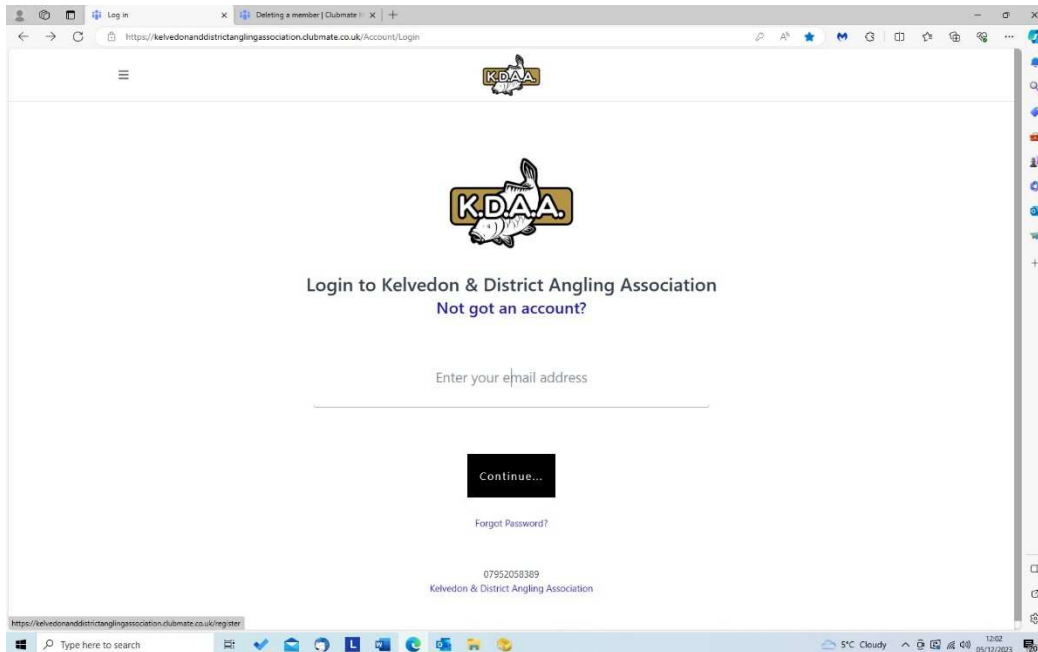


Registering new members with Clubmate and purchasing a membership

Part one - Registering new members and creating their profile with Clubmate

Click on the Join KDAA via Clubmate button.

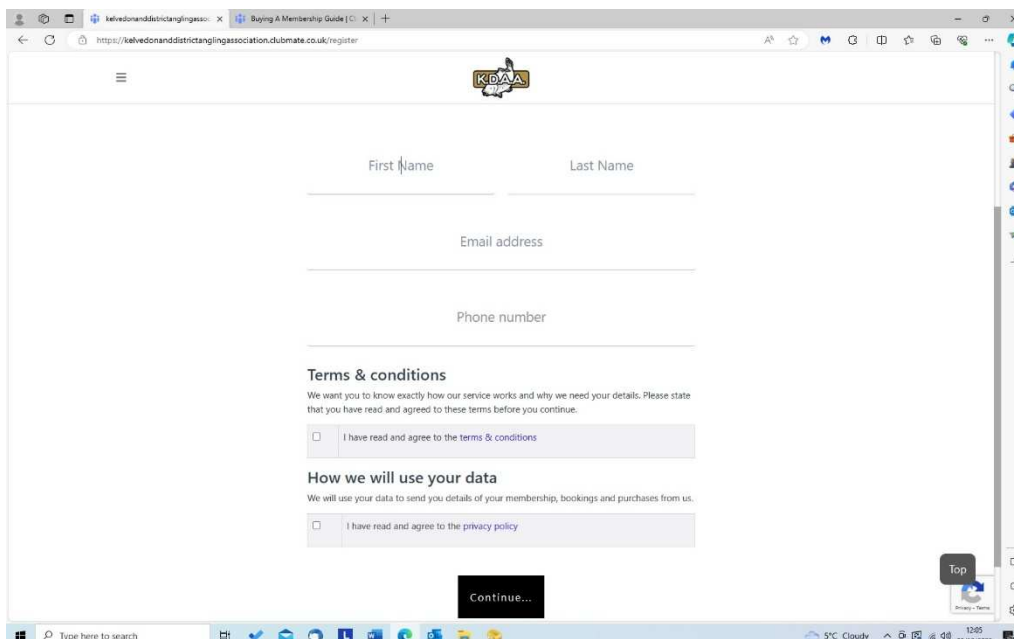
Click on 'Not got an account'.



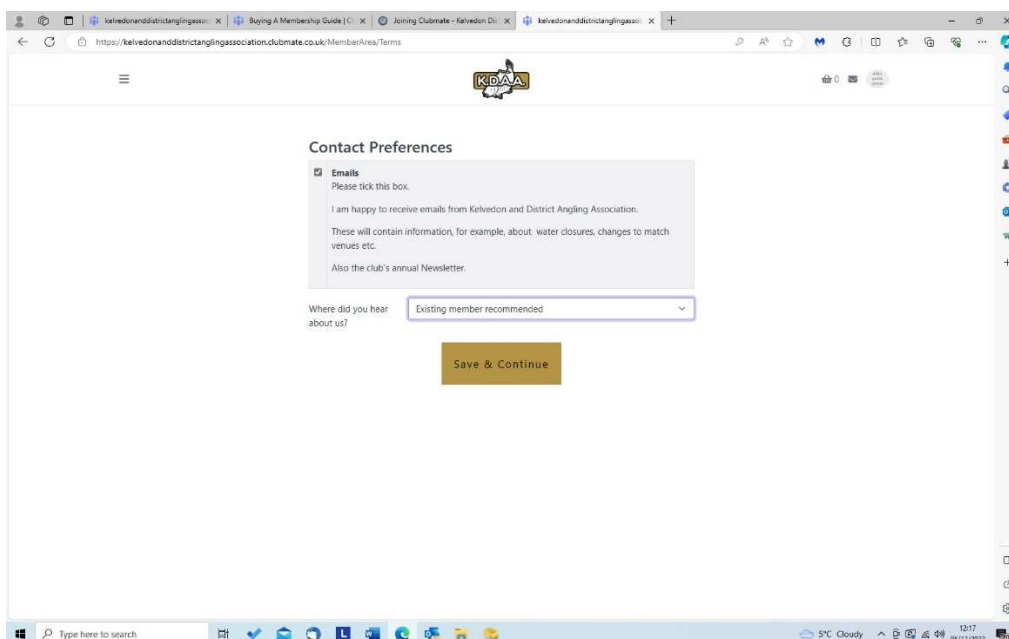
Enter First name, Last name, Telephone number and your email address

As part of registering your account you will receive an email to click on a link to confirm your account and an email providing a one-time password.

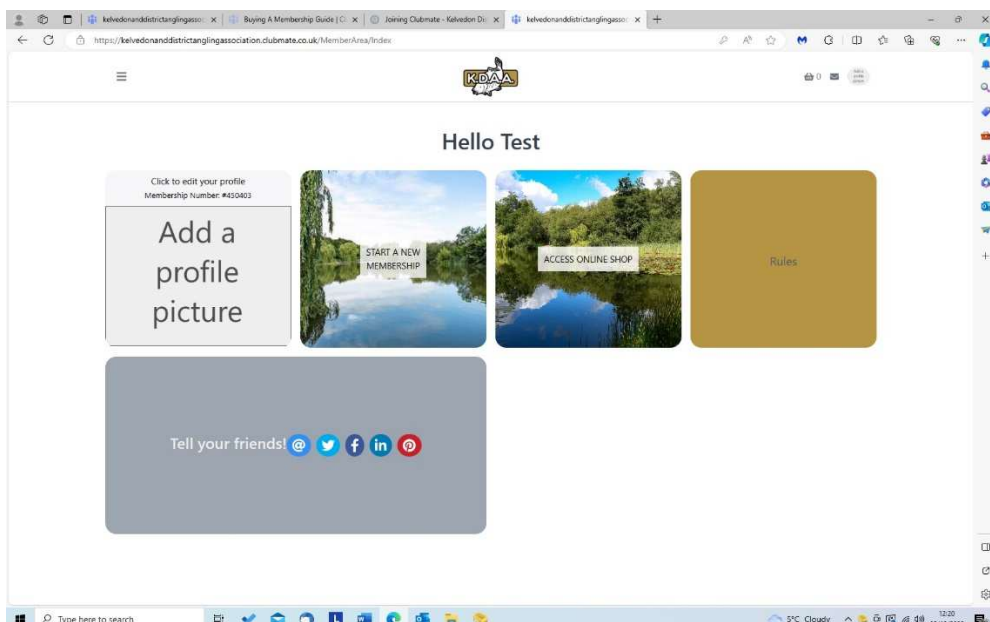
You will then need to read the terms and conditions (KDAA rules) and our privacy policy and tick these boxes to confirm acceptance,



Save and continue

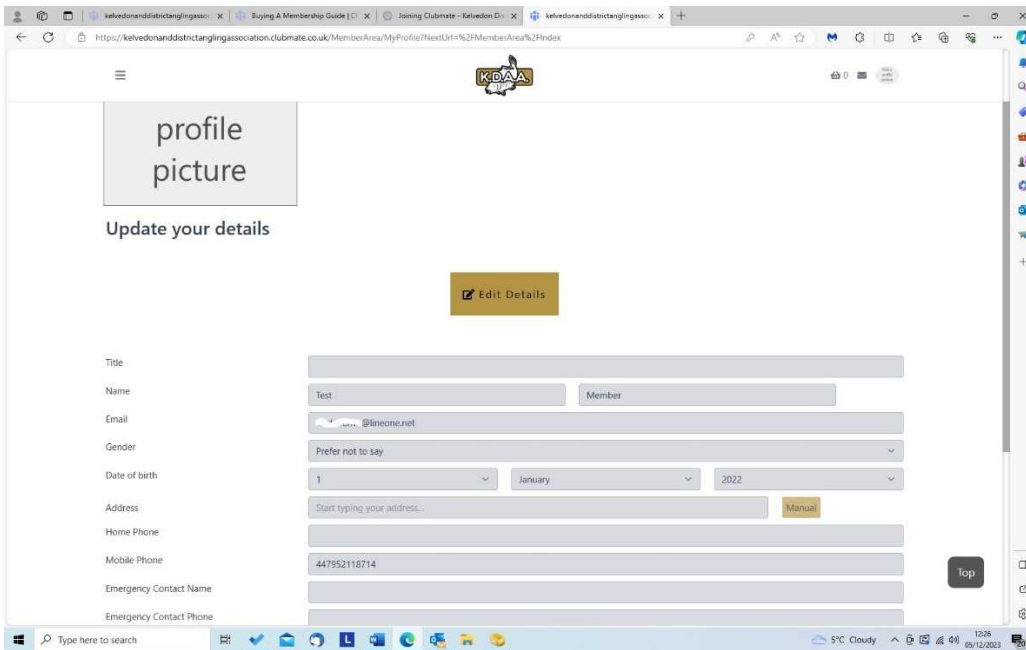


You will be presented with the Member's Dashboard. To complete the set up of your account, please click on the confirmation link in an email we have sent you.



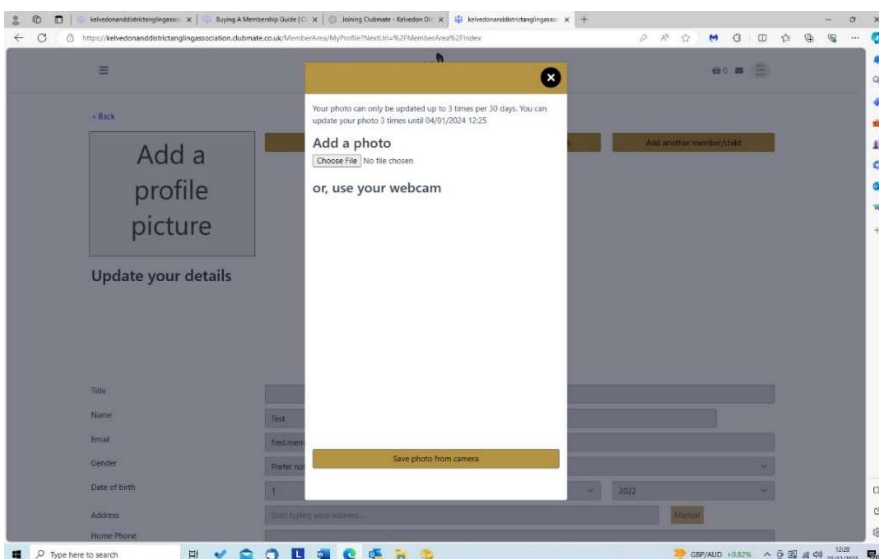
You will then be returned to your Member's Dashboard, click to 'Edit your profile' above the Add a Profile picture.

Your profile will load showing the basic information provided by the KDAA.



Click on 'Add a profile picture' and upload a photo of yourself.

Your photo must clearly display **your face only** (like a passport photo. This photo will be printed on your membership card so must be a true and current representation of yourself). **Your membership will not be valid without a suitable photo.**

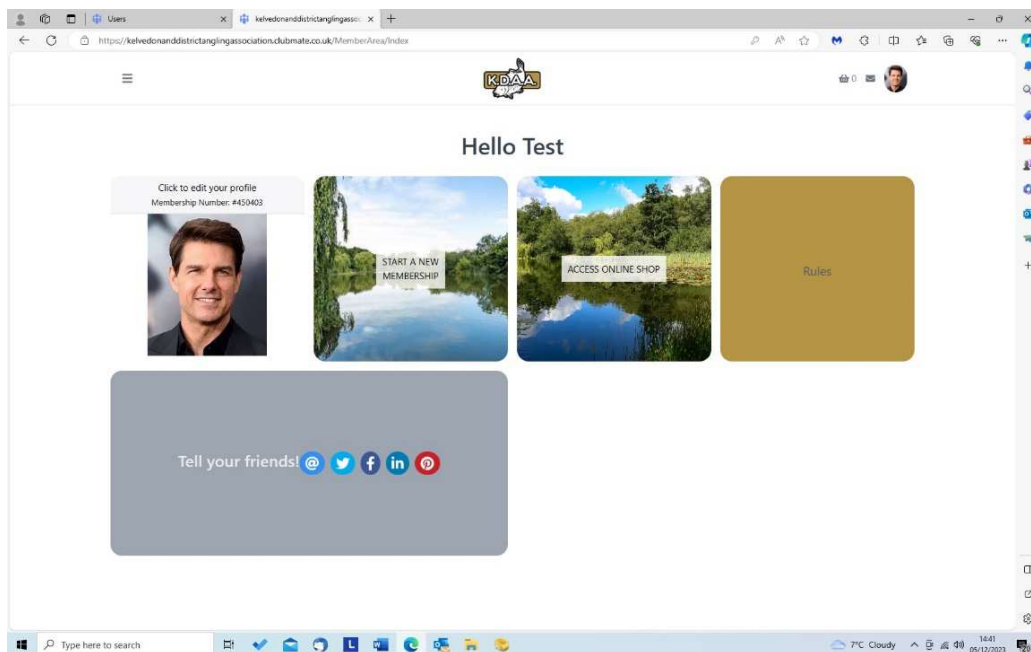


Click 'Edit details' and complete the details in your Profile.

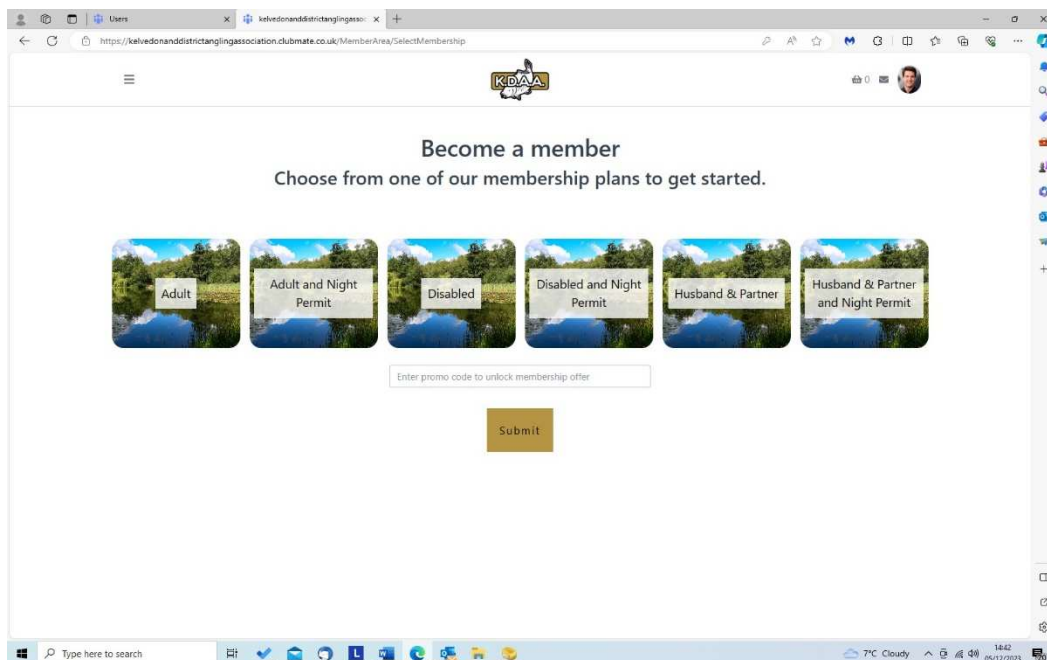
'Click on Save changes' and then on the 'Back' in the top left corner to return to your Dashboard

Part two - Purchasing a new membership

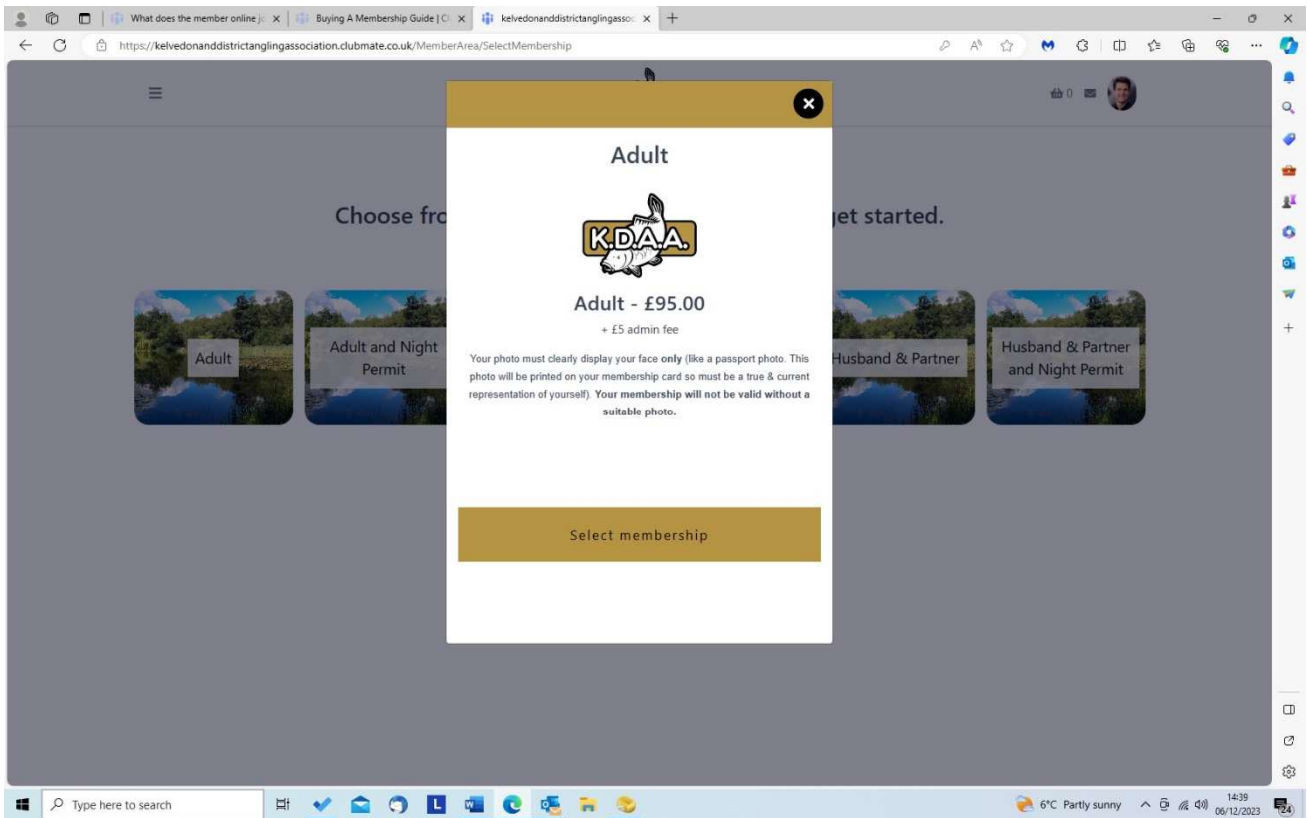
Once the membership opens for the new season, when you log in on or after that date you will be able to purchase a new membership plan by clicking on 'Start a New Membership'. If you wish to purchase a Night Permit please choose a combined plan.



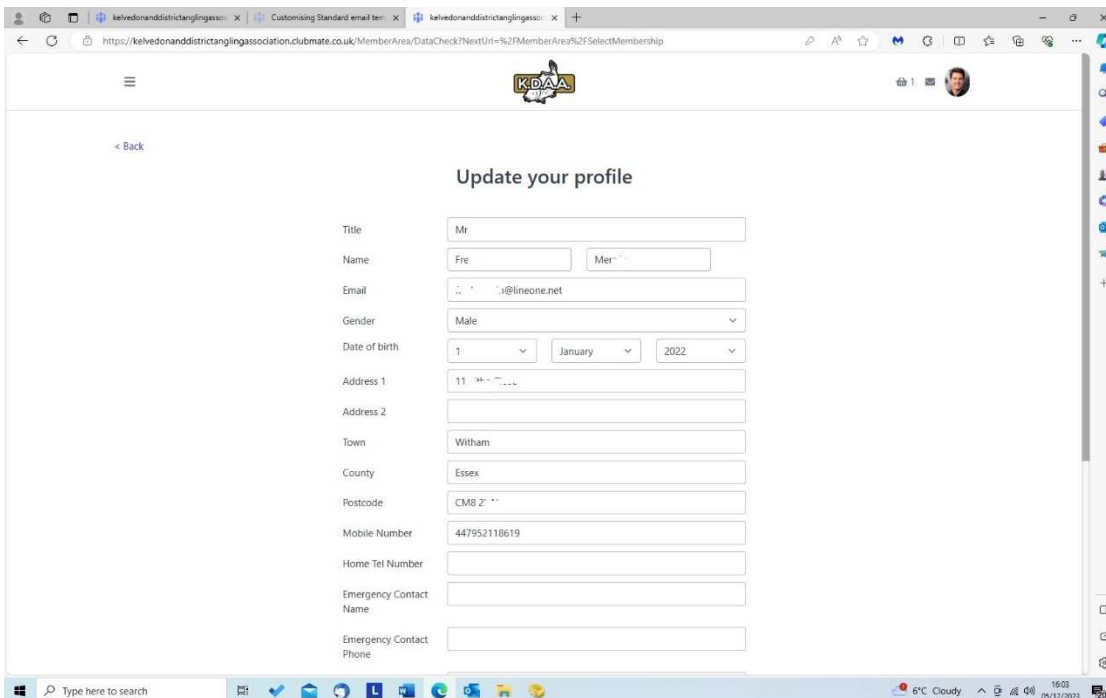
Click on the plan you wish to purchase



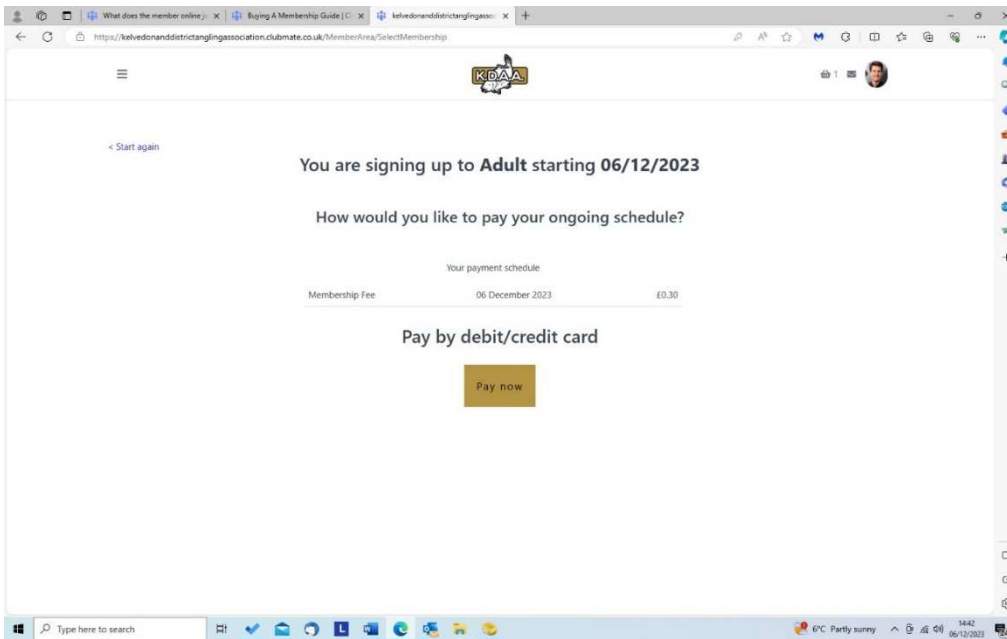
Read the Plan notes carefully. You may need to take action before purchasing the Plan.



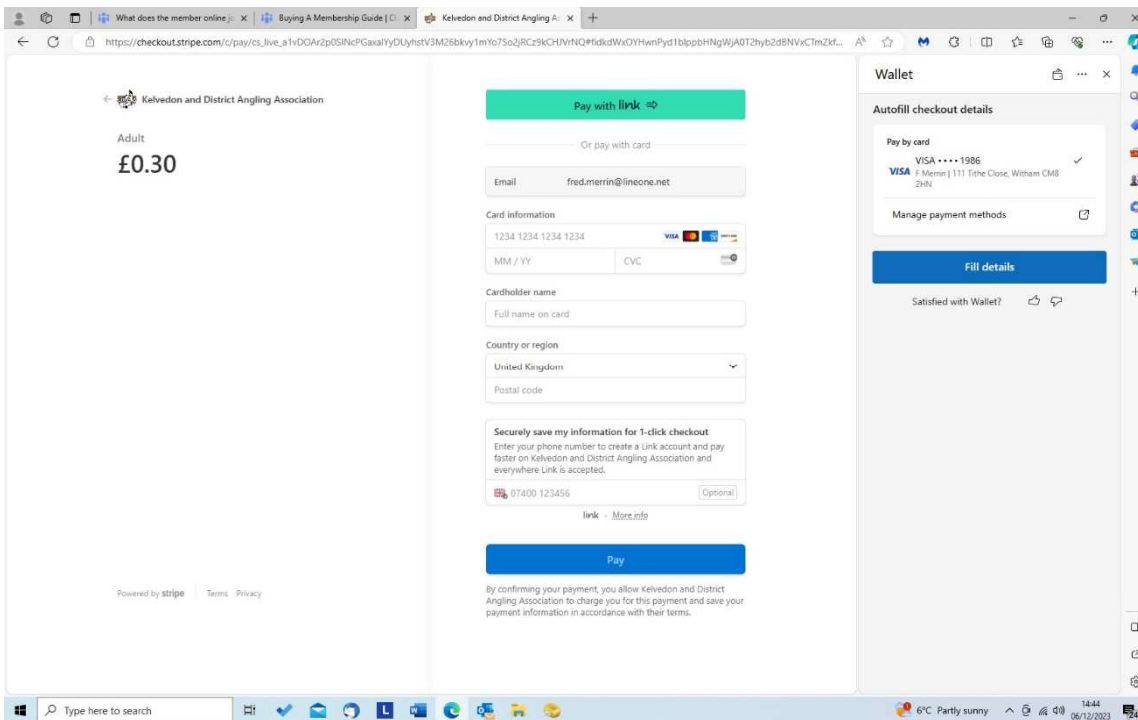
Select Membership plan and update profile if requested.



You will be presented with a payment confirmation screen



Click Pay Now and a screen loads for you to add your Credit/Debit card details.



To log out – Click on your profile photo top right

