BOWLS SCOTLAND



Online Club and Membership System





Merchandise

Page

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How do I log in?

Click here to log into the online club and membership system.

Type in your Username (this is usually your email address) and password in the appropriate fields and click 'Log in'. If you don't already have a profile on the system, please click on 'Sign Up'.



How do I purchase merchandise?

Once logged in, your default page will be the 'My Profile' page. At the top left-hand side of the screen, you will see some options: 'Menu', 'My Profile, and 'Events & Courses'. Click on the 'Menu' tab at the top left-hand side of the page and then then 'Shop' tile. Alternatively, you can go to 'Events & Courses' and then select the 'Shop' tile from the 'Categories' area.



If the item is available to purchase you will be redirected to the 'Booking Details' screen. Here you can review the item details.





To purchase the item, select the required quantity and click the 'Add to Cart' button.

📜 Add to Cart

You can access the items in the cart at any time by clicking the 'Cart' icon at the top right-hand side of the screen, next to your name.



You will have the option to 'Save for Later' or 'Remove' items in the 'Cart'.

Once you have added an item to your 'Cart' or saved it for later, it will remain there even if you navigate away from the payment page or logout. There is no need to go back through the purchase process if you have already saved an item, simply access the Cart from the tile on the home screen and pick up from where you left off.

Payment

Pay by Bank

For courses that have a cost associated with them, once you have added all of the items to the cart, reviewed them and are satisfied that the information is accurate you will have the option to either **'Pay by Bank'** or **'Pay with Card'**. You will also have the option to **'Save for Later'** or **'Remove'** items in the 'Cart'. These options are available no matter which items are placed in the 'Cart' for purchase.

		1 Order	Review 2 Cont	firm Payment	
Below is a summary of your of	rder, please review and	then select a payment opt	ion.		
Order Summar	у				Pay by Bank Pay with 0
Total items Item saved for later	10 0				VISA 🗠 😅
Net Total Total (GBP)	£298.00 £298.00				
Click on 'Pa	av bv Ba	ink'			



GoCardless online Direct Debit Payment screen will be displayed. The email address contained in your profile (the one you use to log onto the system will be displayed). Enter the Country, Account Holder Name, Sort Code and Account Number and click 'Next'.

First Name	Sumame	
GBO B C CL003461	District 34	
Email	Country *	
GB00@bowlsscotland.com	United Kingdom	1
Account Holder Name \star		
Gillian Boyce		
Sort Code \star	Account Number *	
20-00-00	55779911	



GoCardless online Direct Debit Payment confirmation will be displayed. Click 'Conform'.



A confirmation of payment message will be displayed.

- 1. At this stage, you will have the option to download a PDF confirmation of the bank transfer. Click 'here' to view PDF version.
- 2. At this stage, you also have the option to 'Download a PDF invoice'.
- 3. You will also have the option to click 'Back to Cart' or 'Home'. If you click 'Home' you will be re-directed to the menu options.

🏋 Checkout & Payment					
0 Order Review 2 Confirm Payment					
Thank you, your payment has been successful Your reference number is PR000666 and we'll send a confirmation email with detain Back to cart the the second se	o GBOO@E	owisscotian Da	nd.com	F Invoice 🛃	
ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL	$\mathbf{\vee}$
Section A - Gents Engles (GBO B C x) - National Championship Competition Entries (FV00007) National Championships Competition Entry	1	£12.00	£0.00	£12.00	

The next time you purchase via 'Pay by Bank' you will have the option to pay using the saved mandate or set up a new one. A bank mandate is valid for up to one year and can be used as many times as required during this period. However, for security reasons (once the year is up), the mandate will expire and require to be set up again.

	GOCARDLESS Online Direct Debit Payment	
Please se different	elect one of your existing mandates or setup a new on bank account.	e if you want to link a
Bowls Scotla £12.00, -	nnd 1 ITEM(S)	
	SILLIAN BOYCE ADOOOBYKPRWCDK - BARCLAYS BANK PLC	***********
OR -		
	lick here to setup a new mandate for - Bowls Scotland	



Pay by Card

If you select 'Pay with Card' a pop up will appear, input your card details, and click 'Pay'

Capitation B C Bo	wling Club	
HaveYourSay@bo	wlsscotland.co	m
ard Information		
1234 1234 1234 12	34	VISA 🌉
MM / YY	CVC	-0
lame on card \star		

A confirmation of payment message will be displayed.

- 4. At this stage, you also have the option to 'Download a PDF invoice'.
- 5. You will also have the option to click 'Back to Cart' or 'Home'. If you click 'Home' you will be re-directed to the menu options.

T Checkout & Payment	
1 Order Review 2 Confirm Payment	
Thank you, your payment has been successful 🗸	
Your reference number BR000594 and we'll send a confirmation email with detail to HaveYourSay@bowlsscotland.com 2 Back to cart Home Download a PDF Involce 1	

How do I view any payments made?

If you click on the 'Home' button you will be redirected to the various tile options that appear under the 'Menu' option. If you click on the 'Payment History' tile you will be able to view payment history for any events you have booked to attend. The 'Payment History' tile is also available by selecting 'Menu' at the top left-hand side of the screen.



Any payments made will be displayed even if the event is free. To view details of payments made double click on the entry.

PAYMENT HIS	TORY							2	Search
Reference	Payment Date	Payment Method	Net Amount	Discount	Surcharge	Tax Amount	Gross Amount	Status	Description
PR000800	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)
PR000799	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)
PR000796	13/10/2020	Zero Value Pay	0.00	0.00	0.00	0.00	0.00	Paid	Event (x1)



Details of the entry selected will be displayed.

1	Yayment Receipt - Paid	At this stage you can
	Payment Receipt Print Receipt	click on 'Print Receipt'
If you would like to odd a	Text Texting Reference: PP000800	This will produce a
If you would like to add a	National Centre for Bowling Hunters Avenue Date/Time: 13/10/2020	DE invoice that you
note to this transaction for	South Ayrshire Payment Method: Zero Value Payment KAB 9AL Receipt Status: Complete	PDF Invoice that you
your records. Click the	HaveYourSay@bowlsscotland.com	can download and
'Notes' icon.	Purchased Items Items Breakdown	save or print.
	Code Name Unit Price Quantity Discount Surcharge Net Tax Gross	
	T10617 Child Weilbeing and Protection Officer Trainin 0.00 1.00 0.00 0.00 0.00 0.00 0.00	View items purchased
		in this transaction by
		scrolling through them
		using the side bar
	Commenta: Discount: £ 0.00 Surcharge: £ 0.00	using the side bar.
	Shipping: £ 0.00	
	Net: <u>£</u> 0.00 Tax: £ 0.00	
	Gross: £ 0.00	
	Amount Refunded: 🗜 0.00	
	symaet Resalst - Paid (7)	
	Notes	
Once you click on the	Add New Note	
'Notes' icon and type	Capitation B C Bowling Club	
the note that you would	Capitation paid	
the note that you would		
like to add in the box		
provided and click		
'Post' then 'Save'.	Careel Post	
L	ken	~ '

Waitlist – item out of stock

Waitlists will be created for when items are out of stock. Click 'Add to Waitlist' and we will notify you if more stock becomes available.

Forms

Some items may have a form attached to allow us to gather some additional information. If this is the case, the form will be displayed. Some questions are mandatory, others are optional. If a form is attached to the item simply complete the additional information requested and click the 'Complete Registration' button.

A confirmation message will be displayed. If you have no other items to purchase click 'Yes, Proceed to Cart'. If you want to make further purchases, click 'No Not Yet', the item will be added to the cart and you can continue making the remaining purchases.

If you want to review the form you completed, click on the form icon and the form will open $ec{v}$

From here you can update the form, if required, make changes and click 'Save'.

Qty

SOLD OUT