



Chipping Norton Swifts FC

Creating New Parent & Child Accounts and Making Payments

All club parent and child accounts along with payments are now online, from within our club website <https://www.chippingnortonswifts.co.uk/>

The following step-by-step guide will help you create your parent account, link your parent account to any children you have playing for the club, manage your child's/children's account/s and pay for your child's/children's annual membership/s.

Having a parent account is essential to be able to access the club system and register your children with the club. Any questions please email Lee Ashworth (club secretary) at lee.ashworth@hotmail.co.uk

How to set up a Parent Account

- 1) From the club homepage <https://www.chippingnortonswifts.co.uk/> select 'Join' at the top right of the screen, to be taken to the screen shown (right).

From there, fill in your details and select 'Join this Club' to create your new account

Join Chipping Norton Swifts FC

Signing up for your child?
Please enter your details below to register as a parent. You will add your child's details later in the process.

First name: Last name:

Email:

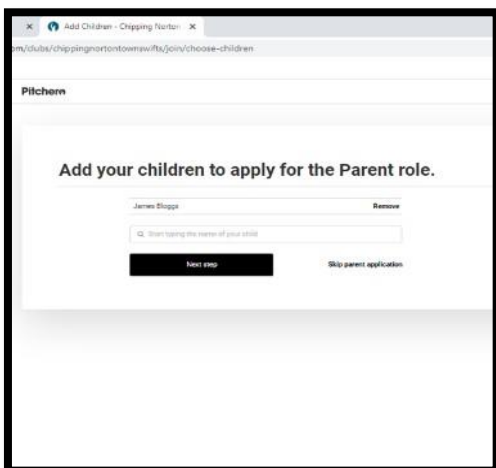
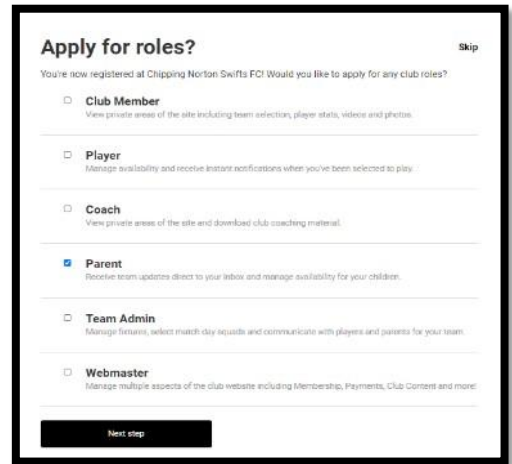
Password:

Telephone (Optional):

Date of birth:

2) Once your personal info has been submitted, you will be able to apply for different roles within the club. The only role that needs to be selected is 'Parent'.

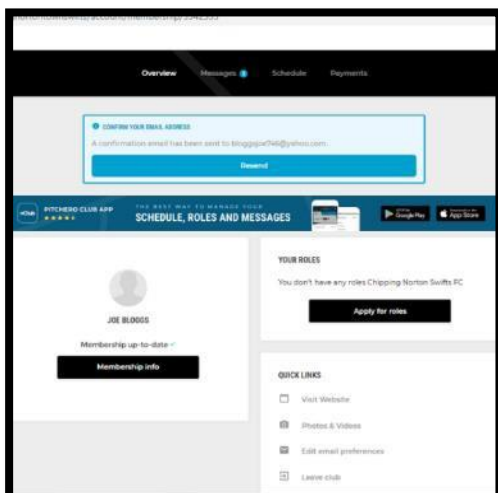
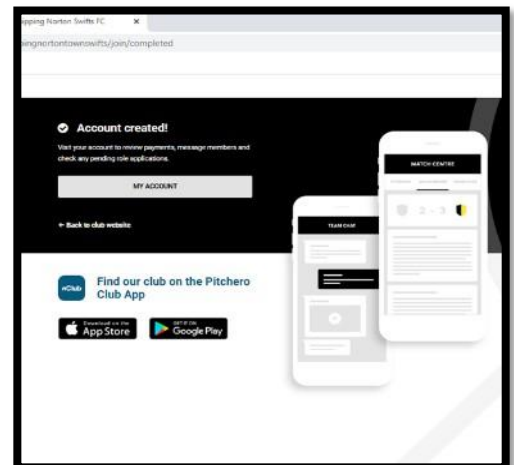
Ensure Parent is selected, and click 'Next Step'.



3) Simply type in your child's name in the search bar and if they don't appear click the 'click here if your child is not in the list' button, type in your child's name and click add. Do this for as many children that you need to add to your account and then ensure that the correct children are showing before clicking 'Next Step'

4) You should now see this screen, confirming that you have successfully created a Pitchero parent account that is registered with Chipping Norton Swifts FC.

Click the 'My Account' Button to move to the next step.



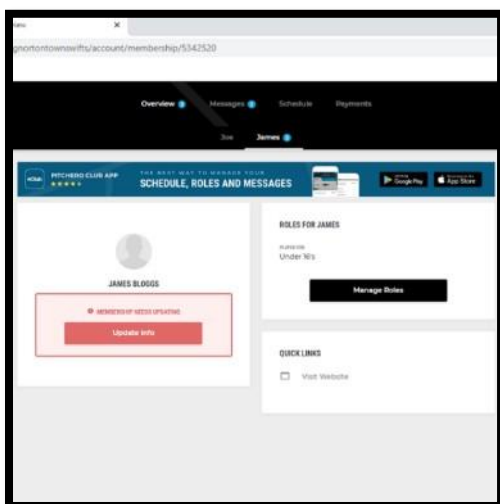
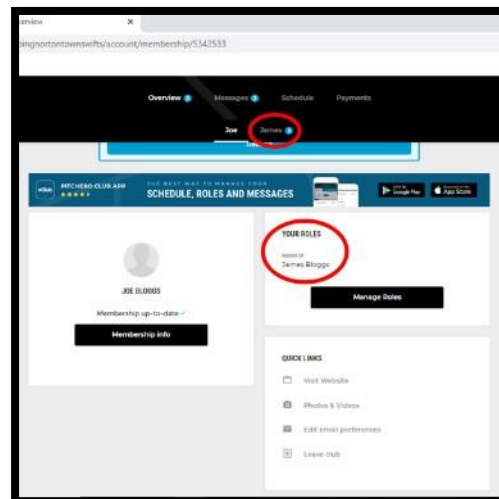
5) You will have two things to do. The first will be to confirm your email address by clicking a confirmation link that will have been sent to your email address.

The second will be to click 'Membership Info' and ensure that all details are filled in correctly (there may be some additional fields now the account has been made).

How to finish setting up a Child Account

- 1) Once your parent account has been approved, you will receive a confirmation email from the club. Log back into your account and you will now be able to see your roles section has been updated with 'parent of' your child's/children's name/s.

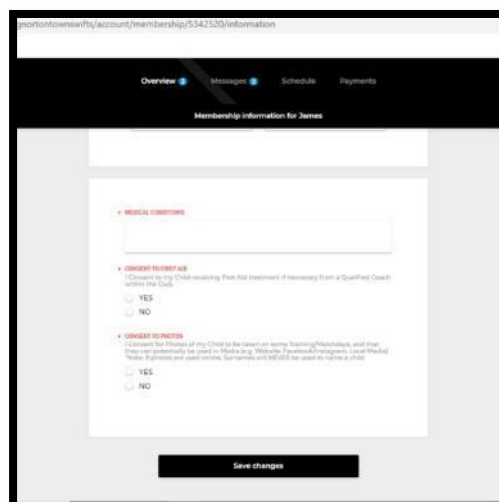
Next to your name tab at the top, your child/children will now have their own tab.



- 2) Go into your child's tab, click 'manage roles' and apply for the 'player' role and then select the appropriate age group (only do this if this information is not already showing under your child's name)

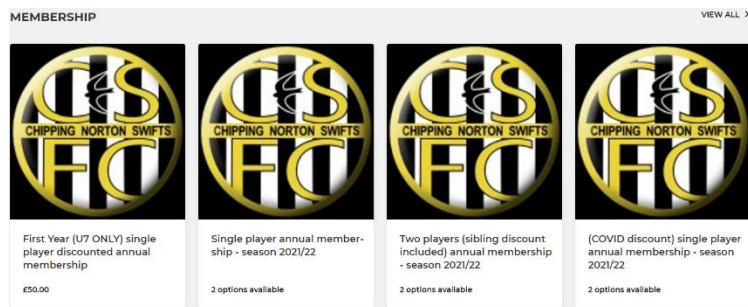
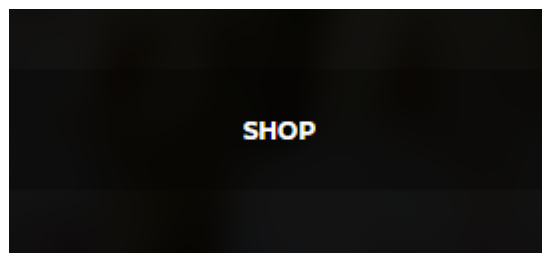
Then go into the 'update info' area

- 3) Complete all the personal information for your child including emergency contact details and medical conditions. Please also complete the consent for photos and first aid section and then click save. Complete this process for each child you have set up with the club.

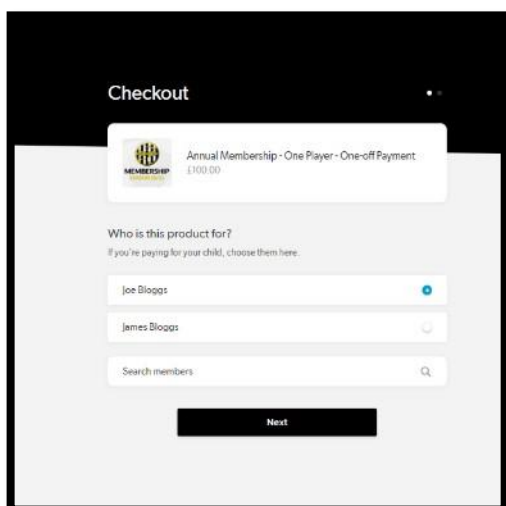


How to Pay for a Child's Annual Membership

- 1) Ensure you are signed in to your account then from the homepage click on the shop tab.



- 2) Inside the shop you will see the different packages available. Select your preferred option and then click "Buy"



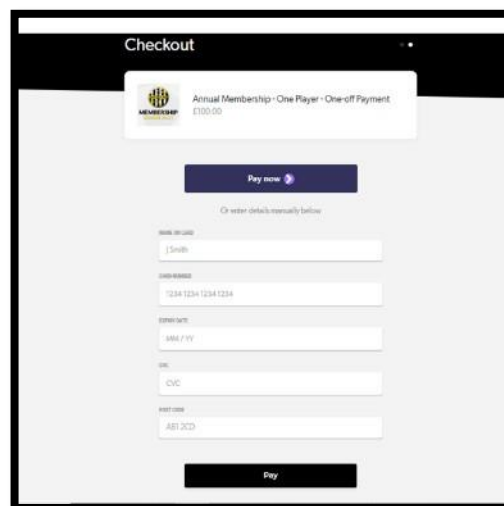
- 3) Once you have chosen your preferred option, select who you are paying for. Make sure that you have not accidentally selected yourself as the payment needs to be made visible next to your child in the system.

If paying for siblings, select them all on this screen.

- 4) Fill in your payment info to complete the process.

Please note that if paying in **instalments**, the 'Initial Payment' will be taken from your account **immediately**, with the first instalment being taken on **1st October**, and the second on **1st November**.

One-off Payments will also be taken **Immediately**.



Once all the above steps have been completed, the club will have all contact details, medical information, and payments for the new season and will then begin to register your child with the FA and the league ready for your child to play for swifts!

Thank you for your time and efforts and we look forward to seeing you very soon!



chippingnortonswifts.co.uk

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