

# Club Card – Top Up's via the website

I am pleased to advise you that as part of an improvement to our member services, we now have the facility to allow members to top up their Club Card and check their card balance via our website.

Top up's can be made with a debit or credit card. If using a credit card, there will be a 2% surcharge added as normal; if using a debit card there is no additional charge.

There are two parts to the system.

## Part 1 - To top up your Club Card

In order to use this facility you will need to have your personalised User Code. This is a 13 digit code that can be found on the bottom of any receipt you have when buying drinks at the bar.

Log into the website [members section]

There is a tab along the top of the front page called 'My Account' – click on this

Drop down menu – click on 'Club Payments'

This takes you into the CSI Hub'

Click on HowDoiPay

This opens up a page whereby you will need your User Code.

Enter the 13 digit User Code

Click on 'find' and type in your surname

This opens up a new page that allows you to enter the amount of the top up and will require your debit/credit card details.

Complete all the boxes and your top up will be actioned.

## Part 2 – 'CSI hub' - To view the balance of your Club Card

In order to use this facility you will need to have to hand your log in details for the HowDidiDo website or you will need to register at [www.howdidido.co.uk](http://www.howdidido.co.uk).

You will see that the 'Till Transactions' tab is next to the HowDoiPay tab

Click on the Till Transactions tab

Click on the world symbol called ClubSite Login

Use your email address and password which you use at Howdidido

This will open a page that shows your Club Card balance and recent transactions.

If you do not have a handicap [and therefore cannot register with Howdidido], then there is the option to register for the CSI Hub within this login page – scroll down the page and click on 'To register, please click here'.

Complete the verification page

Once you have registered, a verification email is sent to you which you need to open and confirm before you can login.