

## **The Dojo -**Setting Up A Direct Debit



## **Setting Up Your First Direct Debit**

You can now pay your British Judo Membership fee via direct debit each year, meaning that you do not need to worry about your membership expiring.

- 1. Login to your profile at www.bjadojo.co.uk
- Down the left hand side, select "Account" and "Direct Debit". This will display the direct debit setup page
   Fill in the required details and which date you would like the direct debit to be taken that month.

Account / Direct D	C Account / Direct Debit				
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ش Direct Debit هو Change Password			+-		
Memberships 🛛 🔀					
	Full Membership (Junior) £31.00				
	Total Annual	Cost: <b>£31.00</b>			
Name(s) of Account H	older *	Payment Day (dd-mm) *			
Please enter	8	Please select			
Your sort code *		Your account number *			
Please enter		Please enter			
Address •					
Town or City *		Post code *			
None					

4. Upon completing the relevant contact and banking details, the screen will tell you if your direct debit setup has been successful.

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Account Success! Direct debit	Success! Direct debit order has been saved.			
Memberships	ir Direct Debits here.			
► Active   direct o	bit is active.			
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	<b>Č</b>			
	Full Membership (Junior) £31.00			
	Total Annual Cost: £			
Name(s) of Account H	older • Payment Day (dd-mm) •			
Your sort code *	Your account number *			
1				
Address •				
Town or City *	Post code *			
None				

5. If you ever need to amend your direct debit details, enter your new details and select "Update Direct Debit".6. If you need to cancel your direct debit, select "Cancel Direct Debit".

## **Setting Up Multiple Direct Debits**

You can set up multiple direct debits if you have multiple members of the same family.

- 1. Login to your profile at www.bjadojo.co.uk
- 2. Down the left hand side, select "Account" and "Direct Debit". This will display the direct debit setup page
- 3. Fill in the required details and which date you would like the direct debit to be taken that month.

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Account B	1 You can setup your Direct Debits here.				
- 🙆 Profile - 🕼 Edit Profile	Inactive   direct debit is inactive.				
- 🏛 Direct Debit		+-			
🖬 Memberships 🛛 🖽					
	Full Membership (Junior) £31.00				
	Total Annua	al Cost: <b>£31.00</b>			
	Name(s) of Account Holder *	Payment Day (dd-mm) *			
	Please enter	Please select			
	Your sort code *	Your account number *			
	Please enter	Please enter			
	Address •				
	Town or City *	Post code *			
	None				

4. To add an additional member to the direct debit, click on the "+" and select the associated member. This will update the total and add the member to the account.

5. If you would like to add additional member to an already existing direct debit, simply add them using the "+" menu and then select "Update Direct Debit". To remove an account, click on the red "x".

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🐣 Account 🛛 🖽	1 You can setup your Direct Debits here.				
<ul> <li>         Profile     </li> <li>         Edit Profile     </li> <li> <b><u>m</u> Direct Debit</b> </li> <li>         Q. Change Password     </li> </ul>	Inactive   direct debit is inactive.	× • •			
Memberships	Parent/Guardian £0.00 Full Membership (Junior) Full Membership (Junior) £31.00 E31.00 Total Annual Cost: <b>£62.00</b>				
	Please enter	Please select			
	Your sort code • Please enter	Your account number • Please enter			
	Address *				
	20 Blackbushe, Bishops Stortford, Hertfordshire				
	Town or City *	Post code *			
	None	CM23 5EY			