



REGISTRATION RENEWAL FORM 2021 - 2022 DIRECT DEBIT PAYER

Information you need to know as an AFFILIATE/SITE member

The cost of Affiliate membership | September 2021 - 31 August 2022

£32.00

The Institute of Tourist Guiding holds a signed Direct Debit mandate on file from you and your subscription will be taken in early August 2021

Your validation card will be sent out in mid-August before the start of the new Institute year on 1 September 2021

The benefits of Affiliate membership are [click here](#)

The Institute's Expectations and Actions required of its members

- To always follow the Institute's Code of Conduct [click here](#)

Members must have:

- Up to date Public Liability Insurance - **It is particularly important that its guides are known to be properly insured: please therefore make sure you provide the details at Points 7 and 8 below.** Or please confirm to PLI@itg.org.uk through whom you have valid cover.

ACTIONS to take before DEADLINE - SUNDAY 4 JULY 2021

- **Ensure your Direct Debit instruction is active and correct**
If your bank details or instructions have changed please [click here](#) for a new Direct Debit mandate. Please tick here if you have enclosed a new Direct Debit mandate form Please e-mail the completed mandate to the Institute office by Sunday 4 July 2021.
- **Ensure your address/contact details are correct and you are content with the way we use the data.** To do this please follow the instructions below:

1. Go to the Institute of Tourist Guiding website www.itg.org.uk or [click here](#)
2. Click on the tab at the top **Our Guides**
3. Scroll to **Member Log in**
4. Enter your **Username** (always your Institute membership number without any preceding letters or zeros)
5. Enter your **Password** (either you know it, or if you have forgotten your password, the system allows you to request a reminder to be sent by e-mail)
6. Once logged in, the first page you will see are your **Contact Details** - check these are correct. If you need to make any changes click on the **Addresses** tab and enter the new details, click on Submit. You will then receive a message 'Thank you. Your data has been saved'. Click on **Continue**
7. Under the **Contact details** tab, please confirm your Public Liability insurance by checking the box, and complete who provides it. If you have insurance cover from more than one provider e.g. from the site when working for them and another provider whilst self-employed, please provide the names of both providers
8. Please also indicate the date of expiry – the expiry field can only take one date – please enter one date
9. Click on **submit**. You will then receive a message: 'Thank you your data has been saved'



10. Click on **'Continue'**

Scroll down to GDPR consent. Under Data Usage Content – should you require details on 'What we use your data for' please click on the link for full details of the Institute's Privacy Policy

- <https://www.itg.org.uk/about/about-the-institute/privacy-policy/>.

11. Tick as relevant

12. Click on **Save changes**. You will then receive a message as follows: 'Thank you, your consent choices have been saved. Click here to continue'

13. Scroll down to **Log Out**

You do not need to return this form to the Institute office if you are continuing to pay by Direct Debit.

DEADLINE SUNDAY 4 JULY 2021

April 2021