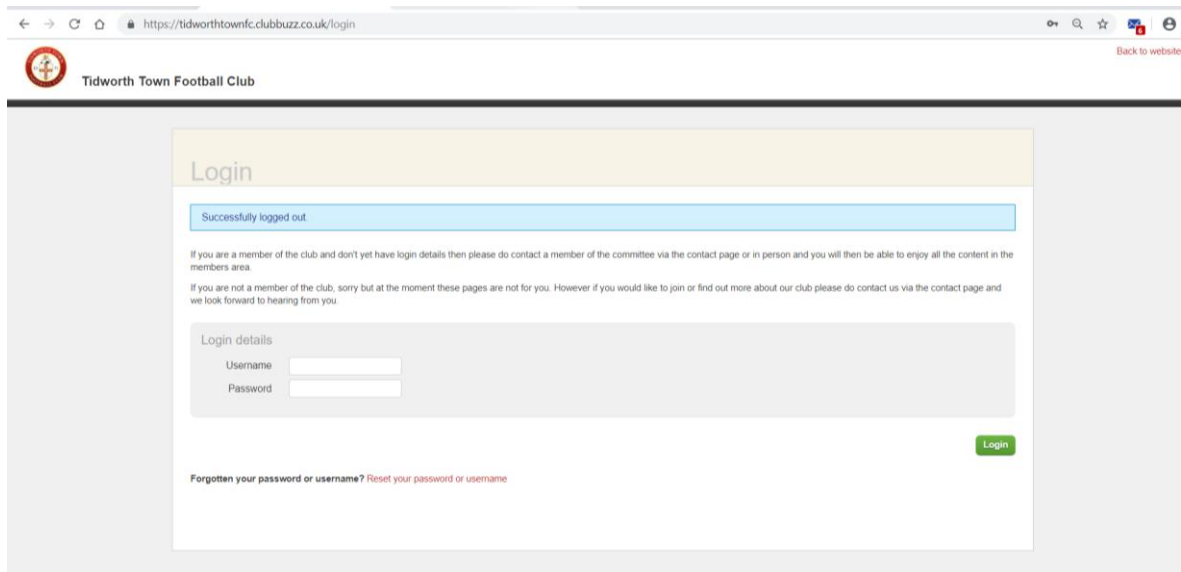


## Setting up Direct Debit payments on Tidworth Town FC Clubbuzz

### 1. Log into your account



https://tidworthtownfc.clubbuzz.co.uk/login

Tidworth Town Football Club

### Login

Successfully logged out

If you are a member of the club and don't yet have login details then please do contact a member of the committee via the contact page or in person and you will then be able to enjoy all the content in the members area.

If you are not a member of the club, sorry but at the moment these pages are not for you. However if you would like to join or find out more about our club please do contact us via the contact page and we look forward to hearing from you.

Login details

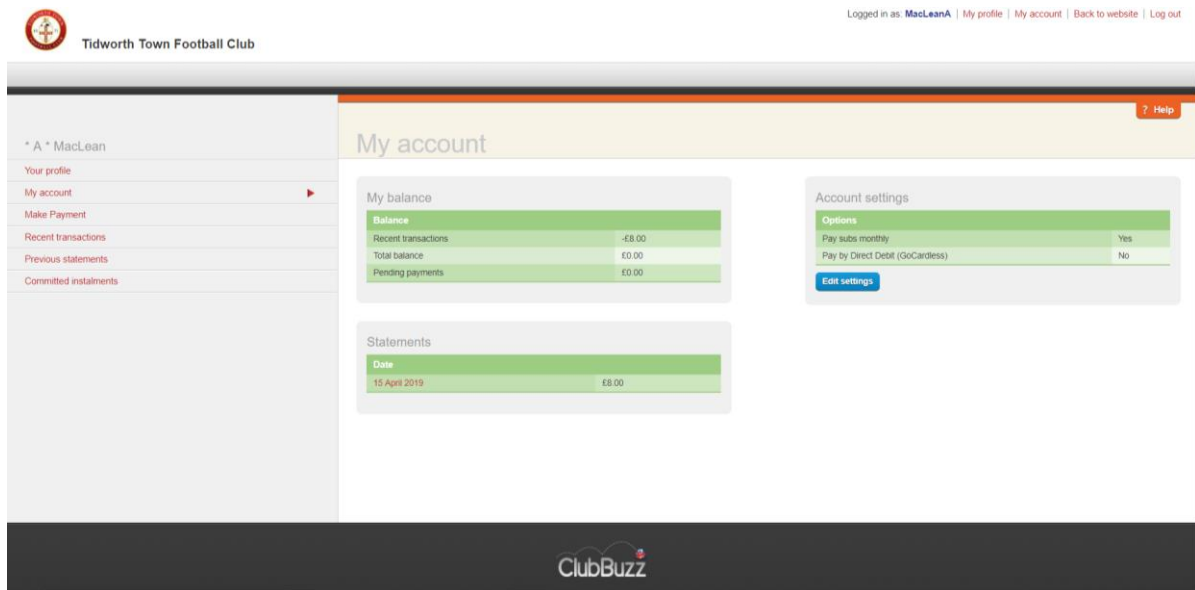
Username

Password

[Login](#)

[Forgotten your password or username? Reset your password or username](#)

2. Choose "My account" from the menu on the left-hand side
3. Select Edit settings in "Account settings"



Tidworth Town Football Club

Logged in as: MacLeanA | [My profile](#) | [My account](#) | [Back to website](#) | [Log out](#)

### My account

Your profile

**My account**

Make Payment

Recent transactions

Previous statements

Committed instalments

#### My balance

Balance	
Recent transactions	-£8.00
Total balance	£0.00
Pending payments	£0.00

#### Account settings

Options	
Pay subs monthly	Yes
Pay by Direct Debit (GoCardless)	No

[Edit settings](#)

#### Statements

Date	Amount
15 April 2019	£8.00

ClubBuzz

#### 4. Select “Setup Direct Debit”

Account preferences

**Setting up my account**

You will receive monthly statements from the Club detailing any charges incurred and credits given. You will be advised when your statement is available to view and you will be able to query any item before the money is taken. The statement date is 15th of each month.

If your club has opted to allow you to pay by instalments and you wish to take advantage of this you will see a box below to tick. Please remember to update direct debit settings if applicable and then update settings once completed.

If your club has opted to collect by direct debit you will see the option below for you to register with GoCardless. Once registered the money will be taken out of your account on the 1st of the month following each statement. Please remember to update settings once completed.

If your club has not opted to allow instalments or direct debit then you can just click update settings to continue.

**Settings**

Pay subs monthly when possible?  The club chooses which subs can be paid monthly or not, so even when opting to pay subs monthly here, you may find that some subs have to be paid annually. For confirmation of which subs are payable monthly please contact a club administrator.

**Monthly payments**

Pre-authorised payments  Not set up

**GOCARDLESS**

You can opt to setup Direct Debit payments using GoCardless. Under a pre-authorised agreement, we will attempt to settle your monthly statement via Direct Debit, up to a limit of £100.00 per month. If your balance exceeds that limit then we will bill you for the maximum and your remaining balance will roll over to the next month.

[Setup Direct Debit](#)

[Update settings](#)

#### 5. Complete Direct Debit Instructions and save

First name: \* A

Last name: \* MacLean

Click here to use a company name

Email: treasurer@tidworthtownfc.co.uk

Your sort code: e.g. 10-20-30

Your account number: e.g. 12345678

Click here to enter IBAN

Post code: Start typing your post code and choose from the list.

Click here to enter your address manually

More than one person is required to authorise Direct Debits

[Set up Direct Debit](#)

**GOCARDLESS**

**DIRECT DEBIT**

treasurer@tidworthtownfc.co.uk | +44 7913 048637

By confirming you are agreeing to our [Website Terms of](#)

The direct debit service we are using is provided by GoCardless and is fully secure and protected by the Direct Debit Guarantee. It comes at no extra cost and you will always receive a statement of amounts due two weeks before the direct debit is taken out of your bank.

Please note that if you have more than one child at the club you will need to set up Direct Debit instructions for each child.

**Once you set up your Direct Debit don't forget to close your current standing order.**