



PARENTS - HOW TO PAY ANNUAL SUBS

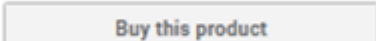
(A) I HAVE NOT RECEIVED A DIRECT MAIL FROM THE CLUB WEBSITE

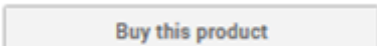
1. First – why not?!?! You should have done! We want as many club members to be **registered with the website** which means clicking the “accept” email that get sent to you when you first register with the website or when you update any details.

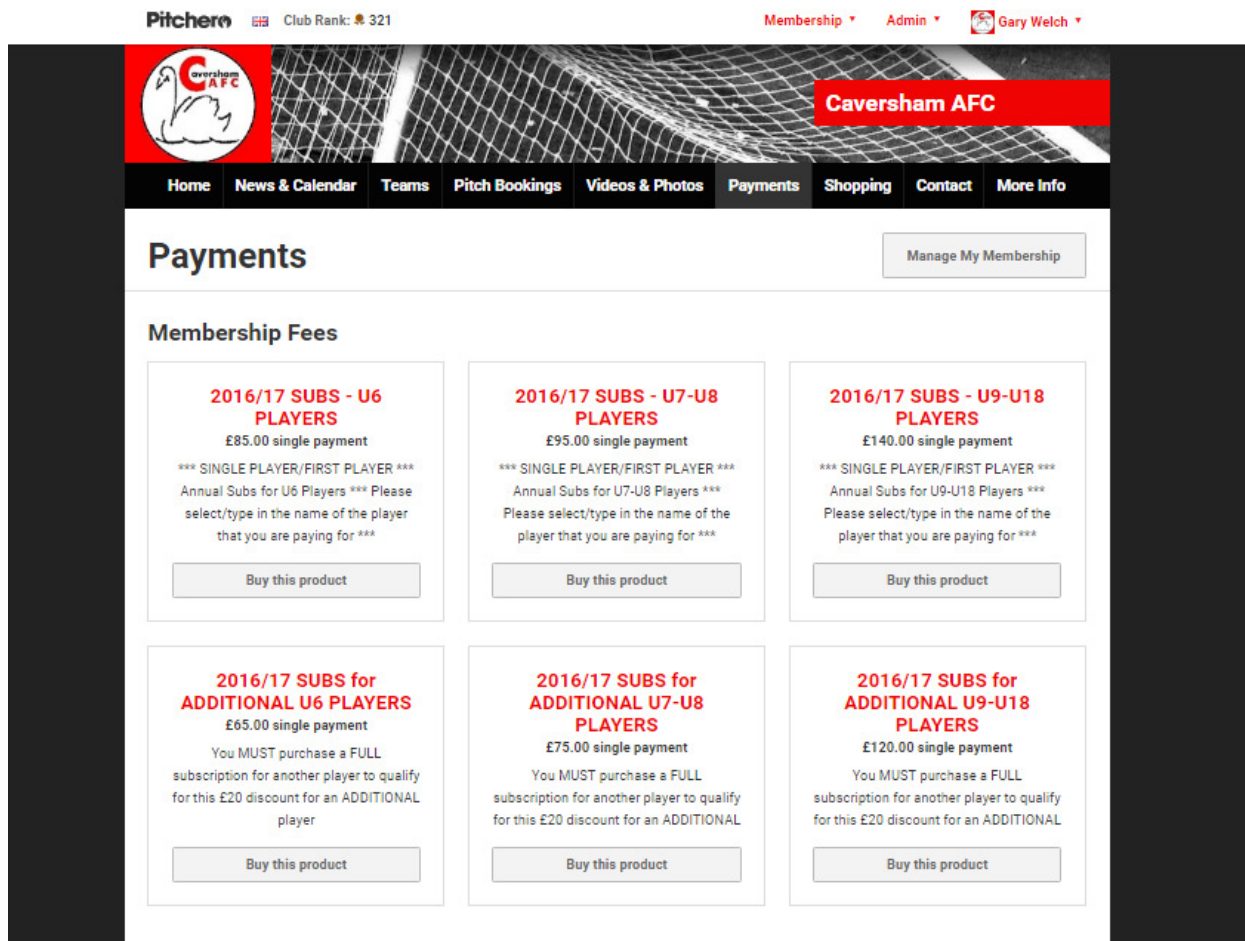
2. If you haven’t registered with the website – no problem – you can still pay online. Go to the website (www.cavershamafc.co.uk) and click on “**PAYMENTS**” at the top of the screen

The screenshot shows the Caversham AFC website interface. At the top, there is a navigation bar with the following items: Home, News & Calendar, Teams, Pitch Bookings, Videos & Photos, **Payments** (highlighted in yellow), Shopping, Contact, and More Info. Below the navigation bar is a large banner for Amazon.co.uk Prime Day, featuring the text "THE DEALS ARE EVERYWHERE!" and "OUR BIGGEST DAY EVER" with a "JULY 12" badge and a "GET STARTED" button. Below the banner is a "Welcome" section with social media links for Twitter, Facebook, and RSS. The main content area features a photo of a youth football team in red kits. To the right of the photo, there are two event listings: "Monday 8 August 2016, 20:00" and "Monday 5 September 2016, 20:00", both for "Caversham AFC Executive Committee ...". Below the photo, there is a "U11 Harriers" section with a link to "U11 Harriers homepage". At the bottom right, there is a "U15 Cougars Sponsor" section for "COVEA insurance".

3. Next – select one of the 6 boxes depending on the age of the player.

If you only have 1 player to pay for then select a box on the top row (U6s are £85 for the year. U7/U8 are £95 and U9 through to U18 are £140). Click the  button.

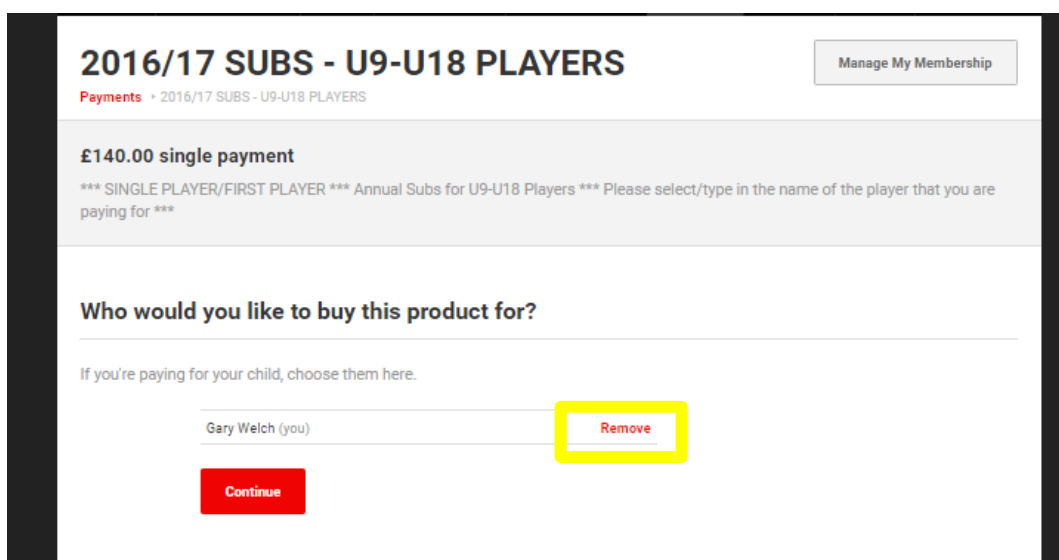
If you are paying for 2 or more players then you get a **£20 discount** for the 2nd, 3rd, 4th players etc. For each extra player, please select a box on the bottom row (additional U6s are £65 for the year. Additional U7/U8 are £75 and additional U9 through to U18 are £120). Click the  button.



The screenshot shows the 'Payments' page on the Caversham AFC website. The page features a navigation menu with links for Home, News & Calendar, Teams, Pitch Bookings, Videos & Photos, Payments, Shopping, Contact, and More Info. A 'Manage My Membership' button is located in the top right corner of the main content area. The 'Membership Fees' section is divided into two rows of three boxes each. The top row contains boxes for '2016/17 SUBS - U6 PLAYERS' (£85.00), '2016/17 SUBS - U7-U8 PLAYERS' (£95.00), and '2016/17 SUBS - U9-U18 PLAYERS' (£140.00). The bottom row contains boxes for '2016/17 SUBS for ADDITIONAL U6 PLAYERS' (£65.00), '2016/17 SUBS for ADDITIONAL U7-U8 PLAYERS' (£75.00), and '2016/17 SUBS for ADDITIONAL U9-U18 PLAYERS' (£120.00). Each box includes a 'Buy this product' button and specific instructions for purchasing.

Category	Age Group	Price	Notes
Single Player/First Player	U6	£85.00	Annual Subs for U6 Players
	U7-U8	£95.00	Annual Subs for U7-U8 Players
	U9-U18	£140.00	Annual Subs for U9-U18 Players
Additional Player	U6	£65.00	Requires a full subscription for another player to qualify for a £20 discount.
	U7-U8	£75.00	Requires a full subscription for another player to qualify for a £20 discount.
	U9-U18	£120.00	Requires a full subscription for another player to qualify for a £20 discount.

- After you have clicked on one of the choices, the screen below appears so you can enter the name of the **PLAYER** on the payment screen.
- Please note the default is to show your own name (ie the “parent”). **PLEASE MAKE SURE YOU DELETE THIS** (click on “REMOVE”) and instead enter the name of the **PLAYER**. **THIS IS VERY IMPORTANT as we will not able to assign your payment without this step.**



2016/17 SUBS - U9-U18 PLAYERS Manage My Membership

Payments • 2016/17 SUBS - U9-U18 PLAYERS

£140.00 single payment
*** SINGLE PLAYER/FIRST PLAYER *** Annual Subs for U9-U18 Players *** Please select/type in the name of the player that you are paying for ***

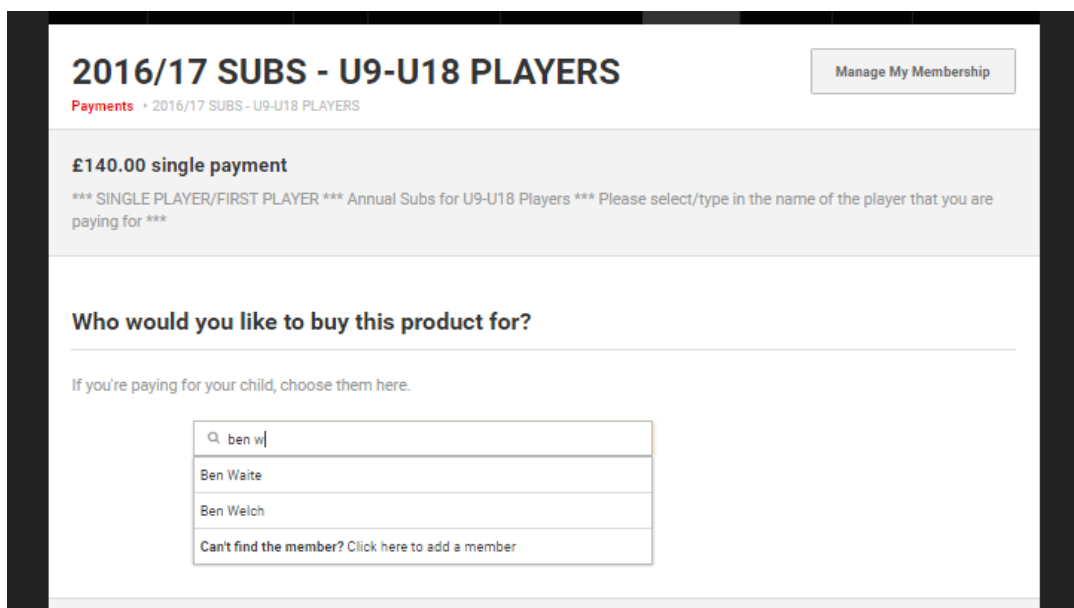
Who would you like to buy this product for?

If you're paying for your child, choose them here.

Gary Welch (you) Remove

Continue

- You should need to type 3 or 4 letters of the players name and it should appear. Select the name, click Continue and move onto the next screen.



2016/17 SUBS - U9-U18 PLAYERS Manage My Membership

Payments • 2016/17 SUBS - U9-U18 PLAYERS

£140.00 single payment
*** SINGLE PLAYER/FIRST PLAYER *** Annual Subs for U9-U18 Players *** Please select/type in the name of the player that you are paying for ***

Who would you like to buy this product for?

If you're paying for your child, choose them here.

ben w|

Ben Waite

Ben Welch

Can't find the member? Click here to add a member

Continue

7. Update the details of the player if necessary (eg school, any medical conditions). Click on [Continue](#)

The screenshot shows a web page for a football club's membership payments. At the top, there is a navigation menu with links: Home, News & Calendar, Teams, Pitch Bookings, Videos & Photos, Payments, Shopping, Contact, and More Info. The main heading is "2016/17 SUBS - U9-U18 PLAYERS" with a "Manage My Membership" button to the right. Below this, a grey box displays "£140.00 single payment" and a note: "*** SINGLE PLAYER/FIRST PLAYER *** Annual Subs for U9-U18 Players *** Please select/type in the name of the player that you are paying for ***".

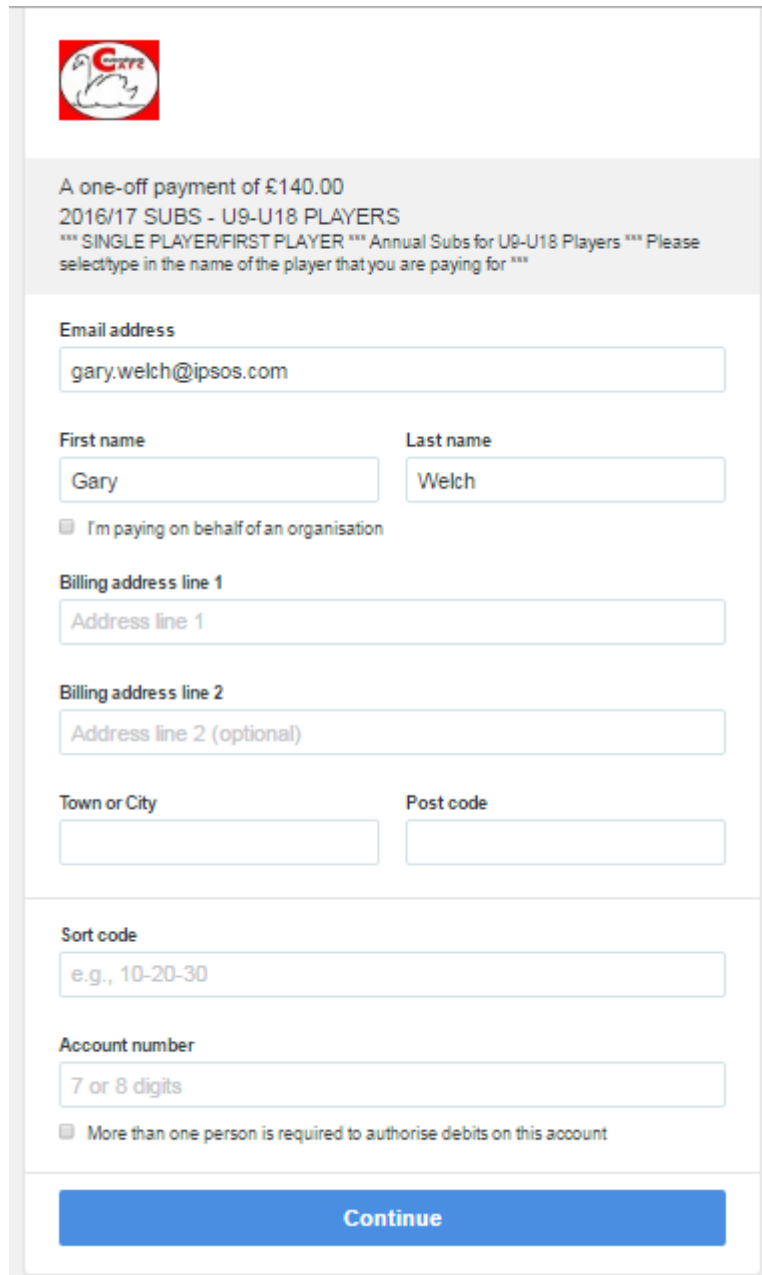
The "Payment Form" section is titled "Payment Form" and includes the instruction "Please complete the following payment form". The player's name, "Ben Welch", is displayed, with an "Edit member" link to the right.


The form contains three input fields:

- "Players School*" with the value "Highdown".
- "Medical Conditions" with the value "None".
- A confirmation field: "I have read the FA Respect Code of Conduct*" with a note "Please click to confirm you have read the relevant FA Respect Codes of Conduct (to be found here - http://www.pitchero.com/clubs/cavershamafc/d/documents.html)" and the value "Yes".

A red "Continue" button is located at the bottom of the form.

8. The payment screen then appears – please enter your bank account details when you would like the payment to be made from (Note – credit cards are not accepted), click “CONTINUE” and “CONFIRM PAYMENT”





A one-off payment of £140.00
2016/17 SUBS - U9-U18 PLAYERS
*** SINGLE PLAYER/FIRST PLAYER *** Annual Subs for U9-U18 Players *** Please select type in the name of the player that you are paying for ***

Email address
gary.welch@ipsos.com

First name Last name
Gary Welch

I'm paying on behalf of an organisation

Billing address line 1
Address line 1

Billing address line 2
Address line 2 (optional)

Town or City Post code

Sort code
e.g., 10-20-30

Account number
7 or 8 digits

More than one person is required to authorise debits on this account

Continue

9. You should then get an email through confirming the payment

From: GoCardless <help@gocardless.com>
To: Gary Welch
Cc:
Subject: You've paid £140.00 to Caversham AFC

Payments by **GOCARDLESS**

You have paid Caversham AFC £140.00 with GoCardless

Thank you for your payment to Caversham AFC for "2016/17 SUBS - U9-U18 PLAYERS via Pitchero".

GoCardless will debit your bank account *****21 by Direct Debit on or shortly after 18 Jul 2016.

This payment will appear on your bank statement as **GOCARDLESS.COM**, ref: [CAVERSHAM AFC-E43WJ](#).

You can find more details about how GoCardless transactions work [here](#). This email is not a receipt or confirmation that your payment or sales order has been accepted by Caversham AFC.


GoCardless processes [Direct Debit](#) payments on behalf of Caversham AFC.

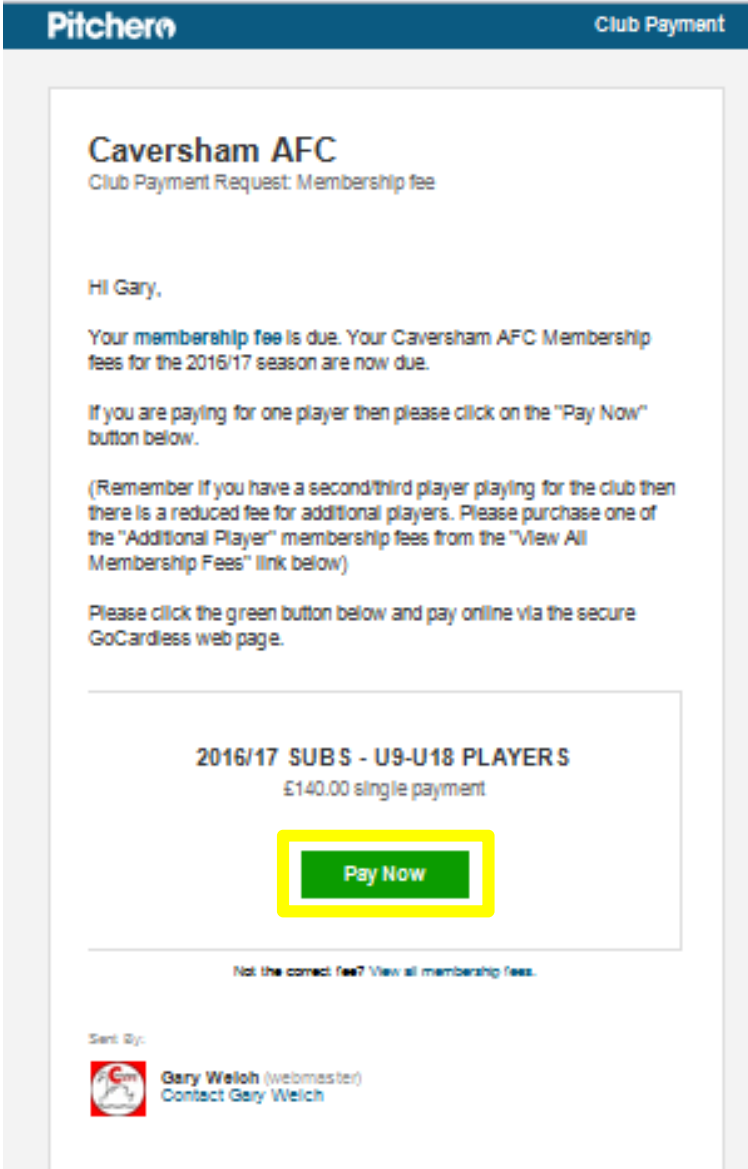
GoCardless is regulated by the Financial Conduct Authority as an Authorised Payment Institution.



PARENTS - HOW TO PAY ANNUAL SUBS

(B) I HAVE RECEIVED A DIRECT MAIL FROM THE CLUB WEBSITE

Click on the  button in the body of the email, make sure you are logged in and then follow the instructions from stage 4 above



The screenshot shows an email interface with a dark blue header containing the 'Pitches' logo and 'Club Payment'. The main content area is white and contains the following text:

Caversham AFC
Club Payment Request: Membership fee

Hi Gary,

Your membership fee is due. Your Caversham AFC Membership fees for the 2016/17 season are now due.

If you are paying for one player then please click on the "Pay Now" button below.


(Remember if you have a second/third player playing for the club then there is a reduced fee for additional players. Please purchase one of the "Additional Player" membership fees from the "View All Membership Fees" link below)

Please click the green button below and pay online via the secure GoCardless web page.

2016/17 SUBS - U9-U18 PLAYERS
£140.00 single payment

[Pay Now](#)

[Not the correct fee? View all membership fees.](#)

Sent by:
 **Gary Welch** (webmaster)
[Contact Gary Welch](#)