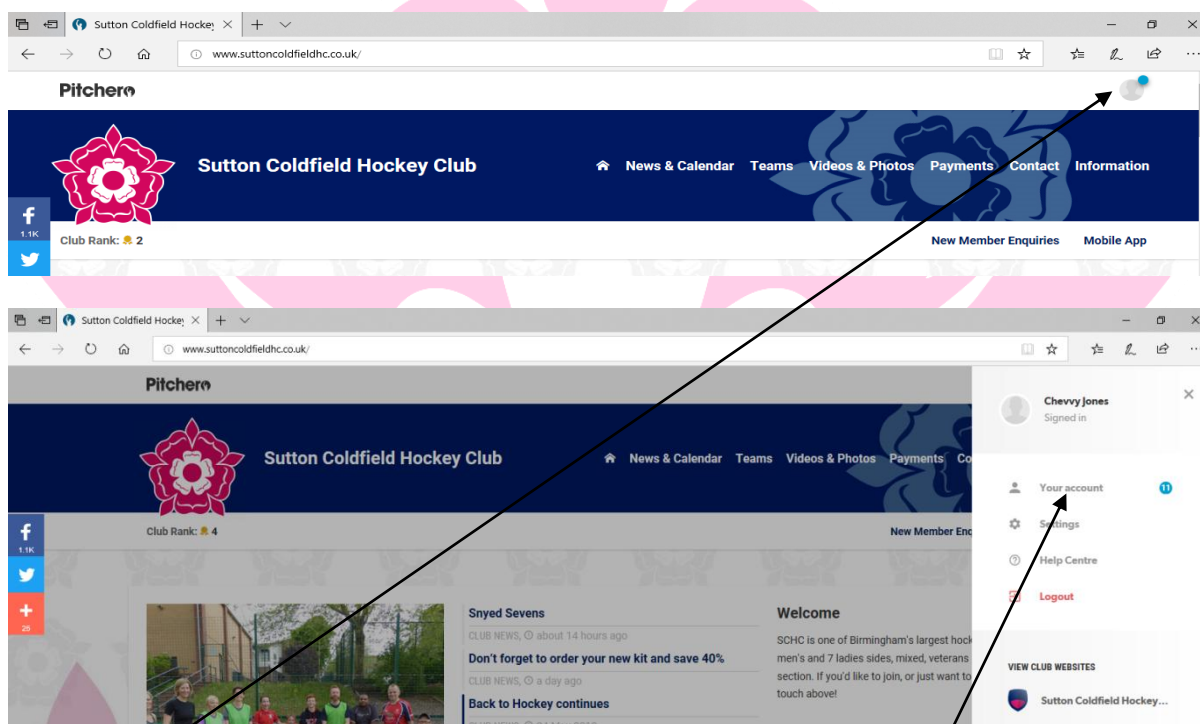


HOW A REGISTERED MEMBER APPLIES FOR PARENT ROLE ON SUTTON COLDFIELD HOCKEY CLUB'S WEBSITE

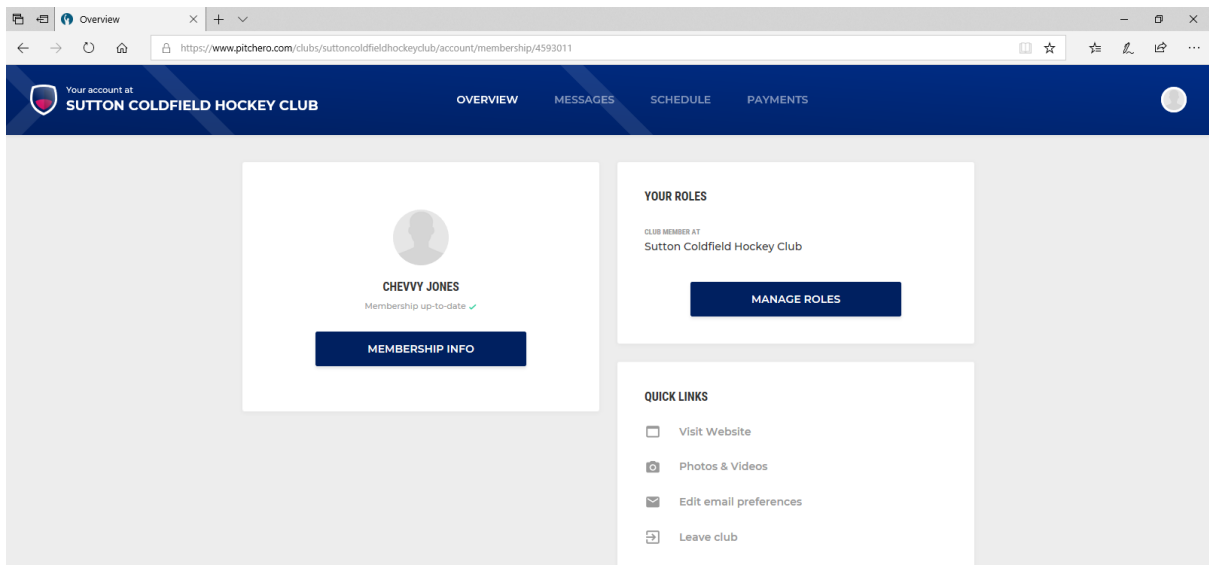
Sutton Coldfield Hockey Club is moving membership record keeping and subscriptions online, using functionality built into the club website www.suttoncoldfieldhc.co.uk. This gets rid of a lot of paperwork and data entry, and will make the job of the volunteers who manage the membership and finances a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

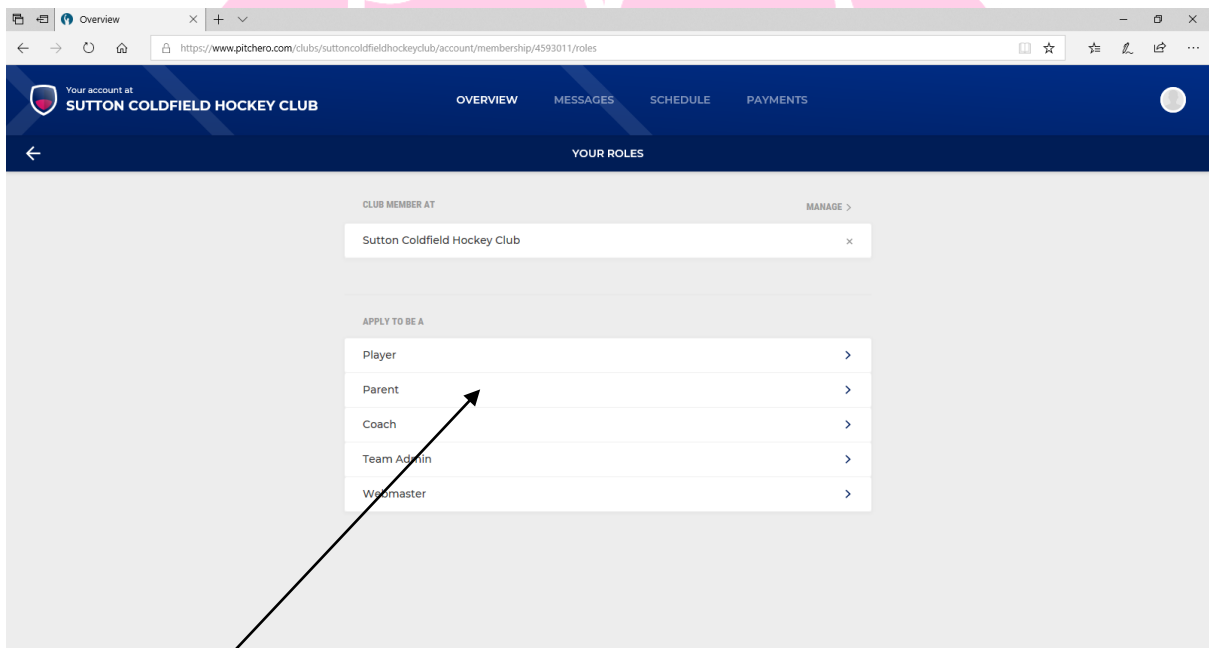


Press Avatar icon in top right corner brings down general menu, select "Your account" menu option



The screenshot shows a web browser window with the URL <https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4593011>. The page header includes the club logo and navigation links: OVERVIEW, MESSAGES, SCHEDULE, and PAYMENTS. The main content area is divided into three sections: a profile card for CHEVY JONES with a 'MEMBERSHIP INFO' button, a 'YOUR ROLES' section showing 'CLUB MEMBER AT Sutton Coldfield Hockey Club' with a 'MANAGE ROLES' button, and a 'QUICK LINKS' section with options like 'Visit Website', 'Photos & Videos', 'Edit email preferences', and 'Leave club'.

Click on “Manage Roles” button

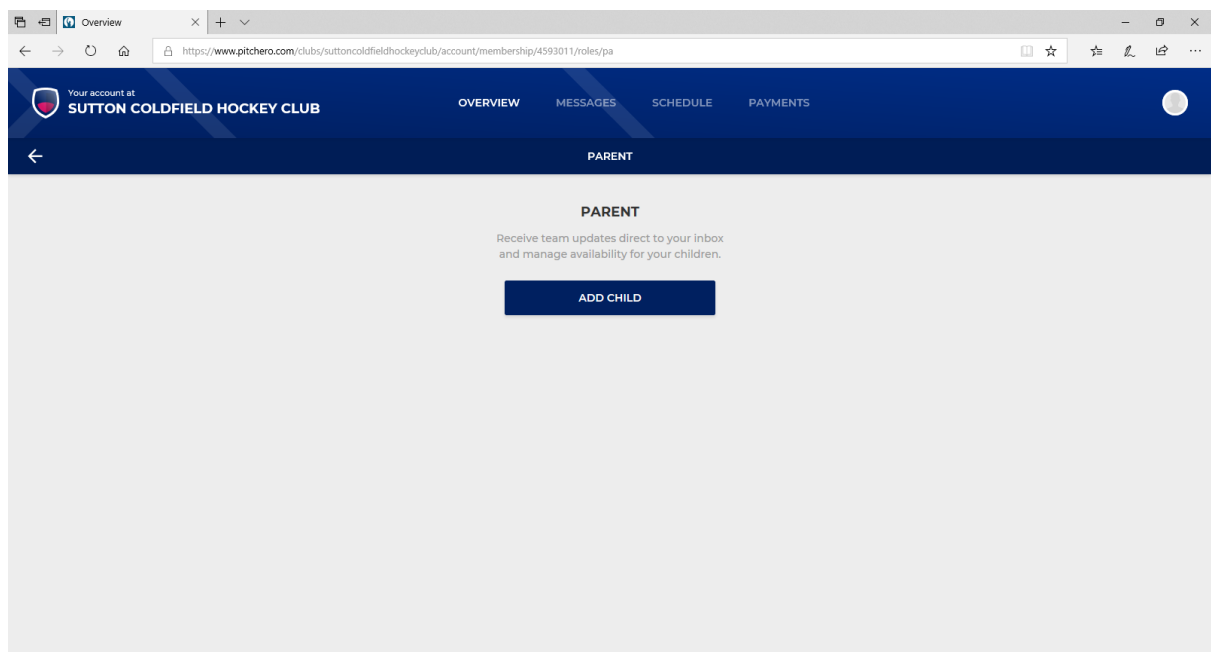


The screenshot shows the 'YOUR ROLES' page. At the top, it says 'CLUB MEMBER AT Sutton Coldfield Hockey Club' with a 'MANAGE >' link. Below this is a section titled 'APPLY TO BE A' with a list of roles: Player, Parent, Coach, Team Admin, and Woodmaster. Each role has a right-pointing arrow. A black arrow points from the text 'Click on “Parent >” line in the “Apply to be a” section' to the 'Parent >' option in the list.

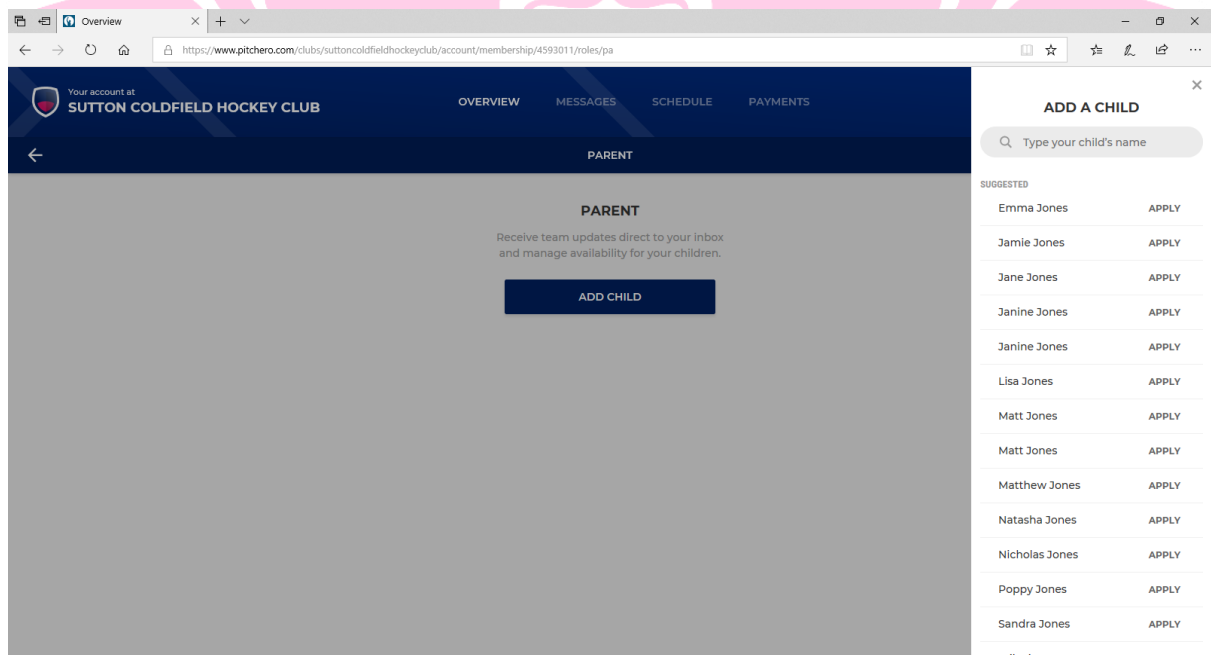
Click on “Parent >” line in the “Apply to be a” section



SUTTON COLDFIELD HOCKEY CLUB



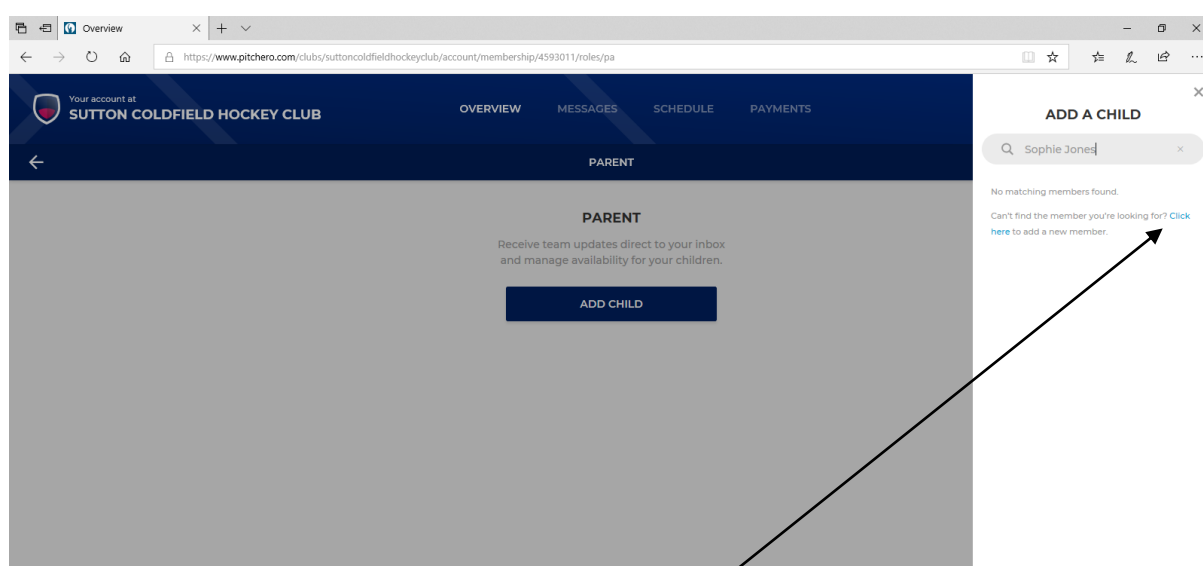
Click "Add Child" button



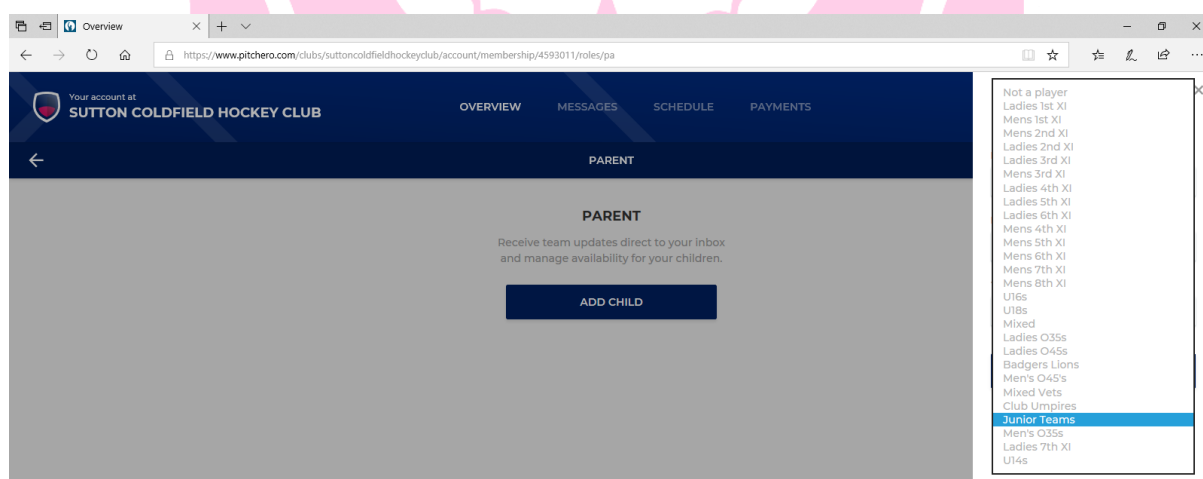
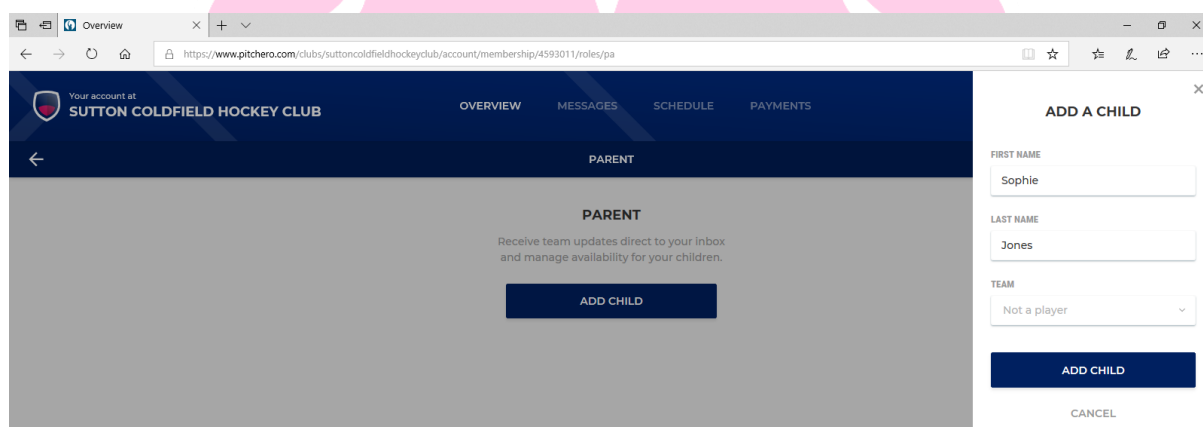
Type in your child's name



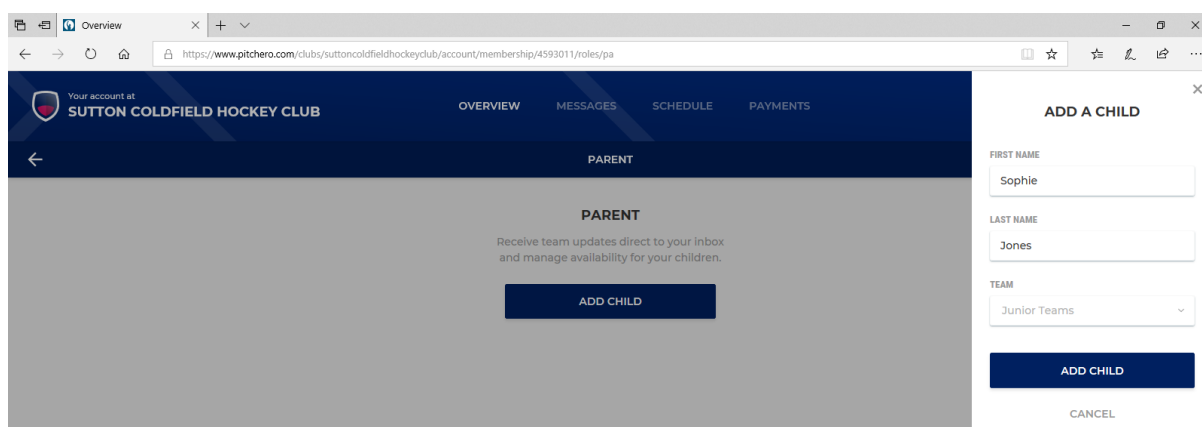
SUTTON COLDFIELD HOCKEY CLUB



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

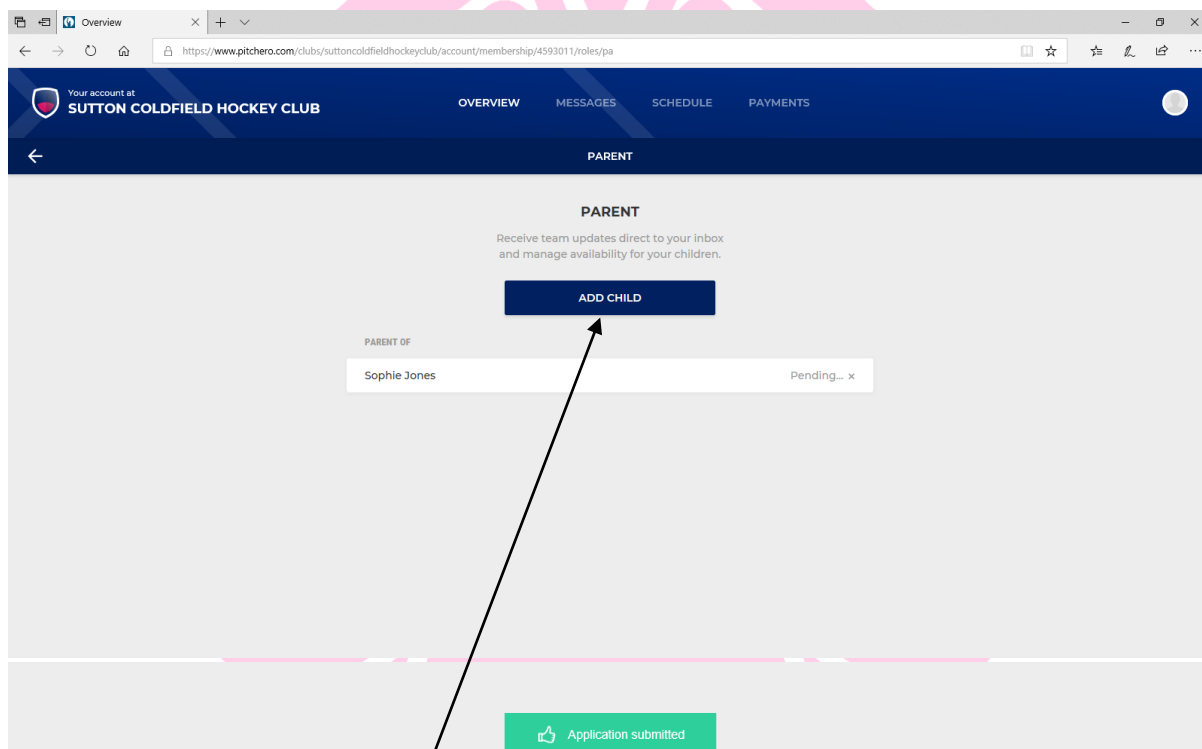


Select relevant team (note: you will not need to carry out this step if you "found" your child in step above)



The screenshot shows a web browser window with the URL <https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4593011/roles/pa>. The page header includes the Sutton Coldfield Hockey Club logo and navigation links: OVERVIEW, MESSAGES, SCHEDULE, and PAYMENTS. The main content area is titled 'PARENT' and contains the text: 'Receive team updates direct to your inbox and manage availability for your children.' Below this text is a blue button labeled 'ADD CHILD'. On the right side of the page, there is a sidebar titled 'ADD A CHILD' with a close button (X). This sidebar contains input fields for 'FIRST NAME' (Sophie), 'LAST NAME' (Jones), and a 'TEAM' dropdown menu (set to 'Junior Teams'). At the bottom of the sidebar are two buttons: 'ADD CHILD' and 'CANCEL'.

Click “Add Child” button (note: you will not need to carry out this step if you “found” your child in step above)

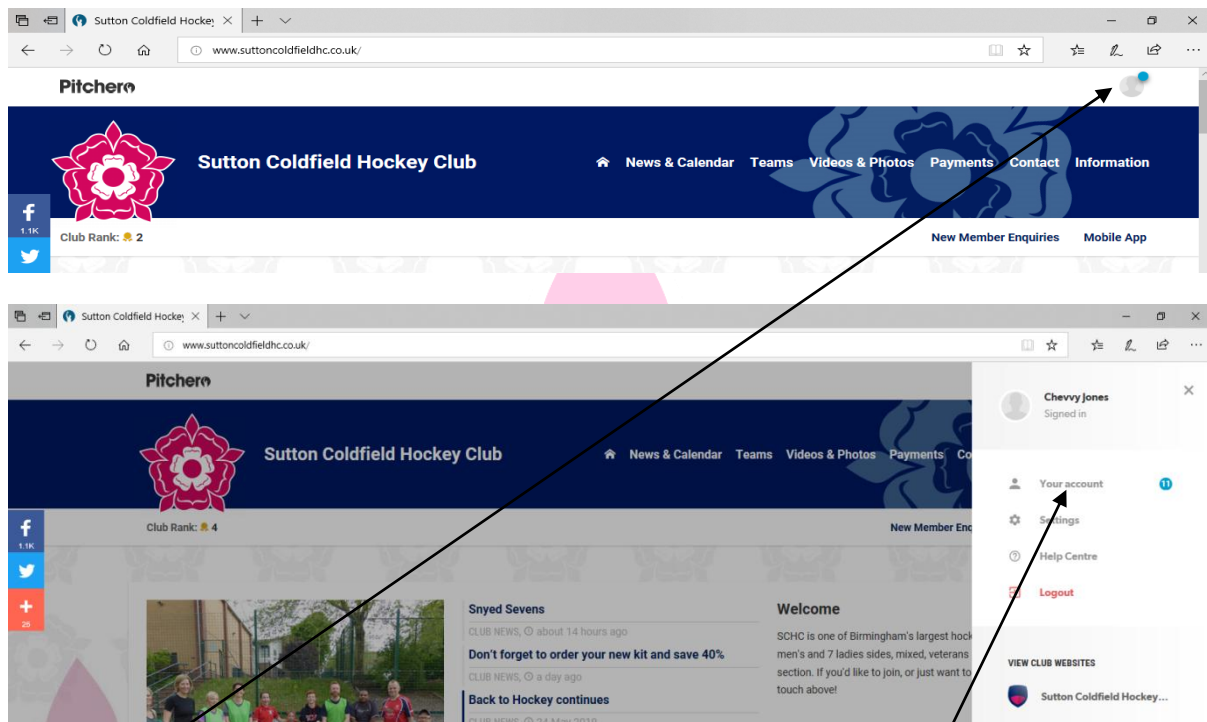


The screenshot shows the same web browser window as the previous one, but the 'ADD CHILD' button has been clicked. The main content area now displays 'PARENT' with the same text as before. Below the text, the 'ADD CHILD' button is still visible. A new section appears below the button, titled 'PARENT OF', showing 'Sophie Jones' and a status of 'Pending... x'. At the bottom of the page, a green banner with a thumbs-up icon and the text 'Application submitted' is displayed. A black arrow points from the 'ADD CHILD' button in the previous screenshot to the 'ADD CHILD' button in this screenshot.

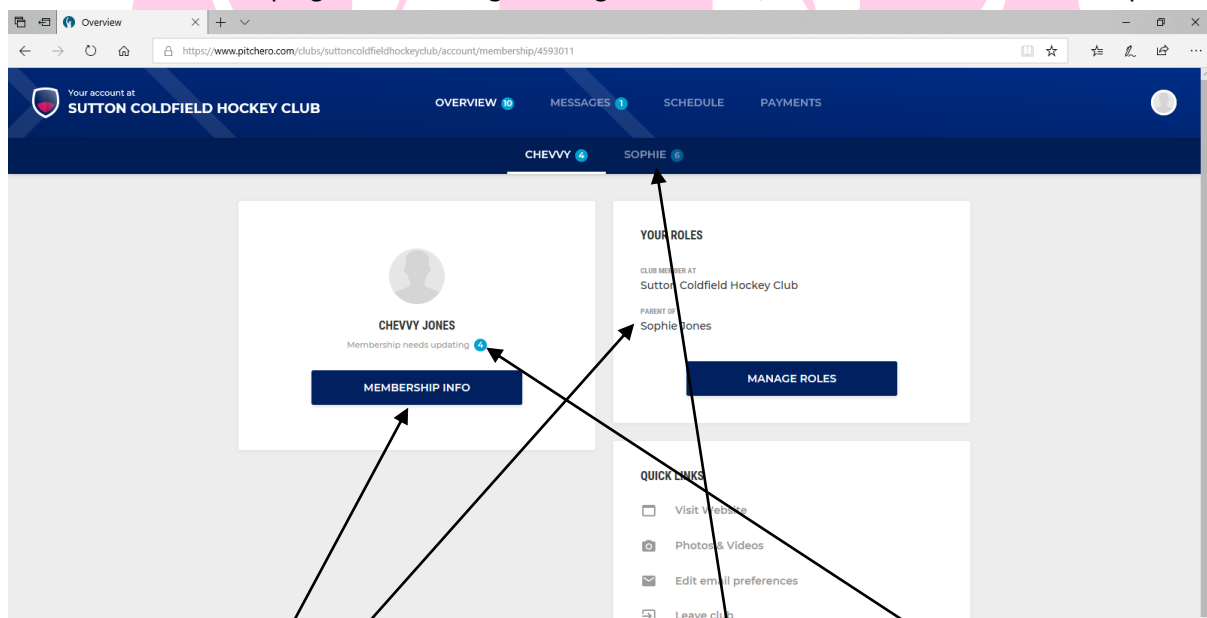
You will then have to wait for the membership secretary to approve your role in relation to your child and the child being a player of SCHC. Notice that you can add further children from this screen if necessary, by clicking on “Add Child” button. This takes you back through pages 3 and 4 above.

SUTTON COLDFIELD HOCKEY CLUB

Once approval has occurred (for which you will get notification), log back in to fill in membership details for the children that you've added, as well as additional parental consents for your membership:

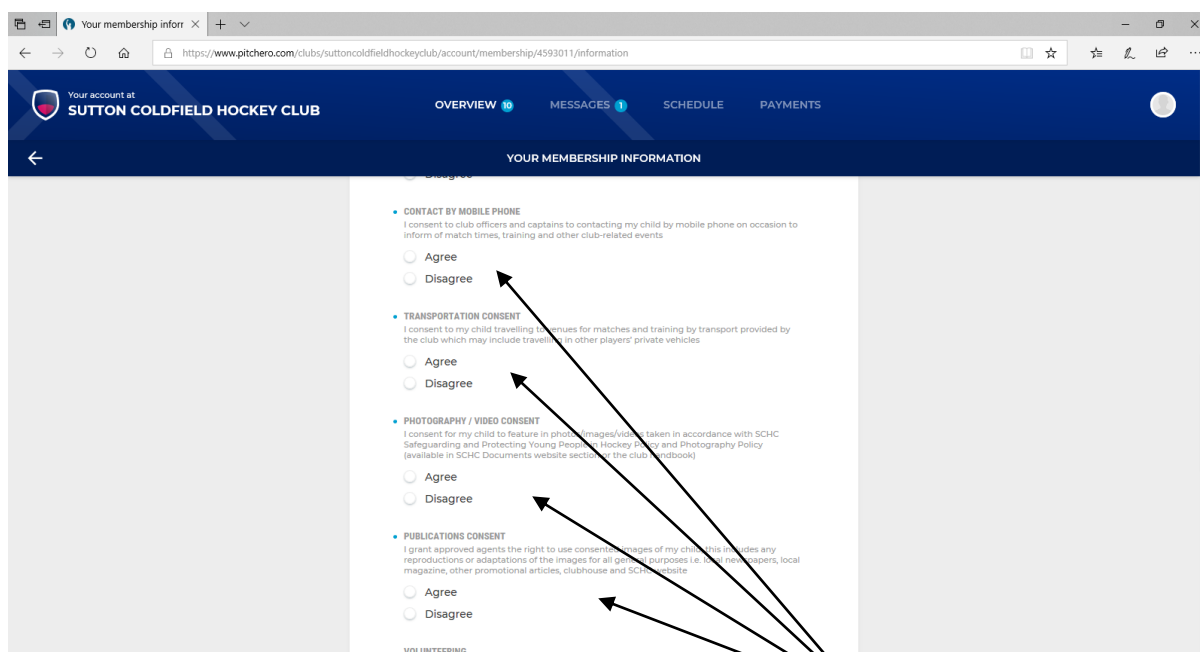


Press Avatar icon in top right corner brings down general menu, select "Your account" menu option



Notice you now have a "Parent" role for your child/ren, that your own "Membership Info" needs updating and that there is a new tab(s) for your child/ren, "Sophie", in this example

Click on "Membership Info"

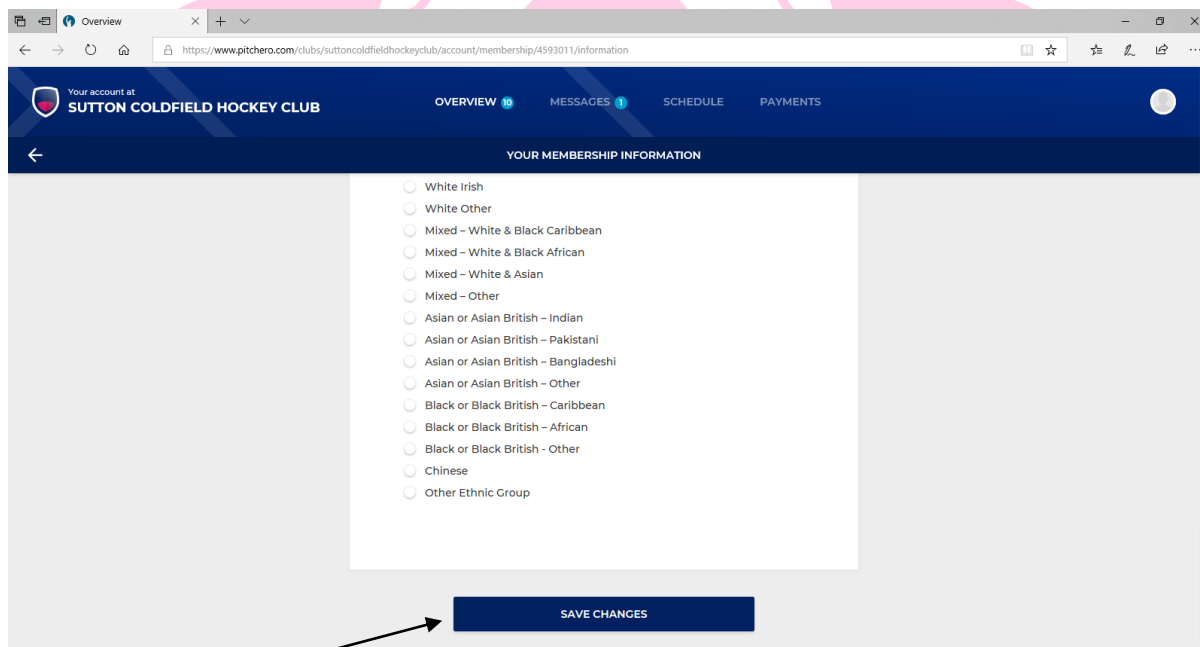


YOUR MEMBERSHIP INFORMATION

- CONTACT BY MOBILE PHONE**
 I consent to club officers and captains to contacting my child by mobile phone on occasion to inform of match times, training and other club-related events
☐ Agree
☐ Disagree
- TRANSPORTATION CONSENT**
 I consent to my child travelling to venues for matches and training by transport provided by the club which may include travelling in other players' private vehicles
☐ Agree
☐ Disagree
- PHOTOGRAPHY / VIDEO CONSENT**
 I consent for my child to feature in photos/images/videos taken in accordance with SCHC Safeguarding and Protecting Young People in Hockey Policy and Photography Policy (available in SCHC Documents website section 'the club handbook')
☐ Agree
☐ Disagree
- PUBLICATIONS CONSENT**
 I grant approved agents the right to use consented images of my child, this includes any reproductions or adaptations of the images for all general purposes (i.e. local newspapers, local magazine, other promotional articles, clubhouse and SCHC website)
☐ Agree
☐ Disagree

VOLUNTEERING

Notice that within “Your Membership Information” there are new compulsory fields to complete for consents relating to your child/ren, denoted by a blue dot. Complete these consent fields, as well as taking the opportunity to update any other membership information, such as Emergency Contact or Primary Contact Number etc.

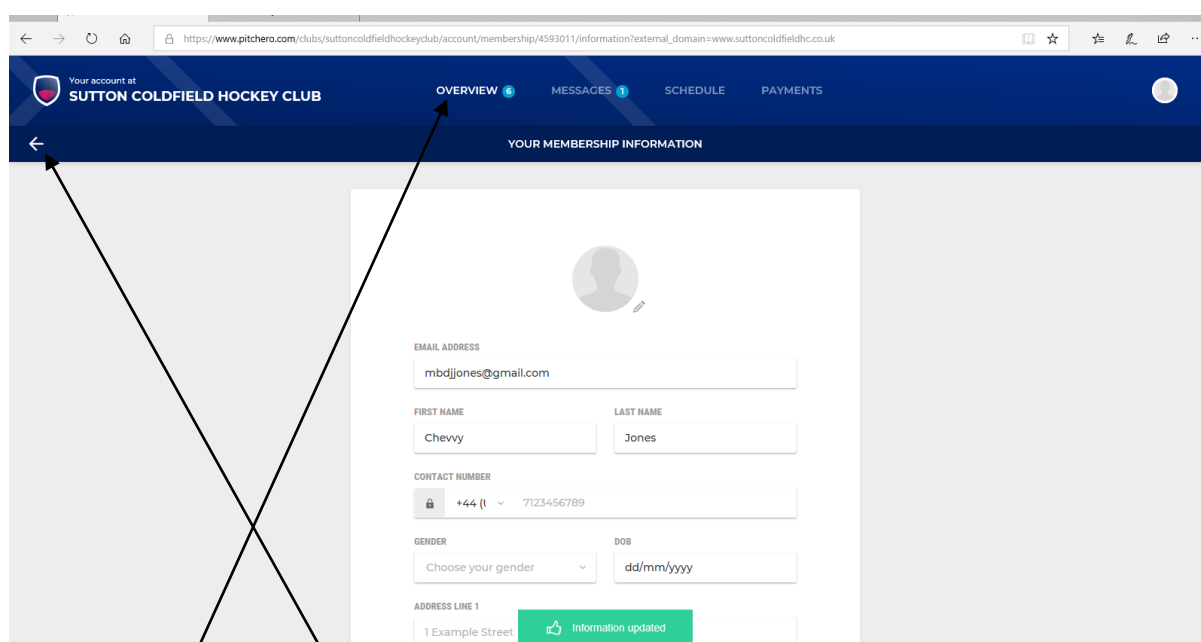


YOUR MEMBERSHIP INFORMATION

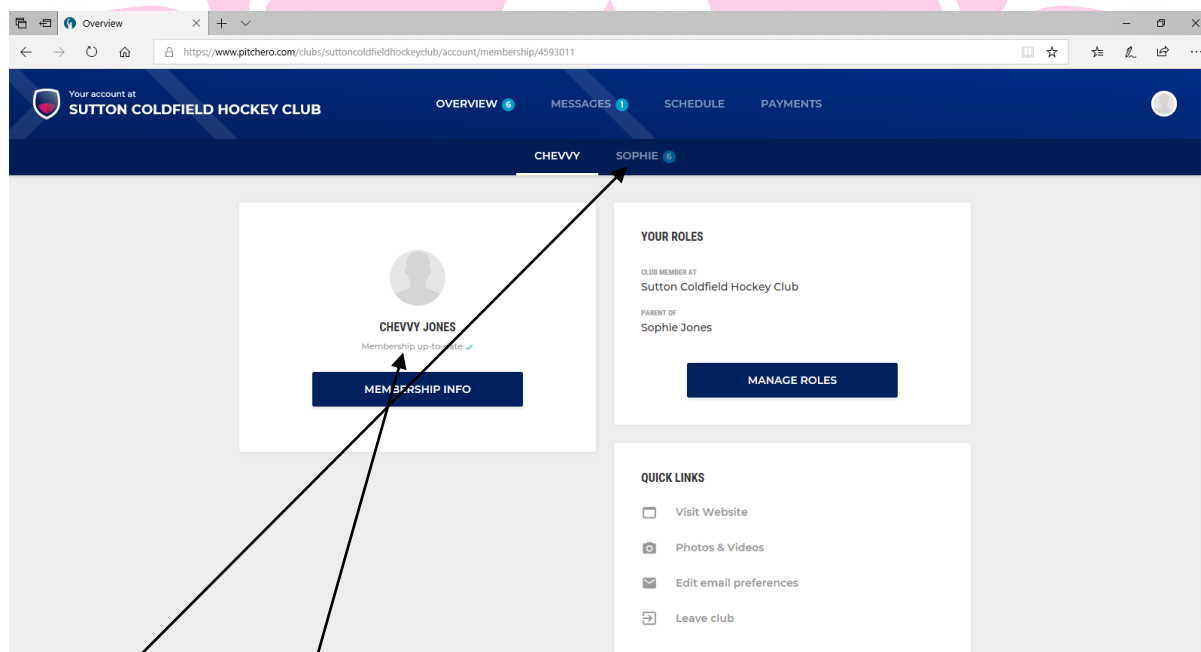
- ☐ White Irish
- ☐ White Other
- ☐ Mixed - White & Black Caribbean
- ☐ Mixed - White & Black African
- ☐ Mixed - White & Asian
- ☐ Mixed - Other
- ☐ Asian or Asian British - Indian
- ☐ Asian or Asian British - Pakistani
- ☐ Asian or Asian British - Bangladeshi
- ☐ Asian or Asian British - Other
- ☐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

SAVE CHANGES

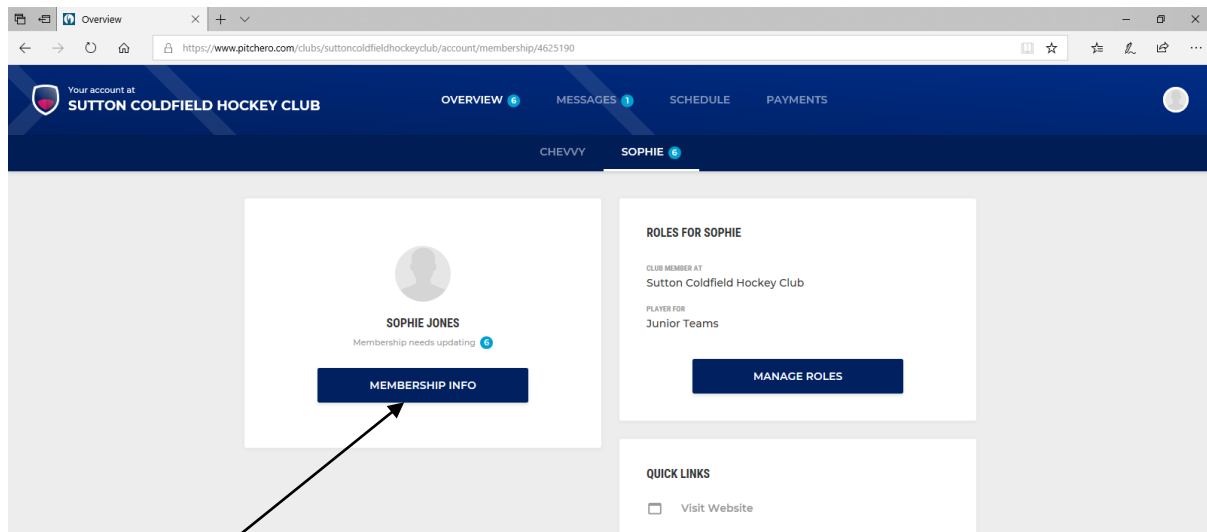
Click “Save Changes” at the bottom of “Your Membership Information” page



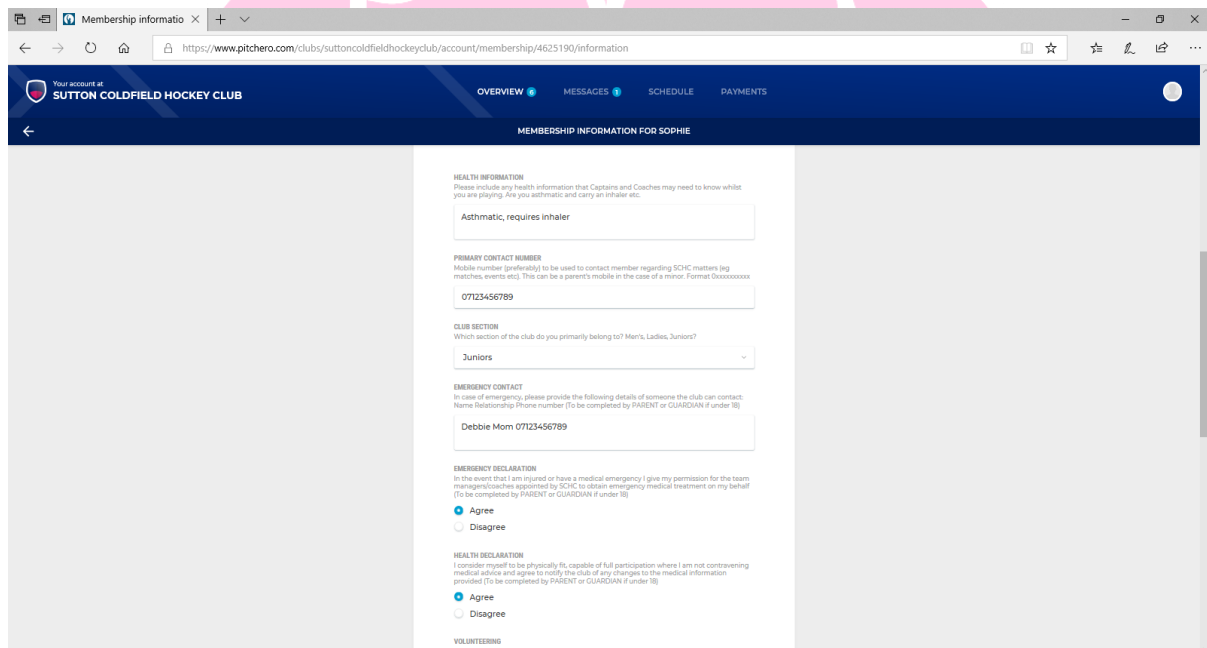
Click on “Overview” or left arrow sign

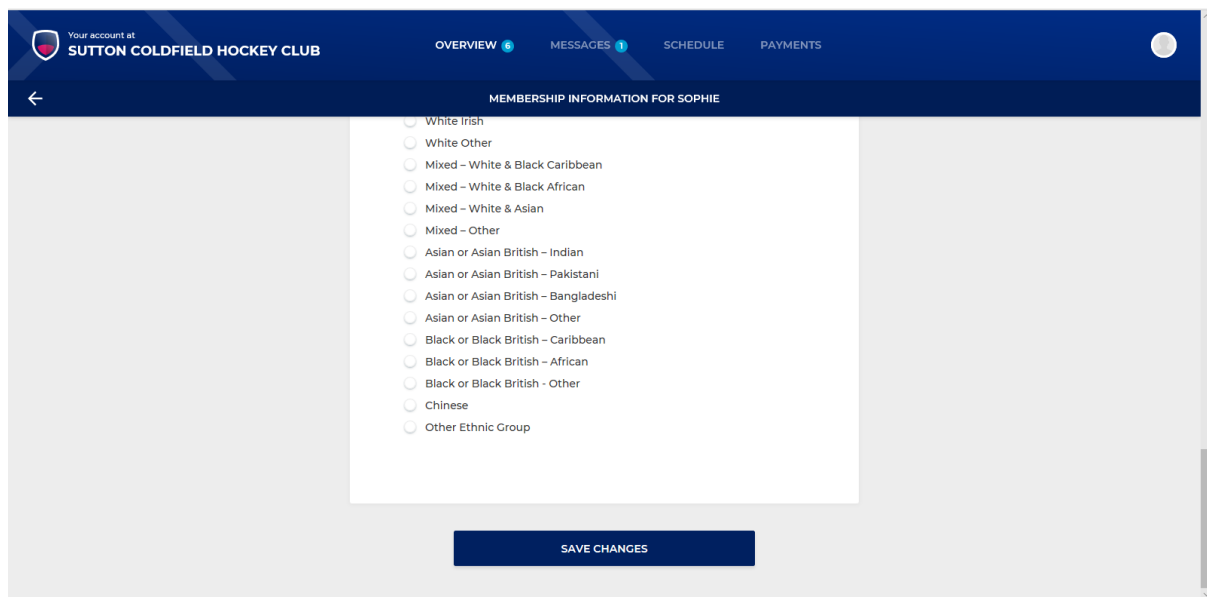


Notice the “Membership up-to-date” message has now appeared. Select your first child’s tab, “Sophie” in this example



Click "Membership Info" to complete registration by filling in all compulsory fields as a minimum



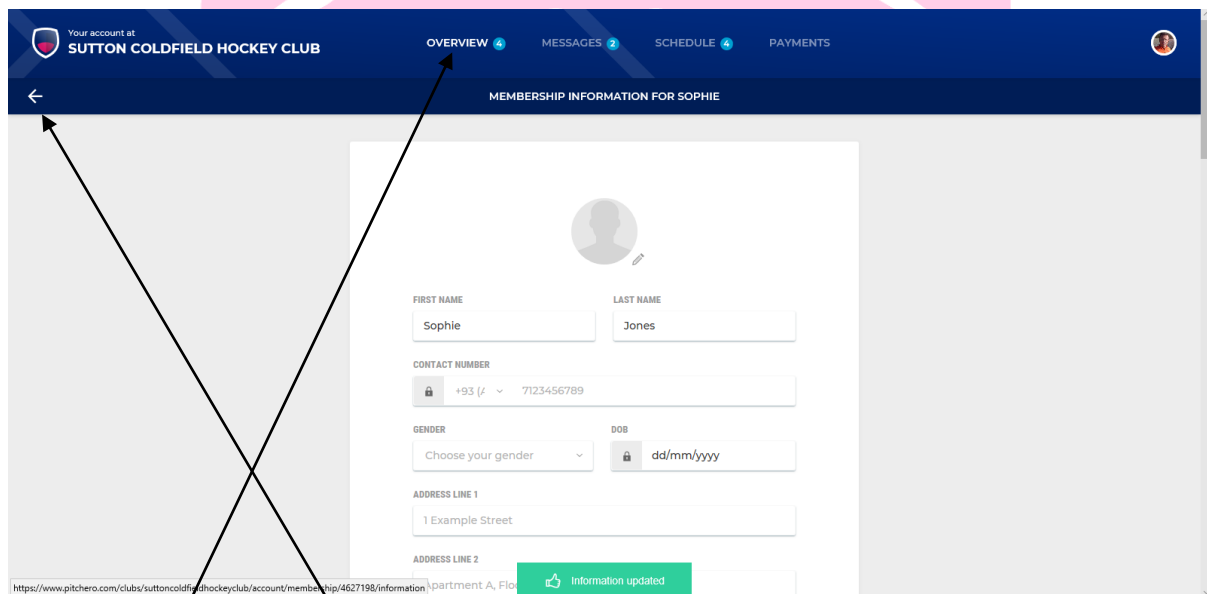


MEMBERSHIP INFORMATION FOR SOPHIE

- ☐ White Irish
- ☐ White Other
- ☐ Mixed - White & Black Caribbean
- ☐ Mixed - White & Black African
- ☐ Mixed - White & Asian
- ☐ 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



MEMBERSHIP INFORMATION FOR SOPHIE

FIRST NAME: Sophie

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 8 to 10 for any other children tabs