



Top-up your squash court account balance using PayPal!

Dear Squash Playing Member

You'll be pleased to know that you can now top-up your squash court booking account balance on-line via PayPal. You do NOT have to have a PayPal account to make use of the facility.

For those of you who don't already have a PayPal account, this is very easy to set up and can also be used for a multitude of non-Club related on-line shopping and other payments. You can also make payment via the PayPal portal using your credit or debit card without opening a PayPal account, although the process involves providing a bit more information.

Otherwise you can continue to make your top-up payments in the same ways as before, either by contacting Janet or at the Club bar. You can also continue to transfer balances between members/family members as before.

To make a Squash Booking System balance payment via PayPal

Using the payment method is simplicity itself. All you have to do is [login to the Club on-line booking system](#) in the usual way. Then:

- Select '**Your Information**'. Your account balance is shown at the top right of the screen.
- Select '**Prepay Online**' (ignore the VISA logo)
- Enter the amount that you want to pay (**minimum £10**)

The screenshot shows the website header with the club logo and name. A navigation menu includes 'Information', 'Court Timetables', 'Classes/Events', 'Leagues', and 'Your Information'. On the left, there are menu items for 'Accounts', 'Your Booking Account', 'Your Invoice Account', 'Prepay Online', 'Member Info', and 'Your Profile'. The main content area is titled 'Online Payment to your Booking Account' and features a sub-section for 'Online Card Payment'. It displays 'Your current balance is: £ 10.00.' and prompts the user to 'Please enter the amount you want to pay: (Minimum £ 10.00)'. A text input field contains '10.00' and an 'Add to Shopping Basket' button is visible below it.

Check that you have entered the correct amount, click '**Add to Shopping Basket**'



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d. Check details

The screenshot shows the website header with the club logo and name, and a navigation menu. Below the header, there is a 'Shopping Basket' section. On the left, there is a button for 'Shopping Basket' and a status indicator 'Empty Basket'. The main content area is titled 'Your Shopping Basket' and contains a table with the following items:

Courts/Items	Price	
Balance Top-Up:	£ 10.00	Remove
TOTAL:	£ 10.00	

Below the table, there is a 'Continue To Payment' button on the left and three buttons on the right: 'To Classes/Events', 'Bookings', and 'Memberships'.

If the amount is correct, select '**Continue To Payment**' or, if it's wrong, select '**remove**' and start again.

e. Online payment

The screenshot shows the website header and navigation menu. Below the header, there is an 'Online payment' section. It starts with a 'Ready to pay' sub-section. The payment details are as follows:

Your payment	£ 10.00
Specification	
Balance Top-Up:	£ 10.00
TOTAL:	£ 10.00

Below the table, there is a message: 'Please check the specification above before continuing'. This is followed by two lines of text: 'When you click the button below 'Pay with PayPal' you will be redirected to the PayPal Payment Page where you can enter your card details or specify your account and approve your payment.' and 'After your payment has been processed you will be redirected back to the Booking System.' At the bottom, there is a 'Start PayPal Payment' button.

f. When you click '**Start PayPal Payment**', you will be redirected to the PayPal Payment Page where you can either login to your PayPal account and approve your payment OR click '**Pay by Debit or Credit Card**' if you don't have a PayPal account and follow the card payment instructions.



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g. PayPal

- h. After your payment has been processed you will be redirected back to the Booking System.
- i. To check your account balance at any time you can click '**Your Information**' and the balance will be displayed top right.
- j. As additional confirmation, you should receive two emails confirming the payment, one immediately from PayPal and a second later from DLTS.
- k. **THAT'S IT!** Log out.

Please Note:

- There is a minimum payment of £10.00, with no maximum.
- Your booking account will be credited with the full amount
- Please do not use this payment method to make payments to the Club for any purpose other than topping up your squash court booking account.

For further information on setting up a PayPal account, login to <https://www.paypal.co.uk>

Please let me know immediately if you encounter any problems using the new payment service.

Janet Sutherland
Club Administrator

7th October 2019