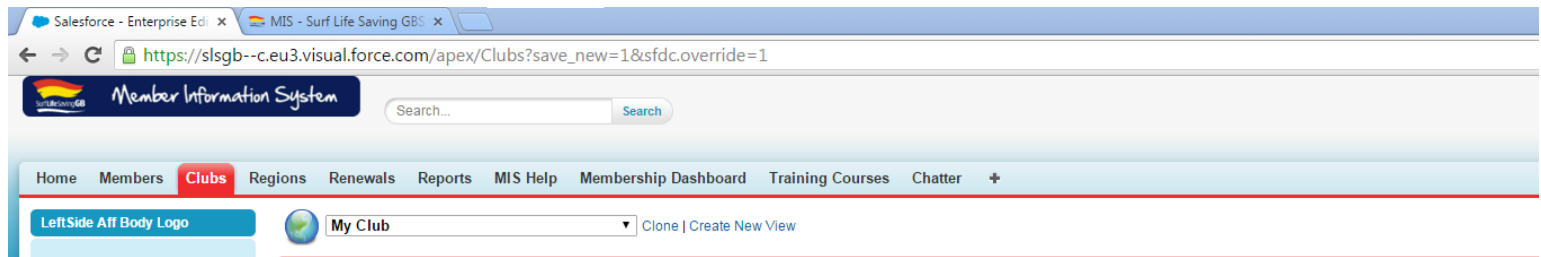
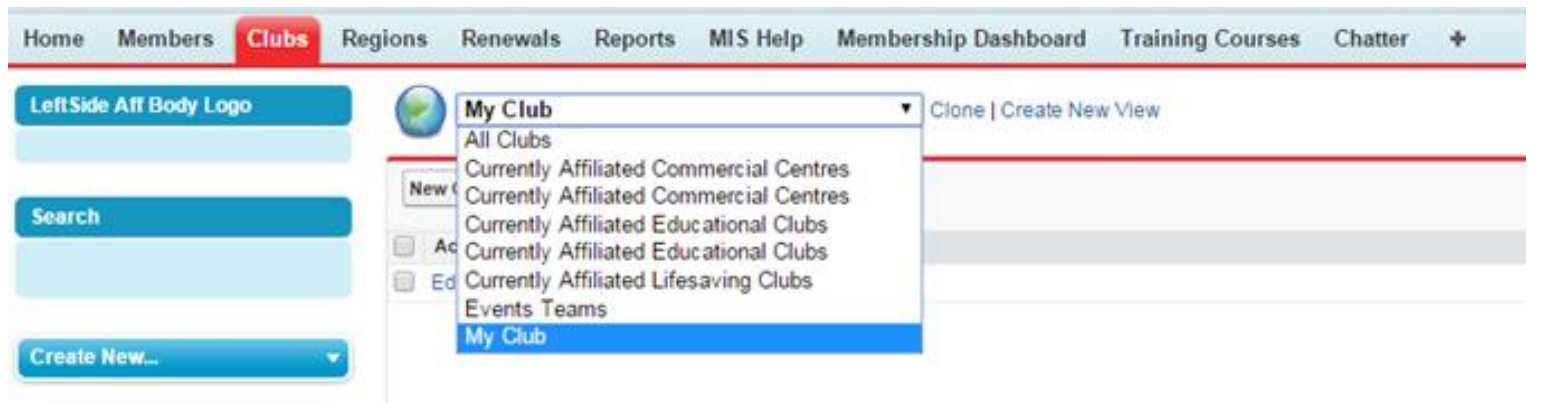


Re-Affiliating for the new year...

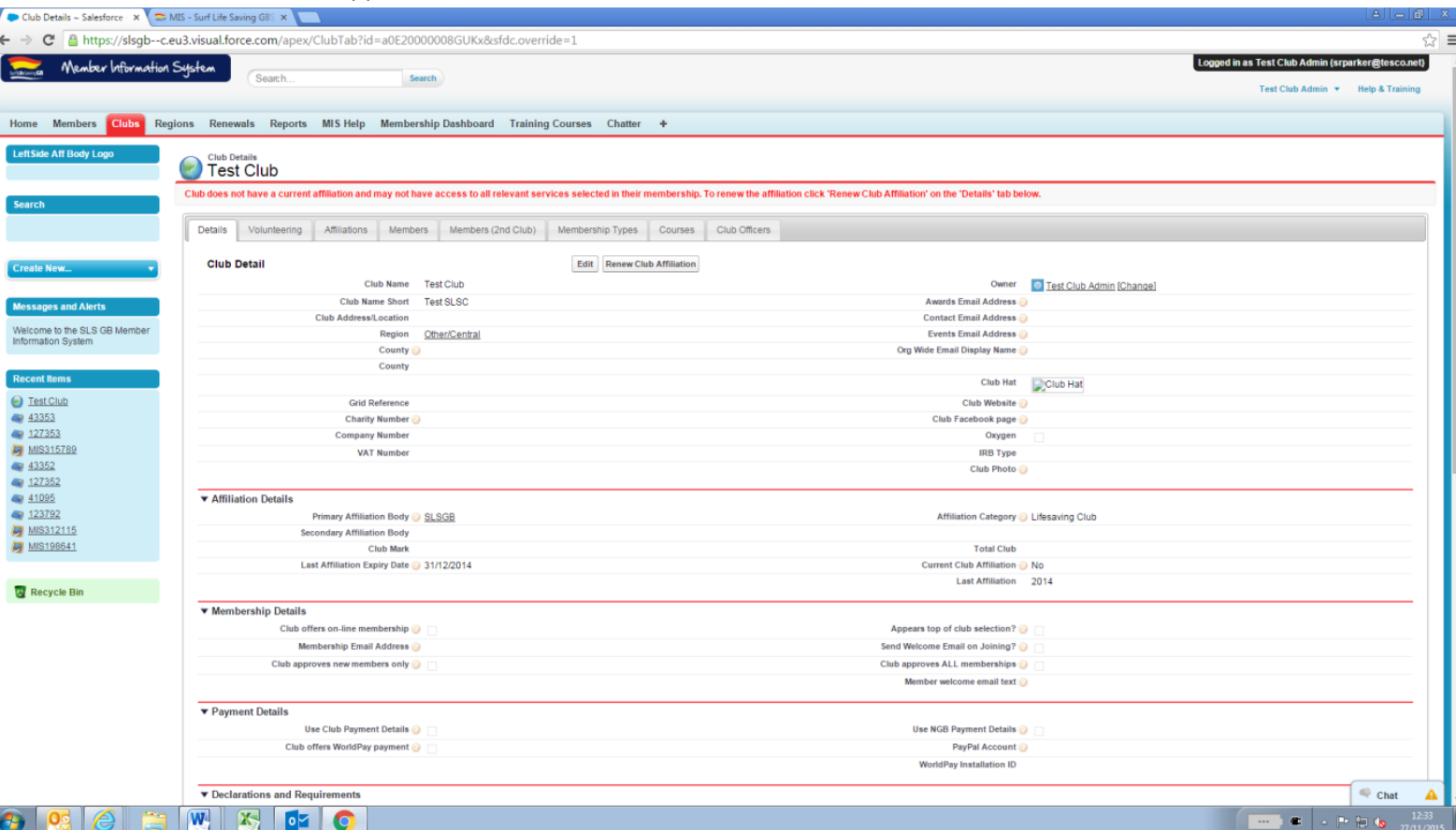
1. Log in to the MIS system following this link <http://www.sls.gb.org.uk/mis/>
2. Click on membership database
3. Insert username and password
4. At the top click **Clubs** on the tab



5. You now need to click on the drop down next to the world as it is normally selected to all clubs. Please chose my club

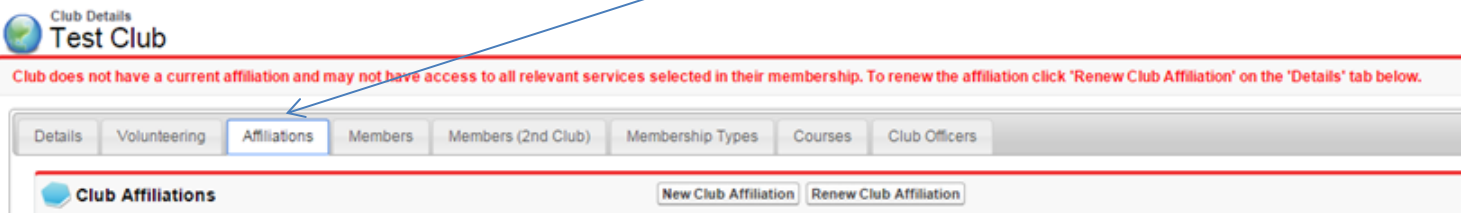


6. You will now see your club name below. Please click on this and you club page information should appear.

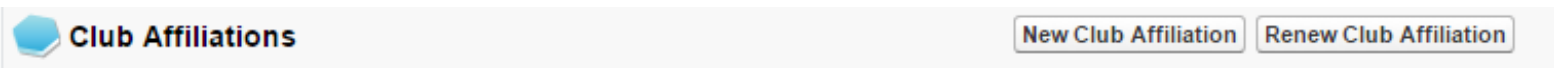


Re-Affiliating for the new year...

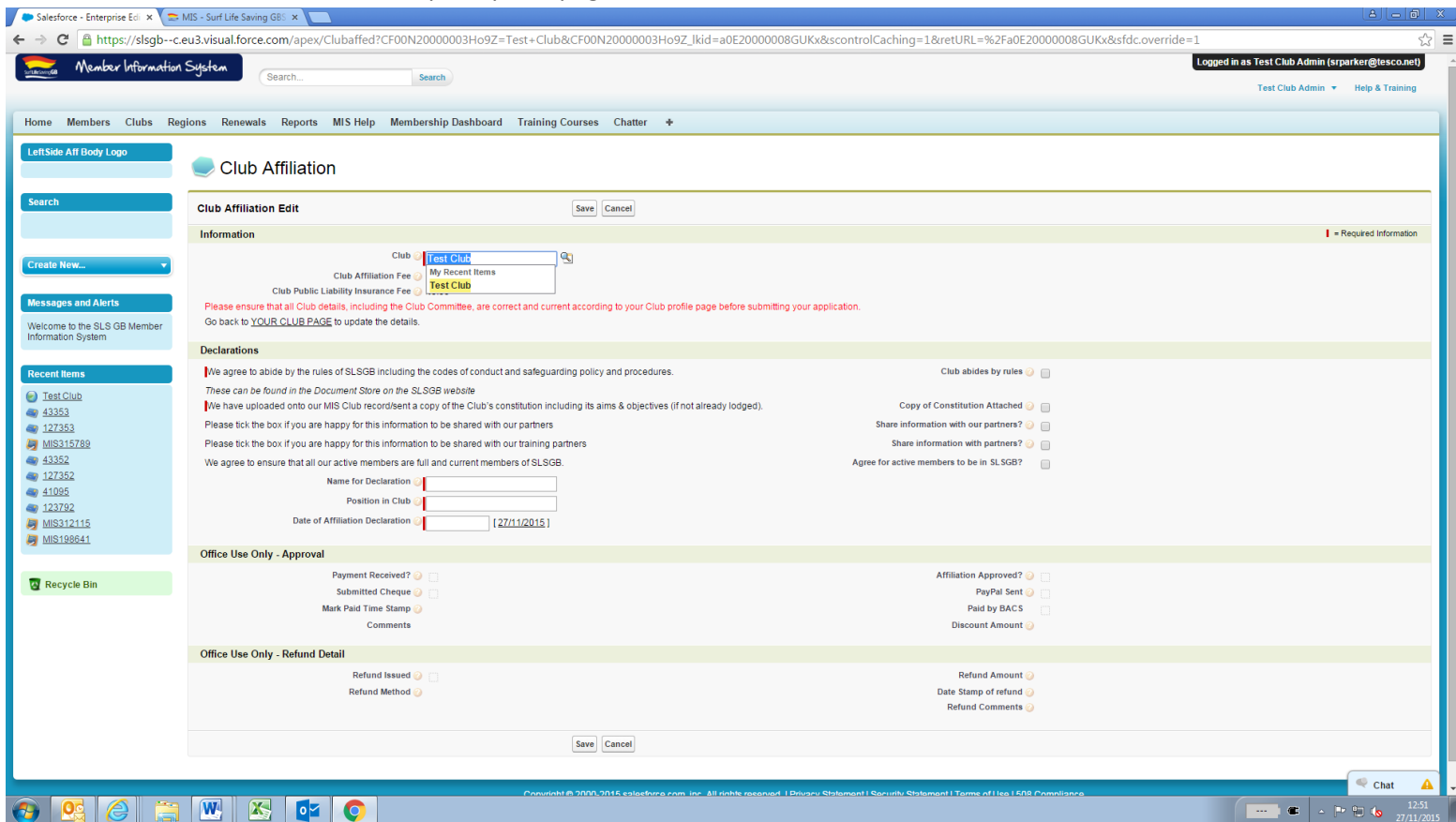
7. You will now need to choose the affiliation tab. (The 3rd tab along)



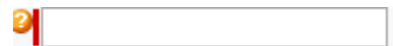
8. Once on the tab, you will see the clubs affiliations from previous year and also the current affiliation.
9. You will now need to click on to renew club affiliation



10. You will now open up this page



11. You will need to add some information to this page. The boxes which have red next to them are mandatory, so you won't be able to save this without filling these in.



12. Name for declaration
13. Position in Club
14. Date of affiliation declaration
15. You will also need to tick some boxes according to your club preferences

Re-Affiliating for the new year...

16. Once you have filled in the necessary information please press save.
17. The next screen that will come up should with this notification at the top. The CA02567 is a reference which changes each year.



This Club Affiliation has been sent for Approval. Please pay your Club Affiliation fee now to permit the Approval to proceed

18. If you then would like to pay for the affiliation on the same line as where it says Club/School Detail you will see 2 buttons



19. You will need to click Pay Affiliation which will then open this screen in front of the affiliation screen.

A screenshot of a web browser window titled "Pay Club Affiliation". The window has a close button (X) in the top right corner. The content is organized into two main sections: "1. Affiliation Details for CA02567" and "2. Payment Options".
1. Affiliation Details for CA02567
This section contains a table with the following information:

Club	Test Club
Total Fee	£150.00
Year of Affiliation	2015

2. Payment Options
This section has three expandable options, each with a green header bar and a downward arrow:

- Pay by Credit/Debit card or PayPal**: Below the header, it says "Please note: An additional charge of 3.4% + 20p will be added to cover PayPal fees." Below this is a prominent orange "Buy Now" button. Underneath the button are logos for MasterCard, American Express, VISA, and DIRECT DEBIT.
- Pay by BACS - Electronic Banking**: Below the header, it says "No additional charges with BACS payments." Below this is a button labeled "Click for BACS details".
- Pay by Cheque**: Below the header, it says "No additional charges with Cheque payments." Below this is a button labeled "Click for Cheque Payment Details".

Re-Affiliating for the new year...

20. You can now select which option you would rather pay via. If you would want to pay via cheque you will be emailed information please post the cheque with the email to us, this will show a reference and enable it to allocated correctly.
21. If you choose BACS, you will be emailed details of the bank along with a reference number where you can transfer the funds
22. You can also pay via paypal with a credit or debit card, the instructions for this will appear once clicking on BUY NOW.
23. Once your affiliation renewal has been filled in and payment has received you will then be affiliated for the New Year!
24. It is each clubs responsibility to supply SLSGB with a revised Club Officer list and constitution (if anything has changed from the previous one we hold) when re-affiliating so that we have the most up to date record.