

# How To Set Up Your Smart Club Account

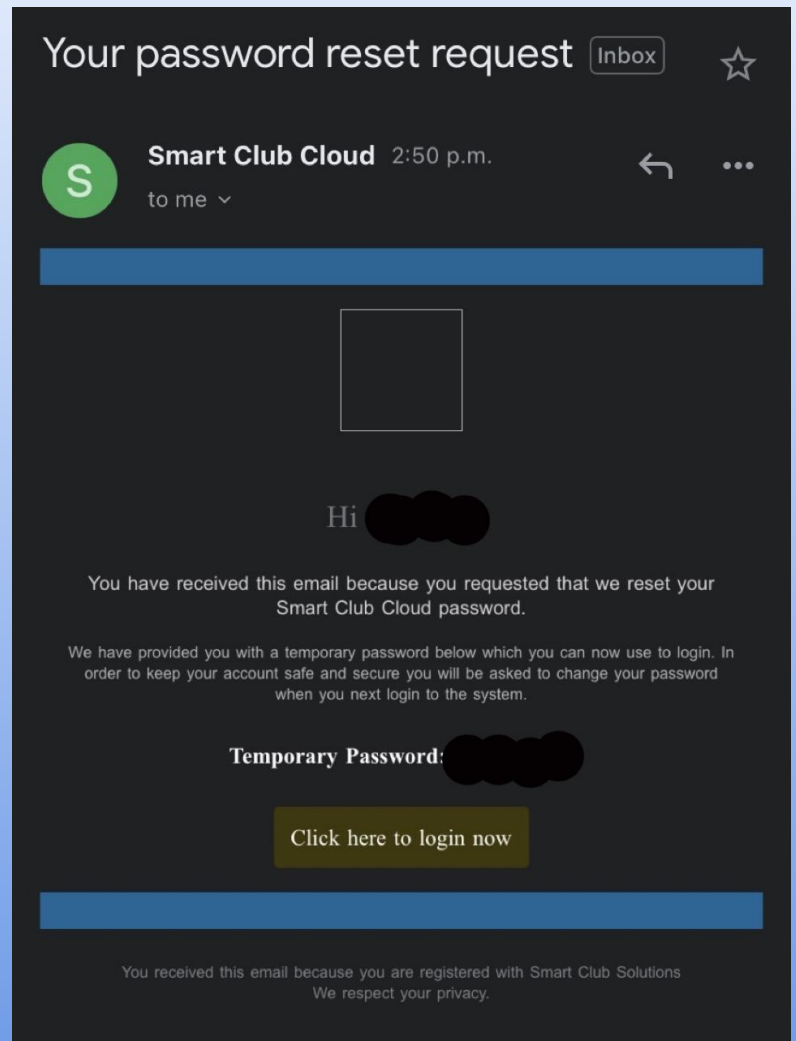
Glasnevin Lawn Tennis Club

# What is a Smart Club Account?

- A smart club account allows club members access to several things such as :
- Easy online access when updating contact details
- Access to online court bookings
- To view current smart card balance - The ability to top up smart card balance online
- To view and manage family memberships
- To view and manage upcoming events

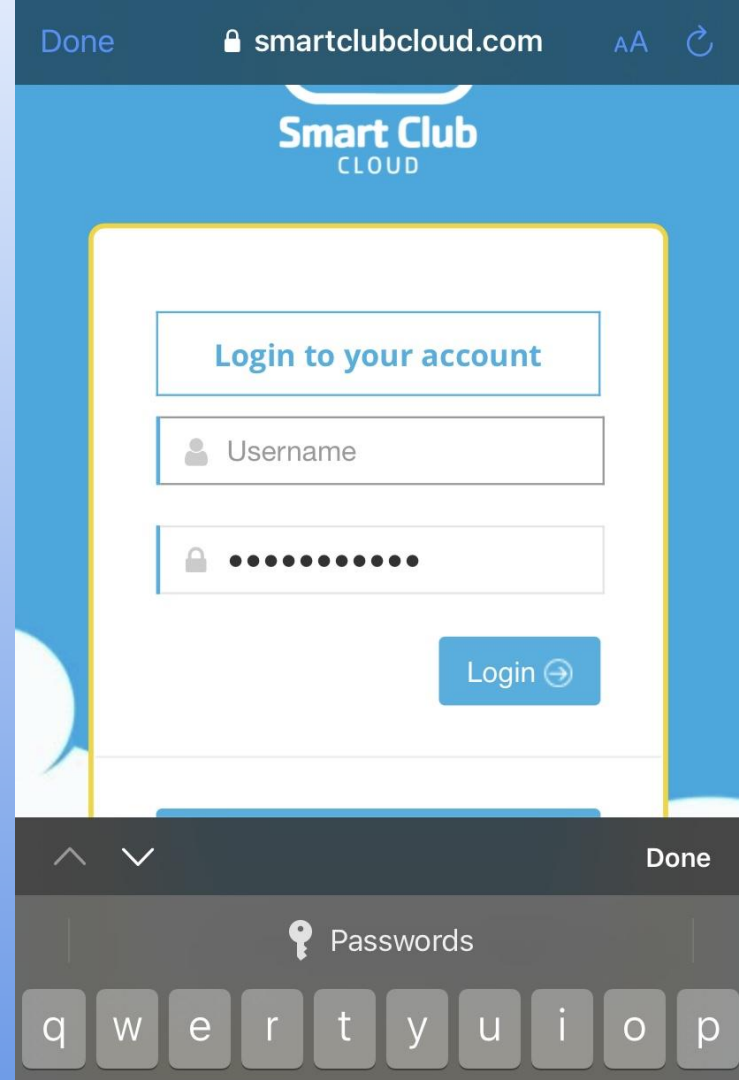
# STEP 1

- Firstly, email the club administrator, Sabrina - [SABRINA.GLTC@GMAIL.COM](mailto:SABRINA.GLTC@GMAIL.COM) asking for your smart club username and password.
- You should soon receive an email from SMART CLUB CLOUD. Make sure to check all inboxes, spam and junk for this email.
- The email should look like the image to the right. Take note of your username. Copy the temporary password - then press “CLICK HERE TO LOGIN NOW”



## STEP 2

- After pressing “CLICK HERE TO LOGIN NOW” you should be transferred to <https://www.smartclubcloud.com/>
- Your screen should now look like the image to the right.
- Enter your username (all usernames are in the structure, firstname.surname.membership number. E.G jane.doe.123
- Paste the temporary password from the email.
- Press login.



After clicking login you may be asked to save your password. Press NOT NOW – as it will be saving the temporary password and you have to make a new, unique password for your account.

Would you like to save this password to use with apps and websites?

You can view and remove saved passwords in Passwords settings.

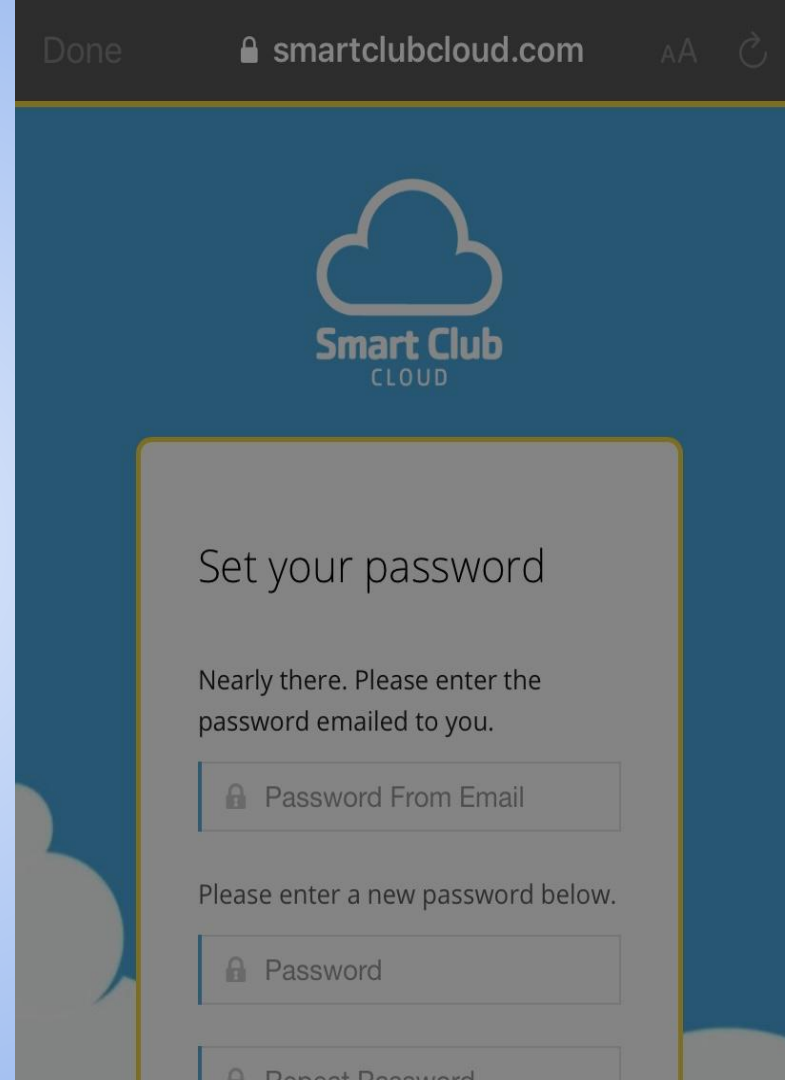
Save Password

Never for This Website

Not Now

## STEP 3

- Lastly you will be asked to type your temporary password one last time, then you have to create your own unique password for your smart club account.
- Make sure to take note of this password.
- You may be asked to save password again and this time press **SAVE PASSWORD** as it will be saving your unique, new password.



## What To Do If You're Under 18?

For child protection, the rule is that under 18's cannot receive emails/texts directly from coaches or club organisers. If you are under the age of 18 and want to set up your smart club account you must do this through your parents/guardians email. Your parent/guardian can send an email to Sabrina asking for your username and temporary password and then you can follow the steps above to gain access to your own account.

Once you are set up you can then request a fob from Sabrina, this will enable you to:

- Access the club gate, door and dressing rooms
- Turn on court lights
- Buy drinks and food in the club lounge
- Add money to your “Smart Club” account in the club lounge



# FINAL STEP

- Now, whenever you want to book courts or top up your smart card all you have to do is search up <https://www.smartclubcloud.com/> and then enter your username and password.
- You then should be presented with the image to your right and the site is very easy to use.
- It may also be handy to save the login for your Smart Club account as an app on your phone for easy access!
- If you have any further questions and queries about your smart club account feel free to email or ask Sabrina :)

