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:

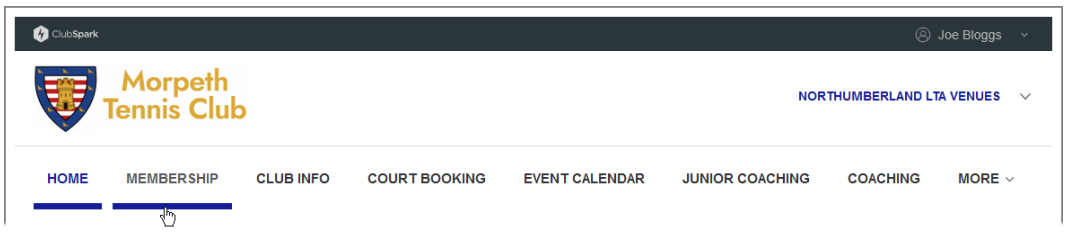
- 'Registering with ClubSpark' on *page 12*
- 'Logging in with Your LTA Login' on *page 17*

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.

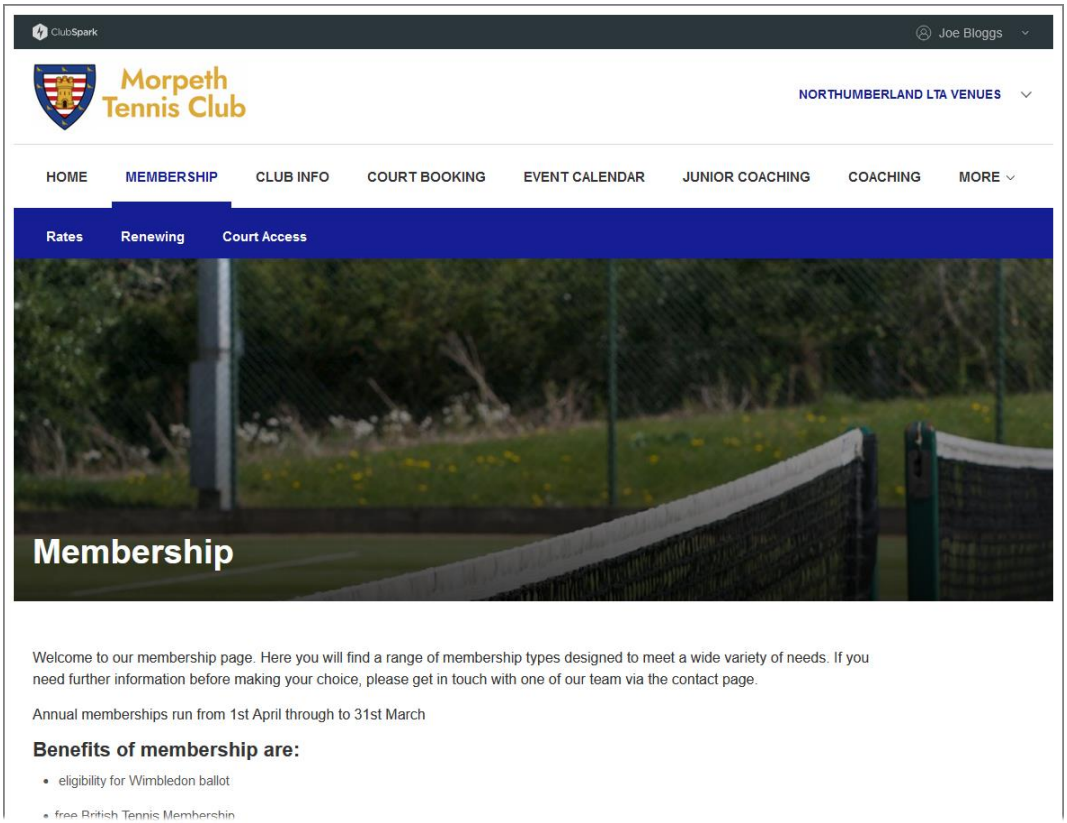
Renewing Membership

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

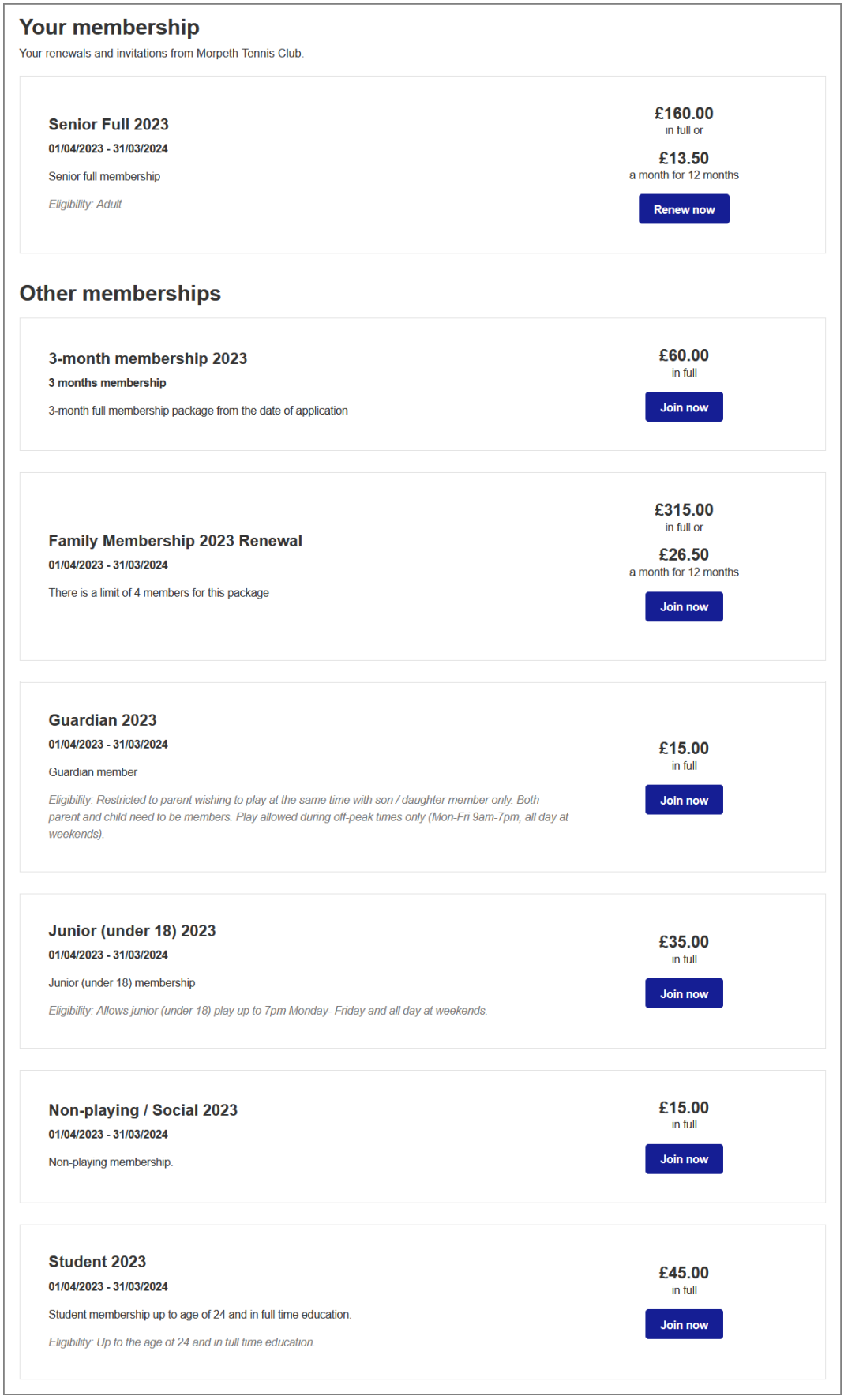
1. Click the **MEMBERSHIP** tab.



The **MEMBERSHIP** page appears.



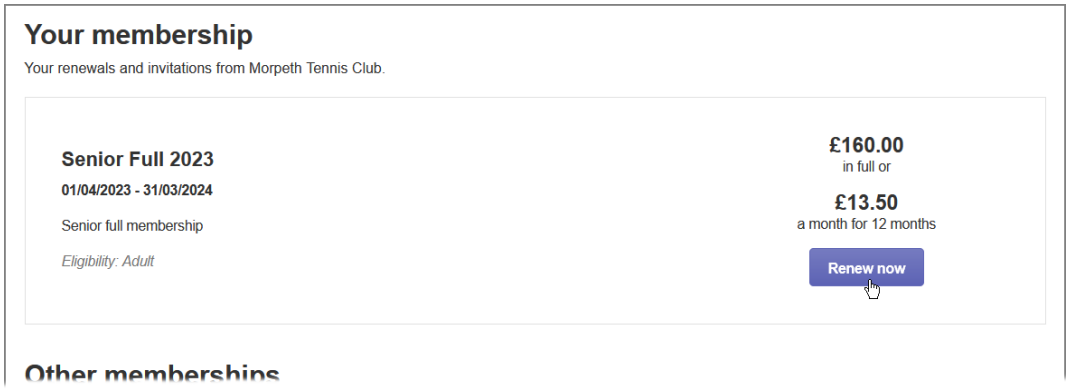
2. Scroll down to the **Your Membership** heading.



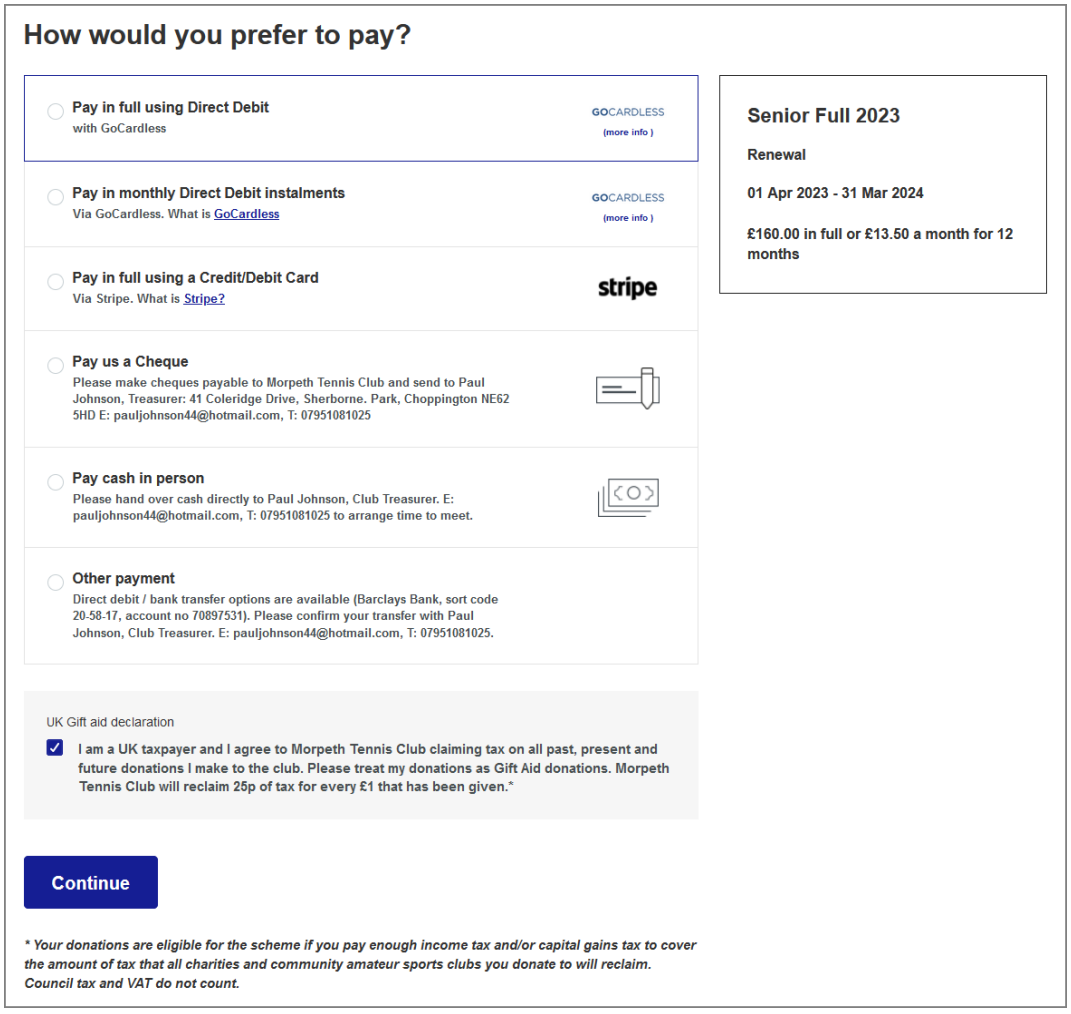
You should see here the same membership that has just expired, duplicated for the next season. Beneath the **Other Memberships** heading you should see all the other types of membership available at the club.

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

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

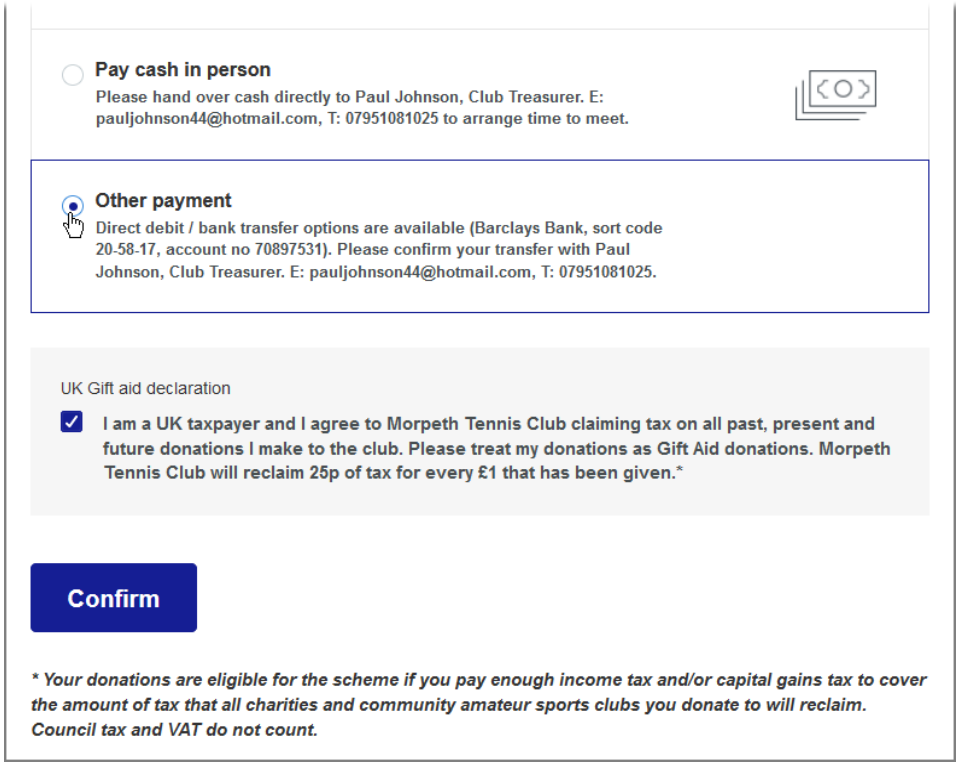


   The website now shows a payment page.



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.



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.

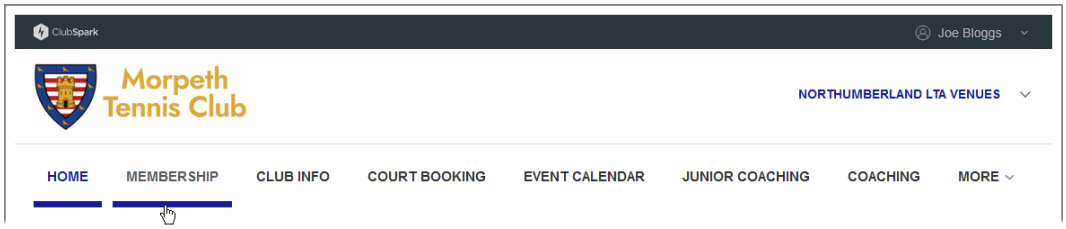
Could you also confirm your transfer with our club treasurer, Paul Johnson, whose details are below:

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

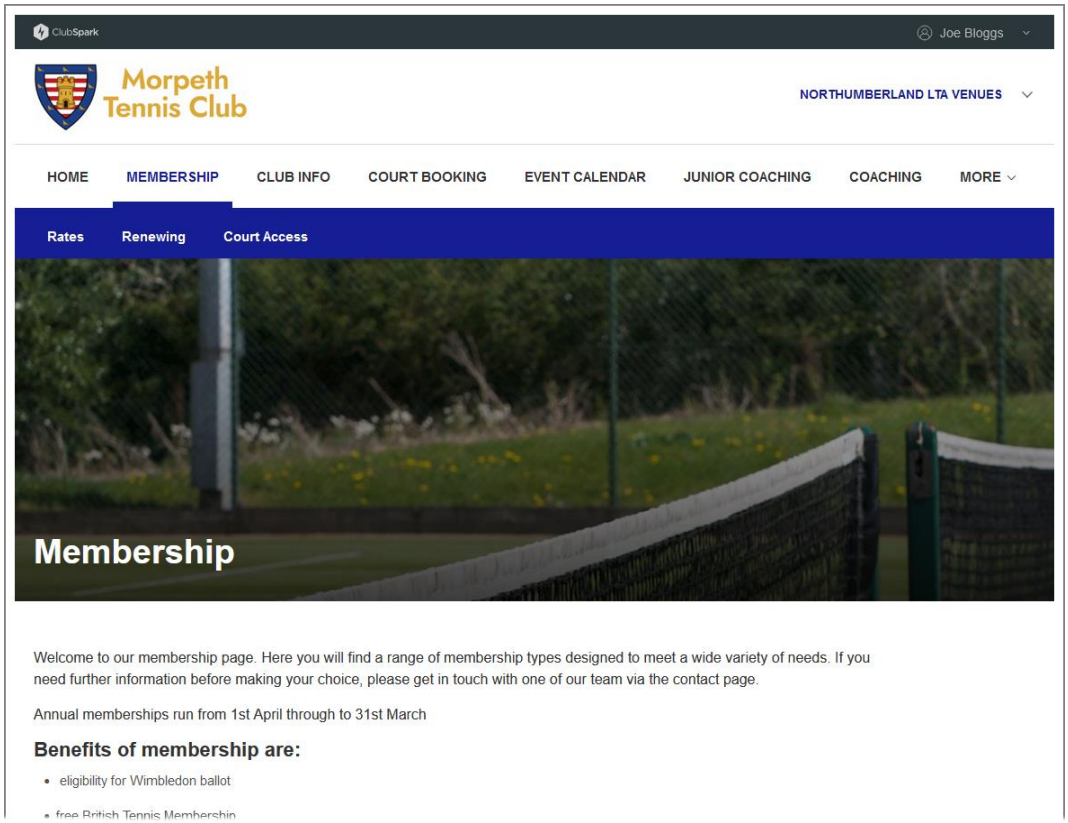
Taking out a New Membership

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.

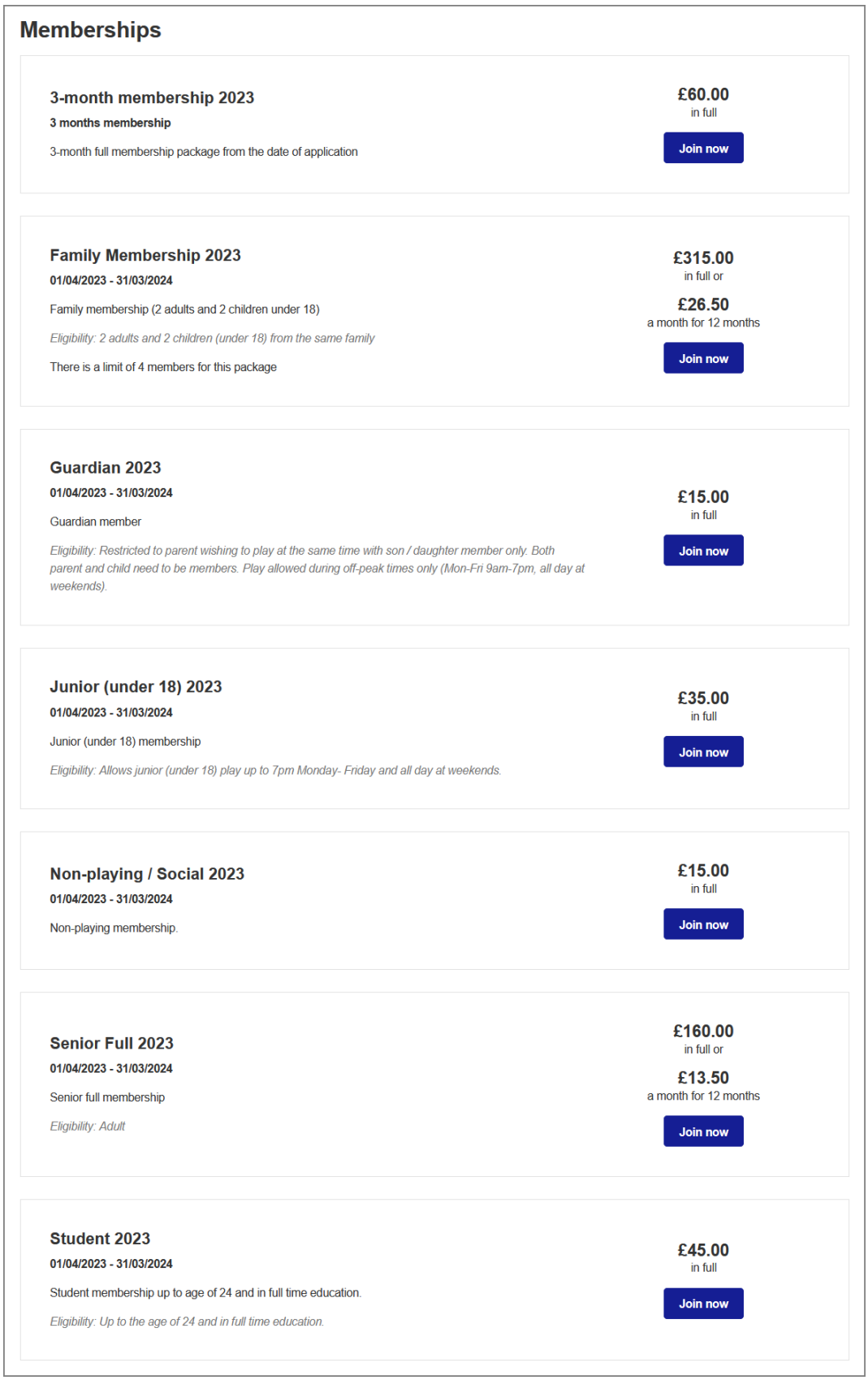
1. Click the **MEMBERSHIP** tab.



The **MEMBERSHIP** page appears.

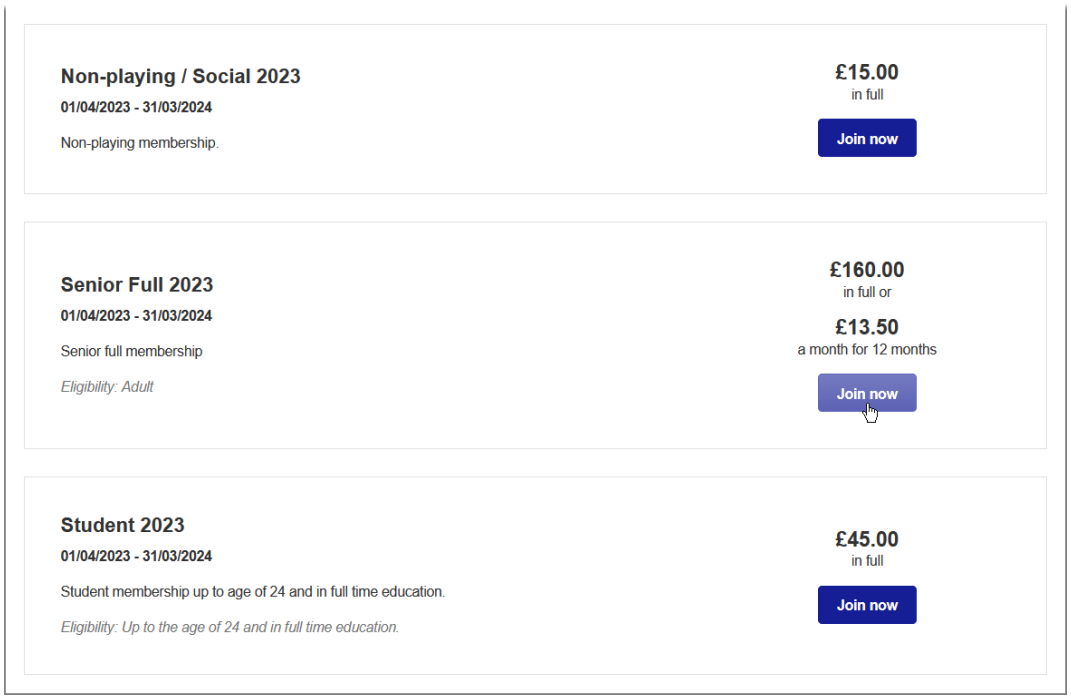


2. Scroll down to the **Memberships** heading.



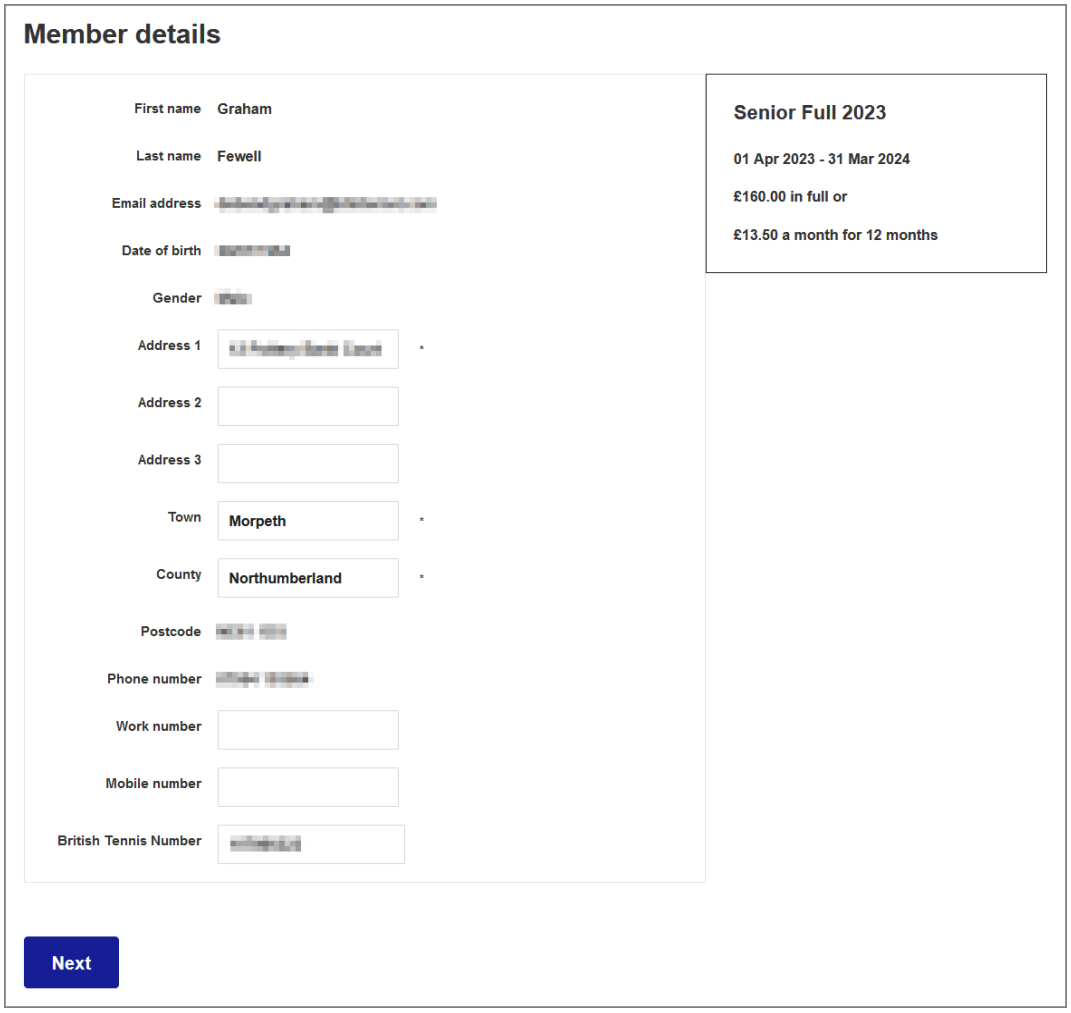
3. Click the **Join now** button to for the membership you want to take out.

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



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

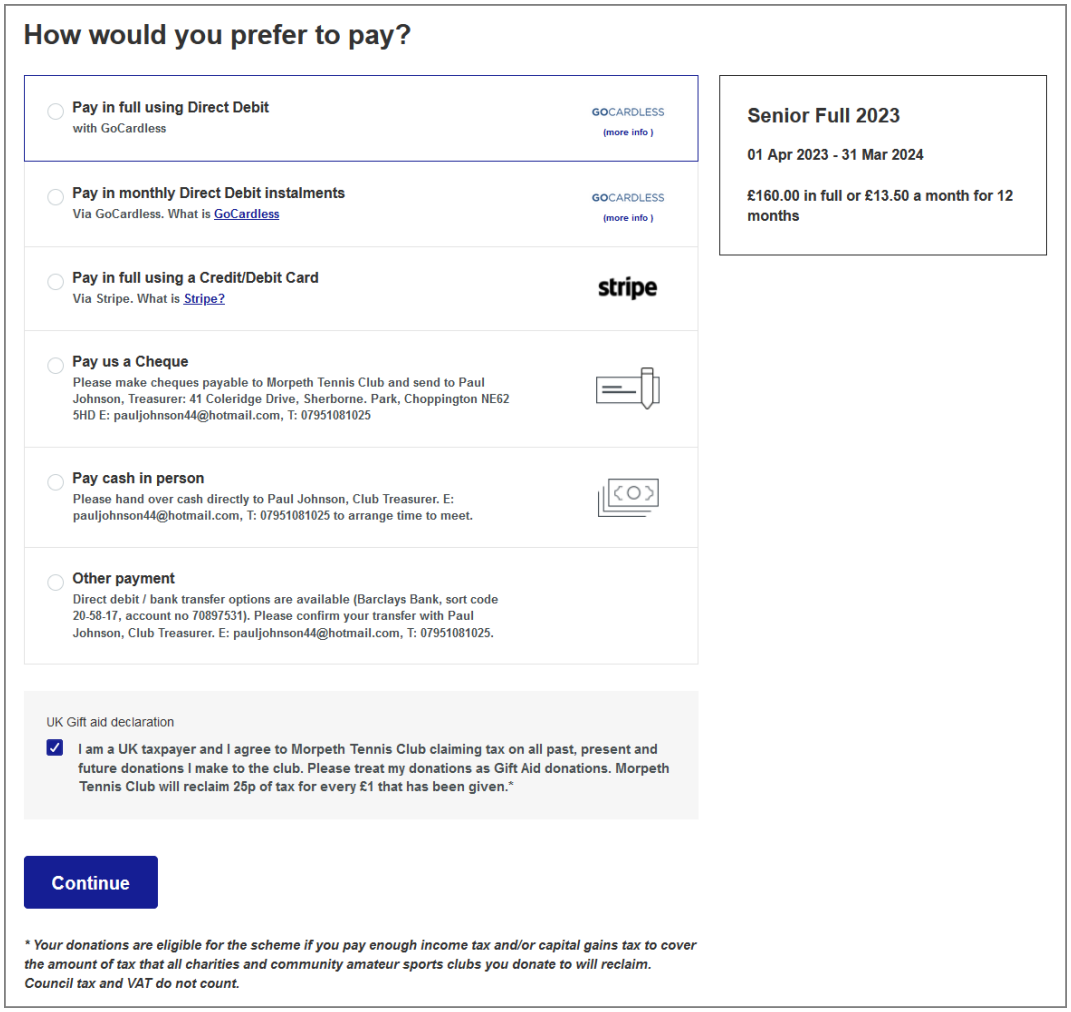
In the illustration below these details are blurred out, but in reality they should show your details clearly.



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.

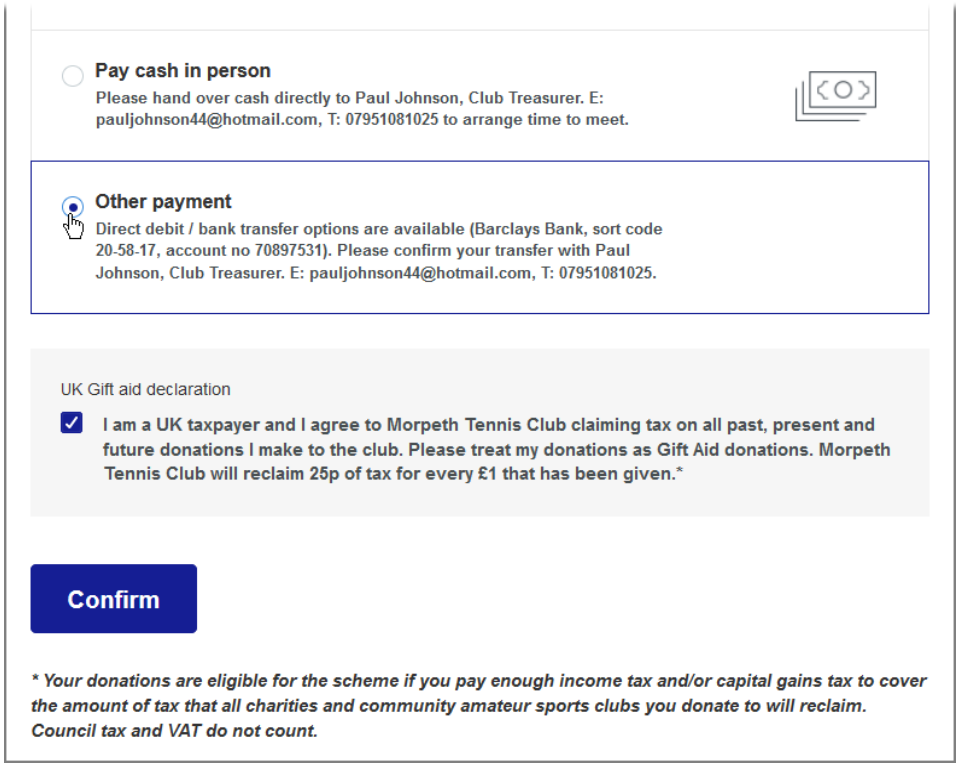
5. Click the **Next** button.

   The website now shows a payment page.



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.

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



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.

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

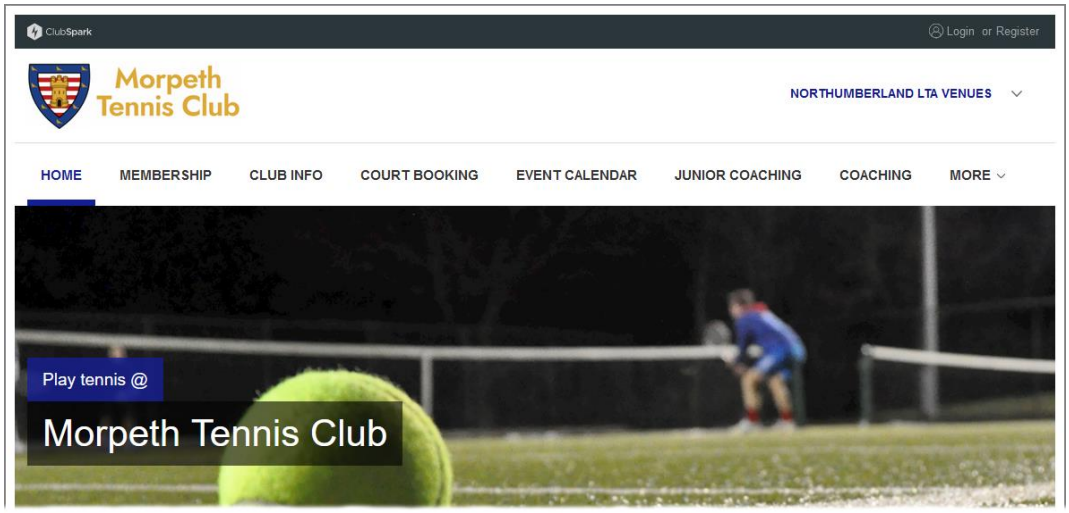
If you have not already obtained login details with which to log into the Morpeth Tennis Club website, you need to register by following the steps below.

1. Launch the MTC website.

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

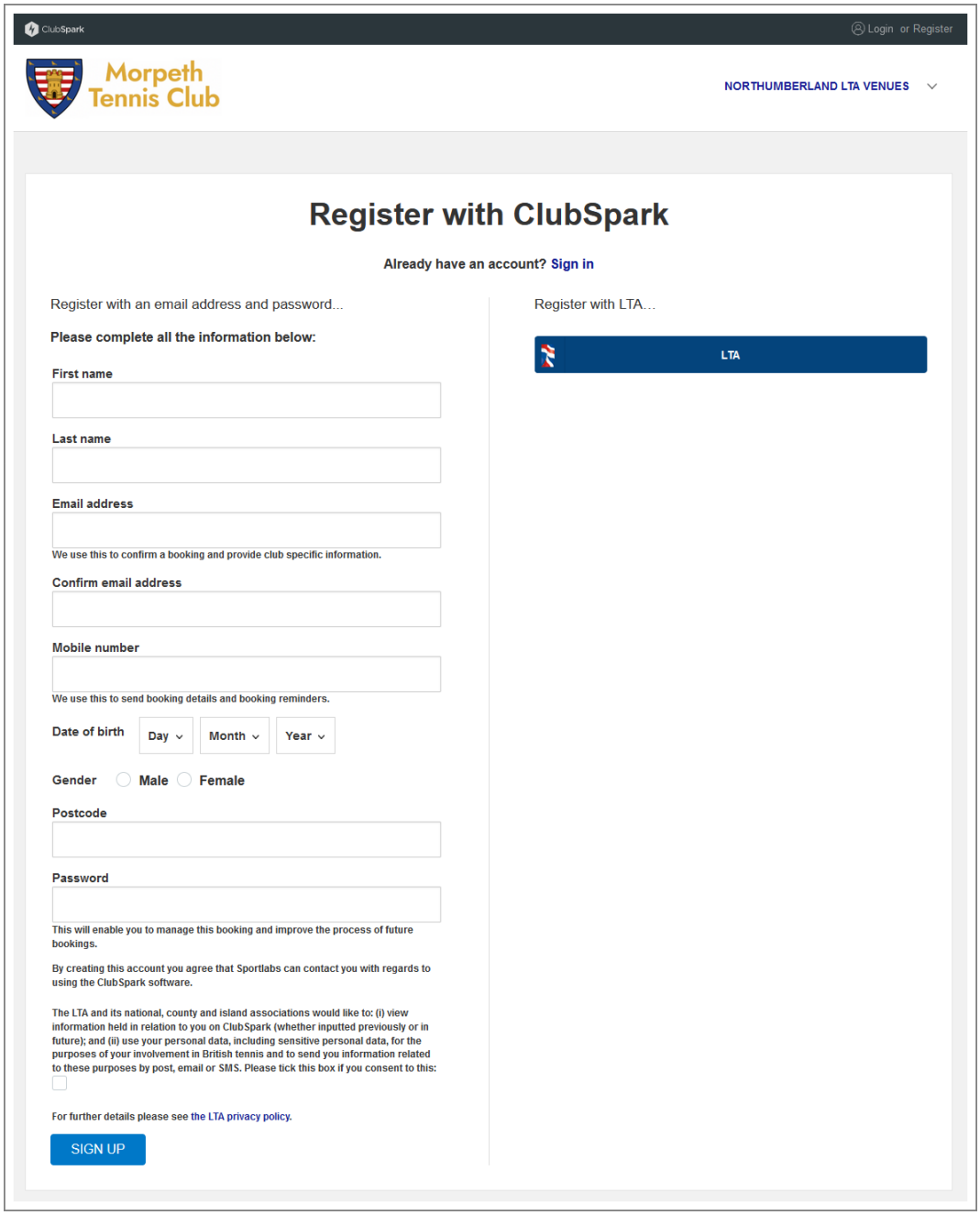
   https://clubspark.lta.org.uk/MorpethTennisClub

   You should now see the main page of the website.



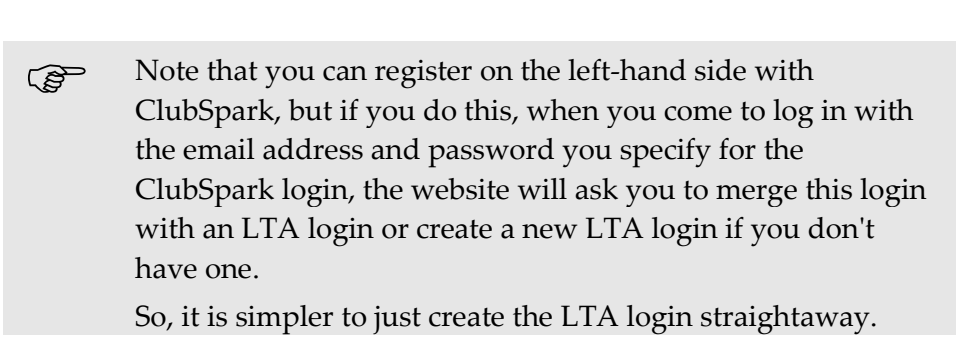
2. Click the **Register** link in the top right-hand corner of the page.

The **Register with ClubSpark** page now appears:



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.

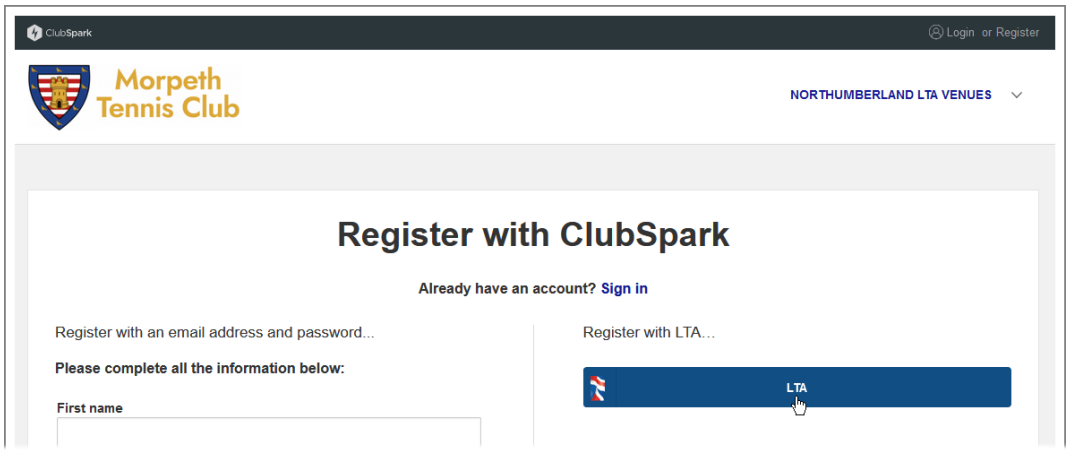
The ClubSpark login details are now out-of-date, as they have been superseded by LTA login details, so we recommend that you ignore the details on the left-hand side and simply click the **LTA** button on the right-hand side.



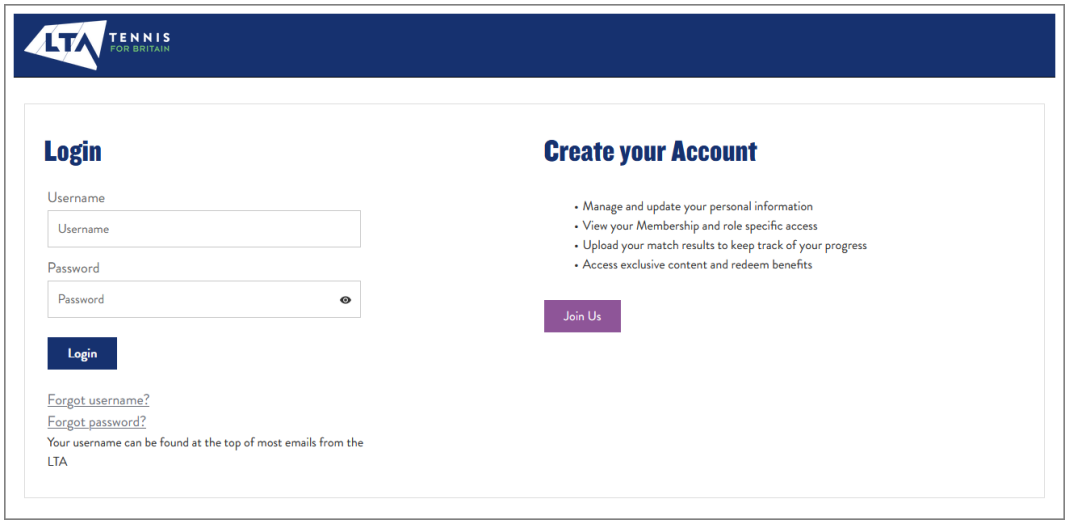
Note that you can register on the left-hand side with ClubSpark, but if you do this, when you come to log in with the email address and password you specify for the ClubSpark login, the website will ask you to merge this login with an LTA login or create a new LTA login if you don't have one.

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

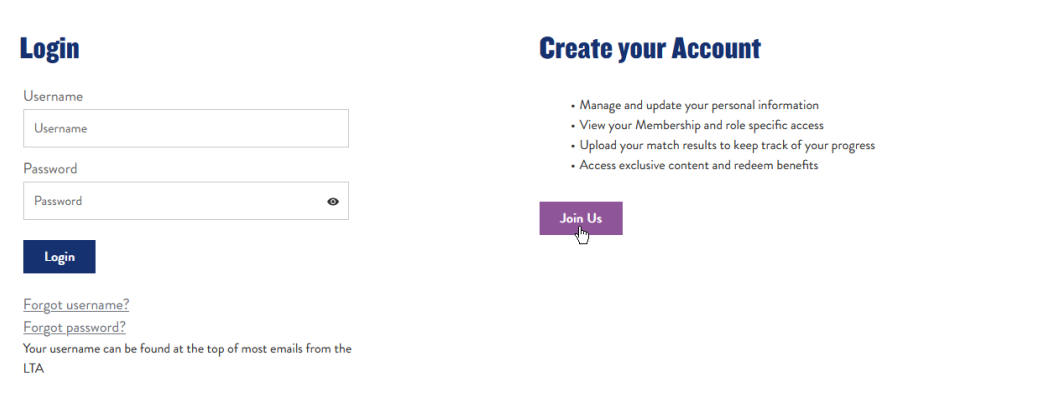
3. Click the **LTA** button beneath the **Register with LTA…** text on the right-hand side of the **Register with ClubSpark** page.



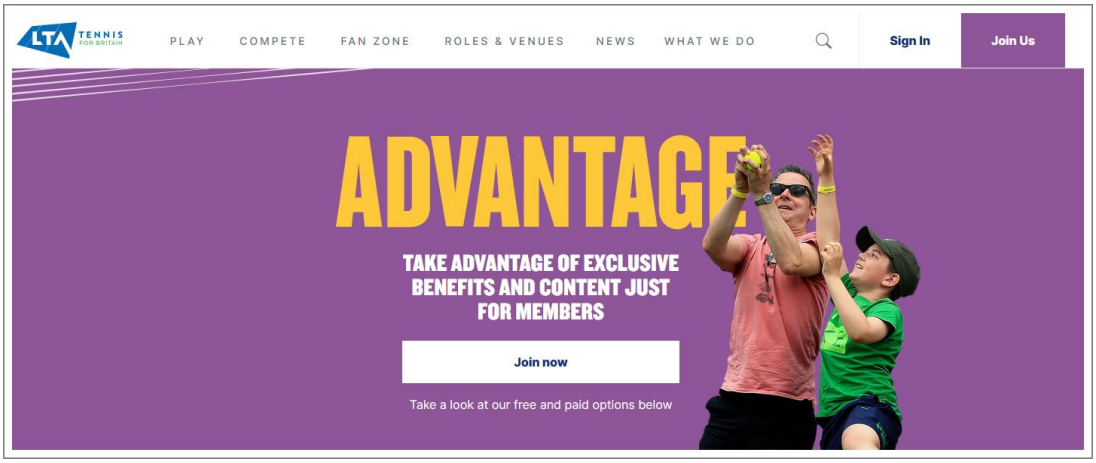
An LTA login page appears.



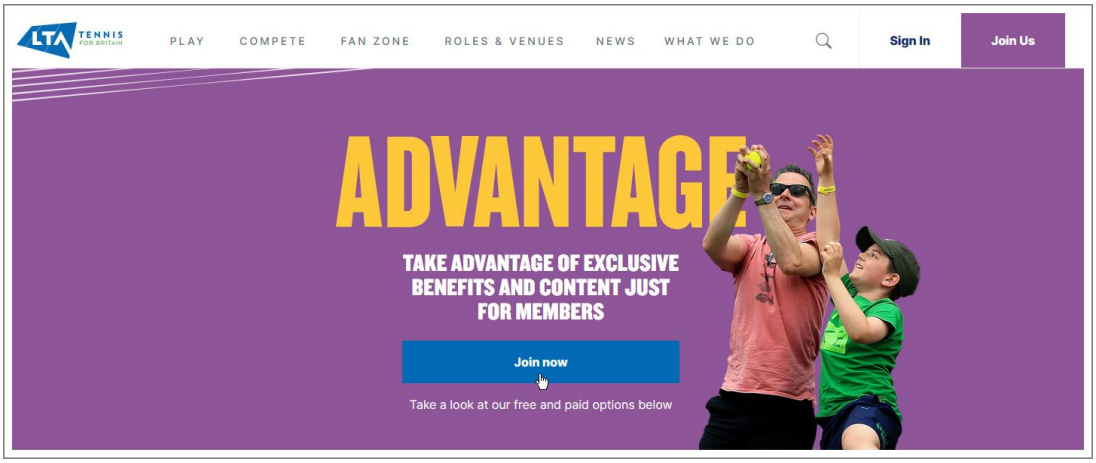
4. Click the **Join Us** button.



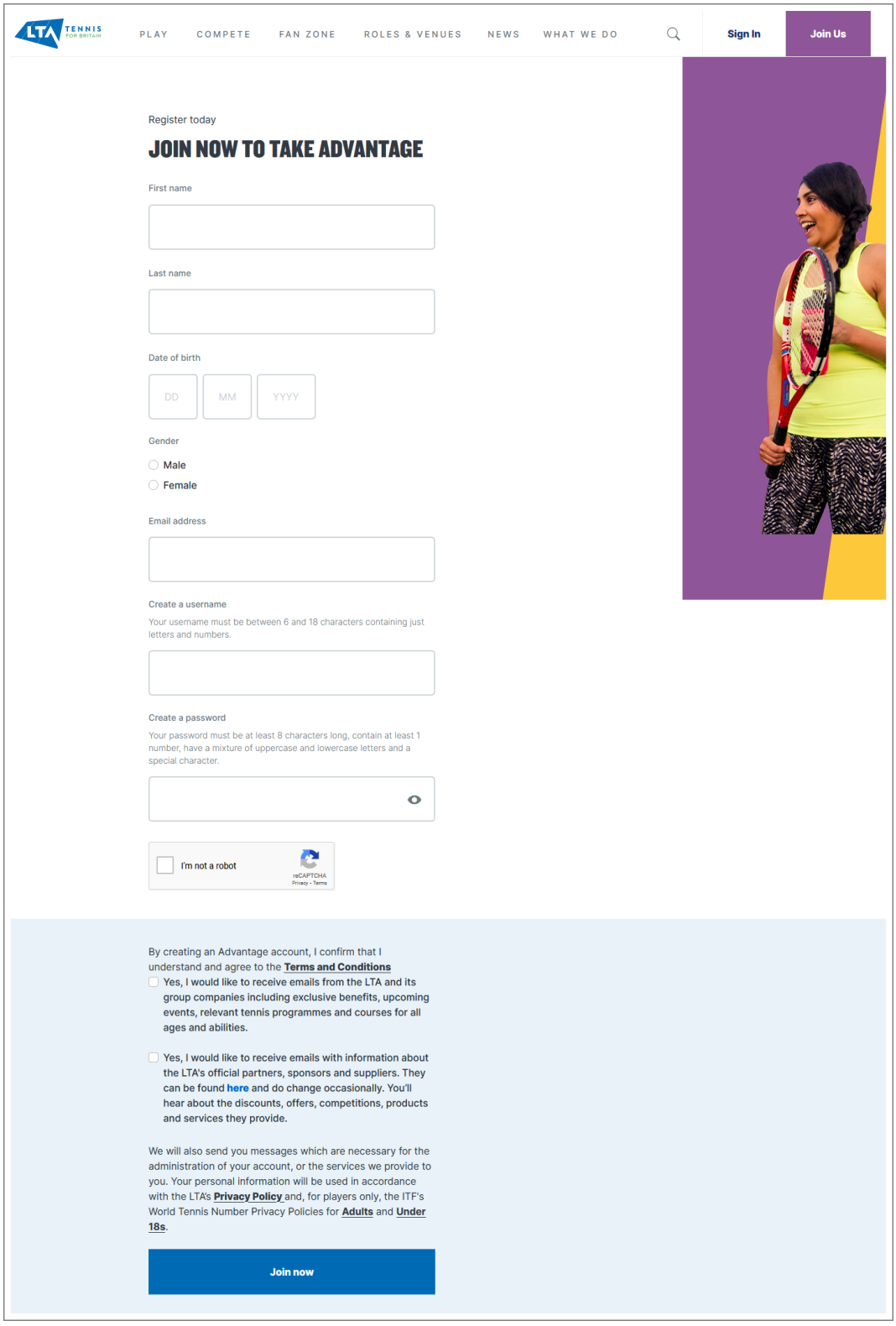
You now see this page:



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



This page now appears:



6. 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

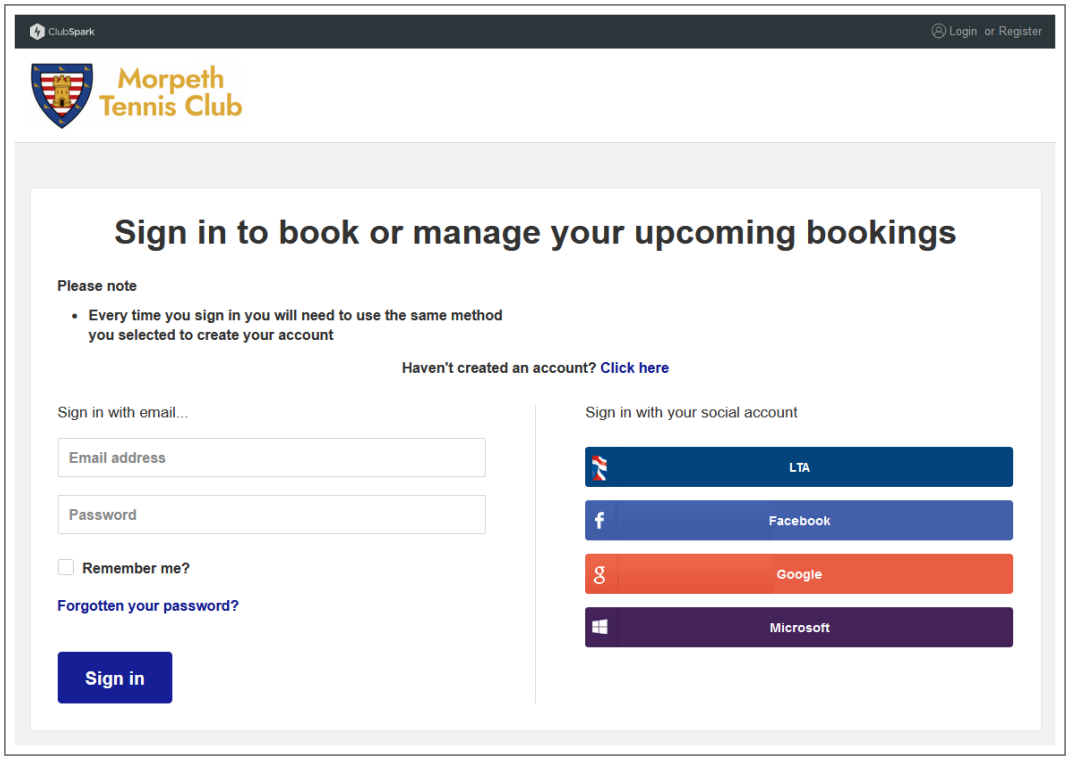
To log into the Morpeth Tennis Club website with your LTA username and password, just follow the steps below.

1. Launch the MTC website.

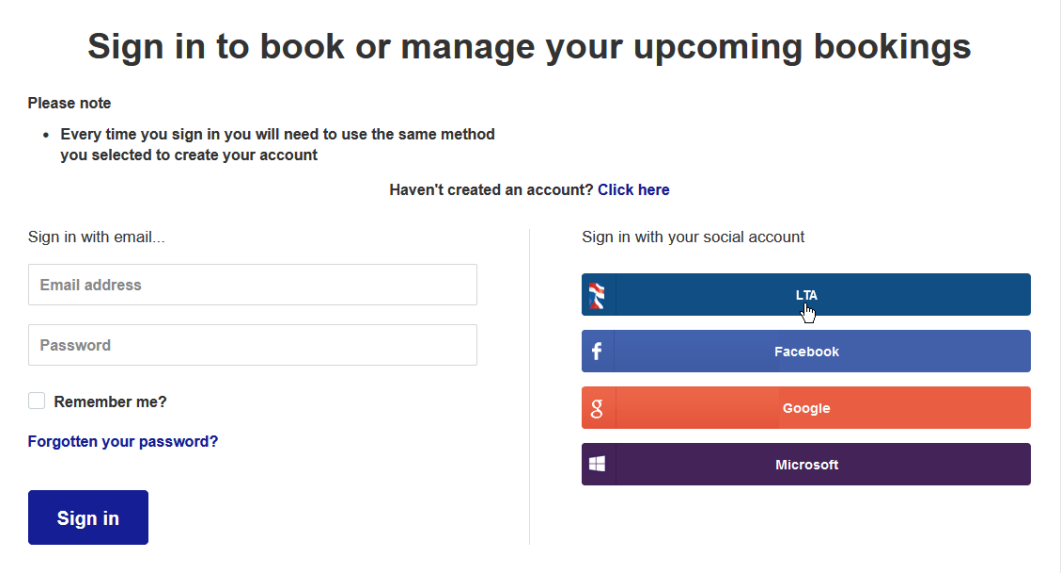
   You can do by this by entering the following URL in your internet browser:

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

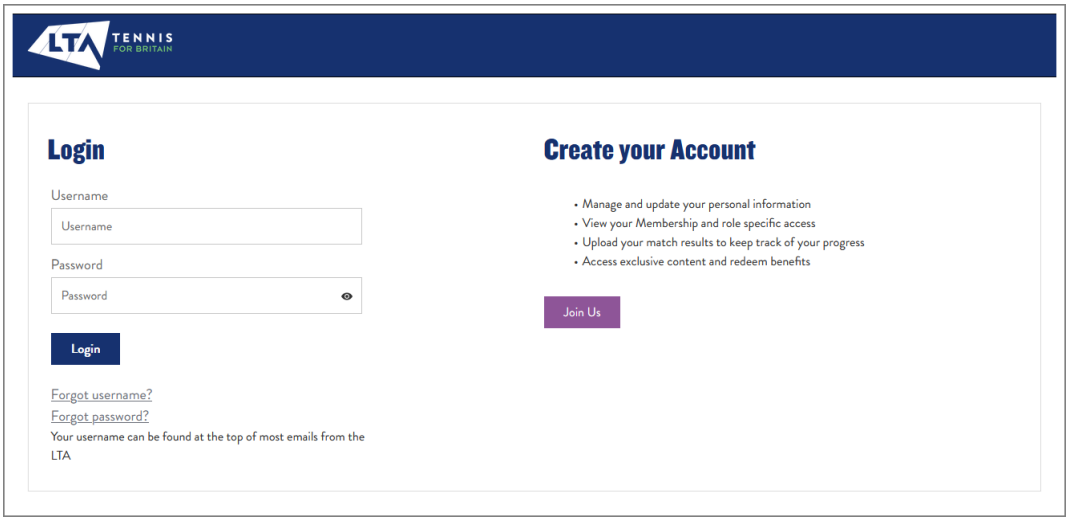
   You should now see the login page of the website.



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



An LTA login page appears.

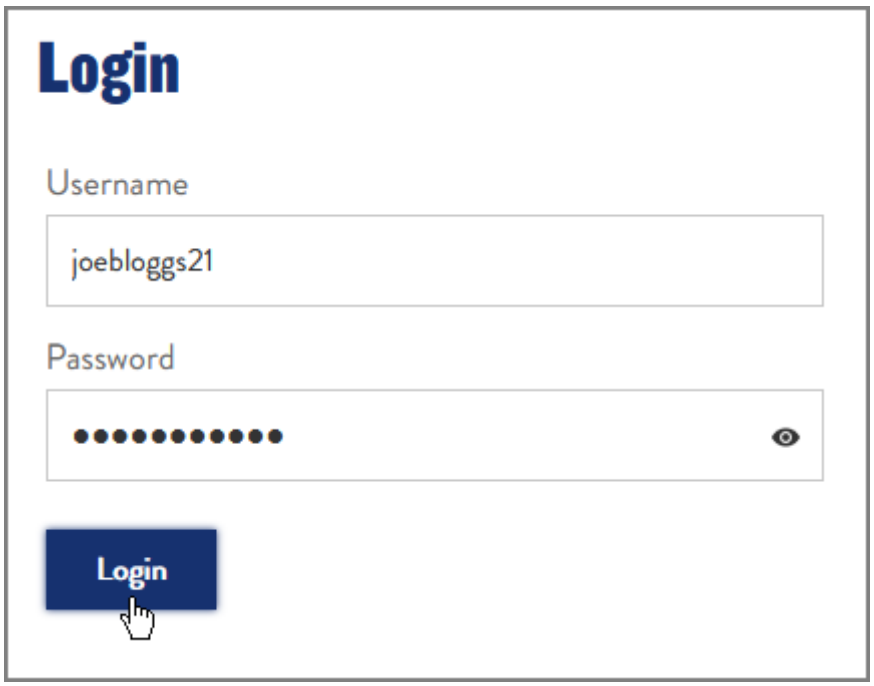
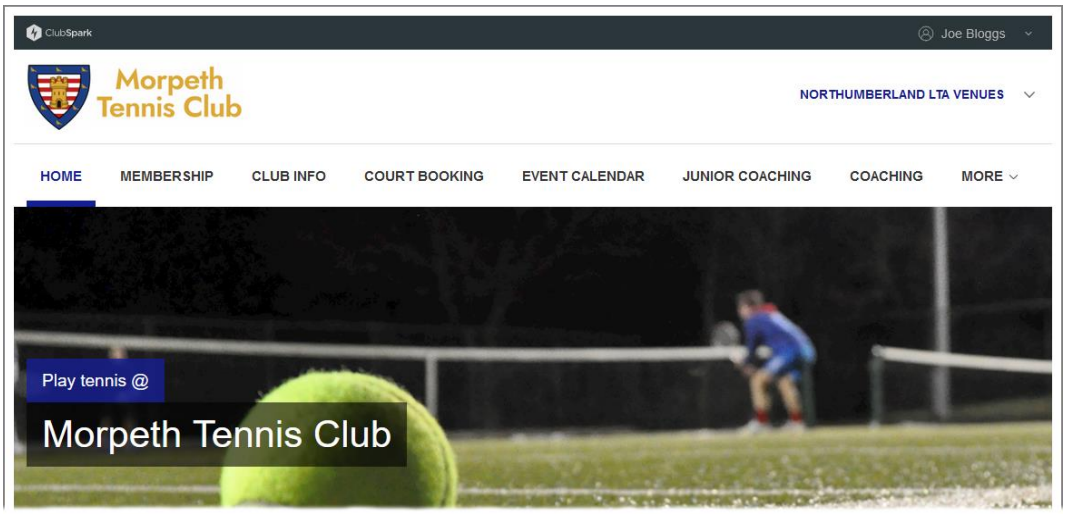


3. Type your username in the **Username** box.

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.

5. Click the **Login** button.



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