Help on Renewing/Joining LCMCC

Here's an explanation of what to expect when using the website to renew your membership.



1. Click on Join/Renew on the menu bar

2. This opens the info page

| HOME | ABOUT | EVENTS 🗸 | CONTACT V | JOIN/RENEW | MEMBE | RS AREA 🗸 | CHARITY | SKILLS | LINKS | |
|------------------------------|---|---|--------------------------------|---|--|--|---------------|-----------------------------------|---|-------------------------|
| oin/ | Renew | | | | | | | | | |
| | ** | Join today a | nd your men | nbership begir | ns immedia | tely and last | s until the e | nd of 20 | 22 ** | |
| oining | or renewing | is a two-stage | e process: | | | | | | | |
|) fill in | your contac | t details then | 2) pay the su | bs - if doing thi | s online you | are guided t | nrough the st | tages | | |
| | | | | | | | | | | |
| Nave to | ioin 9 nov | | | | | | | | | |
| ways to | Juin & pay | | | | | | | | | |
| Online | (<u>click here t</u> | for this option | <u>I</u> C) | BACS | Paypal | Credit Card | Bank Card | | | |
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3. If renewing by post or in person then click on the link to download the membership form. The form has the address and details of where to send your payment.

If renewing online then click that option, the member details form will open.

4. Fill in the form as requested. Fields marked with an asterix * are required, others are optional.

| Join Onlir | ie | |
|---------------|--------------------------|--|
| Stage 1 membe | er contact details | |
| First name * | Herbert | |
| Last name * | Nohead | |
| Telephone * | 01234 567890 | |
| Email * | herbertnohead@gmail.com | |
| Are you * | renewing my membership v | |

etc

5. At the bottom of the form make sure you choose whether or not to receive notifications and agree to the T&Cs by checking the box.

| hoose whether to receive | notifications abou | t upcoming ev | vents, etc | | | | |
|---|---------------------|-----------------|----------------|-----------------|--------------|-----------------|-----------------|
| I agree to my details I details I | veing held on the c | _ | | | | | |
| □ I agree to my details I ind the form | eing held on the c | 1 | | | | | |
| and the form | ing neid on the e | ub's database | e and to abide | by the club's | rules 🔀 You | i must agree | to the rules to |
| | | ab 5 database | | by the club s | | amascagree | |
| | | | | | | | |
| pecial instructions or not | 5 | | | | | | |
| | | | | | | | |
| ▶ | - | | | | | | |
| I'm not a robot | | | | | | | |
| | Privacy - Terms | | | | | | |
| hen you click the Send b | utton you get a me | ssage confirm | ning everythin | g is OK only th | nen should y | ou click the li | nk to go to the |
| ayments page. | | | | | | | |
| Send If nothin | g happens you hav | en't ticked the | e rules box | | | | |
| • | 3 14 14 | | | | | | |
| hen you receive confirm | ation that your for | n was sent Ok | click this lin | k to go to the | navment na | ge 🔽 | |

Then click **SEND**

6.

If everything is OK then a pop up will appear

When you click the Send button you get a message confirming everything is OK only then should you click the link to go to the payments page.

Send If nothing happens you haven't ticked the rules box

Got them, thanks. Please now go to the payment page by clicking the link below

When you receive confirmation that your form was sent OK, click this link to go to the payment page

7. The membership options page will now open (the amounts may vary year on year)

Join or Renew your Membership

Stage 2: choose membership(s) and pay

Adding an item will automatically add it to the cart where you can adjust the quantity or remove items.

| Member Subscription | £15 | Add to cart |
|---|-----|-------------|
| Family Membership | £5 | Add to cart |
| Newsletter Postage (for paper copy only; free to download) | £10 | Add to cart |

Here you choose which type of membership you want. Each time you click Add to cart you will be taken to the cart (basket).

8. If you want to add, say a family member or postage then simply click the link to **go back to the previous page** (Not the back button).

| Checkout | | | | | | | |
|--|----------|--------|--------|--|--|--|--|
| Here's what you have selected so far. You can <u>go back to the previous page</u> and add further items. | | | | | | | |
| Your Shopping Cart | | | | | | | |
| Item Name | Quantity | | Price | | | | |
| <u>Member Subs</u> | 1 | | £15.00 | | | | |
| | | Total: | £15.00 | | | | |
| Enter Coupon Code | | | | | | | |
| VISA Checkout with PayPal | | | | | | | |

Clicking on the Checkout with Paypal button allows you either pay with Paypal or to use another credit card eg Visa - this is will be shown below the Paypal option. You can also cancel the order and return to the shop.

9. When you are ready to pay click on the **checkout with Paypal** button which also has the credit/debit card options (see example below).

10. This will open a pop-up window



Complete the Billing Address (right)

option

8

Shop more

easily with

PayPal

Date of birth

United Kingdom

Nationality

Withdrawal

Create password

you agree to open an account)

You agree to PayPal's User Agreement and Privacy

Statement. For more information, see your Right of

change this at any time in your settings.

You agree to receive marketing communication. You can

We'll pre-authorise up to £15.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't

complete it or the purchase amount changes, any pending preauthorisations usually drop off within 1 working day.

Create Account & Pay Now

Don't click this button

Shop millions of

sellers

Save big with

great deals



You will receive confirmation emails from the club telling you the member details form was received and also an email from Paypal confirming the payment status.

That's it, all done. Welcome to another year with LCMCC.