**WEBSITE REGISTRATION INSTRUCTIONS V1.1**

Team Bath Buccaneers is currently launching its new website provided by ClubBuzz. You can check out the new site and what is happening with the club ready for the new season at the same web address: [www.teambathbuccaneers.co.uk](http://www.teambathbuccaneers.co.uk)

As a previous member of the club you will soon receive an invitation to re-register for the coming season.

If you are not due to return to the club this year then no action is required.

For those of your returning please read and follow the instructions below.

Parents – please note that you need to register all of your children under their own name and under separate accounts.

**Team Bath Buccaneers Registration Instructions**

Step 1 – website registration

All members registered on the old website database will be invited to register on the new website. An automated email from ClubBuzz will be sent to your registered email address in the next few days inviting you to update your details and set up an account. If do not receive the email invitation then you can commence your registration by clicking on the ‘Join Us’ button on the homepage of the website ([www.teambathbuccaneers.co.uk](http://www.teambathbuccaneers.co.uk)). Enter your name and email address and once approved you will receive an email invitation to complete registration.

Click on the email link to complete registration, noting your contact details, medical details & reading the club’s Terms and Conditions of joining. In addition, if you wish to take up one of the non-default membership options (default for over 18s is full Senior Membership and under 18s is Junior Academy) please note this in the ‘preferred membership’ field. A full list of membership options available is included on the website under ABOUT US, MEMBERSHIP OPTIONS. You will also be asked to set up a username and password at this time.

Step 2 – membership options

Once registered, you will automatically be assigned to the default category for your age group. If you wish to change your membership category you need to inform the appropriate membership secretary immediately so they can approve this and assign you to the correct membership type (there is a 7 day time limit to alter membership categories before you will be allocated the default charge to pay). Please email the appropriate membership secretary IMMEDIATELY on completing registration if you want to take up an alternative category.

* + Ladies’ membership secretary – Ali Perrio - ali.perrio@gmail.com
	+ Men’s membership secretary – Marty Pellow – martypellow1971@googlemail.com
	+ Juniors – for Junior Academy queries please contact Marty Pellow. If you wish to upgrade to ‘Schoolchild playing senior hockey’ then please email the relevant senior memebrship secretary above.

If you wish to take up one of the special offers, please also contact the relevant membership secretary at this time giving details.

You can see your current membership category by logging into your account and looking at MY PROFILE.

Step 3 – payment for membership

The applicable subscription rate for your membership category will be allocated to your account and a new statement produced on the 15th of every month. This will show how much is owed, how much has been allocated as paid and what payments are still outstanding.

The statements can be viewed within ‘My Profile’ of the members’ area once you have logged into your account. Also in this area you will need to update how you wish to pay for your membership. For the main membership categories (excludes training & social membership & junior academy) you can choose to pay this by lump sum payment or in instalments. Payments can be made by credit/debit card (via payal) or Go Cardless which is via your bank account. Please select your payment method as no payment will be made until this is completed.

Note that the membership payments for the new season are due as at 1 September 2014. If you select to pay by instalments, these will commence at end of September and continue at the end of each month until completed. If you sign up or confirm instalment payments after the end of September then the first payments will be at the end of October. Penalties for late payment apply if payment is not made or instalments commenced ahead of 1 November 2014.

If you have any query at any time please contact the appropriate membership secretary:-

Ladies’ membership secretary – Ali Perrio - ali.perrio@gmail.com

Men’s membership secretary – Marty Pellow – martypellow1971@googlemail.com

Juniors – Marty Pellow – martypellow1971@googlemail.com

**Revision history**

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| **Issue** | **Date** | **Description** | **Changes made by** |
| V1.1  | August 2014  | First issue  | Nicky Wilson  |