

ONLINE DIRECT DEBIT SETUP

Click Login/Register

[Login/Register](#)

Select Sign Up to Your ActiveLife Membership

Please select one of the following options:

- Registered Users
- Registered without Password
- Sign Up to Your ActiveLife Membership
- Contact Us

For details of our terms and conditions, please [click here](#)

Select the membership you wish to take out then continue

New User Registration ...

	User Type	Full Price	DD Price
<input checked="" type="radio"/>	Casual Adult User	£ 0.00	N/A
<input type="radio"/>	Activelife Adult	£ 270.00	£ 22.50 per Month
<input type="radio"/>	Activelife Family Main Adult	£ 390.00	£ 32.50 per Month
<input type="radio"/>	Activeislands Adult	£ 150.00	£ 12.50 per Month
<input type="radio"/>	Activeislands Fam Main Adult	£ 210.00	£ 17.50 per Month

[Continue](#)

Enter the main member details

Activelife Family Main Adult **Main User**

Title: *

Forename: *

Surname: *

Birth Date: 28 October 2020 *

Gender: Male

Email Address: *

Home:

Mobile: *

Contact by Post

Contact by Email

Contact by SMS

Your new password should be a minimum of 8 characters .

Password: *

Confirm Password: *

* indicates required information.

[Continue](#)

Activelife Family Main Adult **Mr John Doe**

Address Line 1: *

Address Line 2:

Town/City: *

County:

Postcode: *

* indicates required information.

[Continue](#)

A summary will appear with the details entered, check these are correct and update if required

[update](#)

Registration Summary ...

Amount to Pay: £ 390.00
The Pickaquay Centre
Muddisdale Road
Kirkwall
Orkney
KW15 1LR

	Type	Name	User Type	Amount Due
update	New Card	Mr John Doe	Activelife Family Main Adult	£ 390.00

- Cancel Registration
- Update Address
- Add Family Member
- Confirm

For family memberships click on Add Family Member

Add Family Member

Select the membership type required then continue, please note only one Add Partner can be added to a family membership, there is currently no limit to the number of under 18's permitted on a family membership

	User Type	Price
<input checked="" type="radio"/>	Activelife Family Add Partner	£ 0.00
<input type="radio"/>	Activelife Family Junior Under 3	£ 0.00
<input type="radio"/>	Activelife Family Junior Under 5	£ 0.00
<input type="radio"/>	Activelife Family Add Jun U18	£ 0.00

Continue

Enter the additional member details, the surname, email and password will automatically populate from the main member, however, this can be amended if required

Activelife Family Add Partner

Title: *

Forename: *

Surname: Doe *

Birth Date: 28 October 2020 *

Gender: Male

Email Address: emailaddress@pickaquoy.com *

Home:

Mobile: *

Contact by Post

Contact by Email

Contact by SMS

Your new password should be a minimum of 8 characters .

Password: ***** *

Confirm Password: ***** *

* indicates required information

Continue

Once all family members are included click on Confirm

Read the T&C's and tick the box to confirm then click on Make Payment

I confirm I have read Terms & Conditions

Cancel Registration

Registration Summary

Make Payment

If paying annually click on Pay Full Amount

If paying by Direct Debit tick on the pay by DD for the main member and select Setup Direct Debit

The "User Type" listed below can be paid by Direct Debit.
To pay by Direct Debit, tick the "User Type" you wish to pay by DD and select "Setup Direct Debit".
To pay the full amount, select "Pay Full Amount".

Pay by DD	Name	User Type	Debit Amount	Payable
<input type="checkbox"/>	Mr John Doe	Activelife Family Main Adult	£ 32.50	Monthly

Registration Summary

Pay Full Amount

Setup Direct Debit

Fill in the DD Mandate, part of the mandate will automatically populate from the membership details provided

Direct Debit Details

For any queries contact our Helpdesk No: 01856 879900
 You will need your account details, which can be found for example on your bank statement, to complete the Direct Debit Instruction.

Is the account in your name? Yes No
 Are you the only signatory required to authorise this Direct Debit? Yes No


Please complete the following information:

Personal Details ...
 Title: Mr
 Forename(s): John
 Surname: Doe
 Street: The Pickaquooy Centre
 Postcode: KW15 1LR
 Telephone: Telephone
 Email: emailaddress@pickaquooy.com

Debit Details ...
 Amount in £: 32.50
 Payment Day: 1st
 Frequency: Monthly

Bank Details ...
 Name(s) of account holder(s): Mr John Doe
 Branch sort code:
 Bank / building society account number:

Cancel Reset Continue

 You can read the Direct Debit Guarantee by clicking on the Direct Debit Logo to the left.

Direct Debit Addresses

Please review the address details below, and make any amendments necessary

Personal Address ...
 Street: The Pickaquooy Centre
 Locality: Muddisdale Road
 Town/City: Kirkwall
 County: Orkney
 Postcode: KW15 1LR

Bank Address ...
 Bank/Building Society name: Bank Name
 Bank/Building Society branch: Branch Name
 Street: Street
 Locality: Locality
 Town/City: Town
 County: County
 Postcode: Postcode

Cancel Update My Details Continue

Once all details are complete click on continue then enter the branch details
 A summary will show with the details provided, if all correct select Confirm, a completed mandate will show. This can be printed if you require a copy for yourself otherwise click finish.

Confirm Direct Debit

Please review the direct debit details below, and make any amendments necessary.

Muddisdale Road
 Kirkwall
 Orkney
 KW15 1LR

Instruction to your Bank or Building Society to pay by Direct Debit.
 Service User's ID Number: 2 4 6 5 4 3
 The name that will appear on your statement:
Reference
 Your unique DD Reference will be sent upon completion of your registration.
Debit Details
 Amount: £ 32.50
 Frequency: Monthly
 First Pay Date: 01/12/2020
 Initial Payment on Registration: £ 32.50

Bank / building society
 Holders name: Mr John Doe
 Account number: 12345678
 Sort code: 00-00-00

To the Manager: Rbs
 Branch: Kirkwall

Instruction to your bank or building society. Please pay Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with and if so, details will be passed electronically to my bank/building society.

Personal details	Personal address
Title: Mr	Street: The Pickaquooy Centre
Forename(s): John	Locality: Muddisdale Road
Surname: Doe	Town: Kirkwall
Email: emailaddress@pickaquooy.com	County: Orkney
Contact Number: 01234567890	Postcode: KW15 1LR

The confirmation letter incorporating your Advance Notice will be received by you no later than 15 working days prior to the first collection date.

Cancel Update My Details Confirm

Please do not send this form to your bank.

Finish Print

Muddisdale Road
 Kirkwall
 Orkney
 KW15 1LR
 01856 879900

Instruction to your bank or building society to pay by Direct Debit

Service user number: 2 4 6 5 4 3

FOR (1) OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

Debit Details
 Amount: £ 32.50
 Frequency: Monthly
 First Pay Date: 01/12/2020

Instruction to your bank or building society
 Please pay Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with and if so, details will be passed electronically to my bank / building society.

Date: 28/10/2020

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, will notify you 15 working days in advance of your account being debited or as otherwise agreed. If you request to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when asked to do so.

The DD guarantee will show, click complete registration to finish the membership setup

Direct Debit Instruction Complete

This completes the setup of your Direct Debit Instruction.
 Confirmation of the instruction will be sent to you within 3 working days, or be received by you no later than 15 working days before the first collection or by letter or by email if you have requested us to use this method.
 Thank you very much for your Direct Debit Instruction details. The Direct Debit Guarantee is displayed below for your information.

Now complete your registration ... Complete Registration

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, will notify you 15 working days in advance of your account being debited or as otherwise agreed, if you request to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when asked to do so.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

A payment summary will show for the deposit amount to pay, this will be a daily rate for the remainder of the month until the cut-off date, around 20th of each month. The total amount due will then also include the monthly payment for the following month.