

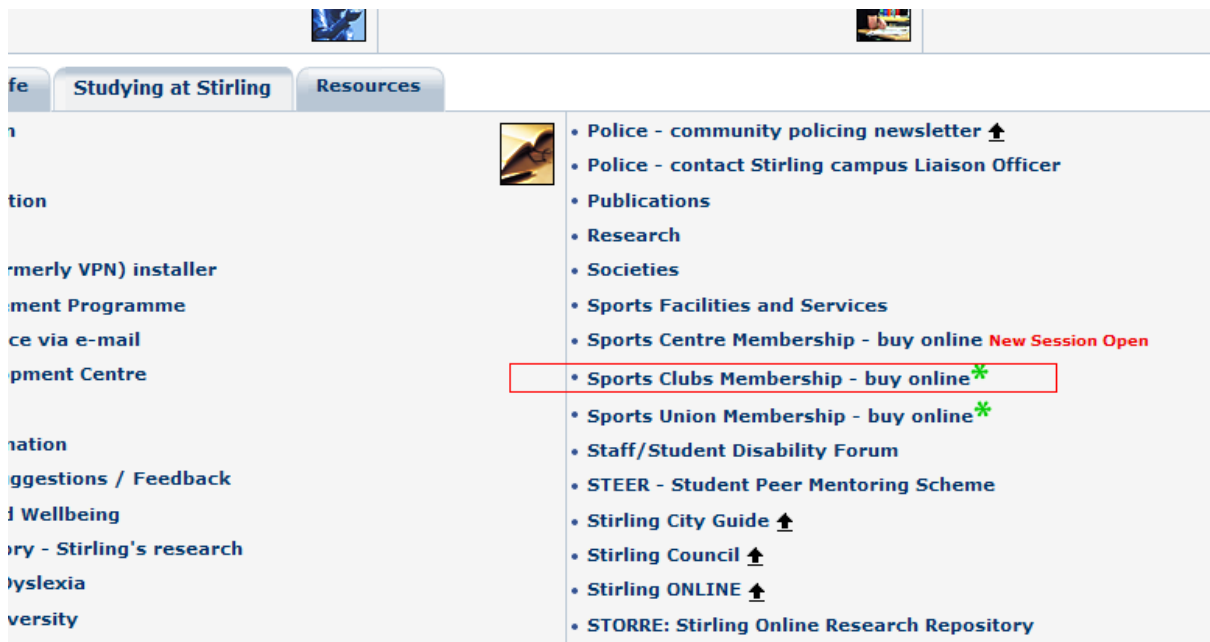
Sports Union Club Memberships – online payments

Below is a quick guide of how to use the new online Sports Union Clubs membership system.



Student must have paid their Sports Union membership before they can join a club.

Figure 1 - Student clicks the link on the Studying at Stirling tab



OR if they have not finished enrolling they will see the pre enrolment Portal (figure 2).

Figure 2 - Pre enrolment Portal screen

The screenshot shows a web portal with several sections:

- Maintain my Addresses**, **Maintain my Telephone Numbers**, and **Maintain my Emergency Contact Details**: Each section includes a brief explanation of why the information is important and links to update it.
- Induction WebCT Module**: A section for new students providing information about induction week sessions and how to access the WebCT module.
- Stirling Connect**: A section about a social networking system for staff and students, including support groups for new students.
- Print Money Balances**: A table showing financial information:

What's this?	My Top Up	Free Quota
Balances	£ 4.20	£ 0.07

 Below the table is a link: "To view Photocopying PIN click HERE".
- Request a Car Parking Permit**: A section explaining that a permit is required for parking on campus and providing a link for more information.
- Sports Membership - buy online**: A section about purchasing membership for the Sports Centre.
- Sports Union Membership - buy online**: A section about purchasing membership for the Sports Union, which provides access to 44 sports clubs.
- Sports Clubs Membership - buy online**: A section about purchasing membership for individual sports clubs.
- Web Mail**: A section with a link to access the student email account.

Student is then presented with a list of clubs and they can select the one(s) they wish to join. They may visit this page as many times as they like and can join as many clubs as they have money for! The system will detect any previous visits where a payment was not completed and it will also not allow them to join the same club again.

Figure 3 - Student can select the clubs to join

The screenshot shows the 'My Portal' interface for a 'Club Membership Request'. On the left is a navigation menu with options like 'Announcements, News & Events', 'Library Catalogue', 'Log Out', etc. The main content area is titled 'Club Membership Request' and includes a 'Select and Pay for your Club Memberships' section. Below this is a table of clubs with their respective fees and checkboxes for selection:

Club	Member Fee	Tick to join
Tennis Club	£30	<input type="checkbox"/>
Football Club	£95	<input type="checkbox"/>
Cricket Club	£20	<input type="checkbox"/>
Swimming	£5	<input type="checkbox"/>
Rugby Club	£50	<input type="checkbox"/>

At the bottom of the main content area, there are two buttons: '<< My Portal' and 'Make Payment >>'. Above the table, there is a prompt: 'Click Make Payment to make a membership request' and a note: 'Need some words here about joining clubs' with the student's name 'Kathryn Winters' displayed.

Figure 4 - Pre payment screen, indicates the total amount due

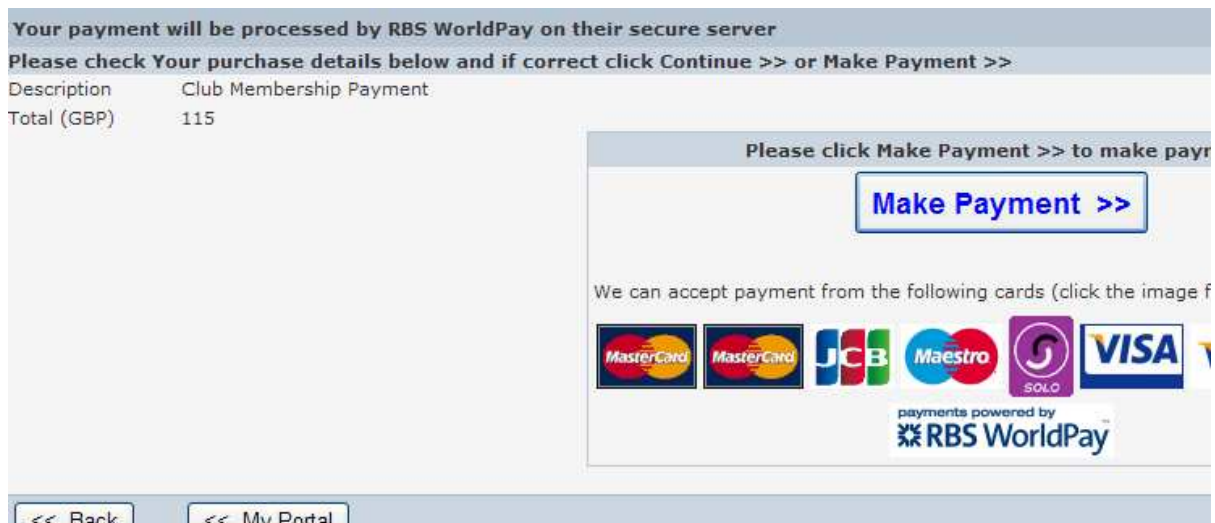


Figure 5 - Final screen which duplicates the message that is emailed to the student

