

BOWLS SCOTLAND



Online
Club and
Membership
System

Help Guide



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'.

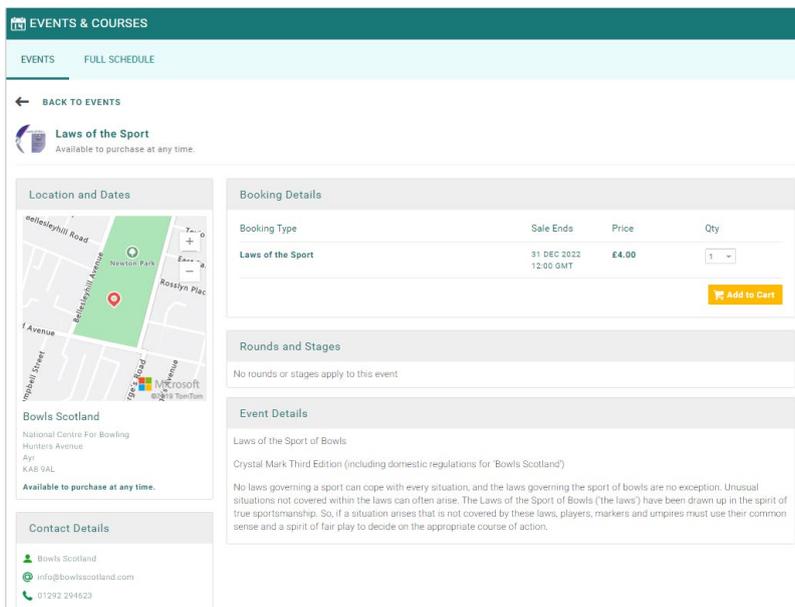


How do I purchase merchandise?

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.



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.



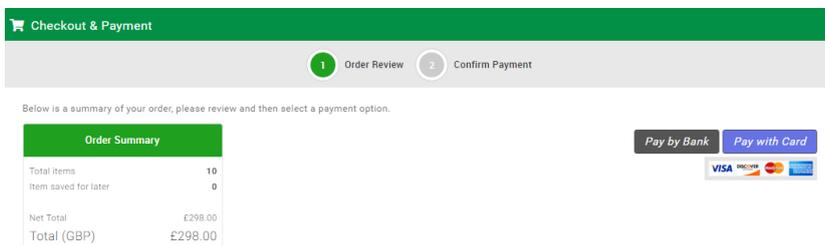
You will have the option to 'Save for Later' or 'Remove' items in the 'Cart'.

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

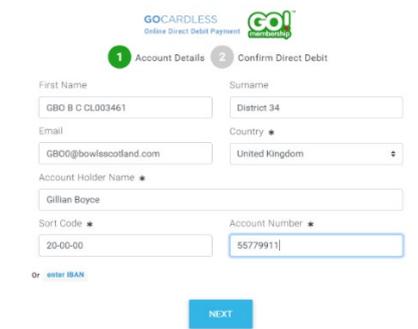
For courses that have a cost associated with them, once you have added all of the items to the cart, reviewed them and are satisfied that the information is accurate you will have the option to either 'Pay by Bank' or 'Pay with Card'. You will also have the option to 'Save for Later' or 'Remove' items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



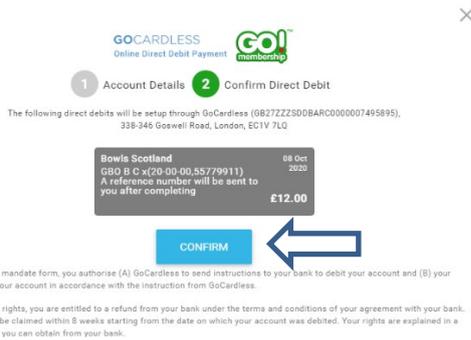
Click on 'Pay by Bank'



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'.

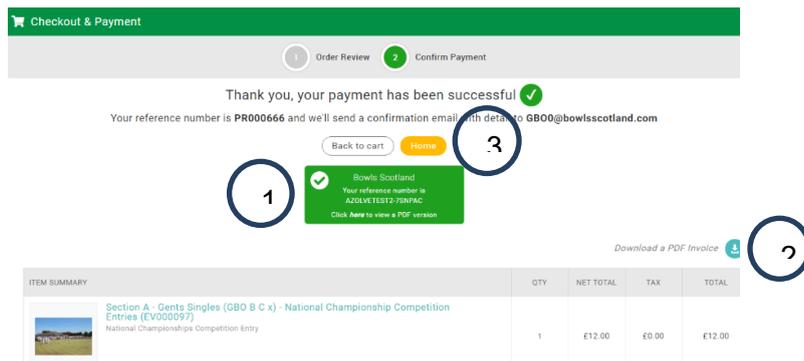


GoCardless online Direct Debit Payment confirmation will be displayed. Click 'Conform'.



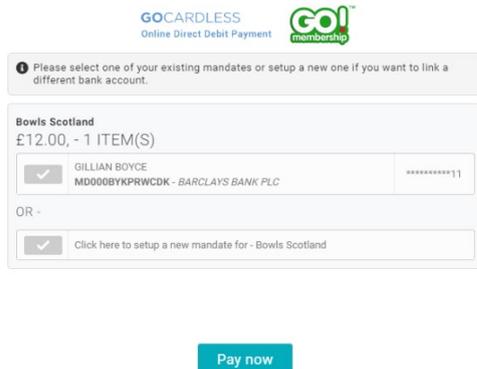
A confirmation of payment message will be displayed.

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.



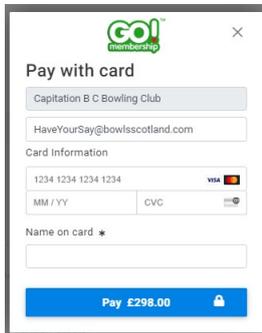
The next time you purchase via 'Pay by Bank' you will have the option to pay using the saved mandate or set up a new one. A bank mandate is valid for up to one year and can be used as many times as required during this period. However, for security reasons (once the year is up), the mandate will expire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

Select Mandate



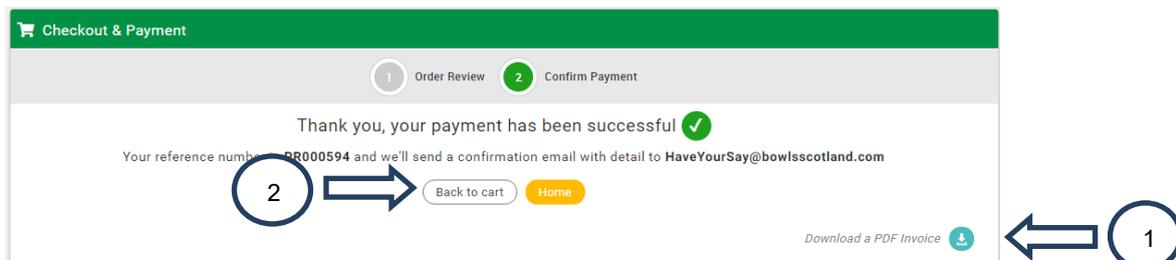
Pay by Card

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



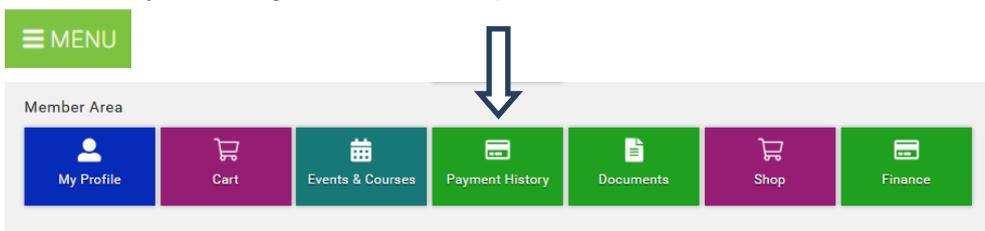
A confirmation of payment message will be displayed.

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.



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.

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.

If you would like to add a note to this transaction for your records. Click the 'Notes' icon.

At this stage you can click on 'Print Receipt'. This will produce a PDF invoice that you can download and save or print.

View items purchased in this transaction by scrolling through them using the side bar.

Once you click on the 'Notes' icon and type the note that you would like to add in the box provided and click 'Post' then 'Save'.

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 

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