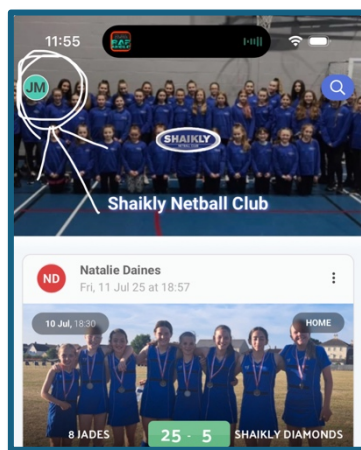# How to Set Up Your Membership Payment
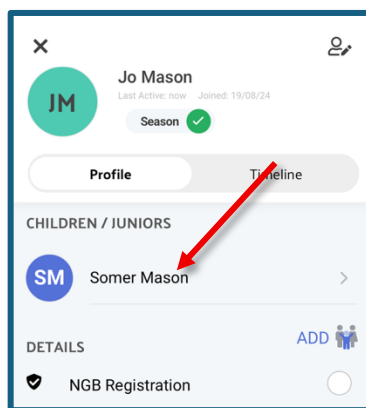
PLEASE NOTE
You cannot see the upcoming payments for your chosen membership unless you are registered as a 'Guardian' for your child. Please check <u>BEFORE</u> you start!
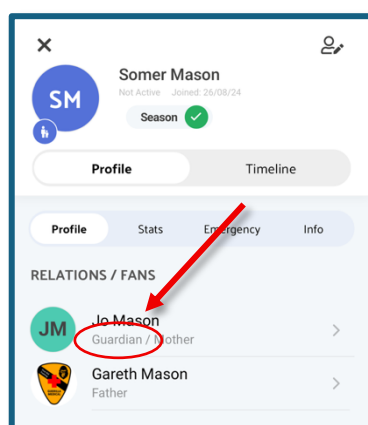
How to check:
- **CLICK** on your initials on the homepage.

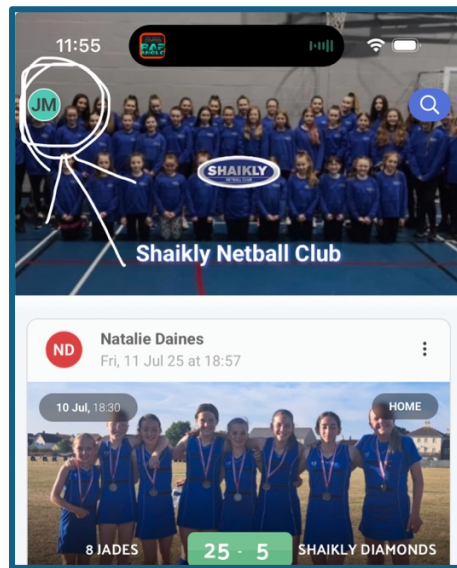- **CLICK** on your name.
- **CLICK** on your child's name.

- **CHECK** you have Guardian / Mother or Father underneath your name.

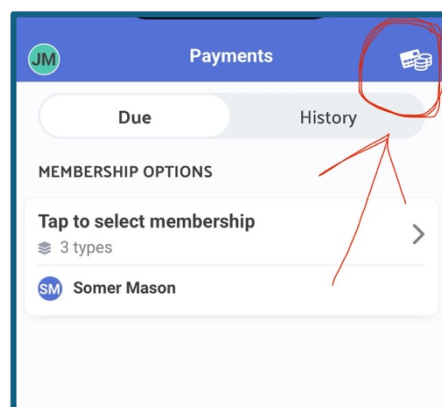- If you don't, please get in touch with your coach and we can sort it!
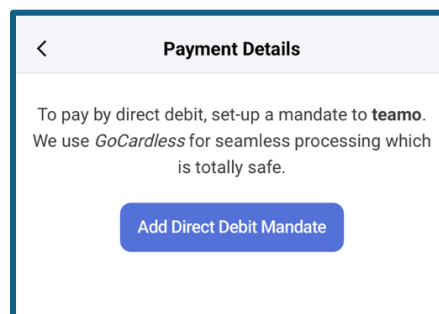
SETTINGUP YOUR MEMBERSHIP

- **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'.**

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.

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.
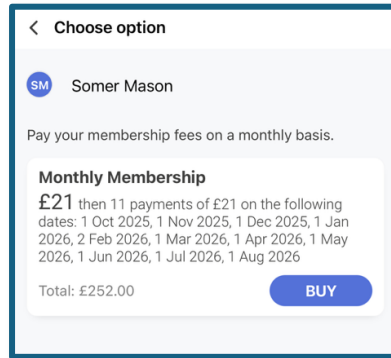

11. You will be able to choose from monthly or quarterly membership options. **CHOOSE** your preferred membership. **CLICK 'BUY'**
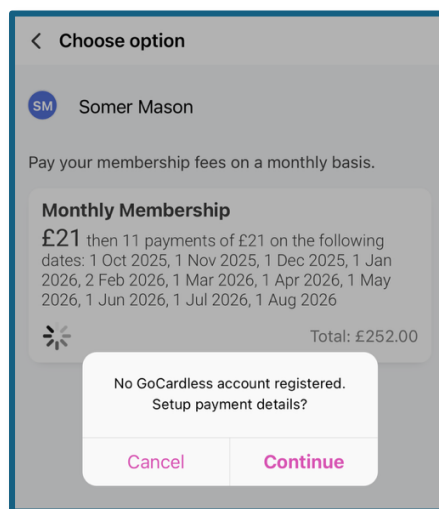
12. You will be asked to pay the first payment. **CLICK '**Pay Now'.**
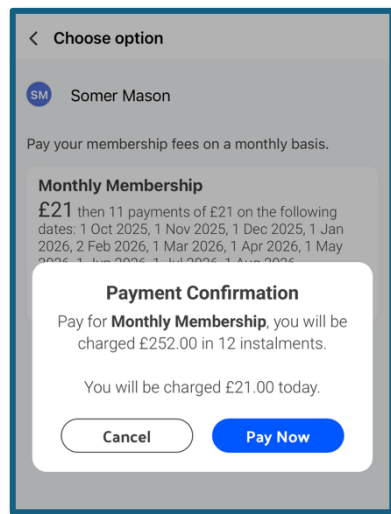
13. If you have already set up your GoCardless mandate, follow the prompts.

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.**