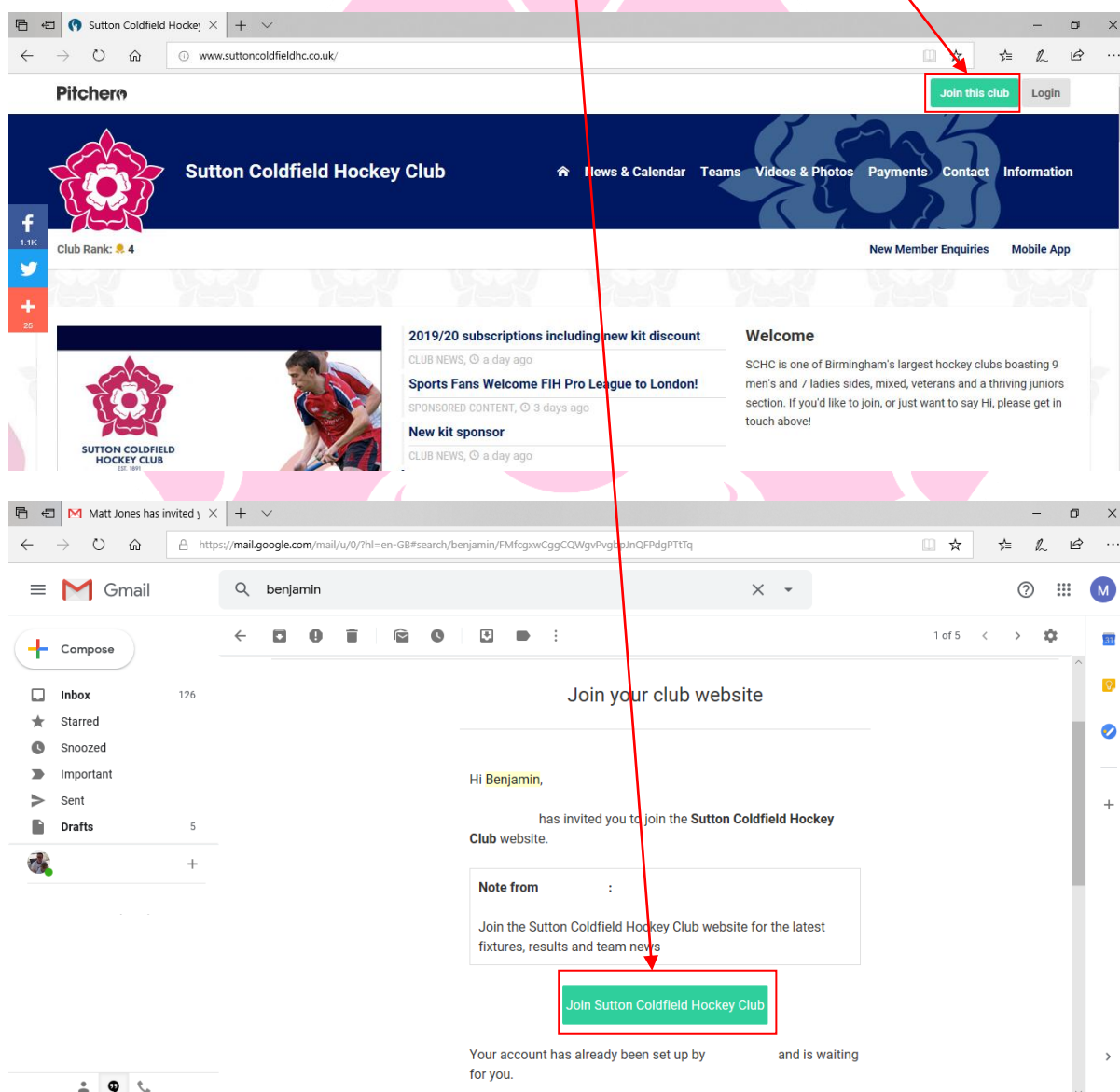


HOW TO JOIN SUTTON COLDFIELD HOCKEY CLUB'S WEBSITE AS A PARENT

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.

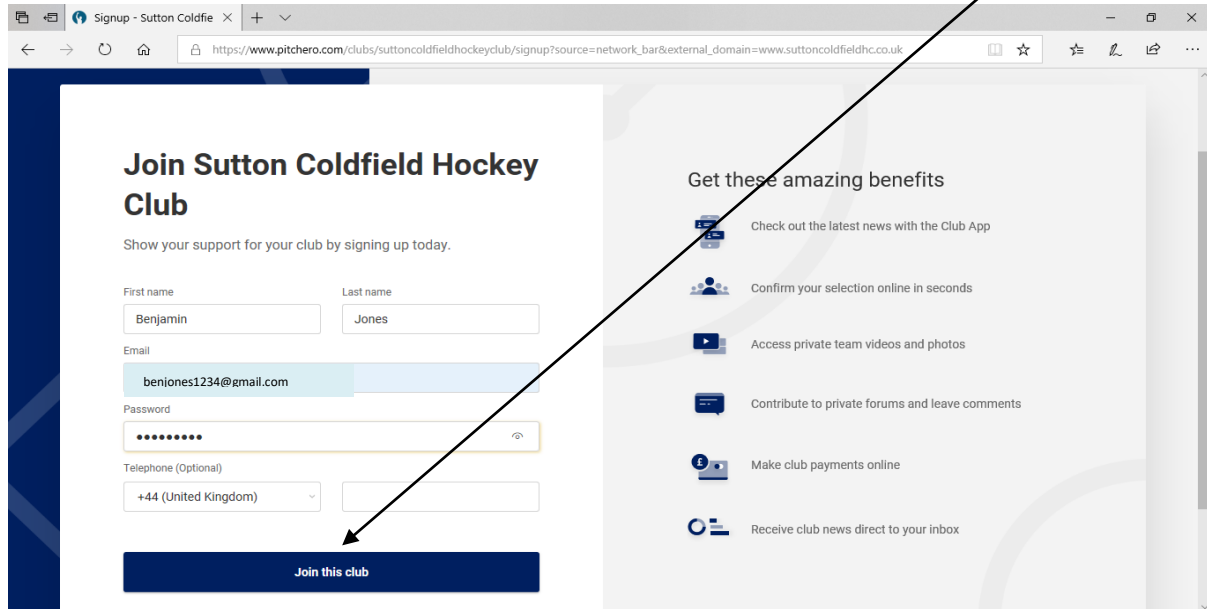
Sutton Coldfield Hockey Club uses a website building and hosting service called Pitchero, which England Hockey announced as an endorsed provider of club and league websites in February 2018.

In order for a Parent to register on our website, click on the green "Join this club" button at the top of the home page or click on the "Join Sutton Coldfield Hockey Club" button if you have received an email invitation:

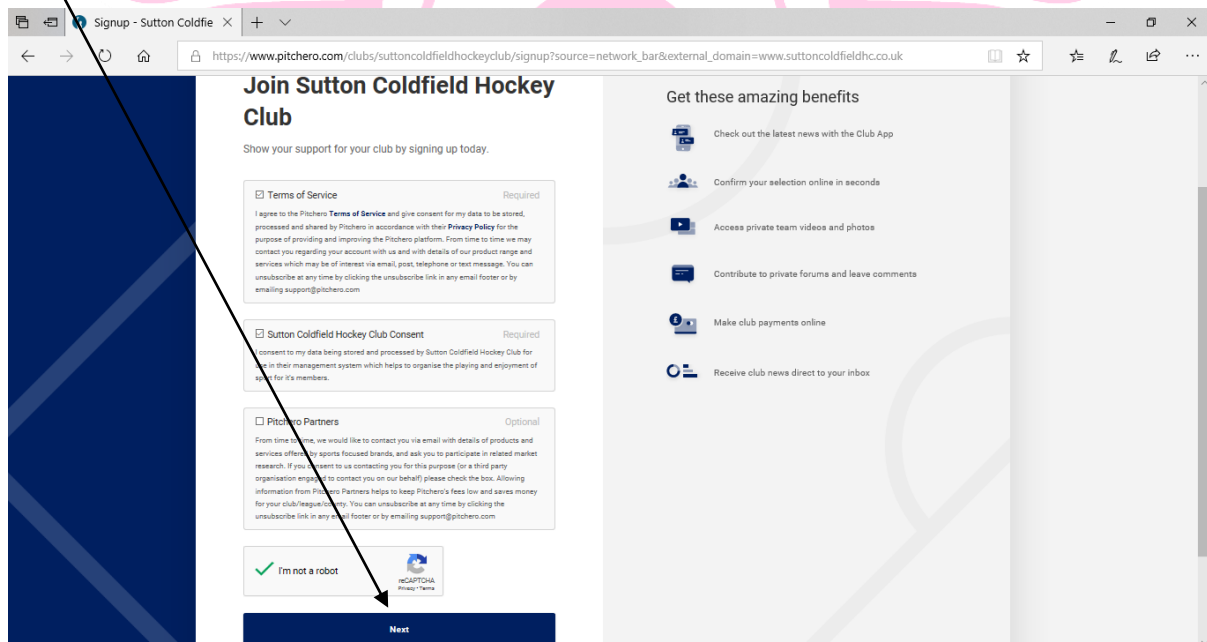


The image consists of two screenshots. The top screenshot shows the Sutton Coldfield Hockey Club website on the Pitchero platform. A red box highlights the 'Join this club' button in the top right corner. The bottom screenshot shows an email invitation from Matt Jones to Benjamin. A red box highlights the 'Join Sutton Coldfield Hockey Club' button at the bottom of the email. A red arrow points from the 'Join this club' button on the website to the 'Join Sutton Coldfield Hockey Club' button in the email.

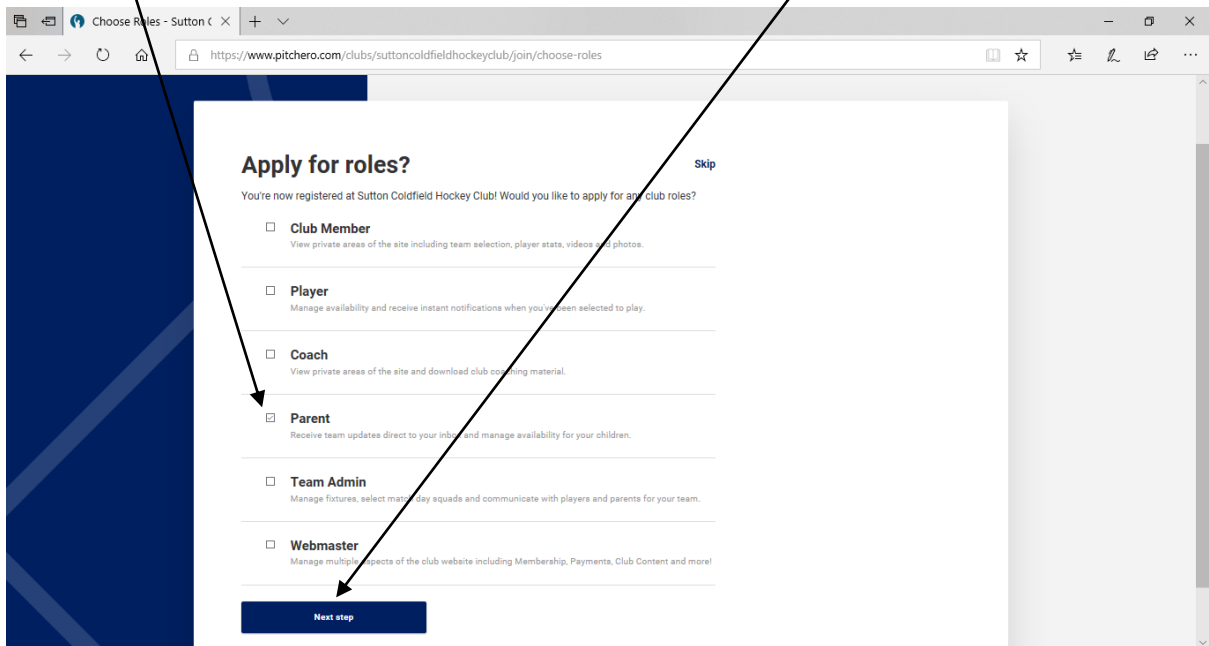
Complete First name, Last name, Email & Password (Telephone optional) & press “Join this club” button:



Tick “Terms of Service”, “SCHC Consent”, “I’m not a robot” (Pitchero Partners optional) and press “Next” button:



Select Parent role (other roles can also be selected) and press “Next step”:



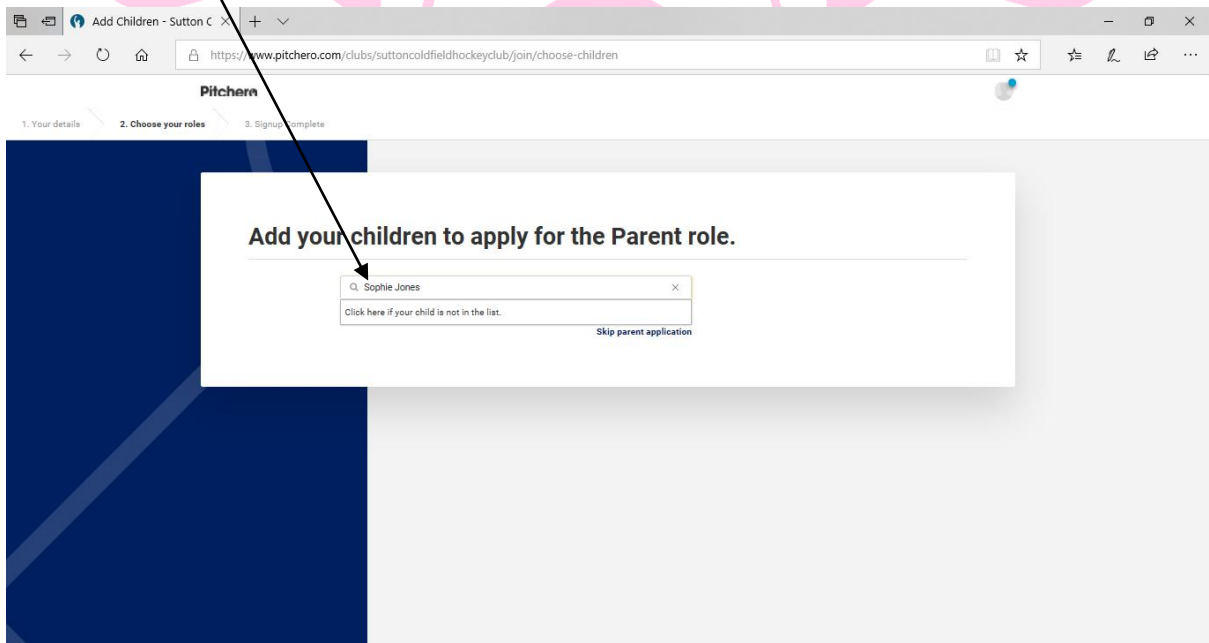
Apply for roles? [Skip](#)

You're now registered at Sutton Coldfield Hockey Club! Would you like to apply for any club roles?

- ☐ **Club Member**
View private areas of the site including team selection, player stats, videos and photos.
- ☐ **Player**
Manage availability and receive instant notifications when you've been selected to play.
- ☐ **Coach**
View private areas of the site and download club coaching material.
- ☒ **Parent**
Receive team updates direct to your inbox and manage availability for your children.
- ☐ **Team Admin**
Manage fixtures, select match day squads and communicate with players and parents for your team.
- ☐ **Webmaster**
Manage multiple aspects of the club website including Membership, Payments, Club Content and more!

[Next step](#)

Type your child's name and, if not present to select, press on “Click here if your child is not in the list” if your child's name is not present:



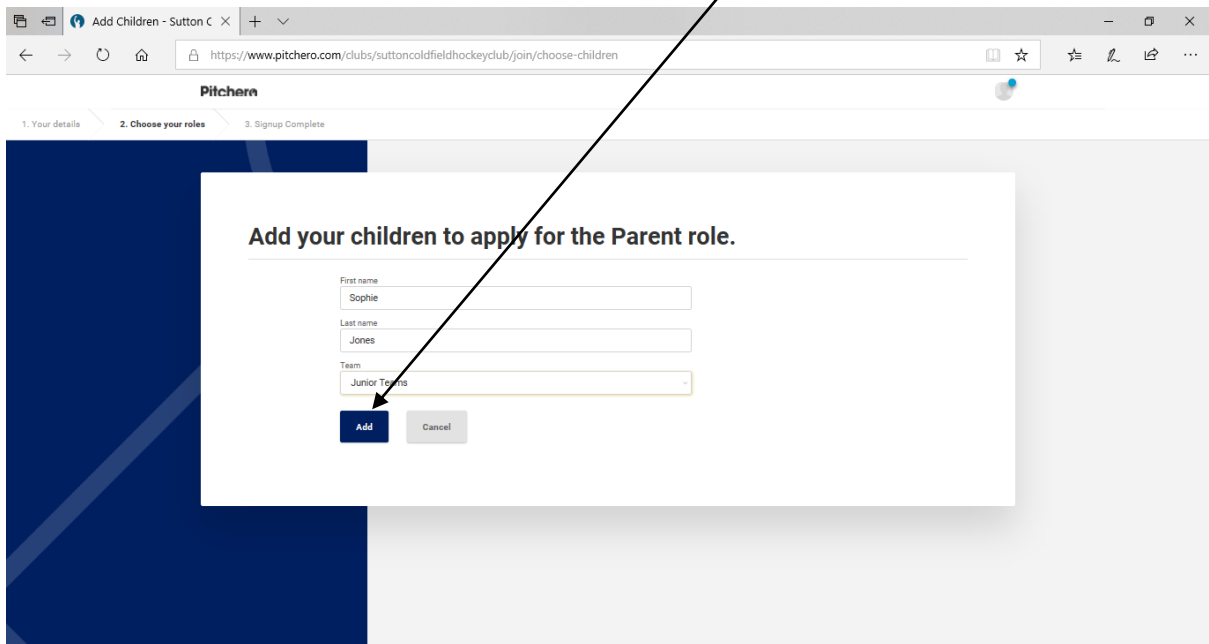
Pitchero

1. Your details 2. Choose your roles 3. Sign up complete

Add your children to apply for the Parent role.

[Click here if your child is not in the list.](#) [Skip parent application](#)

Select appropriate Team from drop down options and click “Add” button:



Add your children to apply for the Parent role.

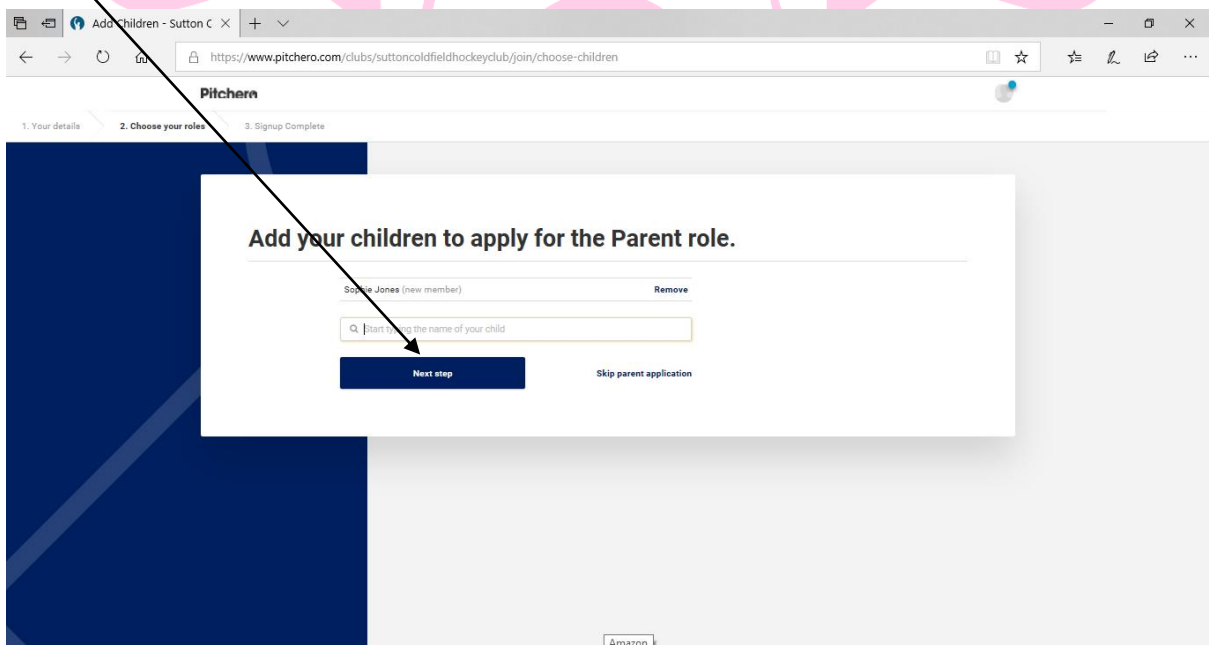
First name
Sophie

Last name
Jones

Team
Junior Teams

Add Cancel

Add further children, if applicable, from this page and once all children have been recorded, click on “Next step” button:



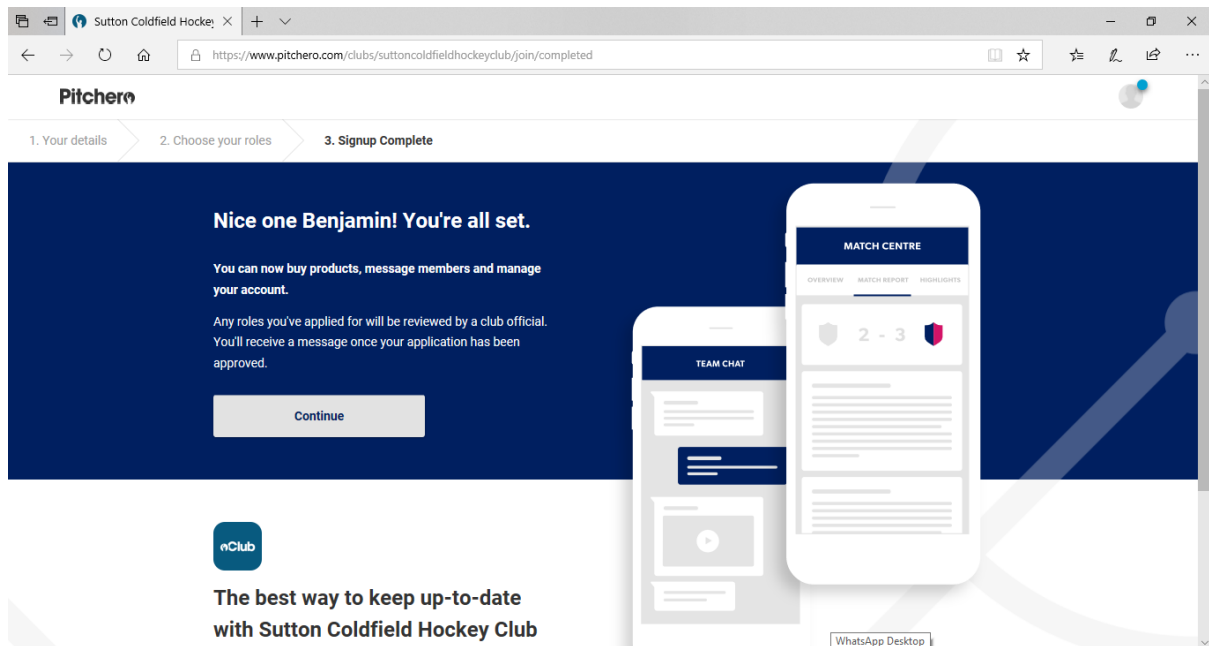
Add your children to apply for the Parent role.

Sophie Jones (new member) Remove

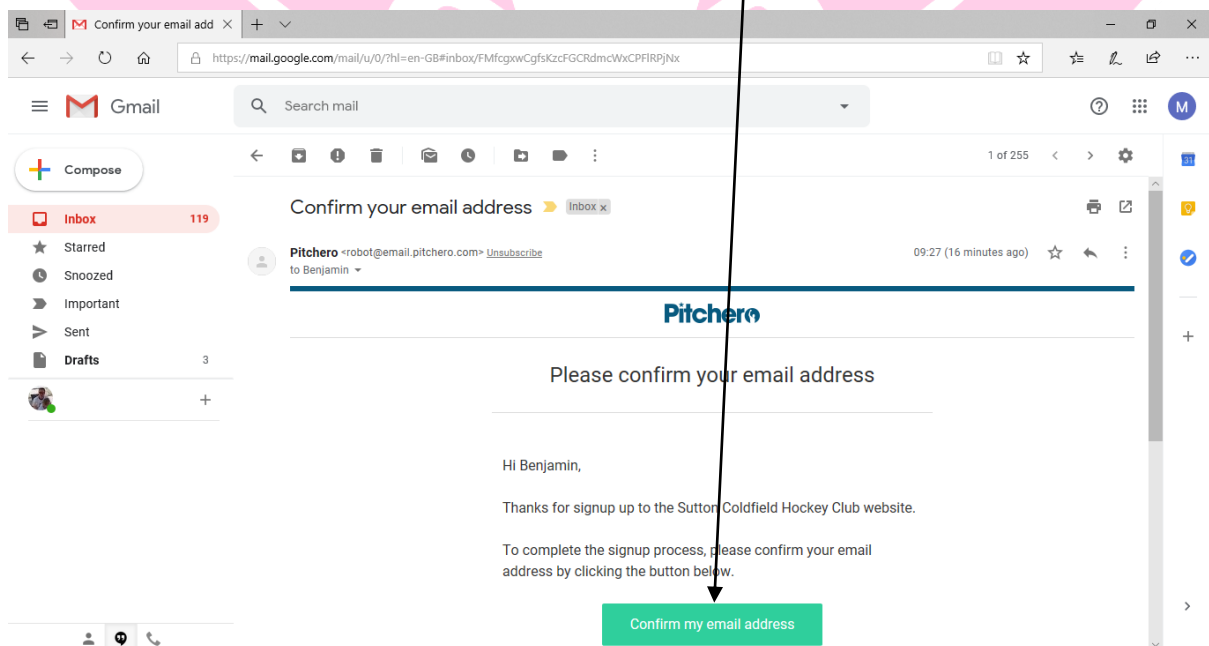
Start typing the name of your child

Next step Skip parent application

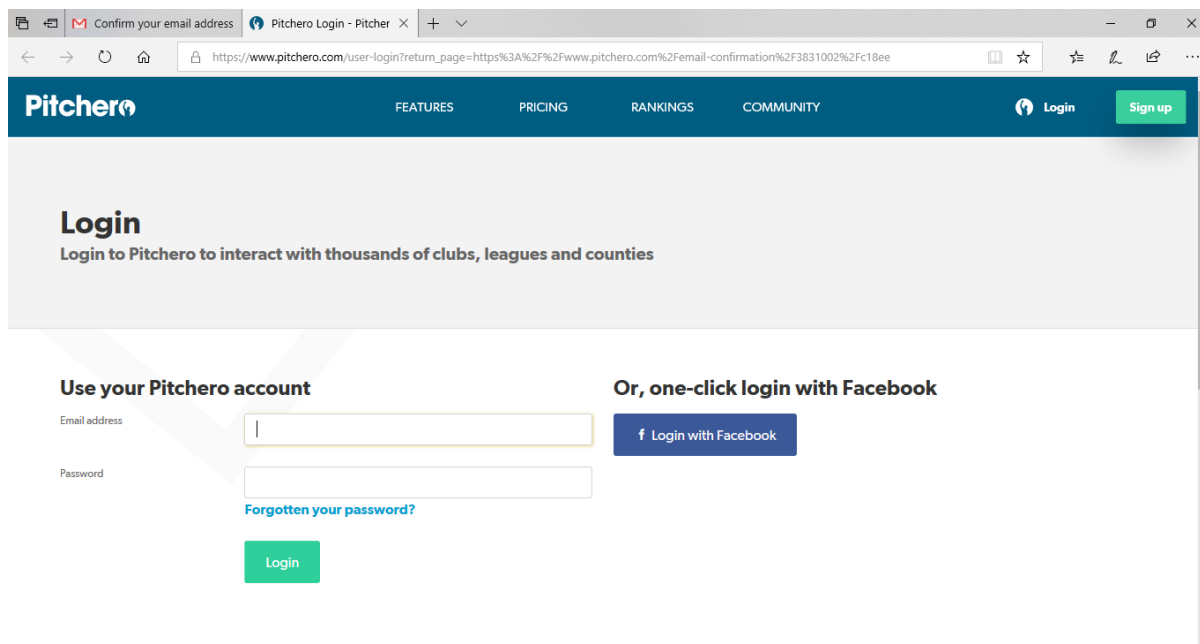
Following confirmation screen appears:



Email sent to confirm your email address, press "Confirm my email address" button:

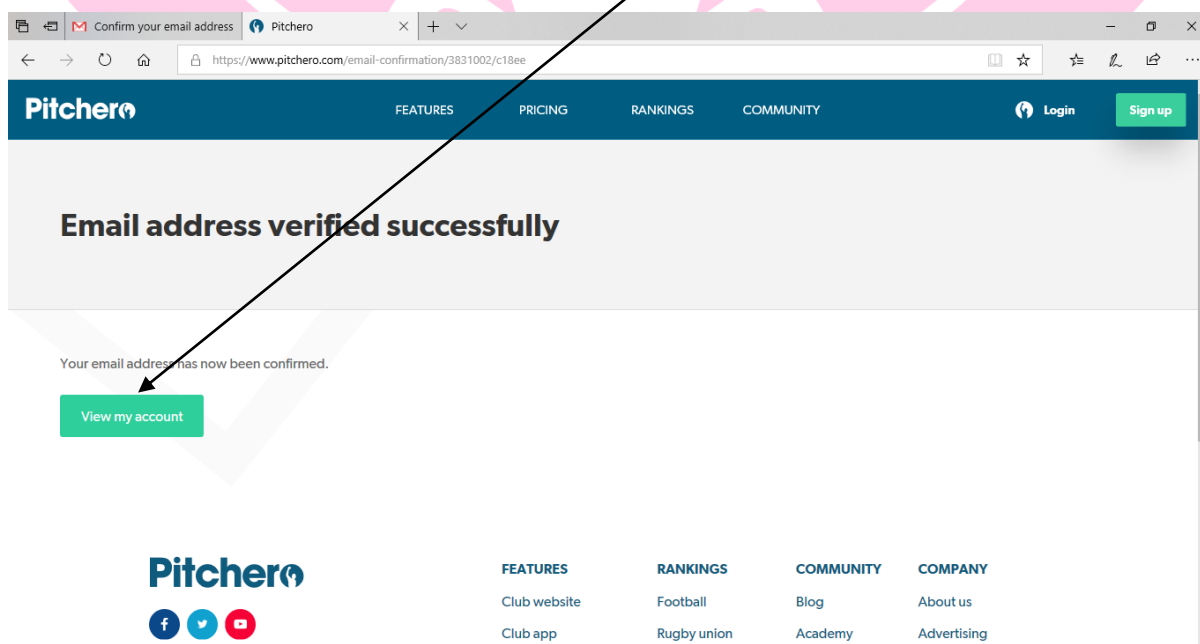


This takes you to the Login to Pitchero account screen. Apply your login credentials:



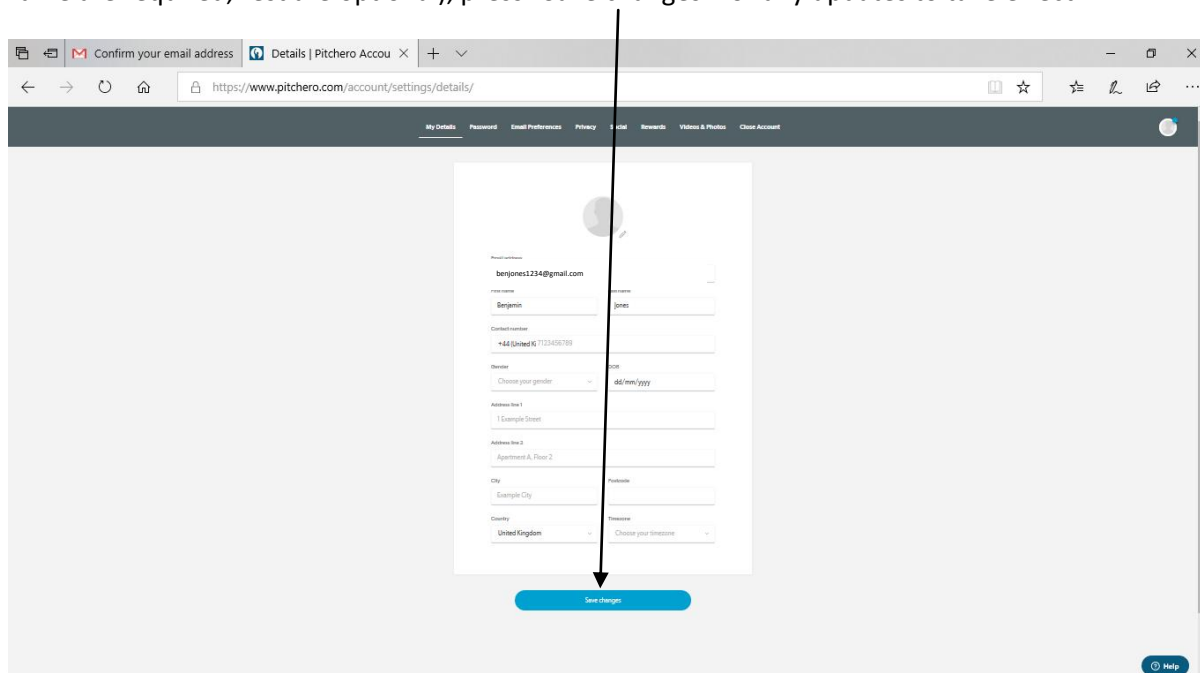
The screenshot shows the Pitchero website's login page. The browser address bar displays a URL for a return page from a previous login attempt. The page features a dark blue header with the Pitchero logo and navigation links for Features, Pricing, Rankings, and Community. A 'Login' button and a green 'Sign up' button are in the top right. The main content area has a light gray background with the heading 'Login' and a subheading 'Login to Pitchero to interact with thousands of clubs, leagues and counties'. Below this, there are two login options: 'Use your Pitchero account' with input fields for email address and password, a 'Forgotten your password?' link, and a green 'Login' button; and 'Or, one-click login with Facebook' with a blue 'Login with Facebook' button.

Following confirmation screen appears; press “View my account” button:



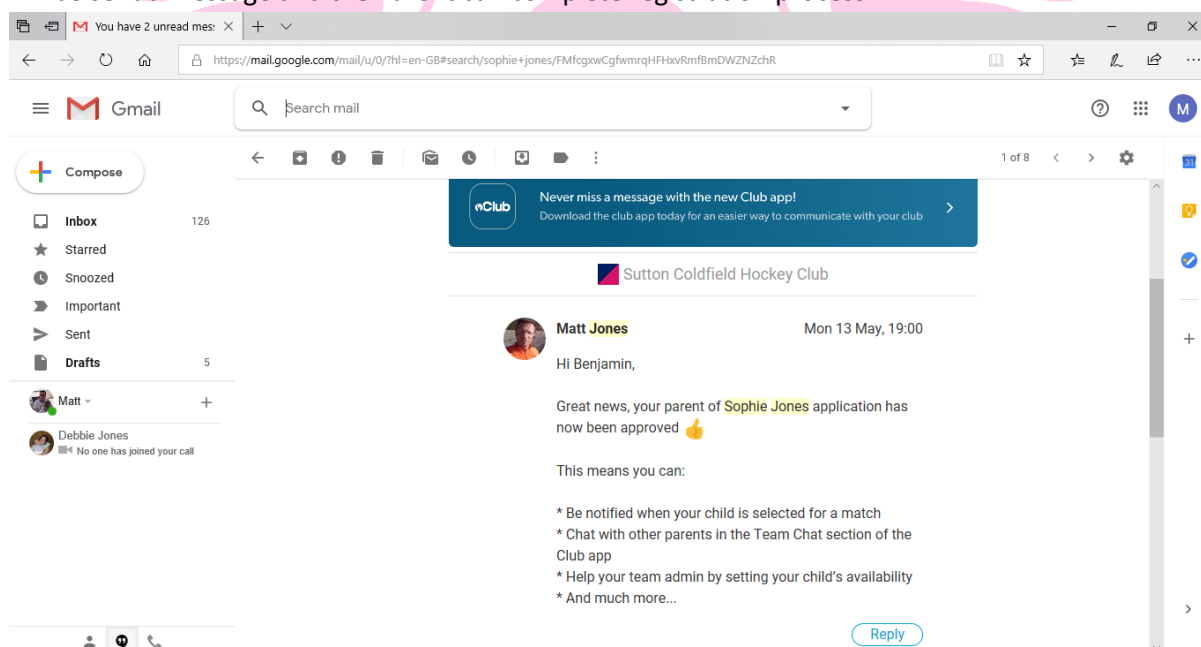
The screenshot shows the Pitchero website's confirmation page. The browser address bar displays a URL for an email confirmation page. The page features a dark blue header with the Pitchero logo and navigation links for Features, Pricing, Rankings, and Community. A 'Login' button and a green 'Sign up' button are in the top right. The main content area has a light gray background with the heading 'Email address verified successfully'. Below this, there is a message 'Your email address has now been confirmed.' and a green 'View my account' button. An arrow points from the text above to this button. At the bottom of the page, there is a footer with the Pitchero logo, social media icons for Facebook, Twitter, and YouTube, and a list of links under the headings 'FEATURES', 'RANKINGS', 'COMMUNITY', and 'COMPANY'.

Following Pitchero standard fields can be maintained (note only Email address, First name and Last name are required, rest are optional), press “Save changes” for any updates to take effect:



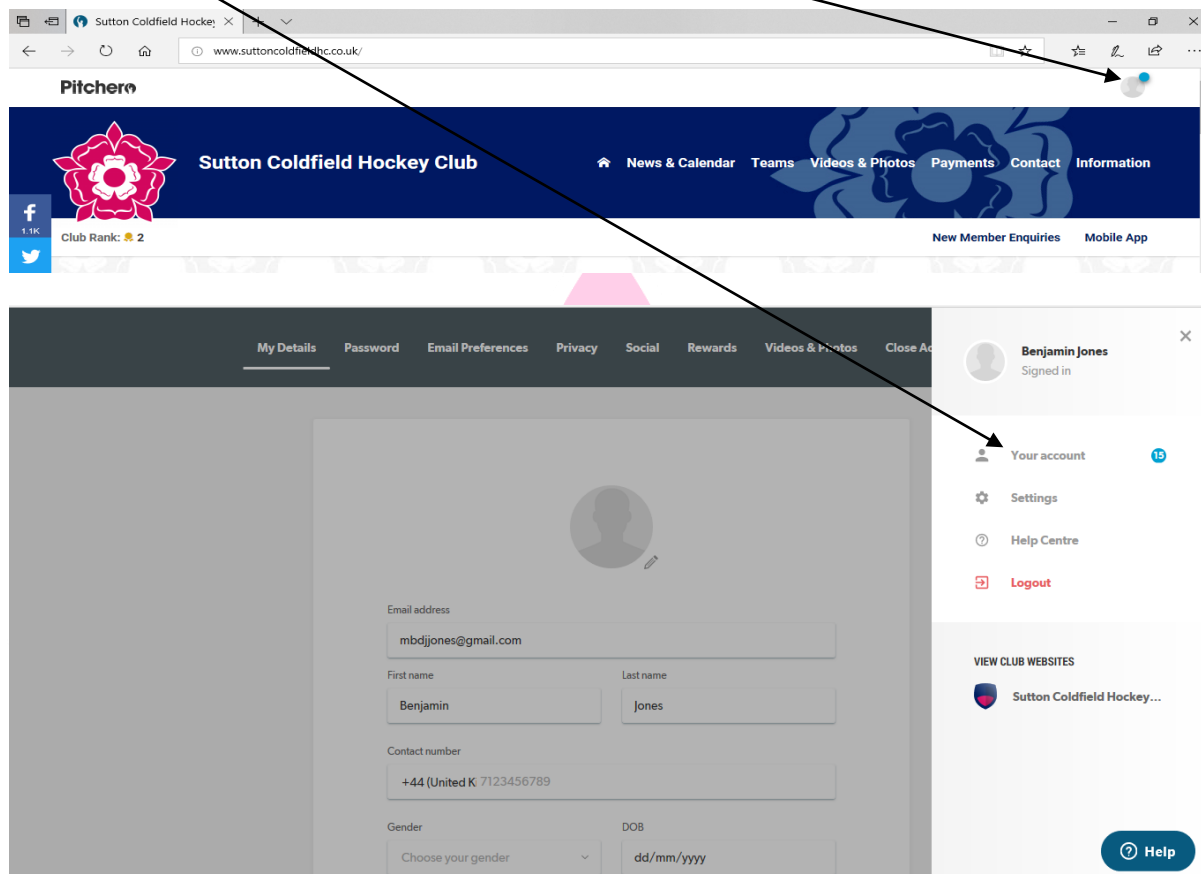
The screenshot shows a web browser window with the URL <https://www.pitchero.com/account/settings/details/>. The page has a dark header with navigation links: My Details, Password, Email Preferences, Privacy, i Chat, Rewards, Videos & Photos, and Close Account. The main content area contains a form for updating account details. The form includes fields for Email address (benjones1234@gmail.com), First name (Benjamin), Last name (Jones), Current number (+44 (0)161 713456789), Gender (Choose your gender), Date of birth (dd/mm/yyyy), Address line 1 (1 Example Street), Address line 2 (Apartment A, Floor 2), City (Example City), Postcode, Country (United Kingdom), and Timezone (Choose your timezone). A blue 'Save changes' button is located at the bottom of the form. A black arrow points from the text above to this button.

Once Membership Secretary has approved the Parent’s application for the Parent role, the Parent will be sent a message and the Parent can complete registration process:

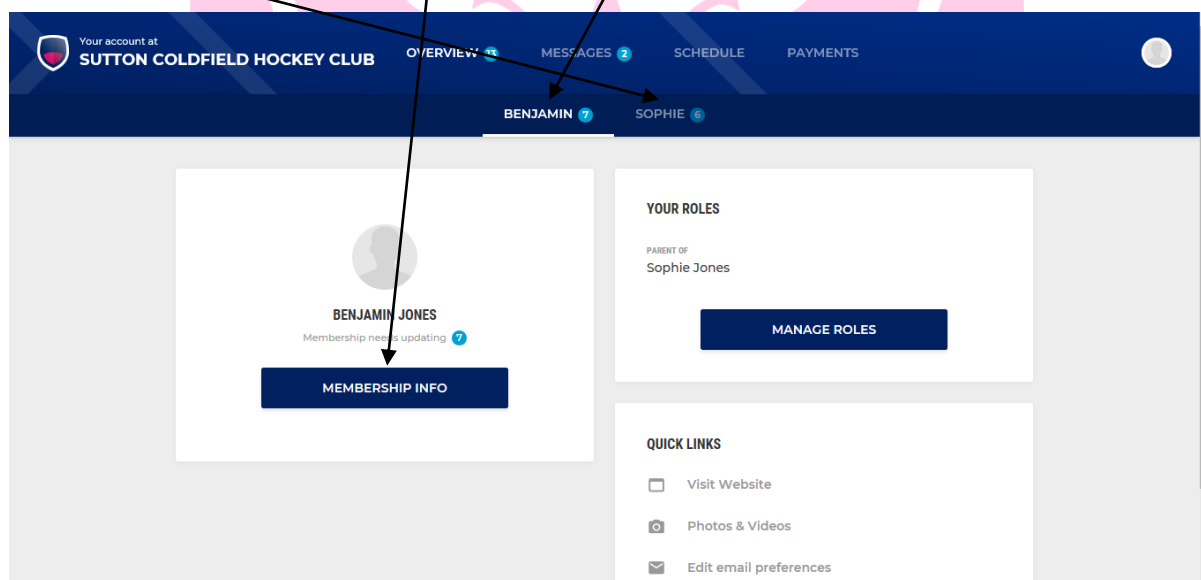


SUTTON COLDFIELD HOCKEY CLUB

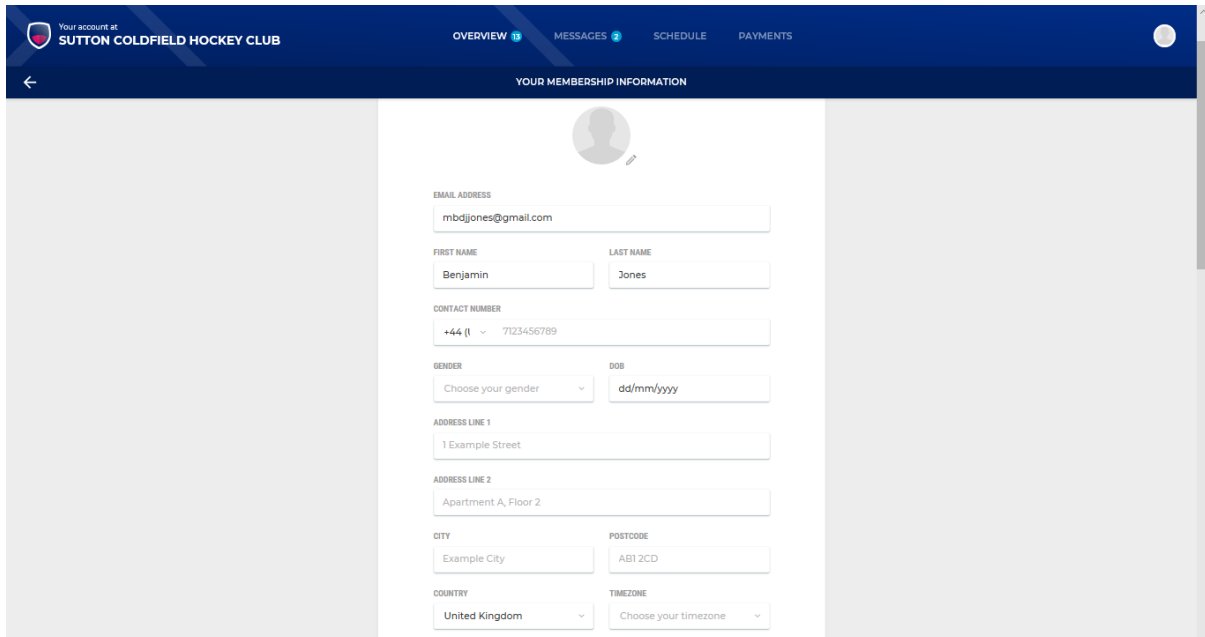
From the Parent logging on and pressing Avator icon in top right corner brings down general menu, select “Your account” menu option:



Overview screen appears, showing Parent tab – “Benjamin” (children appear in greyed out tabs behind – “Sophie”), press “Membership Info” button:



First page shows Pitchero standard fields to maintain (same as on Page 7 above):



YOUR MEMBERSHIP INFORMATION

EMAIL ADDRESS
mbdjones@gmail.com

FIRST NAME
Benjamin

LAST NAME
Jones

CONTACT NUMBER
+44 (1) 7123456789

GENDER
Choose your gender

DOB
dd/mm/yyyy

ADDRESS LINE 1
1 Example Street

ADDRESS LINE 2
Apartment A, Floor 2

CITY
Example City

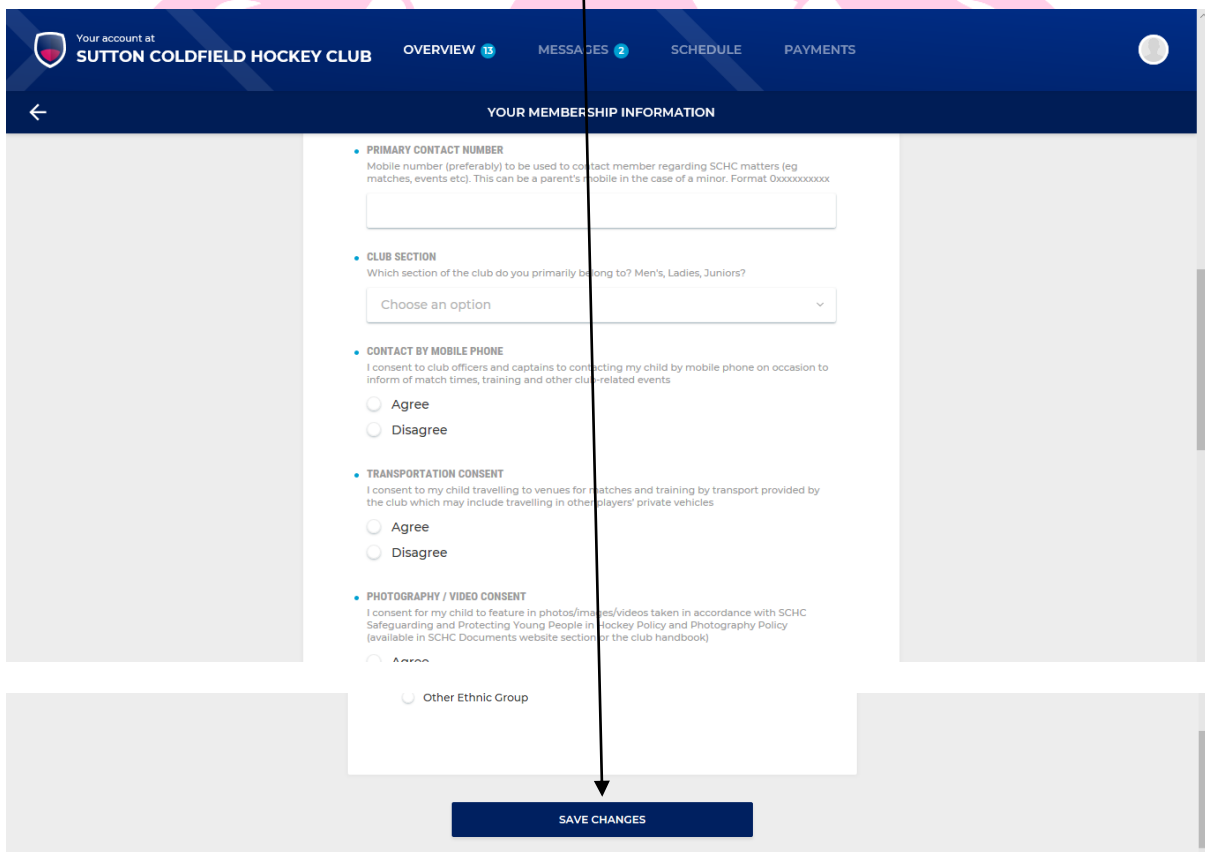
POSTCODE
AB1 2CD

COUNTRY
United Kingdom

TIMEZONE
Choose your timezone

SAVE CHANGES

Next page shows SCHC fields for completion with a blue dot denoting mandatory fields to complete. Once all fields have been updated, press “Save changes” button at bottom of Membership Information form:



YOUR MEMBERSHIP INFORMATION

PRIMARY CONTACT NUMBER
Mobile number (preferably) to be used to contact member regarding SCHC matters (eg matches, events etc). This can be a parent's mobile in the case of a minor. Format 0xxxxxxxxx

CLUB SECTION
Which section of the club do you primarily belong to? Men's, Ladies, Juniors?

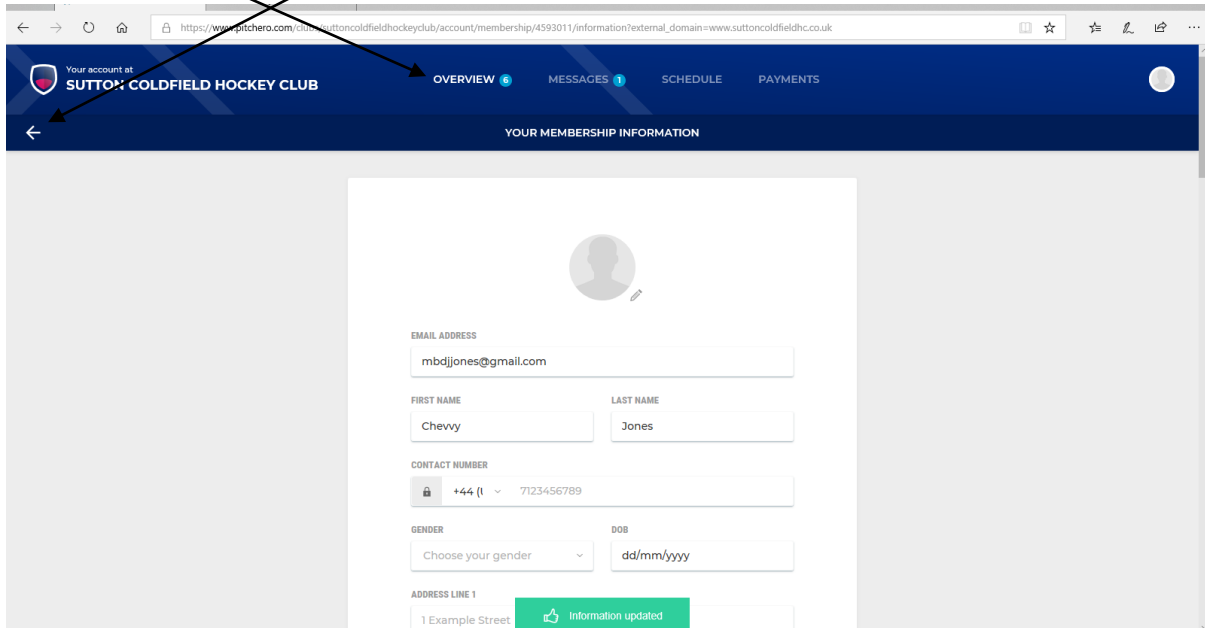
CONTACT BY MOBILE PHONE
I consent to club officers and captains to contacting my child by mobile phone on occasion to inform of match times, training and other club-related events

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

PHOTOGRAPHY / VIDEO CONSENT
I consent for my child to feature in photos/movies/videos taken in accordance with SCHC Safeguarding and Protecting Young People in Hockey Policy and Photography Policy (available in SCHC Documents website section or the club handbook)

SAVE CHANGES

Click on “Overview” or left arrow sign:



https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4593011/information?external_domain=www.suttoncoldfieldhc.co.uk

Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 6 MESSAGES 1 SCHEDULE PAYMENTS

← YOUR MEMBERSHIP INFORMATION

EMAIL ADDRESS
mbdjones@gmail.com

FIRST NAME LAST NAME
Chevy Jones

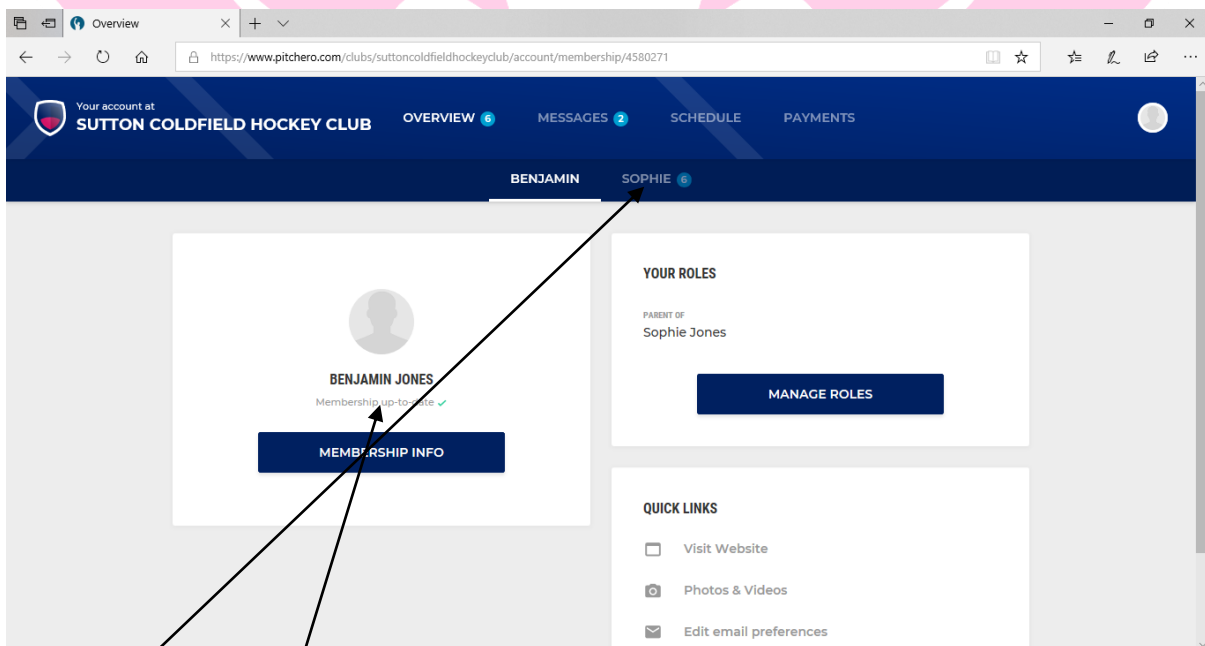
CONTACT NUMBER
+44 (0) 7123456789

GENDER DOB
Choose your gender dd/mm/yyyy

ADDRESS LINE 1
1 Example Street

Information updated

Overview page reappears:



Overview

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

Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 6 MESSAGES 2 SCHEDULE PAYMENTS

BENJAMIN SOPHIE 6

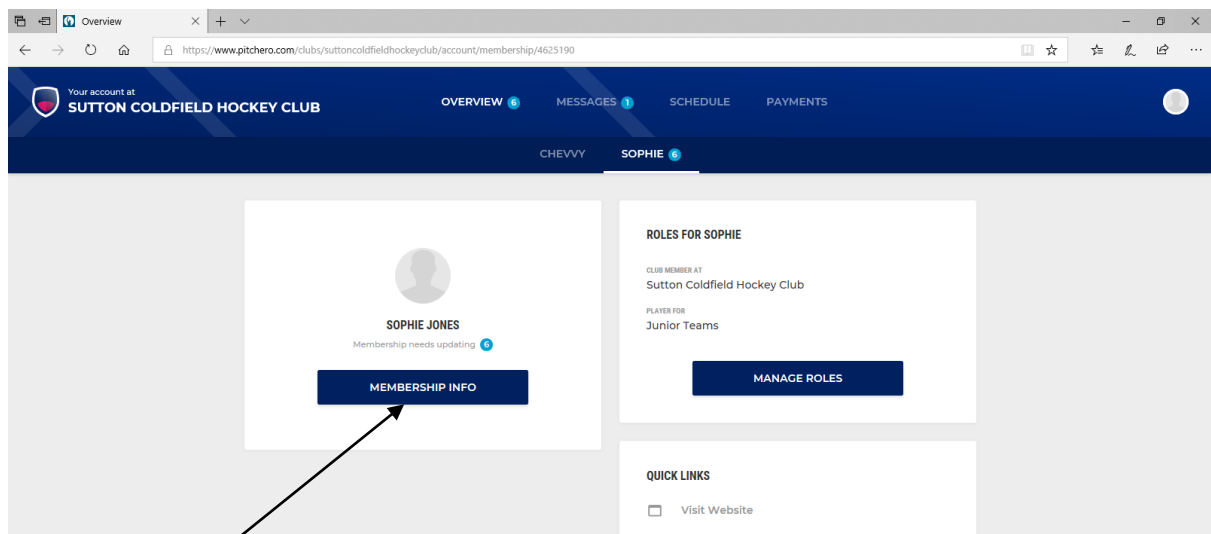
BENJAMIN JONES
Membership up-to-date ✓

MEMBERSHIP INFO

YOUR ROLES
PARENT OF
Sophie Jones
MANAGE ROLES

QUICK LINKS
Visit Website
Photos & Videos
Edit email preferences

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



Overview

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4625190

Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 6 MESSAGES 1 SCHEDULE PAYMENTS

CHEVY SOPHIE 6

SOPHIE JONES
Membership needs updating 6

MEMBERSHIP INFO

ROLES FOR SOPHIE

CLUB MEMBER AT
Sutton Coldfield Hockey Club

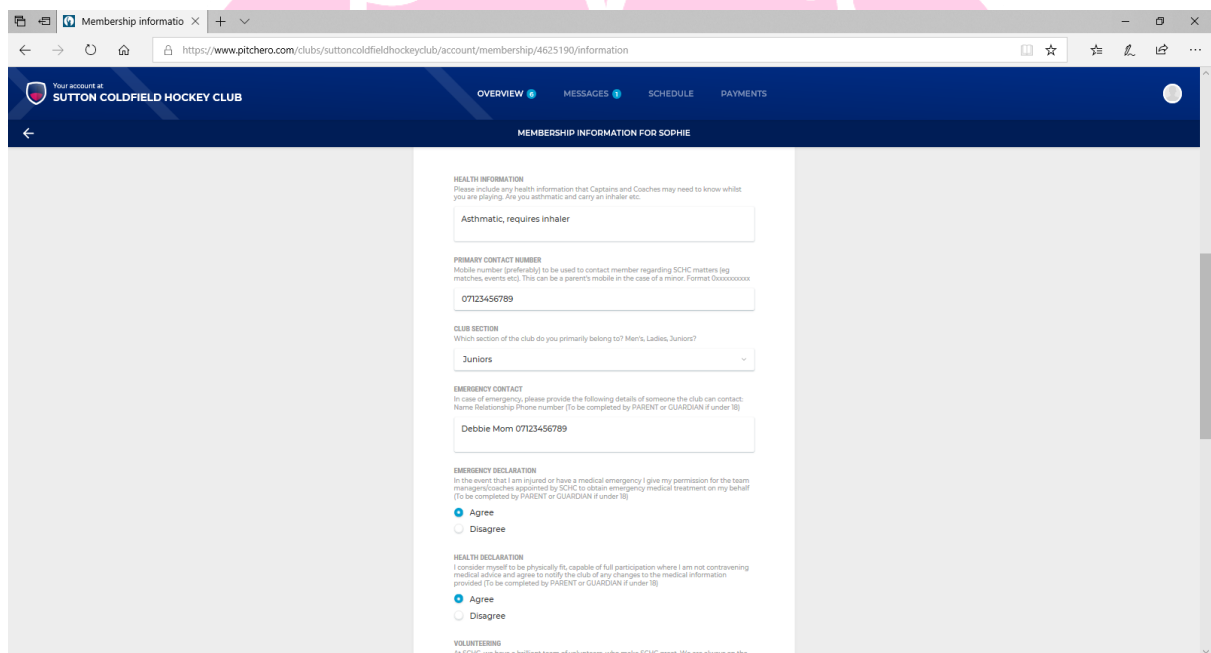
PLAYER FOR
Junior Teams

MANAGE ROLES

QUICK LINKS

☐ Visit Website

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



Membership info

https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4625190/information

Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 6 MESSAGES 1 SCHEDULE PAYMENTS

← MEMBERSHIP INFORMATION FOR SOPHIE

HEALTH INFORMATION
Please include any health information that Captains and Coaches may need to know whilst you are playing. Are you asthmatic and carry an inhaler etc.

Asthmatic, requires inhaler

PRIMARY CONTACT NUMBER
Mobile number (preferably) to be used to contact member regarding SCHC matters (eg matches, events etc). This can be a parent's mobile in the case of a minor. Format 0000000000

07123456789

CLUB SECTION
Which section of the club do you primarily belong to? Men's, Ladies, Juniors?

Juniors

EMERGENCY CONTACT
In case of emergency, please provide the following details of someone the club can contact: Name Relationship Phone number (To be completed by PARENT or GUARDIAN if under 18)

Debbie Mom 07123456789

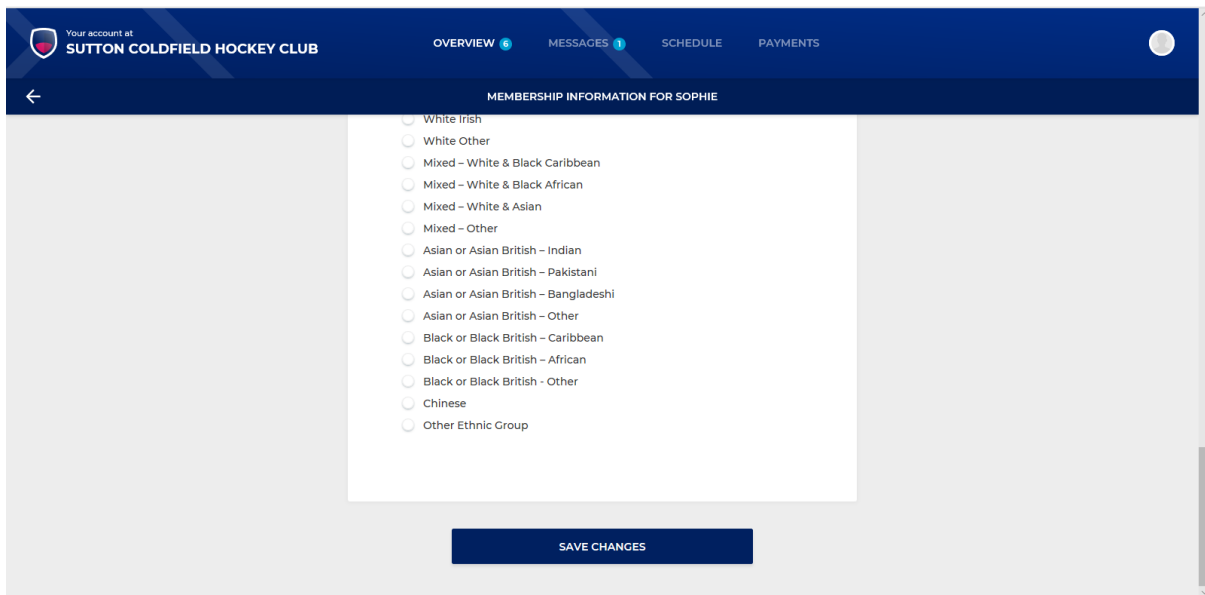
EMERGENCY DECLARATION
In the event that I am injured or have a medical emergency I give my permission for the team manager/coaches appointed by SCHC to obtain emergency medical treatment on my behalf (To be completed by PARENT or GUARDIAN if under 18)

☒ Agree
☐ Disagree

HEALTH DECLARATION
I consider myself to be physically fit, capable of full participation where I am not contravening medical advice and agree to notify the club of any changes to the medical information provided (To be completed by PARENT or GUARDIAN if under 18)

☒ Agree
☐ Disagree

VOLUNTEERING
At SCHC, we have a brilliant team of volunteers, who make SCHC great. We are always on the



Your account at
SUTTON COLDFIELD HOCKEY CLUB

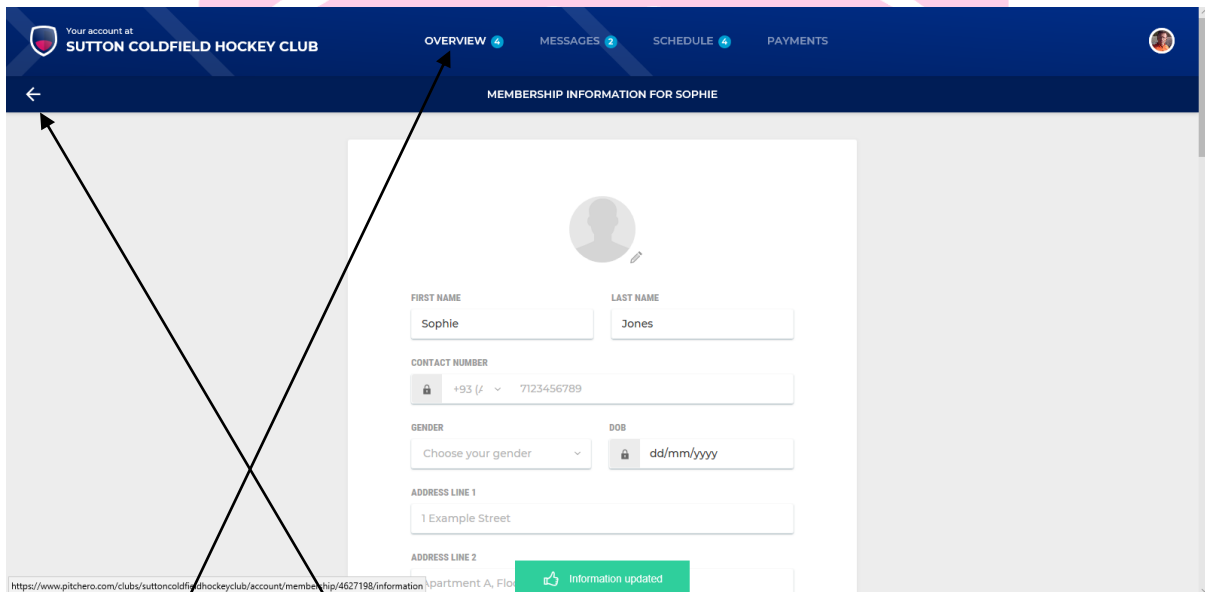
OVERVIEW 6 MESSAGES 1 SCHEDULE PAYMENTS

← 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



Your account at
SUTTON COLDFIELD HOCKEY CLUB

OVERVIEW 4 MESSAGES 2 SCHEDULE 4 PAYMENTS

← MEMBERSHIP INFORMATION FOR SOPHIE

FIRST NAME LAST NAME
Sophie Jones

CONTACT NUMBER
+93 7123456789

GENDER DOB
Choose your gender dd/mm/yyyy

ADDRESS LINE 1
1 Example Street

ADDRESS LINE 2

Information updated

<https://www.pitchero.com/clubs/suttoncoldfieldhockeyclub/account/membership/4627198/information>

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

Repeat pages 11 & 12 for any other children tabs