



Irish Squash Online Membership Training Handout

Irish Squash in association with Locallotto.ie have launched an on-line membership payment and management system.

To organise telephone training or support on this system, please call 091 506048. Telephone training and support can be organised at a time that suits you.

All Squash clubs around Ireland will now be able to log on and update/renew all Irish Squash affiliated members linked with their respective local clubs.

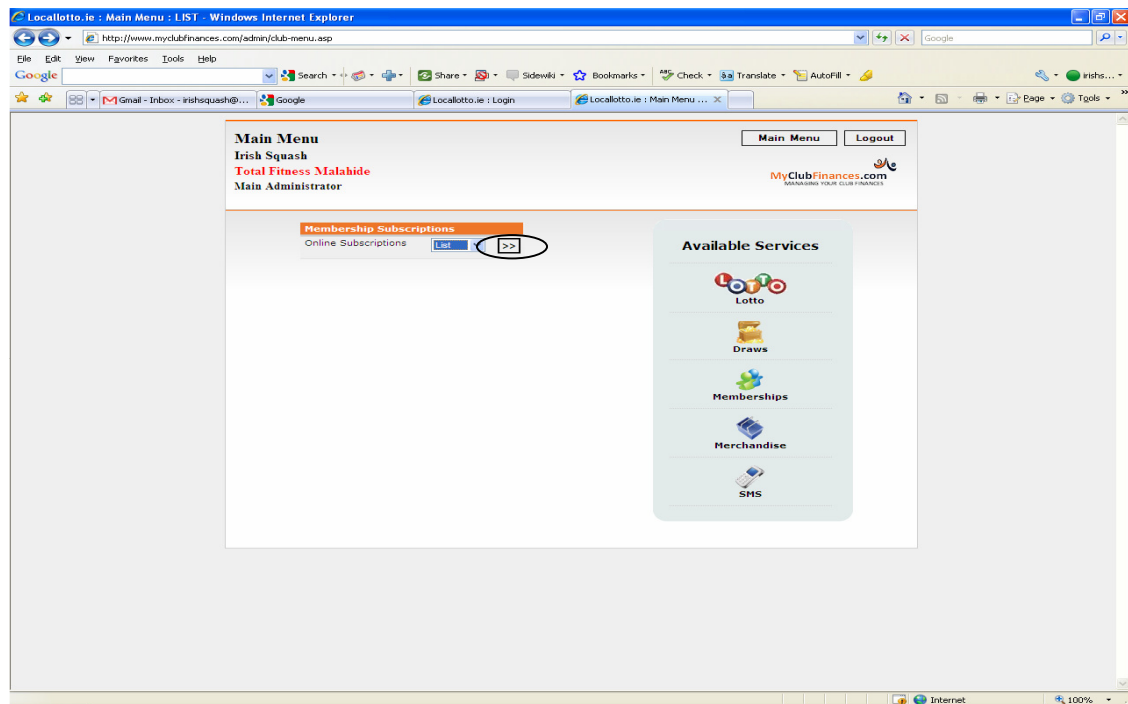
To log in and view and administer your club membership, log onto:

www.irishsquash.com /membership/online membership 2010-2011

Enter your **club user name and password** (This will be distributed directly by Irish Squash to each club- if you have not received your user name and password, please contact email info@irishsquash.com

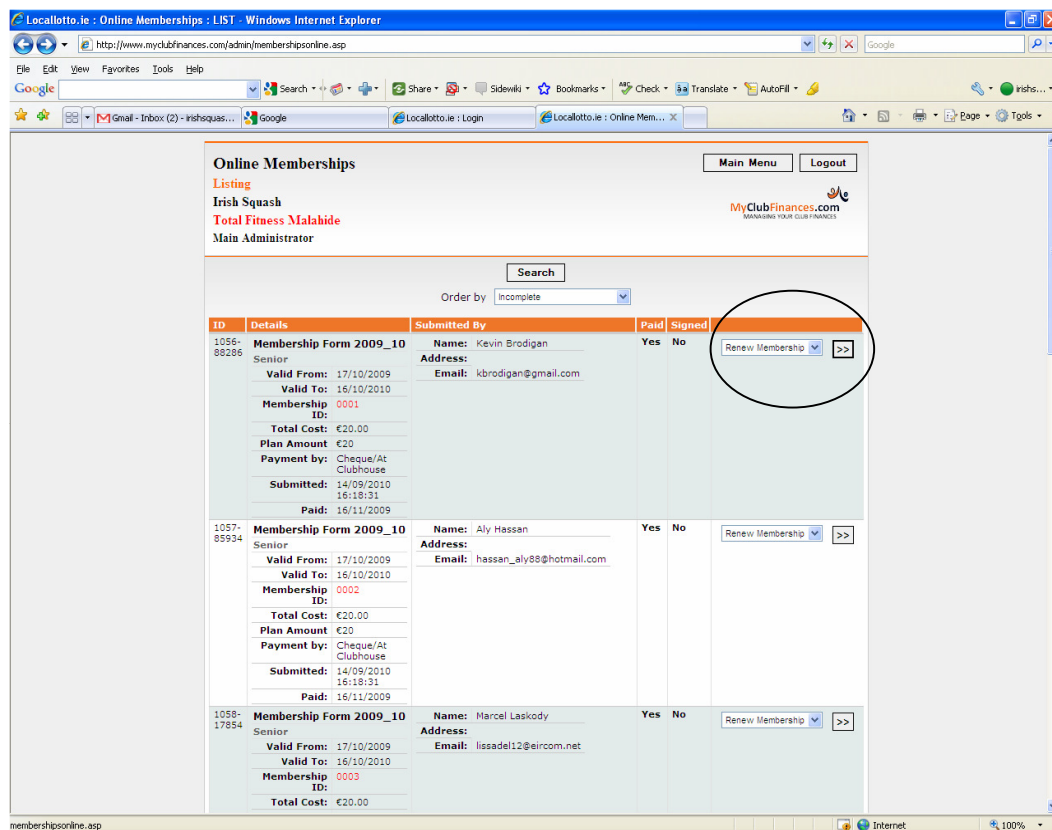
Once logged in to your club membership administration panel, you will be able to review (list) all of your existing registered members or search using particular details of the member you are trying to update. Search criteria includes name, Squash id number, etc.

Click on arrow on double arrow icon box (circled below) to view list of current members.



To Renew:

Step 1. Find membership you wish to “renew” Click double arrow to right of listing – circled below



Localotto.ie : Online Memberships : LIST - Windows Internet Explorer

http://www.myclubfinances.com/admin/membershipsonline.asp

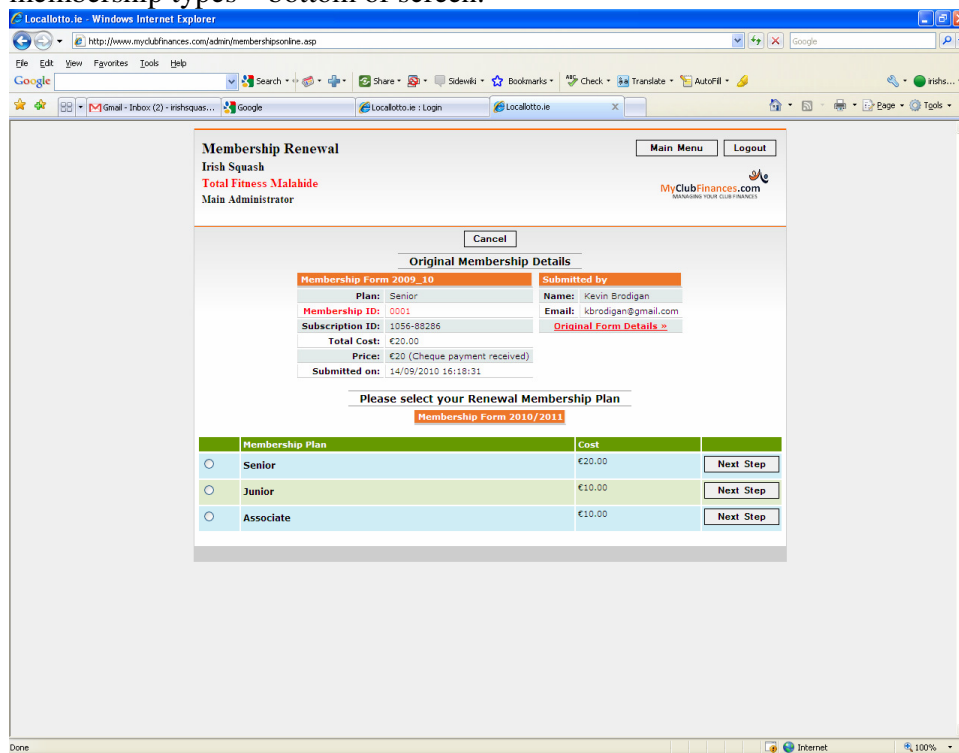
Order by: Incomplete

ID	Details	Submitted By	Paid	Signed	
1056-86286	Membership Form 2009_10 Senior Valid From: 17/10/2009 Valid To: 16/10/2010 Membership ID: 0001 Total Cost: €20.00 Plan Amount: €20 Payment by: Cheque/At Clubhouse Submitted: 14/09/2010 16:18:31 Paid: 16/11/2009	Name: Kevin Brodigan Address: Email: kbrodigan@gmail.com	Yes	No	Renew Membership >>
1057-85934	Membership Form 2009_10 Senior Valid From: 17/10/2009 Valid To: 16/10/2010 Membership ID: 0002 Total Cost: €20.00 Plan Amount: €20 Payment by: Cheque/At Clubhouse Submitted: 14/09/2010 16:18:31 Paid: 16/11/2009	Name: Aly Hassan Address: Email: hassan_aly88@hotmail.com	Yes	No	Renew Membership >>
1058-17854	Membership Form 2009_10 Senior Valid From: 17/10/2009 Valid To: 16/10/2010 Membership ID: 0003 Total Cost: €20.00	Name: Marcel Laskody Address: Email: llsadel12@eircom.net	Yes	No	Renew Membership >>

membershipsinline.asp

Step 2.

You will be presented with the old or existing membership details and the available membership types – bottom of screen.



Membership Renewal
Irish Squash
Total Fitness Malahide
Main Administrator

MyClubFinances.com
MANAGE YOUR CLUB FINANCES

Cancel

Original Membership Details

Membership Form 2009_10		Submitted by	
Plan:	Senior	Name:	Kevin Brodigan
Membership ID:	0001	Email:	kbrodigan@gmail.com
Subscription ID:	1056-88286	Original Form Details >	
Total Cost:	€20.00		
Price:	€20 (Cheque payment received)		
Submitted on:	14/09/2010 16:18:31		

Please select your Renewal Membership Plan

Membership Form 2010/2011

Membership Plan	Cost	
<input type="radio"/> Senior	€20.00	Next Step
<input type="radio"/> Junior	€10.00	Next Step
<input type="radio"/> Associate	€10.00	Next Step

Step 3. Choose the renewal membership type (senior, junior, associate) from the available options and click next step.

Step 4. Next screen shows existing details from the older subscription in addition to renewal application (lower end of screen).

If you have additional details on the member who you are renewing, please fill in these details in the appropriate fields and, once you are happy with all data in the application form, click Save.

This member renewal application is now ready for submission to Irish Squash.

Step 5. Repeat the steps above for all members who you wish to update and submit to Irish Squash. You will also be required to submit payment for each membership you are renewing as the final step.

Step 6. Once you have completed steps 1 through 5 for all of the members you wish to submit for renewal, you will now be able to submit these applications to Irish Squash electronically.

To do this, Click “list” to bring you back to the “memberships” section of the system.

Step 7. Click “Pending Applications” and view all of the memberships you have just created for renewal.

Step 8. Review all of the applications you are submitting. Once you are happy with the applications, click “Submit Application”. You will then be presented with the full details, and costs of the applications you are submitting to Irish Squash.

Step 9. If you have access to a printer, print out the summary (click Print) and mail to address on letter accompanied by cheque payment for the memberships you are submitting.

If you do not have access to a printer, simply write the “Batch ID” on the back of the cheque and mail to Irish Squash, Dublin.

Step 10. Upon receipt of payment, Irish Squash will complete the membership application. Once Irish Squash receive payment and update the respective record, this will automatically update your on line membership records .

Each member also has access to their own on line membership account panel. To get these member user name and passwords for your existing members, please contact Irish Squash. Once the members associated with your club have access to their own on line account they will see the status of the memberships.

Data Protection

All data imported into the client administration system will at all time be considered the property of the client. This will include e-mail addresses, mobile phone numbers etc. MyClubFinances.com / Locallotto.ie will at no time communicate with individuals who are members of the client data base. All of the data in the client administration section will be protected by MyClubFinances.com / Locallotto.ie. All data in the Client administration section will never be sold onto or transferred to any third party without the prior written permission of the client. All e-mails sent out by the system, activated by the client, will have “unsubscribe” details imbedded. All of the communications are in compliance with relevant data compliance regulations.