

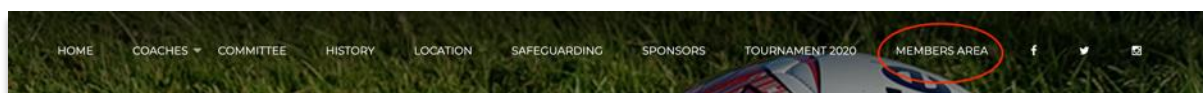


Lytchett Matravers Football Club – Online Re-Registration

Use this guide if you're returning for the 2020/21 season. If you're new to the club – there's a different guide for you.

If you signed a child up to the club for the 2020/21 season, you'll have used our member's area to register them. Now it's time to sign on for 2021/22, you'll use the same part of the website to do re-register them for the coming season.

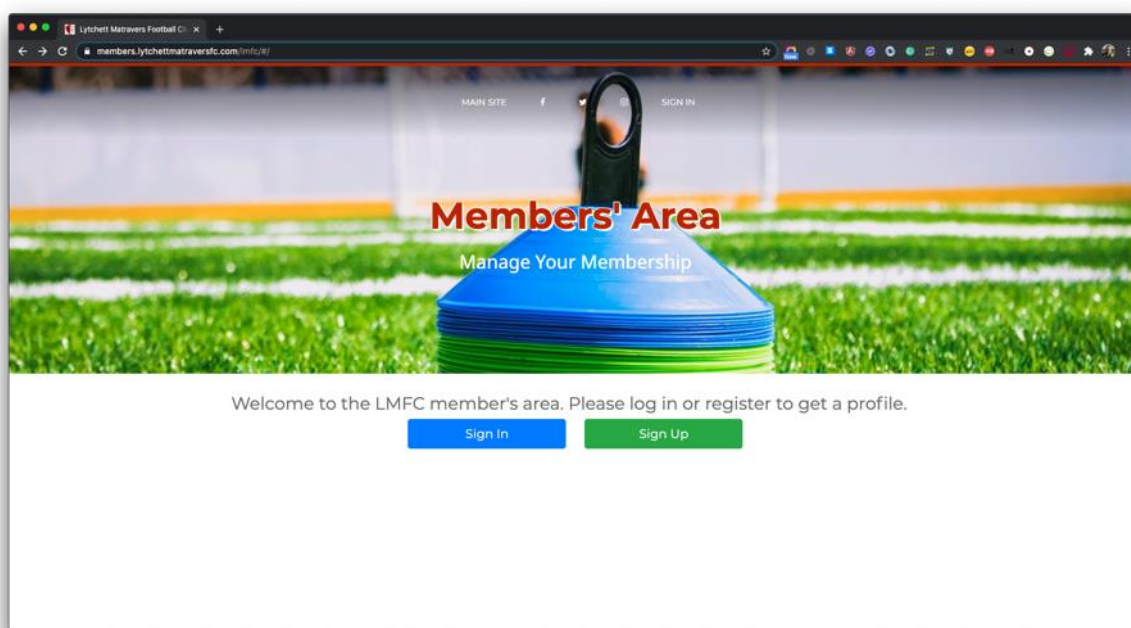
As a reminder - you'll find a link to the members' area at the top of our website like this:-



– or you can go straight to it by clicking this link:

<https://members.lytchettmatraversfc.com/lmfc/#/>

When you first arrive at the members' area, you'll see a page like this:



You'll already have a profile so click Sign In to log in to it.

Click the 'Sign In' button and you'll get to the login page which will look like this



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MAIN SITE f t i SIGN IN

Members' Area

Manage Your Membership

Email:

Password:

[Register](#) [Forgotten Password?](#)

It may be a long time since you've logged in to the site – so if you can't remember your password – click the 'Forgotten Password?' link at the bottom-right. If you can't remember the email address that you registered with – get in touch at enquiries@lytchettmatraversfc.com with your name and home address and we'll find you in the system and let you know as soon as we can.

Once you're logged in to the members' area, you'll see a screen like this with your personal details:

Manage Your Membership

MAIN SITE f t i SIGN OUT

My Details Address Emergency Contacts Players Fees/Payment Volunteering COVID-19

These are your details as parent/guardian - you will add your children's details on the 'Players' tab.

Parent/Guardian Given Name *

Parent/Guardian Family Name *

Email *

Parent/Guardian Date Of Birth *

Check that these are all up to date – if you need to change anything, do it here and click the Update button. **Remember – this bit is your details, not your child's...**



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Now move on to the Address tab by clicking Address at the top:

Manage Your Membership

MAIN SITE f t i SIGN OUT

My Details Address Emergency Contacts Players Fees/Payment Volunteering COVID-19

If you have children living at more than one address, you can create multiple addresses on this page

Address *

1 Lytchett Matravers Road

Upton

Town *

Poole

County *

Dorset

Postcode *

BH161AA

Update Add Another Address

Again, check that all the details are still correct. If you need to make any changes do it and click Update to save them.

Once you're happy that it's all OK, move on to the Emergency Contacts tab

Manage Your Membership

MAIN SITE f t i SIGN OUT

My Details Address Emergency Contacts Players Fees/Payment Volunteering COVID-19

Please provide details for emergency contacts. We need details of two contacts for each player, but you only have to enter them here once - you can then assign them to the players later. Please ensure that you have your contacts' permission to provide their personal information before adding them

Name	Mobile	Email	
Dave Bobson	07740123456	dave.bobson@lytchettmatraversfc.com	Edit Delete
Davina Bobson	07740654321	davina.bobson@googlemail.com	Edit Delete

Add Contact

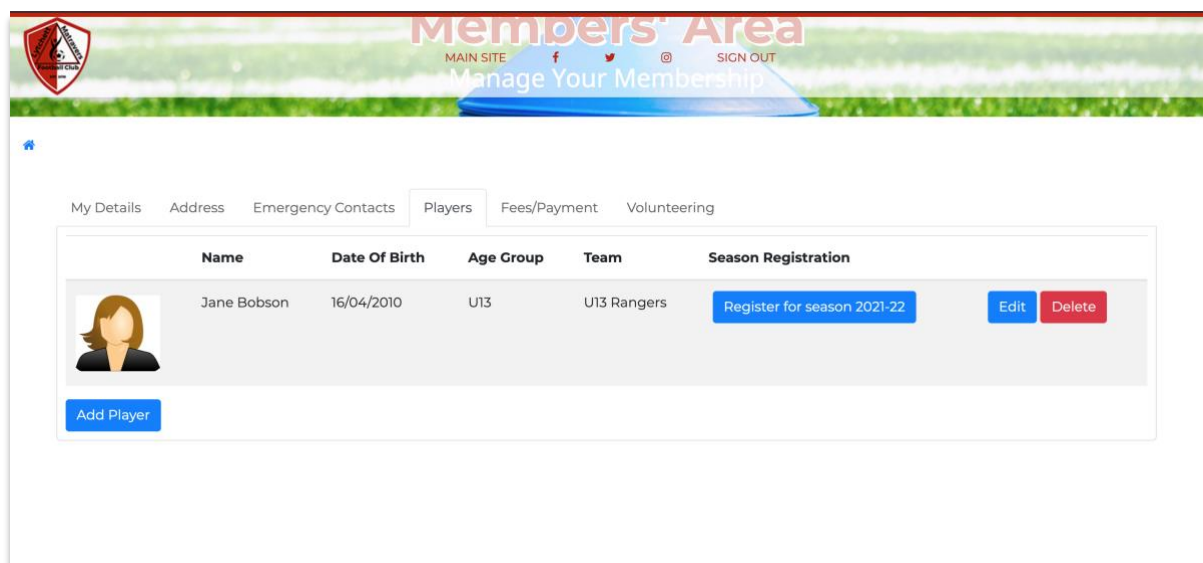
Again, just check that it's all still correct. If you need to change any details – click Edit and you'll get a window which will allow you to do that.

If you need to replace a contact, click Delete button and then add the new one.



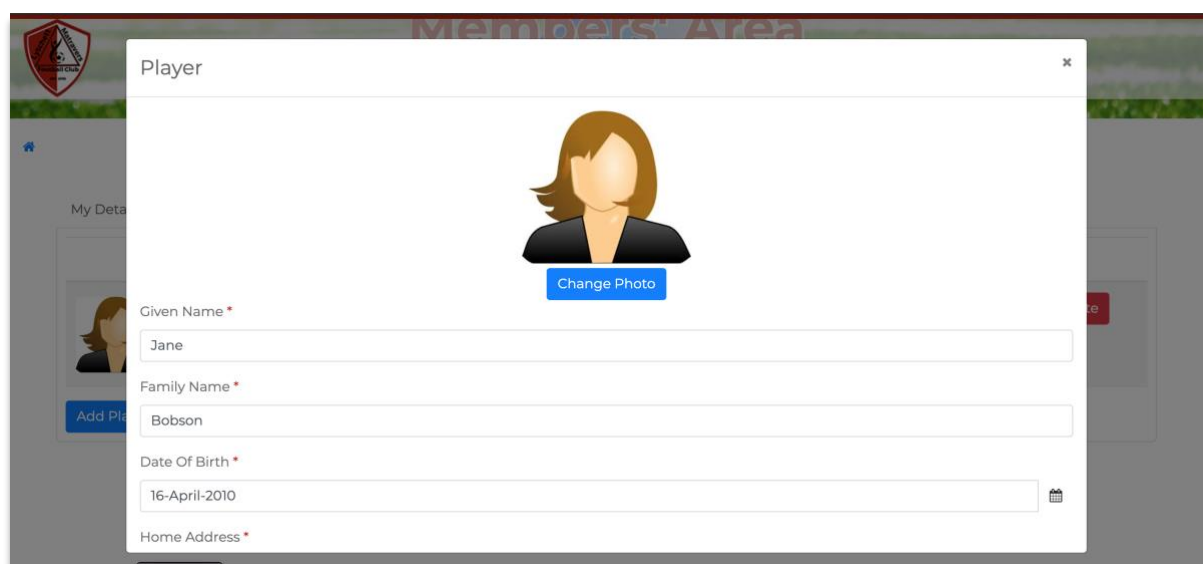
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When you're happy that all is OK, move on to the Players tab.



Before you click the 'Register for season 2021-22' button – click the 'Edit' button and you'll see a window with all their information on.

Note: If you don't see the button, the team that they were signed on for last season may no longer be available to choose for this one. You'll need to edit their details and pick the team that they are signing on for this time around..



Take a moment and make sure that all your child's details are still up to date. Make sure their photo is a valid likeness – it needs to be passport standard – head and shoulders with a plain background - and recent.



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If you need to change it, click 'Change Photo' and then upload a new image. If you change anything, be sure to scroll down to the bottom and click 'Update' to save your changes. If nothing needs to be change, click Cancel.

Name	Date Of Birth	Age Group	Team	Season Registration
Jane Bobson	16/04/2010	U13	U13 Rangers	Register for season 2021-22 Edit Delete

[Add Player](#)

Back on the player details screen and you're happy to re-register them for the coming season, click 'Register for season 2021-22'

Confirm Registration

Please confirm that you wish to register Jane Bobson for the 2021-22 season and you agree to pay the applicable fees set out on the Fees/Payment tab.

[OK](#) [Cancel](#)

Click OK – and you will have registered your child for the season!

You should receive an email confirmation – if you don't receive it, please check your spam/junk folders for it as our emails are often mistaken as spam.

If you have more than one child, follow the same process to just check that everything is still valid and register them for the season.

Please note: you can see the schedule of fees for the coming season and how to pay on the 'Fees/Payment' tab.

If you have any problems or need to report any bugs – email enquiries@lytchettmatraversfc.com and we'll look at it as soon as we can.