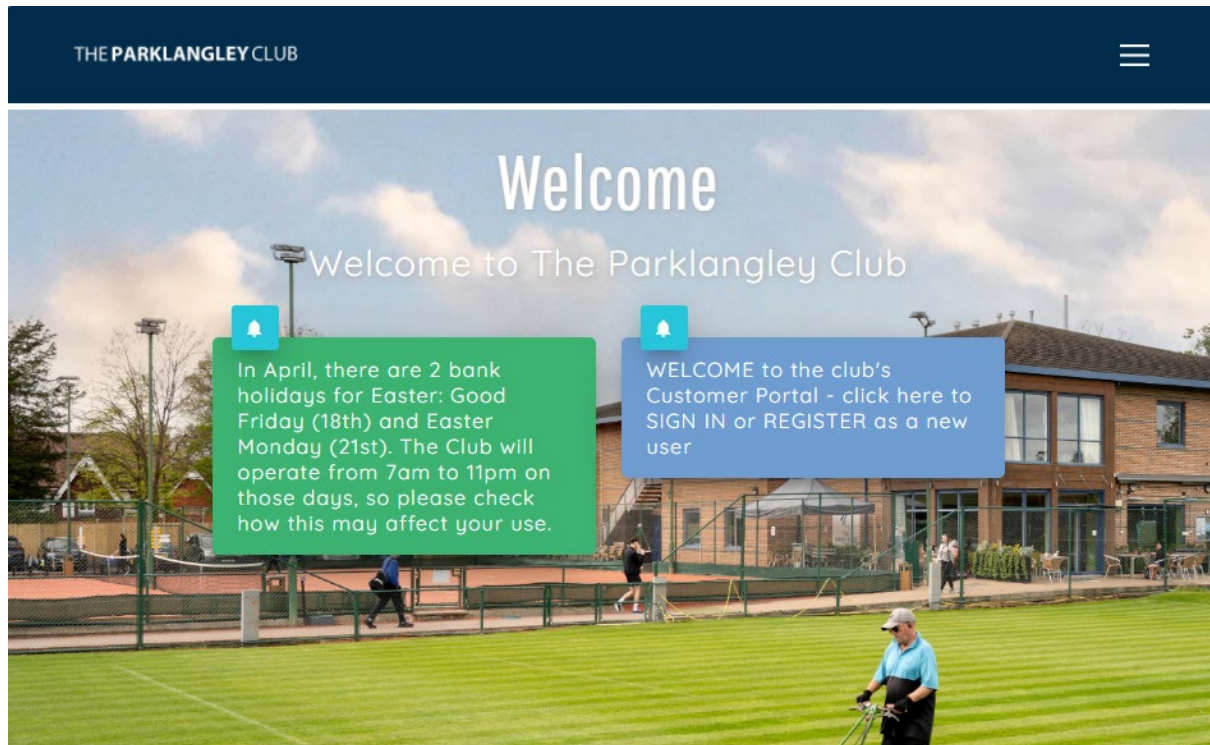


To make payment, please log into our portal through the link below.

[ManageOurClub](#)

Using your portal login credentials.

(If you haven't managed to login already, please contact us at tenniscoaching@theparklangleyclub.co.uk)



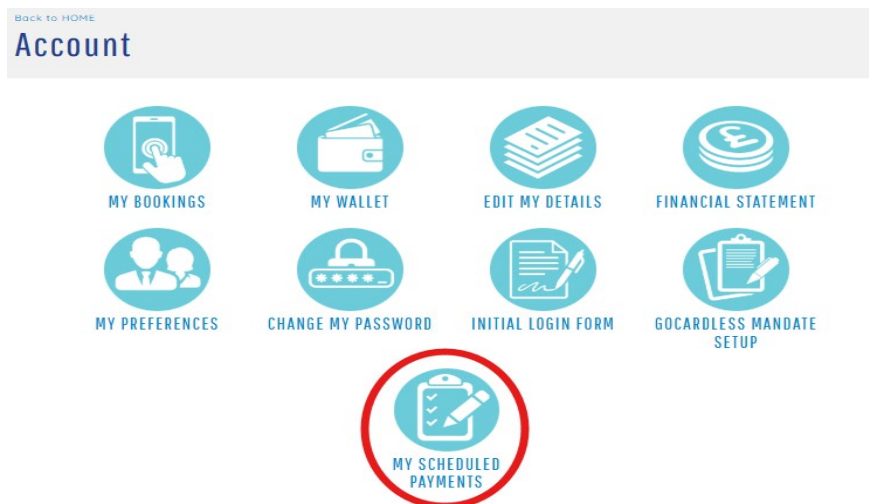
If you click on the three lines in the top right-hand corner, a drop-down menu will appear with the option to **'Sign in'**.

Enter your login credentials, and if you haven't logged in before, the next screen will prompt you to confirm your details before bringing you to the home screen below.



Once logged in, please select the '**Account**' tile as highlighted above

Next click on '**My Scheduled Payments**'



Here you will be able to see if you have a valid DD mandate set up with us currently.

If the next page shows no line items as shown below

[Back to HOME](#) · [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
No data to display			

You do NOT have a valid DD set up with us so, please **click on the following link** to understand how to proceed...

[How to make Payment](#)

If there are line items shown (as below), this indicates that you have a valid DD mandate with us.

[Back to HOME](#) · [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams -BAD	195.00
22 April 2025	PENDING	Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

No further action is required, only if you wish to:

1. To split the payment(s) over two months. *(PLS NOTE: We only offer this option to those with an existing valid DD mandate)*
2. If you would rather pay by Debit/Credit Card.
3. As our system **no longer** automatically offsets any credits against invoices. For those with credit in your virtual wallet, you need to email tenniscoaching@theparklangleyclub.co.uk before Monday 25th August to allow us to offset the credit against this terms invoice.

Finally, if you know you have some money/credit in your virtual wallet, and you want to offset this against your invoice before the monies are collected by DD, please email us at tenniscoaching@theparklangleyclub.co.uk.

Otherwise, payment shown above will be collected at beginning of the new term on date specified in the email.

12. Split DD Payment in two (This option is only available to those paying by DD)

If you wish to pay the invoice across two months:

[Back to HOME](#) + [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams -BAD	195.00
22 April 2025	PENDING	Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

You will need to select each invoice, one at a time to action this and follow each step below.

- Select a booking from the schedule Payments page.
- From the drop-down menu under Payment type, please select.

‘Split the payment into two direct debit instalments one month apart’

This will show you how the Invoice payment will be split, please confirm selection.

[Back to HOME](#) + [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams -BAD	195.00
22 April 2025	PENDING	Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

Booking for Delia Smith on Red L3 - Williams -BAD

This payment is currently scheduled for payment via GoCardless - to be taken from your account on/around 22 April 2025

Select from the options in the dropdown below to make changes

Payment Type

Split the payment into two direct debit instalments one month apart

You will make your first payment of £97.50 on/around 22 April 2025

You will then make a second payment of £ 97.50 on/around 22 May 2025

Click CONFIRM SELECTION below to proceed with this option

CONFIRM SELECTION

Close this window

And in the following page you will be shown the invoice payment split and the dates when those payments will be collected by DD.

[Back to HOME](#) - [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 May 2025	PENDING	Booking for Delia Smith on Red L3 - Williams - BAD - Payment 2 of 2	97.50
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams - BAD - Payment 1 of 2	97.50
22 April 2025	PENDING	Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

[Back to HOME](#) - [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 May 2025	PENDING	Booking for Delia Smith on Red L3 - Williams - BAD - Payment 2 of 2	97.50
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams - BAD - Payment 1 of 2	97.50
22 April 2025	PENDING	Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

2. If you want to pay by Debit/Credit Card

Select the invoice line item you wish to pay, and then select within the payment type box...'
Make a full payment by card, virtual wallet or Childcare Voucher' as shown below:

[Back to HOME](#) · [BACK to Account](#)

Your Scheduled Payments

Click on any scheduled payment listed in blue below to display payment options

DATE	DETAILS	DETAILS	AMOUNT
22 May 2025	PENDING	Booking for Delia Smith on Red L3 - Williams -BAD - Payment 2 of 2	97.50
22 April 2025	PENDING	Booking for Delia Smith on Red L3 - Williams -BAD - Payment 1 of 2	97.50
22 April 2025		Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

Booking for Jolly Smith on Adult L2 - Temple - Knoll

This payment is currently scheduled for payment via GoCardless - to be taken from your account on/around 22 April 2025

Select from the options in the dropdown below to make changes

Payment Type

Make a FULL payment by Card, Virtual Wallet or Childcare Voucher

Please click CONFIRM SELECTION below to proceed with this option

[CONFIRM SELECTION](#)
[Close this window](#)

This will bring you through to the following page where if you have any balance in your Virtual Wallet this will show here.

If you wish to reduce the amount owed by this credit balance in your Virtual Wallet.

Click on **'Proceed to Checkout'**

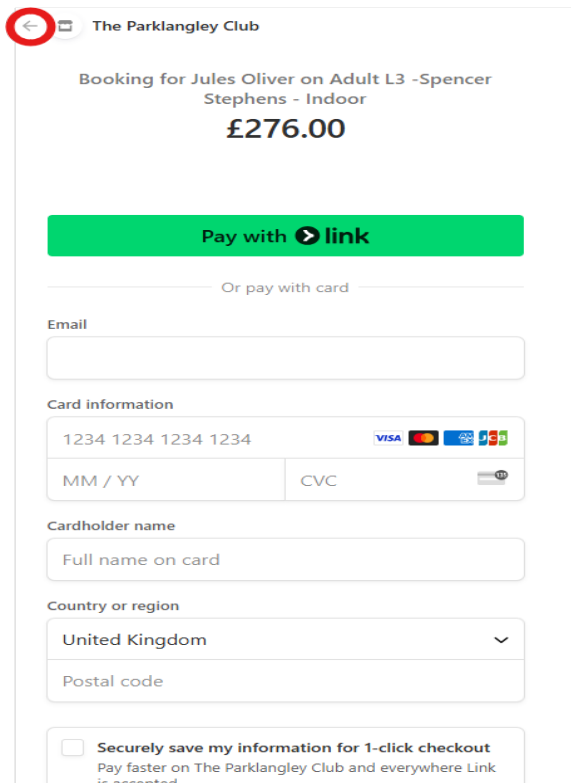
[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Booking for Delia Smith on Red L3 - Williams -BAD	£195.00
Less £26.00 From Your Virtual Wallet	£26.00
Click here to NOT use your virtual wallet balance on this cart	
TOTAL DUE	£169.00

[Proceed to Checkout](#)
[Abandon Basket](#)


Otherwise select the option 'Click here to NOT use your wallet balance on this cart' and then 'Proceed to Checkout'



The Parklangley Club

Booking for Jules Oliver on Adult L3 - Spencer
Stephens - Indoor


£276.00


Pay with  link

Or pay with card

Email

Card information


1234 1234 1234 1234 

MM / YY CVC 

Cardholder name

Full name on card

Country or region

United Kingdom 

Postal code

☐ Securely save my information for 1-click checkout
Pay faster on The Parklangley Club and everywhere Link is accepted.

If you want to complete the payment later, please select the back arrow circled above.

And select '**Abandon Basket**'. This will return you to the home page. Where you will need to start again, and select the '**Account**' Tile and '**My Scheduled Payments**' Tile

You will need to complete this task for each Booking/line item on your scheduled payments tile.

FOR THOSE WHO HAVE NO DD MANDATE WITH US

Click **'Back to Account'** as indicated above

Back to HOME **BACK to Account**

Your Scheduled Payments


Click on any scheduled payment listed in blue below to display payment options


DATE	DETAILS	DETAILS	AMOUNT
No data to display			


Then Select **'Financial Statement'** tile, this will show you all invoices due for payment.


Back to HOME


Account



MY BOOKINGS



MY WALLET



EDIT MY DETAILS



FINANCIAL STATEMENT



MY PREFERENCES


CHANGE MY PASSWORD


INITIAL LOGIN FORM


GOCARDLESS MANDATE
SETUP


MY SCHEDULED
PAYMENTS

POWERED BY

ManageOurClub

You will need to select each invoice, one at a time to complete payment against it. So, choose one

Back to HOME · BACK to Account

Financial Statement

Displaying transactions for date range

From
04/03/2025

To
03/04/2025

Click on an invoice listed in blue below to export to PDF

Unpaid invoices are displayed in red below - click to add to your basket and checkout

TYPE	DATE	DESCRIPTION	MONEY IN	MONEY OUT	BALANCE
	4 Mar 2025	Opening Balance			0.00
Booking	3 Apr 2025	Invoice 19180 - Booking for Jules Oliver on Adult L3 - Spencer Stephens - Indoor		286.00	
Booking	3 Apr 2025	Invoice 19188 - Booking for Jamie Oliver on Yellow L1 - Nafi - PL		282.75	
Booking	3 Apr 2025	Invoice 19194 - Booking for Hanna Oliver on Red L3 - Borthwick - BAD		175.50	-744.25
	3 Apr 2025	Closing Balance			-744.25

[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Booking for Jules Oliver on Adult L3 -Spencer Stephens - Indoor	£286.00
Less £10.00 From Your Virtual Wallet	£10.00
Click here to NOT use your virtual wallet balance on this cart	
TOTAL DUE	£276.00

[Proceed to Checkout](#)
[Abandon Basket](#)

You can see at this stage that it will net off any balance that is sitting in your virtual wallet. Now select **‘Proceed to Checkout’**. This will bring you to the following page that will allow you to enter your debit/credit card details securely to complete payment for that invoice

The Parklangley Club

Booking for Jules Oliver on Adult L3 -Spencer Stephens - Indoor

£276.00

[Pay with link](#)

Or pay with card

Email

Card information

1234 1234 1234 1234

MM / YY CVC

Cardholder name

Full name on card

Country or region

United Kingdom

Postal code

☐ Securely save my information for 1-click checkout
Pay faster on The Parklangley Club and everywhere Link is accepted.

If you want to complete the payment later, please select the back arrow circled above.

And then within the following page, select **‘Abandon Basket’**. This will return you to the home page. Where you will need to start again and select the **‘Account’** Tile and **‘Financial Statement’** tile

You will need to complete this task for each booking/line item on your financial statement.