

How to: pay for an optional extra

Step 1: Log into your paysubsonline account at

<https://paysubsonline.com/Login/9C9597C133E9AF16C43588F0CC274EA4.htm>

**Logging in for the first time?**  
[Click here to create a password](#)

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**Username**

**Password**

**Login**

[Issues logging in?](#)

Forgot your password? [Click here](#)

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The recommended browsers for using the system are **Google Chrome** and **Mozilla Firefox** so should you experience difficulties with any other browsers, please revert to one of these.

Step 2: Click the 'Payment' tab in your profile (example shown is for a Junior Competing member):

**Member Details**   **Payment**

Viewing form for: **2017 Junior Competing**

**\* Mandatory**

Junior Competing membership  
This is for members who are :  
\* 22 or under at the start of the year

Form to be filled out by parent or guardian for those under 18.

In the first year membership price includes a club vest, please contact Keith Brackstone (at the club or email coachkeith53@gmail.com ) to pick yours up.

**PARENT / GUARDIAN SECTION**

\* Parent / Guardian first name

\* Parent / Guardian last name

\* Address 1

Address 2

Address 3

Step 3: Select the desired optional extra on the left-hand side of the screen. If you do not see the option you want, scroll down:

Member Details **Payment**

 To Pay  Paid

Optional Extras	Description	Amount	Pay now
Donations 2017	No money due.		
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays & Wednesdays			
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays only			
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays only			
<b>Total payable now</b>		<b>0.00</b>	
<b>Pre-authorise future payments</b>		<input type="checkbox"/>	<a href="#">Info</a>

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Member Details **Payment**

 To Pay  Paid

Optional Extras	Description	Amount	Pay now
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays only	No money due.		
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Wednesdays only			
Whitehall Athletics Arena Season Ticket September 2017 - February 2018			
<b>Total payable now</b>		<b>0.00</b>	
<b>Pre-authorise future payments</b>		<input type="checkbox"/>	<a href="#">Info</a>

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Step 4: Tick the box to select the option for the listed athlete(s), then click on 'Next' (example shown is Junior Academy Sessions):

**Junior Academy Sessions: 25th Sep-15th Dec 2017 - Wednesdays only**

A 12 week block of Junior Academy training sessions running from 25th September 2017 to 15th December 2017. This block is for Wednesdays only and includes 11 sessions.

Select	Member	Cost
<input checked="" type="checkbox"/>	<input type="text"/>	£ 22.00

Next

Member Details

To Pay

Junior Sep-15 only

Junior Sep-15 Wedn

White Season - Febr

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Step 5: Review the information and hit 'Submit':

Member Details

To Pay

Junior Sep-1: only

Junior Sep-1: Wedn

White Season - Febr

### Junior Academy Sessions: 25th Sep-15th Dec 2017 - Wednesdays only

First name \*

Last name \*

Address 1 \*

Address 2

Address 3

Town

County / State / Region

Country

Post code \*

Email address \*

Verify email address \*

Home phone number

[? Support](#)

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Member Details

To Pay

Junior Sep-1: only

Junior Sep-1: Wedn

White Season - Febr

If you have previously been a member of UK Athletics registered club you will need to complete a change of first claim club form and send with payment to the relevant body (details are on the form e.g. England Athletics / Scottish Athletics ).

Have you previously belonged to another athletic club ?

DECLARATION

Emergency contact name

Emergency contact number

Lead Coach

Secondary Coach

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Step 6: Click 'Pay here' to make your payment. You will be redirected to GoCardless who process the transaction, Bristol & West AC do not have access to your payment details.

Member Details   **Payment**

 To Pay    Paid

Optional Extras	Description	Amount	Pay now
Donations 2017	Junior Academy Sessions: 25th Sep-15th Dec 2017 - Wednesdays only	22.00	<input checked="" type="checkbox"/>
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays & Wednesdays			
Junior Academy Sessions: 25th Sep-15th Dec 2017 - Mondays only			
Whitehall Athletics Arena			
		<b>Total payable now</b>	<b>22.00</b>
		<b>Bank Transfer</b>	
		<a href="#">Info</a>	

[Remove](#)

[Pay Here](#)

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