

INSTRUCTIONS ON HOW TO REGISTER AND PAY MEMBERSHIP FOR HIGHLAND RFC

- 1) Go to <http://www.pitchero.com/clubs/highlandrfc/>
- 2) Click on 'Join my club website' on the left hand side of the page.
- 3) You will then be asked to 'apply for role' for whichever membership role is applicable to you. Also complete the 'Official Profile'.
- 4) Once you have done this, a Webmaster will accept or decline your application.
- 5) Go back to <http://www.pitchero.com/clubs/highlandrfc/> and click on the 'Payments' tab, which is on the top of the screen.
- 6) There you will see the various membership products, which are available to purchase.
- 7) Click on 'Buy this product' for the one relevant to you.
- 8) You will then be asked 'Who would you like to buy this product for?'
If you are a parent purchasing for a child, you have to ensure that your child is also registered in order that the product can be tagged to them as well as the parent. Remember to change the person details to that of the child.
- 9) The next page relates to a 'Payment Form'. This is important as it requests information re Doctor's and Parents contact details in case of emergency and for measurements should the team go on tour. Additionally, please tick the 'Gift Aid' box, in order that the club can claim back the tax.
- 10) Finally, you will then be taken to the payment page. Payments are administered via GoCardless. This is a secure payment method and once your details have been entered the payment(s) will come off automatically. You will then be asked to 'Confirm Payment'.