

Q: How do I purchase/renew my membership?

How to Purchase a licence/membership:

- 1. Sign in from the login-in screen using your username/password (these will be case sensitive!)
- 2. Once logged in to the system, from the homepage navigate to the 'Membership' tile



3. From the member licence tab select the licence type that is appropriate to your membership:

Note: In order to purchase specific licences you may be asked for additional details such as 'Full time student status' etc. this is used to determine any discounts or surcharges applicable to your specific membership purchase.

👤 MY MEMBERSHIP	MY MEMBERSHIP				
PROFILE 🛓 MEMBER DETAILS 🔚 MEMBER LICENCE					
Buy a Membership Choose from the list of available Membership					
		Return to your Current Membership ᅿ			
E50 Eenefits Pull liability insurance Legal support Competition licence Save 15% on gym membership nationwide All Leisure benefits Full liability insurance Legal support Competition licence	Ess backge Baces to online event application Magazine offers	E25 Constraints Benefits Bupporter card and pin badge Priority tickets to big events Access to online event application Magazine offers			
Save 15% on gymeine Adult	Senior	Junior			

4. Once you have selected a membership type (There are 3 shown above) and accepted the customers 'Terms of Use/Code of Conduct' by selecting the checkbox you may then be asked to select/update your current club information if not already linked to one via the 'Club Finder' tool.







4.1 The page will be defaulted to list all clubs within a 15mile radius of your home postcode as shown above. (If needed you can change the search area and specify your own criteria)

4.2 A number of geo-location map pins will be rendered on the map showing the exact location of active clubs, by clicking on these the club information will be displayed on screen

4.3 In the club info window you can then choose to 'Select Club' or close and continue

4.4 Clicking on 'Finish' will direct you to the cart.

Note: Once you join or if you are already a member of a club then the geo-location pin will be shown as green on the map as shown below, also a new club will now be shown under the 'My Clubs' widget at top right of screen.



5. On clicking 'Finish' you will be directed to the checkout 'Order Review' page. If satisfied all details are accurate as shown in sections (1-4) then you can proceed to step 5 'Pay With Card' and confirm payment





Checkout Review and purchase items			
1 Confirm Details 2 Order Review 3 Confirm Payme	nt		
Below is a summary of your order, please review and then select an payment option.			
Contact Details Sean John 1 132 456 789 10 G31 3AU seanjohn@szolve.com 0123454545454 ttem Summary			
ITEMS	PRICE	QTY	TOTAL
Junior Licence In Stock X Remove	£25.00	1	3 £25.00
			Update
	Sub Total Total	4	£25.00 £25.00
(Back) (1) Pay	with Direct I	Debit A P	ay with Card 5

6. On action 'Pay with Card' a secured payment window will open up on screen, enter your card details and then hit the blue pay button.

me	mbership	
seanjohn(@azolve.com	
des not	123	
F	Pay £25.00	ŀ

7. Once payment has successfully processed you will see the message as shown below:



7.1 A unique payment record will be created that you can view and check via your 'Payment History' tile:

7.2 A payment confirmation email will be generated and sent to you

7.3 A printable Pdf receipt/invoice will allow you to download and save/print for your records.





8. Once payment is processed your membership/license will be activated and your current licence details and expiry date will be visible from:

8.1 'My Profile' member summary widget

8.2 'My Membership' -> 'Member Licence tab

MY PROFILE MEMBERSHIP EVENTS & COURSES	
Sean John 1	MY MEMBERSHIP
Explorer - 23 Mar 2017 Explorer - 23 Mar 2017 Meconour © seeighth@acolve.com	PROFILE 🛓 MEMBER DETAILS 🖪 MEMBER LICENCE
	Membership
MEMBER CHECKLIST	
💄 MY PROFILE 🔮	
MEMBER DETAILS 😯	JUNIOR () Expires 23 Mar 2017 2
MEMBER LICENCE	
	e Download

How to renew a licence/membership:

9. For members with an existing active membership/licence you will find that you will have the 'Buy Membership' button as shown above disabled until the renewal period is open again. When this button is visible again you can follow the steps above as shown to purchase your membership.



