

REGISTRATION RENEWAL FORM

2021 - 2022 ONLINE OR STANDING ORDER PAYER

Information you need to know as a MEMBER/BLUE BADGE

The cost of Membership | September 2021 – 31 August 2022

£99.00

Online/Standing Order Payments – Our bank payment details:

Barclays Bank plc - Account Number: 30673277 Sort Code: 20-31-52

Please quote your Institute membership number as a reference

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

The benefits of Membership are [click here](#)

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.
- 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 photos@itg.org.uk
- Up to date guide profile, address/contact details on the Institute website
- Members who are Driver Guides must also have valid:
 - Private Hire/Hire and Reward Insurance documents
 - Private Hire Vehicle Licence
 - Private Hire Driver Licence
 - Ensure up to date copies of the documents listed above are lodged with APTG/BGTG/DGA

ACTIONS to take before DEADLINE – SUNDAY 4 JULY 2021

- Completed form/s e-mailed to the Institute by **SUNDAY 4 JULY 2021**
- Ensure your guide profile, address/contact details on the Institute website 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, as shown on your photo-card but 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, complete who provides it, and if it is other than through GRTG or APTG
8. Please also indicate the date of expiry – the expiry date can only take one date – please enter one date
9. Click on **submit**. You will then receive a message as follows: '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**

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 Please [click here](#) for a new Direct Debit Mandate and have attached a completed/signed mandate form

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