

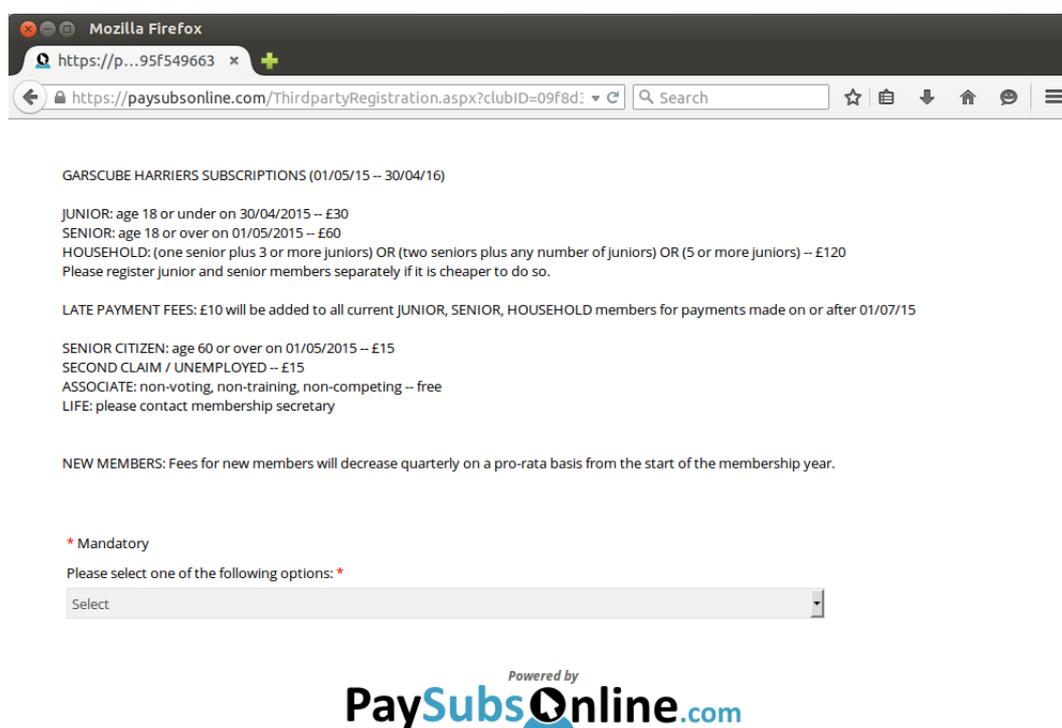
## **Garscube Harriers Membership 2015-16 Subscriptions Payment Using PaySubsOnline Morag Casey: [garscubemembership@gmail.com](mailto:garscubemembership@gmail.com) (25/11/15)**

Following a successful trial last year, the Club has moved to an online payment scheme for subscriptions for all members. The management software is called "PaySubsOnline" and you can make payments to it via debit card, credit card or through PayPal. Any money you pay to this site goes directly to the Club's PayPal account (which is then transferred electronically to the Club's bank account).

You can get to the payment via the link on the front page of the Club's website at [www.garscubeharriers.org.uk](http://www.garscubeharriers.org.uk). Alternatively, please use this direct link:

<http://bit.ly/GarscubeHarriers>

The landing page (which also contains the fees structure) looks like this:



### **Success or Failure?**

You will know you have been successful with your registration because you will get two emails to the account you used to register on the system: one from PaySubsOnline (the registration site) and one from PayHere (the legal entity used by the club to take payment).

If you leave it too long between filling out your personal details and completing payment, the system will timeout and your registration will fail. Best to sit down with your credit / debit card / PayPal account details to hand before starting the registration process!

If registration is unsuccessful, an email is automatically sent to the [garscubemembership@gmail.com](mailto:garscubemembership@gmail.com) account to alert the membership secretary. At that point, manual deletion of your account is necessary before you can attempt a new registration.

If you get stuck, please email [garscubemembership@gmail.com](mailto:garscubemembership@gmail.com) for help.

There now follows a short guide on how to register multiple members using the site. Registration of individual members is fairly straightforward and not discussed here.

## **Garscube Harriers Membership 2015-16**

### **How to register multiple members using PaySubsOnline**

Morag Casey: [garscubemembership@gmail.com](mailto:garscubemembership@gmail.com) (25/11/15)

### **Introduction**

There are **two** ways in which you can register multiple members simultaneously, the points being that in doing so, you can make a **single payment** (rather than several separate payments) and that, in the case of the “**household**” membership category, have the potential to save money.

What follows is a brief explanation of when it is appropriate to use the “household” membership category and when it is not. Then there are two examples with screenshots to lead you through the process.

### **Frequently Asked Questions**

#### **Q: What is the “Household” category?**

A: A “household” can consist of one “senior” and any number of “juniors” (i.e.: that senior's kids) OR two “seniors” (i.e.: the parents) and any number of “juniors” (i.e.: their kids) OR any number of “juniors” (e.g.: all siblings in one family).

#### **Q: When should I choose the “household” category?**

A: At all times, you should choose the registration procedure that (legitimately) saves you the most money. Here are the relevant subscriptions for 2015-16:

- Senior: £60
- Junior: £30
- Household: £120

There are four common examples below; they are not exhaustive. In Example 1, the “household” category is the cheapest way of registering multiple members simultaneously. The instructions and screenshots for this are on pages 4-9. In Examples 2, 3, 4, the cheapest way of registering multiple members simultaneously is to avoid using the “household” category. The instructions and screenshots for this are on pages 10-13.

#### **Example 1: two parents, one kid**

- Registered separately, each parent pays £60 as a senior, the kid pays £30 as a junior, and the total is £150. **Solution:** register everyone using the household category and save £30.

#### **Example 2: one parent, one kid.**

- Registered separately, the parent pays £60 as a senior, the kid pays £30 as a junior,

and the total is £90. **Solution:** register the parent as a senior and the kid as a junior; you may do this in one go and pay both fees at the same time.

**Example 3:** married couple or partners living together

- Registered separately, each adult pays £60 as a senior and the total is £120. **Solution:** register each person as a senior; you may do this in one go and pay both fees at the same time.

**Example 4:** three siblings in one family

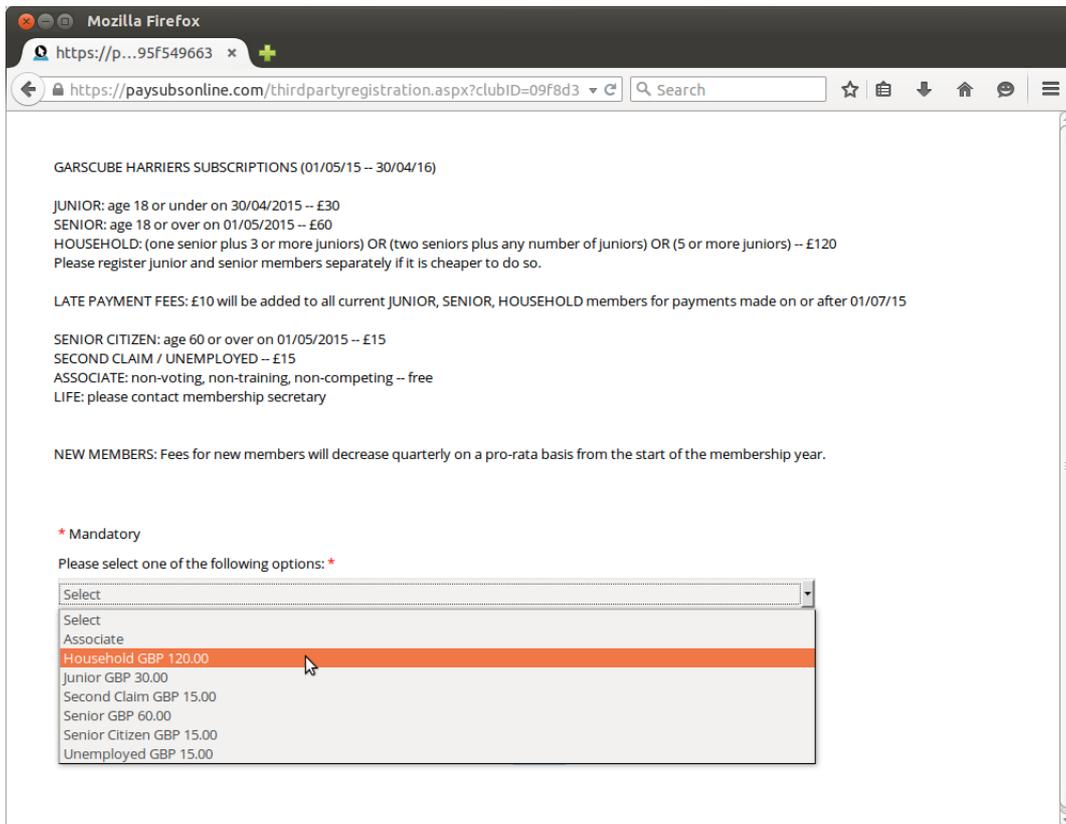
- Registered separately, each sibling pays £30 and the total is £90. **Solution:** register each kid as a junior; you may do this in one go and pay all three fees at the same time.

Decide now whether you want to use Example 1 and register as a “household” (go to pages 4-9) or whether one of Examples 2, 3, 4 better suit you (go to pages 10-13 where Example 2 is illustrated).

## Instructions for Using the “household” Category (Example 1)

Firstly, a “lead” person must be defined for the “household”. This lead person would normally be a senior member of the Club themselves. Consider the situation in Example 1: John Smith and Jane Smith wish to register themselves as seniors as well as their unimaginatively named offspring, “Child Smith”, as a junior.

1. John Smith appoints himself as “lead” member for the Smith household and follows the link on the Club website to the PaySubsOnline page. He selects “Household GBP 120.00” from the dropdown menu:



2. This takes John to the next page where he adds in just enough detail to identify himself as the “lead member” of the household. (He will be able to fill out the rest of the information for his own membership account on a later page – see step 5.) He makes sure to check the box “Senior Section” before pressing the blue “Submit and add additional person to joint membership” button.

Mozilla Firefox

https://p...95F549663 x

https://paysubsonline.com/thirdpartyregistration.aspx?clubID=09f8d3 Search

\* Mandatory

Please select one of the following options: \*

Household GBP 120.00

\* First name John

\* Last name Smith

\* Email address johnsmith@gmail.com

\* Verify email address johnsmith@gmail.com

Check to add the above-named person as a senior member.

Senior Section

Check to add the above-named person as a junior member.

Junior Section

Submit and add additional person to joint membership

Powered by  
**PaySubsOnline.com**

3. On the next page, John adds Jane Smith as a senior. The “Email address” field has been auto-populated with John's email address. John forgets to change it to Jane's email address. This is allowed and, in fact, makes sense in situations where the lead person is registering multiple kids under one “household” email address without adding in their partner as a senior. However, Jane may prefer to have her own email address registered here. If John doesn't realise at this stage that he meant to add Jane's email address here instead of his own, he can come back to it later on and edit it (step 6). In any case, he presses the blue “Submit and add additional person to joint membership” button.

Do not use Back button.  
If you wish to review/edit information entered, please complete the registration process and proceed to the check-out page where an option to review and edit is provided.

**Add linked members** [Skip and proceed to next step >>](#)

\* Mandatory

\* First name

\* Last name

\* Email address

\* Verify email address

Check to add the above-named person as a senior member.

Senior Section

Check to add the above-named person as a junior member.

Junior Section

[Submit and add additional person to joint membership](#)

[Submit and proceed to next page](#)

4. On the next page, John adds in the initial details for his and Jane's kid, "Child Smith", making sure to check the box labelled "Junior Section". (He will come back to adding in the fine detail for Child Smith in step 5.) Then, since he's finished adding everyone in the household, he presses the blue "Submit and proceed to next page" button. (If he accidentally presses the button above that one, he'll be taken to another "add" window from which he can exit by pressing the blue "Skip and proceed to next step >>" link at the top of the page).

**Do not use Back button.**  
If you wish to review/edit information entered, please complete the registration process and proceed to the check-out page where an option to review and edit is provided.

**Add linked members** [Skip and proceed to next step >>](#)

\* Mandatory

\* First name

\* Last name

\* Email address

\* Verify email address

Check to add the above-named person as a senior member.  Senior Section

Check to add the above-named person as a junior member.  Junior Section

[Submit and add additional person to joint membership](#)

[Submit and proceed to next page](#)

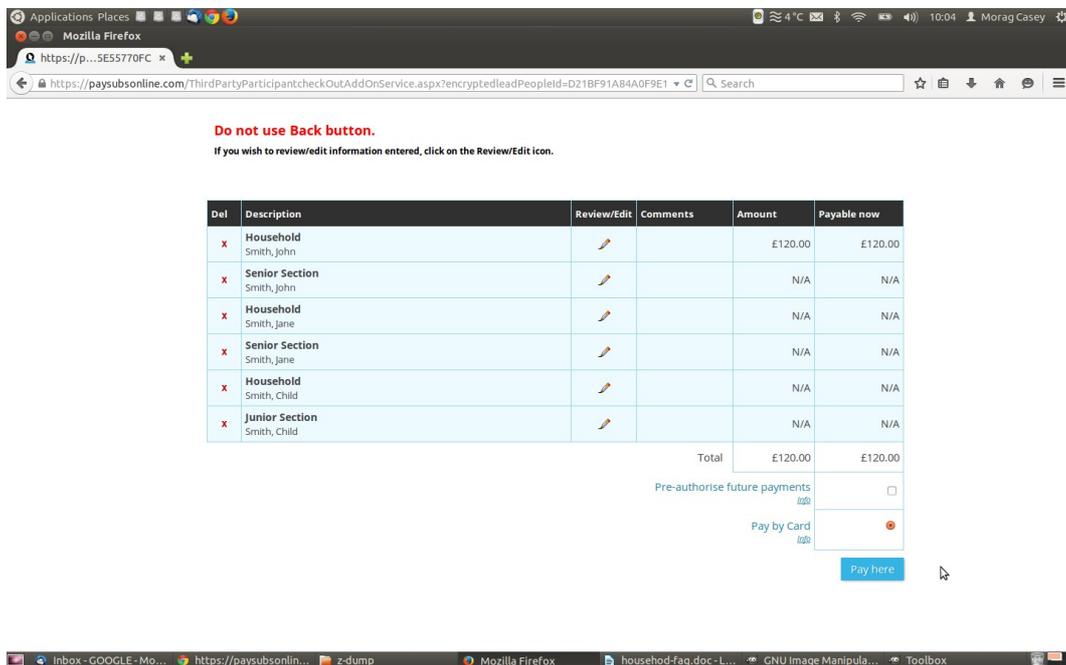
5. Now, John can fill in all the details for each member of the household: address, date of birth, next of kin and so on; he just has to remember to scroll to the bottom of the screen. There is some repetition here but that is because each person must be registered on their own in one of the “senior” or “junior” sections for the Club, independent of their status in the “household”. Having filled out all the details, John scrolls to the bottom and presses the blue “Submit and proceed to next page” button to review and edit before paying.

**Do not use Back button.**  
If you wish to review/edit information entered, please complete the registration process and proceed to the check-out page where an option to review and edit is provided.

**Senior Section**

First name *	John
Last name *	Smith
Gender *	Select
Email address *	johnsmith@gmail.com
Verify email address *	johnsmith@gmail.com
Date of birth(dd mmm/yyyy) *	
Age	
Address 1 *	
Address 2	
Town *	
Post code *	
Mobile phone number *	
Emergency Contact Name *	
Emergency Contact Telephone Number *	
Medical Information (if none, please write "none")	
Approximate distance you can cover in 60 minutes OR recent 10k time.	
Scottish Athletics Number (if known)	

6. Below is the “review and edit” page where John can check that all the details are correct before moving on to payment.



Note two things here:

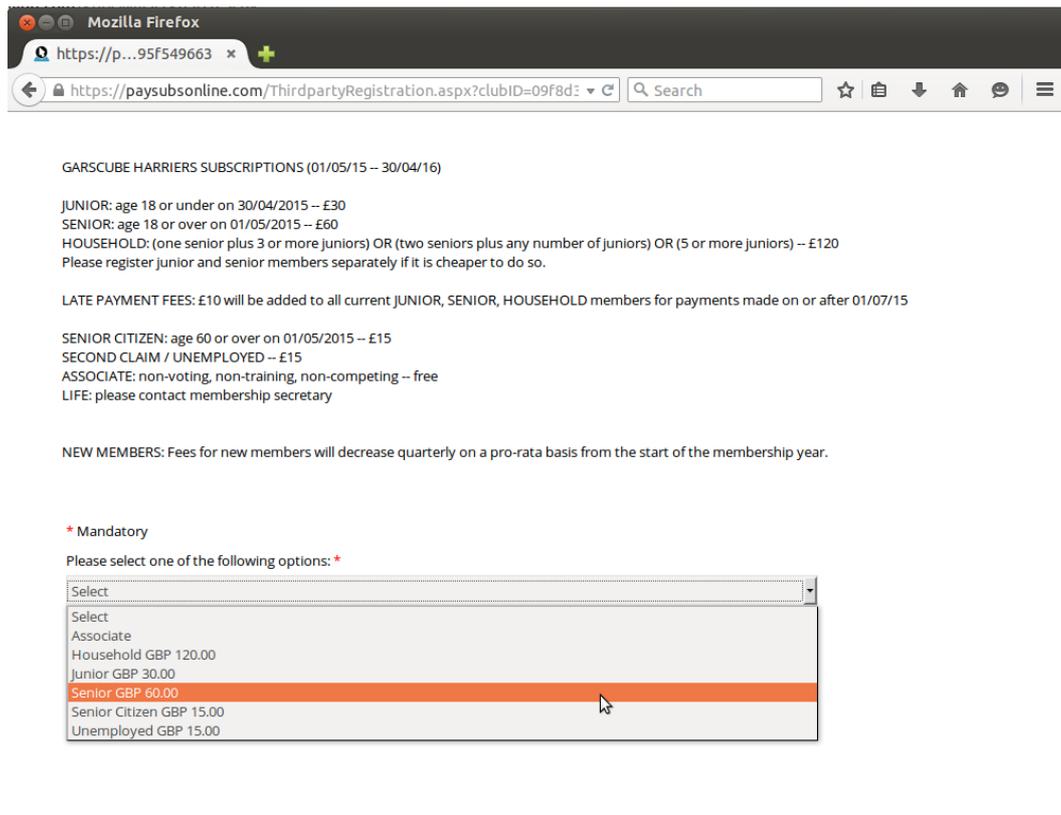
1. Duplication of the “Household” category for each member added by John on the previous pages. This is OK; ignore it – it’s just there to confirm that each of John, Jane and Child Smith are part of this single household.
2. The details of the individuals are held on the lines labelled “Senior Section” or “Junior Section” (i.e.: lines 2, 4, 6 in the image below). This is the stage at which John can go back and change details – date of birth, email address, emergency contact details etc – by clicking on the relevant “review / edit” icon. Jane could, at this juncture, go back and update the email address in her own record.

That’s it – at this point, John presses the blue “Pay here” button and dusts off his debit card, credit card or PayPal account to pay the bill.

## Instructions for Registering Multiple Members without Using the “household” Category (Examples 2)

In this example, consider Bob Jones and his, again, unimaginatively named offspring Child Jones. Bob wants to register himself as a senior and Child as a junior.

1. Bob goes to the Club Website and follows the link to the PaySubsOnline page, selecting “Senior GBP 60.00” from the dropdown menu in order to add himself:



2. Then, unlike in the “household” example, Bob has to fill out all his own details immediately – email address, date of birth, address and so on. At the bottom of the page, he selects the blue “Submit and add additional members” button so that he can start adding the information for Child Jones.

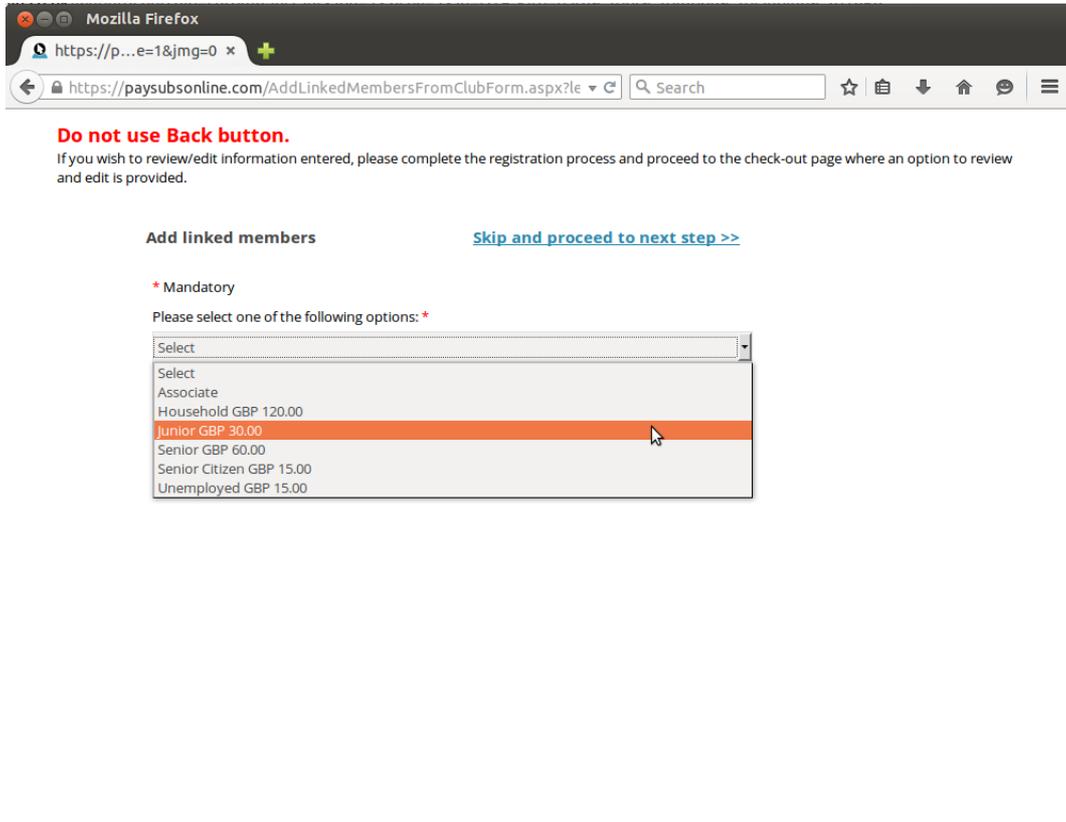
The screenshot shows a registration form in a Mozilla Firefox browser. The browser's address bar displays the URL: <https://paysubsonline.com/thirdpartyregistration.aspx?clubID=09f8d3>. The form fields are as follows:

* Verify email address	bobjones@gmail.com
* Date of birth(dd mmm yyyy)	20 Jul 1969
Age	45
* Address 1	99 Main Street
Address 2	Milngavie
* Town	Glasgow
* Post code	G62 6JH
* Mobile phone number	07700 xxx xxx
* Emergency Contact Name	Sally Jones
* Emergency Contact Telephone Number	07700 yyy yyy
Medical Information (if none, please write "none")	None
Approximate distance you can cover in 60 minutes OR recent 10k time.	45 mins
Scottish Athletics Number (if known)	
Occupation / Area(s) of Professional Expertise	Owl Wrangler

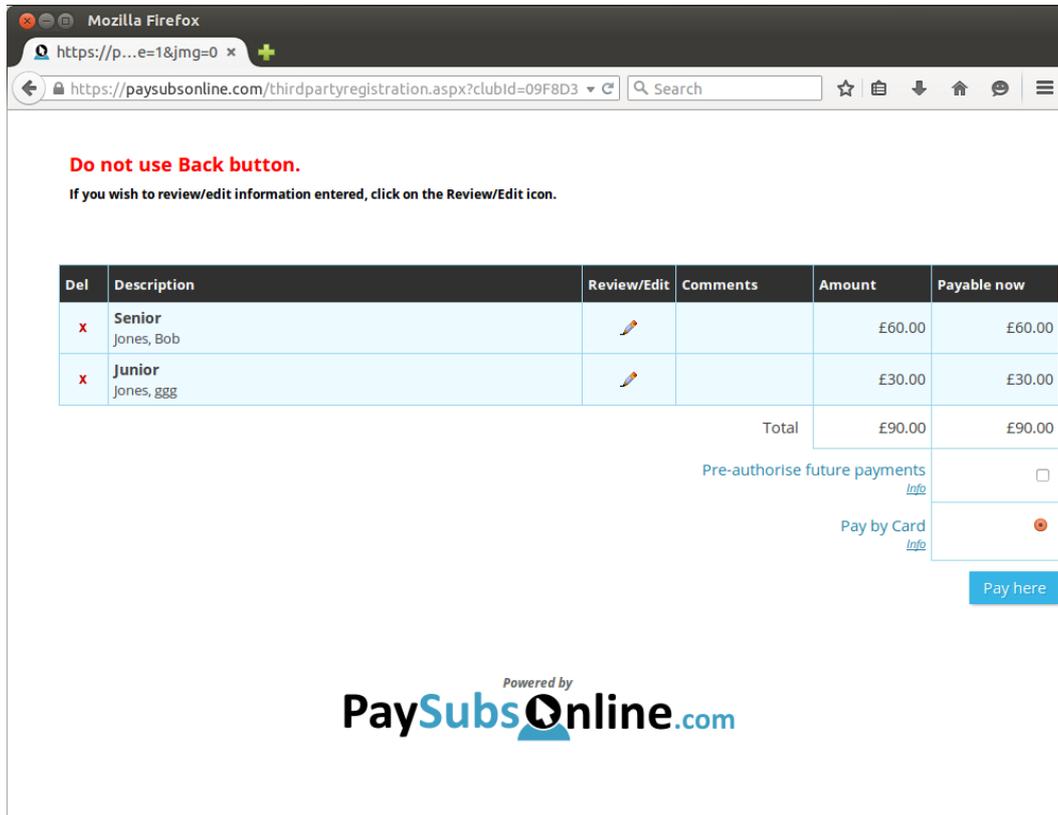
At the bottom of the form, there are two blue buttons:

- Submit and add additional members
- Submit and proceed to next page

3. Bob is taken back to the dropdown menu with the list of membership categories and selects “Junior GBP 30.00” from it. He could, at this point, select other options if he wants to take payment responsibility for other members – another senior, for example.



4. The “junior” registration page pops up with some information such as address, surname and email address pre-populated; the rest must be added now. This information can be changed at this stage or on returning to it via the “Review/Edit” icon on the payment page shown below. Having finished entering the information for Child Jones, Bob presses the blue “Submit and proceed to next page” button to go to the payment page:



Note the differences between this page and the “household” payment page shown on page 9 of this document.

1. Only the “senior” and “junior” entries are shown here – there is no “household” entry on this list.
2. As a consequence of these separate registrations, each member has been charged separately – £60 for Bob Jones the senior and £30 for Child Jones the junior, bringing the total to £90.

That’s it – at this point, Bob presses the blue “Pay here” button and dusts off his debit card, credit card or PayPal account to pay the bill.