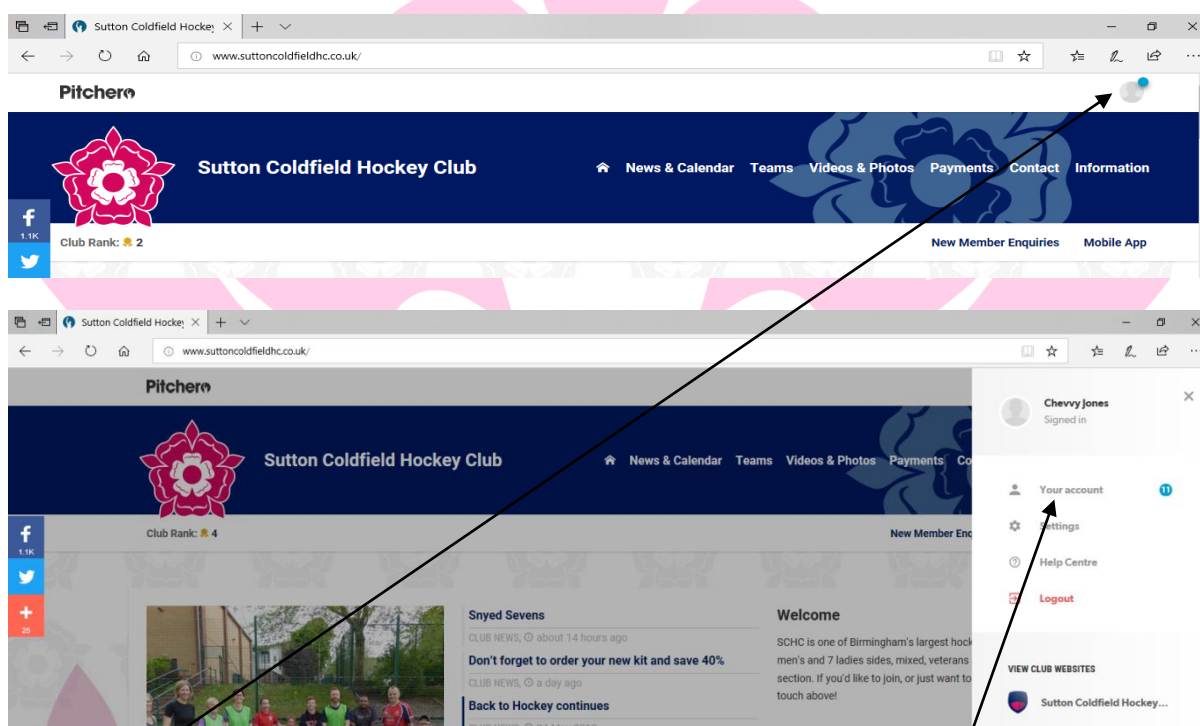


HOW A REGISTERED PARENT CAN ADD CHILDREN ON SUTTON COLDFIELD HOCKEY CLUB'S WEBSITE

Sutton Coldfield Hockey Club is moving membership record keeping and subscriptions online, using functionality built into the club website www.suttoncoldfieldhc.co.uk. This gets rid of a lot of paperwork and data entry, and will make the job of the volunteers who manage the membership and finances a lot easier.

Sutton Coldfield Hockey Club uses a website building and hosting service called Pitchero, which England Hockey announced as an endorsed provider of club and league websites in February 2018.

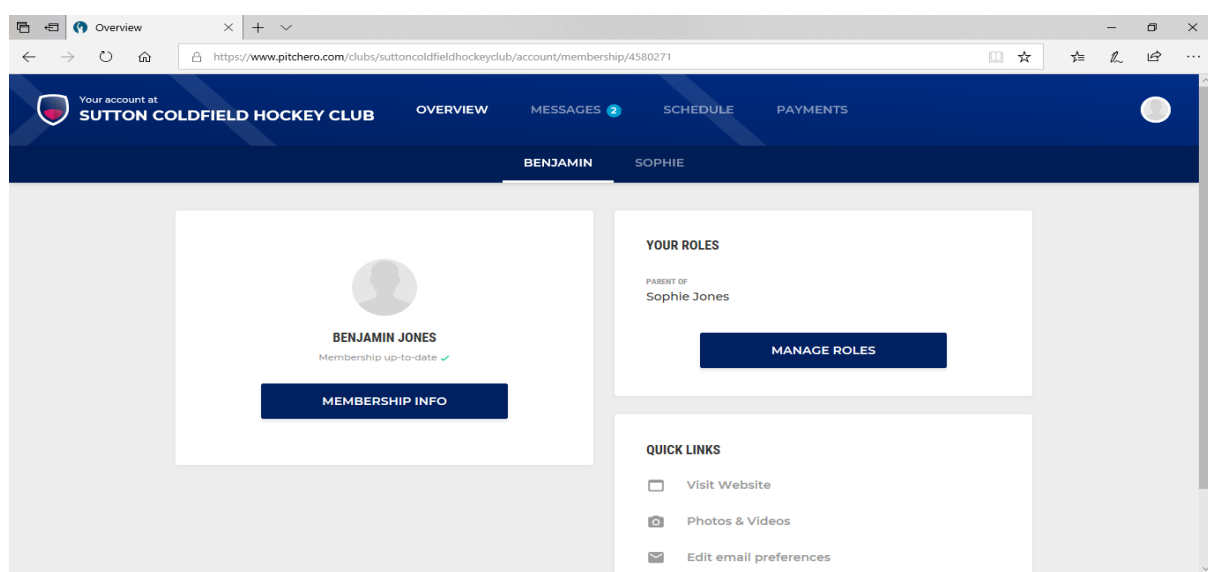
For those already with a login to the website, log on to Sutton Coldfield Hockey Club website



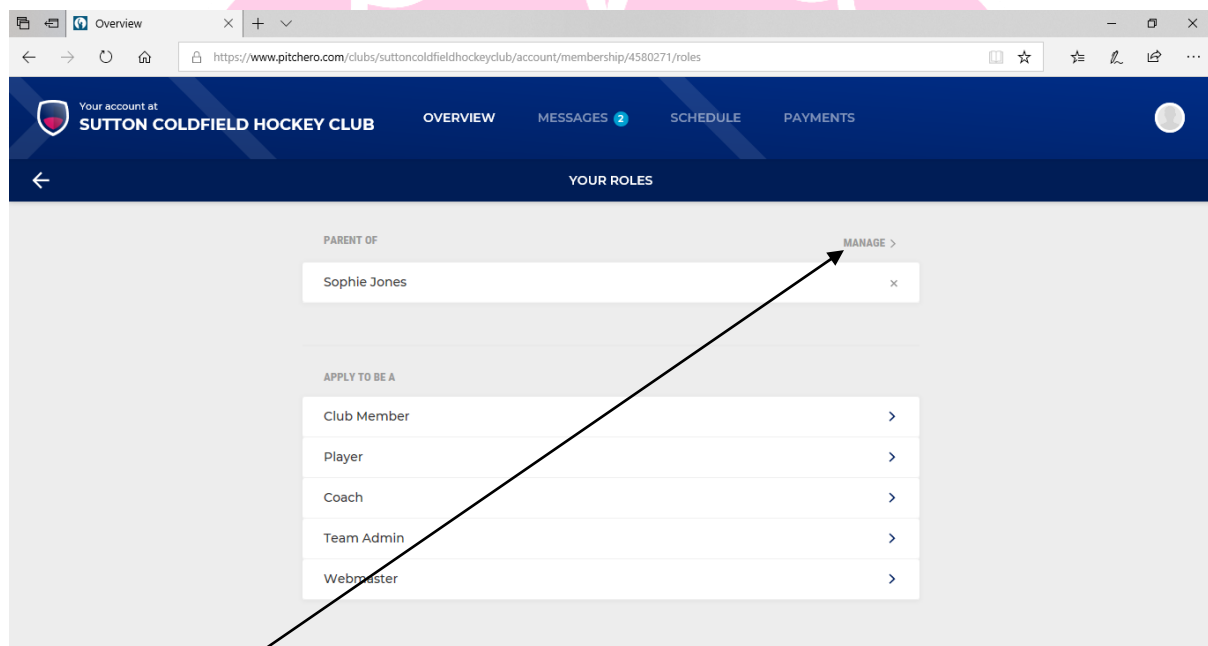
Press Avatar icon in top right corner brings down general menu, select "Your account" menu option



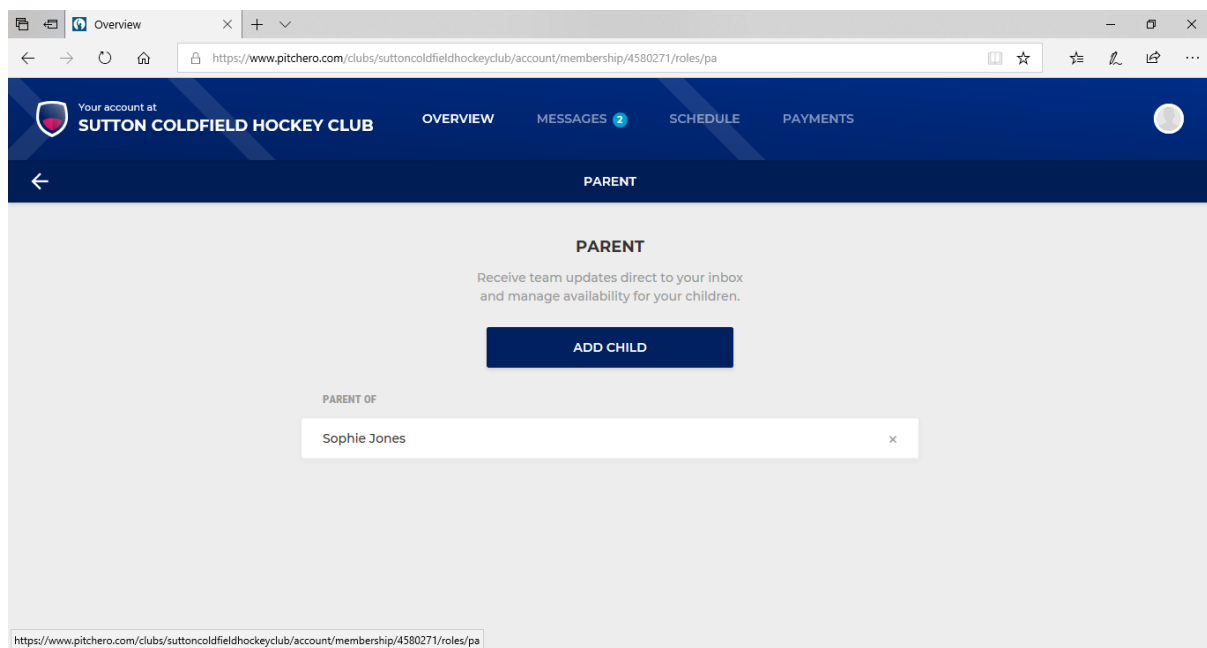
SUTTON COLDFIELD HOCKEY CLUB



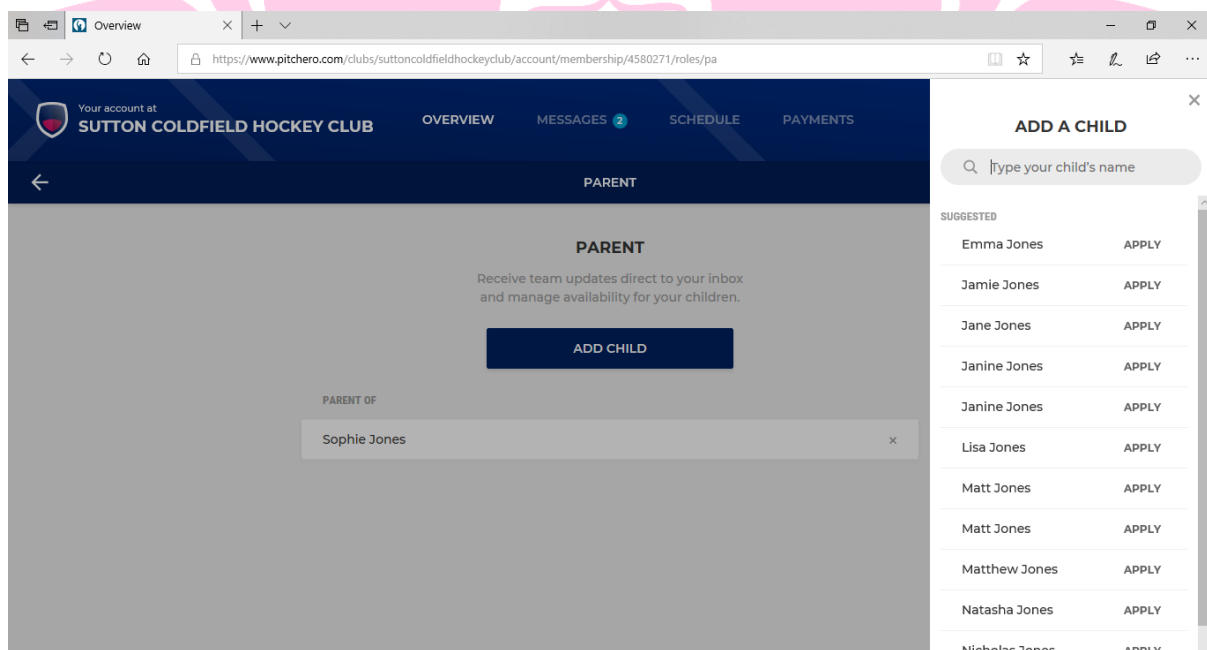
Click on “Manage Roles” button



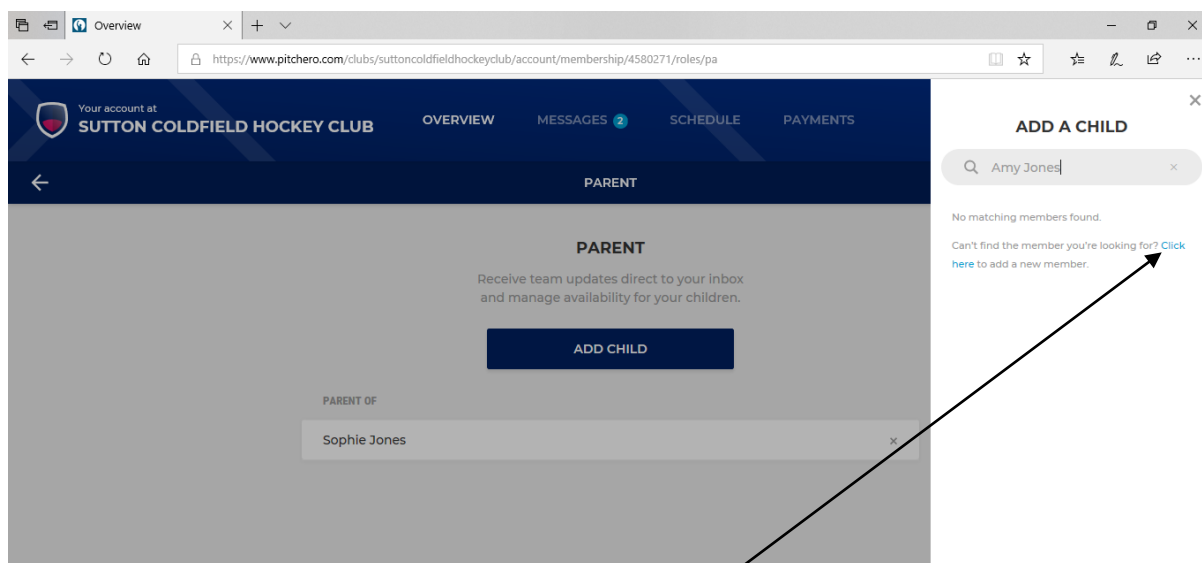
Click on “Manage >” button to the right of “Parent Of” area



Click "Add Child" button



Type in your child's name



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4580271/roles/pa

Your account at **SUTTON COLDFIELD HOCKEY CLUB**

OVERVIEW MESSAGES 2 SCHEDULE PAYMENTS

PARENT

PARENT

Receive team updates direct to your inbox and manage availability for your children.

ADD CHILD

PARENT OF

Sophie Jones

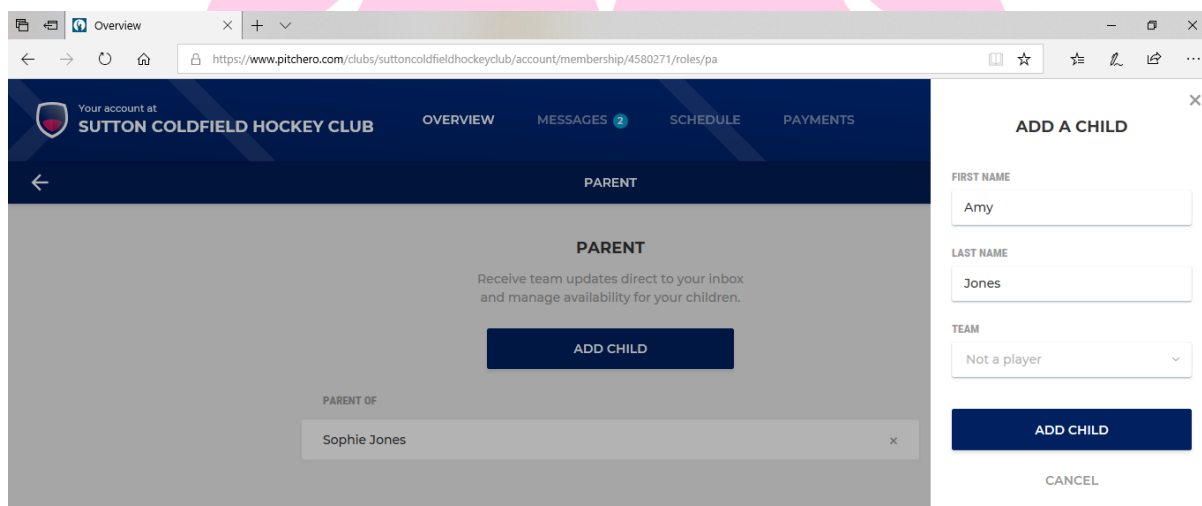
ADD A CHILD

Q Amy Jones

No matching members found.

Can't find the member you're looking for? [Click here](#) to add a new member.

If your child's name is not found, add your child via "Click here"



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4580271/roles/pa

Your account at **SUTTON COLDFIELD HOCKEY CLUB**

OVERVIEW MESSAGES 2 SCHEDULE PAYMENTS

PARENT

PARENT

Receive team updates direct to your inbox and manage availability for your children.

ADD CHILD

PARENT OF

Sophie Jones

ADD A CHILD

FIRST NAME

Amy

LAST NAME

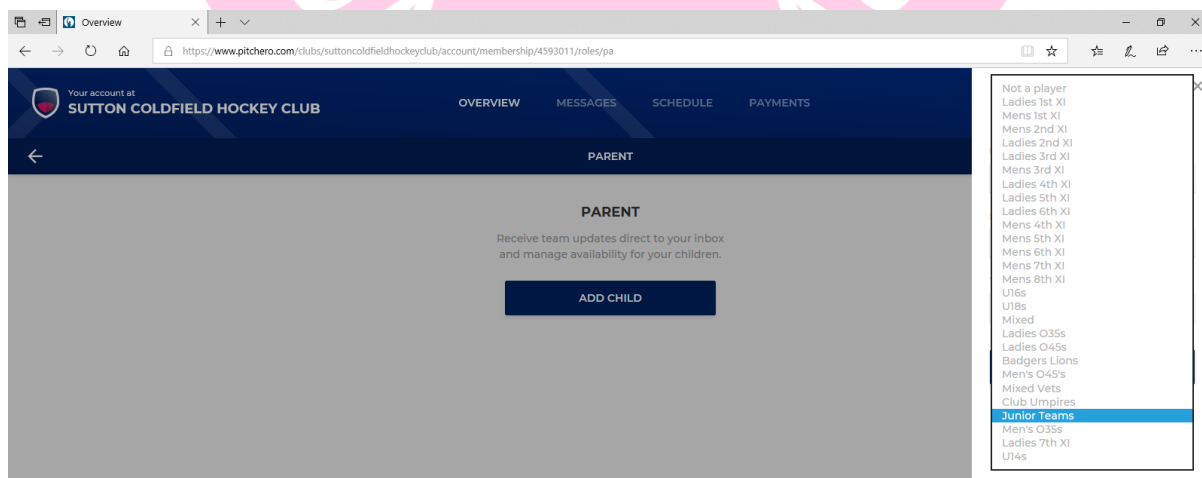
Jones

TEAM

Not a player

ADD CHILD

CANCEL



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4593011/roles/pa

Your account at **SUTTON COLDFIELD HOCKEY CLUB**

OVERVIEW MESSAGES SCHEDULE PAYMENTS

PARENT

PARENT

Receive team updates direct to your inbox and manage availability for your children.

ADD CHILD

ADD A CHILD

FIRST NAME

Amy

LAST NAME

Jones

TEAM

Not a player

Ladies 1st XI

Mens 1st XI

Mens 2nd XI

Ladies 2nd XI

Ladies 3rd XI

Mens 3rd XI

Ladies 4th XI

Ladies 5th XI

Ladies 6th XI

Mens 4th XI

Mens 5th XI

Mens 6th XI

Mens 7th XI

Mens 8th XI

U16s

U18s

Mixed

Ladies O35s

Ladies O45s

Badgers Lions

Mens O45s

Mixed Vets

Club Umpires

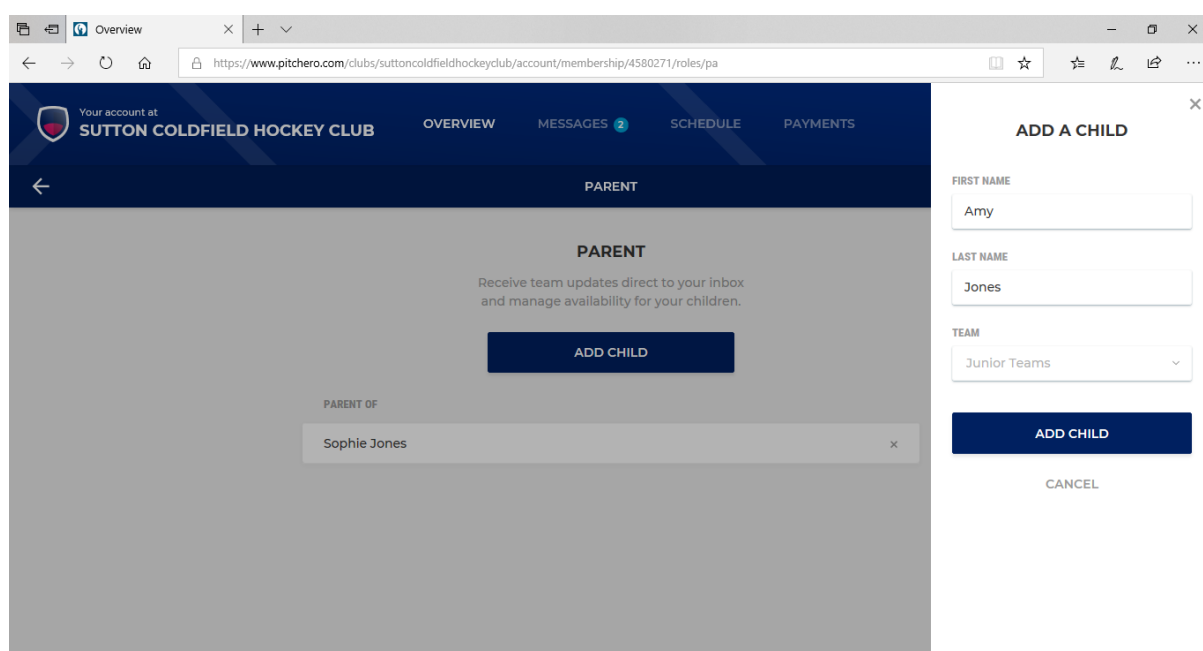
Junior Teams

Mens O35s

Ladies 7th XI

U14s

Select relevant team



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4580271/roles/pa

Your account at **SUTTON COLDFIELD HOCKEY CLUB** OVERVIEW MESSAGES 2 SCHEDULE PAYMENTS

← PARENT

PARENT

Receive team updates direct to your inbox and manage availability for your children.

ADD CHILD

PARENT OF

Sophie Jones

ADD A CHILD

FIRST NAME
Amy

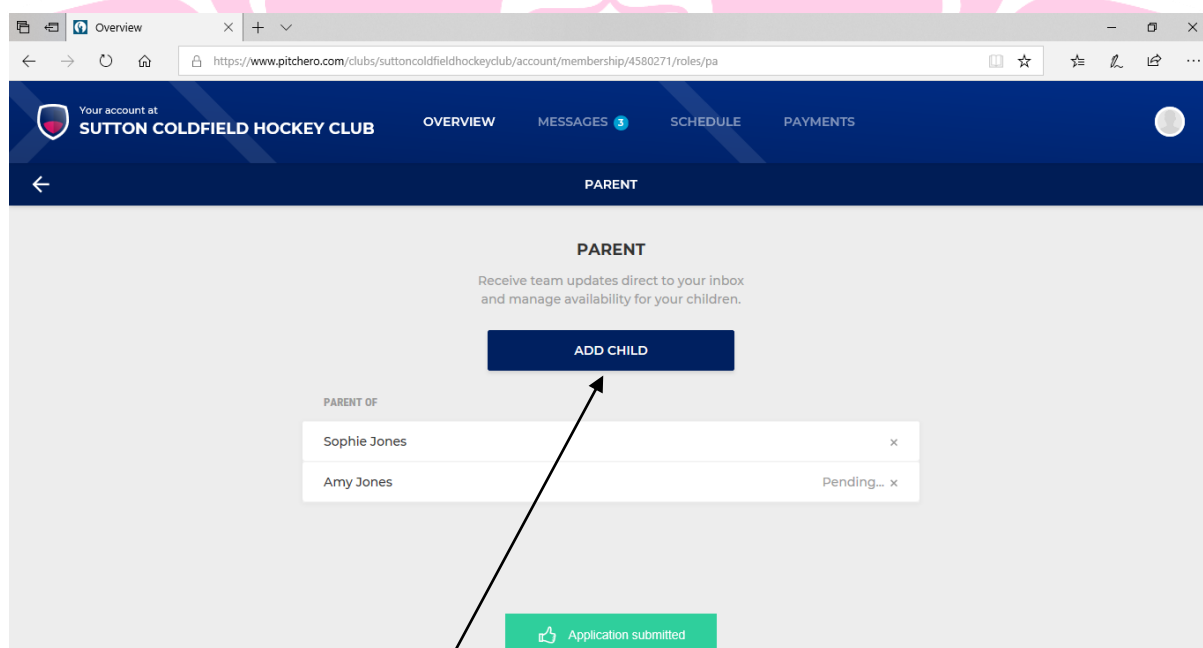
LAST NAME
Jones

TEAM
Junior Teams

ADD CHILD

CANCEL

Click “Add Child” button



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4580271/roles/pa

Your account at **SUTTON COLDFIELD HOCKEY CLUB** OVERVIEW MESSAGES 3 SCHEDULE PAYMENTS

← PARENT

PARENT

Receive team updates direct to your inbox and manage availability for your children.

ADD CHILD

PARENT OF

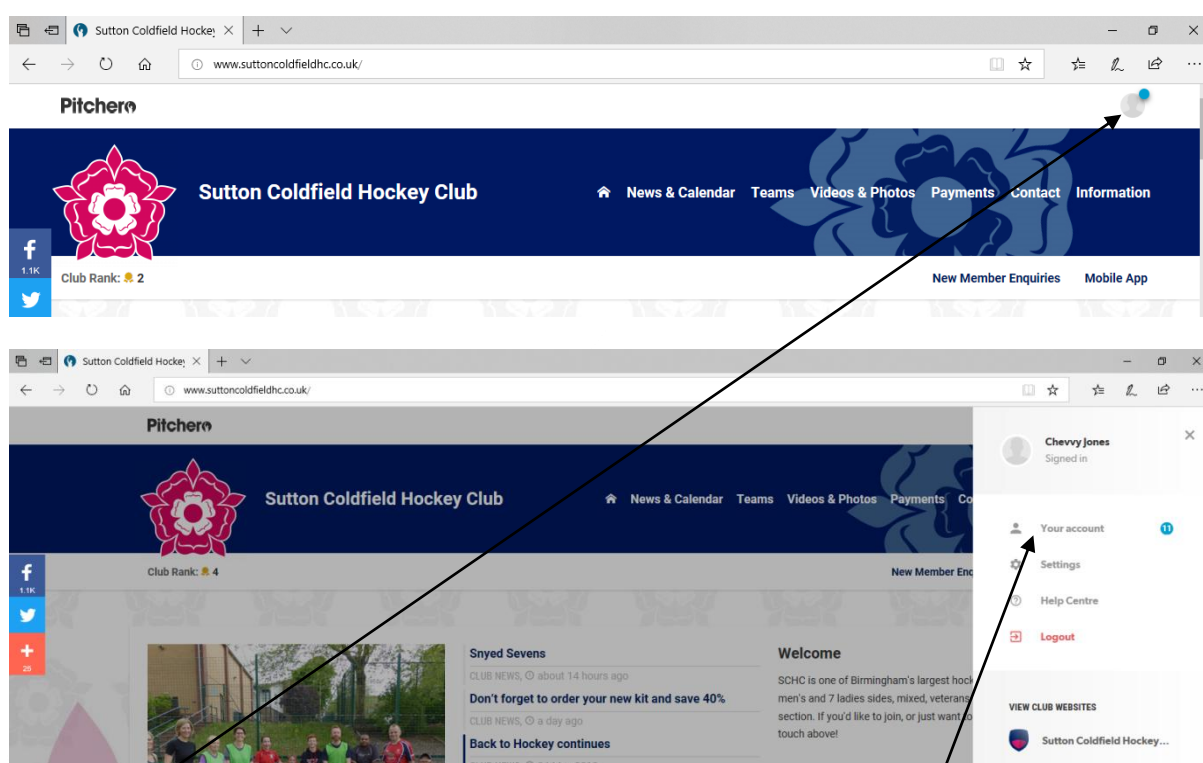
Sophie Jones

Amy Jones Pending...

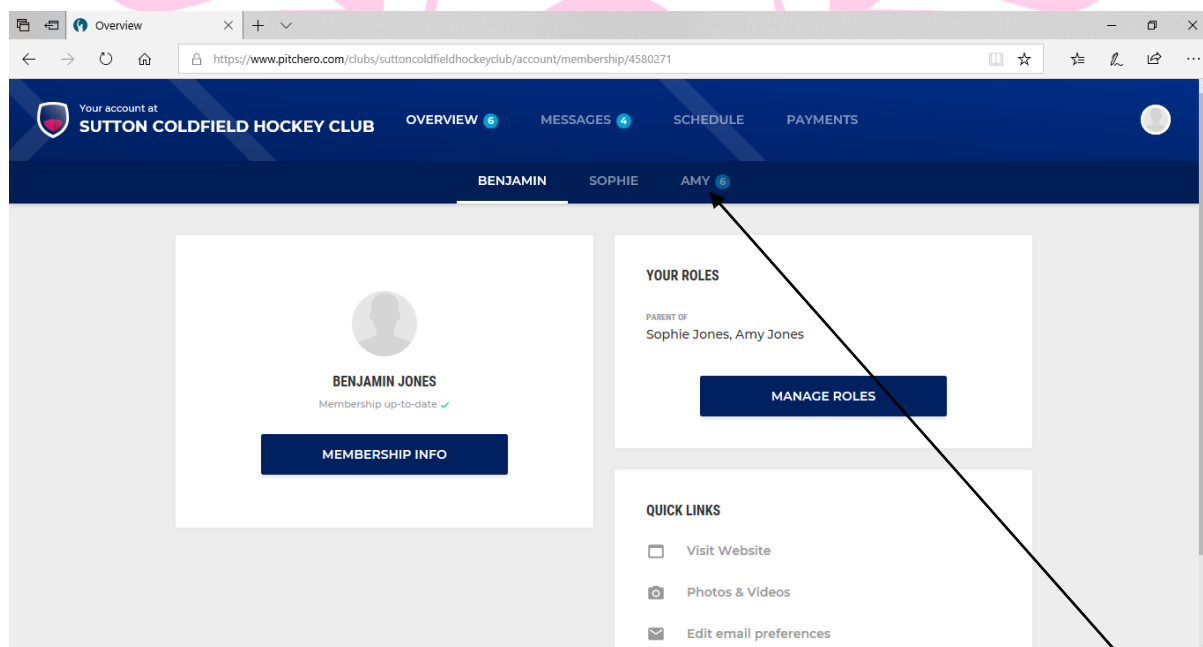
Application submitted

You will then have to wait for the membership secretary to approve your role in relation to your child and the child being a player of SCHC. Notice that you can add further children from this screen if necessary, by clicking on “Add Child” button. This takes you back through pages 3 and 4 above.

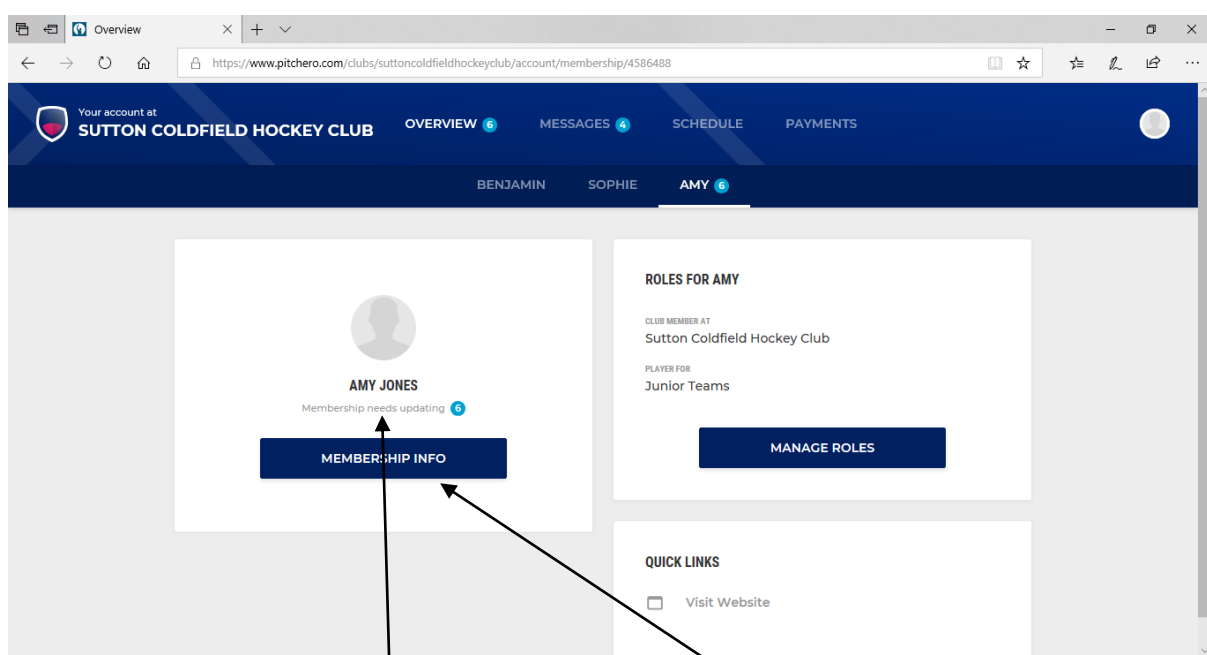
Once approval has occurred (for which you will get notification), log back in to fill in membership details for the child that you’ve added.



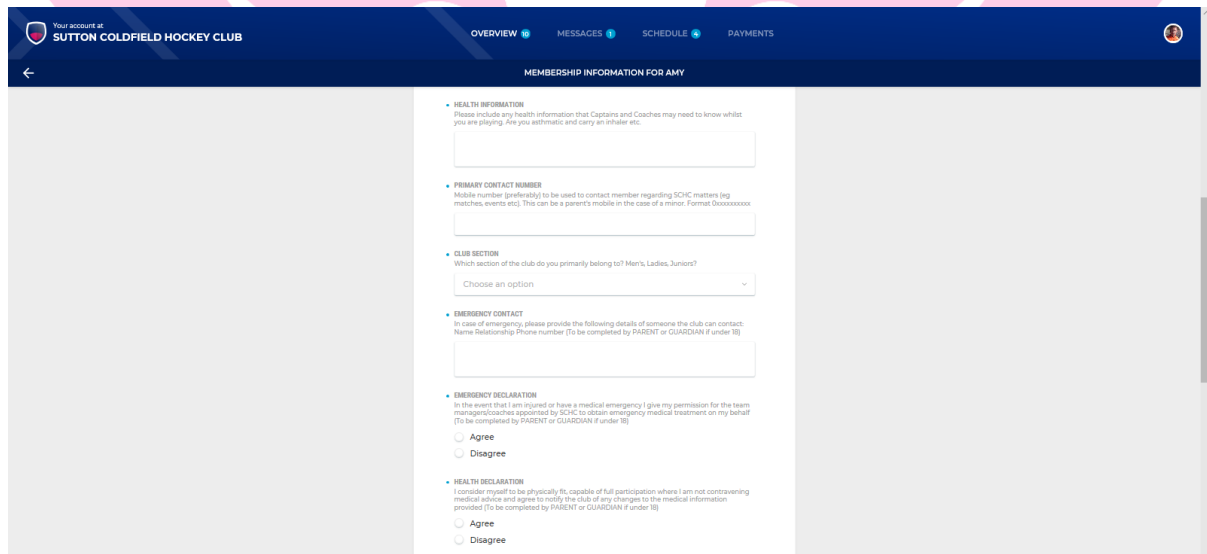
Press Avator icon in top right corner brings down general menu, select "Your account" menu option

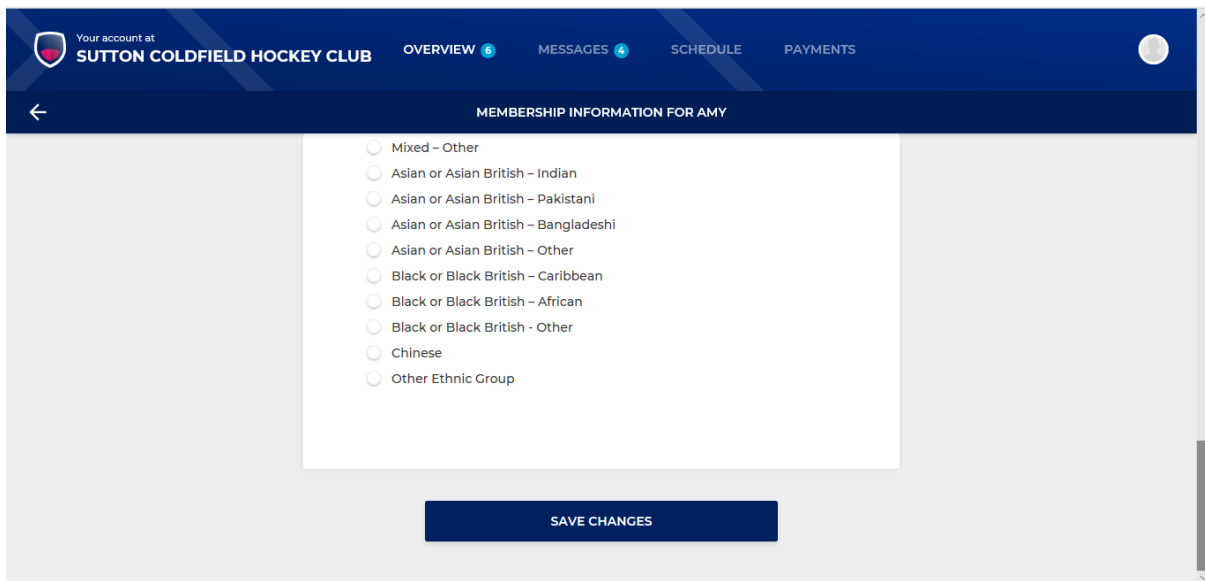


Notice you now have a new tab for each child you have added. Select the child you've added, "Amy" in this example.



Notice message “Membership needs updating”. Click “Membership Info” to complete registration by filling in all compulsory fields (denoted by a blue dot next to the field) as a minimum





Your account at
SUTTON COLDFIELD HOCKEY CLUB

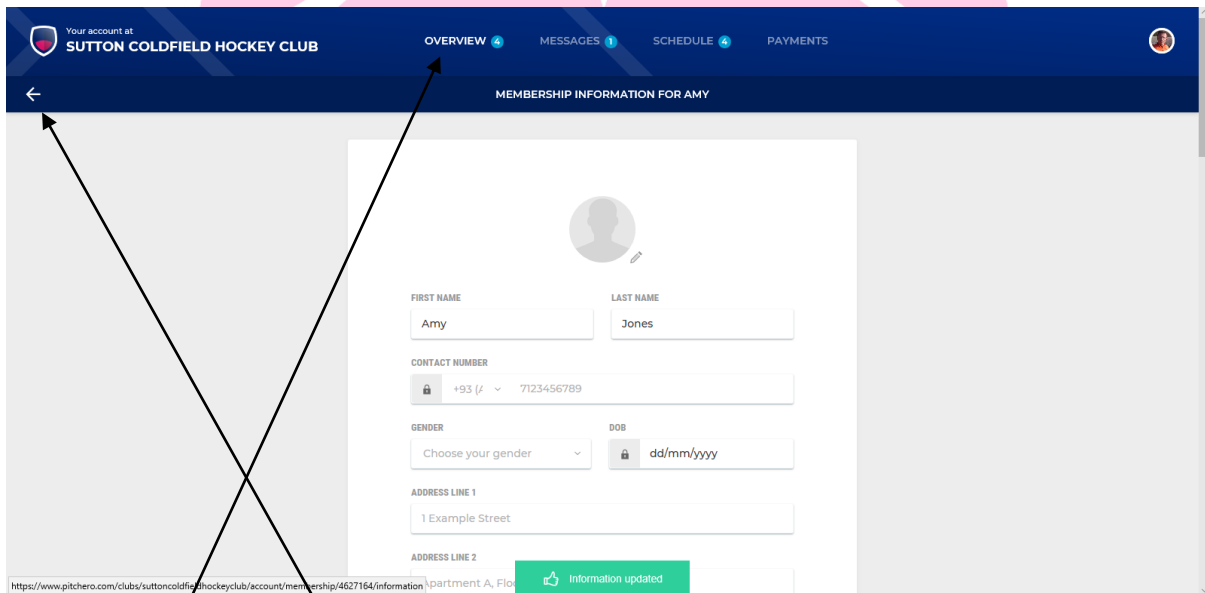
OVERVIEW 6 MESSAGES 4 SCHEDULE PAYMENTS

MEMBERSHIP INFORMATION FOR AMY

- ☐ Mixed – Other
- ☐ Asian or Asian British – Indian
- ☐ Asian or Asian British – Pakistani
- ☐ Asian or Asian British – Bangladeshi
- ☐ Asian or Asian British – Other
- ☐ Black or Black British – Caribbean
- ☐ Black or Black British – African
- ☐ Black or Black British – Other
- ☐ Chinese
- ☐ Other Ethnic Group

SAVE CHANGES

Click on “Save Changes” button at bottom of filled-in membership form



Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 4 MESSAGES 1 SCHEDULE 4 PAYMENTS

MEMBERSHIP INFORMATION FOR AMY

FIRST NAME: Amy LAST NAME: Jones

CONTACT NUMBER: +93 7123456789

GENDER: Choose your gender DOB: dd/mm/yyyy

ADDRESS LINE 1: 1 Example Street

ADDRESS LINE 2:

Information updated

Click on “Overview” or left arrow sign, which returns you to “Your Account” Overview screen (page 6)

Repeat pages 6 to 8 for any other children you’ve added