

Royal Corinthian Yacht Club

Club Card On Line Top Up Aide Memoire

1. Go to 'Top Up Your Card' on club home page.
2. If you have never used this service before you will need to register. Click 'register here'
 - 2.1 Enter your account number- this is on your subscription invoice or you will need to ask the office to tell you it from the system. *It is not the card number printed on your member card.*
 - 2.2 Enter your email that the club has listed for you (not mobile number) and follow the instructions and links there.
 - 2.3 Once you are registered you can move to point 3 on how to top up.
3. On top up you card link you will be asked for your account number and password. This will be the password you chose when you originally registered- or just registered if using for the first time. Click on Log In.
4. You should land on the page with the option of 'top up account using sage pay' If not choose the tab marked Statement and this will bring up your Club Card balance and the option. N.B Balances are only correct after end of day use.
5. A page marked Top Up appears. Most of the fields are already filled but you will need to enter the amount you wish to add to your card and also fill in the other fields that are asterisked and missing. Then press Proceed.
6. The next page will show the amount you have entered and ask how you wish to pay.
7. Choose which way you will pay, and once selected you will be asked to enter your credit/debit card details.
8. The next page asks you to review your payment details, if happy with these press Pay Now.
9. The final page will advise that you payment has been successful (hopefully) and you can check the new balance by selecting the tab marked statement thereon.
10. Exit the web site.

1st July 2020