



## Teesdale Athletic Club Membership Fees: On-line Payment Scheme User Guide

Dear Club Member,

Teesdale Athletic Club uses the UK England Athletics online payment scheme for collection of Club Membership fees; which includes the 12-month club fee and UK England Athletics registration fee.

The aim of this leaflet is to show you how the online payment scheme works, providing a step by step guide explaining what to expect and how to make payment. You are encouraged to take a few moments to read this important information.

A set of FAQ for existing membership renewals is available on the club website. If after reading the FAQ you still have any questions about payment of club membership fees please do not hesitate to contact the club Membership Secretary.

Sean Williams  
Teesdale AC  
Membership Secretary  
November 2017

E-mail: [membership@teesdaleac.com](mailto:membership@teesdaleac.com)

## Description

When payment of your Club Membership fee is next due you will receive an email from 'noreply@englandathletics.org' with a subject title **Payment request from Teesdale AC**. An example is shown opposite.

## Image

noreply@englandathletics.org  
9/14/2017 10:40 AM

Payment request from Teesdale AC  
To: sean.williams.uk@gmail.com

**Club Membership Invoice**

Hello, this is an invoice for Sean Williams's membership of Teesdale AC which is now due. You can pay online using the button below.

Club Name:	Teesdale AC
Member Name:	Sean Williams
Membership Type:	Senior membership
Amount Due:	£40.00

[View Invoice and Pay Online](#)

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error please notify the originator of the message. This footer also confirms that this e-mail message has been scanned for the presence of computer viruses.

Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of England Athletics.

England Athletics Ltd.  
Registered in England No. 5583713.  
Alexander Stadium  
Walsall Road  
Perry Barr  
Birmingham  
B42 2BE

This e-mail has been scanned for all viruses by Star. The service is powered by MessageLabs. For more information on a proactive anti-virus service working around the clock, around the globe, visit: <http://www.star.net.uk>

Check the following details are correct:

- Member Name.
- Membership Type.
- Amount Due.

If you believe any of these details are to be incorrect you should contact the club Membership Secretary as soon as possible.

noreply@englandathletics.org  
9/14/2017 10:40 AM

Payment request from Teesdale AC  
To: sean.williams.uk@gmail.com

**Club Membership Invoice**

Hello, this is an invoice for Sean Williams's membership of Teesdale AC which is now due. You can pay online using the button below.

Club Name:	Teesdale AC
Member Name:	Sean Williams
Membership Type:	Senior membership
Amount Due:	£40.00


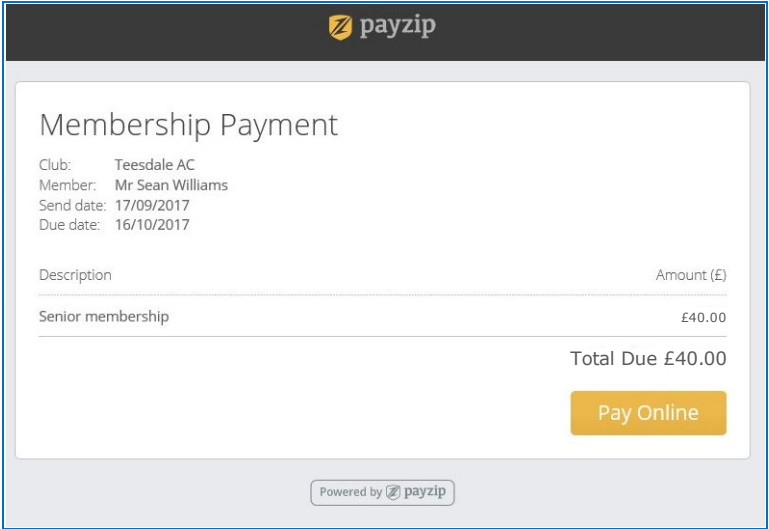

[View Invoice and Pay Online](#)

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error please notify the originator of the message. This footer also confirms that this e-mail message has been scanned for the presence of computer viruses.

Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of England Athletics.

England Athletics Ltd.  
Registered in England No. 5583713.  
Alexander Stadium  
Walsall Road  
Perry Barr  
Birmingham  
B42 2BE

This e-mail has been scanned for all viruses by Star. The service is powered by MessageLabs. For more information on a proactive anti-virus service working around the clock, around the globe, visit: <http://www.star.net.uk>

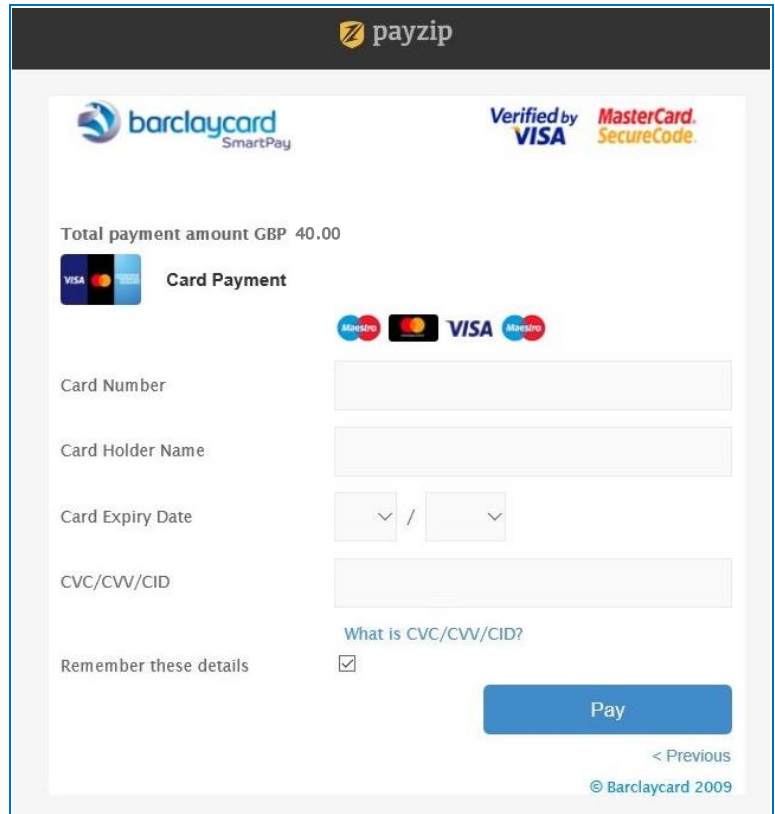
Description	Image
<p>If the details are correct select the <b>View Invoice and Pay Online</b> button</p>	
<p>After selecting the <b>View Invoice and Pay Online</b> button a new internet browser window will open showing the Membership Payment details powered by payzip.</p> <p>UK England Athletics uses payzip to administrate all its online payments.</p> <p>An example of the invoice is shown opposite. It confirms the club details as well as your name and the total amount payable.</p> <p>Remember the online payment scheme is only being rolled out for Senior membership only at this time.</p> <p>The Club Membership fee is payable once every 12-months.</p> <p>The Club Membership fee for all Senior membership has increased to £40 as from the 1st October 2017.</p>	
<p>After you have reviewed the invoice details select the <b>Pay Online</b> button</p>	

## Description

## Image

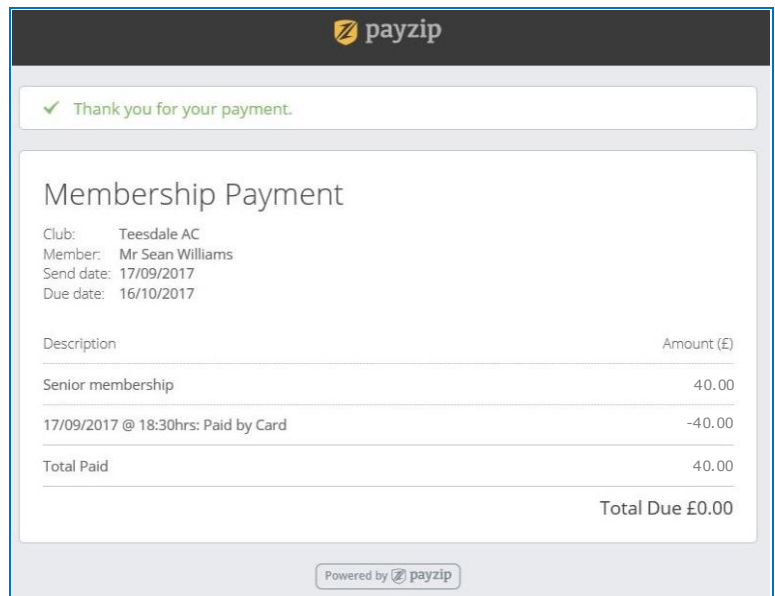
After selecting the **Pay Online** button, you will then be invited to make a card payment for the total amount shown on your invoice.

Complete the Card Payment details requested and select the **Pay** button to complete the transaction.



The screenshot shows the payzip card payment interface. At the top, the payzip logo is visible. Below it, the Barclaycard SmartPay logo is on the left, and 'Verified by VISA MasterCard SecureCode' is on the right. The total payment amount is GBP 40.00. The interface is titled 'Card Payment' and features a 'Card Number' field, a 'Card Holder Name' field, a 'Card Expiry Date' field with dropdown menus, and a 'CVC/CW/CID' field. A checkbox labeled 'Remember these details' is checked. A blue 'Pay' button is at the bottom right. Navigation links '< Previous' and '© Barclaycard 2009' are at the bottom.

After your payment has been authorized a Membership Payment will confirm the amount paid.



The screenshot shows the payzip membership payment confirmation page. At the top, the payzip logo is visible. Below it, a green checkmark and the text 'Thank you for your payment.' are displayed. The main heading is 'Membership Payment'. The details listed are: Club: Teesdale AC, Member: Mr Sean Williams, Send date: 17/09/2017, Due date: 16/10/2017. A table shows the payment details:

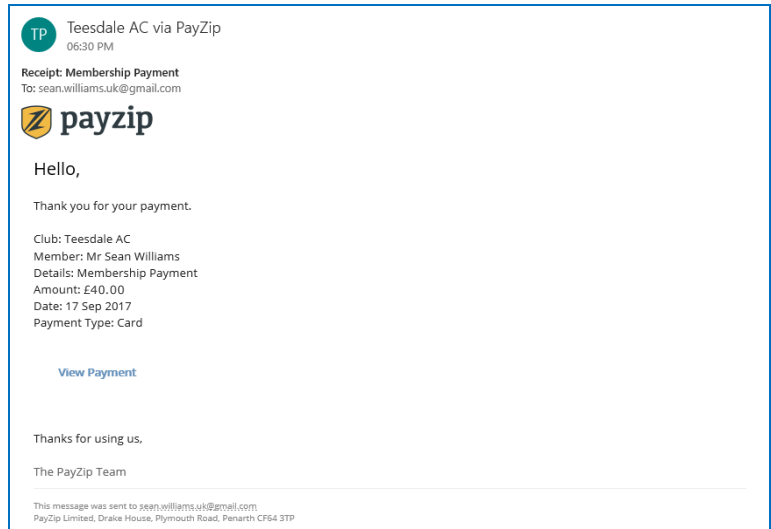
Description	Amount (£)
Senior membership	40.00
17/09/2017 @ 18:30hrs: Paid by Card	-40.00
Total Paid	40.00
Total Due £0.00	

At the bottom, it says 'Powered by payzip'.

## Description

## Image

Finally, after a few moments, you will receive an email receipt from 'Teesdale AC via PayZip' with a subject title **Receipt: Membership Payment**. The content confirms payment amount, date and payment type. A link is also provided which you can click to view the Membership Payment.



The UK England Athletics Pay Club Memberships (Secretary's Portal only) records Payment Status will automatically update to show **Paid**. In addition, the UK England Athletics Order History (Secretary's Portal only) displays a unique reference number providing details of payment received including:

- Order Reference Number.
- URN.
- Frist Name.
- Last Name.
- Membership Type.
- Total Amount Paid.
- Date and Time Generated.

These details will be used to maintain a historical record of all Club Membership payments.

no image