

## Guideline for paying membership fee in KFUMs Tennis Club

In this guideline, you will find a guided tour through the club administration system KLUBMODUL for creating a membership profile and paying membership fee in KFUMs Tennis Club. The administration system language is Danish so translations of the formulas and tables to English are provided in the relevant places below.

### Create a user profile in KLUBMODUL

To become a member of KFUMs Tennis Club you must have a profile in our administrative system KLUBMODUL. To create a profile do the following:

- ➔ Go to <http://kfum-tennis.klub-modul.dk/>
- ➔ In the lower left corner click “Opret profil” (create profile).
- ➔ Fill out the formula with your personal contact data.
- ➔ Below the formula click “Opret profil” (create profile) to create a membership profile in the system.



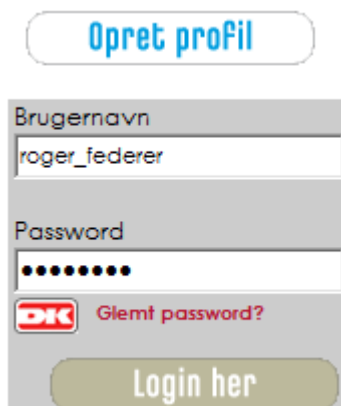
The user name (brugernavn) and password is important to remember, since you need to use these for booking of courts and participating in events etc. later on.

### Payment of membership fee

To pay membership fee you need to log in with your membership user name and password.

#### Log in

If you are not already logged in go to <http://kfum-tennis.klub-modul.dk/> and log in with you user name and password in the formula in the lower left corner and press “login her” (log in here).



## How to pay your membership fee

When you are logged in, click "BANEBOOKING/KONTINGENT" in the top menu of the page. The page shifts into the court-booking page. This is where you can book a tennis court later on when your membership fee is paid. In the upper right corner, you find the membership categories along with prices – see below.

**VEJLEDNING**

1. Er det første gang du skal booke en bane ?

>>> Så klik på opret bruger til venstre. <<<

2. Ellers log ind for at booke en bane.

3. Du kan booke en bane når du har betalt dit medlemskab, klik på beløb her til højre.




**Forklaring på priser og banereglement.**

**MEDLEMSKAB**

Klik på prisen for at betale dit medlemskab.

Senior fuldtidsspiller (25 år og over)	930 kr.
Senior dagspiller (25 år og over)	660 kr.
Ungsenior fuldtidsspiller (18-24 år)	780 kr.
Ungsenior dagspiller (18-24 år)	610 kr.
Junior 0-12 år	585 kr.
Junior 13-17 år	605 kr.
Passive	125 kr.

**Jeg accepterer klubbens betingelser**

 = Din Booking  
  = Ledigt  
  = Optaget  
  = Træning mm.

4 dage tilbage   Gå 4 dage fremad

Mandag 11.02.2013								Tirsdag 12.02.2013								Onsdag 13.02.2013									
2	3	4	5	6	7	8		1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8	
6.30								6.00				6.30					6.00				6.30				

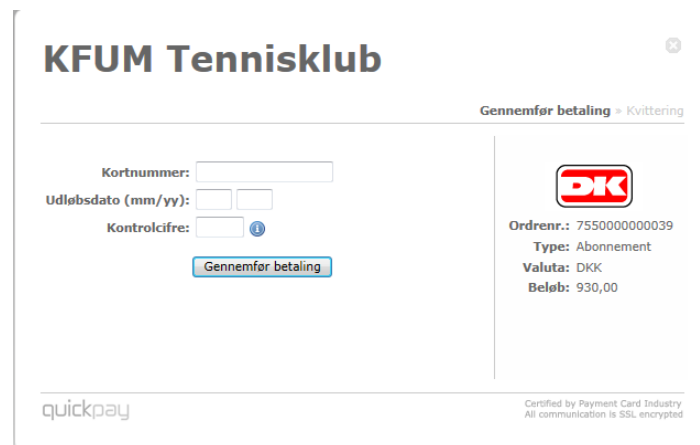
An English version of the membership categories can be found below.

			<b>Membership rate</b>	<b>Entry fee</b>
Adult - Full time player	Age 25 and over.	May play all day	kr. 930,00	kr. 250,00
Adult – Day time player		Only to play until 15:00 every day	kr. 660,00	
U24 – Full time player.	Age 18 - 24	May play all day	kr. 780,00	kr. 200,00
U24 Day time player.		Only to play until 15:00 every day.	kr. 610,00	
Junior (*)	Age 0 - 12	Only to play until 16:30 every day	kr. 585,00	kr. 150,00
Junior (*)	Age 13 – 17	Only to play until 16:30 every day	kr. 605,00	kr. 150,00
Passive	-	Members only who is e.g. traveling for one or more seasons	kr. 125,00	-

Remember to read and accept the club's payment terms (follow the arrow on the image above). Choose the membership you will like to subscribe. A new page appears with the selected membership and the future payment terms. Click on "Jeg accepterer hermed og går til betaling" (I hereby accept and are ready to pay).

**Jeg accepterer hermed og går til betaling**

Now you arrive at the payment page where you must use your credit card. The club accepts Dankort, Visa/Dankort and eDankort. If you do not have a credit card you can make a bank transfer (see the bottom of this guide).



The screenshot shows the payment page for KFUM Tennisklub. The page title is "KFUM Tennisklub" with a close button in the top right. Below the title is a navigation link "Gennemfør betaling" and "Kvittering". The main content area is divided into two columns. The left column contains input fields for "Kortnummer:", "Udløbsdato (mm/yy):", and "Kontrolcifre:" with a "Gennemfør betaling" button below them. The right column features the Dankort logo and order details: "Ordrenr.: 7550000000039", "Type: Abonnement", "Valuta: DKK", and "Beløb: 930,00". At the bottom left is the "quickpay" logo, and at the bottom right is a certification notice: "Certified by Payment Card Industry All communication is SSL encrypted".

When you have entered your card details and pressed "Gennemfør betaling" (Submit Payment), you have paid your membership fee and are ready to play tennis!

### **Receipt**

When the payment is made the page changes back to the original homepage with a receipt for your payment registered (see below).



The screenshot shows the KFUMs Tennisklub website interface. At the top, there are navigation links: FORSIDE, EVENT, HOLDTILMELDING, BANEBOOKING/KONTINGENT, SHOP, BESTYRELSEN, TRÆNERE, KALENDER, and LUKKEDAGE. The main content area displays a confirmation message: "KVITTERING FOR GENNEMFØRT TILMELDING". The message is addressed to "Kære Peter Poulsen" and states "Din betaling er nu gennemført." with a price of "PRIS: 930 KR.". There is a red button labeled "Klik HER for at booke en bane" and a note "(Klik på det område, bane og tid du gerne vil spille.)". Below this, it says "Tak for din tilmelding" and "Med venlig hilsen KFUMs Tennisklub". A notification box at the bottom of the message area says "Vi har sendt dig en kvittering på ovenstående til din mail". On the left side, there is a sidebar with links for "Medlemskab", "Galleri", "Forum", and "Betingelser", and an "ADMIN" section. At the bottom left, there is a user profile section for "Peter Poulsen" with buttons for "Ret profil", "Mine tilmeldinger", and "Logout her". The footer contains the text "KFUMs Tennisklub - Nøkkerosevej 23 - 2400 København NV - tlf: 39 61 00 84".

You also get a receipt by e-mail.

**You hereby have paid the membership fee for the current year!**

### Bank transfer

If you do not have a credit card you can make a bank transfer to KFUMs Tennis Club's account in Nordjyske Bank on the membership fee and entry fee (if you are a new member)

#### Nordjyske bank

Regnr: 7379

Kontonr. 0001653311

**REMEMBER to write your full name on the payment so we can see who has made it.**

### Help

If you are in need of help contact the club administrator, Eva Sehested Jensen on phone 3961 0084 or mail [esi@kfum-tennis.dk](mailto:esi@kfum-tennis.dk)

We look forward to seeing you on the courts!

Sincerely

*The Board of Directors of the KFUMs Tennis Club – April 2014*