



8th July 2022

Subject: Changes to **MONTHLY membership subscription payments.
(Bank account and Credit/Debit cards) periodical payments.**

Dear Member,

As you may be aware, on the 1st of July the Club changed its point of sale, accounting, customer relations and periodical payment software packages. This has been a significant undertaking and it has triggered a few adjustments in the way we interact with our members.

This letter is an explanation of the changes to periodical payments and aimed at helping those who were previously setup on periodical payments and those who wish to sign up going forwards.

Conditions & Information:

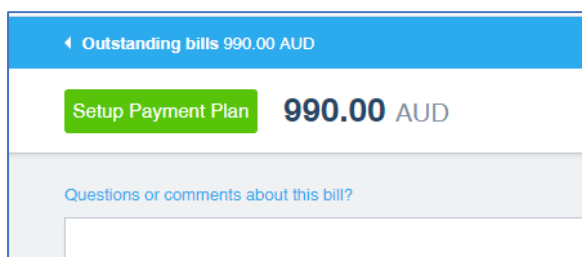
- **ALL MEMBERS MUST FOLLOW THE BELOW STEPS TO INITIATE PERIODICAL PAYMENTS, EVEN IF YOU HAD THIS SETUP WITH THE CLUB IN PREVIOUS YEARS.**
- If you don't have an **email address**, you cannot setup periodical payments using the following system. Please contact Jeff in the office if this poses a problem.
- For those who have in the past bundled **Motorised Cart or Equipment storage** into their periodical payments, a separate Invoice will be emailed. If you wish to add this to your membership periodical payment, please contact the Office and we shall do so manually.
- If you wish **to pay the amount in full**, you can still do so via Direct Deposit into the club's bank or in person with the club office staff.

Step 1: The club will email your invoice to you and this letter will be attached.

Step 2: Embedded in the email will be a link to your Tax Invoice. (Pic below)



Step 3: Click on this link and your Tax Invoice will present, at the top left of the screen is a green button with the label "Setup Payment Plan". (Pic below)

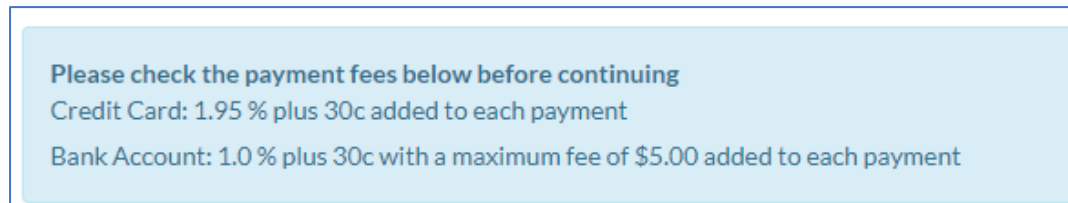


Step 4: If you click on the dropdown arrow, the system will show the debit schedule. Select your preferred payment plan by clicking on the “**Select Plan**” button.

You can also pay by choosing a payment plan below

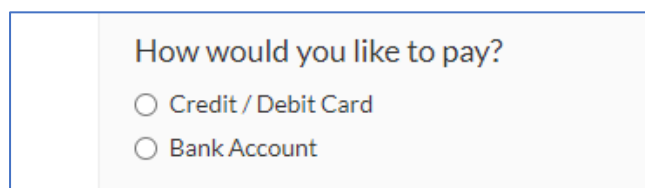


Step 5: Take notice of the additional processing charges which will be **added** to your instalment amounts.



Please check the payment fees below before continuing
Credit Card: 1.95 % plus 30c added to each payment
Bank Account: 1.0 % plus 30c with a maximum fee of \$5.00 added to each payment

Step 6: Select your preferred payment method

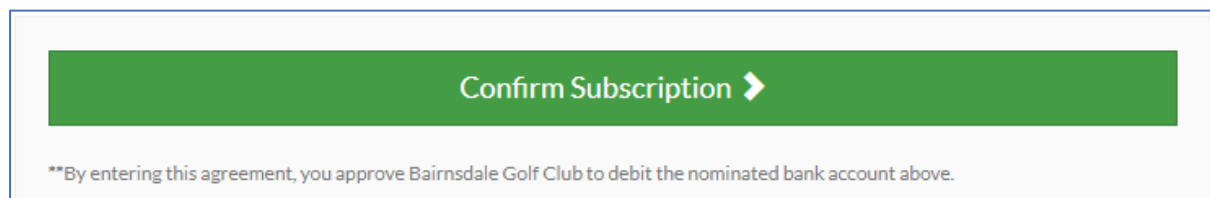


How would you like to pay?

☐ Credit / Debit Card

☐ Bank Account

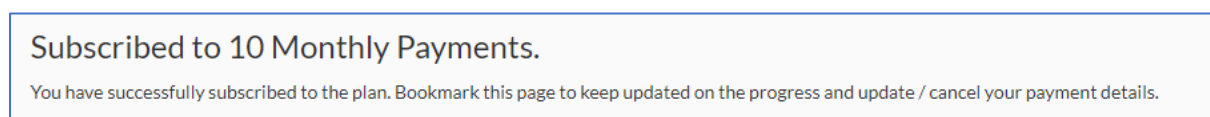
Step 7: Complete the relative personal and financial information and then “**Confirm Subscription**”



Confirm Subscription ➤

**By entering this agreement, you approve Bairnsdale Golf Club to debit the nominated bank account above.

Step 8: If successful, the following message will be displayed along with the payment schedule underneath



Subscribed to 10 Monthly Payments.

You have successfully subscribed to the plan. Bookmark this page to keep updated on the progress and update / cancel your payment details.

Lastly:

You will receive an email from Pinch Payments confirming your Direct Debit Request. If you would like to know more about Pinch Payments, visit their website <https://www.getpinch.com.au/>

[Click here to view the Agreement Terms and Conditions with Bairnsdale Golf Club](#)

If you have any questions relating to the new process, please make feel free to make contact.

Regards,
Jeff Graham
Secretary / Manager
Bairnsdale Golf Club Inc.