



DALKEY UNITED AFC

Instructions for online Registration and Payment system

1. Open your internet browser of choice and access www.dalkeyunited.ie
2. On the top right hand side of the screen, Click the “Pay Now” button. This will bring you to a screen that asks “do you have an Easy Payments Plus account?”. The answer to this is a Yes or a NO
 - a. Yes will be if:
 - i. You signed up on line as a member of Dalkey United AFC last season
 - ii. You have used the EPP system for another membership (e.g. Leinster Rugby Camps, tennis club etc)
 - b. No will be if:
 - i. You are a new member
 - ii. You have a new email address
3. If Yes:
 - a. Enter your email address and password (if password forgotten see button for “forgotten password”)
 - b. See the Login at the bottom of the screen – enter
 - c. This will bring you to a screen with headings “Home”, “My account”, “Fee List” and Logout.
 - d. If RENEWING a membership, go to “Please Select – Membership Fees 2014-2015”
 - e. This will bring you to 5 options for type of membership, depending in age of member and number of members in 1 family – see full List of Fee categories at end of this Page
 - f. To Pay – go to “Add to Bill”. This will ask if you wish to pay Total or pay in instalments. Please note that if payment is made by Credit Card, the Credit card fee will be charged to your account
 - g. Depending on what type of membership you wish to pay for, it may ask you to confirm the names of the members who you are paying for.

4. If a New User, click NO, and you will be asked for an email address and name of the registering person (this person must be over 18 and would usually be the parent/guardian of the child)
 - a. Fill out registration details in full. Enter a password for future access to the Registration and Payment system
 - b. Accept terms and conditions of EPP (the company who have designed the system)
 - c. Click Register to enter screen for member details
 - d. Select year of birth from drop down arrow
 - e. Enter name of child(ren)
 - f. Click finish after all children entered

2014-2015 MEMBERSHIP FEES

There are 5 different payment categories depending on how many members you are paying for

One member

- **Full membership U8 to U21 (born 1993 to 2007) - €225**
- **Academy is U7 and younger (born 2008, 2009, 2010) - €160**

Two members

- **oldest player pays full fee:**
 - **Full membership (born 1993 to 2007) , and second member is any age - €385**
 - **Academy U7 and younger (born 2008, 2009, 2010) second member is younger - €300**

More than Three members

- **For Family – 3 or more children – is €465**

NOTE – there is a €15 discount for renewing membership and payment made (one or three instalments) before 30 June for full membership (U8 and above)

5. Choose whether you would like to pay in total or instalments (note – it is beneficial to the Club if you pay in one instalment, but the payment can be paid in three equal (33.33%) amounts. Once you have agreed to pay, the second instalment and third instalment is deducted automatically from your card two months after the date of the first or second instalment)
6. Choose which child the membership corresponds to (oldest child if two children)
7. If you have a two child membership, now type the name of your other child in the box on the screen
8. Click “Pay Bill” in the top right hand corner
9. Select card type and select. There is a processing charge for payment by Credit Card, but no charge for payment by debit card
10. Accept terms and conditions
11. Enter card details and pay now
12. Request complete. You have finished your membership renewal