

Registering for Botanic Hockey Club on My Club Finance

Guidelines for registering and paying your fees. *Junior Club Membership Registration*

If you've any issues with registering online or paying your fees online, please contact botanichockeyjuniors@gmail.com or talk to the Junior Coordinator/Coaches in the Club.

1. Click on **this link** to register and pay your child's/children's fees for the season in Botanic Hockey Club:
https://www.myclubfinances.com/memberships_cart_m.asp?LL_ID=1280&CLB=1
2. Once you have clicked on the link, you will be on the **Landing Page for Registering.**

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Botanic Hockey Club
St. Marys Holy Faith Secondary School Old Finglas
Road Glasnevin Dublin 11,
Dublin, Ireland.

Botanic Hockey Club Membership 2016/17
Please register and pay your fees by 31st October 2016 at the latest.
For Senior Club Membership fees, you can make a once off payment or pay in four instalments. For the Junior Club Membership, please pay in one instalment.
If you have any issues registering or paying your fees, please contact botanichockeyclub@gmail.com

Registration Plan
Please choose your Registration Plan and quantity below. Then click the Add to Cart underneath.

Quantity	Registration Plan	Additional Info	Cost
<input type="text" value="0"/>	Junior Club Membership		€100.00
<input type="text" value="0"/>	Senior Club Membership - Full Adult Membership		€300.00
<input type="text" value="0"/>	Senior Club Membership - Student Membership (3rd Level)		€150.00
<input type="text" value="0"/>	Senior Club Membership - School Girl Membership (2nd Level)		€100.00
<input type="text" value="0"/>	Senior Club Membership - Unwaged Membership		€150.00
<input type="text" value="0"/>	Senior Club Membership - Associate/Non-Playing Membership		€60.00

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- Select the **Junior Club Membership Registration Plan** that is at the top of the list. Click the number of children you are registering by clicking on the dropdown under the Quantity column. Then click 'Add to Cart'.

*If the number of children you are registering isn't on this list, please contact us at botanichockeyjuniors@gmail.com

Registration Plan

Please choose your Registration Plan and quantity below. Then click the Add to Cart underneath.

Quantity	Registration Plan	Additional Info	Cost
<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Junior Club Membership		€100.00
<input type="checkbox"/> 0	Senior Club Membership - Full Adult Membership		€300.00
<input type="checkbox"/> 0	Senior Club Membership - Student Membership (3rd Level)		€150.00
<input type="checkbox"/> 0	Senior Club Membership - School Girl Membership (2nd Level)		€100.00
<input type="checkbox"/> 0	Senior Club Membership - Unwaged Membership		€150.00
<input type="checkbox"/> 0	Senior Club Membership - Associate/Non-Playing Membership		€10.00

<input type="checkbox"/> 0	Junior Club Membership	€100.00
<input type="checkbox"/> 1	Senior Club Membership - Full Adult Membership	€300.00
<input type="checkbox"/> 0	Senior Club Membership - Student Membership (3rd Level)	€150.00
<input type="checkbox"/> 0	Senior Club Membership - School Girl Membership (2nd Level)	€100.00
<input type="checkbox"/> 0	Senior Club Membership - Unwaged Membership	€150.00
<input type="checkbox"/> 0	Senior Club Membership - Associate/Non-Playing Membership	€60.00

- You will then be brought to a page where you can **view your Shopping Cart** with your selected Junior Registration Plan. If you are registering more than one child, the discount for this will automatically be deducted from your payment fee.

You will also be asked to **Set up an Account** with an email and a password. Under 'Your Details' Click '**New Users – Please Register**'.

The screenshot shows the Botanic Hockey Club website. On the left, the club's name and address are listed: "Botanic Hockey Club, St. Marys Holy Faith Secondary School Old Finglas Road Glasnevin Dublin 11, Dublin, Ireland." Below this is a "Shopping Cart Total" box showing a total of €310.00 and a button to "Click here to view the shopping cart".

The main content area displays a shopping cart table:

Remove	Quantity	Registration Plan	Unit Cost	Discount	Unit Levy
	1	Senior Club Membership - Full Adult Membership	€300.00	€0.00	€0.00
	1	Senior Club Membership - Associate/Non-Playing Membership	€10.00	€0.00	€0.00
Total			2	€310.00	€0.00
Grand Total				€310.00	

Below the cart is the "Your Details" section. It has two buttons: "Existing Users : Please Login" and "New Users : Please Register". There are input fields for "Email" and "Password", a "LOGIN" button, and a "Forgot Password? Click Here to Reset." link. On the right, there are social login options: "OR", "Coming Soon - Login with Facebook", and "Coming Soon - Login with Gmail".

An account will be set up for you that you can then go back into whenever you need to. It also means that in future seasons, you will be set up online and won't have to re-enter your details every year. See the screen shot below, which gives you an idea of what your Supporters (your account) page will look like.

The screenshot shows the "My Account" page for Botanic Hockey Club. The page has a navigation menu at the top: HOME, FUNDRAISING DRAWS, TELL FRIENDS, CONTACT. The main header includes the club logo and "MyClubFinances.com MANAGING YOUR CLUB FINANCES".

The "My Account" section has three tabs: "My Lotto Entries", "My Registrations" (selected), and "My Ticket Events". Below this, it displays "Botanic Hockey Club Membership 2016/17" with "Registration ID: 224813-5860".

The membership details are shown as "Senior Club Membership - Full Adult Membership". A red banner states "Your Registration is Incomplete" with the subtext "Awaiting payment." and a link to "Completing your Registration".

Below this, it says "Your Registration Details are listed below." and "Click on a Print a Copy button below if you would like to print out a copy of your Registration." with a "Print a Copy" button.

The "Registration Details" section shows "Botanic Hockey Club Membership 2016/17" with "Plan: Senior Club Membership - Full Adult Membership", "Registration ID: 224813-5860", and "Submitted on: 22/09/2016 10:04:42".

On the left side, there is a "Supporter" section for "Siobhan Reilly" with links for "My Registrations", "My Lotto Entries", "My Ticket Events", "Account Details", "SEPA Payments", and "Log Out". There is also a "MyClubFinances.com REGISTRATIONS - CLICK HERE -" button and a "Code of Conduct" section for Adult and Junior members.

- When you have set up your new user account, you will be brought to the **Registration Form** page. You will be asked to fill in your child's/children's details and then you will also be asked to fill in all of your contact details. (An * will be beside any questions that are mandatory).

Botanic Hockey Club
St. Marys Holy Faith Secondary School Old Finglas
Road Glasnevin Dublin 11.
Dublin, Ireland.

Shopping Cart Total
€300.00
Click here to view the shopping cart

Senior Full Adult Membership

Name Prefix

First Name Home

Address line 3 Address line 4

Dublin Postcode

Ireland Dublin

Gender * Male Female

Player * Yes No

Mobile Phone * Home Phone

Please do not add spaces in mobile number. Please do not add spaces in phone number.

Home Phone

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*Please also make sure to read the **Code of Conduct for the Juniors** and select Yes.

- Once you have filled out all of your correct details on the Registration form, click 'Next' and you will be brought to a page to **Pay the Fees** for this season. You can pay by card or you can pay by cheque or cash.

*If you have already paid by cheque /cash in the club, please select this option.

*If you are paying by cheque or cash instead of card, this will need to be paid in one instalment. Please give this money to the Junior Coordinator or one of the Coaches down at the club as soon as possible.

Botanic Hockey Club
St. Marys Holy Faith Secondary School Old Finglas
Road Glasnevin Dublin 11.
Dublin, Ireland.

Shopping Cart Total
€300.00
Click here to view the shopping cart

Amount to be charged/paid: €300

Payment

How Would you like to pay?
 Credit/Debit Card Cheque/Cash

Click if you want to pay in 4 Monthly Instalments:

Monthly Instalment: € 75

Card Number

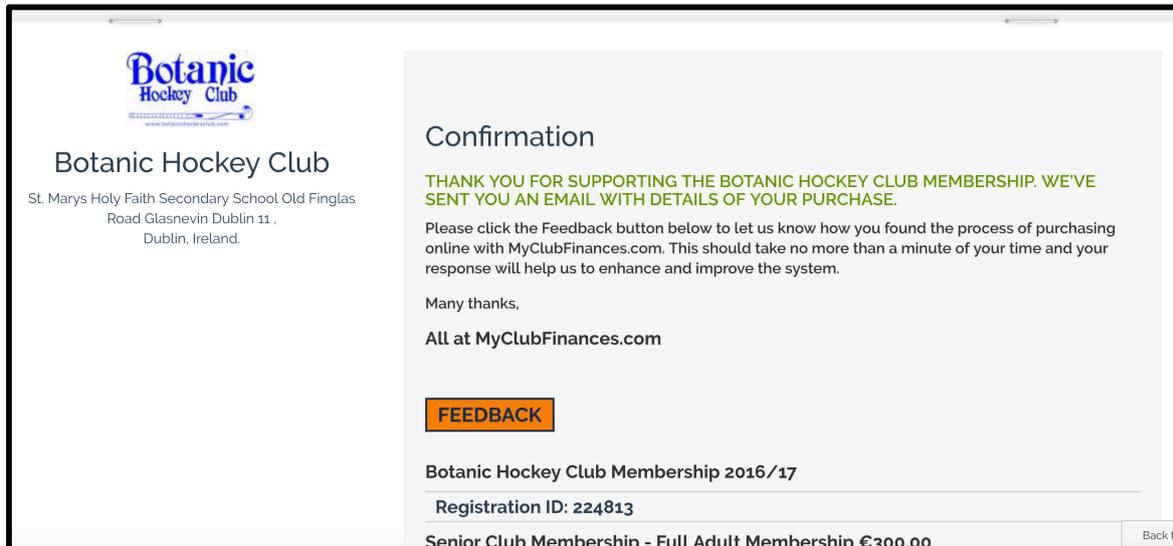
Name of Cardholder

CVC(if present)

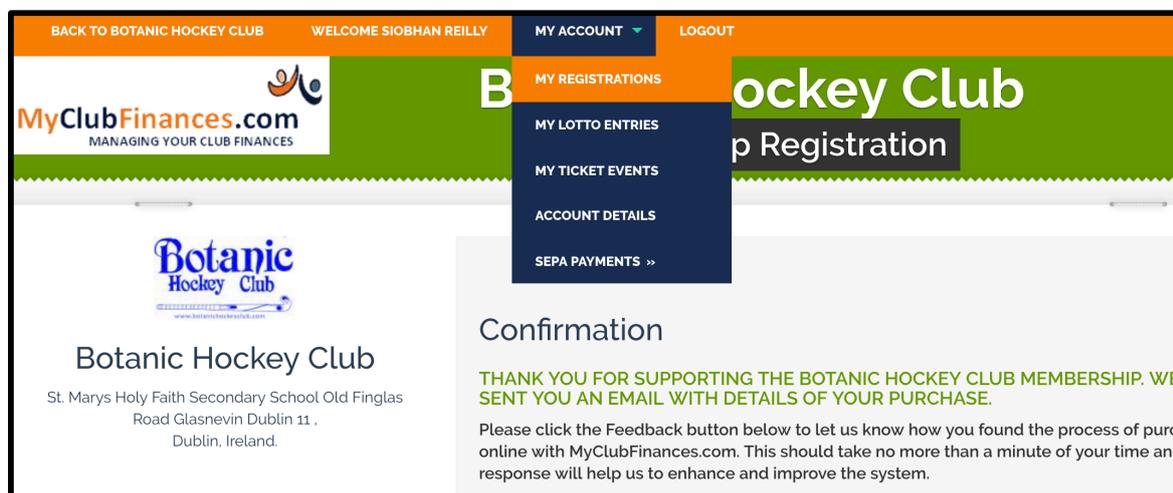
Expiry Month / Year

8. Once you have entered all of your payment details, click 'Next' and you will be brought to a **Confirmation for your Registration** page. You will also receive a confirmation via email from fundraising@helpourclub.ie.

The Club will also receive an automated confirmation email to say that you have registered your details and paid your fees.



You can always go back into your account that you've set up by clicking **My Account** at the top of the confirmation page.



And that's it, thanks for registering your child/children for this season!

If you've any queries or issues registering, please email: botanichockeyjuniors@gmail.com