

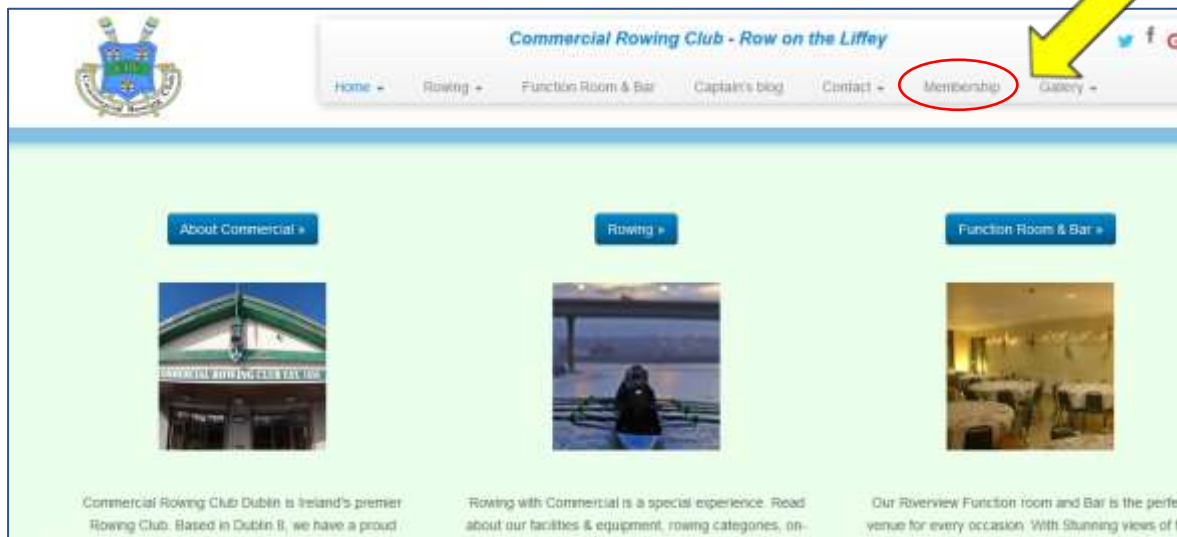


Commercial Rowing Club

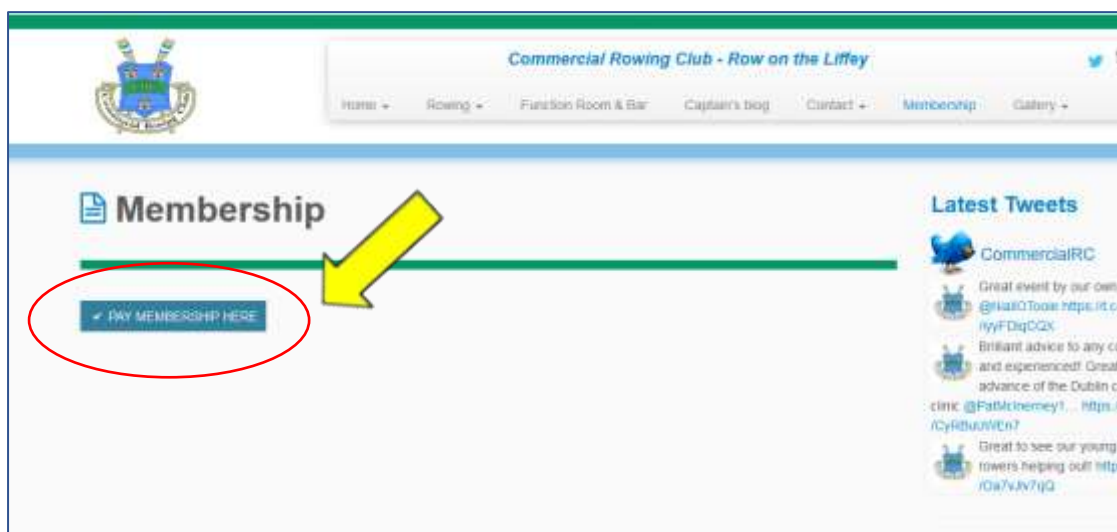
Online registration and Club Payment Facility

User Guide

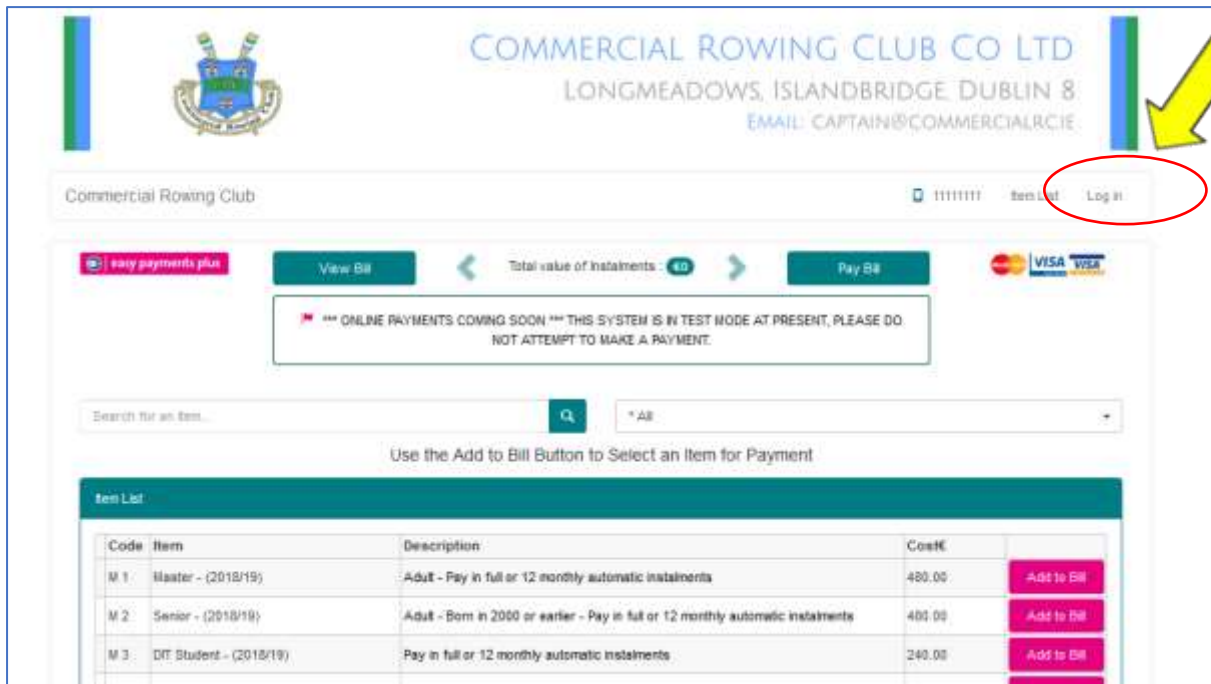
1) Log on to www.commercialrc.ie, Select 'Membership'



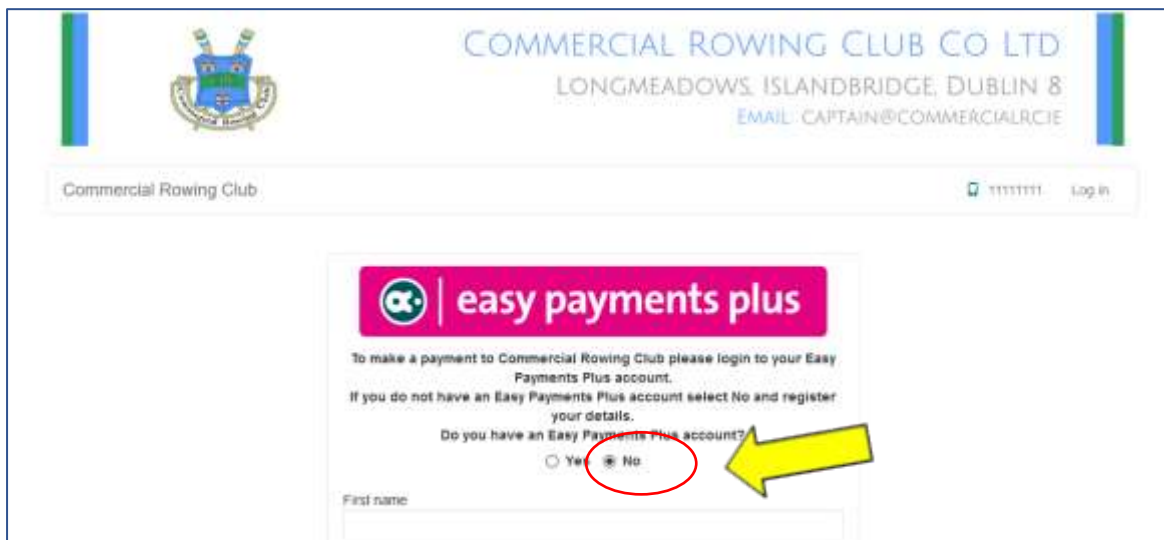
2) Select 'Pay Membership'



3) Select 'Log in'




4) Select 'No' to create an account/register in the On-Line Payment System – Easy Payments Plus (EPP)



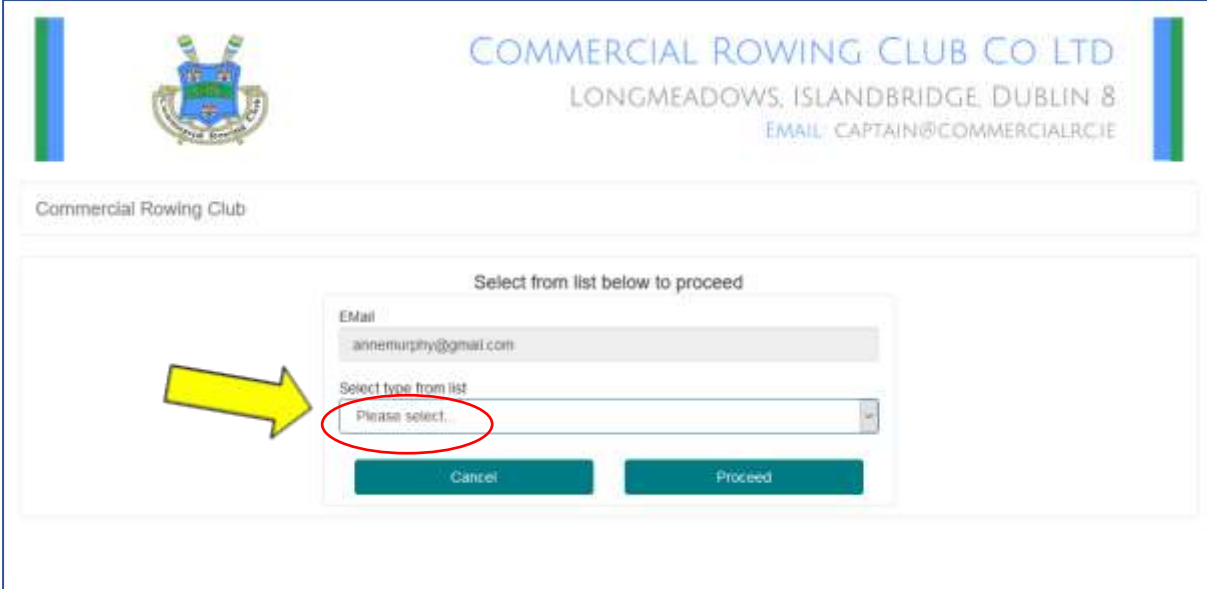
5) Complete Login Registration Details

Note: Remember to make note of the email address and password used, as you will need these to login to your account to update your details and review any payment made.

Payments Plus account. If you do not have an Easy Payments Plus account select No and register your details. Do you have an Easy Payments Plus account? <input type="radio"/> Yes <input checked="" type="radio"/> No	
	First name <input type="text"/>
	Surname <input type="text"/>
	E-Mail <input type="text"/>
	Create a new password <input type="text"/>
	Verify you are not a Robot <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"><input type="checkbox"/> I'm not a robot  <small>reCAPTCHA Privacy - Terms</small></div>
	<input type="checkbox"/> Please Read Our Terms & Conditions and Data Privacy Policy then tick here to Agree
<div style="background-color: #4a7c7c; color: white; padding: 10px; display: inline-block; border-radius: 5px;">Register</div>	

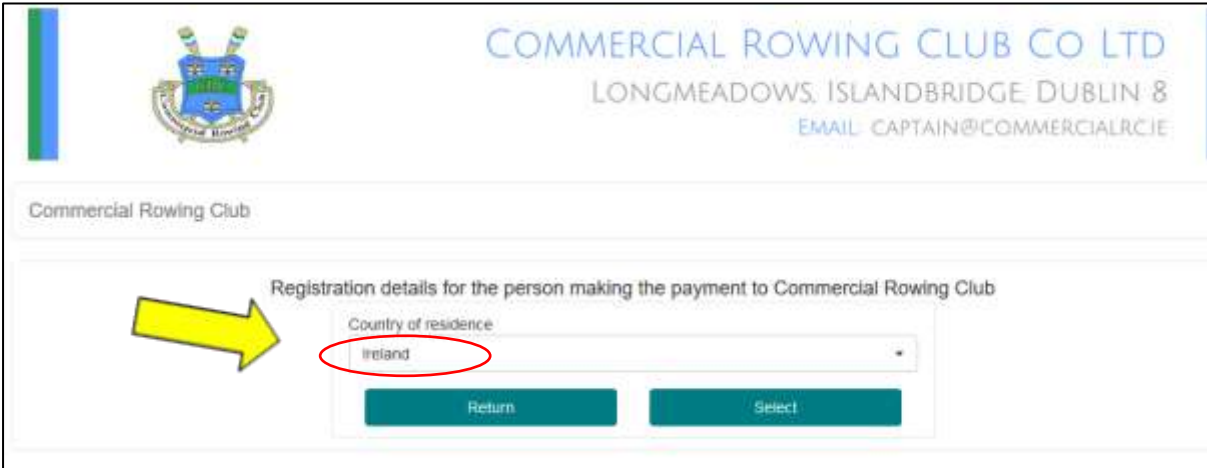
6) Once registered – Select Membership Type from drop down list:

- Member (*Adult Members only*)
- Parent/Guardian (*For Junior members*)
- Non-Member (*Please do not select*)



The screenshot shows the registration interface for the Commercial Rowing Club. At the top, the club's logo and name are displayed: "COMMERCIAL ROWING CLUB CO LTD", "LONGMEADOWS, ISLANDBRIDGE, DUBLIN 8", and "EMAIL: CAPTAIN@COMMERCIALRCIE". Below this, the text "Commercial Rowing Club" is shown. The main form area is titled "Select from list below to proceed". It contains an "Email" field with the value "annemurphy@gmail.com". Below the email field is a dropdown menu labeled "Select type from list" with the text "Please select..." inside. A yellow arrow points to this dropdown menu, and a red circle highlights the text "Please select...". At the bottom of the form are two buttons: "Cancel" and "Proceed".

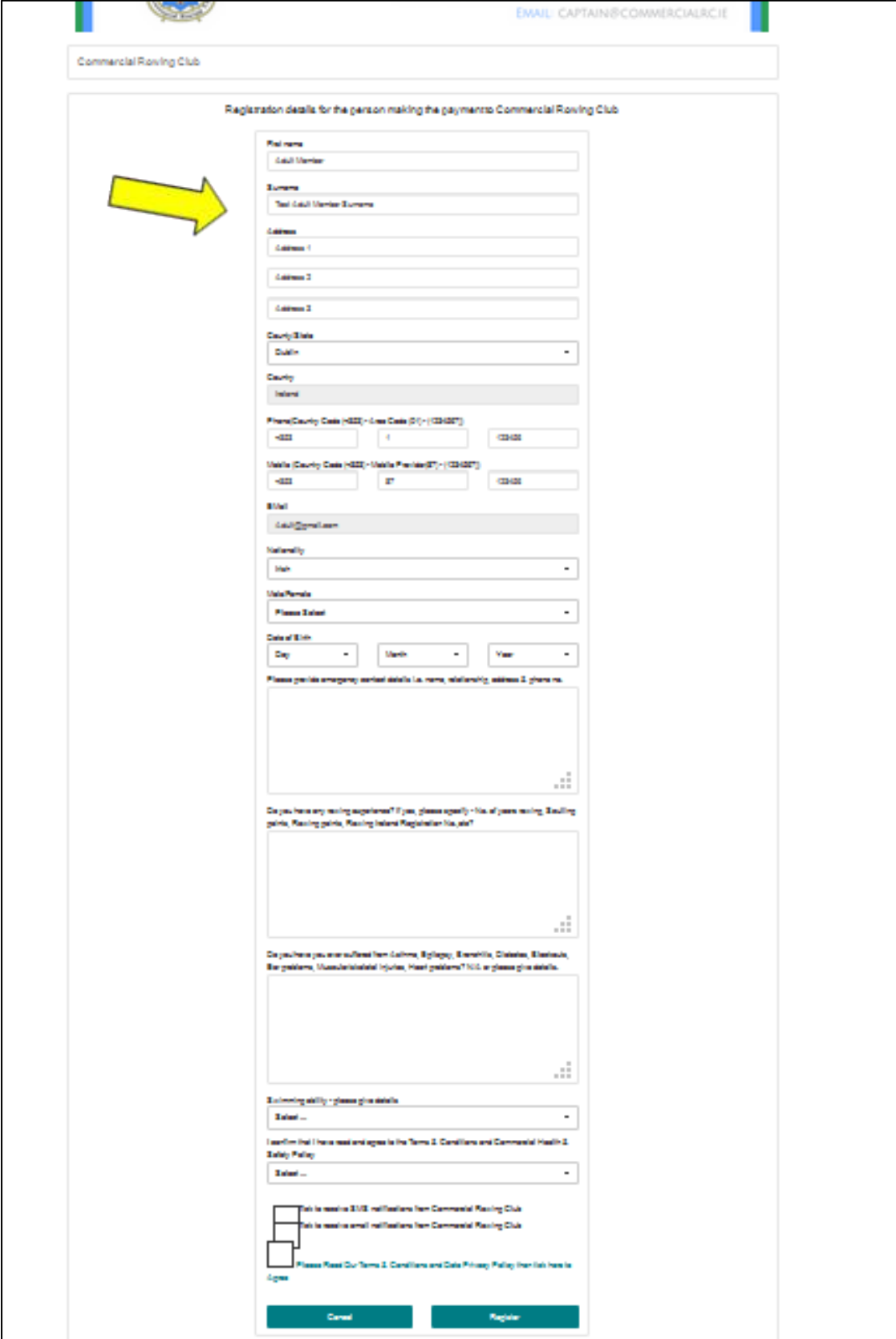
7) Select Country of Residence from Drop Down list



The screenshot shows the registration interface for the Commercial Rowing Club. At the top, the club's logo and name are displayed: "COMMERCIAL ROWING CLUB CO LTD", "LONGMEADOWS, ISLANDBRIDGE, DUBLIN 8", and "EMAIL: CAPTAIN@COMMERCIALRCIE". Below this, the text "Commercial Rowing Club" is shown. The main form area is titled "Registration details for the person making the payment to Commercial Rowing Club". It contains a dropdown menu labeled "Country of residence" with the value "Ireland" selected. A yellow arrow points to this dropdown menu, and a red circle highlights the text "Ireland". At the bottom of the form are two buttons: "Return" and "Select".

8) Add Registration details for **Adult Member** making payment & Click Register

For Parent/Guardian - go to page 10 (Step 8a) to add Parent/Guardian details and process Junior members registration and fee payment



Commercial Rowing Club

EMAIL: CAPTAIN@COMMERCIALRC.IE

Commercial Rowing Club

Registration details for the person making the payment to Commercial Rowing Club

First name
Local Member

Surname
Test Local Member Surname

Address
Address 1
Address 2
Address 3

County/State
Dublin

Country
Ireland

Phone (Country Code (+00) - Local Code (0) - (034027))
+002 4 03402

Mobile (Country Code (+00) - Mobile Prefix (07) - (034027))
+002 87 03402

Email
Local@gmail.com

Nationality
Irish

Male/Female
Please Select

Date of Birth
Day - Month - Year -

Please provide emergency contact details (i.e. name, relationship, address & phone no.)

Do you have any rowing experience? If yes, please specify - No. of years rowing, Rowing points, Rowing Ireland Registration No. (if any)

Do you have you ever suffered from Calfitis, Blisters, Bumps, Chafes, Blisters, Blisters, Blister problems, Musculoskeletal injuries, Heart problems? N/A or please give details.

Rowing ability - please give details

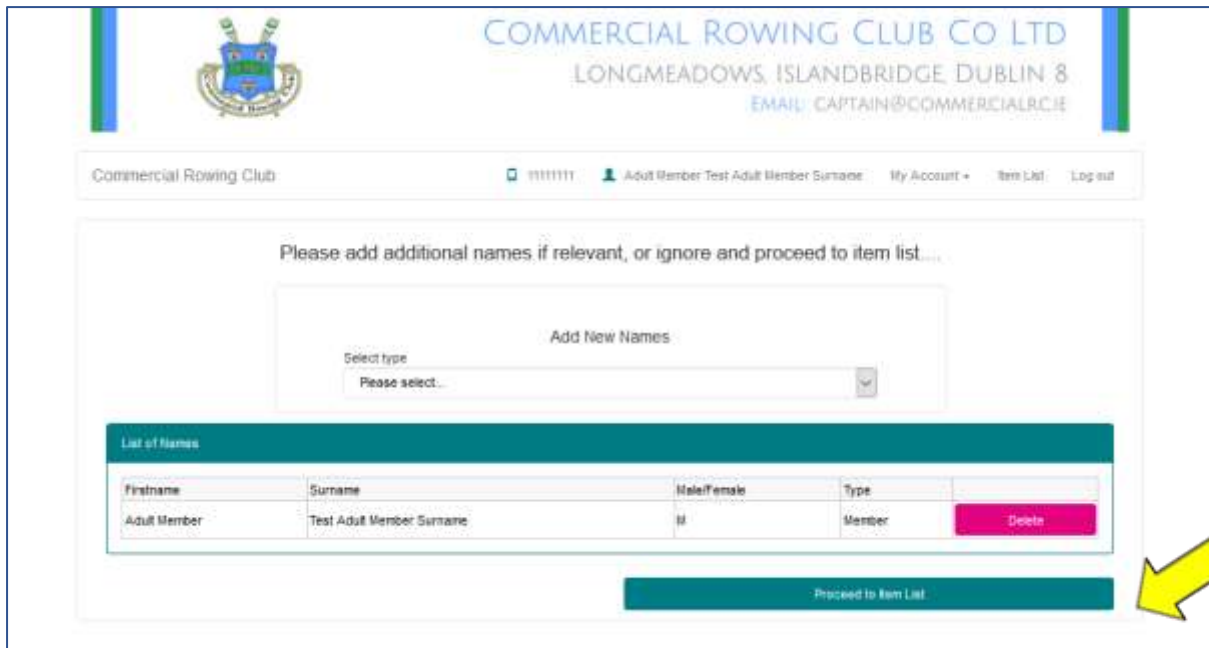
I confirm that I have read and agree to the Terms & Conditions and Commercial Health & Safety Policy

I wish to receive SMS notifications from Commercial Rowing Club
 I wish to receive email notifications from Commercial Rowing Club

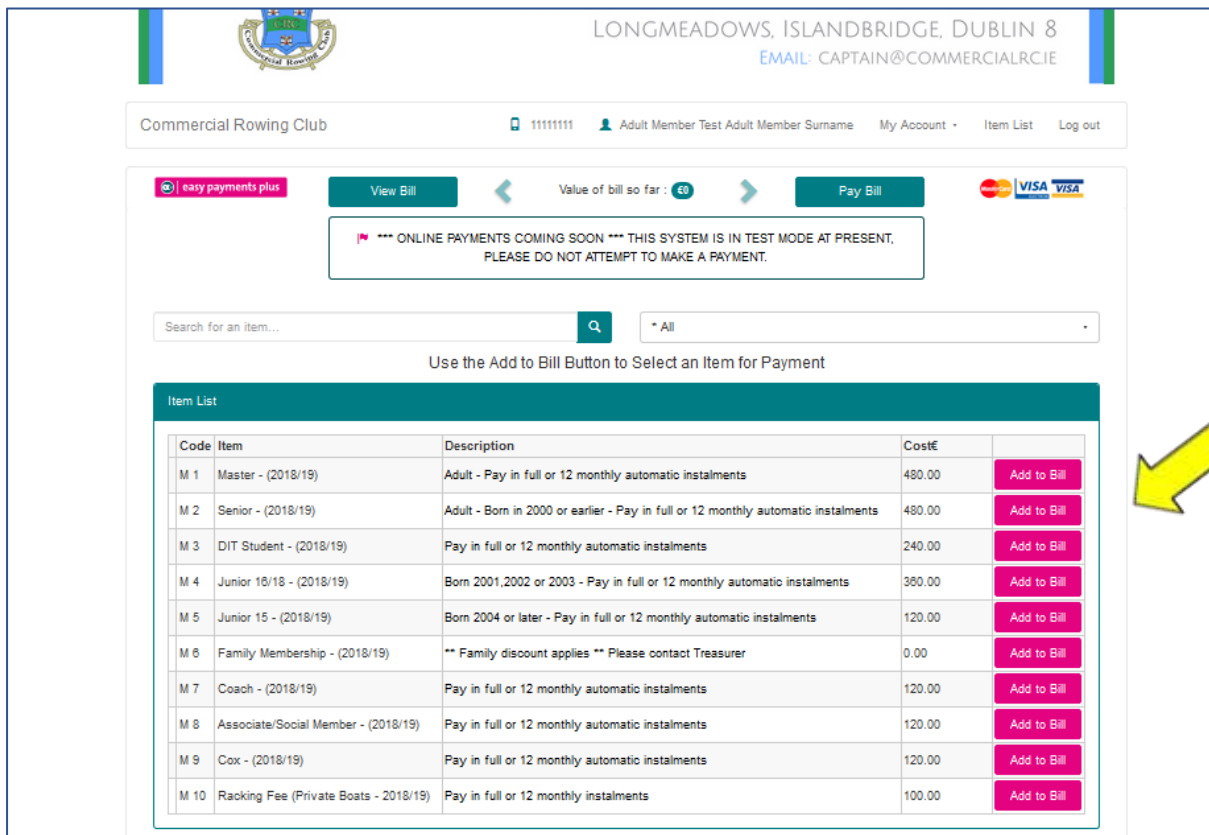
Please Read Our Terms & Conditions and Data Privacy Policy (then click here to Agree)

Cancel Register

10) For **Adult Member** - Select 'Proceed to Item List'



11) For **Adult Member** – Select 'Add to Bill' for Fee Type you wish to pay



12) For **Adult Member** – Select ‘Pay Total’ for one off payment or ‘Pay Instalments’ to pay monthly over 12 months (no additional cost)

Commercial Rowing Club 11111111 Adult Member Test Adult Member Surname My Account - Item List Log out

easy payments plus View Bill Value of bill so far: €0 Pay Bill

- Senior - (2018/19)

Total Amount € 480.00

Instalment Amount € 40.00

Item Name Senior - (2018/19)

Frequency Monthly

Start Date 28/09/2018

Number of Instalments 12

Pay Total Pay instalments Cancel

13) For **Adult Member** – Click ‘Select’ to process payment for selected member

Commercial Rowing Club 11111111 Adult Member Test Adult Member Surname My Account - Item List Log out

easy payments plus View Bill Total value of instalments: €480.00 Pay Bill

Senior - (2018/19)

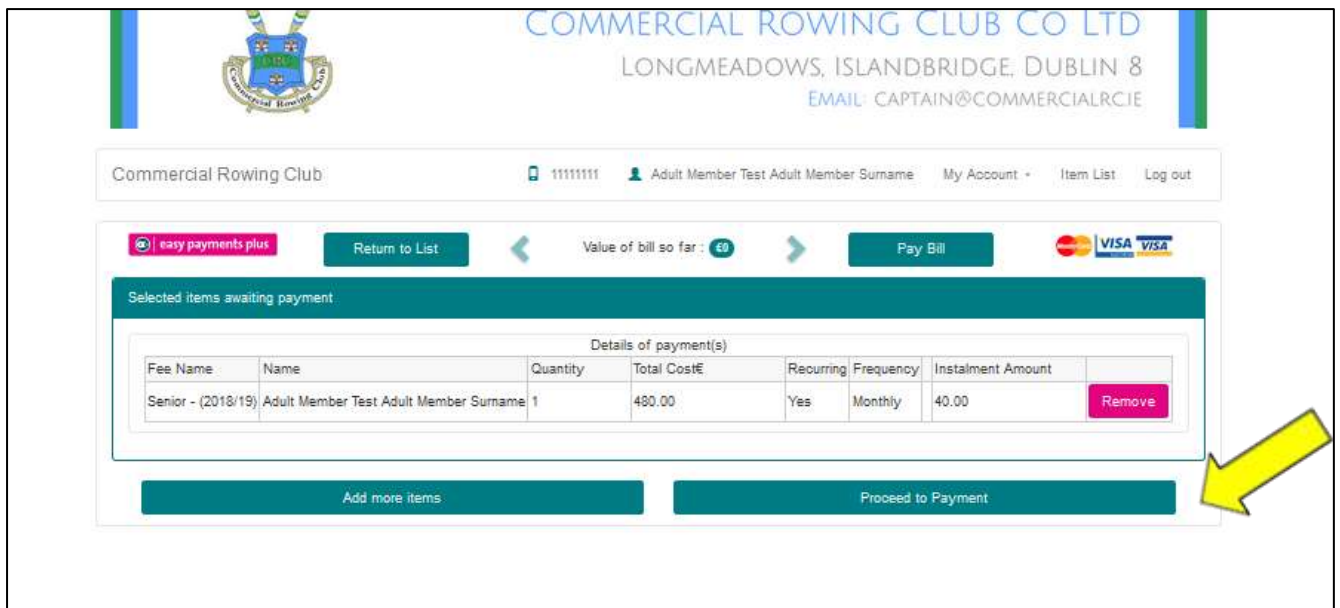
Select the name of the person in relation to:

Name	Surname	Select
Adult Member Test Adult Member		

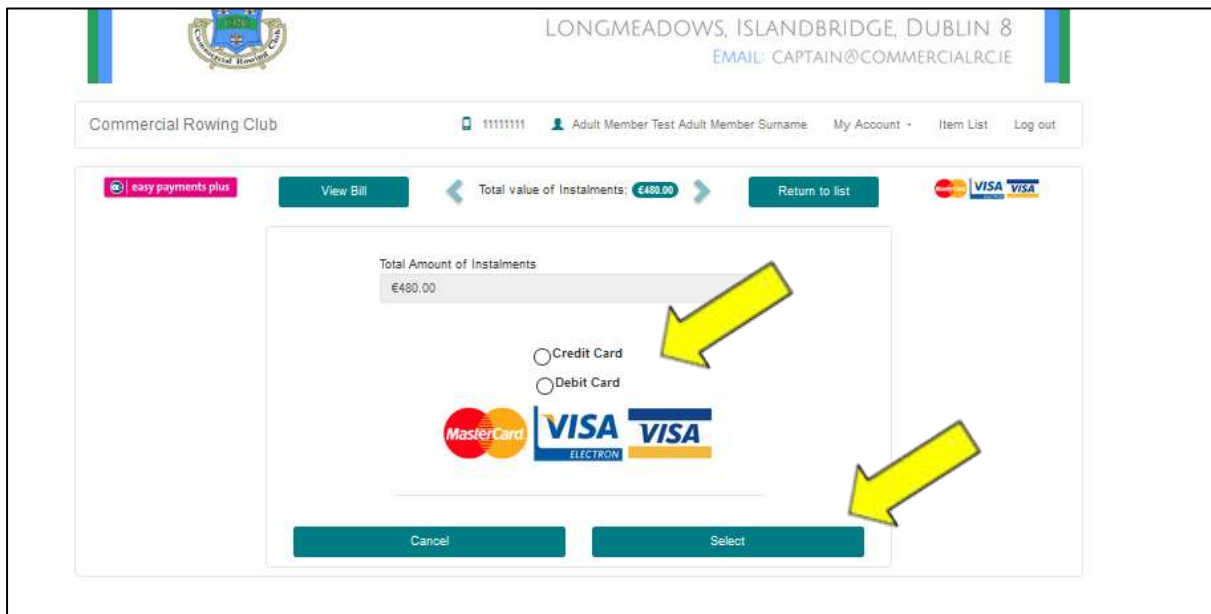
If not listed use the Add New Name button

Cancel Add Name

14) For **Adult Member** – Select ‘Proceed to Payment’



15) For **Adult Member** – Select Card Type (Credit or Debit) & Click Select



16) For **Adult Member** – Accept Terms & Conditions & Click ‘Proceed’

Commercial Rowing Club 11111111 Adult Member Test Adult Member Surname My Account - Item List Log out

easy payments plus View Bill Total value of Instalments: €480.00 Return to list

Fee Name	Name	Quantity	Administration Fee€	Total Cost €	Instalment Amt€	Instalments	Frequency	Startdate
Senior - (2018/19)	Adult Member Test Adult Member Surname	1	.00	480.00	40.00	12	Monthly	26/09/2018

Save card details?
Accept Terms and Conditions
 Agree Disagree

[Accept terms and conditions of Commercial Rowing Club](#)

Cancel Proceed

17) For **Adult Member** – Enter Card Details & Click ‘Register’ to make payment.

Please Note: All payment details which are entered through this payment gateway are encrypted when the customer, or third party making payment, enters them. Communications to and from the service provider's site are encrypted. Commercial Rowing Club **do not** have access to your card details

Commercial Rowing Club 11111111 Adult Member Test Adult Member Surname My Account - Item List Log out

easy payments plus Total value of Instalments: €480.00 Return to list

⚠ When you submit your payment wait for your receipt to be displayed. Do not use the back button on your browser. Any other action could cause your payment to be processed a second time.

Secure Card Registration

Card Type:*
Visa Credit

Card Number:*

CVV:*

[What's this?](#)

Expiry Date:*

-Month-
-Year-

Cardholder Name:*

* Mandatory field

Register

ABOUT SSL CERTIFICATES

VISA
mastercard

18) Thank You for your payment – Adult Registration is now completed

Parent /Guardian & Junior Registration

Please complete steps 1-7 above

8a) Add Registration details for **Parent /Guardian** making the payment & Click 'Register'

The screenshot shows the registration form for the Commercial Rowing Club. The form is titled "Registration details for the person making the payment to Commercial Rowing Club". It contains the following fields and sections:

- Real name:** Text input field with "Parent" entered.
- Eurozone:** Text input field with "Tax Parent Eurozone" entered.
- Address:** Three stacked text input fields for "Address Line 1", "Address Line 2", and "Address Line 3".
- County/State:** A dropdown menu with "Dublin" selected.
- County:** A dropdown menu with "Dublin" selected.
- Phone/County Code (IDD) - Area Code (CC) - (004400):** Fields for "IDD" (containing "+353") and "Area Code" (containing "1"), with a "go" button.
- Mobile/County Code (IDD) - Mobile Prefix (MP) - (004400):** Fields for "IDD" (containing "+353") and "Mobile Prefix" (containing "01"), with a "go" button.
- Email:** Text input field with "Parent@gmail.com" entered.
- Nationality:** A dropdown menu with "Irish" selected.
- Data Retention:** A dropdown menu with "Please Select" selected.
- Emergency contact details:** A large text area with the instruction "Please provide emergency contact details i.e. name, relationship, address & phone no." and a "go" button.
- Terms and Conditions:** A dropdown menu with "Select ..." selected.
- Consent:** Three checkboxes for "I wish to receive SMS notifications from Commercial Rowing Club", "I wish to receive email notifications from Commercial Rowing Club", and "Please Read Our Terms & Conditions and Data Privacy Policy here (in this page)".
- Buttons:** "Cancel" and "Register" buttons at the bottom.

A yellow arrow points to the "Register" button.

9a) **Parent/Guardian – To add Junior Members** , please Select Type ‘**Junior Member**’ from drop down list under ‘Add New Names’

COMMERCIAL ROWING CLUB CO LTD
LONGMEADOWS, ISLANDBRIDGE, DUBLIN 8
EMAIL: CAPTAIN@COMMERCIALRCIE

Commercial Rowing Club 11111111 Parent1 Test Parent1 Surname My Account + Item List Log out

Please add additional names if relevant, or ignore and proceed to item list...

Add New Names

Select type
Please select...

Firstname	Surname	Male/Female	Type	
Parent1	Test Parent1 Surname	M	Parent/Guardian	Delete

Proposed to Item List

10a) Add Registration details for **Junior Member** & Click ‘Add’

COMMERCIAL ROWING CLUB CO LTD

Commercial Rowing Club 11111111 Parent1 Test Parent1 Surname My Account + Item List Log out

Please add additional names if relevant, or ignore and proceed to item list....

Add New Names

Select type
Junior Member

First Name
Please fill out this field.

Surname

Date of Birth
Day Month Year

Male/Female
Gender

Nationality
Irish

Swimming ability - please give details
Select ...

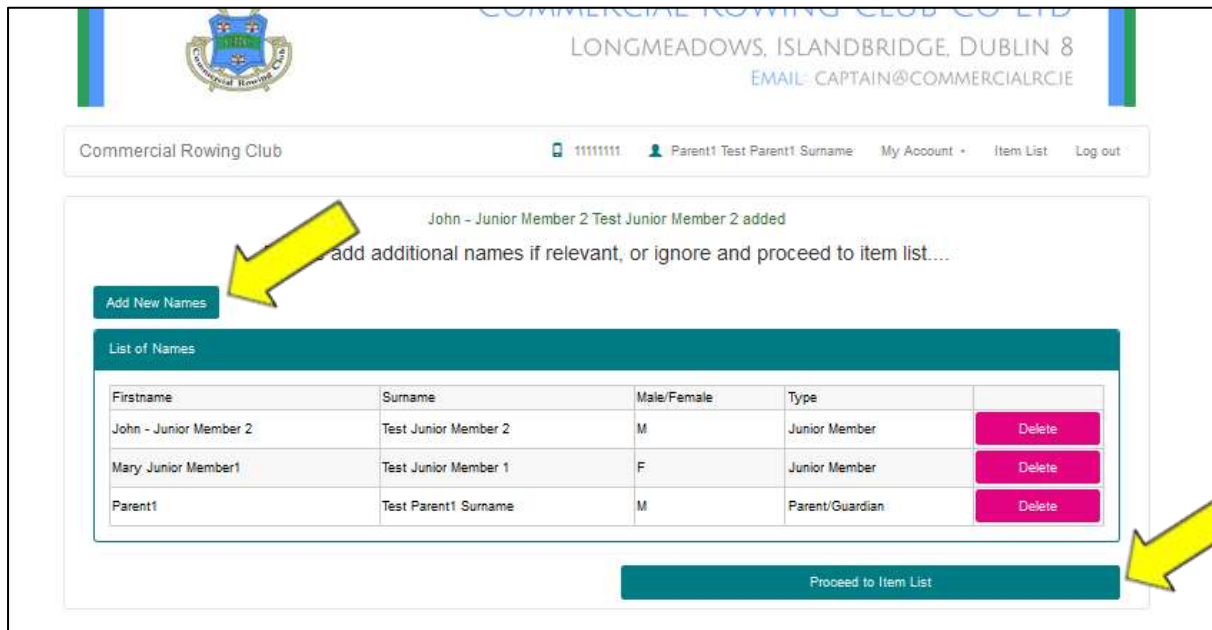
I consent to the recording and use of photography/video by the Club for training purposes only
Select ...

Does your child have any rowing experience? If yes, please specify - No. of years rowing, Sculling points, Rowing points, Rowing Ireland Registration No., etc?

Does your child suffer/have they suffered from Asthma, Epilepsy, Bronchitis, Diabetes, Blackouts, Ear problems, Muscular/skeletal Injuries, Heart problems? N/A or please give details.

Cancel Add

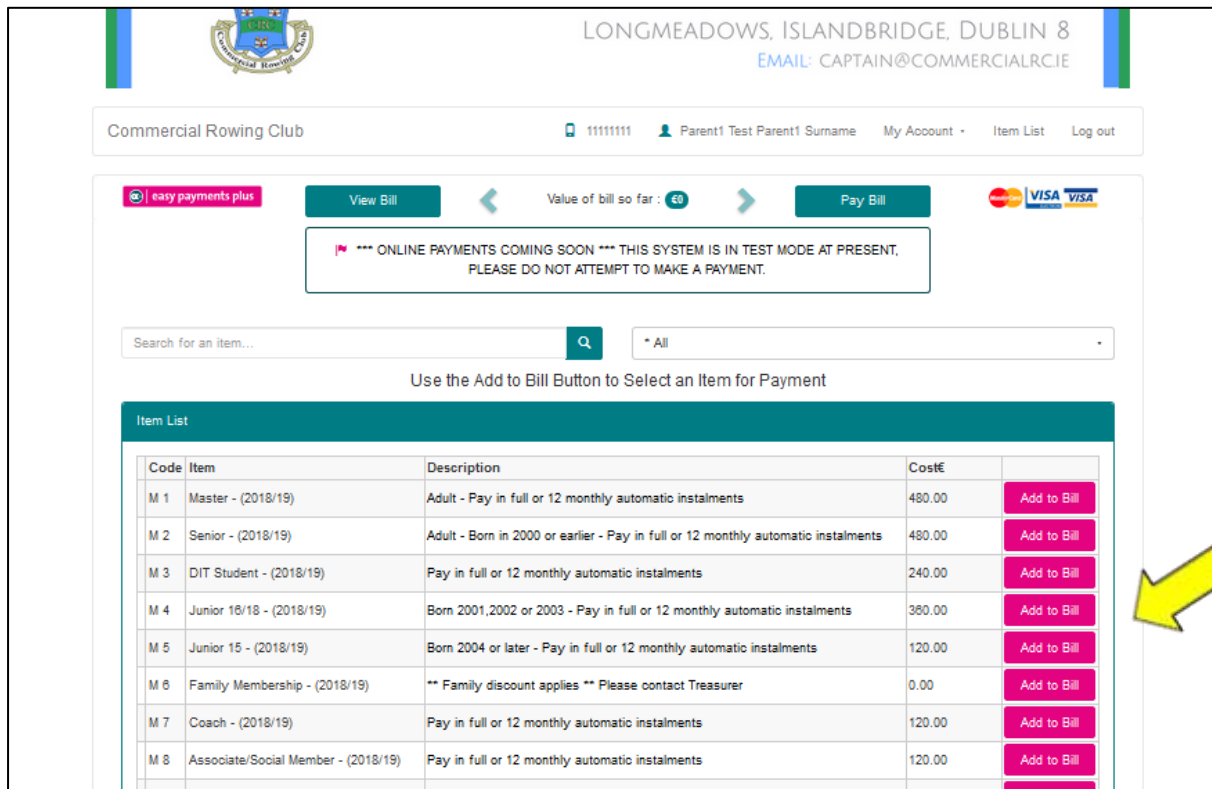
11a) **Parent/Guardian** - Click 'Add new Names' to add any additional Junior Family Members or click 'Proceed to item list' when all Junior Family Members have been added



12a) **Parent/Guardian** - Select 'Add to Bill' for Fee Type you wish to pay

To pay for one child, please select Fee type – 'Junior 16-18' or 'Junior 15' (depending on child's DOB)

For **Family Membership** (Multiple family members)– please contact Treasurer:
treasurer@commercialrc.ie to confirm fee amount payable.



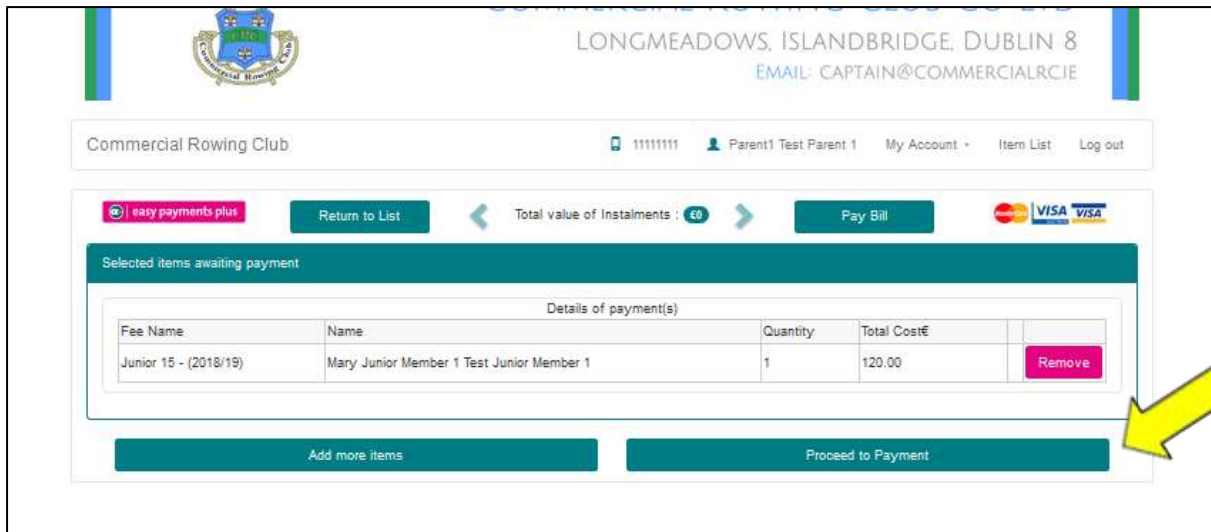
13a) Parent/Guardian – Select ‘Pay Total’ for one off payment or ‘Pay Instalments’ to pay monthly over 12 months (no additional cost)

The screenshot shows the 'easy payments plus' interface for the Commercial Rowing Club. At the top, it displays the club's logo, email (CAPTAIN@COMMERCIALRCIE), and user information (11111111, Parent1 Test Parent1 Surname). The main content area is titled '- Junior 15 - (2018/19)'. It contains several input fields: 'Total Amount €' (120.00), 'Instalment Amount €' (10.00), 'Item Name' (Junior 15 - (2018/19)), 'Frequency' (Monthly), 'Start Date' (27/09/2018), and 'Number of Instalments' (12). A yellow arrow points to the 'Number of Instalments' field. Below the fields are three buttons: 'Pay Total', 'Pay instalments', and 'Cancel'.

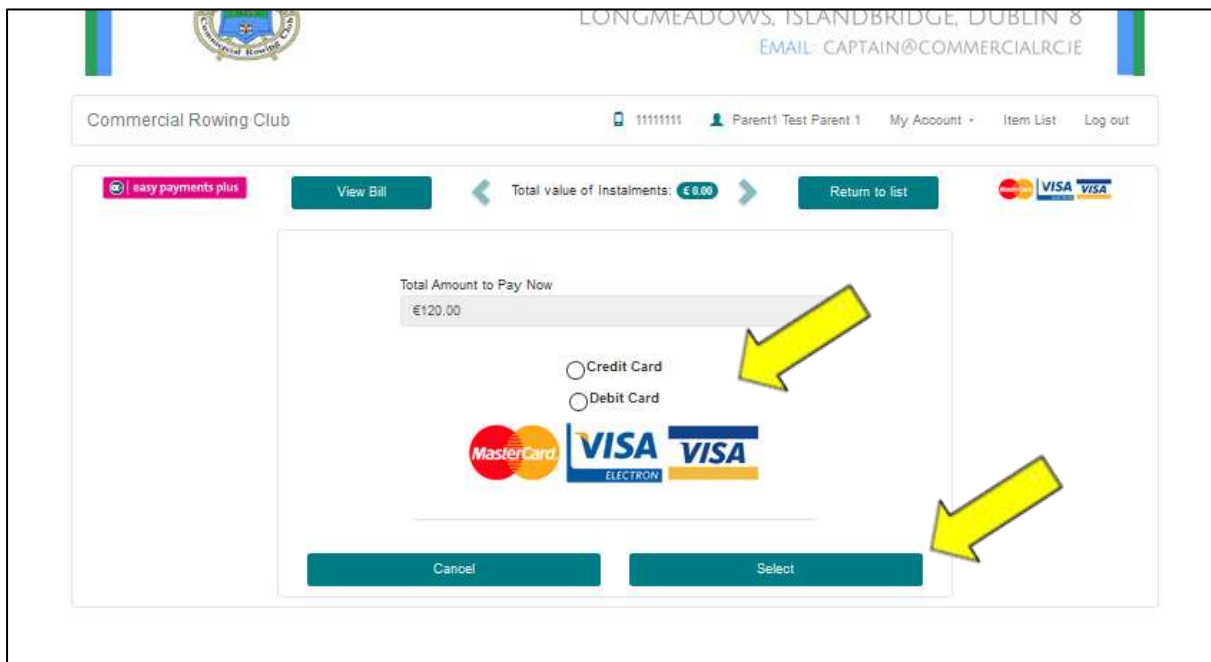
14a) Parent/Guardian - Click ‘Select’ to process payment for selected Junior member

The screenshot shows the 'easy payments plus' interface for the Commercial Rowing Club. At the top, it displays the club's logo, name (COMMERCIAL ROWING CLUB CO LTD), address (LONGMEADOWS, ISLANDBRIDGE, DUBLIN 8), and email (CAPTAIN@COMMERCIALRCIE). The main content area is titled 'Junior 15 - (2018/19)'. It contains a dropdown menu for selecting the person in relation to the payment. The dropdown is open, showing a list of names: 'Mary Junior Member1 Test Junior Member 1'. A yellow arrow points to the 'Select' button next to the name. Below the dropdown are two buttons: 'Cancel' and 'Add Name'.

15a) Parent/Guardian - Select 'Proceed to Payment' for Junior Member



16a) Parent/Guardian - Select Card Type (Credit or Debit) & Click Select



17a) For **Parent/Guardian** – Accept Terms & Conditions & Click ‘Proceed ‘ to pay Junior Member fees

Commercial Rowing Club
11111111 Parent1 Test Parent 1 My Account Item List Log out

easy payments plus View Bill Value of bill so far: €120.00 Return to list

Total Amount
€120.00

Accept Terms and Conditions
 Agree Disagree

[Accept terms and conditions of Commercial Rowing Club](#)

Cancel Proceed

18a) For **Parent/Guardian** – Enter Card Details & Click ‘Pay Now’ to make payment for Junior Member.

Please Note: All payment details which are entered through this payment gateway are encrypted when the customer, or third party making payment, enters them. Communications to and from the service provider's site are encrypted. Commercial Rowing Club **do not** have access to your card details

Commercial Rowing Club
11111111 Parent1 Test Parent 1 My Account Item List Log out

easy payments plus Value of bill so far: €120.00 Return to list

⚠ When you submit your payment wait for your receipt to be displayed. Do not use the back button on your browser. Any other action could cause your payment to be processed a second time.

Payment Amount: EUR120.00

Payment Type:*
Visa Credit

Card Number:*

Expiry Date:.*
-Month-
-Year-

CVV:*

[What's this?](#)

Cardholder Name:*

Pay Now

ABOUT OUR CERTIFICATES

VISA
mastercard

19a) Thank You for your payment – Junior /Family Registration is now completed