

LOVE ADMIN- SIGN UP INSTRUCTIONS

The club has a new administration system that will be handling all club transactions from now on. TEAMAPP will be redundant from this point onwards – do not use it to purchase memberships or track fees.

At the AGM it was approved that the club will move forward to charging track fees + membership as a single amount on a monthly basis for those athletes that train with the club. Old track fee direct debits have now been cancelled and the new ones through Loveadmin will take over and will take the £27 track fee and membership direct debit on the 5th of each month .

These will take effect from 1st March onwards and we would like all members to sign up ASAP from now .

HOW TO SIGN UP TO DTFC LOVEADMIN AND PURCHASE MEMBERSHIP

1. Follow this link to the DTFC Loveadmin homepage - joinin.online
2. Bookmark the site / add to your favourites in your browser.
3. Click on “Memberships” shop tile .
4. Scroll down page to your desired membership category – most will be “1.DTFC Monthly Membership Fee (including track fees) “ if you train with the club on Mondays and Wednesdays -----** also see notes at bottom on other categories. **
5. Click on the monthly membership fees tile – then on next page click “I am buying for myself “ if the membership is for you (ie older athletes) or “I am buying for someone else” if it is for your child.
6. Click “ Add To Basket”.
7. Go to the shopping trolley icon in top right corner of screen and click on it .
8. On the Joinin pop up click “First Time registering ?Set up Account” tab.
9. Fill in your details (the guardian – not athlete) and click “register” (older/senior athletes can have their own account)
10. On next page click “add a new person” and fill in details of your child.
11. Click “Checkout” on next page.
12. Click “Continue” once you have checked details.
13. Under subscription heading – click “browse age group teams”
14. Click on appropriate age group team for your athlete according to date of birth shown.
15. In the drop down list below “I am buying for” pick your athlete. And click “add to basket”.
16. Under DTFC Training sessions – click “choose class”
17. Click on the MAIN training group your athlete is part of.

18. In the drop down list below "I am buying for" pick your athlete. And click "add to basket".
19. Fill in the medical conditions detail – click submit
20. Read and click on all the consents required . – click continue.
21. Fill in "Athletes Additional Info" form – You will need their SAL number.
22. Fill in "Guardians volunteer Form" – Click continue
23. Fill in payment providers detail for the direct debit .
24. Click "Complete checkout"
25. Repeat process for each of your children in the club

** If you are a full member of the club but DO NOT train at club sessions – choose either the "Annual Membership Fee" £84 /year or the "Monthly Membership Fee (not training at club) £7/month. Tiles in the shop and follow the process above.

If you are a Student in higher education , Senior Athlete , 2nd Claim Athlete and NOT training at club sessions – please choose the appropriate membership tile in the shop for the annual fee of £35/year and follow the process above..

If you are a parent athlete – please choose the "parent athlete membership" for yourself (free) so we also have your details on file.

If you have any issues contact davidsteeldtfc@gmail.com for help.