



Online Registration with Smart Club Cloud



Ballinteer St Johns uses the Smart Club Solutions Management system to manage our Club members. Smart Club Solutions provide The Smart Club Cloud system, which allows users to

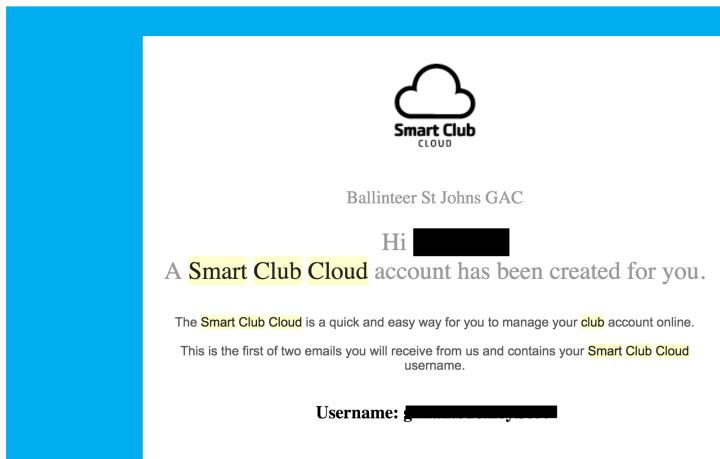
- Update profile info (personal details)
- Pay membership online and update the system with their payment.

You should receive 2 emails on Friday 26th January from the email address admin@smartclubsolutions.com. The first contains your username and the second your password for logging into the Smart Club Cloud. These mails may go into spam so please ensure you check your spam folder.

If you do not receive emails by 01st February, check your spam folder. If they aren't there, please send your name, address and names of your family to registrations@bsjgaa.com

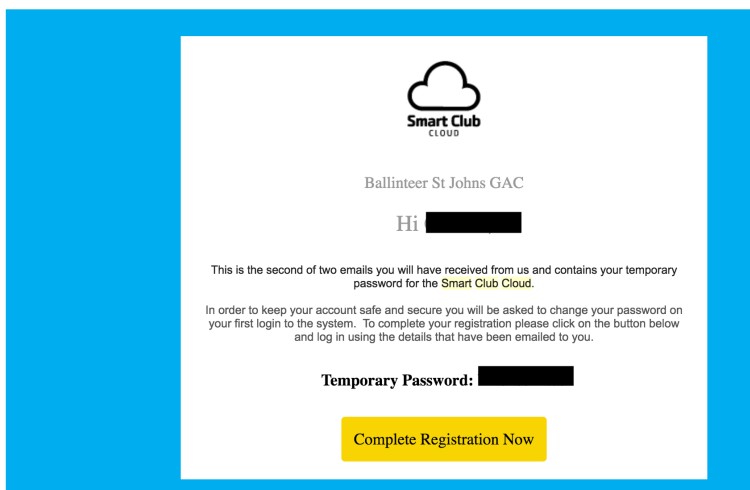
The first email will contain your username

Smart Club Cloud admin@smartclubsolutions.com via email.smartclubcloud.com
to me



The second email will contain your temporary password and a link to the Smart Club Cloud

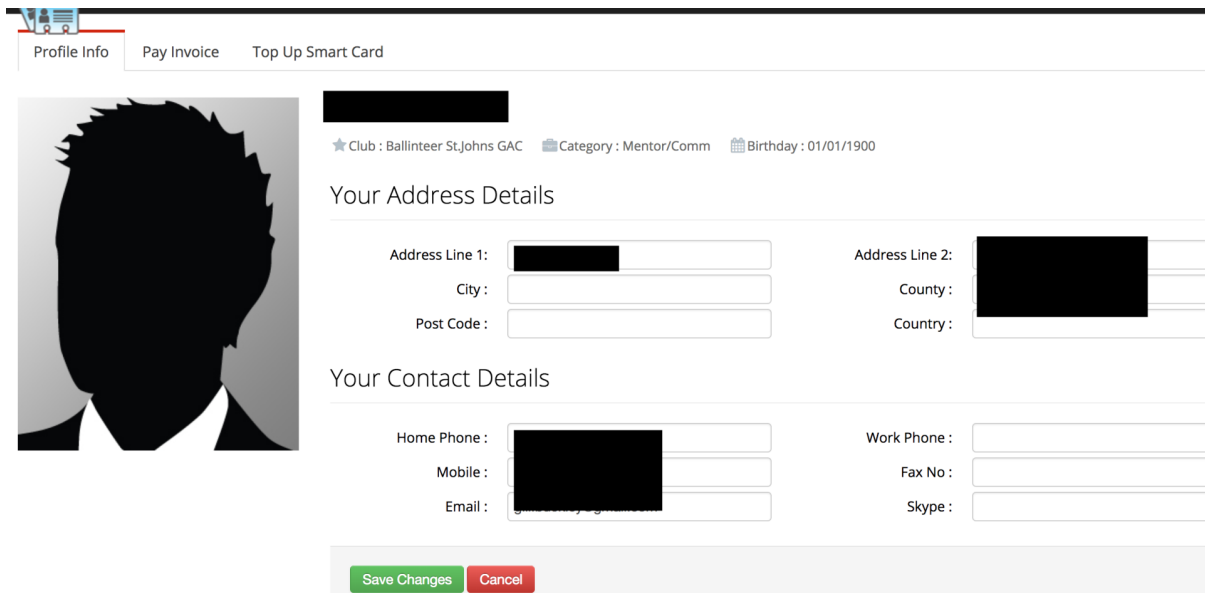
Smart Club Cloud admin@smartclubsolutions.com via email.smartclubcloud.com
to me



Click the **Complete Registration Now** and you will be directed to the Smart Club Cloud page to login and change your temporary password.

You can then log in to the Smart Club Cloud.

In the Smart Club Cloud, you have your profile page. Please check here that all of your information is correct



The screenshot shows the 'Profile Info' tab selected in a navigation bar. Below the navigation bar, there is a profile picture placeholder (a black silhouette) and a name field (redacted). To the right of the name, it displays 'Club : Ballinteer St.Johns GAC', 'Category : Mentor/Comm', and 'Birthday : 01/01/1900'. Below this, there are two sections: 'Your Address Details' and 'Your Contact Details'. Each section contains several input fields for personal information, with some fields redacted. At the bottom of the form, there are two buttons: 'Save Changes' (green) and 'Cancel' (red).

If the profile (personal) data is incorrect here, you can update it here and save changes.

If you are having any problems with the system, please email registrations@bsjgaa.com.

Once you are happy that the profile information is correct, please click on the pay invoice tab. This will bring up all invoices for your household.

Please review all invoices to make sure that they are correct. If the issued invoices require amendment e.g. if one of the members of your household are not renewing this year, please email registrations@bsjgaa.com to request an amended invoice. Invoices can only be changed by the Registrar not by individuals on their Smart Club account.

You then click on the invoices and proceed to pay.

Please retain your username and password as this will be used going forward.