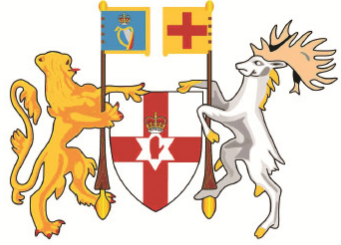


Civil Service (NI) RFC

Civil Service RFC Guide to Payment via the Club Website

Alastair Johnston
29th August 2013 v2



Civil Service (NI) RFC

For the 2013/2014 season the Club has decided to collect all payments via the club website using the “Go Cardless” system

This will allow the club to collect registration, kit payments and other transactions conveniently and safely online

The following guide will take you through the process.

If you have any questions then please contact Alastair Johnston via Pitchero email

This is the Shop Drop Down Menu

Civil Service (NI) RFC

HOME NEWS EVENTS SENIOR YOUTH MINI FORUM **SHOP** CONTACTS & LOCATION VIDEOS & PHOTOS CLUB INFO

Welcome
Welcome to the Civil Service (NI) RFC website!

Irish Rugby
Ulster Rugby
Intouch Rugby Mag

Shirt Sponsor

Club Membership
View members list

PITCHERO CLUB RANKING

502nd
Top 1000 Club - 18th Aug 2013
FIRSTAID SPORT.CO.UK
THE TAPE AND STRAPPING EXPERTS

Club News
NEW PLAYERS WELCOME
Civil Service NI RFC are [recruiting](#).
Comments (2) | [Read More »](#)

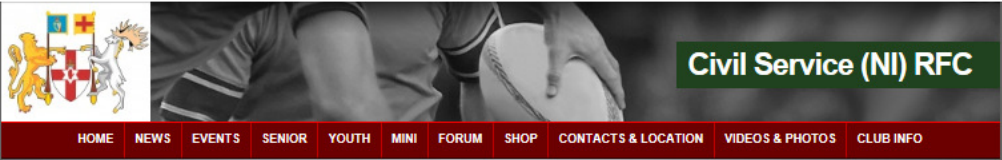
Rucking Brilliant Socks

Great Days Craic At The Ophir 7s
Service had a great days craic at the Ophir 7s at the weekend and managed to cause one or two 'upsets' along the way. Well done to all the players and a big thank you to the travelling

TICKETS FROM £20
BOOK NOW
IN ASSOCIATION WITH Heathrow Express

In order to use the online system the user must first be registered on the club website. Above is a view of the Club Home page, this will be referred to throughout this document

Pitchero | Match Centre Update - As it happened 'play back'..... Learn More >> My Network Admin Alastair Johnston



HOME NEWS EVENTS SENIOR YOUTH MINI FORUM SHOP CONTACTS & LOCATION VIDEOS & PHOTOS CLUB INFO

Payments Products

Membership Fees	Other Payments
<p>Senior Non Playing Registration 2013/2014 £50.00 View » <small>single payment</small> Annual Non Playing Registration Fees - 2013/2014 season</p>	<p>Smock Top Round Neck Size 22 to 32 £25.00 View » <small>single payment</small> CS RFC Smock Top Round Neck Smaller Sizes</p>
<p>1/4 Zip Smock Jacket Size 34 to 48 £35.00 View » <small>single payment</small> CS RFC 1/4 Zip Jacket with front pouch pocket larger sizes</p>	<p>Smock Top Round Neck Size 34 to 48 £35.00 View » <small>single payment</small> CS RFC Smock Top Round Neck Larger Sizes</p>
<p>Senior Player (Student) Registration 2013/2014 £40.00 View » <small>single payment</small> Annual Student Player Registration Fees - 2013/2014 season</p>	<p>Socks £6.00 View » <small>single payment</small> CS RFC Socks</p>
<p>Senior Player Registration 2013/2014 £70.00 View » <small>single payment</small> Annual Senior Player Registration Fees 2013/2014 season</p>	<p>1/4 Zip Smock Jacket Size 22 to 32 £30.00 View » <small>single payment</small> CS RFC 1/4 Zip Jacket with front pouch pocket smaller sizes</p>
<p>Mini / Youth Registration - 2 players; 2013/2014 £100.00 View » <small>single payment</small> Mini & Youth Rugby - annual subscription for 2 players</p>	<p>Hooded Top Size 34 to 48 £35.00 View » <small>single payment</small> CS RFC Hooded Tops Larger sizes</p>
<p>Mini / Youth Registration - 3 £140.00 View »</p>	<p>Rugby Jersey Size 34 to 50 £40.00 View »</p>

75%

From the Shop Drop Down Menu chose Payments, this will lead you to the page above
 You will see the “Products” are divided into 2 groups, Membership and Other Payments
 To select a product, click on its View button



① Mini / Youth Registration - 1 player; 2013/2014

[View All Products »](#)

[Mini](#) & Youth Rugby - annual subscription for 1 player

£60.00

single payment

[Buy this product via GoCardless »](#)

Membership Fees

Senior Non Playing
Registration 2013/2014

£50.00

single payment

[View »](#)

Annual Non Playing [Registration](#) Fees - 2013/2014 season

1/4 Zip Smock Jacket Size 34
to 48

£35.00

single payment

[View »](#)

CS RFC 1/4 Zip Jacket with front pouch pocket larger sizes

Senior Player (Student)
Registration 2013/2014

£40.00

single payment

[View »](#)

Other Payments

Smock Top Round Neck Size
22 to 32

£25.00

single payment

[View »](#)

CS RFC Smock Top Round Neck Smaller Sizes

Smock Top Round Neck Size
34 to 48

£35.00

single payment

[View »](#)

CS RFC Smock Top Round Neck Larger Sizes

Socks

£6.00

single payment

[View »](#)

In the example above I have chosen to register a single Mini Player
The details show that this will be a £60 payment collected in one single instalment

The screenshot shows the Civil Service (NI) RFC website. At the top, there is a navigation menu with links: HOME, NEWS, EVENTS, SENIOR, YOUTH, MINI, FORUM, SHOP, CONTACTS & LOCATION, VIDEOS & PHOTOS, and CLUB INFO. The main heading is 'Civil Service (NI) RFC'. Below the navigation, the product title is 'Rugby Jersey Size 22 to 32' with a 'View All Products >' link. The description is '2013/2014 CS RFC Jersey smaller sizes.' The price is prominently displayed as '£30.00' with 'single payment' underneath. A button below the price says 'Buy this product via GoCardless >'. Below the product details, there are two columns: 'Membership Fees' and 'Other Payments'. Under 'Membership Fees', there are two items: 'Senior Non Playing Registration 2013/2014' for £50.00 (single payment) and '1/4 Zip Smock Jacket Size 34 to 48' for £35.00 (single payment). Under 'Other Payments', there are two items: 'Smock Top Round Neck Size 34 to 48' for £35.00 (single payment) and 'Socks' for £6.00 (single payment). Each item has a 'View >' button.

In the example above I have chosen to purchase a Size 22 to 32 Rugby Jersey. The details show that this will be a £30 payment collected in one single instalment

Note: For kit purchase the process is as follows

- (i) Select the exact size of item that you want (samples will be held at the club)
- (ii) Register your request with the club, i.e item, size and quantity
- (iii) Once the club gets notification of payment, via the system above, the item will be released

First name

Last name

I'm paying on behalf of a company

Email address

Billing address

Town or City

Post code

Sort code

Account number

Next

✓ Your payments are protected by the [Direct Debit guarantee](#)

If this is your first time purchasing something from the store then you will need to register with GoCardless . Firstly you must chose an online password then you should fill in the form shown on the left.

This form allows a Direct Debit to be set up with your bank.

For the first payment the money will be deducted from your account in approximately 5 working days and will arrive in the CS RFC account 2 days later


Like all Direct Debits it can be cancelled, amended and refunds carried out.

Go Cardless is used by 1000s of merchants

My Network

Your websites are listed below:

CLUBS (1):

 **Civil Service (NI) RFC**
Webmaster, Team Admin, Coach,
Parent, Staff Member and Supporter


[+ Add Club](#)

You are not associated with any leagues.

[+ Add League](#)

You are not associated with any counties.



[+ Add County](#)

 **Civil Service (NI) RFC**
Manage [your relationship](#) with Civil [Service](#) (NI) RFC .

[Visit Website](#)

[Roles](#) [Membership Details](#) [Payments](#)

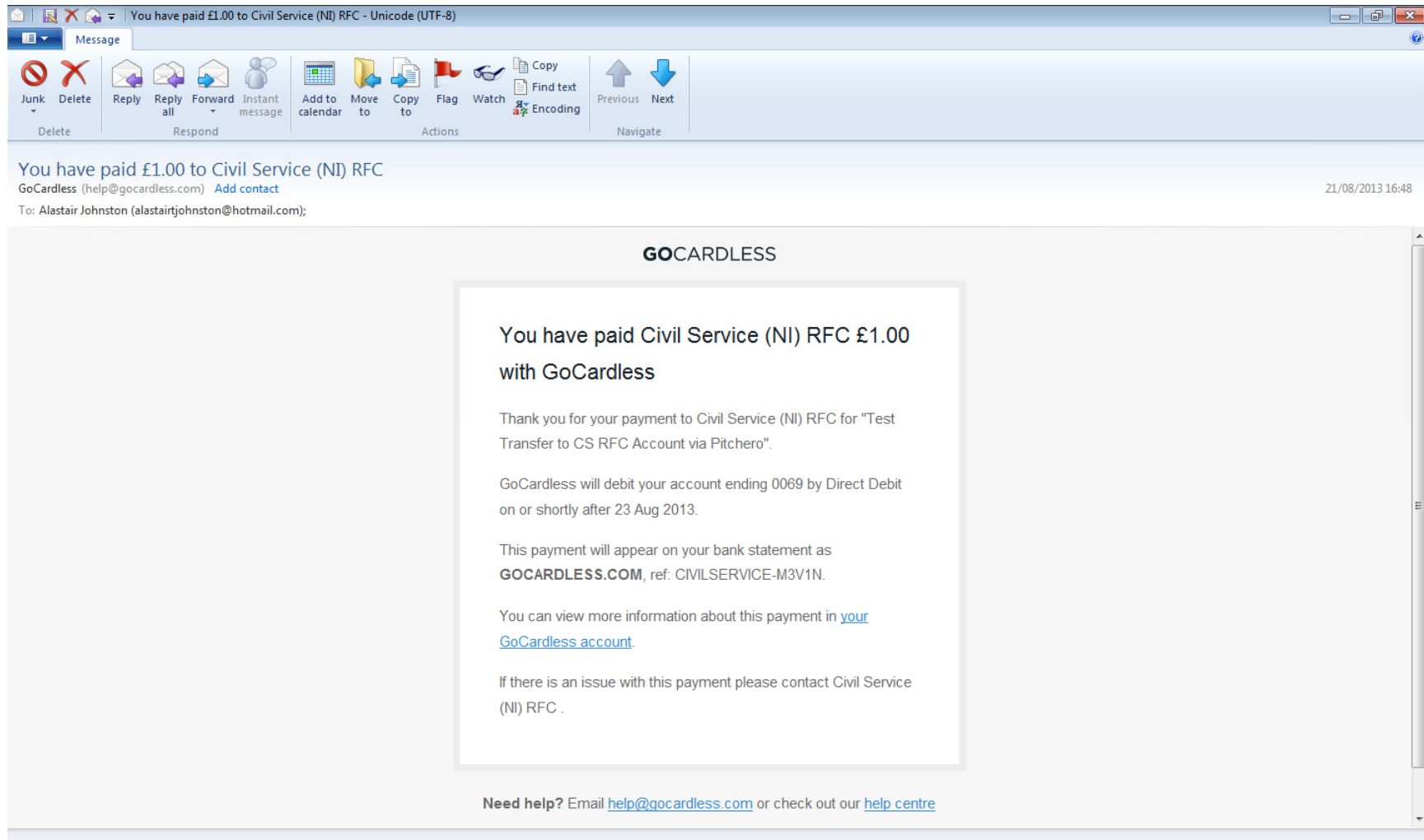
Assigned Payments (2)

-  **Test Transfer to CS RFC Account** PENDING
Ⓞ £1.00 single payment
-  **Admin test registration Fee** PENDING
Ⓞ £1.00 single payment

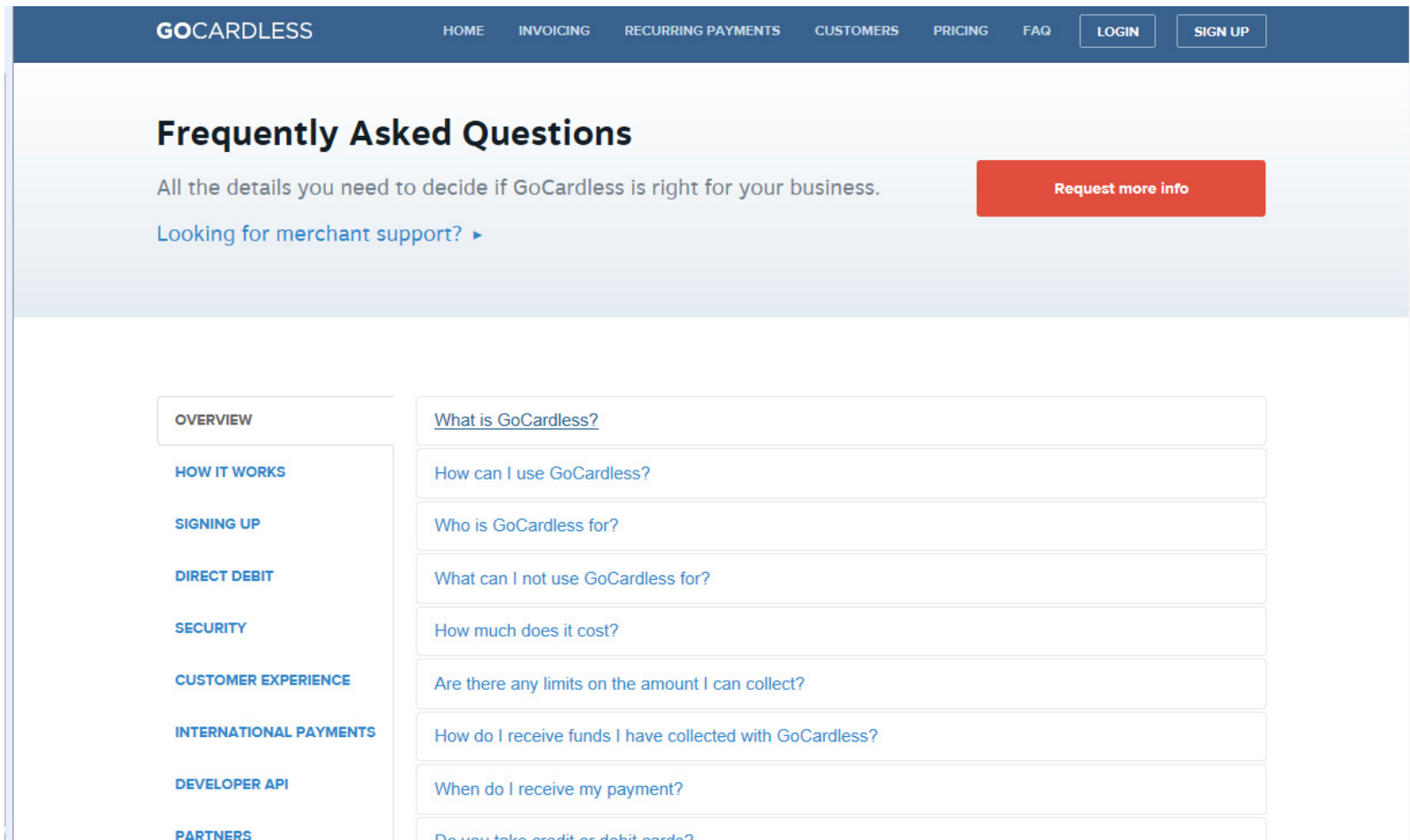
Unassigned Payments (3)

- Mini Registration - 1 child; annual**
Ⓞ £60.00 single payment [Pay Now »](#)
- Mini Registration - 2 children; annual**
Ⓞ £100.00 single payment [Pay Now »](#)

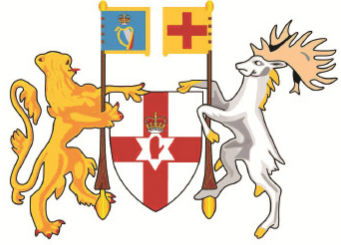
As soon as you have made the payment the club will be notified.



Furthermore you will receive notification that the payment has been requested.



If you have more questions about Go Gardless then please contact Alastair Johnston or go to the Go Cardless FAQ Site at <https://gocardless.com/faq>



Civil Service (NI) RFC

Thank You For Your Support

Alastair Johnston
29th August 2013