

## PROCEDURE FOR BOOKING AND PAYING ONLINE

Here is the link to the Smart Cloud system <https://www.smartclubcloud.com/> or if you go to our website [www.naasltc.net](http://www.naasltc.net) <<http://www.naasltc.net>> you will see a link to Cloud in the top banner.

1. Login using your child's username and password. **Note: if you are booking on behalf of your child, you will be using their username and password.**
2. At the next screen you will see many options. Click on "EVENTS"
3. You should then see the member name and event type – you can leave these as is.
4. Underneath you will see tiles of all the events available to book. Make sure you pick the right one for your age or for the age of your child! And then click "Add to Cart"
5. You can add multiple camps to your Shopping Cart before you decide to pay.
6. Once you are happy with your choices, click on the Green Shopping Cart on the Top Right
7. You can review your cart, and if you are happy, click CHECK OUT.
8. You will then be asked to fill in a form asking for more information. This is to ensure smooth running of the Camp, and also to ensure that you or your child has no Covid symptoms
9. Most questions require an answer – so please provide the information or you will not be allowed pay. If you have picked more than one Camp, you may have to fill in the form multiple times – this is to ensure we have all the required information to run the Camp safely and adhere to Tennis Ireland and Government guidelines.
10. Click on "Pay Now" and you will be brought to the payment details page. Here you can use your credit or debit card to pay for the Summer Camps
11. Arrive on the first day of the Camp at the relevant time where our Super Camp Administrator Sean will assign you to your group for the week!

Naas LTC Coaching team

Office hours: Monday - Thursday 9.30am to 1.30pm  
Naas Lawn Tennis Club, Oldtown, Dublin Road, Naas, Co Kildare  
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