

Online renewal of memberships

If you would like to renew your membership online (instead of sending a cheque), you are now able to do so – even if you don't have a PayPal account. You are of course very welcome to continue sending a cheque if that is what you prefer. This online facility is merely to provide another option should you wish to use it.

How to renew online

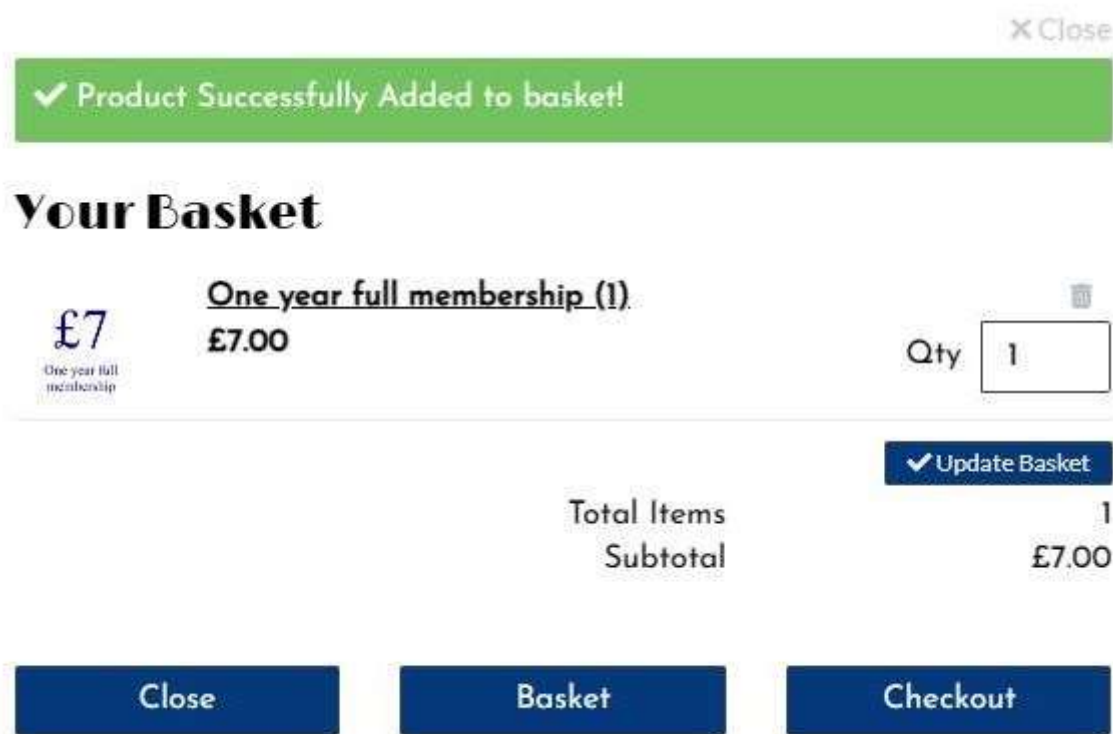
1. Go to our website: **www.theatreorganclub.co.uk**
2. Under the Membership heading, click on Join and Contact
3. Scrolling down to the bottom of that page will show you the different membership options and their respective costs (as shown here):

£1 One year associate membership One year associate membership (resident at the same address as a full member) £1.00	£5 Five years assoc. membership Five years associate membership (resident at the same address as a full member) £5.00	£7 One year full membership One year full membership £7.00	£10 Ten years assoc. membership Ten years associate membership (resident at the same address as a full member) £10.00
Optional donation Donation £25.00	£32 Five years full membership Five years full membership (save £3!) £32.00	£64 Ten years full membership Ten years full membership (save £6!) £64.00	

4. Click on the membership option you require e.g. £7 One year full membership
5. You'll see this appear:

The screenshot shows the selection process for a £7 one-year full membership. On the left, the price '£7' is displayed in a large blue font above the text 'One year full membership'. On the right, a card for 'One year full membership' is shown with the price '£7.00' and a description: 'One year full membership of the Theatre Organ Club'. Below the description are two buttons: a blue 'Qty' button with a dropdown menu showing '1' and a blue 'Add to basket' button.

6. Click on the Add to basket button. You will see this screen:



7. If, at this stage, you wish to add an associate membership or a donation, click Close. If no other payment options are required however, click Checkout and jump to step 11 in these instructions.
8. To add another payment option, having clicked Close, do the same as you did originally – i.e. click on Join and Contact beneath the Membership heading.
9. Scroll down to the bottom of the page and click on the option you require e.g. one year associate membership, and then click Add to Basket.
- NB Donations** - If you wish to add a donation to your payment (as we know so many of you do, very kindly), click on the Optional donation, and you will then have a choice of various amounts from £1 up to £25 in the drop down list. Then click Add to Basket in the usual way.
- If the amount you wish to donate is not there, you can either change the quantity to more than one in the basket (then ensuring you click on Update Basket), or you can add another donation by clicking Close and following the same process again.
10. The image on the next page shows an example of One year full membership, and a donation of £3, making a total of £10.

X Close

✔ Product Successfully Added to basket!

Your Basket

<p>£7 <small>One year full membership</small></p>	<p>One year full membership (1) £7.00</p>	<p>Qty <input style="width: 50px;" type="text" value="1"/></p>	<p></p>
<p>Optional donation</p>	<p>Donation (1) : £3 £3.00</p>	<p>Qty <input style="width: 50px;" type="text" value="1"/></p>	<p></p>

✔ Update Basket

Total Items	2
Subtotal	£10.00

Close

Basket

Checkout

11. Once you can see everything you want is in your basket, click on Checkout to be taken automatically to this screen. (This image shows a one year full membership only.)

Secure Checkout

1 Customer Information

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email"/>	<input type="text" value="Telephone"/>

2 Delivery

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Company (optional)"/>	
<input type="text" value="Address"/>	
<input type="text" value="Address 2 (optional)"/>	
<input type="text" value="City"/>	<input type="text" value="Area"/>
<input type="text" value="Country: United Kingdom"/>	<input type="text" value="Postcode"/>

Delivery Option	Info	Cost
Free Delivery		£0.00

Order Notes

Continue +

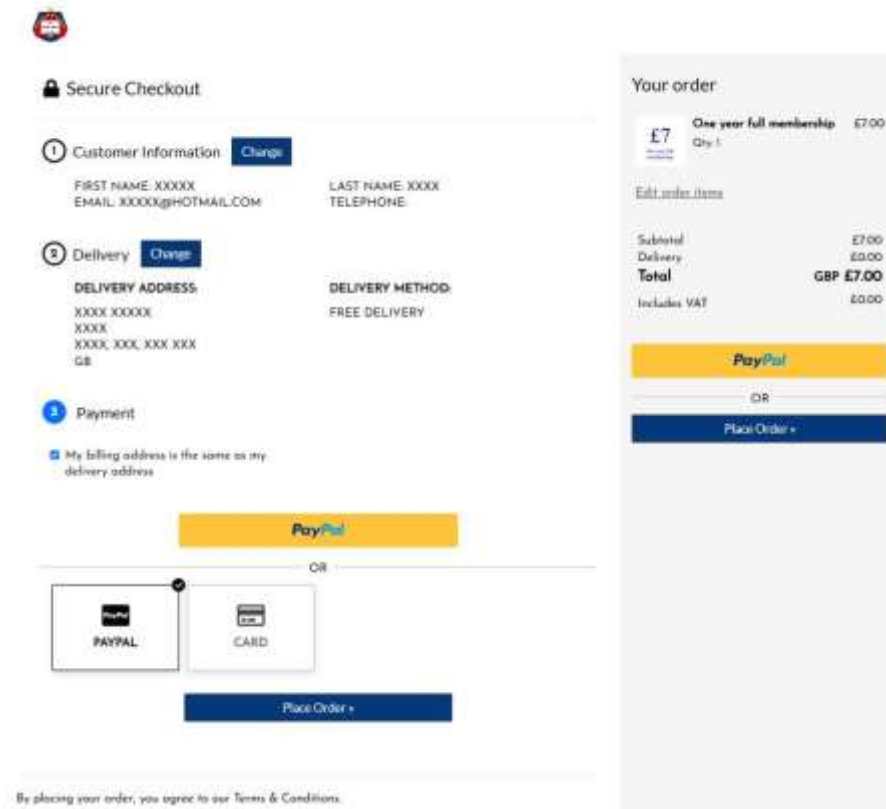
Continue +

Your order

£7	One year full membership Qty: 1	£7.00
<small>Edit order items</small>		
Subtotal		£7.00
Delivery		£0.00
Total		GBP £7.00
Includes VAT		£0.00

Continue +

12. Type in your details in both Customer Information and Delivery, (giving your telephone number is optional), then click on the Continue button.
13. You will be taken to this page:



14. You now have a choice of two ways in which to pay – looking near the bottom of the screen you'll see two boxes – one labelled PayPal (which is the default), and one labelled Card. If you don't have a PayPal account, click on the box labelled Card.
15. Whichever option you choose, then click on Place Order.
16. If you choose PayPal, you will be taken to the PayPal login screen to complete your payment in the way that you would do normally.
17. If you choose Card, you will see this screen:



Secure Checkout

- 1 Customer Information
- 2 Delivery
- 3 **Payment**

Card Number

Expiration Date

CVV

Pay

By placing your order, you agree to our [Terms & Conditions](#).

[Go Back](#)

Your order

£7 One year full membership £7.00
Qty: 1

[Edit order items](#)

Subtotal	£7.00
Delivery	£0.00
Total	GBP £7.00
Includes VAT	£0.00

18. Type in your card details in the relevant boxes, and then click on Pay.
19. You will receive email confirmation of your payment, and your new membership card will be sent out with the next quarterly newsletter.