

Instructions for Registering on SmartClub and Paying the annual TCCBC subscription

The centre will now use a software system called SmartClub to collect annual subscriptions. This system allows members to pay their sub online in a completely secure environment using a debit/credit card.

1. Registration on SmartClub

To access this system online, Centre members need to register on the SmartClub system once. This is done as follows:

Initially all members will receive 2 emails from the SmartCub system. This will happen automatically. These emails are used to start the registration process.

Note: These emails may go in to your Spam folder or your Updates folder if you're using Updates.

The first email gives a username – this username will be firstname.surname.centre number



TCCBC

Hi Templegue,

A Smart Club Cloud account has been created for you.

The Smart Club Cloud is a quick and easy way for you to manage your club account online. To complete your registration please sign in using your temporary password which you will receive in a second email.

This is the first of two emails you will receive from us and contains your Smart Club Cloud username.

Username: templegue.testmary.3551

The 2nd email gives you a temporary password and includes a yellow button which you should click to [Complete Registration Now](#). The randomly generated password contained in this email is used for the registration.



TCCBC

Hi Templegue,

This is the second of two emails you will have received from us and contains your temporary password for the Smart Club Cloud.

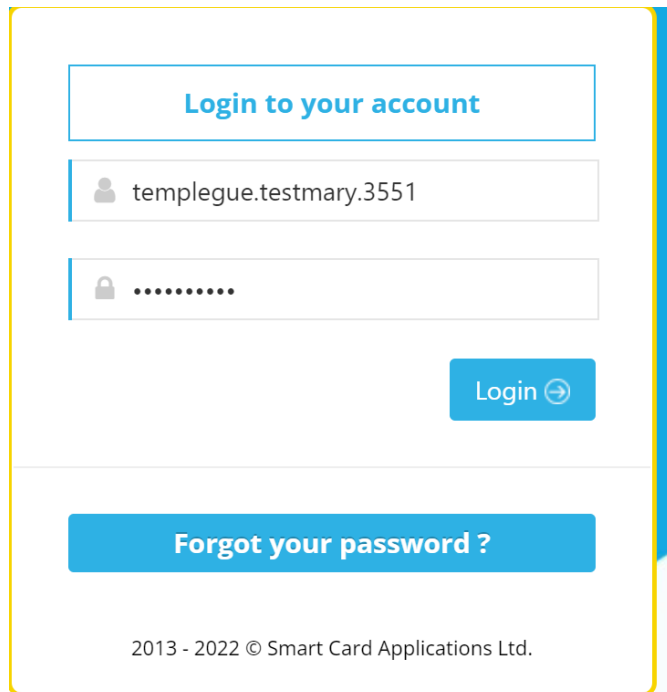
In order to keep your account safe and secure you will be asked to change your password on your first login to the system. To complete your registration please click on the button below and log in using the details that have been emailed to you.

Temporary Password: wpiMcH1aa

[Complete Registration Now](#)

2. Login

When the yellow Complete Registration Now button is clicked, you will see a login screen:



Login to your account

Login →

Forgot your password ?

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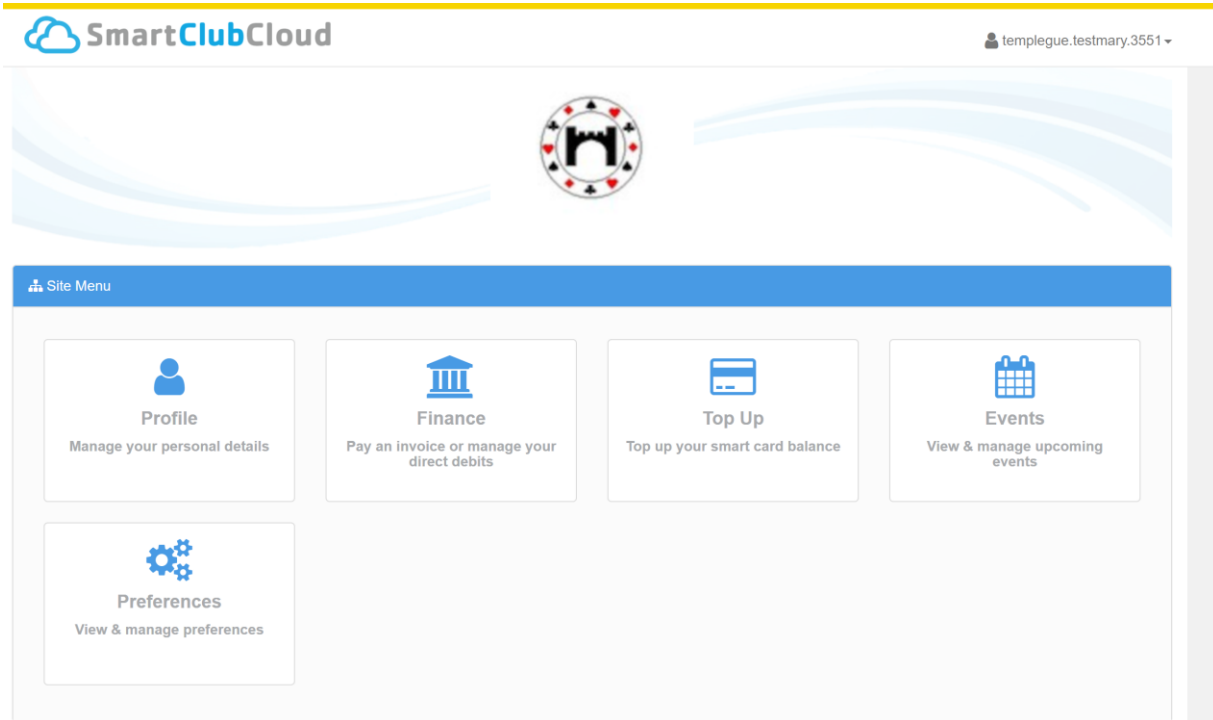
You will need to use your username from the 1st email and the randomly generated password contained in the 2nd email to allow you to login. (The randomly generated password can be copied from the email and pasted into the password field).

You will now be asked to set your own password – Store the Username and Password safely!

3. Payment of Annual Membership Invoice

To access the SmartCloud system on an ongoing basis, type smartclubcloud into Google or use the web address: www.smartclubcloud.com/

You will then access to the website where you can see the Site Menu.



Click on the **Finance** option and you will see the invoice for your annual membership and this is where you will be able to pay it.



Dashboard >

Invoices

✓ Paid Invoices

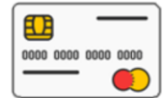
Your total outstanding balance is : €40.00

Event or coaching invoices are now payable within the event or coaching areas

Charges	Download	Invoice#	Due	Amount Due	Member ID	Member	
		14	May 31, 2022	€ 40	1902	Mary Barry	<input type="checkbox"/> Pay

Total To Pay: 00.00

Selected Payment Method



✓ Pay Selected Invoice(s)

To pay the invoice, click in the Pay box on the right, click the green Pay Selected Invoices button and you will then be asked for you debit/credit card details. All payments are processed securely by Stripe. The card information is fully encrypted during the payment process and is not seen or stored on any TCCBC or SmartClub computer system.

When you pay successfully using your debit/credit card, you will get an email from the SmartClub system telling you that you have paid and you will also see your receipt under the paid invoices tab in Finance.

The annual subscription for members is 40 euro. This covers the period April 1st 2022 to March 31st 2023.

If you need help with registration or to pay your subscription through the system, please get in touch with the secretary at sec.tccbc@gmail.com or at 0871618988

If the subscription is not paid by ??? 2022, the amount will increase to 50 euro.

Click on the **Profile** option to see the data stored for you on the system.

Note: Since the centre does not hold data about a member's date of birth, the default age for each member is 72. This can be ignored or you can click the green button on the left to request a DOB change.

- [Dashboard](#)

Click the Dashboard link to navigate through the system.