



## REGISTRATION RENEWAL FORM RETIRED 2021 - 2022 DIRECT DEBIT PAYER

Information you need to know as a RETIRED member	
The cost of Retired membership   September 2021 - 31 August 2022	£28.00
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 mid-August before the start of the new Institute year on 1 September 2021	
<b>The benefit of being in the Retired category is that you will be able to support the Institute and stay in touch with its activities, including attending the AGM as an observer</b>	
This category of inclusion to the Institute is only available to guides who are not working for a fee and are therefore deemed to be retired from the profession. If you return to working for a fee you will need to pay the appropriate subscription fee and convert back to the appropriate membership category (i.e. Member or Associate) and there are time limits associated with this – see below	
<b>The Retired category is not time limited. However, if you come out of the Retired category after more than 3 years, you may need to re-take and pass examinations before reverting to your previous membership category, incurring examination costs plus the appropriate registration fee, as per the policy on revalidation of qualifications <a href="#">click here</a></b>	
If you are within the appropriate time span and wish to return to your former appropriate membership category click on the form below, complete this and return to the Institute office by Sunday 4 July 2021. <ul style="list-style-type: none"><li>- <a href="#">Click here for Member</a></li><li>- <a href="#">Click here for Associate</a></li></ul>	
If you wish to continue with the Retired membership please continue completing this form. <b>The Retired form MUST be completed annually and returned by e-mail to the Institute by SUNDAY 4 JULY 2021</b>	
<b>Institute's Expectations and Actions required of its Retired members</b> <ul style="list-style-type: none"><li>• You are registering as a retired guide. By completing this form, you confirm you are not intending to undertake paid guiding work for the period 1 September 2021 - 31 August 2022</li></ul>	
<b>ACTIONS to take before DEADLINE – SUNDAY 4 JULY 2021</b> <ul style="list-style-type: none"><li>• <b>Ensure your Direct Debit instruction is active and correct.</b> If your bank details have changed, please <a href="#">click here</a> for a new Direct Debit mandate. Please tick here if you have enclosed a new Direct Debit mandate form <input type="checkbox"/> Please e-mail the completed mandate to the Institute office by Sunday 4 July 2021</li><li>• <b>Completed form/s e-mailed to the Institute by SUNDAY 4 JULY 2021</b></li><li>• <b>Ensure your address/contact details are correct and you are content with the way we use the data.</b> To do this please follow the instructions below:<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 without any preceding letters or zeros)</li></ol></li></ul>	



5. Enter your **Password** (either you know it or if you have forgotten it, 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'.
7. 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/>.

8. Tick as relevant
9. Click on **Save changes**. You will then receive a message as follows: 'Thank you, your consent choices have been saved'. Click here to continue.
10. Scroll down to **Log Out**

<b>Institute Membership Number</b>		
<b>Former membership category of the Institute</b> (Please mark with an X)		Member <input type="checkbox"/> / Associate <input type="checkbox"/>
<b>First Name</b>		
<b>Last Name</b>		
<b>Address</b>		
<b>Mobile</b>		
<b>Email</b>		
<b>Reasons for inclusion in this category</b>		
<b>Completed form/s e-mailed to the Institute by DEADLINE SUNDAY 4 JULY 2021</b>		

April 2021