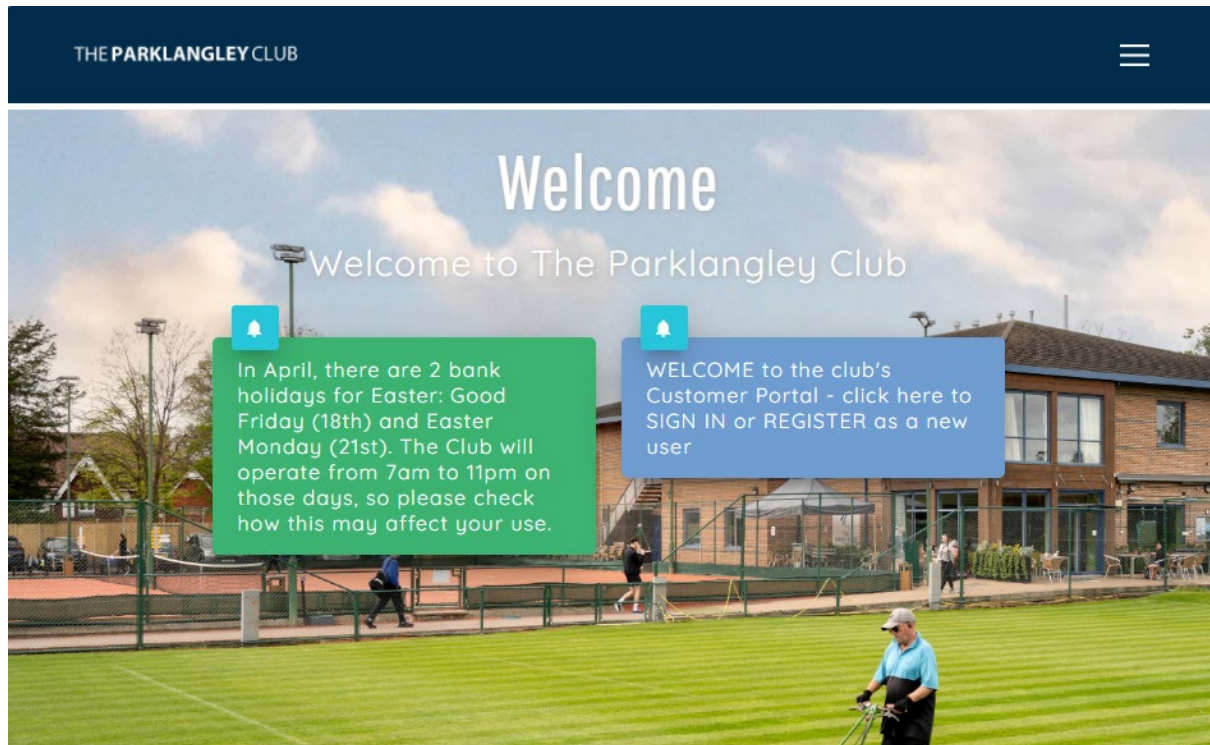


To make payment, please log into our portal through the link below.

[ManageOurClub](#)

Using your portal login credentials.

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



What Do You Want To Do Today?

[Need help using this portal? Click here](#)



MEMBERSHIPS



PAY AND PARTICIPATE



JUNIOR TENNIS
COACHING



ADULT TENNIS
COACHING

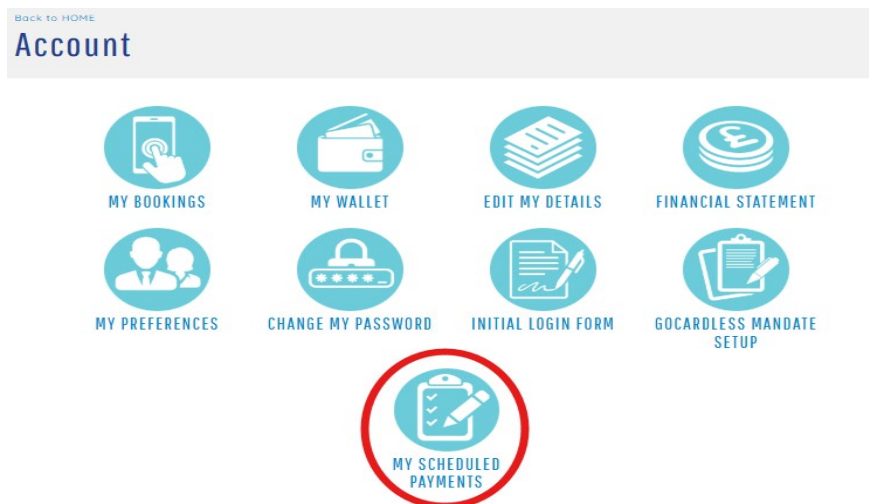
If you click on the three lines in the top right-hand corner, a drop-down menu will appear with the option to **'Sign in'**.

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. Pay by CCV or by Debit/credit card.
(PLS NOTE: If you have not paid by CCV before for a given child, **please contact us FIRST instance** at tenniscoaching@theparklangleyclub.co.uk)
2. To split the payment(s) over two months.
(PLS NOTE: We only offer this option to those with an existing valid DD mandate)
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.

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

1. PAYING BY CCV or by Debit/Credit Card

From the previous screen, please click on one of the line items.

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

Please select...

CONFIRM SELECTION

Close this window

The above drop-down menu will appear, click on the arrow to see the options and select '***Make a FULL Payment by Card, Virtual Wallet or Childcare Voucher***' and **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

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 be shown here.

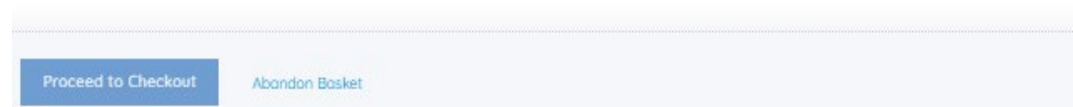
[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Booking for Della 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

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

Click on **'Proceed to Checkout'**



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

If you have paid by CCV in the past year for your child, **'Childcare Vouchers'** will be shown as an option to select (see *next screenshot*).

If this does not appear, please email tenniscoaching@theparklangleyclub.co.uk with your child's name and we will enable this so that you can complete the next steps.

[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	

HOW WOULD YOU LIKE TO PAY?

☐ Pay by Credit or debit card

☐ Childcare Vouchers

Once you select this option, you will be prompted to select your childcare provider and enter the payment reference associated with the voucher payment. If you don't know this please enter your child's name.

Then you will need to make the payment through your CCV provider.

Once we receive payment, the invoice will be cleared from your account.

You will need to complete the above selection for each invoice being paid by Childcare Vouchers by date specified in the email, otherwise the payment will be automatically collected by DD at the beginning of term and no refunds will be issued.

If you select the option to 'Pay by Credit or debit card'.

[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Place booked for [REDACTED] on Orange L4 - Dohi - PL starting on Tue 17 Jun	£69.00
TOTAL DUE £69.00	

HOW WOULD YOU LIKE TO PAY?

☐ Pay by Credit or debit card

☐ Childcare Vouchers

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 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.

2. 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		Booking for Delia Smith on Red L3 - Williams -BAD	195.00
22 April 2025		Booking for Jolly Smith on Adult L2 - Temple - Knoll	144.00

Please 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

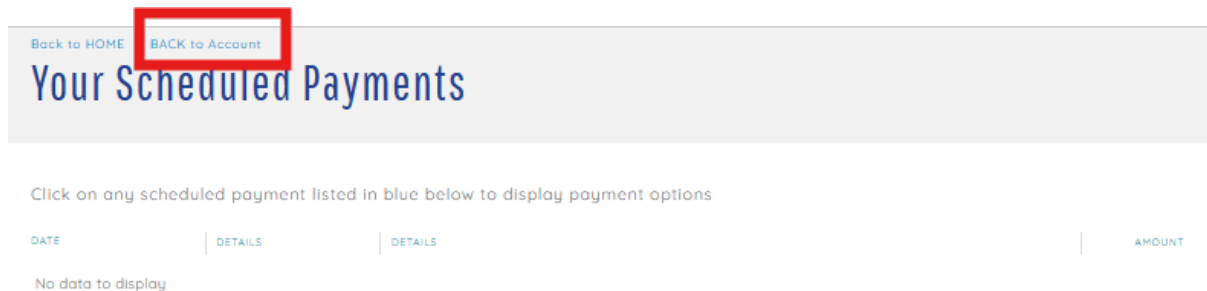
Click on any scheduled payment listed in blue below to display payment options

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

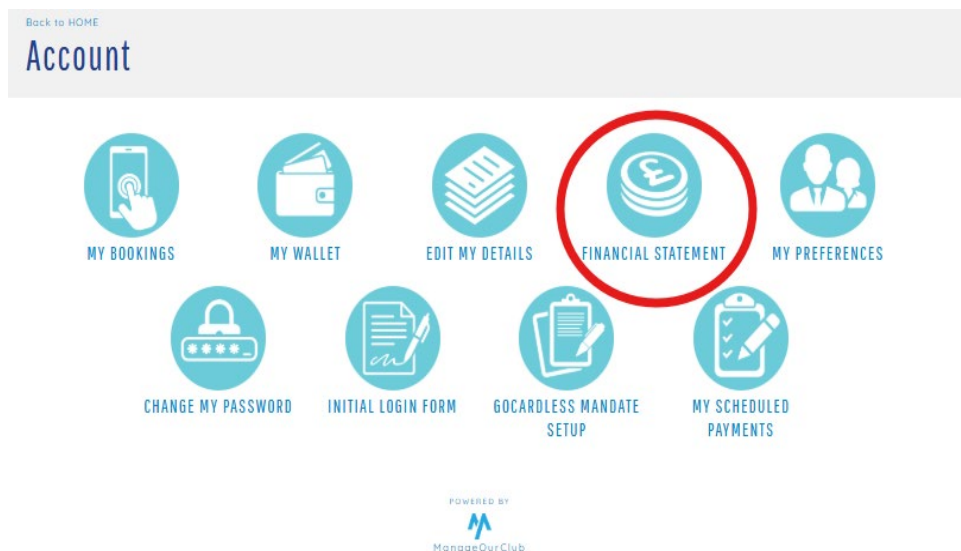
FOR THOSE WITH NO LINE ITEMS UNDER SCHEDULED PAYMENTS

Paying by CCV

Click 'Back to Account' as indicated below.



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



From here you can either pay by debit/credit card or if you have previously paid for your child's invoice by CCV you will be presented with this option also.

(PLS NOTE: If you have not paid by CCV before for a given child, please contact us *FIRST* at tenniscoaching@theparklangleyclub.co.uk with your child's name and request to pay by CCV)

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

Financial Statement

Displaying transactions for date range

From	To
04/03/2025	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

You will need to select each invoice, one at a time, to settle payment for each. So, selecting the third line item above, you will be presented with below.

[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Booking for Hanna Oliver on Red L3 - Borthwick - BAD	£175.50
Less £10.00 From Your Virtual Wallet	£10.00
Click here to NOT use your virtual wallet balance on this cart	
TOTAL DUE £165.50	

[Proceed to Checkout](#)

[Abandon Basket](#)

Click on **‘Proceed to Checkout’** and it is at this point if you have paid previously for this child by CCV that you will be presented the two options below.

[Back to HOME](#)

Your Basket

ITEM DESCRIPTION	COST
Booking for Hanna Oliver on Red L3 - Borthwick - BAD	£175.50
Less £10.00 From Your Virtual Wallet	£10.00
Click here to NOT use your virtual wallet balance on this cart	
TOTAL DUE £165.50	

HOW WOULD YOU LIKE TO PAY?

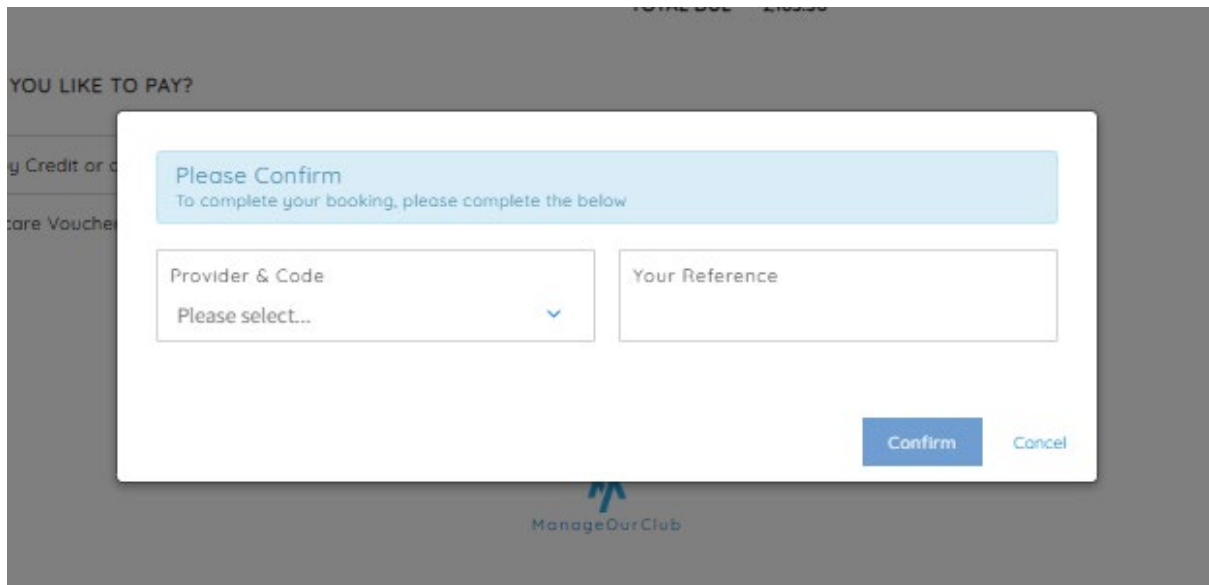


Pay by Credit or debit card



Childcare Vouchers

By selecting '**Childcare Vouchers**' you will then be prompted to select your childcare provider you are using, along with entering the payment reference associated with this voucher and if you don't have this, please enter your child's name.



YOU LIKE TO PAY?

y Credit or d

care Voucher

Please Confirm
To complete your booking, please complete the below

Provider & Code
Please select...

Your Reference

Confirm Cancel


ManageOurClub

And please don't forget to promptly make the actual payment through your CCV provider.


We will only clear the invoice on receipt of the monies from your CCV provider into our bank account. So, the invoice will show as outstanding on your account until we actual receive the payment into our bank account.

If you select the option to '**Pay by Credit or With Debit card**'

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