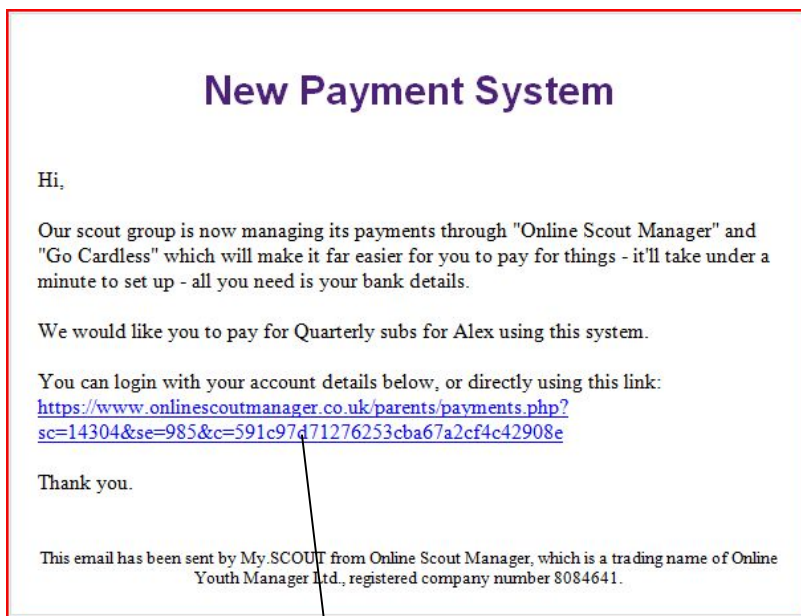


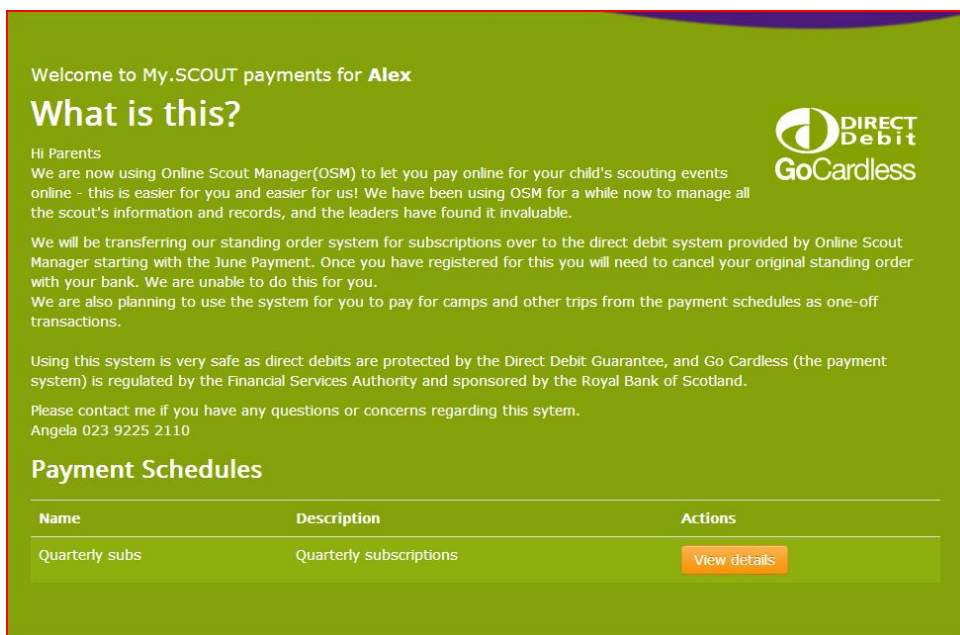
Online Scout Manager

Step-by-Step setting up Direct Debit or payment Quarterly Subs:

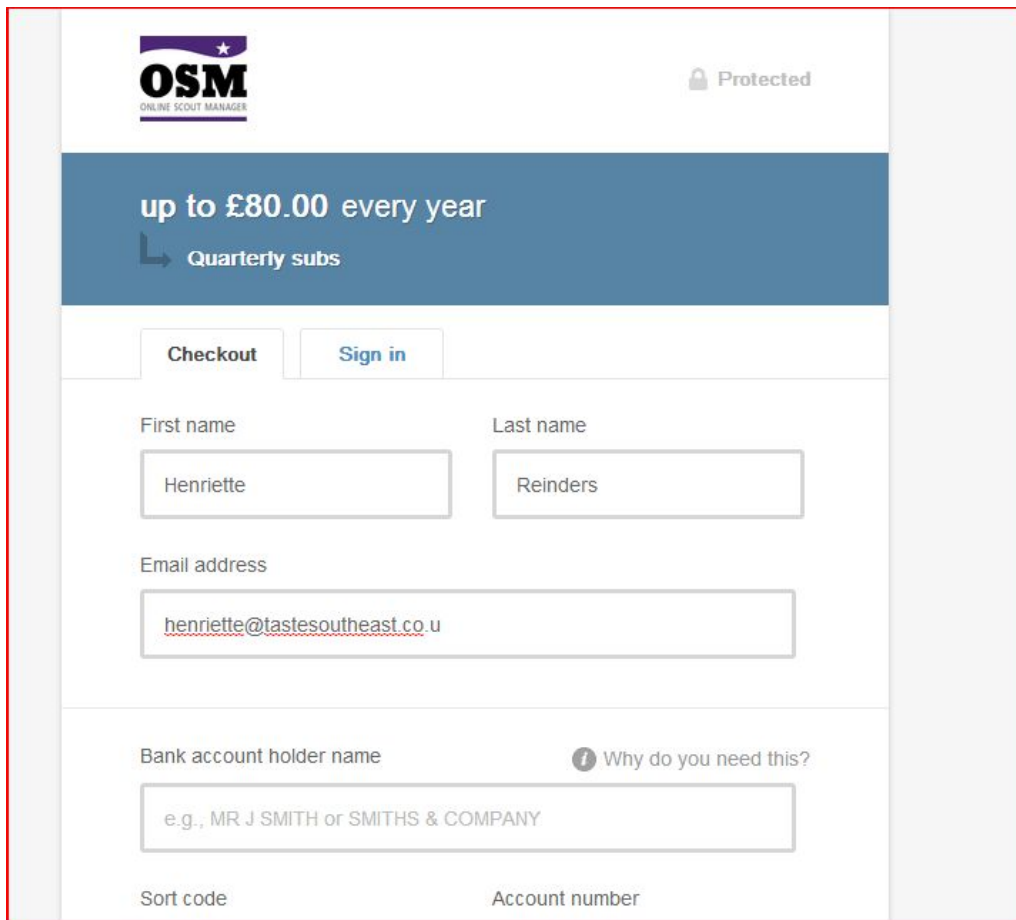
1. Parent receives email from DS via OSM. They click on the link to set up the payment details.



2. If they don't receive the email or follow the link, when they log into OSM, they first message they receive is from DS about the online payment system and upcoming payments. This can also show camp payment for example.



3. Parents then click on View details and are shown the following page to set up their payment details:



The screenshot shows the OSM (Online Scout Manager) payment setup page. At the top left is the OSM logo with the text 'ONLINE SCOUT MANAGER'. At the top right is a 'Protected' status indicator. A blue banner below the header contains the text 'up to £80.00 every year' and 'Quarterly subs' with a right-pointing arrow. Below the banner are two buttons: 'Checkout' and 'Sign in'. The form fields are as follows: 'First name' with the value 'Henriette', 'Last name' with the value 'Reinders', 'Email address' with the value 'henriette@tastesoutheast.co.u', 'Bank account holder name' with a placeholder 'e.g., MR J SMITH or SMITHS & COMPANY' and an information icon 'i Why do you need this?', 'Sort code', and 'Account number'.

OSM
ONLINE SCOUT MANAGER

Protected

up to £80.00 every year
Quarterly subs

Checkout Sign in

First name Last name
Henriette Reinders

Email address
henriette@tastesoutheast.co.u

Bank account holder name *i* Why do you need this?
e.g., MR J SMITH or SMITHS & COMPANY

Sort code Account number

After having completed this screen, parents will visit the confirmation screen and agreeing to pay Quarterlyly by DD:

The screenshot shows a confirmation page for a Direct Debit payment. At the top left is the 'DIRECT Debit' logo, and at the top right is the 'GOCARDLESS' logo. Below these is the 'OSM ONLINE SCOUT MANAGER' logo and a 'Protected' status indicator. A blue banner contains the text 'up to £80.00 every year' and 'Quarterly subs'. A yellow box indicates the user is signed in as 'henriette@tastesoutheast.co.uk' with a link to 'Pay using a different account'. A table displays the bank account details for the payment: Account holder (HENRIETTE C D REIN), Account number (XXXXXXXXXX), and Sort code (XXXXX). Below the table, it states that payments will be processed via Direct Debit under the name 'GOCARDLESS.COM' and that the user will be notified via email. A large yellow 'Confirm' button is present. At the bottom, there is a disclaimer about pre-authorizing payments to '1st Denmead Scout Group Subs Account' and a link to 'View your Direct Debit instruction'.

Account holder	Account number	Sort code
HENRIETTE C D REIN	XXXXXXXXXX	XXXXX

Upon confirmation, parents receive an overview with the details and a confirmation email from Go Cardless. They will be notified 3 days before the DD will leave their account.

The screenshot shows a confirmation overview screen with a green background. At the top, there is a notification box that says 'Thank you for creating a direct debit. Please click the button below to create an account so you can login at any time in the future.' with a 'Create Account' button. Below this is the heading 'Quarterly subs' and the sub-heading 'Quarterly subscriptions'. A table lists the subscription details:

Description	Payment Date	Amount	Last updated	Status
June 2013 Subscriptions	30/06/2013	£20.00	n/a	Not due yet

At the bottom of the screen, there is a red button that says 'Cancel direct debit and any initiated payments'.