






Senior Registration Guide




A step by step guide to registering to play cricket at
Eversholt Cricket Club

In time for the start of the 2014 season we have moved our online registration and subscription payment system online.

1. Over the next couple of weeks you'll receive an email from Eversholt Cricket Club inviting you to register for the 2014 season. Please note that this email will be auto-generated and you should not reply to the email address shown (mail@clubbuzz.co.uk). Instead, please direct any queries to the club's email address (eversholtcricketclub@gmail.com).

This system works best on a Windows PC/laptop, Macbooks or iPads with iOS 7 installed.

Eversholt Cricket Club - Please register with us  Inbox x  

 **Eversholt Cricket Club** <mail@clubbuzz.co.uk> 20:30 (2 minutes ago) ☆  

to me ▾

== DO NOT REPLY TO THIS EMAIL ==

Hi James Smith

Eversholt Cricket Club have a website and online resource that is available for all members to use. This means that you will be able to log in to view the member only areas of the website and update your own member record including contact details, photograph, medical details, etc. In order to keep central administration to a minimum it is important that all members register and update their profile as soon as possible.

To complete your registration, all you need to do is choose a username and password. Please click the following link to complete your registration:

<http://eversholtcc.clubbuzz.co.uk/register/46706/0223291eb335dd86ecb6bc0ae8baaf10>

Please note you do need to click the link and complete the registration process otherwise your registration will expire and a committee member will need to send you a new invitation to join, so don't delay, register as a member as soon as possible.

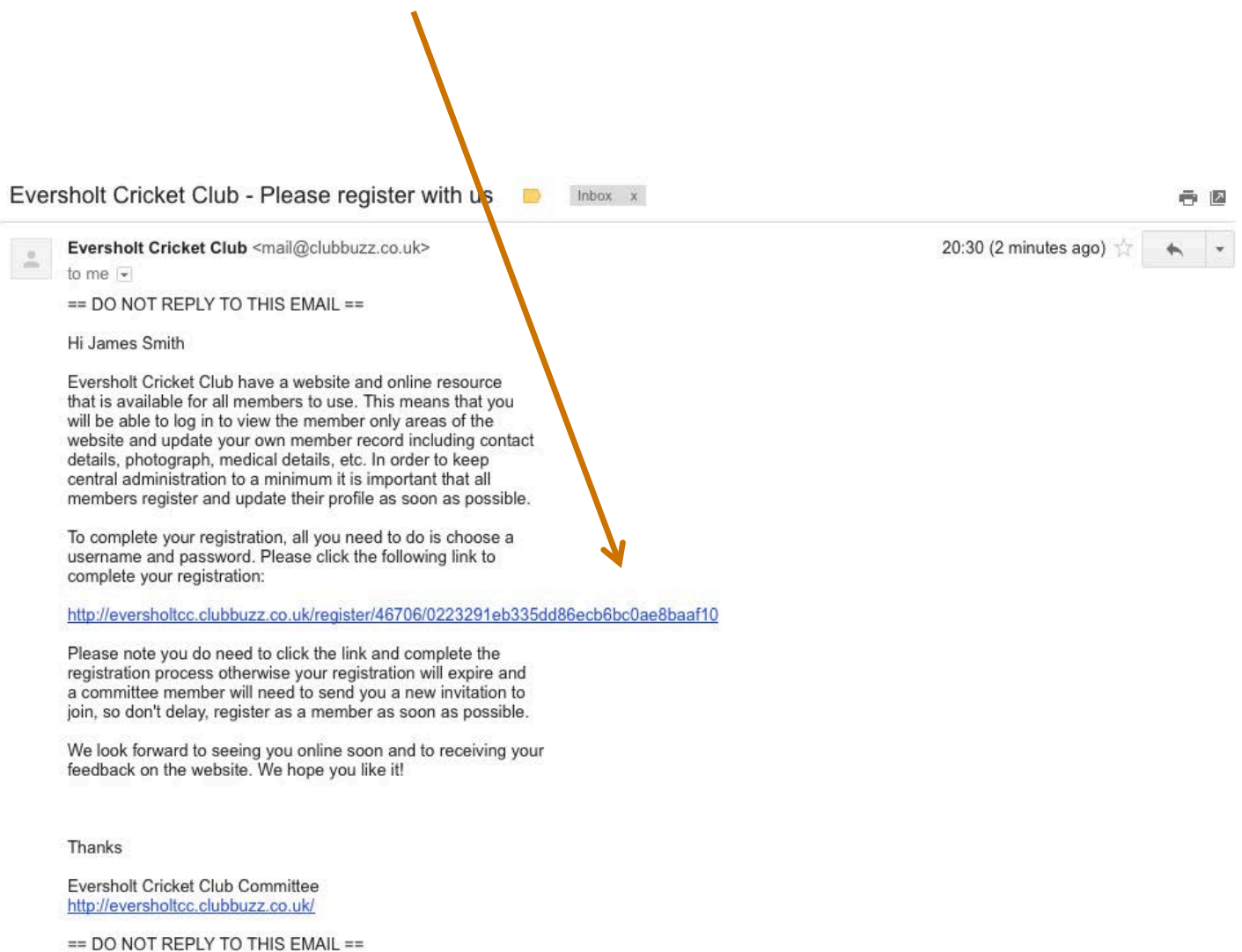
We look forward to seeing you online soon and to receiving your feedback on the website. We hope you like it!

Thanks

Eversholt Cricket Club Committee
<http://eversholtcc.clubbuzz.co.uk/>

== DO NOT REPLY TO THIS EMAIL ==

2. Please click the registration link within the email.



Eversholt Cricket Club - Please register with us Inbox x 20:30 (2 minutes ago) ☆ ↶ ⌵

Eversholt Cricket Club <mail@clubbuzz.co.uk>
to me ⌵

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Thanks

Eversholt Cricket Club Committee
<http://eversholtcc.clubbuzz.co.uk/>

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3. You'll be redirected to the registration page below. Please fill out all of your personal details.

PLEASE ENSURE ALL MANDATORY FIELDS ARE COMPLETED.

https://eversholtcc.clubbuzz.co.uk/registrations/6af4bab2a1ae7655c71ee9a4dd8775d1 - Complete registration (Personal details) :: ClubBuzz Application

Test Test - ClubBuzz | Eversholt Cricket Club - Please register with us - jake.e.nichols@gma... | Complete registration (Personal details) :: ClubBuzz Application

Complete registration (Personal details)

Successfully logged out.

Complete registration

1. **Submit personal details**
 - Submit guardian details
 - Submit medical record
2. Registration payment
3. Confirm registration details

Please complete all fields as fully as possible. If you are re-registering with the club please do make sure all fields are up to date and make any necessary amendments before submitting your details.

Fields marked with * are required.

Personal details

Forename *

Surname *

Date of birth *

Gender *

Address

Address

4. Once you have provided all the required information, please click the 'submit personal details' button at the bottom of the page.

QUESTIONS AT THE BOTTOM OF THE PAGE ARE FOR JUNIOR PLAYERS ONLY.

Postcode:

Contact details

Home phone number

Mobile phone number

Work phone number

Email address *

Emergency contact details

Emergency contact name

Emergency contact number

Emergency contact relation

[Submit personal details](#)



Support: [Get Satisfaction](#) or support@clubbuzz.co.uk.

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5. You'll now be redirected to the medical declaration page of the registration form. Please complete this page in full and press submit at the bottom of the page.

The screenshot shows a web browser window with the following details:

- Address bar: https://eversholtcc.clubbuzz.co.uk/registrations/6af4bab2a1ae7655c71ee9a4dd8775d1/medical_record - Complete registration (Medical record) :: ClubBuzz Application
- Page title: Complete registration (Medical record) :: ClubBuzz Application
- Page content: Medical record form with the following sections:
 - Has asthma * Yes No
 - Has diabetes * Yes No
 - Has epilepsy * Yes No
 - Epilepsy details
 - Has allergy * Yes No
 - Allergy details
 - Has heart condition * Yes No
 - Heart condition details
 - Has medication * Yes No
 - Medication details
 - Has injury * Yes No
 - Injury details
 - Has visual impairment * Yes No
 - Visual impairment details
 - Has hearing impairment * Yes No
 - Hearing impairment details

6. You'll now be redirected to the 'Registration payment' page. On this page you'll see a field labelled 'Registration fee'. Next to this you'll see the subscription type and fee. If this subscription type is incorrect, please click change category (in red) to select the type of subscription you require.

There are two ways to pay for your subscription in 2014; by GoCardless (BACS transfer) or cash/cheque:

Ticking the box next to 'Pay with cash or cheque' will mean that steps 8, 9, 10 and 14 in this guide can be ignored.

Leaving the box un-ticked means that you'd like to pay for your child's subscription via online BACS payment using our online payment provider GoCardless. We'd prefer payment by this method to ensure the registration process is as seamless as can be, with less administrative burden for the committee.

Players who select the 'Adult member installments' option should also tick the box labelled 'Pay with cash or cheque'. You will pay nothing upfront but YOU will be responsible for liaising with Luke Singleton (luke.singleton@homeretailgroup.com / 07717 723946) to set-up regular payments.

Registration payment

Guardian details successfully submitted.

Complete registration

1. Submit personal details ✓
Submit guardian details ✓
2. **Registration payment**
3. Confirm registration details

Thank you for submitting your details. To complete registration, please confirm the following details.
Fields marked with * are required.

Registration payment **GOCARDLESS**

After submitting this form, you will be forwarded to GoCardless to complete payment. The cost shown below is determined by your membership category. If you feel you have been incorrectly categorised and should be charged a different amount, you can manually change your category by clicking the link below and selecting the correct category from the list. If you are unsure how much you should pay or have any queries, please contact a club administrator before completing this step. If any errors occur and the wrong amount is paid the club will contact you directly to rectify.

If you prefer, you can opt to pay by cash or cheque by checking the box below. If you do this you will have full access to the website and be available for team selection immediately, but your payment shown as pending until an administrator updates your profile.

Registration fee £40.00 - Junior member
Change category

Pay with cash or cheque

Make payment

7. Once you have chosen your subscription type and payment method (remembering that leaving the box unticked means that you'd like to pay via GoCardless), press the 'make payment' button.

8. If you have chosen to pay by GoCardless, you'll be redirected to the GoCardless website to pay for your subscription by BACS transfer. Please fill in the form with YOUR details and payment information.

Eversholt Cricket Club

A one-off payment of £1.00
Eversholt Cricket Club registration - Test

Email address
jake.e.nichols@gmail.com

I don't have a GoCardless account
 I have a GoCardless account

First name James **Last name** Smith

I'm paying on behalf of an organization

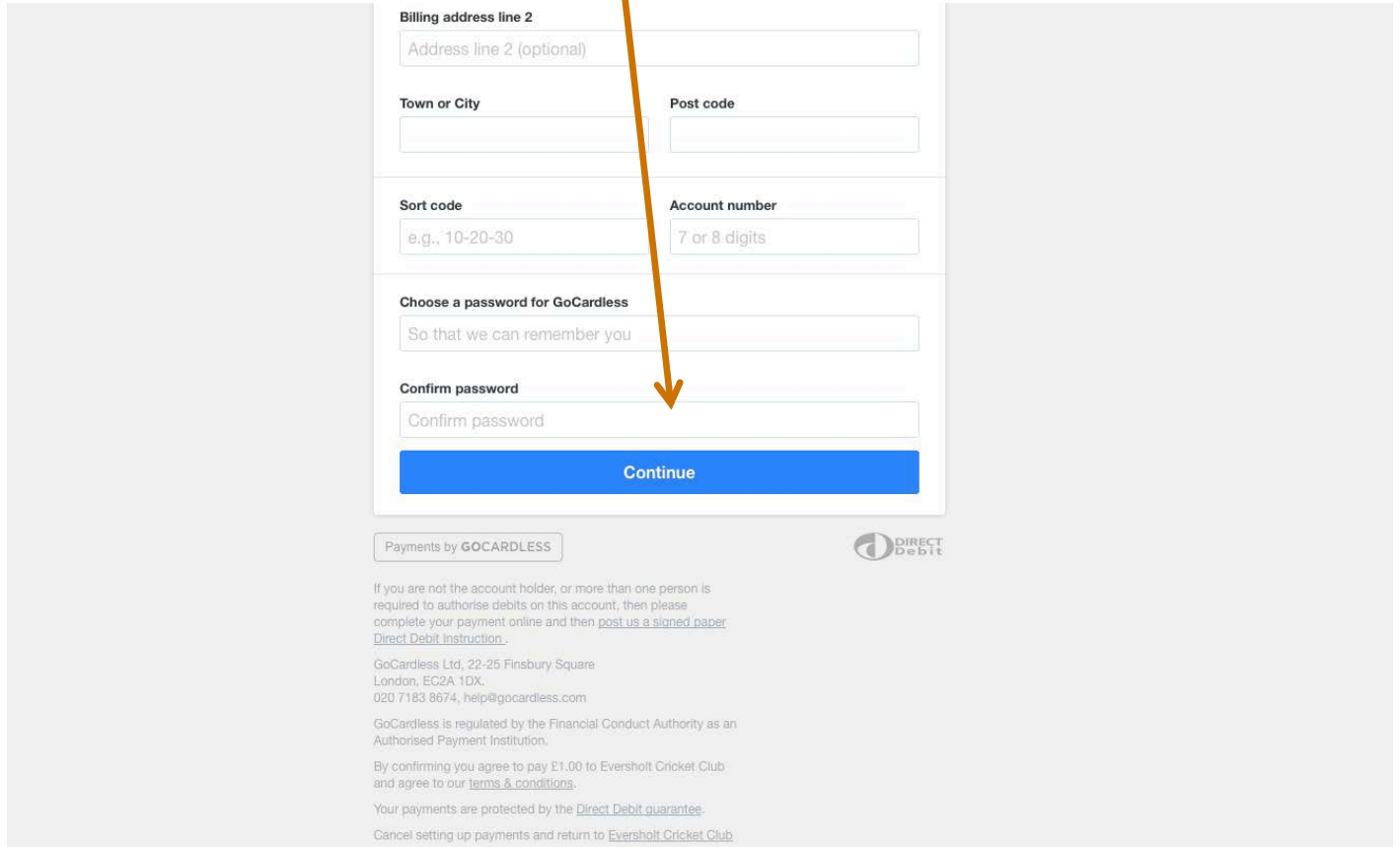
Billing address line 1
Address line 1

Billing address line 2
Address line 2 (optional)

Town or City **Post code**

Sort code e.g., 10-20-30 **Account number** 7 or 8 digits

9. Once completed, please press the 'Continue' button.



Billing address line 2
Address line 2 (optional)

Town or City **Post code**


Sort code **Account number**
e.g., 10-20-30 7 or 8 digits

Choose a password for GoCardless
So that we can remember you

Confirm password
Confirm password

Continue

Payments by **GOCARDLESS**



If you are not the account holder, or more than one person is required to authorise debits on this account, then please complete your payment online and then [post us a signed paper Direct Debit instruction](#).

GoCardless Ltd, 22-25 Finsbury Square
London, EC2A 1DX.
020 7183 8674, help@gocardless.com

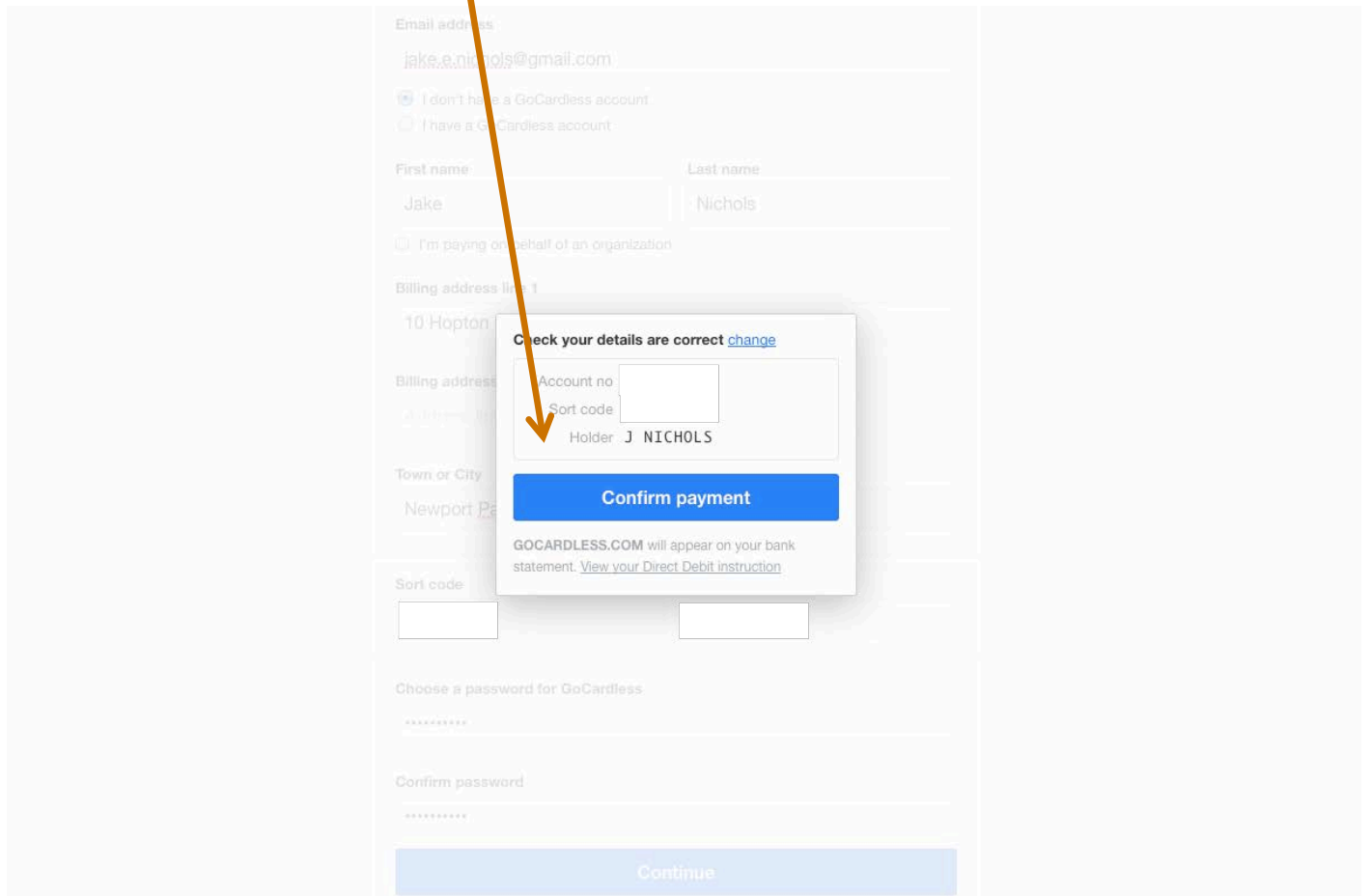
GoCardless is regulated by the Financial Conduct Authority as an Authorised Payment Institution.

By confirming you agree to pay £1.00 to Eversholt Cricket Club and agree to our [terms & conditions](#).

Your payments are protected by the [Direct Debit guarantee](#).

Cancel setting up payments and return to [Eversholt Cricket Club](#).

10. A pop-up box will now appear asking you to check that the details provided are correct. If correct, please press 'Confirm payment'.



The image shows a payment confirmation page for GoCardless. A pop-up box is overlaid on the page, asking the user to verify their details. The pop-up box contains the following text:

Check your details are correct [change](#)

Account no [input field]
Sort code [input field]
Holder J NICHOLS

Confirm payment

GOCARDLESS.COM will appear on your bank statement. [View your Direct Debit instruction](#)

The background page shows the following fields and options:

Email address:

I don't have a GoCardless account
 I have a GoCardless account

First name: Last name:

I'm paying on behalf of an organization

Billing address line 1:

Billing address line 2:

Address line 3:

Town or City:

Sort code:

Choose a password for GoCardless:

Confirm password:

Continue

11. You'll now be redirected back to our registration form summary. Use the tick box on this page to confirm your details. Create a unique login ID and password at the bottom of the page. Submit this page at the bottom.

PLEASE WRITE YOUR USERNAME AND PASSWORD DOWN IN A SAFE PLACE.



Eversholt Cricket Club

[Back to website](#)

Confirm registration

Thank you for paying with GoCardless.

Complete registration

1. Submit personal details ✓

Submit guardian details ✓

2. Registration payment ✓

3. Confirm registration details

Thank you for submitting your details. To complete registration, please confirm the following details.

Fields marked with * are required.

Personal details

Name:	James Smith
Date of birth:	1 January 2002
Gender:	Male
Address:	
Home phone number:	
Work phone number:	
Mobile phone number:	
Email address:	jake.e.nichols@gmail.com
Emergency contact:	
Emergency number:	

12. You are now registered to play for Eversholt Cricket Club in 2014. If you chose to pay by GoCardless, payment will be taken from your account in the next five to seven working days. If you have opted to pay by cash or cheque, please pass this to Luke Singleton (Treasurer) or your Captain ASAP.



James Smith

[Your profile](#)

Dashboard

Thank you for registering!

Club details

Club details	
Club name	Eversholt Cricket Club
System administrator	Eversholt Cricket Club
Address	Eversholt Cricket Ground, Eversholt, Milton Keynes, Bedfordshire, MK17 9DT
Email address	eversholtcricketclub@gmail.com
Telephone number	01525 280760


Members

	Male	Female	Not specified
Adults	63	3	0
Juniors	34	0	0
Age not specified	61	2	4
Total	158	5	4

Sports

Names	Teams	Comps	Players	Season starts	Season ends
Cricket	13	4	164	30 April 2011	Unknown

13. You can edit your information/edit medical records at any time by logging into the website (www.eversholtcricketclub.co.uk) using the credentials you created a moment ago.



Eversholt Cricket Club

Logged in as: test123 | My profile | Back to website | Log out

Dashboard

James Smith

Your profile

James Smith

Download PDF | Edit login details | Edit member

Upload photo

James Smith

Member number: 00046706
Gender: Male
Date of birth: 1 January 2002
Medical record: Unknown
Status: Registered (To: 1 October 2014)
Payment: Pending (GoCardless)

Email: jake.e.nichols@gmail.com

Add medical record | Edit biography

Guardians

Name	Relation	Phone number	Email address
David Smith		01234567891	

Add guardian

Match selections


Match	Date	Venue	Position	Status
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Sports

Sports

14. If you paid for your subscription by GoCardless, you'll have received an email confirming all the details of the transaction.

You have paid £1.00 to Eversholt Cricket Club Inbox x 🖨️ 📧

 **GoCardless** <help@gocardless.com> 20:56 (5 minutes ago) ☆
to me ▾ ↩️ ▾

GOCARDLESS

**You have paid Eversholt Cricket Club £1.00
with GoCardless**

Thank you for your payment to Eversholt Cricket Club for
"Eversholt Cricket Club registration - Test".

GoCardless will debit your account ending 2282 by Direct Debit
on or shortly after 15 Jan 2014.

This payment will appear on your bank statement as
[GOCARDLESS.COM](https://gocardless.com), ref: EVERSHTOLTCRI-14533.

You can view more information about this payment in [your
GoCardless account](#).

You can find more details about how GoCardless transactions
work [here](#). This email is not a receipt or confirmation that your
payment or sales order has been accepted by Eversholt Cricket
Club.

15. You'll receive one last email from us to confirm that your registration has been successful. This is an auto-generated email so please do not reply to it. Instead, please email eversholtcricketclub@gmail.com with any queries.

Eversholt Cricket Club - Welcome

Inbox x



Eversholt Cricket Club <mail@clubbuzz.co.uk>

20:57 (4 minutes ago) ☆



to me ▾

== DO NOT REPLY TO THIS EMAIL ==

Hi James Smith

Thank you for registering at Eversholt Cricket Club. As a registered user you can now view our member only pages including the bulletin board which will keep you up to date with all club activities. Don't forget to visit regularly to make sure you're up to speed with club events.

Your username is "test123" and your password is the password you provided us with at registration.

Login at:

<http://eversholtcc.clubbuzz.co.uk/login>

Thanks

Eversholt Cricket Club Committee

<http://eversholtcc.clubbuzz.co.uk/>

== DO NOT REPLY TO THIS EMAIL ==

QUESTIONS?

Email eversholtcricketclub@gmail.com for help.

COME
ON
YOU
BOARDS!

EVERSHOLT CRICKET CLUB

Eversholt Cricket Ground
Eversholt
MK17 9DT

www.eversholtcricketclub.co.uk