a month for 12 months

[Renew now](#)

Other memberships

The website now shows a payment page.

How would you prefer to pay?

Pay in full using Direct Debit with GoCardless GoCARDLESS (more info)

Pay in monthly Direct Debit instalments GoCARDLESS (more info)
Via GoCardless. What is [GoCardless](#)

Pay in full using a Credit/Debit Card stripe
Via Stripe. What is [Stripe?](#)

Pay us a Cheque
Please make cheques payable to Morpeth 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.

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.

Senior Full 2023
Renewal
01 Apr 2023 - 31 Mar 2024
£160.00 in full or £13.50 a month for 12 months

UK Gift aid declaration

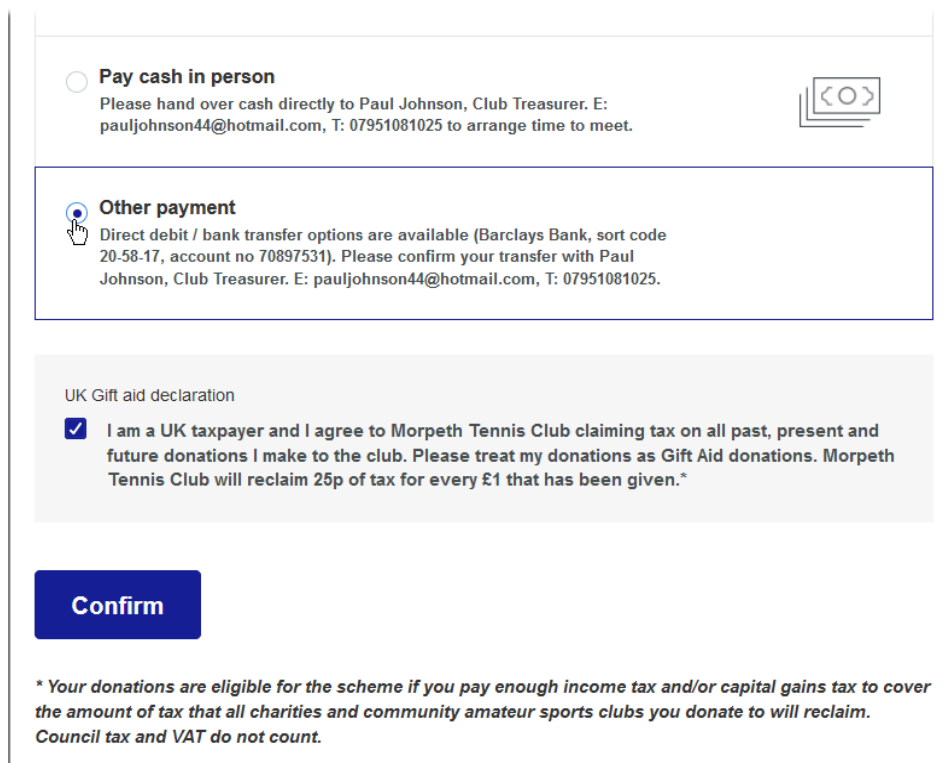
I am a UK taxpayer and I agree to Morpeth Tennis Club claiming tax on all past, present and future donations I make to the club. Please treat my donations as Gift Aid donations. Morpeth Tennis Club will reclaim 25p of tax for every £1 that has been given.*

[Continue](#)

* Your donations are eligible for the scheme if you pay enough income tax and/or capital gains tax to cover the amount of tax that all charities and community amateur sports clubs you donate to will reclaim. Council tax and VAT do not count.

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.

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



The screenshot shows a payment form with two radio button options. The first option is 'Pay cash in person', which is unselected. The second option is 'Other payment', which is selected and highlighted with a blue border. Below the options is a 'UK Gift aid declaration' section with a checked checkbox. At the bottom of the form is a blue 'Confirm' button. A disclaimer is located at the very bottom of the form.

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.

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.

UK Gift aid declaration

I am a UK taxpayer and I agree to Morpeth Tennis Club claiming tax on all past, present and future donations I make to the club. Please treat my donations as Gift Aid donations. Morpeth Tennis Club will reclaim 25p of tax for every £1 that has been given.*

Confirm

* Your donations are eligible for the scheme if you pay enough income tax and/or capital gains tax to cover the amount of tax that all charities and community amateur sports clubs you donate to will reclaim. Council tax and VAT do not count.

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.

5. If you are eligible to make the UK gift aid declaration and are happy for Morpeth Tennis Club to claim tax back on your payments, leave the **UK Gift aid declaration** box checked. Otherwise, uncheck the box.
6. Click the **Confirm** button to complete the membership application process.
7. 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:

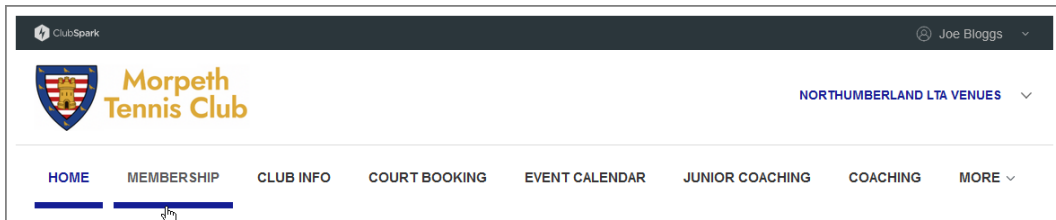
Email: club.treasurer@morpethtennis.org

Tel: 07951 081025

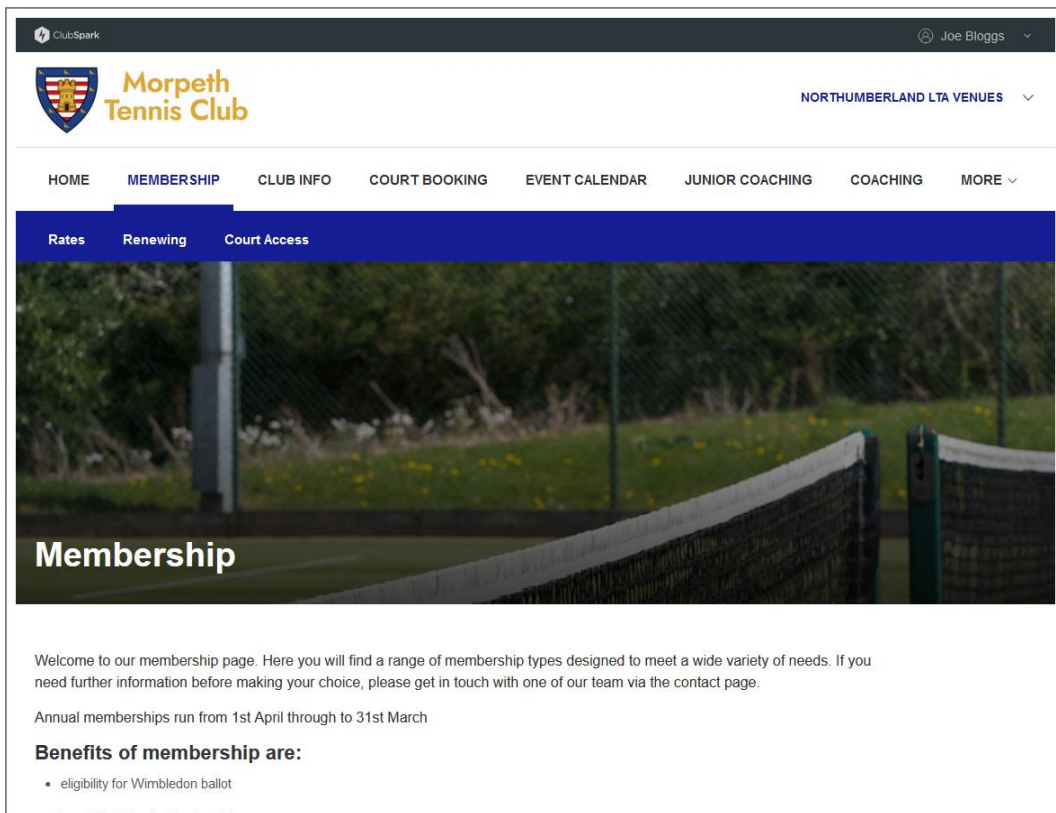
Taking out a New Membership

If, rather than renewing a membership from the previous season, you are taking out a new membership, either because you're a new member or because you are changing the type of membership you are taking out, follow the steps below.

1. Click the **MEMBERSHIP** tab.



The **MEMBERSHIP** page appears.



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

Memberships

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

£60.00
in full

[Join now](#)

Family Membership 2023
01/04/2023 - 31/03/2024
Family membership (2 adults and 2 children under 18)
Eligibility: 2 adults and 2 children (under 18) from the same family
There is a limit of 4 members for this package

£315.00
in full or
£26.50
a month for 12 months

[Join now](#)

Guardian 2023
01/04/2023 - 31/03/2024
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).

£15.00
in full

[Join now](#)

Junior (under 18) 2023
01/04/2023 - 31/03/2024
Junior (under 18) membership
Eligibility: Allows junior (under 18) play up to 7pm Monday- Friday and all day at weekends.

£35.00
in full

[Join now](#)

Non-playing / Social 2023
01/04/2023 - 31/03/2024
Non-playing membership.

£15.00
in full

[Join now](#)

Senior Full 2023
01/04/2023 - 31/03/2024
Senior full membership
Eligibility: Adult

£160.00
in full or
£13.50
a month for 12 months

[Join now](#)

Student 2023
01/04/2023 - 31/03/2024
Student membership up to age of 24 and in full time education.
Eligibility: Up to the age of 24 and in full time education.

£45.00
in full

[Join now](#)

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

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

| | |
|---|--|
| Non-playing / Social 2023 01/04/2023 - 31/03/2024 Non-playing membership. | £15.00 in full Join now |
| Senior Full 2023 01/04/2023 - 31/03/2024 Senior full membership <i>Eligibility: Adult</i> | £160.00 in full or £13.50 a month for 12 months Join now |
| Student 2023 01/04/2023 - 31/03/2024 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> | £45.00 in full Join now |

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

In the illustration below these details are blurred out, but in reality they should show your details clearly.

Member details

| | | |
|-----------------------|----------------|--|
| First name | Graham | Senior Full 2023 01 Apr 2023 - 31 Mar 2024 £160.00 in full or £13.50 a month for 12 months |
| Last name | Fewell | |
| Email address | [blurred] | |
| Date of birth | [blurred] | |
| Gender | [blurred] | |
| Address 1 | [blurred] | |
| Address 2 | | |
| Address 3 | | |
| Town | Morpeth | |
| County | Northumberland | |
| Postcode | [blurred] | |
| Phone number | [blurred] | |
| Work number | | |
| Mobile number | | |
| British Tennis Number | [blurred] | |



[Next](#)

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

5. Click the Next button.

The website now shows a payment page.

How would you prefer to pay?

| | |
|--|---|
| <input type="radio"/> Pay in full using Direct Debit with GoCardless | GOCARDLESS <small>(more info)</small> |
| <input type="radio"/> Pay in monthly Direct Debit instalments Via GoCardless. What is GoCardless | GOCARDLESS <small>(more info)</small> |
| <input type="radio"/> Pay in full using a Credit/Debit Card Via Stripe. What is Stripe? | stripe |
| <input type="radio"/> Pay us a Cheque Please make cheques payable to Morpeth Tennis Club and send to Paul Johnson, Treasurer: 41 Coleridge Drive, Sherborne, Park, Choppington NE62 5HD E: pauljohnson44@hotmail.com, T: 07951081025 |  |
| <input type="radio"/> 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. |  |
| <input type="radio"/> 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. | |

UK Gift aid declaration

I am a UK taxpayer and I agree to Morpeth Tennis Club claiming tax on all past, present and future donations I make to the club. Please treat my donations as Gift Aid donations. Morpeth Tennis Club will reclaim 25p of tax for every £1 that has been given.*

Continue

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

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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.

9. If you are eligible to make the UK gift aid declaration and are happy for Morpeth Tennis Club to claim tax back on your payments, leave the **UK Gift aid declaration** box checked. Otherwise, uncheck the box.

10. Click the **Confirm** button to complete the membership application process.

11. 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

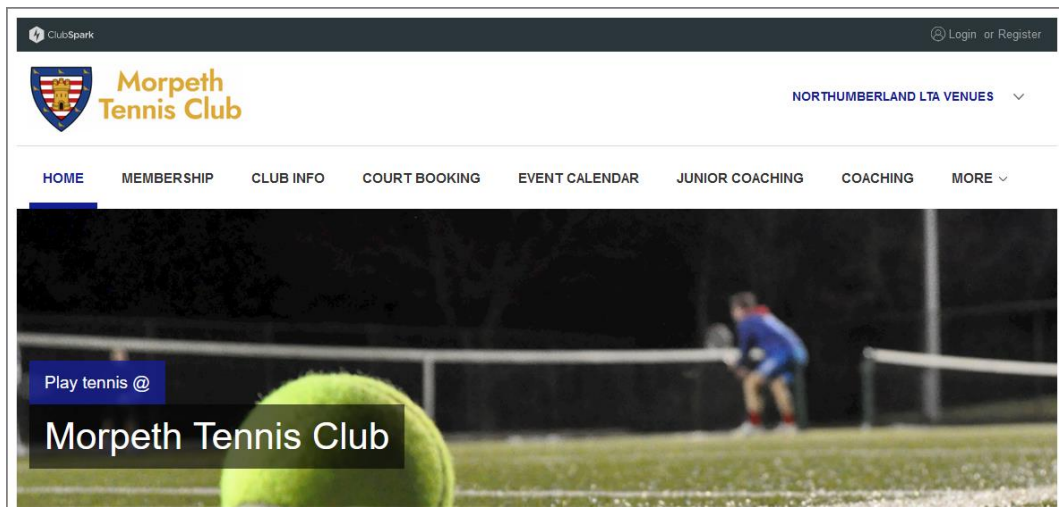
If you have not already obtained login details with which to log into the Morpeth Tennis Club website, you need to register by following the steps below.

1. Launch the MTC website.

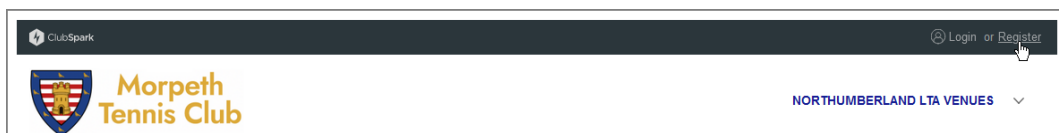
You can do this by entering the following URL in your internet browser:

<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 with ClubSpark page now appears:

ClubSpark Login or Register

 **Morpeth Tennis Club** NORTHUMBERLAND LTA VENUES ▾

Register with ClubSpark

Already have an account? [Sign in](#)

Register with an email address and password...

Please complete all the information below:

First name

Last name

Email address

We use this to confirm a booking and provide club specific information.

Confirm email address

Mobile number

We use this to send booking details and booking reminders.

Date of birth ▾ ▾ ▾

Gender Male Female

Postcode

Password

This will enable you to manage this booking and improve the process of future bookings.


By creating this account you agree that Sportlabs can contact you with regards to using the ClubSpark software.

The LTA and its national, county and island associations would like to: (i) view information held in relation to you on ClubSpark (whether inputted previously or in future); and (ii) use your personal data, including sensitive personal data, for the purposes of your involvement in British tennis and to send you information related to these purposes by post, email or SMS. Please tick this box if you consent to this:

For further details please see the [LTA privacy policy](#).

SIGN UP

Register with LTA...

 **LTA**

There are two halves to this page. The left-hand side is for a ClubSpark login while the right-hand side is for an LTA login.

The ClubSpark login details are now out-of-date, as they have been superseded by LTA login details, so we recommend that you ignore the details on the left-hand side and simply click the **LTA** button on the right-hand side.



Note that you can register on the left-hand side with ClubSpark, but if you do this, when you come to log in with the email address and password you specify for the ClubSpark login, the website will ask you to merge this login with an LTA login or create a new LTA login if you don't have one.

So, it is simpler to just create the LTA login straightaway.

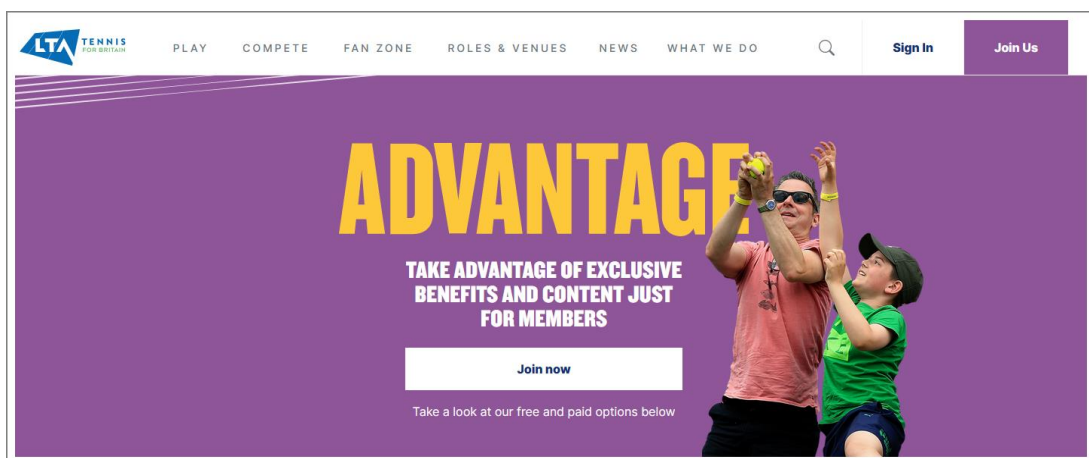
3. Click the LTA button beneath the **Register with LTA...** text on the right-hand side of the **Register with ClubSpark** page.

An LTA login page appears.

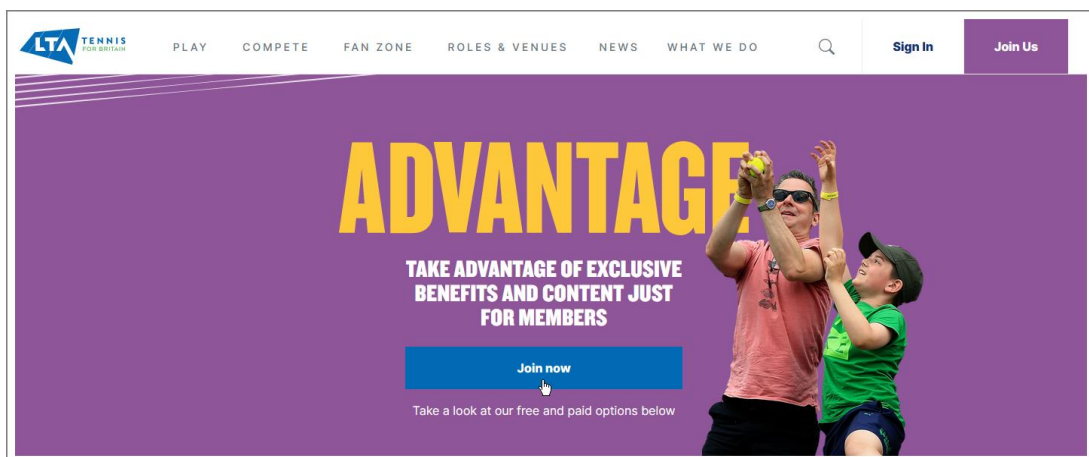
4. Click the **Join Us** button.

The screenshot shows a user interface for logging in and creating an account. On the left, under the heading "Login", there are two input fields: "Username" and "Password". Below these fields is a blue "Login" button. Underneath the login fields are two links: "Forgot username?" and "Forgot password?". A note below the links states: "Your username can be found at the top of most emails from the LTA". On the right, under the heading "Create your Account", there is a list of three bullet points: "Manage and update your personal information", "View your Membership and role specific access", and "Upload your match results to keep track of your progress". Below the list is a purple "Join Us" button with a mouse cursor hovering over it.

You now see this page:



5. Click the **Join now** button in the middle of the page.



This page now appears:

LTA TENNIS FOR ALL

PLAY COMPETE FAN ZONE ROLES & VENUES NEWS WHAT WE DO

Sign In Join Us

Register today

JOIN NOW TO TAKE ADVANTAGE

First name

Last name

Date of birth

DD MM YYYY

Gender

Male

Female

Email address

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

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

- Now simply fill in the details on this page, ensure that you check the first of the two check boxes in the light blue area towards the bottom of the page (in order to accept the LTA's terms and conditions), 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 login page of the website.

ClubSpark Login or Register

 **Morpeth Tennis Club**

Sign in to book or manage your upcoming bookings

Please note

- Every time you sign in you will need to use the same method you selected to create your account

Haven't created an account? [Click here](#)

Sign in with email...

Email address


Password


Remember me?


[Forgotten your password?](#)


Sign in

Sign in with your social account

 LTA

 Facebook

 Google

 Microsoft

2. Click the LTA button on the right-hand side of the page.

Sign in to book or manage your upcoming bookings

Please note

- Every time you sign in you will need to use the same method you selected to create your account

Haven't created an account? [Click here](#)

Sign in with email...

Email address

Password

Remember me?

[Forgotten your password?](#)

Sign in

Sign in with your social account

LTA

Facebook

Google

Microsoft

An LTA login page appears.

LTA TENNIS FOR BRITAIN

Login

Username

Username

Password

Password

Login

[Forgot username?](#)

[Forgot password?](#)

Your username can be found at the top of most emails from the LTA

Create your Account

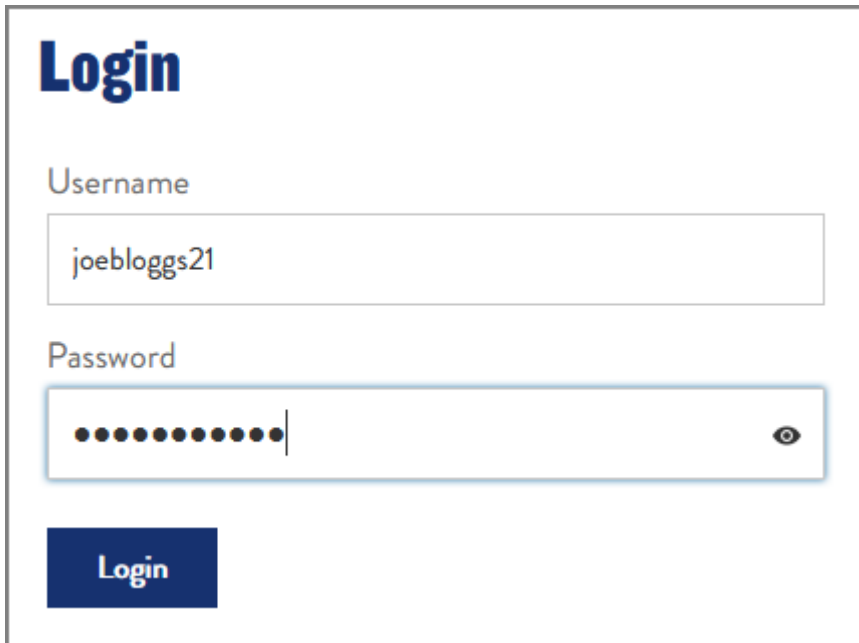
- Manage and update your personal information
- View your Membership and role specific access
- Upload your match results to keep track of your progress
- Access exclusive content and redeem benefits

Join Us

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

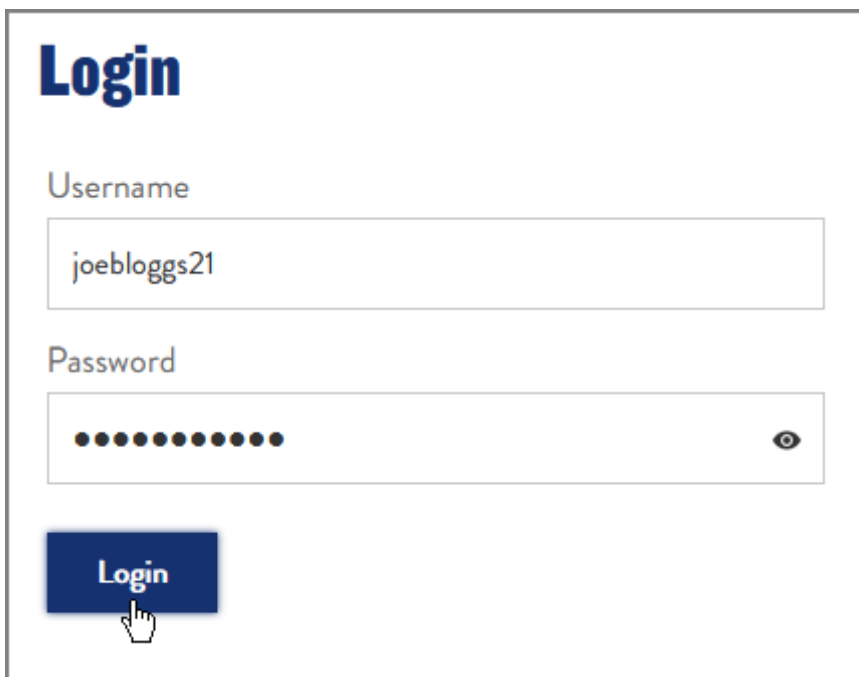
4. Type your password in the **Password** box.

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



The screenshot shows a login form titled "Login". It has two input fields: "Username" and "Password". The "Username" field contains the text "joebloggs21". The "Password" field contains ten dots, indicating a password of ten characters. A blue highlight is around the "Password" field. Below the fields is a blue "Login" button.

5. Click the **Login** button.



The screenshot shows the same login form as above. A mouse cursor is pointing at the blue "Login" button, indicating the next step in the process.

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

