



ASPLEY GUISE
FOOTBALL CLUB

LoveAdmin Registration Guide

Season 2021/22

Introduction

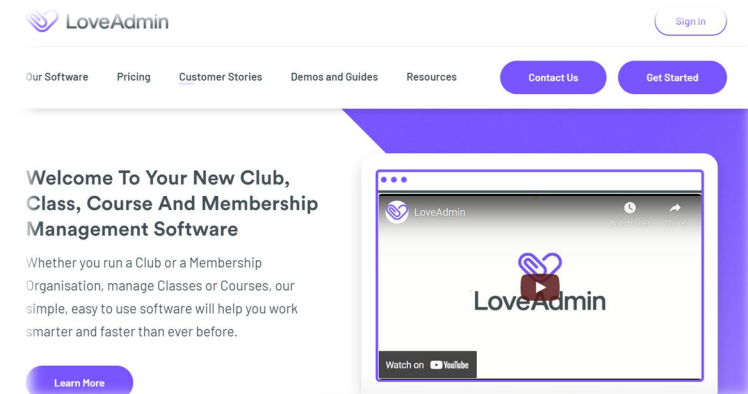
Aspley Guise FC have partnered with LoveAdmin.com, one of the UK's leading membership platform, to allow parents & guardians to keep membership information up to date, and make payments.

For the 2021/22 season, parents & guardians will need to follow the registration process detailed in this guide. In future seasons, players remaining with Aspley Guise FC will have their memberships automatically updated with their new team/age group.

The LoveAdmin.com payment platform will allow parents/guardians to pay by card, bank transfer and direct debit, while offering an instalment plan which will be automatically processed over 5 months (August to December annually).

We hope the new system makes managing your membership and payments much easier than previous seasons.

Card payment are processed by PayPal, Bank Transfers and Direct Debits are processed by London & Zurich



Payment Options

The 2021/22 season fees remains the same as last season. 50% discount on fees will apply to younger siblings of a full paying member:

- Junior U7 to U11s £195
- Junior U12s and above £210

Parents/Guardians will be offered 2 payment options:

1. One single payments for the total annual registration and subscription
2. 5 monthly payments starting from 31st August through to 31st December


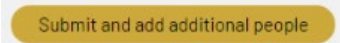
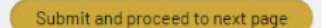
Adhoc payments cannot be made through LoveAdmin.com, these will be to be handled differently. If you have any questions, please email subs@aspleyguisefc.co.uk

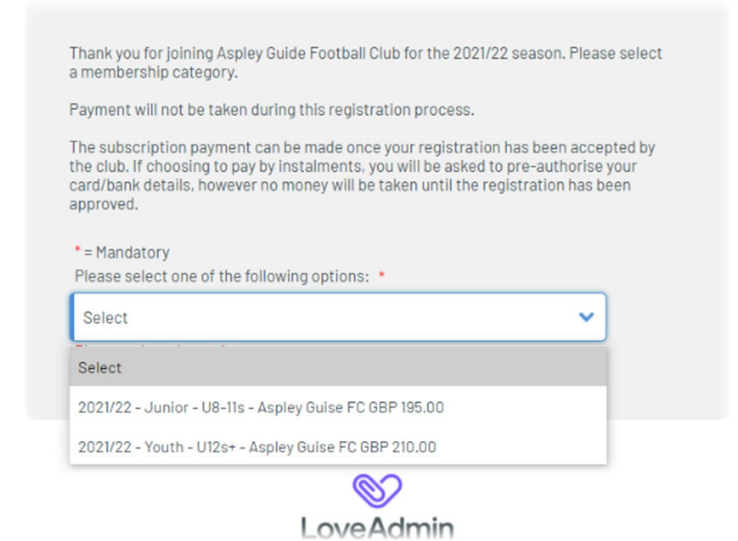


Registration

[Click Here](#) to open the registration page.

To register, please follow these steps

1. Click on the above link, or go to <https://app.loveadmin.com/ThirdpartyRegistration.aspx?clubID=fa4101aff894e2f3ec92024a3dac23d3>
2. Select a membership category
3. Complete the registration form, with the following points to note:
 - Please select the correct team & age group for your child, however they can be moved at a later date.
 - If paying by instalments, please select the option. You will be taken to a pre-authorisation screen as part of the registration process, however no money will be taken. This is simply to link to a card/account of your choice through PayPal or London & Zurich, so future payments can be scheduled and managed through your account.
 - If this player is the younger sibling of an full paying member, please add the details and the 50% discount will be added to the account.
 - If your child has no medical conditions the club need to be aware of, please state this with 'None' in the relevant field.
4. Once complete, either click  , or click  to add additional player(s)
5. You will now be taken to a second screen to confirm the team you are registering for. Please do not click [back](#), or try to make any changes. Just click the  button to proceed.



Pre-Authorisation

For those parents/guardians paying in one transaction, your registration is now sent to the club for approval. For those paying by instalments, one further step is required to pre-authorise the future payment details.

Please note that the pre-authorisation process does not take any funds from your account. The process simply links a card (through PayPal) or account (through London & Zurich) to your LoveAdmin account for future payments. Payments will be taken on the last day of August – December in 5 equal amounts of £39 for U7 to U11s and £42 for U12s and up.

For those paying by instalments, you will be taken to this screen. Please select to pay by Direct Debit or by Card, and follow the process from the payment providers.

Pre-Authorisation details can be changed through your account, once you have completed registration.

! Do not use the back button. If you wish to edit information entered, click the Edit option below.

Remove	Description	Edit	Comments	Amount	Payable now
	2021/22 - Junior - U8-11s - Aspley Guise FC 1, Player		Pending Approval	£195.00	0.00
	U11s Tigers 1, Player		Pending Approval	£0.00	0.00
Total				£195.00	0.00

Pre-authorise future payments

Settle future payment requests by:

Pay by Direct Debit

or

Debit / Credit card

Confirm

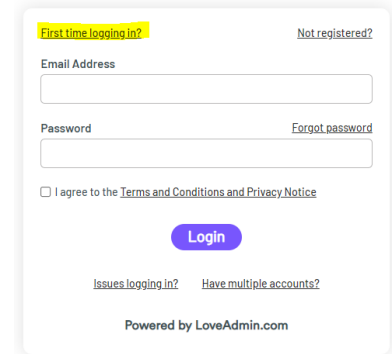


Creating Account

Once the registration process has been completed, the details will be sent to Aspley Guise FC for approval. The player registration details, team/age group and fees will be reviewed, before your registration is approved. At this point, any discounts will be applied.

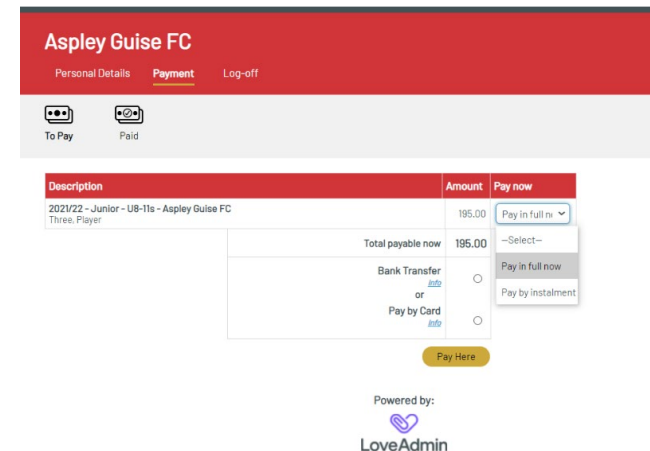
Once your registration is approved, you will receive an email confirming your account name and asking you to create the password for your account. To do this, follow the link provided in the email, then press First time logging in, and set a password.

You will then receive a further link via email to validate your password. Your account is now set up.



For those paying by instalments, there is nothing else to do. You can use your account to amend player information or amend pre-authorisation details.

For those paying by a single payment, you will receive a further email confirming payment can now be made. This can be processed by logging into your account and clicking the payment tab.



Description	Amount	Pay now
2021/22 - Junior - UB-11s - Aspley Guise FC Three Player	195.00	Pay in full now
Total payable now	195.00	--Select--
Bank Transfer info		Pay in full now
or		Pay by instalment
Pay by Card info		



Links

Link to Registration Page <https://app.loveadmin.com/ThirdpartyRegistration.aspx?clubID=fa4101aff894e2f3ec92024a3dac23d3>

Link to Login Page <https://app.loveadmin.com/sign-in>

Link to Club Website <https://www.aspleyguisefc.co.uk/>

Link to Club Constitution <https://www.aspleyguisefc.co.uk/wp-content/uploads/2021/06/AGFC-Club-Constitution-2122.pdf>

For any registration issues/questions, please email subs@aspleyguisefc.co.uk

