

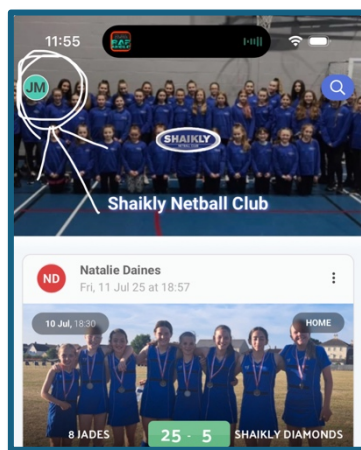
How to Set Up Your Membership Payment

****PLEASE NOTE****

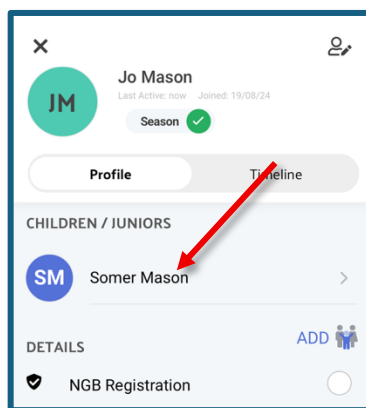
You cannot see the upcoming payments for your chosen membership unless you are registered as a 'Guardian' for your child. Please check BEFORE you start!

How to check:

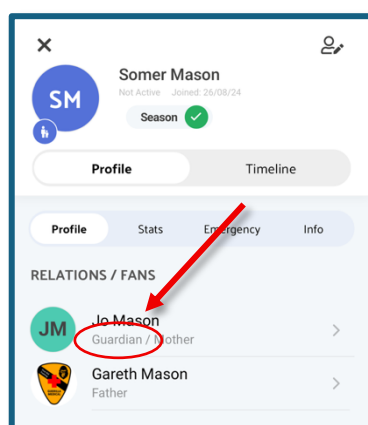
- **CLICK** on your initials on the homepage.



- **CLICK** on your name.
- **CLICK** on your child's name.

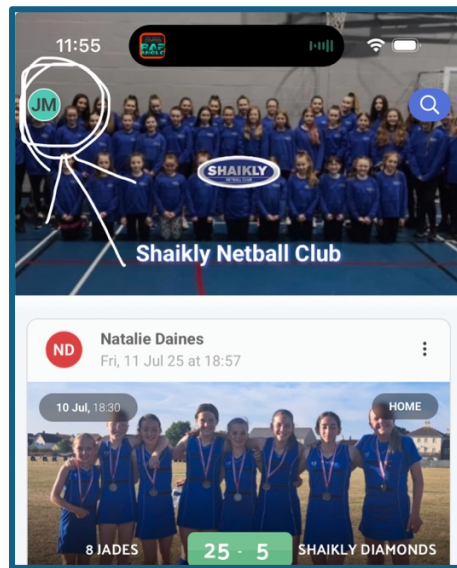


- **CHECK** you have Guardian / Mother or Father underneath your name.
- If you don't, please get in touch with your coach and we can sort it!

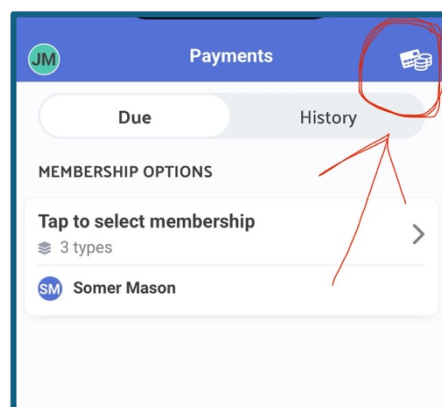


SETTINGUP YOUR MEMBERSHIP

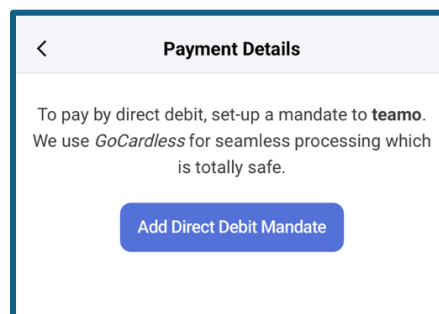
- **CLICK** on your initials on the homepage.



2. A menu will appear. **CHOOSE 'Payments'**
3. You **MUST** set up a GoCardless mandate, **CLICK** on the **money icon** at the top right of the page.



4. **CLICK 'Add Direct Debit Mandate'**



5. You will then be asked to name the account your money is coming from. This is for your own reference. **NAME** your account, **CLICK 'Continue'**.

Add Direct Debit Mandate

Mandate Name

Please give this mandate a name or reference that reminds you which bank account it is linked to in the future. (e.g. Bank Name, do not include account details).

Jo's account

Cancel Continue

6. You will then be asked if you want to set up payment details with GoCardless. **CLICK 'Continue'**. You will be taken to the GoCardless website where you can set up your direct debit.
7. Go back to Teamo, **RELOAD mandates** and your direct debit details should be listed.

< **Payment Details**

SAVED MANDATES 1 Add Mandate

Jo's account
READY: PENDING_SUBMISSION
Created: 08/08/2025, 13:14

>

8. Now set up your membership.
9. **CLICK** on your initials on the homepage.
10. Once you have clicked on **'Payments'** your child/children will be listed. **CLICK on the correct name** to choose a membership option.

< **Choose type**

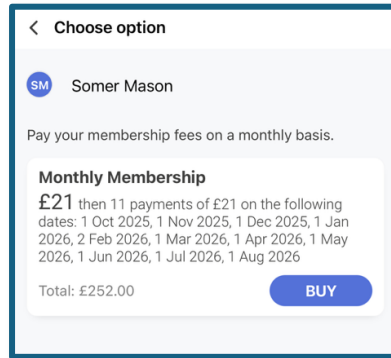
SM Somer Mason

Monthly Membership
£21 then 11 payments of £21 on set dates

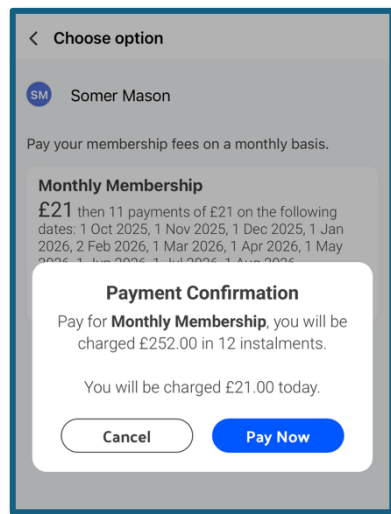
Quarterly Membership
£55 then 3 payments of £55 on set dates

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11. You will be able to choose from monthly or quarterly membership options. **CHOOSE** your preferred membership. **CLICK 'BUY'**

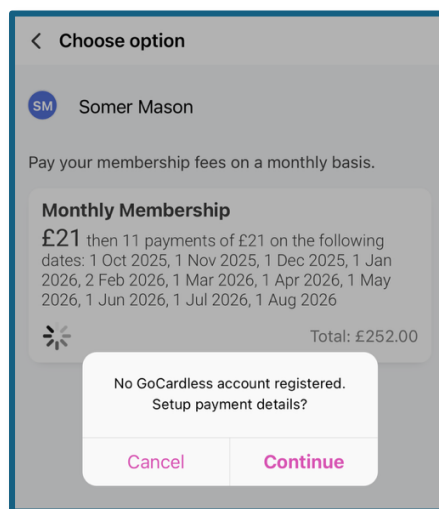


12. You will be asked to pay the first payment. **CLICK 'Pay Now'**.



13. If you have already set up your GoCardless mandate, follow the prompts.

14. If you haven't set up your GoCardless mandate, you will see this message appear:



15. Don't worry! Clicking continue will take you to GoCardless to set up a direct debit (see step 5).

16. When it is all set up, you should be able to see all your upcoming payments listed when you click on **Payments**.

