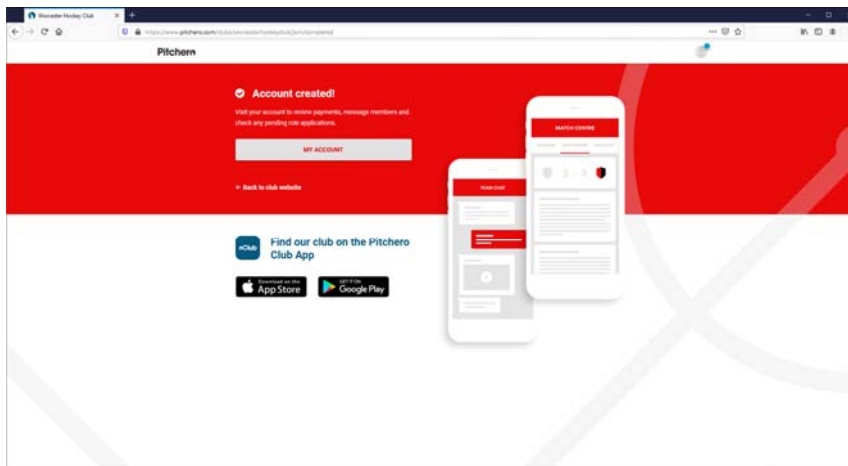




HOW TO COMPLETE WEBSITE REGISTRATION FOR PARENTS

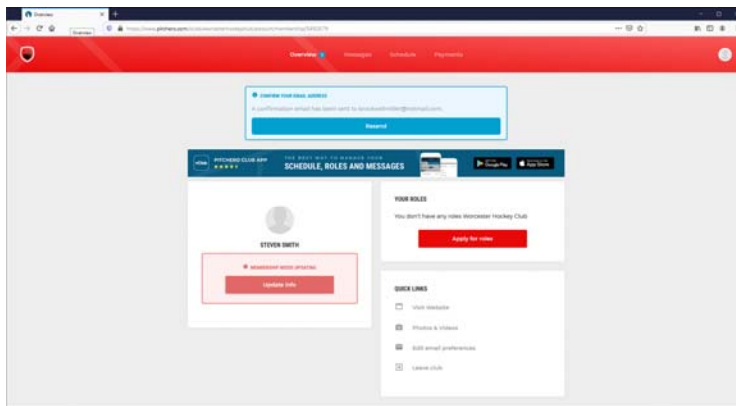
STEP 1

- Please visit the Worcester Hockey Club website: www.worcesterhockey.co.uk
- **Please click on 'Join' link on the top right hand side**
- Add your details (Parent's not child's) and click 'Join this Club' link
- Next complete the consent requests and reCaptcha and then **click Next**
- **Enter your Role as Parent** and then **click Next Step**
- Type in the name of your child – if your child is not already on Pitchero (which will be the majority) **then click on the box that says Click here if your child is not on the list**
- Add your child's team (This will be their sex and age group team i.e. if your child is 9 years of age as at the 1/9/2019, then his/her team will be U10 boys squad or U10 girls squad). **Then click Add.**
- If you have more than one child repeat the process. **Otherwise click Next Step**
- You should then have this screen:



STEP 2

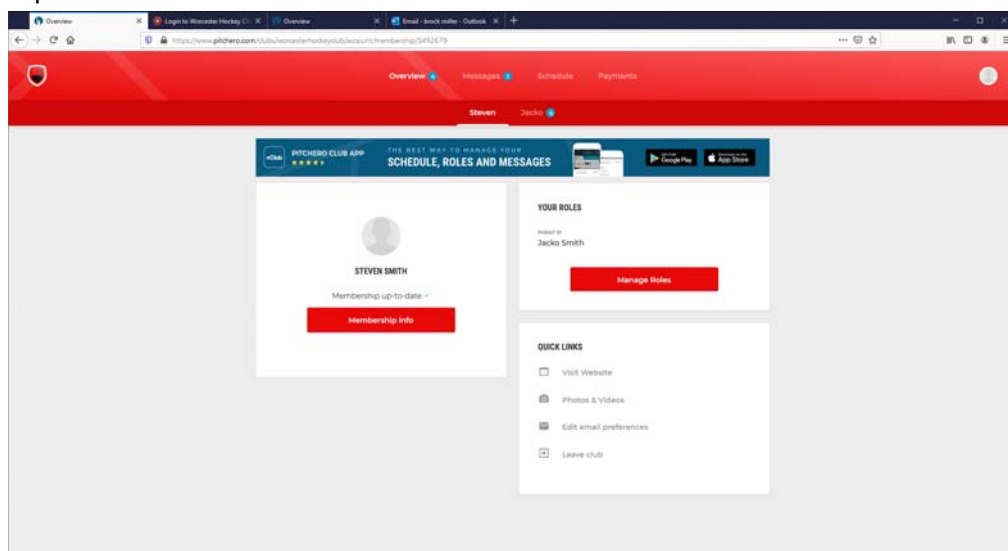
- **Click on My Account**
- You will then have this screen:



- You will have received a confirmation email into your email account to validate your account. Please open this email and validate your account.
- When you validate your email it will open a new window, however return to the previous window above and **click UPDATE INFO**
- Please complete all the fields (including phone numbers, address and Doctor's details) and then **click SAVE**

STEP 3

- The Club will now receive your request for club membership from Pitchero and will approve the same, usually within several days.
- You will know this happened when you next login into your account and click on My Account you will then see the following screen showing your Child's name(s) on a separate tab:



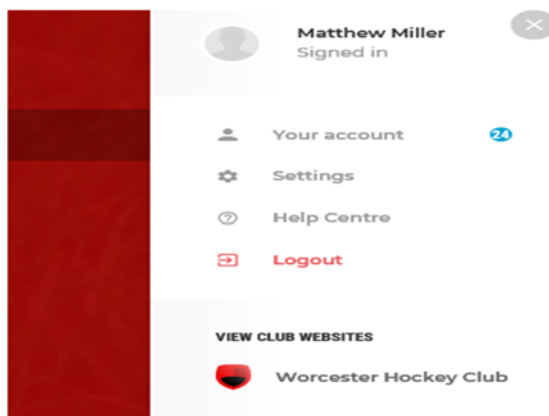
- If your child's name is not appearing this means that admin have yet to approve your membership and accordingly please contact admin at juniors@worcesterhockey.co.uk

STEP 4

- To log into your account and view My Account go to our website via the link www.worcesterhockey.co.uk and click on the 'Log In' link and not the 'Join' link and enter your details
- Once you have logged back in via the website, you will see a circle icon in the top right corner as follows:

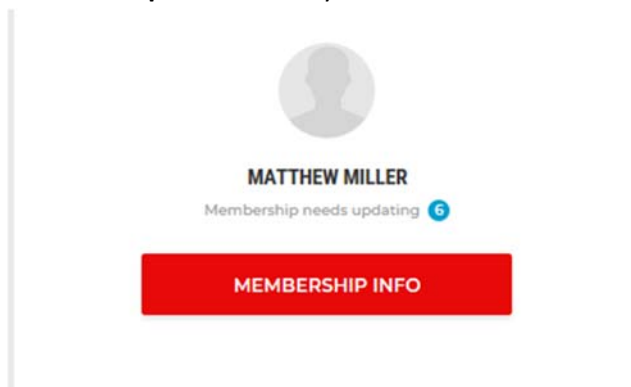


- Click on this link to access your account.
- Once clicked a bar will appear down the right hand side of the page. **Please select 'Your Account'**



STEP 5

- Once you are in Your Account click on the tab for your child and then click on the **Membership Info** link for your child.



- **VERY IMPORTANT:** You must enter all of their details Membership Info' link under your name and it is imperative that you complete all fields.
- **Please ensure:**

- **You add your child's sex, DOB and address in addition to the other requested details, including medical conditions and Doctor's details.**
- Then click 'Save Changes'

STEP 6

- Once the above steps have been completed the club will then allocate a payment product for your child and you will be able to pay the same under the payment link in your account.
- **DO NOT ALLOCATE A PAYMENT PRODUCT YOURSELF. THE CLUB WILL ALLOCATE THE PRODUCT.** You can then pay the same through your Pitchero account under the payments tab.

Step 7

- Whenever you want to update your details, pay fees or see match selections for your child simply log into your account and go to the 'My Account' section, where you will see the relevant tabs.

STEP 8

- **PLEASE DOWNLOAD THE PITCHERO APP TO YOUR PHONE**
- That way you will receive all relevant notices from the club regarding matches etc