

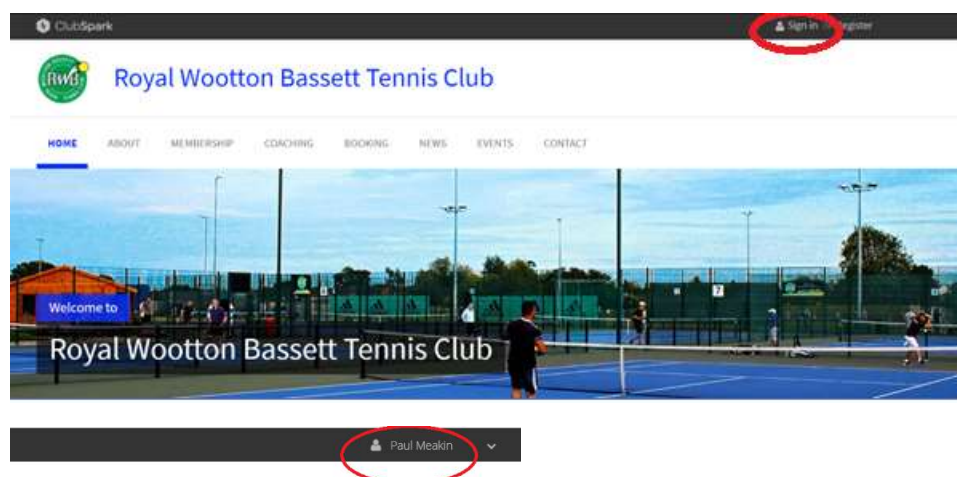


A brief guide to renewing RWB Tennis Club Membership via ClubSpark

This guide has been compiled to help Club members renew their membership subscriptions via ClubSpark, the online club management service made available via the LTA. You should have received an email from ClubSpark inviting you to renew your subscription. Follow the link in the email to begin the renewal process.

This guide is aimed at members who already have a ClubSpark account. If you do not yet have an account, please visit <https://clubspark.lta.org.uk/rwbtc> and follow the 'register' link at the top right of the screen.

If you do have an account, sign in on <https://clubspark.lta.org.uk/rwbtc> using the link at the top right of the screen, or follow the link in the email from ClubSpark.



club

EVENTS CONTACT

When you are signed in, your name will appear in the corner of the screen as above

Next, select 'Membership' from the main menu as in the next image.





When on the Membership page, scroll down until you see the Membership Package list.

Your renewals and invitations from Royal Wootton Bassett Tennis Club.


MEMBERSHIP PACKAGE	MEMBERS	STATUS	PAYMENT
Adult 2019-20 Renewal 01/04/2019 - 31/03/2020 £162.00 in full or £14.00 a month for 12 months	Paul Meakin	PENDING	RENEW NOW

Other memberships

MEMBERSHIP PACKAGE	COST	JOIN
Adult 2018-19 01/01/2019 - 31/03/2019 Adult playing membership	£40.00 in full	JOIN NOW
Family 2018-19	£82.00	JOIN NOW

Select the package to which you want to subscribe. Click on the 'Renew Now' button if you want the same package as in the previous year, or the 'Join Now' button adjacent to the package you want this year. If you decide to subscribe to a different package (by using the 'Join Now' button), check that the system has correctly populated the fields on the next page with your details. You may need the 'Join Now' option if, for example, you have retired in the last year, or an Under 10 member has moved up to the Junior age group.

If you are renewing the subscriptions for more than one membership category (for example, an adult and a junior member), you will need to go through the 'Renew' process for each member.

 **Royal Wootton Bassett Tennis Club**

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How would you prefer to pay?

<input type="radio"/> Pay in full using Direct Debit with GoCardless	GOCARDLESS (more info)	Membership application Adult 2019-20 Renewal 01/04/2019 - 31/03/2020 £162.00 in full or £14.00 a month for 12 months
<input type="radio"/> Pay in monthly Direct Debit instalments with GoCardless	GOCARDLESS (more info)	

[CONTINUE](#)



Follow the steps to select whether paying in full or in monthly instalments, enter your sort code and account number if requested by the payment process, and confirm payment as on the following screen.

The screenshot shows the 'Confirm payment' page. At the top left is the club's logo and name. A navigation menu includes HOME, ABOUT, MEMBERSHIP (highlighted), COACHING, BOOKING, NEWS, EVENTS, and CONTACT. The main heading is 'Confirm payment'. Below it, a message states: 'You already have a Direct Debit set up with ClubSpark. Add this payment to it by clicking Confirm below.' A blue 'CONFIRM' button is visible. To the right, a box titled 'Adult 2019-20 Renewal' contains the following details: '01/04/2019 - 31/03/2020', '£162.00 in full or', and '£14.00 a month for 12 months'. The footer features the club name, social media icons for Facebook and Twitter, and the LTA British Tennis logo.

The screenshot shows the 'Thank you for your membership renewal' page. It features the same navigation menu as the previous page. The main heading is 'Thank you for your membership renewal'. Below it, a message states: 'Thank you for renewing Adult 2019-20 at Royal Wootton Bassett Tennis Club. Please find below confirmation of your application.' Another message follows: 'We've received your payment instruction for £162.00 and have now activated your membership.' A box titled 'Adult 2019-20' contains a table with the following information:

Total cost	£162.00
Payment method	Direct debit
Membership starts:	01 April 2019
Membership ends:	31 March 2020

If the membership renewal process has been successful, you will immediately receive an email from ClubSpark to confirm the payment has been set up, and an email from RWB Tennis Club confirming membership renewal.

If you have any difficulties with online renewal, please contact David Lukens (david.lukens@virgin.net).