



# REGISTRATION RENEWAL FORM

## 2021 - 2022 ONLINE OR STANDING ORDER PAYER

<b>Information you need to know as an ASSOCIATE/GREEN BADGE member</b>	
<b>The cost of Associate membership   September 2021 – 31 August 2022</b>	<b>£65.00</b>
<b>Online/Standing Order Payments – Our bank payment details:</b> Barclays Bank plc - Account Number: 30673277 Sort Code: 20-31-52 <b>Please quote your Institute membership number as a reference</b>	
The new validation sticker for your photo card will be sent out mid-August before the start of the new Institute year on 1 September 2021	
<b>The benefits of Associate membership are <a href="#">click here</a></b>	
<b>The Institute's Expectations and Actions required of its members</b>	
<ul style="list-style-type: none"><li>• <b>To always follow the Institute's Code of Conduct <a href="#">click here</a></b></li></ul>	
<b>Members must have:</b>	
<ul style="list-style-type: none"><li>• Up to date Public Liability Insurance - <b>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.</b> Or please confirm to <a href="mailto:PLI@itg.org.uk">PLI@itg.org.uk</a> through whom you have valid cover.</li><li>• Up to date photo card, visibly displayed when guiding, with recognisable photo and current validation hologram. If you have yet to apply for a photo card – E-mail as an attachment, in a JPEG format, a recent, colour, passport-sized photo to <a href="mailto:photos@itg.org.uk">photos@itg.org.uk</a></li><li>• Up to date guide profile, address/contact details on the Institute website</li></ul>	
<b>ACTIONS to take before DEADLINE – SUNDAY 4 JULY 2021</b>	
<ul style="list-style-type: none"><li>• <b>Completed form/s e-mailed to the Institute by SUNDAY 4 JULY 2021</b></li><li>• <b>Ensure your address/contact details on the Institute website are correct and you are content with the way we use the data.</b> To do this please follow the instructions below:</li></ul>	
<ol style="list-style-type: none"><li>1. Go to the Institute of Tourist Guiding website <a href="http://www.itg.org.uk">www.itg.org.uk</a> or <a href="#">click here</a></li><li>2. Click on the tab at the top <b>Our Guides</b></li><li>3. Scroll to <b>Member Log in</b></li><li>4. Enter your <b>Username</b> (always your Institute membership number, as shown on your photo-card but without any preceding letters or zeros)</li><li>5. Enter your <b>Password</b> (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)</li><li>6. Once logged in, the first page you will see are your <b>Contact Details</b> - check these are correct. If you need to make any changes click on the <b>Addresses</b> tab and enter the new details, click on Submit. You will then receive a message 'Thank you. Your data has been saved'. Click on <b>Continue</b></li><li>7. Under the <b>Contact details</b> tab, please confirm your Public Liability insurance by checking the box, complete who provides it</li><li>8. If it is other than through GRTG or APTG please also indicate the date of expiry – please enter one date</li><li>9. Click on <b>submit</b>. You will then receive a message as follows: 'Thank you. Your data has been saved'</li><li>10. Click on <b>'Continue'</b></li></ol>	



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**

### PROVIDE PAYMENT DETAILS (please mark with an X)

I have paid by telephone/online banking

Date Paid: \_\_\_\_\_

I have paid by Standing Order

Date Paid: \_\_\_\_\_

I am changing to pay by Direct Debit   
and have attached a completed/signed mandate form

Please [click here](#) for a new Direct Debit Mandate

### Please return completed form/s to the Institute office by e-mail

Name (BLOCK CAPITALS) \_\_\_\_\_

Institute Membership No. \_\_\_\_\_

**DEADLINE SUNDAY 4 JULY 2021**

April 2021