



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 and click 'Join this Club' link and complete the presented fields
- **Where you are asked to 'Apply for Roles', please select PARENT**

Step 2

- You will be asked to add your child's details.
- Begin typing your child's name and it will appear if they are already a Pitchero member. If it does not appear click on the link '**Click here if your child is not on the list**', which will appear below their typed name.
- Check your child's name is spelt correctly and then allocate them to a team.
- The team will simply be their sex and age group. 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
- **Complete this step for each of your children. Once all your kids have been joined click the NEXT link**

Step 3

- **VERY IMPORTANT**
- You will have received an email now from Pitchero to verify your email address.
- Please locate the Pitchero email and click on the link to verify your email
- Once you click on the link in the email you will be asked to log into Pitchero.
- **Once email verified click on the next link View My Account**
- **Alternatively log back into the website via the link www.worcesterhockey.co.uk and click on the 'Log In' link and not the 'Join' link**

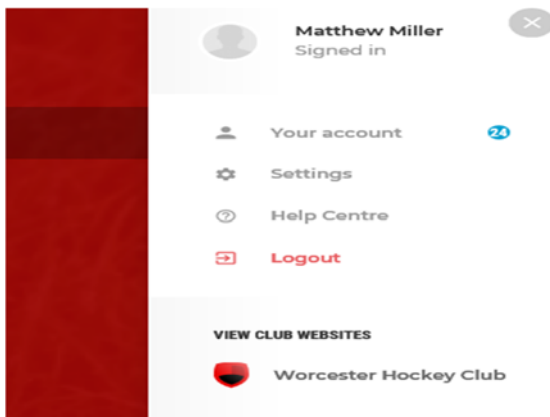
Step 4

- **Once you have clicked on the View My Account link, or you have logged back in via the website, you will see a circle icon in the top right corner as follows:**



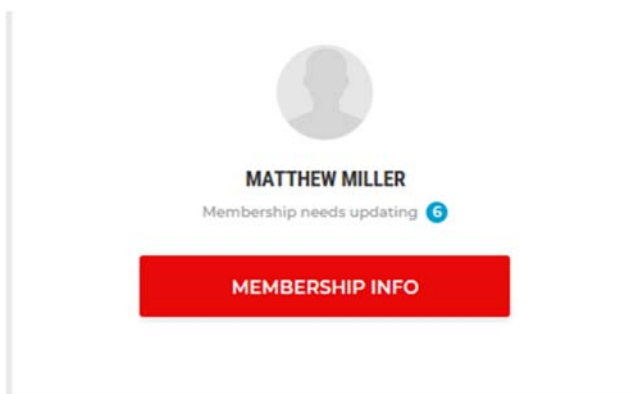
- Click on this link to access your account.

- 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 'Membership Info' link under your name and it is imperative that you complete all fields.



- **Please ensure:**
 - **You add your sex, DOB and address in addition to the other requested details**
 - **There is a padlock icon beside your email and phone. Please ensure this is unlocked to allow us to contact you when needed**
- Then click 'Save Changes'

STEP 6

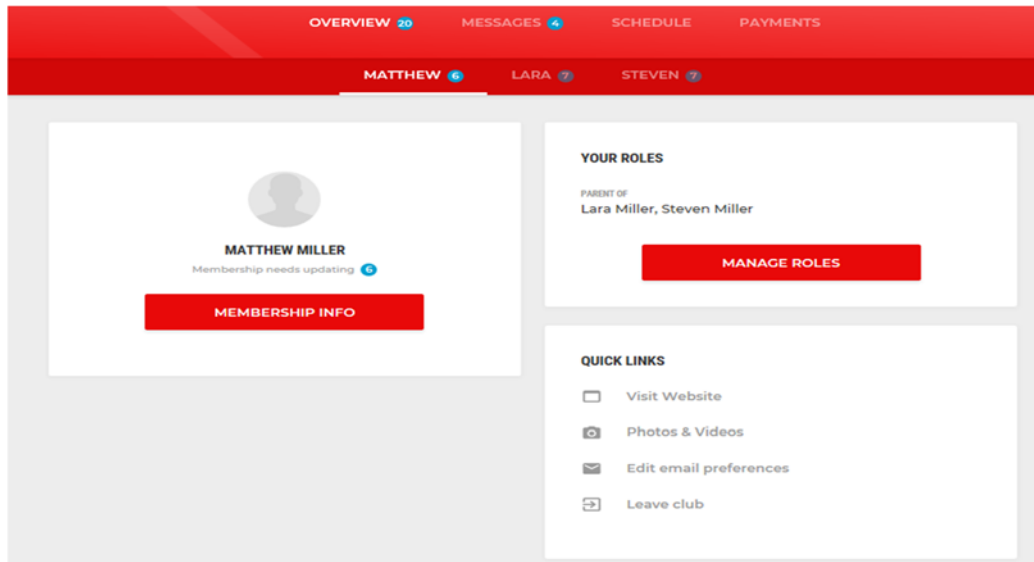
- The Club will now receive your request for club membership from Pitchero and will approve the same, usually within several days.

STEP 7

- **IMPORTANT: Within a week of applying for membership, please log back into Your Account in the usual manner:**
 - Click on the Log In link



- Once logged in click on the icon in the top right hand corner and then select 'Your Account'.
- Once logged into Your Account you will not the following view:



- You will note you have now been given the role of Parent of your child. This means your membership was approved. If you do not see this please email the club chasing approval of your membership at juniors@worcesterhockey.co.uk

STEP 8

- **VERY IMPORTANT**
- **Please click on the tab with your Child's name. Then click on the Membership Info link below their name and proceed to enter all of their details, including DOB and address.**

STEP 9

- 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 10

- 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 11

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