



Online Subscriptions :: Guidance Note

Fo-Sgrìobh Air-loidhne :: Nòta Stiùradh

Step 1

- To use the online subscriptions system, you must have a PayPal account. If you don't already have one, please set one up by visiting www.paypal.co.uk;
- Please ensure that you have all of your membership details to hand so that there are no delays in the process which may otherwise result in the process 'timing-out' midway through. Required information will include postal address(es), email addresses, parent/guardian details for under 18s, emergency contact details, your SCA/BCU number if applicable, details of performance/coaching awards/experience and full details for all those to be covered by a family membership application;
- Make sure that you have a free 5 minutes, or thereby, to complete the process uninterrupted;
- Visit the 'Join Online' section of the ICC website to begin the application process and read carefully any online instructions, in addition to those contained within this guide...

Step 2

From the list displayed on the 'Join Online' section of the club website, select the appropriate membership type and click on the associated 'Buy Now' button.

A screenshot of a web page titled "Please choose a membership type to begin the application process...". It lists four membership options, each with a "Buy Now" button: "Adult Membership (£20 + £1*)", "Student/Unwaged Membership (£10 + £1*)", "Junior Membership (£7.50 + £1*)", and "Family Membership (£25 + £1*)". A small asterisk at the bottom indicates "* PayPal transaction fee."/>

Please choose a membership type to begin the application process...

Adult Membership (£20 + £1*)
Buy Now

Student/Unwaged Membership (£10 + £1*)
Buy Now

Junior Membership (£7.50 + £1*)
Buy Now

Family Membership (£25 + £1*)
Buy Now


* PayPal transaction fee.

Step 3

Once directed to the secure PayPal site, login to your account (or sign-up for an account if you don't already have one).

Inverness Canoe Club

Adult Membership Total: £20.00 GBP

PayPal. Safer. Simpler. Smarter. 

PayPal securely processes payments for **Inverness Canoe Club**. You can finish paying in a few clicks.

Why use PayPal?

- Pay without revealing your debit or credit card numbers, or your bank account details.
- Speed through checkout. There's no need to enter your address details.

Sign up for a PayPal account and [continue checkout](#).

Cancel and return to [Inverness Canoe Club](#).

LOG IN TO PAYPAL

Email address:

Password:

Log In


Forgotten your [email address](#) or [password](#)?

Step 4

Check that the membership type details are correct.

If the details are incorrect, please click on the 'Cancel and return to Inverness Canoe Club' link and re-start the application process. Your PayPal account will not have been charged at this stage.

Inverness Canoe Club

Review your payment 

If the information below is correct, please click **Pay Now** to complete your payment.

[Learn more](#) about how PayPal withdraws funds.

Description	Unit Price	Quantity	Amount
Adult Membership Item Number: 005	£20.00	1	£20.00
Item total:			£20.00
Total:			£20.00 GBP

[Enter gift voucher, reward, or discount](#)

If the details are correct, please click on the 'Pay Now' button to continue to make the payment.

Pay Now

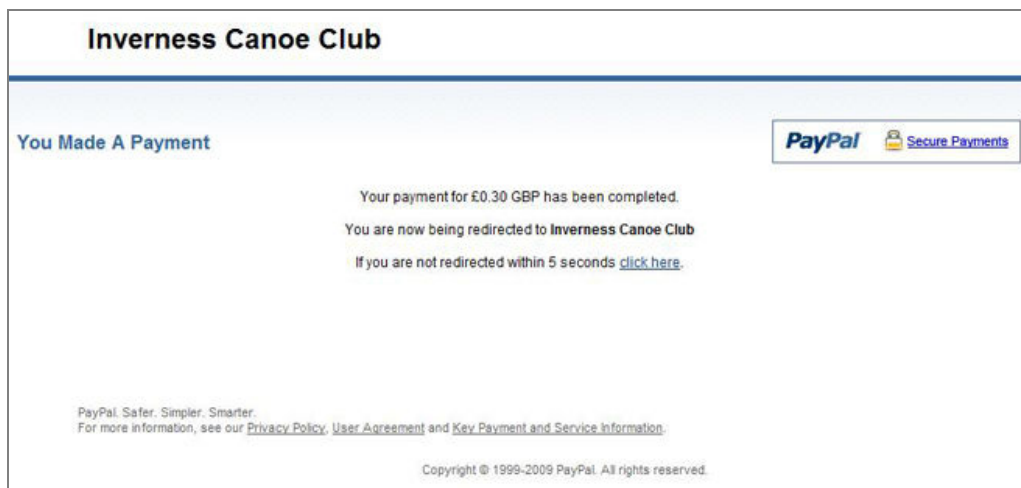
Cancel and return to [Inverness Canoe Club](#).

PayPal. Safer. Simpler. Smarter.
For more information, see our [Privacy Policy](#), [User Agreement](#) and [Key Payment and Service Information](#).

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Step 5

Once your payment has been completed, you will see the following screen. At this stage please ensure that you do not navigate away from the website or close the page otherwise your application will fail, but your PayPal account will still be debited. Wait to be automatically redirected back to the ICC website to complete the application process (or click on the 'click here' link if the automatic redirect doesn't work).



Step 6 – for Family Membership applications only

Once you have been directed back to the ICC website, you will be asked to confirm the number of family members who are to be covered by the application (min. of 2, max. 4). Once a number has been selected, click 'continue'.


The screenshot shows the "Family Membership Application (2009/2010)" page. At the top left is the Inverness Canoe Club logo. The title is "Family Membership Application (2009/2010)". Below the title, it says: "Your subscription payment has been completed and a receipt for your transaction has been emailed to you direct from PayPal. Once you have completed and submitted the application form below, you may log into your account at www.paypal.co.uk to view details of this transaction at your leisure." Below this, it says "Transaction reference:". An important note follows: "IMPORTANT: Please do not close/reload this page or click the back button on your browser otherwise your payment and the membership application form below may not be synchronised." Under the heading "Next Steps", it says: "Please note that the application process is not yet complete. You must now complete an application form for each person who is to be covered by the family membership (maximum of four people). Please use the following drop-down menu to indicate the number of family members who will be covered by this application:" Below this is a drop-down menu labeled "Family group size:" with a value of "--". Further down, it says: "Once you have completed and submitted an application form for the first family member, you will be presented with another blank form for the next member of the family, and so on; until such time as all family members have been accounted for. Please do not close the browser window or cancel the process until you reach the a screen confirming that the application process is complete." At the bottom, it says: "If you encounter any problems, please email (quoting your transaction number): admin@invernesscc.org.uk Now click 'continue' to proceed to the first application form..." At the bottom right, there is a "Continue >>>" button.

Step 7– for all applications

You will now be asked to complete an online application form (or forms if you're making a family membership application).

It is important that you do not click the 'back' button on your browser at any point during this stage of the process.

Please read the form carefully and fill out the fields as comprehensively as possible. Certain fields are mandatory and you will be unable to submit the form until the requested information has been entered. If at any point you wish to reset the form, then please click 'Reset Form' button, but do not refresh the page.



Membership Application Form (2009/2010)

Your subscription payment has been completed and a receipt for your transaction has been emailed to you direct from PayPal. Once you have completed and submitted the application form below, you may log into your account at www.paypal.co.uk to view details of this transaction at your leisure.

Transaction reference:

IMPORTANT: Please do not close/reload this page or click the back button on your browser otherwise your payment and the membership application form below may not be synchronised.

Liability Statement

Canoeing and kayaking are 'assumed risk water contact' sports which carry associated risks and are potentially hazardous. All members of Inverness Canoe Club (hereafter referred to as the "club") must ensure that they are fully aware of these risks before embarking on any club activity and thereafter do so entirely at their own risk.

For the duration of all club activities, each individual club member is responsible for their own actions and involvement, and for ensuring that their personal skills and experience are commensurate to the environment in which they are active; they are also responsible for the suitability and condition of all equipment they use. Neither the club, nor its office bearers, can or will accept any liability for any loss or injury, to person or possessions, sustained whilst participating in club activities.

Membership Type:

Membership Rate: GBP

First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Street Address*:	<input type="text"/>
Town/City*:	<input type="text"/>
Postcode*:	<input type="text"/>
Home Phone:	<input type="text"/>
Mobile:	<input type="text"/>
Email*:	<input type="text"/>

Once you are satisfied that the form is complete, click 'Submit Application' at the bottom of the page to submit your application and agree to the club's terms of membership/age declaration.

You will then be shown a message which confirms that your application has been completed. You may wish to print this page for you records.

Important: If you are submitting an application for family membership, you will be asked to repeat the application form stage for each family member. Therefore, please do not close the browser window or navigate away from the application form process until you have completed the correct number of forms and reached a page which confirms that the application process is complete.

Regardless of application type, if decide that you do not wish to agree to the terms of membership and/or the age declaration, both of which are mandatory fields, you are unfortunately unable to join the club. If this is the case and you have made a payment via PayPal, please note down your transaction reference number, close the browser window and email webmaster@invernesscc.org.uk within 60 days for a full refund.

Step 8

In all cases, once the application process has been completed, you will receive a confirmation email to the email address entered on the form. The email should arrive within a few seconds.

You should also receive an email direct from PayPal confirming than a subscription payment has been made to 'Inverness Canoe Club'. You may wish to print out both of these emails for your records.

If you have selected the option to be added to the club email list, your email address will be added and you will start to receive emails shortly. You can request that your email address is removed from the list at any point by emailing: webmaster@invernesscc.org.uk

Congratulations :: Meal do Naidheachd

...you're now a fully paid-up member of Inverness Canoe Club for the forthcoming year!

Additional Information

Data Protection: All personal information collected via the application process will be stored on a computer for committee-authorized club use only. It will not be available to the general public, in hard-copy or online, and will not be passed onto any third parties or external organisations without the express permission of the person to which it relates (or their parent/guardian if applicable). By submitting your application, you are agreeing to your personal data being handled in this way.

Problems/queries: If you encounter any problems or difficulties using the online subscriptions system, please email webmaster@invernesscc.org.uk with your name, email address, any transaction reference numbers and the time/date when you were using the system. Please use the same email address if you have any general queries.