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Online Yearly Ticket Renewal User Guide

Who can renew online?

- **RESIDENT** ticket holders can renew and change within the **RESIDENT** category (level of access and courses)
- **NEF** ticket holders can renew and change within the **NEF** category (level of access and courses)
- **ORD** ticket holders can renew and change within the **ORD** category (level of access and courses)
- **OLT** ticket holders can change and renew within the **OLT** category (level of access and courses)
- **TCT** ticket holders can renew online but cannot make any changes.
- **Junior** and **Youth** Tickets can be renewed online but **ONLY** in conjunction with an active Adult Links Ticket.

Who cannot renew online?

- No ticket holder can change to another category online; you must contact yearlytickets@standrews.com with relevant information.
- Any **Junior** or **Youth** ticket without an Adult ticket.
- **Leuchars Station** tickets – you must fill in a renewal form and return with payment.
- **Resident ID** tickets must return the form sent to you.

Online Renewal User Guide:

When you click the link <https://renewals.standrews.com> to renew, either through the email sent to you, by typing it in to your web browser or by clicking the link on the ticket holder section of the website, this is the first screen you will see and it is here you should enter your ticket number and surname and click login:

Yearly Ticket Renewals

Please enter your ticket number and surname to begin your renewal.

Please do not include the -000 or /1 at the end of your ticket number.

Ticket Number

Ticket Number is required.

Ticket Holder Surname

Ticket Holder Name is required.

[→ Login](#)

An Adult ticket holder must click the link to make payment for their own tickets and can add another adult, junior or child ticket so that a whole family group can pay together online but if it is only the child that you wish to pay for then you will unfortunately not be able to use the online payment system and will have to pay in person or post the form with a cheque as in previous years.

Once successfully logged in this is what the screen looks like:

Ticket Renewal Summary

To proceed to payment, please add the personal details for each ticket you add to the renewal.



Me

TEST TEST

Adult

Ticket Number: 107004

Category: Resident

Courses: Full

Access: 7 Day

Price: £240

Resident Full 7-Day

Add Personal Details

Change Ticket Type

Do you want to pay for
another ticket?

Add Ticket

Proceed to Payment

The system pulls through the details of your current ticket and shows the current price to renew.

All users must click to add his or her personal details; you must fill in all fields and then click to confirm details. This screen will change depending on what category of ticket you are so if you are Full OLT/ORD/NEF categories it will also ask you to confirm your handicap limit and if there are any child or junior tickets it will ask you to provide their date of birth:



TEST TEST

Adult

Ticket Number: 107004
Category: Resident
Courses: Full
Access: 7 Day
Price: £240
Resident Full 7-Day

Confirm Ticket Details

Address Line 1

test

Address Line 2

test

Address Line 3

test

City

test

State/Region

test

Postal Code

test

Country

United Kingdom

Confirm Golf Club

- St Andrews
- The New Golf Club
- St Rule Club
- St Regulus Golf Club
- No Club

I acknowledge that St Andrews Links Trust will be required to collect and make use of the personal data I provide on this application for the purposes of the day to day management of my yearly ticket, providing me with information on the golf courses and in order to process any future renewals of my Links Ticket.

Cancel

Confirm Details



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If you wish to change your ticket from Full to restricted or from 5 to 7 day or vice versa, you need to click 'change ticket details' and this screen is where you change it:

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Ticket Renewals
TEST TEST ▾

Change Ticket Details - TEST TEST (107004)

You can make the following changes to your ticket based on your current ticket and the information provided.

Ticket Category
Resident (RES)

Select what courses you want to play

- Full
- Restricted

Full tickets allow play over all courses. Restricted tickets give access to all courses except the Old & Castle courses unless otherwise stated.

Select how often you would like to play

- 7 Day
- 5 Day

You cannot change your ticket category via the renewals process. Please contact reservations via email at reservations@standrews.com or call us on 01334 466718 to discuss your options.




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Once you click 'save and continue' any changes made are shown on the Ticket Renewal Summary page. If you have made a mistake you can undo this by clicking on the undo button. If you wish to renew another ticket, you should click 'Add Ticket' and then you are prompted to enter the ticket number and surname of the next ticket you want to renew.


You should then fill in the 'Personal details' for the next ticket holder you wish to renew, the system will tell you if you are not able to change the ticket type online. Once you have filled in all mandatory fields and are ready to pay the 'Proceed to Payment' box will be available to click

Once they click 'proceed to payment', you will be asked to fill in the billing address, email and phone number. Once you click 'Confirm Billing Details' you will then need to fill in your card details and click 'Pay Now' – (to the right there is a summary of the total and a summary of all the tickets you are paying):



Checkout

Card Number 

Expiry

Security Code 

Cardholder Name

 Security protected by 

Ticket Renewals
TEST TEST ▾

Cart Summary


Name	Age Group	Category	Access	Frequency	Price
TEST TEST	Adult	Resident	Full	7 Day	£240

Total Price: £240



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If your payment is successful, this screen will appear on the screen:

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Ticket Renewals

Thank you for your Payment ✓

The renewed tickets have been marked as paid and a receipt will be emailed to you shortly.
If you have changed your yearly ticket in any way, we will issue you with a new card in early April via post.
Enjoy your golf for the coming season.