



## A guide to using Entrymaster for your membership of NPS Scotland

Go to our website [www.npsscotland.co.uk](http://www.npsscotland.co.uk)

Click onto the 'enter on line' button (Entrymaster).

Firstly you must register yourself to use the system. This involves entering your name, address, contact numbers etc. and creating a password. You will only do this **once** for all the times you will use Entrymaster.

Next go into the Membership tab, into membership page -

Click Renewal (so that you are not charged the joining fee)

Select which membership type you want. **NPS Scotland or Associate or National Members Special Rate.** When you click on each type of membership it gives you what it offers you. If you click the National Members Special Rate you need to enter your National NPS number in order to qualify for this rate.

Next window, fee plus online fee, click terms & conditions. Then you will get the option to pay by Paypal or credit cards, select. If you don't want to use Paypal click 'check out as guest'. Next choose Paypal or credit/debit card and insert details.

That's it done!

You will get an email with your membership letter from Entrymaster and an email from Paypal to acknowledge your payment.

**Any problems – use the 'Assistance Required' on the login button**

or

Please email [support@entrymaster.co.uk](mailto:support@entrymaster.co.uk), and you will be guided through the process.