

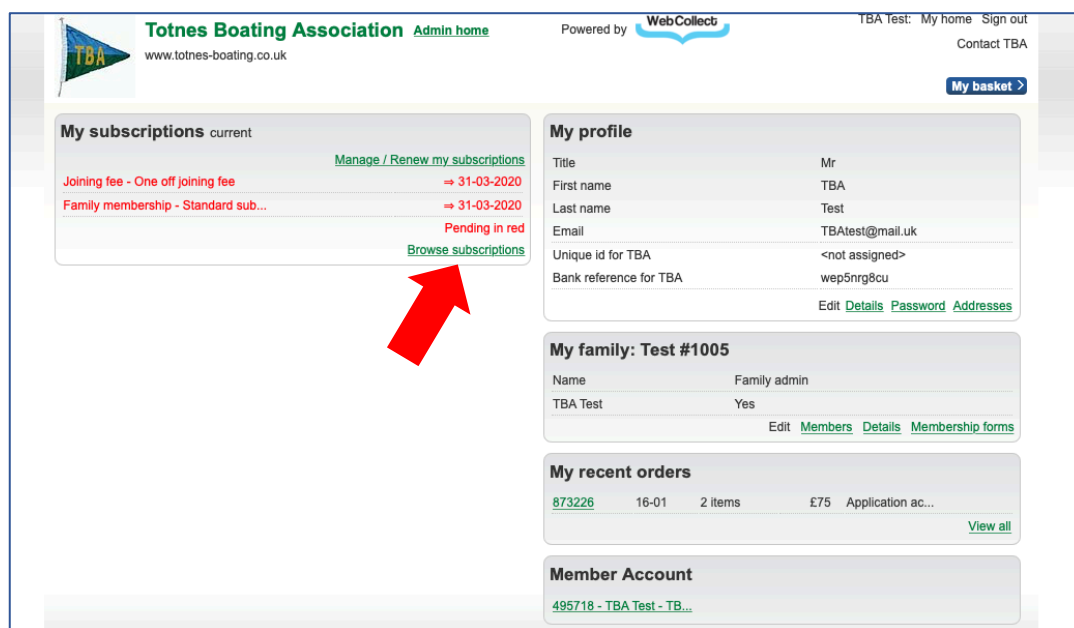
How to apply for mooring or renew subscription on Webcollect

PLEASE NOTE THIS IS VERY HARD TO DO ON A PHONE – IT IS BEST TO USE A COMPUTER OR LAPTOP OR AFTER THAT USE A TABLET OR IPAD.

1

Go to your home page and click on [Browse subscriptions](#). The red arrow below shows where this is on your page.

If you do not know how to get to that please see the note called 'Getting started on Webcollect'

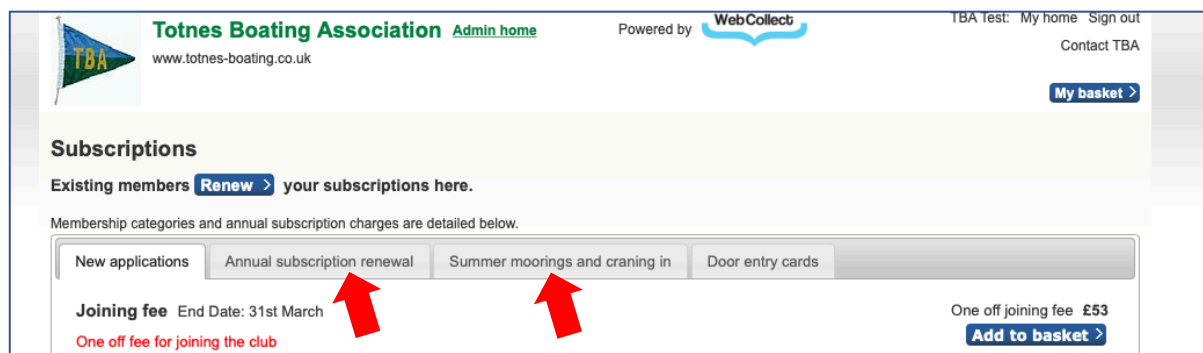


2

Then under 'Subscriptions' you will see a number of tabs that you can select. **Do not click on the Renew button** – that will only work next year when everyone's subscriptions are on Webcollect. For now you need to select the tab that you want.

Select [Annual subscription renewal](#) to renew your annual subscription

or [Summer moorings and craning in](#) to apply for mooring, tenders, craning or storage.



3a

For summer moorings please select the items you want - please note this is a long list and you will need to scroll down to see them all. You are able to select from the following:

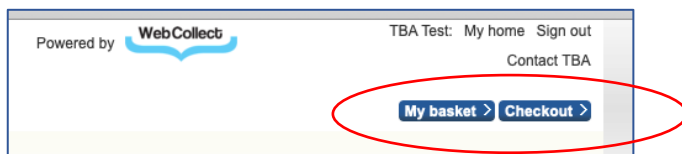
- Craning in,
- Summer mainstream mooring,
- Summer Mill Tail mooring,
- Tender racks,
- Tender in boat park,
- Canoe storage,
- Trailer/cradle storage,
- Summer boat park storage

3b

For annual subscriptions just select the type of subscription that is applicable to you.

When you have selected what you want then you can view your basket or check out – see the top right corner of the screen.

4



You can review your items in the basket then go to check out – just like any online shopping such as Amazon.

5

The system will check if it has had an application for from you – and because this is the first time you have used Webcollect, it will ask for your details and those of each member of your family. Please help us to understand our membership by filling this in.

You will also be taken to various little forms to collect information about your boat etc to help us with mooring applications and craning etc.

6

When this is all completed then you can check out. The screen will look something like this

Totnes Boating Association [Admin home](#) [www.totnes-boating.co.uk](#) Powered by **WebCollect** [Contact TBA](#) [My basket >](#)

Checkout > Order confirmation

Please check the details of your order or make any changes. Then click "Place Order"

We are developing payment options as we are developing how we use Webcollect. Direct bank transfer is the preferred method of payment.

Order summary

1 item(s)	£295
Order total	£295

Pay by

☐ Online Direct Debit [?](#)
Surcharge of 1.5% applies.

☒ **Bank Transfer** [?](#)

☐ Cheque [?](#)

☐ Cash [?](#)

[Place order >](#)

Order items

Product		Form	Price
Summer mooring (MAIN STREAM) - Band B - 4.01 to 4.5 m	Remove	form data	£295

You can now choose to pay a number of ways:

1. You can pay by online direct debit (a system called GoCardless will ask for your banking details – you only need to set this up once). TBA is charged a fee of 1.5% for this and this will be added to your order.
2. You can pay by bank transfer – there are no fees, we just ask that you quote the reference number the system gives when you check out.
3. You can pay by cheque – sent to the Treasurer at TBA.
4. You can pay by cash but only if you pay the cash into an HSBC bank quoting our bank details (sort code 40-44-24 Account number 90815012)

Methods 2 and 3 are best. Most people use the bank transfer.

You will get a confirmation email when payment is received.