



How to allocate and pay for adult memberships

In order for club admin to allocate and pay for adult membership packages, please follow these instructions:

1. Log into ENgage
2. In the 'My Organisations' box, select the thumbnail of the organisation
3. Click 'People'
4. Select 'Everyone' on the left-hand side menu
5. Select the arrow at the top left hand corner of the grid
6. Click 'Select all'
7. Un-click the circle next to any individuals that you do not wish to buy a 20-21 club membership for
8. Select 'More'
9. Click 'Buy Membership'
10. Select the membership type required
11. Click 'Add to basket' (You may have to click this on 2 separate webpages)
12. Select the circle next to your required payment method
13. Enter your name in the First Name and Last Name fields
14. Select 'Pay Now'
15. Enter your payment details
16. Click 'Make payment'