

The **Smart Club Cloud** User Guide



Making Life Easier for Members

Welcome
to your FREE
Smart Club Cloud



Your Club and
Smart Club Solutions
are partnering to deliver
exciting benefits to You.

Welcome to your **FREE Smart Club Cloud**. Your Club is now offering you the chance to log-on anywhere online to check your Smart Card balance, top-up your Card with funds, view and pay invoices, and check and amend your personal details.

So whether you are at home, at work, on holiday or at your clubhouse, simply go to www.SmartClubCloud.com to log-in and make your life that little bit easier!

You can access the Cloud on any internet-enabled laptop, computer, tablet or smartphone.

This is **FREE** to all members, so we would encourage you to start using the Cloud today.

The following guide illustrates just how simple it is to get started...

Registering & Logging-On to the Cloud

- Go to www.SmartClubCloud.com
- Click on the link to Create an account (or once registered, simply login)
- Select your Club from the menu and complete your personal information in the form as illustrated below:

Member Registration Create your SmartClubCloud account

[Back to login page](#) [Registration Wizard](#)

Registration Wizard - Step 1 of 2

1 Verify your club details 2 Profile Setup 2 Finish

Provide your account details

| | |
|-------------------|------------------------------|
| Select your club: | SmartClubSolutions |
| Your First Name: | Peter |
| Your Surname: | Venney |
| Your Email: | peter@smartclubsolutions.com |
| Your Birthday: | 14/03/1985 |
| Your Member ID: | 37 |

[Continue](#)

- Click Submit to complete Step 1 of Registration. (Don't worry if you get an error message. This simply means that the information you have entered does not match with the Club's records. You should contact your Club to clarify the information they have in the Membership database then repeat the above steps to Register).
- In Step 2 of Registration you can create a unique Username and Password to create your unique secure individual account. A Username will be suggested by the system but feel free to change this if you wish.
- Once registered, for all future visits all you need to do is visit www.SmartClubCloud.com and enter your Username and Password. If you forget your Password use the relevant link on this page and follow the steps to reset your Password.

Using the Cloud

Tab 1: My Profile Info

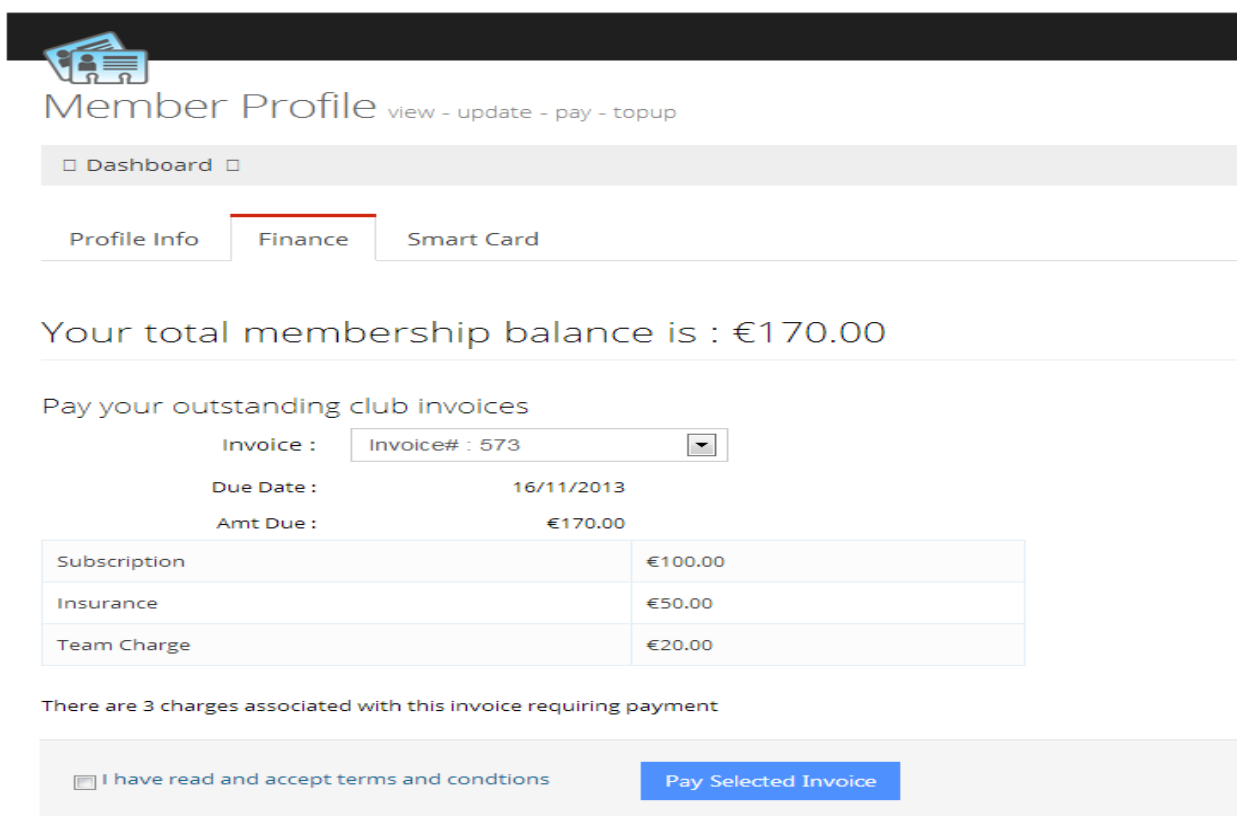
- Once you have logged-in, your own page on the Cloud will automatically open at your Profile Info tab which shows your personal details.
- You can amend any of the fields displayed in boxes and click to save any changes you make.
- You cannot change your Club name, Category or Birthday as these are managed by your Club.
- Should you wish to do so, this page also includes an option for you to change your password.

The screenshot shows the 'Member Profile' page for Peter Venney. The page has a dark header with the SmartClubCloud logo on the left and the user's name 'Peter Venney' on the right. Below the header, there is a navigation bar with 'Dashboard', 'Profile Info', 'Finance', and 'Smart Card'. The 'Profile Info' tab is active. On the left, there is a placeholder for a profile picture. To the right, the user's name 'Peter Venney' is displayed, followed by metadata: Club: SmartClubSolutions, Category: Full Playing, and Birthday: 14/03/1985. Below this is the 'Your Address Details' section with form fields for Address Line 1 (Smart Club Solutions), Address Line 2 (Unit 28 Down Business Centre), City (Downpatrick), County (Down), and Post Code (BT30 7QZ). The 'Your Contact Details' section includes fields for Home Phone, Mobile, Email (peter@smartclubsolutions.com), Work Phone, Fax No, and Skype. At the bottom of the form area, there are 'Save Changes' and 'Cancel' buttons, and a link for 'Change Password?'. The footer of the page contains the copyright notice '2013 © SmartClubCloud.' and a small square icon.

So if you move house, change your mobile phone number or change your email address, all you have to do is log-on to the Cloud to amend the information which the Club holds in its Member database.

Tab 2: My Finance

- Selecting the Finance tab will automatically display any balance of outstanding invoices owed by you to the Club.
- Selecting an individual invoice from the dropdown menu will show the Due Date and the Amount Due for that specific invoice.
- To pay an invoice simply select it from the Invoice menu, tick the box to accept standard terms and conditions, and click the Pay Selected Invoice button to securely enter your credit/debit card details and pay the invoice in full on a new page. Part-payments are not possible at this stage.
- All payments are processed securely by Realex Payments via a Secure HTTPS server where all details are encrypted during the payment process.
- You will receive an instant automated email to confirm that your payment was successful (or to advise if it was unsuccessful) and your relevant invoice will be updated as paid in the Club's database and in your Cloud.
- Should you wish to review your payments to the Club, you are able to view historic invoices and payments by selecting the relevant item from the Invoice dropdown menu.



The screenshot shows a user interface for a 'Member Profile'. At the top, there is a navigation bar with 'Member Profile' and links for 'view - update - pay - topup'. Below this is a 'Dashboard' section with three tabs: 'Profile Info', 'Finance' (which is selected), and 'Smart Card'. The main content area displays 'Your total membership balance is : €170.00'. Underneath, there is a section titled 'Pay your outstanding club invoices' with a dropdown menu showing 'Invoice# : 573'. Below the dropdown, the 'Due Date' is '16/11/2013' and the 'Amt Due' is '€170.00'. A table lists the charges: 'Subscription' (€100.00), 'Insurance' (€50.00), and 'Team Charge' (€20.00). A note states 'There are 3 charges associated with this invoice requiring payment'. At the bottom, there is a checkbox for 'I have read and accept terms and conditions' and a blue button labeled 'Pay Selected Invoice'.

Member Profile view - update - pay - topup

□ Dashboard □

Profile Info **Finance** Smart Card

Your total membership balance is : €170.00

Pay your outstanding club invoices

Invoice : Invoice# : 573

Due Date : 16/11/2013

Amt Due : €170.00

| | |
|--------------|---------|
| Subscription | €100.00 |
| Insurance | €50.00 |
| Team Charge | €20.00 |

There are 3 charges associated with this invoice requiring payment

I have read and accept terms and conditions **Pay Selected Invoice**

No more finding paperwork, writing cheques, preparing and posting envelopes, checking for cheque payments written from your account. Go online anytime, anywhere for secure and instant payment of invoices in the Smart Club Cloud.

Tab 3: My Smart Card

- Selecting your Smart Card tab will display your current Smart Card balance.
- To transfer monies from your bank account to your Smart Card simply select your Smart Card from the Purse dropdown menu, enter the amount to transfer, click to accept standard terms and conditions and click the Process Top Up button.
- Similar to paying invoices under the Finance tab, the Process Top Up button will bring you to a page where you can enter your credit/debit card details to securely transfer funds via Realex Payments to your Smart Card or other relevant purse (if any).
- Again, following the transaction you will receive an instant automated email to confirm that your payment was successful (or to advise if it was unsuccessful), your balance will be updated on the Cloud and in the Club's records, and the funds will be immediately available to spend on your Smart Card.
- Note that some Clubs have a single Smart Card purse per member, while other Clubs allocate various purses within a Smart Card. Additional purses within your Smart Card can only be requested by your Club.



Member Profile view - update - pay - topup

□ Dashboard □

Profile Info

Finance

Smart Card

Your total smart card balance : €0.00

Top up your smart card

Purse :

Selected Purse Balance

Enter Amount : €

I have read and accept terms and condtions

Process Top Up

No more need for cash or bank cards at the Clubhouse. Access the Smart Club Cloud on your mobile, laptop, tablet or PC anytime to check your Smart Card balance and to securely and easily transfer funds to your Card.