

Instructions for using SiEntries to register your membership:

Access the Newcastle AC Membership page:

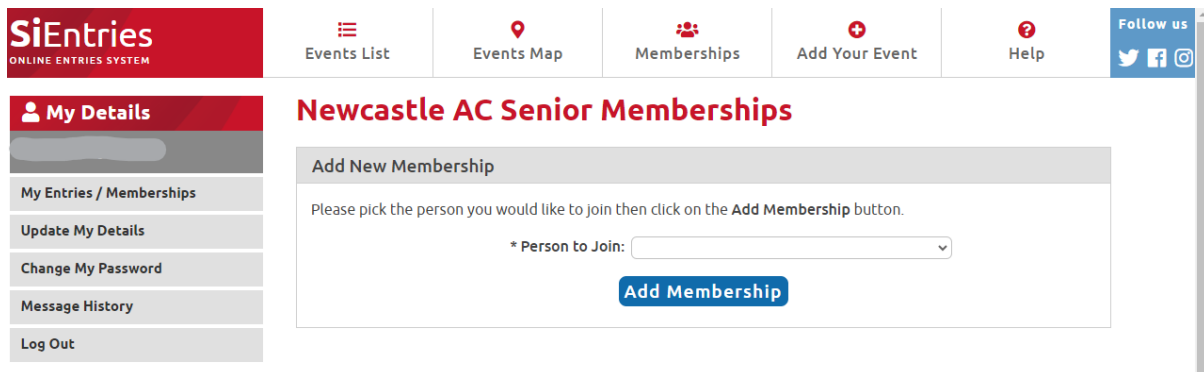
https://www.sientries.co.uk/event_series.php?series_id=714

The screenshot shows the Newcastle AC Senior Memberships page. The header includes the SiEntries logo and navigation links: Events List, Events Map, Memberships, Add Your Event, and Help. A 'Follow us' button with social media icons is also present. The main content area features a 'Login / Register' sidebar with fields for Email Address and Password, a 'Keep Me Logged In' checkbox, and buttons for 'LOG IN', 'REGISTER HERE', and 'REISSUE PASSWORD'. The main heading is 'Newcastle AC Senior Memberships' with the dates 'Monday 1st April 2024 to Monday 31st March 2025' and a 'JOIN ONLINE' button. Below this, the 'Renewal Period' is 'Friday 1st March 2024 to Friday 28th February 2025' and the 'Membership Fees' are 'Membership Fee £25.00'. Contact information includes 'Membership Secretary', 'Email: info@newcastleac.org', and 'Website: <https://www.newcastleac.org/>'. A photo of the Newcastle Athletic Club building is shown with the club's logo. A note at the bottom states: 'To join you must first [Log In](#) or [Register your Details](#) with SiEntries. Newcastle AC, formed in 1981, is a Hill Running Club, Road Running Club and Track Club, but is also much more than that.'

You must be registered with SiEntries. If you have used SiEntries before you can log in. If this is your first time you will need to register by clicking the link to “Register your Details”.

This screenshot shows the same Newcastle AC Senior Memberships page, but with the 'Log In Details' section expanded. The 'Log In Details' section contains the following text: 'To use the SiEntries system you must first [Register your Details](#). Registering for the system allows you to view and modify any entries you make, memberships you join or goods you purchase. If you have already registered then please log in below. If you have lost or forgotten your password then click on the [Reissue Password](#) link for instructions on how to get a new one sent to you.' Below the text are input fields for '* Email Address:' and '* Password:', a 'Keep Me Logged In' checkbox, and a 'LOG IN' button.

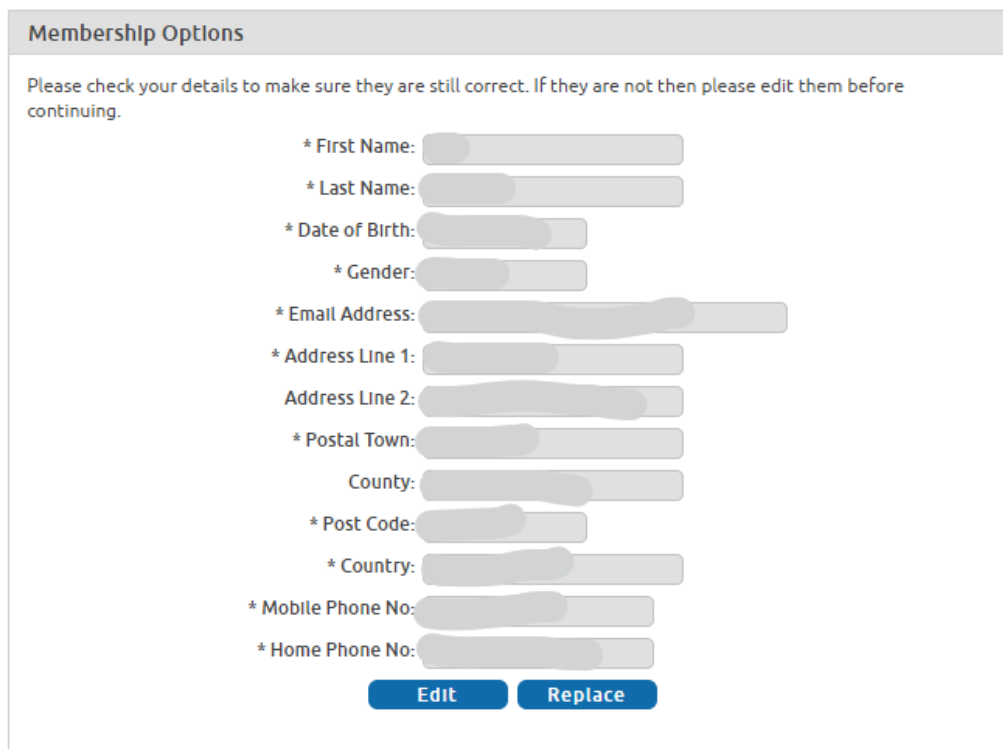
Once you have logged in, select the person you want to enter from the drop down menu – your name should appear to register “myself”. Select “Add membership” button:



The screenshot shows the SiEntries website interface. At the top, there is a navigation bar with the SiEntries logo and several menu items: Events List, Events Map, Memberships, Add Your Event, and Help. A 'Follow us' button with social media icons is also present. Below the navigation bar, there is a sidebar with 'My Details' and a list of options: My Entries / Memberships, Update My Details, Change My Password, Message History, and Log Out. The main content area is titled 'Newcastle AC Senior Memberships' and contains a form titled 'Add New Membership'. The form includes a text box with the instruction 'Please pick the person you would like to join then click on the Add Membership button.' and a dropdown menu labeled '* Person to Join:'. Below the dropdown is a blue 'Add Membership' button.

Your details will be automatically populated from when you registered with SiEntries. If any details are not correct you can edit them by clicking the “edit” button:

Newcastle AC Senior Memberships



The screenshot shows the 'Membership Options' form. It starts with a header 'Membership Options' and a sub-header 'Please check your details to make sure they are still correct. If they are not then please edit them before continuing.' Below this, there is a list of fields with labels and input boxes: * First Name, * Last Name, * Date of Birth, * Gender, * Email Address, * Address Line 1, Address Line 2, * Postal Town, County, * Post Code, * Country, * Mobile Phone No, and * Home Phone No. At the bottom of the form, there are two blue buttons: 'Edit' and 'Replace'.

Continue to scroll down and complete the form. If you are an existing member of the club – select “no”. If you are joining the club for the first time, please select “yes” and add the name of an existing member who referred you.

Confirm you agree to help the club volunteering and you give permission to share your data with Athletics NI:

New members

You will need to name a current member of Newcastle AC in your application, that knows you. If you don't know a member, speak to a member at a running event about Newcastle AC.

If you are transferring from another club a signed transfer form will required – <https://athleticsni.org/Clubs/Athlete-Transfers>

When your membership is processed you will need to complete an Anti-Doping Disclaimer with Athletics NI. The instructions will be emailed to you.

* Are you a new member joining Newcastle & District AC for the first time?

If yes - Please Input the name of a current club member who recommended you join the club? :

Membership Details

The membership fee is kept low by members giving time to help the club either at H&D, Christmas Cracker, Slieve Donard, club administration or with Juniors.

By joining Newcastle AC you are also agreeing to help the Club in some way.

* By joining Newcastle & District AC you agree to help at club events, club administration, or with the junior club: I agree

* By joining Newcastle & District AC you are giving permission to share some/or all of your data with Athletics NI: I agree

Continue to scroll down and complete the last section of the form in relation to communications and emergency contact details. Once complete click the “next” button. If you have missed something the system will direct you to the section missed:

Club Communications

* Permission for club to contact you by email?: *This is not for marketing communications*

* Permission for club to contact you by mobile?: *This is not for marketing communications*

Emergency Details

* Emergency Contact Name: ?

* Emergency Contact Telephone: ?

Medical Conditions: ?

Back

NEXT

If you need to add another membership (e.g. another family member) you can do this in the drop-down menu and clicking “add membership” and following the same process as above.

Under the “Membership Details” section will be your name and another other people you are registering. You can select the drop-down arrow to double check the details input. You can edit or delete these by selecting the buttons. When you are happy to proceed, tick the boxes to confirm the membership disclaimer and SiEntries Terms of Use. Click “Save Membership”:

Newcastle AC Senior Memberships

Info: Membership details added. Please remember to save and pay for the membership using the button below.

Add New Membership

If you would like to add another membership you can do so now. Please pick the person you would like to join then click on the Add Membership button.

* Person to Join:

Add Membership

Membership Details

[Redacted Name]

£25.00

Edit

Delete



Membership Disclaimer / Terms and Conditions

- I accept the following terms for my own membership. I also accept the terms on behalf of any other users I am joining, all of whom have been provided with a copy of these terms and accept them:

Newcastle & District AC has access to the membership information collected on our behalf by SiEntries. We use this information to register your details with Athletics NI, and to send occasional member updates (e.g. Club AGM, Club Christmas Dinner, membership renewal notices, etc.)

As a member of Newcastle & District AC you agree to help at club events, club administration, or with the junior club.

As a member of Newcastle & District AC you give us permission to share some/or all of your data with Athletics NI.

SiEntries Terms of Use

- I have read and accept the SiEntries [Website Terms of Use](#) and [Privacy Policy](#). Where making an Membership on behalf of another, I confirm:
1. I have obtained their permission to do so;
 2. In the case of a child, I am their parent or legal guardian;
 3. I have made them aware of the SiEntries Website Terms of Use and Privacy Policy;
 4. I have made them aware of and they have agreed to the Membership Disclaimer / Terms and Conditions;
 5. They have authorised me to provide their personal data for the purposes of the Membership Registration Form;
 6. They have consented to the processing by SiEntries of any Medical Data they may have supplied, including the passing of such data to the Organiser of this Membership.
- I consent to the processing by SiEntries of any Medical Data I may have supplied, including the passing of such data to the Organiser of this Membership.

Save and Pay

If you have finished adding memberships please click on the **Save Membership** button. You will then be able to make any payment necessary to complete the membership.

Total Membership Fee: £25.00

Amount Due: £25.00

SAVE MEMBERSHIP

On the next screen you will have the option to review your details again, and edit if needed, and finally to pay – either by direct debit or card by selecting the buttons:

Pending Activities / Purchases

Payment Options

Newcastle AC Senior Memberships

£25.00

Edit

Delete



Please choose a payment option by clicking on one of the buttons below. *You have one hour from when you started the entry process before you must start the payment process, after which time these transactions will expire and you will have to reconfirm your details.*

- If you choose to pay by Direct Debit you will be able to set up a Direct Debit instruction online. Paying by Direct Debit means you won't have to worry about future renewals, as these will take place automatically. All the normal Direct Debit safeguards and guarantees apply. No changes in the amount, date or frequency to be debited can be made without notifying you at least 10 working days in advance of your account being debited. In the event of any error, you are entitled to an immediate refund from your bank or building society. You have the right to cancel a Direct Debit Instruction at any time simply by writing to your bank or building society with a copy to us.
- If you choose to pay by Credit / Debit Card you will be directed to our secure payments page to enter your credit / debit card information.

Total Payment Due: £25.00

DIRECT DEBIT


CREDIT / DEBIT CARD

To set up a direct debit you will need to update your sort code and account number. If you already have these details saved they will show on the screen. Click the confirm button to proceed. The direct debit will come out of your bank automatically every year until you cancel it. This can be done by cancelling your membership on SiEntries.

Direct Debit Confirmation

Payment Details

You already have the following Direct Debit Details set up on SiEntries. Please check that they are still correct and if not then please correct them using the [Direct Debit Details](#) option before continuing.



Click **Confirm** to complete your Direct Debit setup or **Cancel** to choose a different payment option.

Newcastle AC Senior Memberships	£25.00
Total Payment Amount	£25.00

Account Name:

Sort Code:


Account Number:

Your first collection will be on the 29th March 2024 and subsequent collections will be taken annually starting from the 11th April 2025. The company name which will appear on your bank statement against the Direct Debit will be SiEntries Ltd..

To pay by card update your card details. You will have to actively do this every year:

Credit / Debit Card Details

SiEntries will use Global Payments for processing this transaction. Only the card type, expiry date, the first 6 and last 4 digits of your card number are stored by SiEntries, all other information is transmitted to Global Payments and is held by them only.



Secured by:
© Registered Trademark of Global Payments Inc.
SiEntries Ltd Licensee of the Trademark

Before proceeding please check the Total Payment Amount which will be used to process this payment.




Newcastle AC Senior Memberships	£25.00
Total Payment Amount	£25.00

* Card Number:

* Name on Card:

* Expiry Date:

* Card Security Code: *the last 3 digits on the reverse of the card*

Cards Accepted:   

Your registration is complete. You will get a confirmation email sent to your email address. If you need to make any changes to your membership details (e.g. contact details) this can be done in the left-hand menu “My Entries/Memberships”.

The screenshot displays the SiEntries online entries system interface. At the top left is the SiEntries logo with the tagline 'ONLINE ENTRIES SYSTEM'. A navigation bar contains five items: 'Events List', 'Events Map', 'Memberships', 'Add Your Event', and 'Help'. A 'Follow' button with a Twitter icon is on the far right. On the left side, a 'My Details' menu is visible with options: 'My Entries / Memberships', 'Update My Details', 'Change My Password', 'Message History', and 'Log Out'. The main content area features a red heading 'Activities / Purchases Complete' and a grey box containing the message: 'Your entry, membership or purchase has now been saved. If you need to make any more changes you can do so by visiting the [My Entries / Memberships](#) page.'