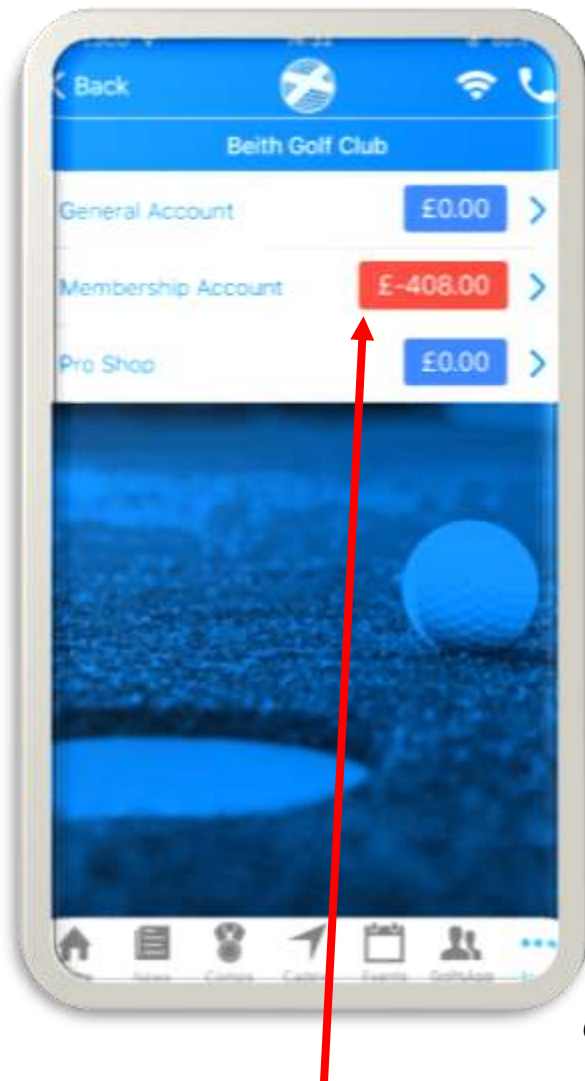


The first part of this handout covers 'What to do when receiving a Membership Fees Invoice'. The second part covers 'How Paid Membership Fees are allocated to a member's record'.

### Receiving an Invoice

When the Club runs Annual Membership Fees through VMS (Venue Management System), an Invoice is emailed to members and an **Action Required** notification is displayed on the member's SG App as illustrated opposite.

1. Tap on **Action Required**, to open a window listing three types of Accounts used within the system:



- **General Account** is used by members when booking and paying for guests and Competition entry fees. Top Up payments for this are made through **Stripe**.
- **Membership Account** is used by members for paying subscription fees. All subscription fees should be paid directly to Beith Golf Club's bank account.
- **Pro Shop** is not currently used by the Club.

2. Tap **amount/value** at **Membership Account**, this will open your Personal Details window as illustrated on the following page.



3. Check your details and complete any blank fields marked with \* as the **Next** button only becomes active when all mandatory fields are complete.

- Details can be updated by clicking anywhere in the relevant field.

4. Press **Next** to confirm personal details.

You will then be presented with a screen asking that you choose a payment method. At present, membership fees are set up for members to pay directly into the **Club's bank account**.



5. Click **Next**

You should now see the following screen where you can navigate back to the Home Page by Clicking Home on the menu bar at the bottom of the screen.

## **Paying Membership Fees**

### **Paying Membership Fees in Full**

Members who usually pay their membership in full before the end of March, are asked to pay their fees directly into the Club's bank account as the Clubhouse is closed at present.

Any member not using Internet Banking may send a cheque to the Clubhouse.

Payments received will be posted to the member's account which will then show a balance of £0.00 on their App.

### **Paying Membership Fees by Standing Order over 12 months**

Members who pay by monthly standing order, please continue to do so. Monthly payments received will be posted to each member's account and the balance on their App will be reduced accordingly.

### **Issuing Receipts**

The system should email members a receipt whenever a payment is allocated to their account.

**Bank Details for fees:** Account Name: **Beith Golf Club,**

Sort Code: **82-61-03** Account Number: **90252176**

