



BUNTINGFORD TOWN FC

11 Layston Meadow, Buntingford, Herts SG9 9JD.
Tel: 07868 371686

FOUNDED 1897



Affiliated to the Hertfordshire Football Association
www.buntingfordtownfc.com

BUNTINGFORD TOWN FOOTBALL CLUB (BTFC) Registration and PaySubsOnline Process

Player Registration

Once a player has filled out the appropriate league registration form, his details will be entered onto the 'PaySubsOnline' system which is used to maintain membership information and also to invoice players for match fees, fines etc. This task will be managed by the Club Secretary.

Following the creation of the player's record, an email will be sent to the player asking for payment of his Annual Membership Fee. The email will provide a link to the PaySubsOnline log-on screen, which is at <https://paysubsonline.com/Login/B2BF6961C1C4C0657B4151D00B03B290.htm>.

You can also get to the log-on screen by clicking the following icon on the club's website.



In order to log-on, **new players** will be asked to create a password before they can use the PaySubsOnline system. Players already on the system can use their existing password.

Logging in for the first time?
[Click here to create a password](#)

Username
Email address

Password

Login

Issues logging in?
Forgot your password? [Click here](#)

Powered by [PaySubsOnline.com](#)

The recommended browsers for using the system are Google Chrome and Mozilla Firefox as should you experience difficulties with any other browsers, please revert to one of these.

Using PaySubsOnline to Pay Fees

Once you have logged-on you will see the record created for you:

Description	Amount	Pay now
2017/18 Membership	5.00	<input type="checkbox"/>
Total payable now	5.00	
Pre-authorise future payments	<input type="checkbox"/>	
Pay by Direct Debit	<input type="checkbox"/>	

Powered by [PaySubsOnline.com](#)

In order to pay your Membership Fee you will need to enter your bank details. Buntingford Town FC does not keep a record of these, which are managed by PaySubsOnline and GoCardless.

To enable seamless collection of match fees, and FA fines (for yellow cards etc), you will be asked to set up a Direct Debit. This is managed by the GoCardless platform. All sums collected by the club will be visible on your PaySubsOnline record, and you will receive automatically generated emails for each transaction.

If you have any questions about this process, please contact the Club Secretary.

Chairman: Chris Thurgill **Treasurer:** Steve Hume **Secretary:** Chris Thurgill **Fixture Secretary:** Dean Howard

Committee Members: Graham Bonner, Mark Cotton, Richard Morris.

President: Frank Mott. Vice Presidents: Malcolm Batchelor, Jennie Keeling, Richard Morris.



BUNTINGFORD TOWN FC

11 Layston Meadow, Buntingford, Herts SG9 9JD.
Tel: 07868 371686

FOUNDED 1897



Affiliated to the Hertfordshire Football Association
www.buntingfordtownfc.com

Checking your PaySubsOnline Details

By clicking on the 'Member Details' tab on the screen, you will see the information entered for you by the Club Secretary. Please check that this is correct. If it isn't, change it.

Member Details Payment

Chris

Viewing form for: 2017/18 Membership

* Mandatory

* First name Chris

* Last name

* Email address chris

* Verify email address chris

* Mobile phone number 07868

Each season the club applies for FA Cup Final tickets and will use the information below to determine if you will be entered into any ballot for those tickets.

* Favourite Football Team

All players registered with Buntingford Town FC are expected to abide by the club's rules. Details can be found on our website.

Save

In particular, confirm that your 'Favourite Football Team' is correct, as this is used to determine your eligibility for our FA Cup Final ballot. Details of this process can be found here: <http://www.buntingfordtownfc.com/docs/FACupTickets.pdf>.

Frequently Asked Questions

Q. I am used to making cash payments to my Manager. Why do I have to pay online now?

A. Cash payments can be mislaid, and records can be inaccurate. By paying online a full audit trail of the season's payments for each player is created. Administration for the Team Manager is reduced, freeing him up to concentrate on football matters, and accuracy regarding the payment process is increased.

Q. Who decides how much I pay each week for match fees?

A. It is the Manager's responsibility to let the Club Secretary know how much a player needs to pay, based on his time on the pitch.

Q. What about FA Fines for Yellow Cards etc?

A. The Club Secretary will invoice a player once the club has received an invoice from the FA for the offence. In cases where the fine exceeds £20 (eg for a Red Card), the player will be informed before payment is taken from his bank account.

Q. Can I review the payments I have made?

A. Yes. All a player's payments can be viewed once he has logged into PaySubsOnline.

Q. What if I have been incorrectly invoiced?

A. If you believe you have been incorrectly invoiced contact your Manager in the first instance. If there has been an error, you will be refunded.

Chairman: Chris Thurgill **Treasurer:** Steve Hume **Secretary:** Chris Thurgill **Fixture Secretary:** Dean Howard

Committee Members: Graham Bonner, Mark Cotton, Richard Morris.

President: Frank Mott. Vice Presidents: Malcolm Batchelor, Jennie Keeling, Richard Morris.