



## Merrion Cricket Club

### Existing Members: Registering and Renewing Membership Guidance

---

Existing members can renew their annual subscriptions by paying directly to an authorised person [Treasurer, Secretary or Membership Secretary] or at the bar. They can also pay online through the website.

Regardless of how you choose to pay, to gain full access to the website and be assured of receiving communications from the club you have also to register [Log In] on the website. This is how it is done.

#### Renew Membership

Existing members who pay directly should take note of the date and who they made payment to. Cash or credit cards can be used at the bar and a receipt provided for monies paid. Cheques only to authorised persons.

#### Online registration and renewal

The same process is used to register whether you have paid directly or intend to pay online. On the Home Page click 'Membership'.

- STEP 1 On the MEMBERSHIP page you will select the type of membership you want.
- STEP 2 Select Options - confirming you are existing Member and  
- whether you want to add child/youth to membership  
Press 'SIGN UP NOW'
- STEP 3 Check that the details are correct and apply discount [if available] typing in the code for the COUPON. This will update the amount in the CART.  
Press 'PROCEED TO CHECKOUT'
- STEP 4 Fill in your REGISTRATION DETAILS
- STEP 5 Choose whether you are paying online [the default] or not. If paying online fill in Credit Card details and press SIGN UP NOW  
If you have already paid then click the button for Direct Payment and add the details in the box provided e.g. Paid to bar on [Date]. Press SIGN UP NOW

You will receive an acknowledgement of your registration and [where this applies] online payment.

In the case of direct payments, there will be a further period to confirm receipt of payment. When this is done an acknowledgement will issue.

Full access to  
Website

Once the membership renewal has been confirmed, you should log in to the website using your 'user name'. You will be prompted to provide a password. You are then ready to go.

Membership  
Card

At the same time, you will be able to collect your Membership Card from the Club. The Membership Card can be used to make purchases at the bar at 'members rates'. Normally the Membership Card will be available on the next weekend that the clubhouse is open.

### **Privacy and Data Protection**

Merrion does not hold any credit card details and online payments are processed through STRIPE.

The information collected for registration purposes is only what is required to contact members and will be held on the website until the following Annual General Meeting after the year in which the person last paid their membership subscription. After this the information will be deleted and a fresh application for membership will have to be made.

Information on player membership and performances [cricket statistics] are held indefinitely and form part of the Cricket Leinster and Merrion records. Any photos, either individually or as part of a team, taken when a member may be included indefinitely in the Merrion Photo Archive.

It is the club policy not to communicate directly with persons under 16 by electronic means [e/mail or text]. Communication about practices, matches and other events will be directly with the parent / guardian.