

The Clubhouse, Lime Meadow Avenue, Sanderstead, South Croydon. CR2 9AS

www.tsssc.co.uk www.thetrinityclub.co.uk Clubhouse bookings and card enquiries: admin@tsssc.co.uk

Dear Member

Thank you very much for applying for a TMWA/TSSSC Membership card, which we have pleasure in enclosing. The next stage in the proceedings is to register the card with the Touch Top Up website - this must be done before you can Top Up the card with money. You are strongly advised to use an up to date version of your browser - also it seems that the AOL browser isn't a good choice!!!!

ACCOUNT KEY:

001967 - - -

HOW TO REGISTER.

- Navigate to www.touchtopup.net
- Click on New Users - "Sign Up"
- On the next Screen complete all your details
- Please use the email address you used to apply for the card
- Please choose your own password (this and other details can be changed at a later date using "update my details")
- When complete click on "Create Account"
- On the next screen, put the Account Key (as above) into the Account Key Field
- Then click on "Continue"
- Logout before you attempt to "Top Up"

If you get a message saying "Unable to create account, please contact support", it is likely that the email address you have used is already in their system, in which case try "signing in" with that email address, using the "forgot your password link" if needed and then try either linking the card as your first card or follow the instructions to register a second card. If that fails, you can try using a different email address/password combination.

HOW TO REGISTER A SECOND CARD TO THE SAME EMAIL ADDRESS

- Register the first card as above.
- Logout
- Login in again using the username (email address) and password used for card one
- Click on "+ Add a new account" and enter the account key as shown above.
- Logout before Topping Up.

HOW TO TOP UP (This can't be done at the till)

- Navigate to www.touchtopup.net
- Click on existing users "log in" using the email address and password you used to register.
- On the next screen - (Account Summary) - where you can check all of your recent transactions
- Click on Green "Topup account" button
- On next Screen - (Top Up)
- Select the amount you want to add to your card, or type in amount you require—DON'T use the "£" sign, just the figures
- Click on "Pay Now"
- You are then directed to a PayPal shopping cart. There is a 50p Paypal charge per transaction.
- Depending on your previous settings with any PayPal transactions you can either pay by your own PayPal account as a "member" or your own credit/debit card as a "guest"

Your should get to a "checkout" and once you have completed the transaction you will get a email confirmation.

That completes the top-up process and can be repeated when needed. There will be a laptop at the club for "in situ" top-ups.

USING THE CARD

- **The card can be used to PAY for drinks at "Member's Prices", it cannot be used to obtain "Member's Prices" if you pay by Cash, Cheque or Credit /Debit Card. It can only be used by yourself or your spouse/partner.**
- You can check your current balance either online (at www.touchtopup.net) or by asking the bar staff to swipe the card through the till.
- The card must be presented to the bar staff **BEFORE** the start of the drinks round.
- If your card doesn't have the funds on it to cover the round, you will need to reduce your drinks round accordingly.