

Member Registration Process

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Applicable To	Potential UKIHF Members	Status	Controlled Document
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Guidance for the registration of new and reregistering members.

Some changes have been made with the registration process this season particularly in the area of using electronic parental consent and opting out of photography for at risk members.

Note that these instructions have been made by registering the member using a PC. Using a phone or tablet is possible but will have a slightly different look and feel regarding menus.

A new online Emergency Contacts form is available for each member – this must be completed by all members once registration is complete, and is stored with the members details.

Emails from Sportily will have the address

Sportily League Management

From: contact@mg.sporti.ly

Please make sure you have this in your allowed contacts, and check your Spam if missing a mail.

1. Registration

Navigate to <https://ukihf.co.uk/register>

On the resulting screen, select Season 2026/27

Put in your email address, then click Next.

Fill in the form details.



UKIHF Registration

If you experience any problems whilst completing the registration process, please raise a support ticket [here](#).

Season

2026/27 Season

Email address

Mrs.MadeupName@gmail.com

Email address will never be shown publicly.

Forename

Michael

Surname

MadeupName

Date of birth

17/01/2011

Gender

Male

Medical conditions

e.g. Asthma

If member has no relevant medical conditions, please indicate 'None'.

Parent Email Address

Mrs.MadeupName@gmail.com

Parent email is mandatory for members under 18.

Photography

Yes

Please select whether photography is permitted for this member.

DBS registration number

A valid DBS registration is required for all officials aged 16 year or older.

New: Parents email address which is required for all U18 players this may or may not be the email address used to register with

New: Photography. Any at risk child or adult should select "No" to restrict any photography at events, otherwise select "Yes"



Passport Nationality

United Kingdom

UKIHF West & North Wales

Seniors

Player

Tyrannosaurus Wrexham D

ADD MORE ROLES...

Street address

Something Road

Town/city

Wherever

County/region

Cheshire

Postcode

WAS 12ST

Phone number

Mobile number

0123456789

League Marketing Opt In

☐

I would like to receive periodic and informative marketing or newsletter updates on the league.

☒ I agree to abide by UKIHF rules, byelaws, code of conduct, and child protection policy.

REGISTER

Select the roles required. If registering for more than one team/age group or as an official, use "Add More Roles".

Players must have a "Player" role before adding "Player – Cross registration" or "Player – Cross region registration" for additional teams. The "Player" role will be considered the players primary role.



UKIHF Registration

If you experience any problems whilst completing the registration process, please raise a support ticket [here](#).

Thank you for registering to participate in the 2026/27 Season. We have just sent you a confirmation email. If this is your first season, the confirmation email will contain instructions of how to verify your account to complete the registration process.

Your member fees are: £35.00

PAY NOW

Go through the Stripe payment process.

2. Parental consent

For any U18 players an email will be sent to the parents email address with a link to the Parental consent form. Click the link.

Dear Parent / Guardian,

Michael MadeupName has been registered to participate in the 2026/27 Season season at UKIHF.

Because Michael MadeupName is under 18 years of age, parental or guardian consent is required before participation can begin.

Please click the button below to review and complete the online parental consent form:

Complete Parental Consent Form

If the button above does not work, you can copy and paste the following link directly into your browser:
<https://sportilyapp.com/consent/1fbd2208d49da5fef4a256664df3acda8fa02c6033fe5e20>

If you did not expect to receive this email, please contact UKIHF or reply to let us know.

– Team Sportily

Please read the document fully before approving. At the bottom of the document (shown below) you will find the teams your child has been registered for.

SELECTED ROLES & PARENTAL PERMISSION

Please review the roles assigned to **Michael MadeupName** and check the permission box next to each role to give your consent:

☐ **player** • Tyrannosaurus Wrexham D (Tyrannosaurus Wrexham D)
Age Group: Seniors
I give permission for Michael MadeupName to participate in this role.

Emergency Contacts *

I will complete the emergency contacts form on my child's account.

☐ **Yes**

Play up considerations

I understand that in allowing my child to participate at an older level that there are increased risks. These are understood and have been discussed with the team manager and Coach.

☐ **Yes**

SUBMIT CONSENT FORM

Check the fields as required. Play up considerations is only relevant where a child is playing above their normal age band. The emergency contacts form must be completed and saved the checkbox is for you to acknowledge that this will be filled in. The Emergency contacts form is covered later in the document. Once complete Submit the form.

3. Account Verification

A verification email will be sent to the email address used when setting up the account, this needs to be actioned by clicking the “Check out your account” link.

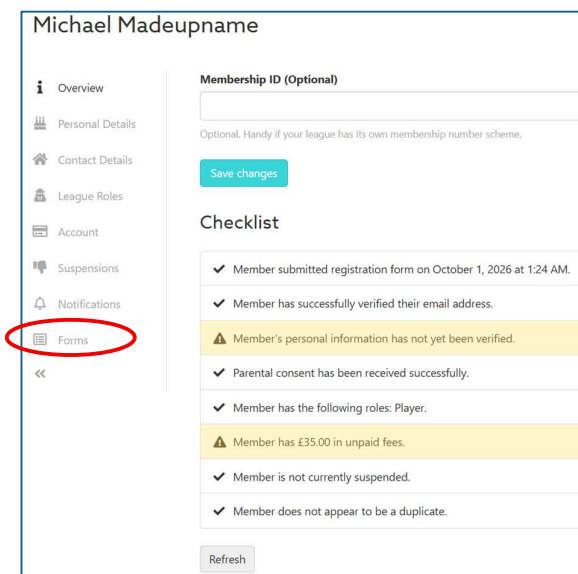
If you have registered using this account in previous years you will be asked to log in. If you have forgotten your password click the “Forgot Password” link.

If this is a new account or a different email address from previous years, you will be prompted to set a password.

When you log in you will be presented with your dashboard. This may represent just a single player, or in the case of a parent with multiple children registered then each of the children will be shown under “My Members”. Clicking the member name will bring up that individuals details.

There is a Checklist that highlights any issues with the account such as non-payment, details not verified, suspensions etc. On the top menu (on a phone) or at the side on a PC you will see “Forms”

4. Forms – Emergency Contacts



Michael Madeupname

- Overview
- Personal Details
- Contact Details
- League Roles
- Account
- Suspensions
- Notifications
- Forms**

Membership ID (Optional)

Optional. Handy if your league has its own membership number scheme.

Save changes

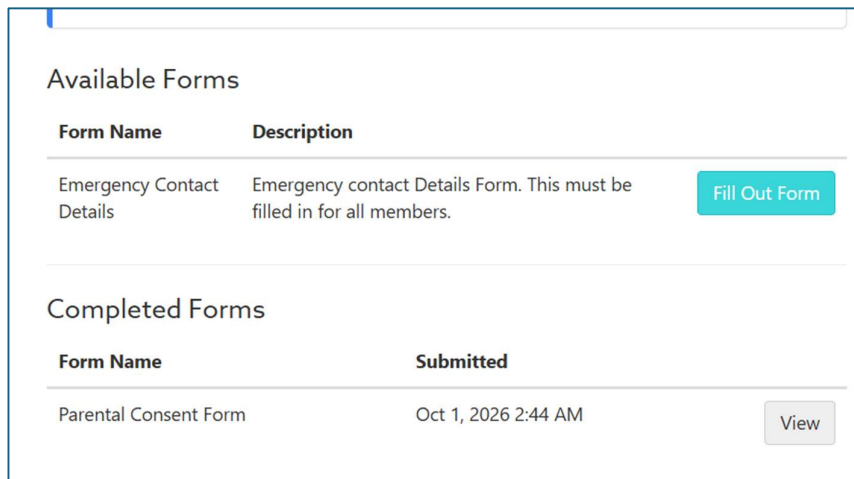
Checklist

- ✓ Member submitted registration form on October 1, 2026 at 1:24 AM.
- ✓ Member has successfully verified their email address.
- ⚠ Member's personal information has not yet been verified.
- ✓ Parental consent has been received successfully.
- ✓ Member has the following roles: Player.
- ⚠ Member has £35.00 in unpaid fees.
- ✓ Member is not currently suspended.
- ✓ Member does not appear to be a duplicate.

Refresh

Click “Forms” to open the Forms page.

If a Parental consent form has been completed this will be displayed at the top of the page. Other forms available or completed will be displayed at the bottom of the page.



Available Forms

Form Name	Description
Emergency Contact Details	Emergency contact Details Form. This must be filled in for all members.

Fill Out Form

Completed Forms

Form Name	Submitted
Parental Consent Form	Oct 1, 2026 2:44 AM

View

This is where the Emergency Contacts form can be accessed to complete. Click Fill Out Form to open it. Enter the details and click “Submit Form”.