



How to setup auto top ups?

This functionality enables you to set a "low limit" for your Card balance to automatically trigger a top up payment (value of your choice) from your saved card within the ClubV1 Members Hub/App once your balance goes below this limit.

To set up Auto Top Up, head to your ClubV1 Members Hub/App and tap your balance.

Note the Club V1 App uses the same passport password as HowDidIDo – see the FAQ on how to get the app.)

The Club V1 website is accessed here - <https://tantallon.hub.clubv1.com/Account> and after login the following screen will be displayed

To Download the app on Google -

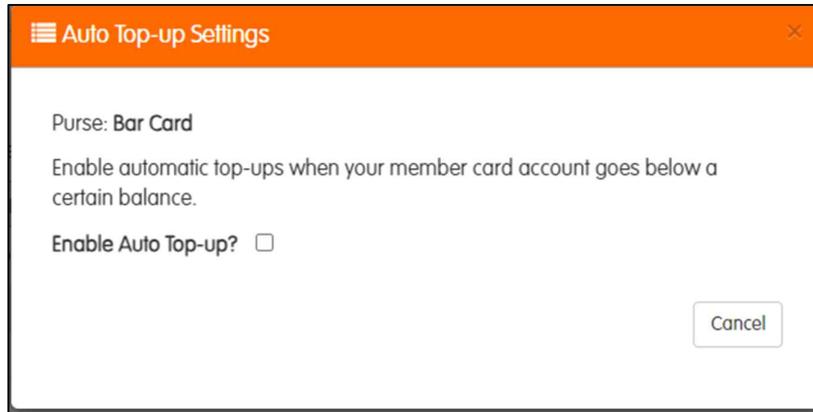
https://play.google.com/store/apps/details?id=com.clubsystems.clubv1hubnew&hl=en_GB&pli=1

To Download the app on Apple - <https://apps.apple.com/gb/app/clubv1-members-hub/id1247886260>

The screenshot shows the 'Card Account' page in the ClubV1 Members Hub. At the top, there is a navigation bar with icons for Dashboard, Booking, Results, Finance, and Club. On the right side of the navigation bar are icons for Account and Log Out. The main heading is 'Card Account'. Below the heading, there is a message: 'You can top up your balance using our online payment system.' Underneath this message are two buttons: 'Top up this purse' and 'Auto Top Ups'. The 'Auto Top Ups' button is circled in red. Below the buttons, there is a table with the following columns: Date, Type, Till, Receipt, Cashier, Amount, and Balance. The table contains several rows of transaction data.

Date	Type	Till	Receipt	Cashier	Amount	Balance
27 Jun 24	Debit	1	96042	Jill	-5.95	53.31
27 Jun 24	Credit			Back Office	10.00	59.26
23 Jun 24	Debit	1	95914	Christine	-7.25	49.26
20 Jun 24	Debit			Hcps	-1.00	56.51
15 Jun 24	Credit			Hcps	1.00	57.51
14 Jun 24	Debit	1	95589	Christine	-16.00	56.51

Selecting Auto Top Ups will load a screen called Auto Top-up Settings with a and text of "Enable automatic top-ups when your member card account goes below a certain balance."



Auto Top-up Settings

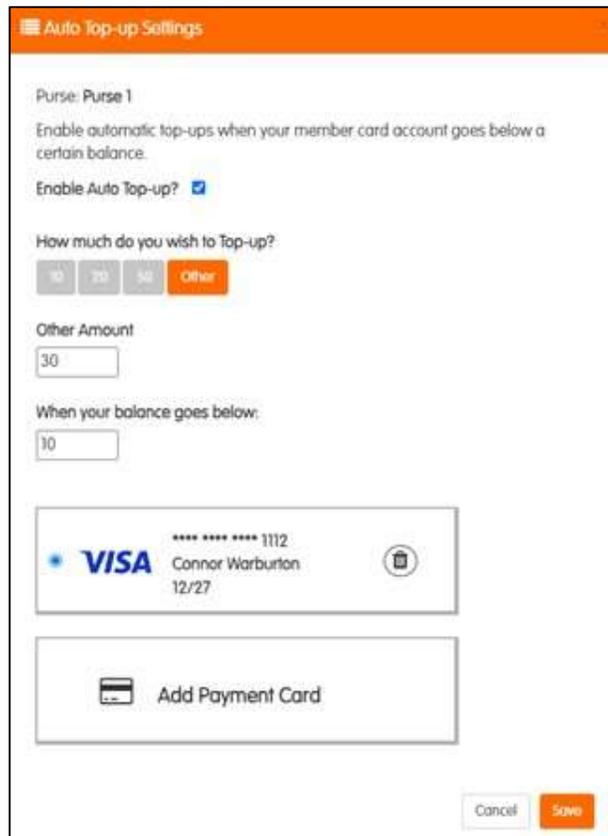
Purse: Bar Card

Enable automatic top-ups when your member card account goes below a certain balance.

Enable Auto Top-up?

Cancel

You will then have a tick box for 'Enable Auto Top-up' which when selected will present an option for "How much do you wish to Top-up?" with options for '£10', '£20', '£50' and 'Other', when 'Other' is selected the user will be presented with an input field with a minimum value of £10.



Auto Top-up Settings

Purse: Purse 1

Enable automatic top-ups when your member card account goes below a certain balance.

Enable Auto Top-up?

How much do you wish to Top-up?

10 20 50 Other

Other Amount

30

When your balance goes below:

30

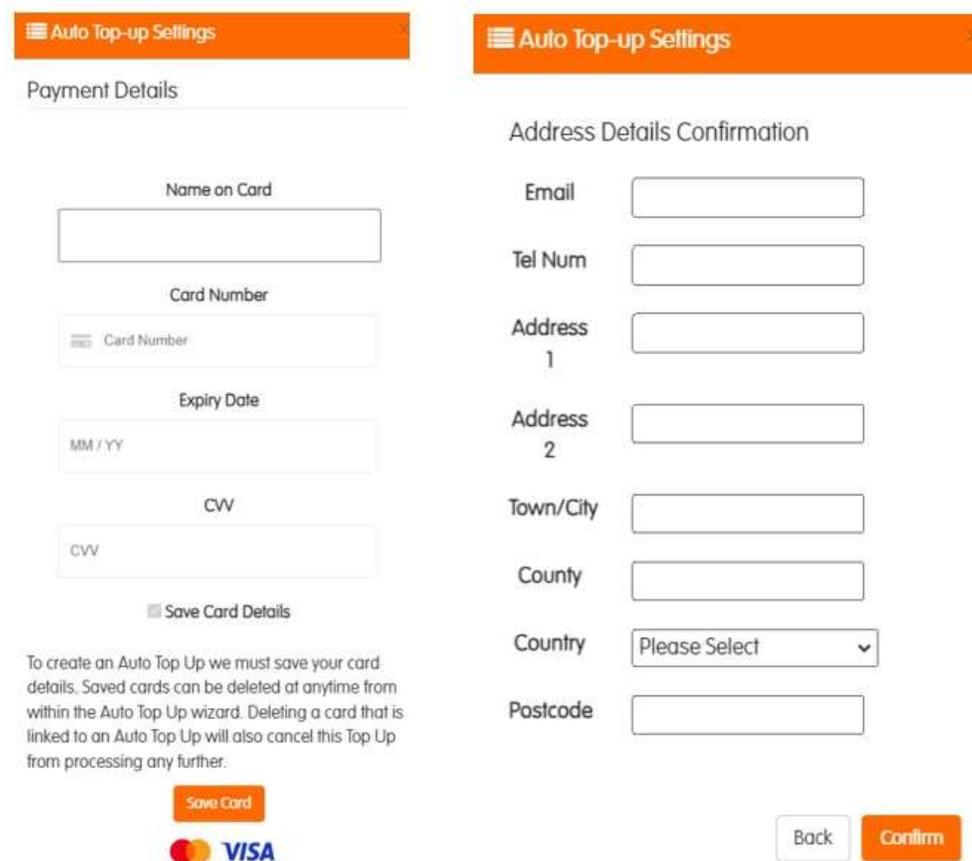
 **** * 1112 Connor Warburton 12/27 

 Add Payment Card

Cancel Save

- Below will be a setting for 'When your balance goes below:' with an input field for the user to enter their amount.
- Below will be presented a list of any saved cards the user has on record.
- There is also included the option to 'Delete' any of the saved cards.
- Below will be two buttons for 'Save' and 'Cancel'.

- There is also an option to 'Add Payment Card' which when selected will ask the user to enter their 'Billing Address Details' and will require a 'Email Address', 'Tel Num', 'Address 1', 'Address 2', 'Town/City', 'County', 'Country' and 'Postcode'. These details will be pre-populated with the information the club has saved against the person.



Auto Top-up Settings

Payment Details

Name on Card

Card Number

Expiry Date

CVV

Save Card Details

To create an Auto Top Up we must save your card details. Saved cards can be deleted at anytime from within the Auto Top Up wizard. Deleting a card that is linked to an Auto Top Up will also cancel this Top Up from processing any further.

Save Card



Auto Top-up Settings

Address Details Confirmation

Email

Tel Num

Address 1

Address 2

Town/City

County

Country

Postcode

Back Confirm

- You will then be required to enter their 'Payment Details' and will require, 'Name on Card', 'Card Number', Expiry Date' and 'CVV'. Above we will show the 'Save Card Details' tick box which will be selected and disabled with the following text, "To create an Auto Top Up we must save your card details. Saved cards can be deleted at any time from within the Auto Top Up wizard. Deleting a card that is linked to an Auto Top Up will also cancel this Top Up from processing any further."
- There will be a button to 'Save Card' which when selected will save the card details and return to the Auto Top-up Settings modal, displaying the new card as the selected card by default.



- If the card hasn't saved successfully due to the authorisation, then we will show a message of, "Unsuccessful card authorisation". If the card hasn't saved successfully due to the card details being incorrect then we show a message of "Incorrect card details".
- If an Auto Top Up has already been setup, then when selecting Auto Top Ups the user will be able to edit or delete the Auto Top Up.
- An Auto Top Up will complete for the 'How much do you wish to Top-up' value when the user does a transaction which takes their balance below the 'When your balance goes below' value and their balance wasn't already below this amount before the transaction, this is so multiple Auto Top Up requests can't be triggered.