



# The National Allotment Society

National Society of Allotment and Leisure Gardeners Ltd

***Association's guide to new website***

## **ABSTRACT**

Instruction manual for membership administrators on how to login to the website and information that will aid making full use of all the features of the NAS website.

**The National Allotment Society**

July 2024

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# 1. Introduction

The National Allotment Society welcome you to the new and improved NAS members' website.

Throughout the document, you will see reference to 'membership administrator' and 'affiliate member' or 'affiliates'. As the head liaison for your association, you are the membership administrator. All other members of your association are known as affiliate members.

This document is produced as the members' administrator manual. As the administrator for your association, you will receive step by step instructions to help you navigate around the new members' area, viewing your association's membership details and how you manage your membership.

Please note: The document advises how you log in to the members' area of the website using your personal email address and setting up a password but this does not negate the use of the standard login details provided for all members of an association. The standard login still remains your association's membership number along with the password provided to you by the NAS. You, including all your members can still use these details to login and see the members' area information.

GDPR –

Majority of the example names and details are fictitious for display purposes but for additional precaution, some of the information is redacted from this guide to ensure data protection regulations are met.

This guide is to support and aid both you and the NAS in ensuring we meet the requirements of government data protection to protect people's information.

The manual is designed to help you to be self-sufficient and assume ownership of your membership information. It is also provided to make your experience of using the new website a positive one.

We encourage you to send us notes/feedback via email so we can continue to keep the website and your members' area refreshed.

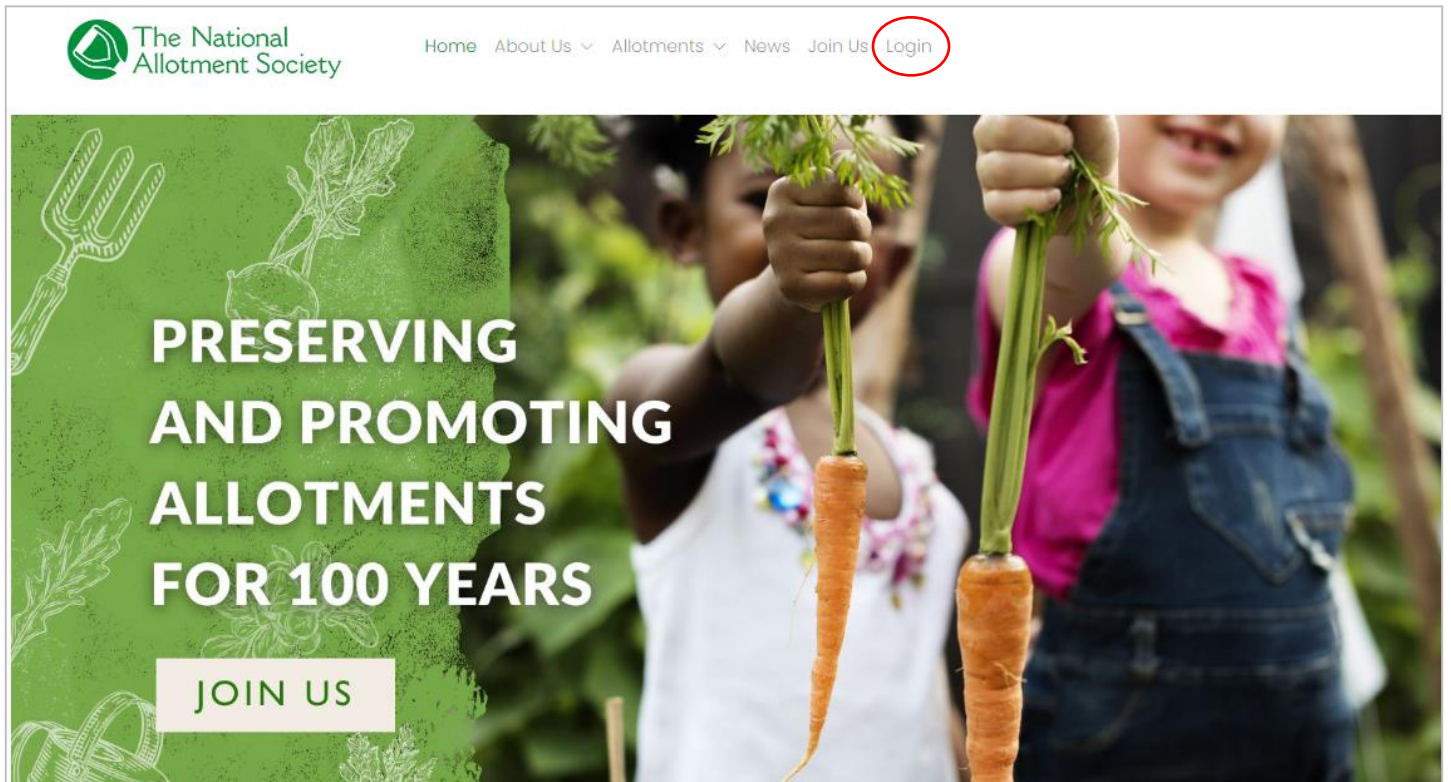
If you have any questions or queries, please contact the head office team through the 'Contact Us' form page found on the website.

## 2. How to Log on

Website address – [www.thenas.org.uk](http://www.thenas.org.uk)

Once you go to the website, In the top right hand side, please click on 'Login' on the menu bar to proceed.

(Please note that ALL members will use the same login area when accessing the member's area of the NAS website).



## 2.1 Standard Association login details

Once in the login area, it will ask for your email address/username and password.

Your association will have standard login details which is available for use by you and all members of your association.

These standard details are your membership number along with a password provided to you by the NAS. (See example photo below).

All members of your association are welcome to use the standard login details.

**Please use the form below to log in.**

Logging in with your membership account will let you view member only content and access the Kings Seeds order form, but you need to use your personal login to access your account details.


If you have not set up your personal account please contact your Membership Secretary.

Email / Username / Mem No

  
  
Password  
  
  
  
  
[Forgot your username and/or password?](#)

**PLEASE NOTE:** If you or your affiliates log into the website using the standard association login details, you will be limited to only seeing the general members' area news and information. You have to log in through your personal login details in order to gain access and manage your personal information.

If you login via your association standard login details and try to access your personal details on the 'My Account' section, you will have a page similar to the below display instead:

Home About Us ▾ Allotments ▾ News Member's Area ▾ My Account ▾ Search

home > Member's Area > Your Account

**Your Account**

## Your Account

You are currently logged in as *Cactus Allotments Tester*

Please note that this is a generic login for your membership account. If you want access to your personal details you will need to create a personal account. Please contact your membership secretary.

**Your Membership Contact Details**

**Miss Jane** [REDACTED]

Email : [REDACTED]

Tel : 01536 266576

Work :

Mob :

## 2.2 Setting up Your personal login details

So that you (and all your affiliates) can set up your own personal login details, you will need to make sure the following is already done:

- **Make sure your email address is already registered with the NAS.** If you have previously submitted your member's list via email or post to the NAS with contact details for each member including email address, then these will be registered with NAS.

If you didn't tell us your email address when you applied for membership or updated member details, please email this through to the head office at: [contact@thenas.org.uk](mailto:contact@thenas.org.uk) so we can add to records.

### *Duplicate Emails –*

**PLEASE NOTE:** You will not be able to access your account if your email address is duplicated (If one email address is linked to multiple members). If you think your email address is linked to more than one account, email the Head office to rectify this.

Once the above is done, you can go to the login page on the NAS website. You will then click on the 'forgot your username and/or password' link below.

**Please use the form below to log in.**

Logging in with your membership account will let you view member only content and access the Kings Seeds order form, but you need to use your personal login to access your account details.

If you have not set up your personal account please contact your Membership Secretary.

Email / Username / Mem No

Password

  
  
  
[Forgot your username and/or password?](#)

You will then be directed to the page below where you will be asked to type your email address. Once you put this in, click 'remind me'. You will then receive an email giving you a temporary password.

You can then login with your email address and this temporary password to gain access to your members' area and account. Once you have logged into your account, be sure to reset your password straight away so you do not have to repeat the above process.

### Forgotten Your Username or Password?

Please enter your email address or username below and we will send you an email with your username and a link to reset your password.

You need to have an email address registered with your account for this to work. If you haven't got an email address registered you'll need to contact your membership secretary.

Email / Username

[Remind Me](#)

Please note if any of the members in your association do not have an email address they can register, they will only be able to sign in using the association's membership number and standard password.

None of the above changes the fact you and all your affiliate members can use the standard general login details for your association.

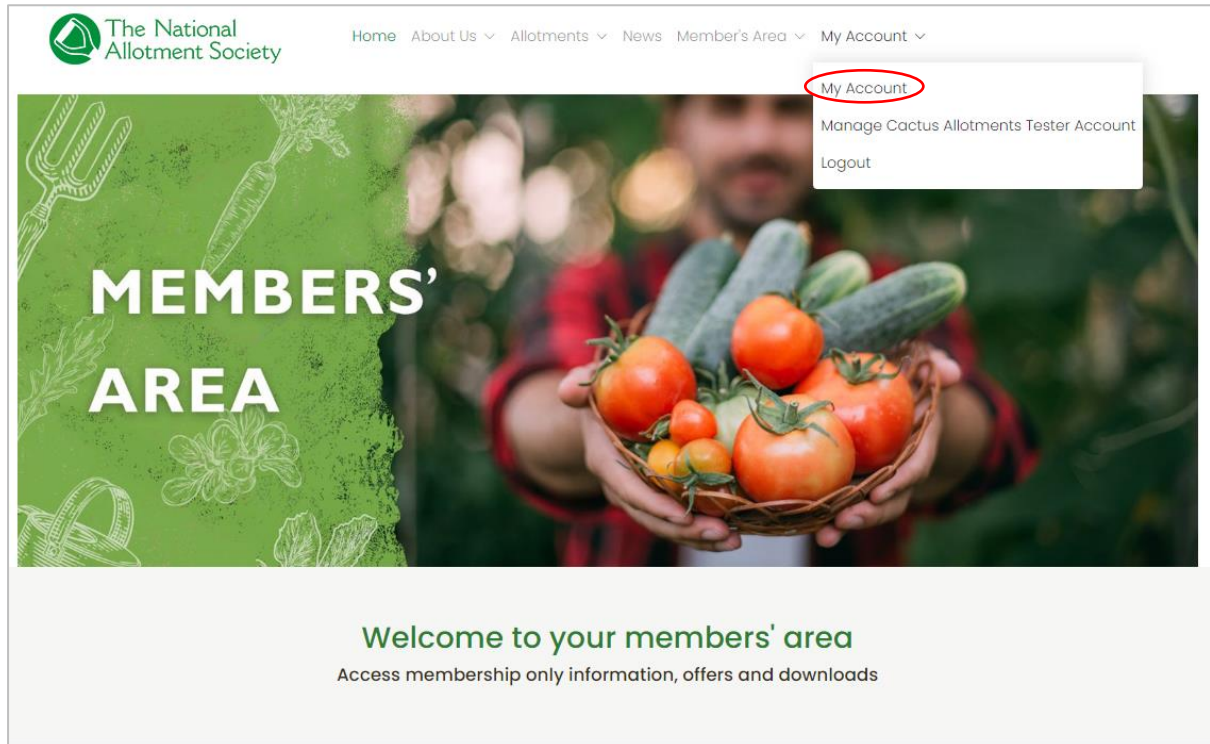
**Please note:** Logging in via your personal login details allows you access to all areas of the website including the 'my account' area where you can update your details. As a membership administrator, you will have access to your personal information and your affiliates members where you can add, edit and delete affiliate details (see more information on this from section 4 onwards). Affiliate members will be able to see their own details but no one else.

This is intentionally designed as such so that you, (the membership administrator), have access to update your members list rather than emailing the head office.

Once you have signed in, you will automatically go through to your members' home page.

At the top, you will see the menu bar which lists the following –

Home, About Us, Allotments, News, Members Area and My Account. First, let's look at the details in the 'My Account' section.





### 3. Your Account

(Please note some info on the screenshot image below is redacted for data security).

Once you're in your account, you will automatically be in the 'details' section of your membership account which shows you all personal information held for you including your name, address, telephone number and email address.

As the membership administrator for your association, you will see the 'manage account' button on the right hand side which will take you over to your association's details as well as show you all the affiliate members you have.

The screenshot shows the 'Your Account' page for The National Allotment Society. The page is divided into two main sections: 'Your Details' and 'Your Memberships'.

**Your Details**

Name : Miss Jane [redacted]  
Username : user193689  
Email : [redacted]@gmail.com  
Home Tel : 01536 266576  
Work Tel :  
Mobile Tel :  
Terms Accepted : yes  
Receives E-Newsletter : yes  
Has Insurance : no

**Home Address:**  
123 Test Street  
Test Town  
Test  
TE54 4AG

**Work Address:**

**Your Memberships**

membership	position
Cactus Allotments Tester	Secretary

The 'Manage Account' button in the table is circled in red.

**Buttons:** Edit Details, Change Password, Edit Home Address, Edit Work Address.

## 4. How to add an affiliate member

(Please note some info on the screenshot image below is redacted for data security)

Click the 'Affiliates' button to see all your members.

The screenshot shows the 'Manage Cactus Allotments Tester' page. At the top, there are navigation links: 'home > Member's Area > Manage Membership'. Below this is the page title 'Manage Cactus Allotments Tester' and three buttons: 'Details', 'Affiliates' (circled in red), and 'Subscriptions and Payments'. The page is divided into several sections:

- Mem Name :** Cactus Allotments Tester
- Mem Num :** S22801
- Mem Type :** Association
- No.of Affiliates :** 15
- Website :**
- Join Date :** 03 Aug 2023
- Expiry Date :** 02 Aug 2025

**Links:**

- Region : Scotland
- Regional Rep : not set

**Default Contact:**

- Miss Jane [redacted]
- 123 Test Street, Test Town, Test, TE54 4AG
- Email : [redacted]@gmail.com
- Tel : 01536 266576
- Work :
- Mob :

**Extra Seed Catalogue Info:**

- No. Catalogues : 0
- No. Order Forms : 0

[Change Catalogue Numbers](#)

Notes:

[View Seed Catalogue](#)

**Share:**

- Share number : 203669 not valid

**Web Login:**

- Website login : s22801
- Website password : 3327339

[Change Password](#)

Once you have clicked on the 'Affiliates' button, all your members details will drop down in the display just as the format seen in the image below. Here you can view, edit and delete affiliate members' names and their details.

The screenshot shows the 'Manage Cactus Allotments Tester' page with the 'Affiliates' button selected. At the top, there are navigation links: 'home > Member's Area > Manage Membership'. Below this is the page title 'Manage Cactus Allotments Tester' and three buttons: 'Details', 'Affiliates', and 'Subscriptions and Payments'. The page displays the following information:

You currently pay for **15** and have **7** linked.

[add affiliate member](#)

Search:  Show  entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
	Affiliate		Catherine	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	U K
	Affiliate		Peter	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	U K
	Affiliate		George	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	U K
	Affiliate	Mr	John	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
	Affiliate		Helen	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

(Please note some info on the screenshot image below is redacted for data security)

Here you can view, edit and delete affiliate members' names and their details.

You will see the note of how many members you have paid for against how many members you have registered as an affiliate. This will update as and when you add more affiliates or remove them. For example, if you have 50 members and have listed 40 persons, the note will say "You currently pay for 50 and have 40 recorded."

Please remember that if members are not registered on your account as being a part of your association, they may miss out on a lot of benefits including the Allotmenters liability insurance cover which requires their details to be listed.

The screenshot shows the 'Manage Cactus Allotments Tester' interface. At the top, there are navigation tabs for 'Details', 'Affiliates', and 'Subscriptions and Payments'. Below the tabs, a status message reads: "You currently pay for 15 and have 7 recorded." A callout box points to this message with the text: "Details on number of affiliates paid for vs how many registered as affiliates on your account". Below the message is a blue button labeled "add affiliate member", which is circled in red. A callout box points to this button with the text: "Click this button if you would like to add a new affiliate member to your association." Below the button is a search bar and a "Show 50 entries" dropdown. The main part of the interface is a table of affiliate members. Each row has edit and delete icons. Callout boxes point to these icons: "Edit affiliate members' details" points to the edit icon of the first row, and "Delete affiliate member" points to the delete icon of the last row. The table has columns for position, title, first name, surname, mail, insurance, and three address fields, town, county, and country.

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	Country
	Secretary	Miss	Jane	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	UK
	Affiliate		Catherine	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	UK
	Affiliate		Peter	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	UK
	Affiliate		George	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	UK
	Affiliate	Mr	John	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
	Affiliate		Helen	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	UK

To add another member, click the 'add affiliate member' button.

Once you click on the 'add affiliate member' button, the following pop up will open – You can then fill out all fields with the new members' details.

The screenshot shows a 'Register an Affiliate' pop-up window. The form includes the following fields and instructions:

- Email:** Please enter the person's email.
- Title:** Please enter the person's title.
- Forename:** Please enter the person's forename. (required)
- Surname:** Please enter the person's surname. (required)
- Postcode:** Please start by typing in your postcode.
- Address Line 1**
- Address Line 2**
- Address Line 3**

If the new member wants insurance cover, make sure to tick the box for insurance and e-newsletter at the bottom before clicking 'register'.

The screenshot shows the bottom portion of the 'Register an Affiliate' form. The fields and options are:

- Town / City**
- County**
- Address Country**
- Home Telephone:** Please enter the person's home telephone.
- Work Telephone:** Please enter the person's work telephone.
- Mobile Telephone:** Please enter the person's mobile telephone.
- Terms Accepted (required)
- Receives E-Newsletter
- Register for NAS Insurance

Buttons: Register, Close

You will not be able to click register until you have field out all the compulsory fields.

## Bulk Uploading –

Please note it is not possible for you to bulk upload member lists onto your account yet.

If you are a new member and have 30 or more members, you can email this to us at Head office in our standard excel format and we will upload this for you. You can find the link to download our member list template on the join Us page of the website - <https://database.nsalg.org.uk/joinus> (As seen below). **We will only accept members list sent in our format.**

### Additional Info

Alternatively you can download our membership form and return via email or post.  
Please allow 14 days for your application to be processed.

#### Associations and Societies

Please send us a list of your members in the post or [Click Here](#) to download the excel file to list your members and return via email to [contact@thenas.org.uk](mailto:contact@thenas.org.uk)

[Join today online](#)  
or  
[Download and post form](#)

#### Newsletter Signup

<b>First Name</b>	<b>Last Name</b>	<b>Email Address</b>	<a href="#">Sign me up</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

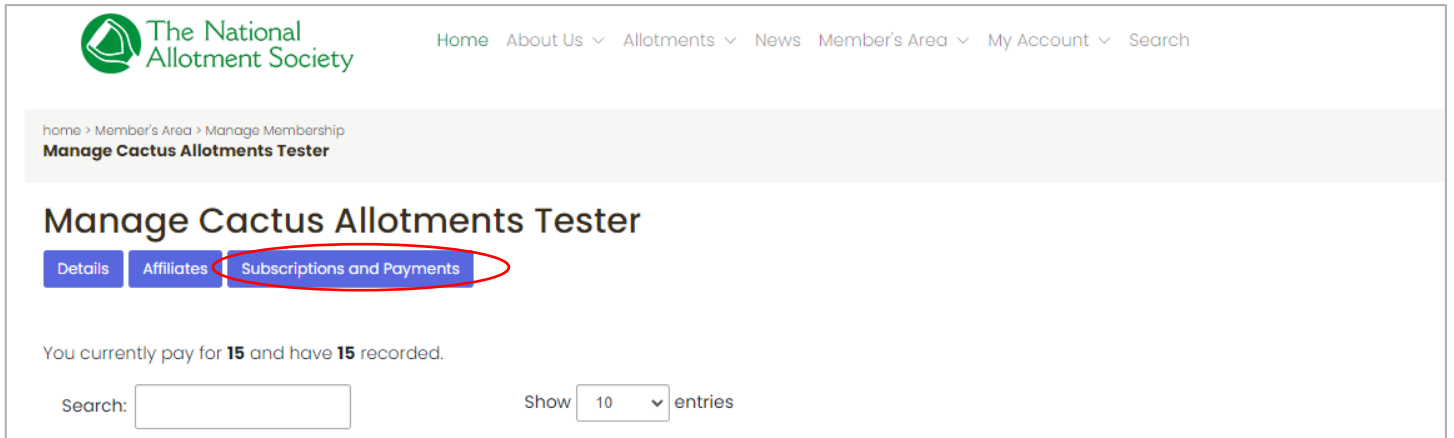
## Committee Position Updates –

Please note you will not be able to update the committee positions yourself. If you have updates on positions, please email this to head office at [contact@thenas.org.uk](mailto:contact@thenas.org.uk) and we will update these for you.

### Adding Additional Affiliates when reached maximum –

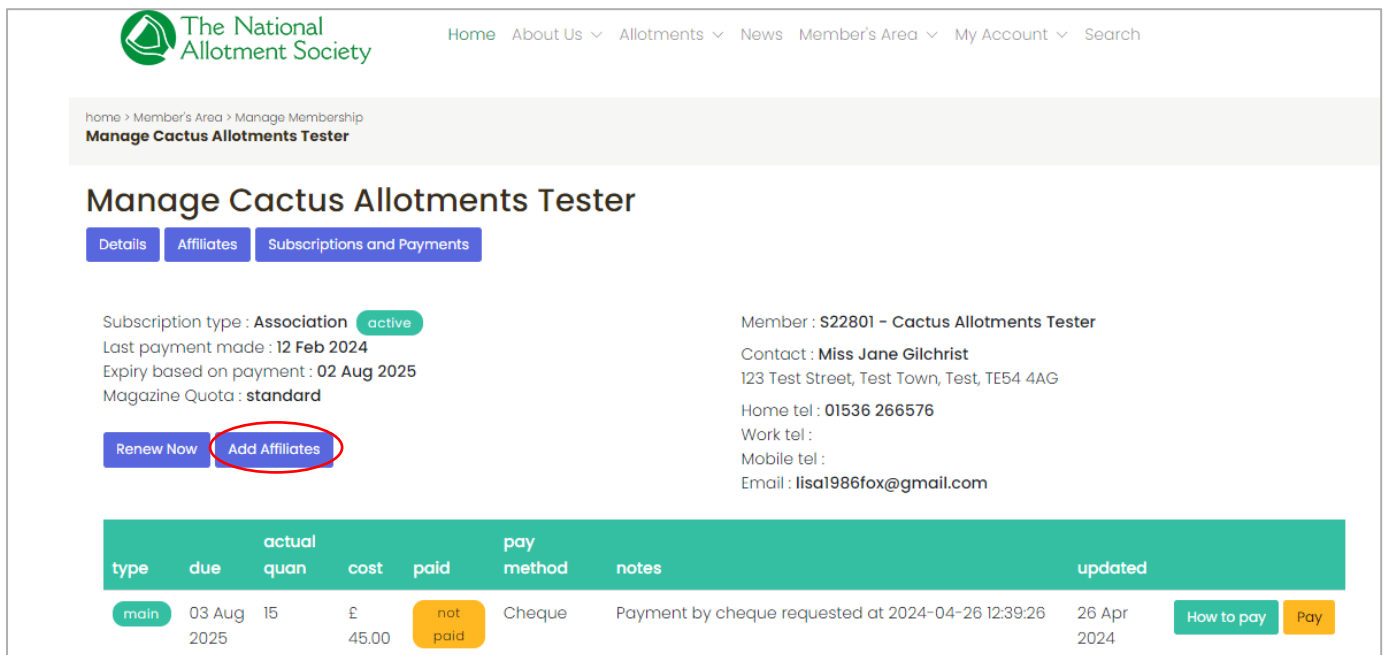
If you have added all members for the amount you have currently paid and then decide you need to add more members, you will need to put the payment for this additional member through first before adding their details.

When you have reached the maximum members (the amount you have currently paid for), you will notice the “add affiliate” button will disappear. (see below example)



The screenshot shows the website header with the logo and navigation menu. The breadcrumb trail is 'home > Member's Area > Manage Membership'. The page title is 'Manage Cactus Allotments Tester'. Below the title are three buttons: 'Details', 'Affiliates', and 'Subscriptions and Payments', with the last one circled in red. Below the buttons, it says 'You currently pay for 15 and have 15 recorded.' There is a search box and a 'Show 10 entries' dropdown.

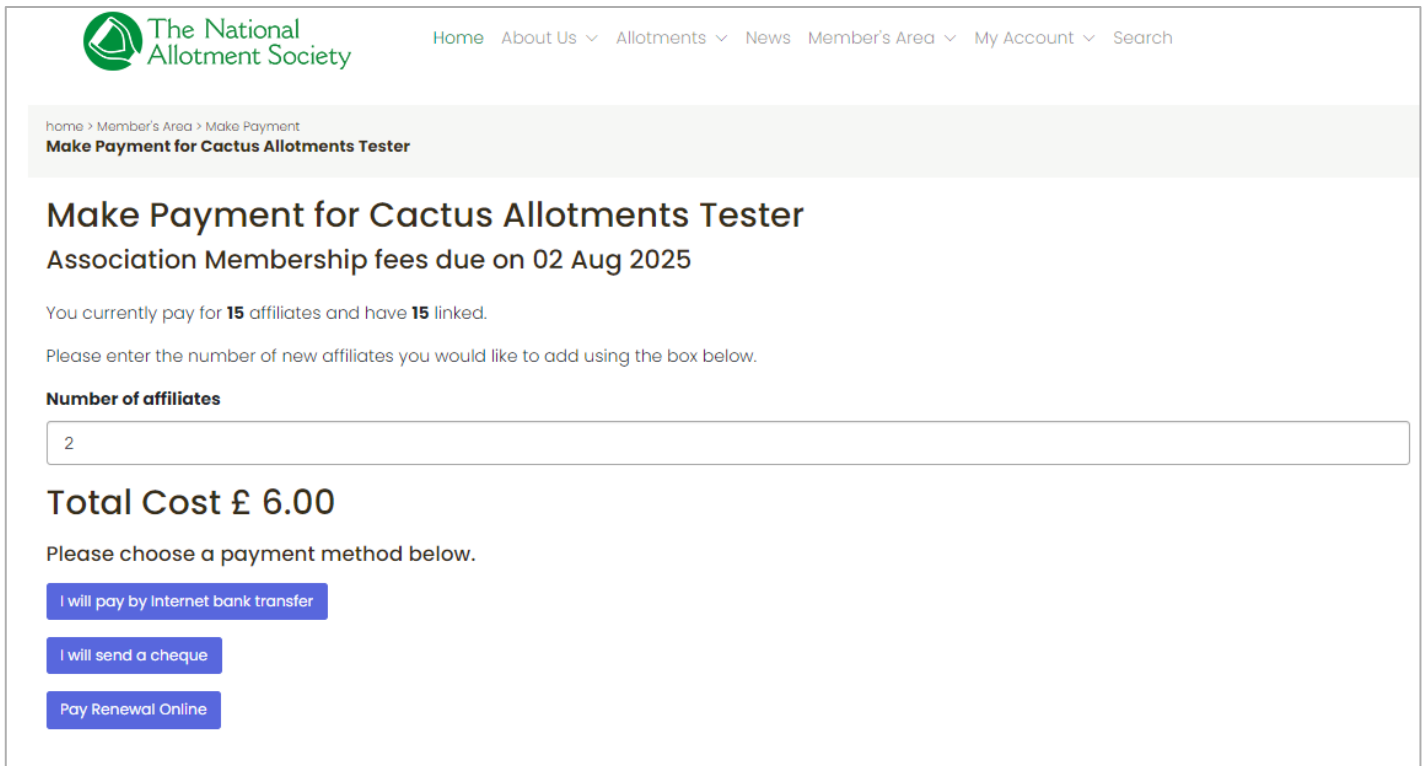
If you need to add another affiliate, you will need to click on the ‘Subscriptions and Payments’ button and then click on ‘Add Affiliates’.



The screenshot shows the same website header and breadcrumb trail. The page title is 'Manage Cactus Allotments Tester'. Below the title are three buttons: 'Details', 'Affiliates', and 'Subscriptions and Payments'. The 'Subscriptions and Payments' button is selected, showing subscription details: 'Subscription type: Association active', 'Last payment made: 12 Feb 2024', 'Expiry based on payment: 02 Aug 2025', and 'Magazine Quota: standard'. There are two buttons: 'Renew Now' and 'Add Affiliates', with the latter circled in red. To the right, member details are listed: 'Member: S22801 - Cactus Allotments Tester', 'Contact: Miss Jane Gilchrist', '123 Test Street, Test Town, Test, TE54 4AG', 'Home tel: 01536 266576', 'Work tel:', 'Mobile tel:', and 'Email: lisa1986fox@gmail.com'. Below this is a table with columns: type, due, actual quan, cost, paid, pay method, notes, and updated.

type	due	actual quan	cost	paid	pay method	notes	updated
main	03 Aug 2025	15	£ 45.00	not paid	Cheque	Payment by cheque requested at 2024-04-26 12:39:26	26 Apr 2024

Once on the next page, you will have the option to change the number of affiliates you are adding (if you are adding more than 1 additional member) and it will show you the cost for adding these additional members. (see example below)



The screenshot shows the website header with the logo for 'The National Allotment Society' and navigation links: Home, About Us, Allotments, News, Member's Area, My Account, and Search. Below the header, a breadcrumb trail reads 'home > Member's Area > Make Payment'. The main heading is 'Make Payment for Cactus Allotments Tester' with a sub-heading 'Association Membership fees due on 02 Aug 2025'. The text states 'You currently pay for 15 affiliates and have 15 linked.' and 'Please enter the number of new affiliates you would like to add using the box below.' A form labeled 'Number of affiliates' contains the number '2'. Below this, the 'Total Cost £ 6.00' is displayed. A prompt 'Please choose a payment method below.' is followed by three blue buttons: 'I will pay by internet bank transfer', 'I will send a cheque', and 'Pay Renewal Online'.

**PLEASE NOTE:** If you are applying by card, you can click through and pay straight away but if by bank transfer or cheque, you can click these so it is registered on the system and this will allow you to begin adding the members even if you complete the bank transfer/cheque postal later.

## 5. How to edit an affiliate member

(Please note some info on the screenshot image below is redacted for data security)

For each line with an affiliate member, you will see a purple icon – this is the ‘edit affiliate’ button. Click on this to make edits to an affiliates name and details.

home > Member's Area > Manage Membership  
**Manage Cactus Allotments Tester**















Manage Cactus Allotments Tester

Details Affiliates Subscriptions and Payments

You currently pay for **15** and have **7** linked.

add affiliate member

Search:  Show  entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
 	Secretary	Miss	Jane	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
 	Affiliate		Alayne	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
 	Affiliate		Catherine	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	U K
 	Affiliate		Peter	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	U K
 	Affiliate		George	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	U K
 	Affiliate	Mr	John	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
 	Affiliate		Helen	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

Edit affiliate members' details



Once you've clicked on the edit button on the line for the affiliate you want to update details for, you will then be taken to their profile where you can then click on 'edit details'.

The National Allotment Society

Home About Us ▾ Allotments ▾ News Member's Area ▾ My Account ▾

home > Member's Area > Your Account

### Your Account

Name : Miss Jane [redacted]  
Username : user193689  
Email : [redacted]@gmail.com  
Home Tel : 01536 266576  
Work Tel :  
Mobile Tel :  
Terms Accepted : yes  
Receives E-Newsletter : yes  
Has Insurance : no

**Edit Details**

**Change Password**

**Home Address:**  
123 Test Street  
Test Town  
Test  
TE54 4AG

**Edit Home Address**

**Work Address:**

**Edit Work Address**

Once you have made the edits you need to make, click 'update details' at the bottom and the system will automatically save these.

Make sure you have still filled in all compulsory details as you will not be able to save if any compulsory field is missing.

Terms Accepted

Receives E-Newsletter

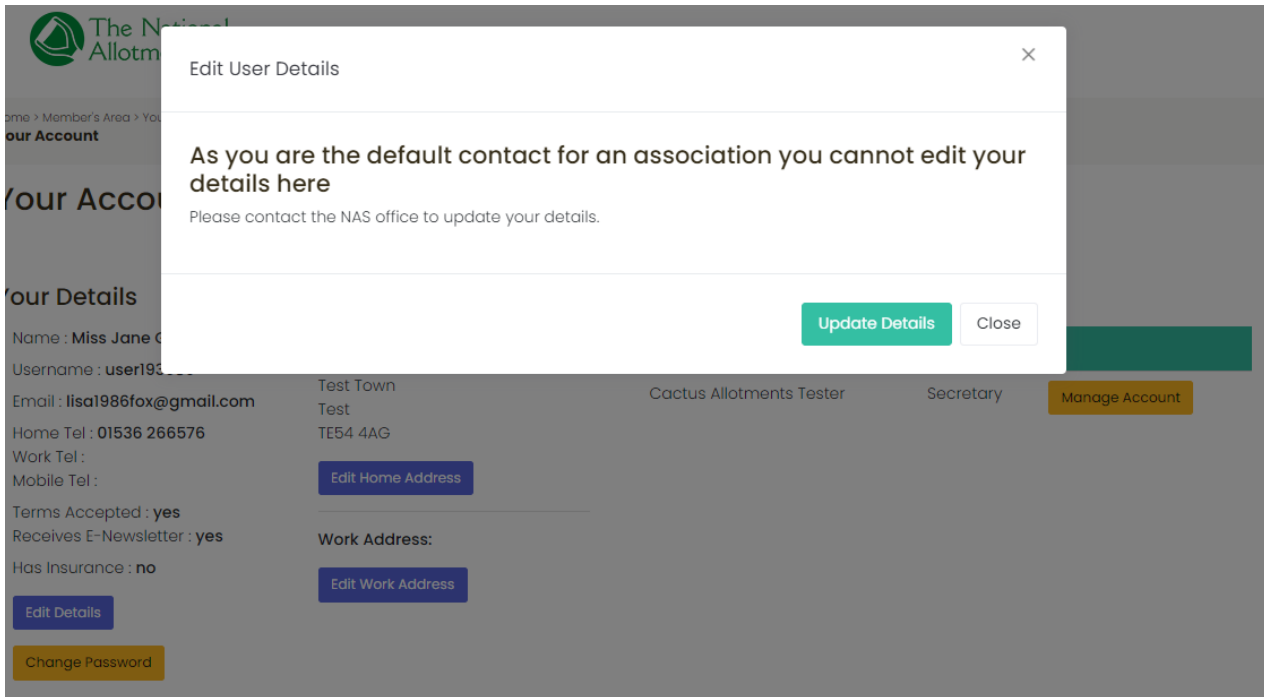
Register for NAS Insurance

**Update Details** **Close**

Please note: As the membership administrator for your association, you are the default contact for all correspondence sent by the NAS. It is imperative the NAS has details to contact you with regards to any updates or changes to your association.

Because of this factor, you will not be able to change your personal details by any other method except by contacting the NAS office directly via email.

*(what the membership administrator will see pop up if they try to change their details).*



## 6. How to remove an affiliate member

To remove an affiliate member from your members list, simply find their name on your members list and click the red 'x' button next to their name. This will delete all their details from your members list and your account.

Home > Member's Area > Manage Membership  
**Manage Cactus Allotments Tester**

Details Affiliates Subscriptions and Payments

You currently pay for **15** and have **7** linked.

add affiliate member

Search:  Show  entries

	position	Title	First Name	Surname	Mail	Ins	Address 1	Address 2	Address 3	Town	County	C
	Secretary	Miss	Jane	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123 Test Street			Test Town	Test	
	Affiliate		Alayne	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 Shakespeare Way			Corby	Northants	U K
	Affiliate		Catherine	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Shakespeare Way			Corby	Northants	U K
	Affiliate		Peter	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Shakespeare Way			Corby	Northants	U K
	Affiliate		George	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Shakespeare Way			Corby	Northants	U K
	Affiliate	Mr	John	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1
	Affiliate		Helen	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 Shakespeare Way			Corby	Northants	U K

**Delete affiliate member**

Please note you will be given a warning pop up before the system completely deletes this member. You will then need to click the 'remove from member account' button to confirm the removing of this member. This is just to make sure you have not mistakenly chosen to delete the affiliate's details. It will display on your screen like the image below:

Remove contact from member account?

Please click delete below to COMPLETELY remove this contact from this member account.

**Remove From Member Account** Cancel

## 7. Subscriptions & Payments

### 7.1 Paying your membership renewal

Click on the 'subscription and payments' button.

home > Member's Area > Manage Membership  
**Manage Cactus Allotments Tester**

## Manage Cactus Allotments Tester

[Details](#)
[Affiliates](#)
[Subscriptions and Payments](#)

**Mem Name :** Cactus Allotments Tester  
**Mem Num :** S22801  
**Mem Type :** Association  
**No.of Affiliates :** 15  
**Website :**  
**Join Date :** 03 Aug 2023  
**Expiry Date :** 02 Aug 2025

**Links:**  
**Region :** Scotland  
**Regional Rep :** not set

**Default Contact:**  
 Miss Jane [redacted]  
 123 Test Street, Test Town, Test, TE54 4AG  
 Email : [redacted]@gmail.com  
 Tel : 01536 266576  
 Work :  
 Mob :

**Extra Seed Catalogue Info:**  
**No. Catalogues :** 0  
**No. Order Forms :** 0  
[Change Catalogue Numbers](#)  
**Notes:**  
[View Seed Catalogue](#)

**Share:**  
 Share number : 203669 not valid

**Web Login:**  
 Website login : s22801  
 Website password : 3327339  
[Change Password](#)

The page below will then appear displaying all previous and recent payments for your association.

The National Allotment Society | Home | About Us | Allotments | News | Member's Area | My Account

home > Member's Area > Manage Membership  
**Manage Cactus Allotments Tester**

## Manage Cactus Allotments Tester

[Details](#)
[Affiliates](#)
[Subscriptions and Payments](#)

**Subscription type :** Association active  
**Last payment made :** 12 Feb 2024  
**Expiry based on payment :** 02 Aug 2025  
**Magazine Quota :** standard

[Renew Now](#)
[Add Affiliates](#)

**Member :** S22801 - Cactus Allotments Tester  
**Contact :** Miss Jane Gilchrist  
 123 Test Street, Test Town, Test, TE54 4AG  
**Home tel :** 01536 266576  
**Work tel :**  
**Mobile tel :**  
**Email :** lisa1986fox@gmail.com

type	due	actual quan	cost	paid	pay method	notes	updated	
main	03 Aug 2025	15	£ 45.00	not paid	Cheque	Payment by cheque requested at 2024-02-28 10:09:52	28 Feb 2024	<a href="#">How to pay</a> <a href="#">Pay</a>
main	03 Aug 2024	10	£ 0.00	12 Feb 2024	Not Applicable		14 Feb 2024	<a href="#">Email Receipt</a>
extra	21 Feb 2024	5	£ 15.00	21 Feb 2024	Card Payment	Stripe payment: pi_30mHKwBjeEoS6p6205qfUxYh	21 Feb 2024	<a href="#">Email Receipt</a>
extra	21 Feb 2024	4	£ 12.00	21 Feb 2024	Card Payment	Payment by internet_bank requested at 2024-02-21 14:56:31 Stripe payment: pi_30mHEqBjeEoS6p620GpG7fs9	21 Feb 2024	<a href="#">Email Receipt</a>
main	03 Aug 2023	10	£ 0.00	03 Aug 2023	Not Applicable		03 Aug 2023	<a href="#">Email Receipt</a>

You will then see two buttons leading you to payment area – one in the right hand side next to the last payment made and one on the left side. Both buttons will lead you to the same payment page.

(Note: If you are confused on the options you have of how to make payment, there is a help button next to the 'pay' button below on the right hand side).

The National Allotment Society

Home About Us Allotments News Member's Area My Account

home > Member's Area > Manage Membership  
**Manage Cactus Allotments Tester**

### Manage Cactus Allotments Tester

Details Affiliates Subscriptions and Payments

Subscription type : Association active  
 Last payment made : 12 Feb 2024  
 Expiry based on payment : 02 Aug 2025  
 Magazine Quota : standard

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Renew Now Add Affiliates

type	due	actual quan	cost	paid	pay method	notes	updated	
main	03 Aug 2025	15	£ 45.00	not paid	Cheque	Payment by cheque requested at 2024-02-28 10:09:52	28 Feb 2024	How to pay <span>Pay</span>
main	03 Aug 2024	10	£ 0.00	12 Feb 2024	Not Applicable		14 Feb 2024	<span>Email Receipt</span>
extra	21 Feb 2024	5	£ 15.00	21 Feb 2024	Card Payment	Stripe payment: pi_3OmHKwBjeEoS6p6205qfUxYh	21 Feb 2024	<span>Email Receipt</span>
extra	21 Feb 2024	4	£ 12.00	21 Feb 2024	Card Payment	Payment by internet_bank requested at 2024-02-21 14:56:31 Stripe payment: pi_3OmHEqBjeEoS6p620GpG7fs9	21 Feb 2024	<span>Email Receipt</span>
main	03 Aug 2023	10	£ 0.00	03 Aug 2023	Not Applicable		03 Aug 2023	<span>Email Receipt</span>

You will then be taken to the page to choose your payment method.

You will have the choice of the following:

1. Pay by bank transfer
2. Pay by sending a cheque to our head office address
3. Pay by online card payment.

home > Member's Area > Make Payment  
**Make Payment for Cactus Allotments Tester**

### Make Payment for Cactus Allotments Tester

Association Membership fees due on 02 Aug 2025

You currently pay for **15** affiliates and have **7** linked.

You can alter the number of affiliates for your renewal using the box below.

The minimum number you can pay for is **7**. If you need fewer affiliates you need to [edit your affiliate list](#) to remove any unwanted accounts.

**How many affiliates do you want to pay for?**

**Total Cost £ 45.00**

Please choose a payment method below.

#### **Paying by bank transfer –**

If you choose option 1, our business account details for transfer will appear on the thank you screen. These details are as follows:

Bank: The Co-operative Bank

Sort Code: 08 92 99

Account Number: 67270048

Account Name: NSALG

Please use your membership number as the reference.

#### **Paying by cheque –**

If you choose option 2, you can send this to our head office address which is:

NSALG Ltd

O'Dell House

Hunters Road

Corby

NN17 5JE

PLEASE NOTE: Please make payable **NSALG LTD**

home > member home  
**Payment Success**

## Thank You For Your Payment Notification

We've added a payment record to your account and will mark this as paid as soon as we receive your payment.

**Bank Transfer details:**

The Co-operative Bank  
 Sort Code: 08 92 99  
 Account Number: 67270048  
 Account Name: NSALG

**Cheque Postal address details:**

The National Allotment Society, O'Dell House, Hunters Rd, Corby, Northamptonshire, NN17 5JE

**Your specified payment method was : cheque.**

Please [click here](#) to return to your subscription details.

If you click for option 1 or option 2 above – you will then come to the following screen  
 If you then look back at your subscription and payments page, you will see the payment added showing in an amber colour as 'not paid'. This will update to a green colour showing 'paid' once the funds have been received.

## Manage Cactus Allotments Tester

[Details](#) [Affiliates](#) [Subscriptions and Payments](#)

Subscription type : **Association** active  
 Last payment made : **12 Feb 2024**  
 Expiry based on payment : **02 Aug 2025**  
 Magazine Quota : **standard**

[Renew Now](#) [Add Affiliates](#)

Member : **S22801 - Cactus Allotments Tester**  
 Contact : **Miss Jane** [REDACTED]  
 123 Test Street, Test Town, Test, TE54 4AG  
 Home tel : **01536 266576**  
 Work tel :  
 Mobile tel :  
 Email : [REDACTED]@gmail.com

type	due	actual quan	cost	paid	pay method	notes	updated	
<span style="background-color: #28a745; color: white; border-radius: 10px; padding: 2px;">main</span>	03 Aug 2025	15	£ 45.00	not paid	Cheque	Payment by cheque requested at 2024-04-26 12:39:26	26 Apr 2024	<a href="#">How to pay</a> <a href="#">Pay</a>

## Pay by online card payment –

If you choose option 3 and pay by card, you will be directed to a Stripe payment page where you can enter your details to complete this payment (like seen below)

← G.E.T. Internet Services TEST MODE

NAS renewal S22801 Cactus Allotments Tester for 15 affiliates

**£45.00**

Powered by [stripe](#) | [Terms](#) | [Privacy](#)

### Pay with card

Email

Card information

1234 1234 1234 1234

MM / YY CVC

Cardholder name

Full name on card

Country or region

United Kingdom

Postal code

Pay

Once you've completed this page, click 'pay' and the system will process your payment and you will be sent to a confirmation page once this is complete. You will then be able to return to your account page.

Please note: Do not try to go back or refresh the page while the payment is being made as this may cause the payment to fail or could even cause duplicate payment.

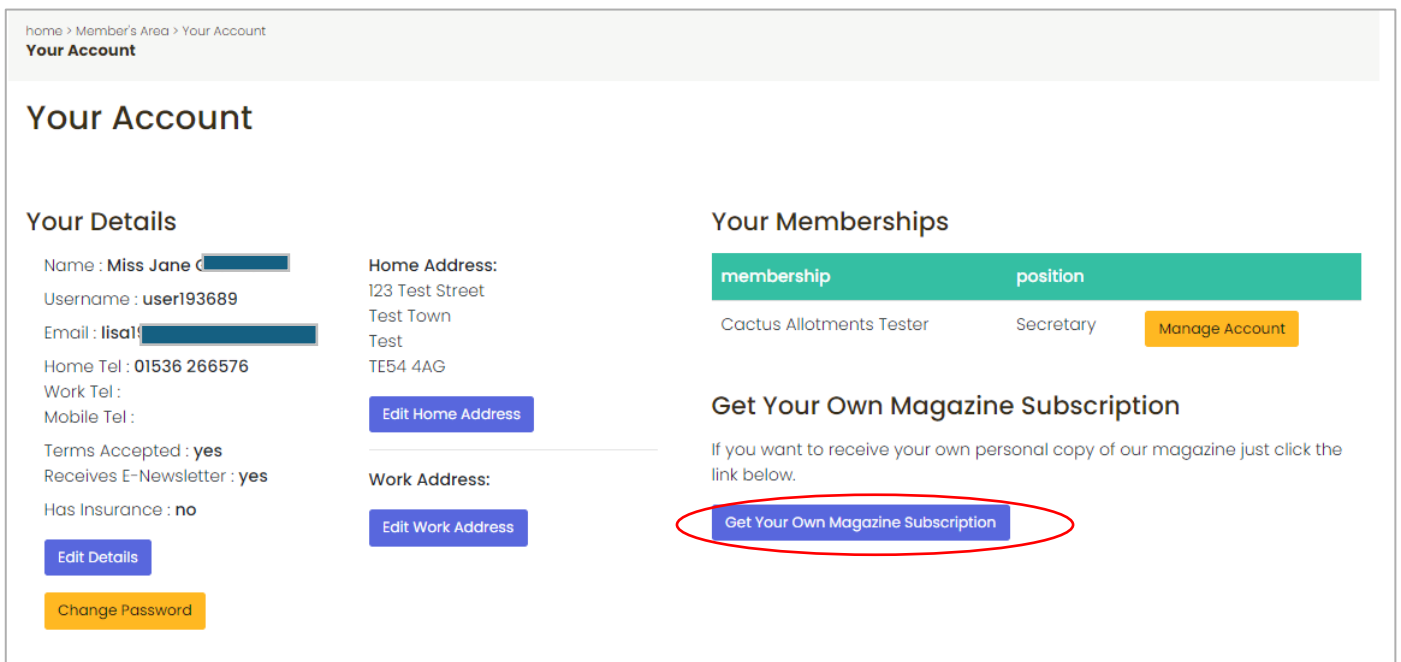


## 7.2 Adding a magazine subscription

To add a magazine subscription, you will need to go to your details on the 'My Account section'.



Once there, you will see the option to 'get your own mag subscription'. Click this button in order to set up a subscription for yourself. As the membership administrator, you will be responsible for adding additional subscriptions for yourself and for other affiliates to your association.



You will then have the following description pop up that asks how many magazine subscriptions you are looking to set up. Place in the number of magazines you want to subscribe to and click 'subscribe'.

Magazine Subscription ×

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### Subscribe To Our Magazine

As a current member you can get copies of the NAS magazine at the reduced rate of £10 per subscription copy per year.

Simply tell us how many magazines you require per issue and click the button below to add this to your account.

How many subscription copies do you need

[Subscribe](#) [Close](#)

The following page will ask you to confirm the number of magazines you want to subscribe to again before taking you to online payment page to complete payment. You can then follow the instructions for making payment and the system will automatically set this up for you once payment has been made.

### 7.3 Subscription renewals

If you are renewing your magazine subscription, you will see the option to 'pay' listed next to the description of your magazine subscription under the 'subscription and payments section.

## 8. Summary

Now that we have covered all aspects about logging onto your account, viewing and making changes, you can now browse the rest of the website.

There are many discoveries to see on the new website including the new and improved areas listed below:

- History of NAS
- Regional branches
- Volunteer with NAS
- Benefits of Allotments
- Monthly Jobs
- National Allotments Week
- Allotment Magazines (All previous dating back to 2018)
- Info & downloads (including all major NAS leaflets such as the 'Voice of the allotments Community' brochure)
- Kings Seed scheme
- Legal advice (which also includes a detailed FAQ page)

And more benefits to engage and support all our members.

If you have any feedback or queries, please do let us know by dropping us an email at Head Office – [contact@thenas.org.uk](mailto:contact@thenas.org.uk).