



Linlithgow Rugby Club Ltd

Dear member,

Membership Registration

The Rugby Club is moving to online membership registration this season. You will be asked to complete your registration and make payment using the new **Clubforce** system. This will greatly reduce the administrative burden on the club officers and keep you in control of your payments and information. It will also greatly reduce paperwork and individual contact in our registration process, which is an important factor in these challenging times. Please note that **Clubforce** follows General Data Protection Regulations (GDPR) and all transactions are secure.

Please follow the link below to register, select the correct plan and add to the basket. You will need to create a **Clubforce** account, email, password and provide some contact details. Then you can proceed to the registration form. Here you will be required to complete a number of questions as part of your registration / your child's registration with Linlithgow Rugby Club.

You will have the option to pay full or choose to pay over 10 monthly instalments for some membership categories. Please ensure you select the instalments option on the last page. If you choose to pay by instalments, the first instalment will be debited upon registration and the remaining instalments will automatically be debited from your card on the same date each month. Please note that if you currently pay your membership by standing order, you should cancel your standing order immediately to avoid double payment.

You will receive a confirmation email once you have registered, this email will come from **Clubforce**. Please check your spam / junk folder, in case it ends up there.

We are requesting all our members to register online, as we will use the **Clubforce** system to manage member's data and use the **Clubforce** 'app' to help in our 'Covid-19 return to play' process. Once you follow the link to register, we ask that you download the **Clubforce** 'app' on iphone or android and search for **Linlithgow Rugby Club**. Please ensure you allow notifications to your phone as we will make use of the facility to keep members updated on a range of issues and to allow coaches to send out notifications regarding training etc. This is particularly important at this rather unusual and challenging time.

Thank you in advance for your cooperation in helping us move online and in helping the Club progress both on and off the pitch.

Angela Blundell
Membership Secretary

Jean McKeown
Director of Finance

Ken Richardson
President

Linlithgow Rugby Club

1. Click link https://member.clubforce.com/memberships_cart_m.asp?LL_ID=2438&intMF_ID=6673#Anchor or download the **Clubforce** 'app'.
2. Search for **Linlithgow Rugby Club** – memberships.
3. Select membership category and add to basket
4. Create a **Clubforce** account (contact info, email and password)
5. Complete **Linlithgow Rugby Club** online membership form
6. Add card for payment (either full or instalments for some plans)
7. Your Club Membership is now complete and you should shortly receive a confirming email.
8. Thank-you.