



Lytchett Matravers Football Club – Online Registration Guide

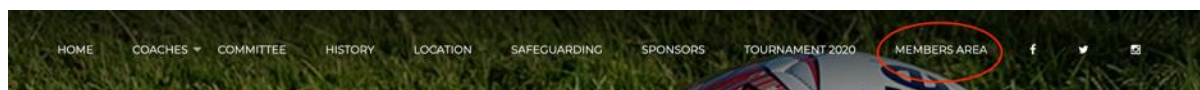
Use this guide if you're new to the club and signing on for the first time. If you're returning to the club – there's a different guide for you.

Signing on day is usually a really busy day in the life of our club.

Sadly, in the current climate we can't have everyone at the clubhouse filling out, handing in forms and money for the current year – so we've introduced an online members' area where we'll be able to manage this instead.

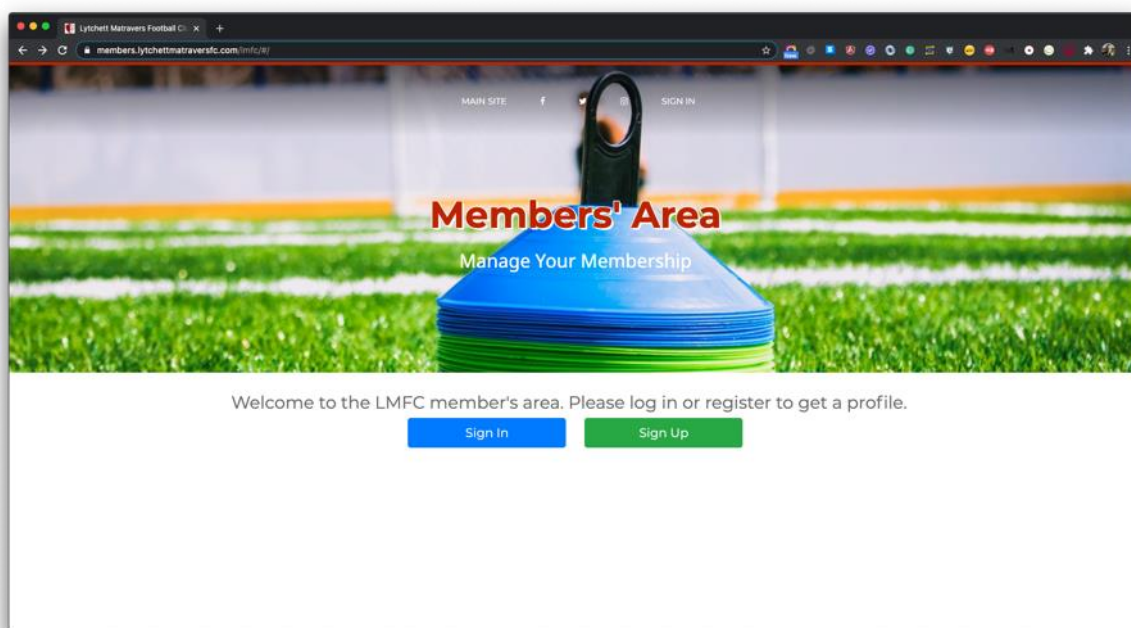
A big benefit that this will bring us is that once we're all set up, signing on in future seasons will just take a few mouse clicks.

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



– or you can go straight to <https://members.lytchettmatraversfc.com/lmfc/#/>

When you first go to the members' area, you'll see a page like this:



Click the 'Sign Up' button and you'll get a form asking you to provide some basic details...



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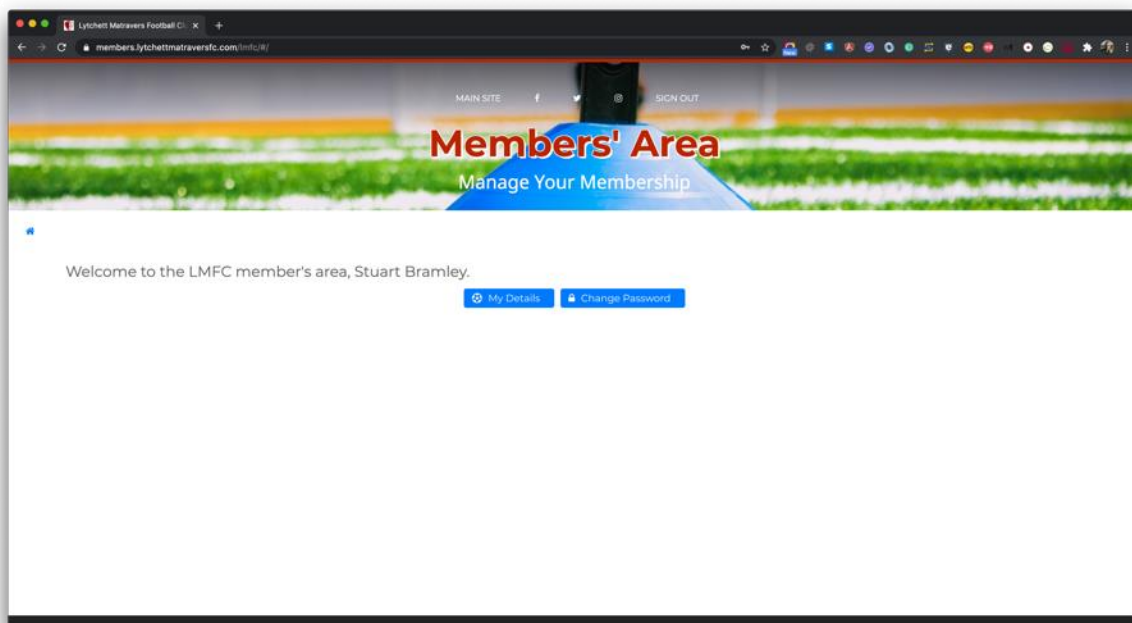
This screenshot shows the 'Members' Area' registration page. The header includes a navigation bar with 'MAIN SITE', social media icons, and a 'SIGN IN' link. The main content area has a large background image of a soccer field with a blue cone in the foreground. Overlaid on this is the text 'Members' Area' in red and 'Manage Your Membership' in white. Below this is a 'Register' section with a light blue instruction bar: 'Please complete this form to register for our members' area where you will be able to register players, view and change your personal information.' The form fields include 'Email *' (with a sub-label 'Email Address'), 'Password *', and 'Confirm Password', each with a corresponding input field.This screenshot shows the same registration page but with more form fields visible. Below the password fields are 'Given Name *' and 'Family Name *', each with a sub-label and an input field. Below these is 'Date Of Birth *' with a sub-label and a date picker icon. A yellow 'Data Protection Notice' box is present, stating: 'Details you provide for yourself and your child(ren) will be used to register on the FA's Whole Game System.' At the bottom are 'Cancel' and 'Register' buttons.

Note: these are your details as the parent/guardian – not the player.. you'll add those later

Fill in this form, and click the 'Register' button at the bottom.. if you've filled in all the details the form will be submitted and you'll be taken to the members' area and see a screen like this.



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Tip: The blue house icon in the top left will bring you back to this page at any time..

We'll be putting more into the members' area in future – but for now from here you can either change your password or edit your details. This is where you'll set up your personal information, your emergency contacts and players attached to your account.

Click the My Details button and you'll see this page:

A screenshot of the 'My Details' page in the Lytchett Matravers Football Club Members' Area. The page has a header with a blue house icon, 'MAIN SITE', and 'SIGN OUT'. The main content area has a green background with a blue house icon and the text 'Members' Area' and 'Manage Your Membership'. Below this, it says 'Welcome to the LMFC member's area, Stuart Bramley.' and has two buttons: 'My Details' and 'Change Password'. The 'My Details' tab is selected, showing a form with the following fields: 'Given Name *' (Stuart), 'Family Name *' (Bramley), 'Email *' (stuart.bramley@lytchettmatraversfc.com), and 'Date Of Birth *' (19-October-1974). There are 'Cancel' and 'Update' buttons at the bottom.

The first 'My Details' tab shows the details you gave us when you signed up, if you ever need to change them, you can do it here. The other tabs along the top will be where we set up other details. You'll need to complete the first three tabs before you can register players on the fourth..



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Firstly the address tab

The screenshot shows the 'Members' Area' of the Lytchett Matravers FC website. The 'Address' tab is selected in the navigation menu. The form contains the following fields:

- Address *
- Town *
- County *
- Postcode *

Below the form is an 'Update' button. A message at the top of the form states: 'If you have children living at more than one address, you can create multiple addresses on this page'.

Simply fill in your address and click Update to save it.

You'll see another button appear

The screenshot shows the 'Members' Area' of the Lytchett Matravers FC website. The 'Address' tab is selected. The form is filled with sample data:

- Address: 1 Anyroad
- Town: Upton
- County: Poole
- Postcode: BH16 123

Below the form, the 'Update' button is highlighted, and a new 'Add Another Address' button has appeared next to it.

If you've got players living at more than one address that you need to register, you can use this 'Add Another Address' button to add another – it'll clear the form and you can fill in the next address. Just remember to click Update again when you're finished. You can add as many as you need to.



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The next tab is for your Emergency Contacts... we need each player to have two Emergency Contacts when you register them – but you only need to set them up on here once.

A screenshot of a web browser showing the 'Members' Area' of the Lytchett Matravers FC website. The page has a header with 'MAIN SITE', social media icons, and a 'SIGN OUT' button. Below the header is a large banner with the text 'Members' Area' and 'Manage Your Membership'. A navigation bar contains tabs: 'My Details', 'Address', 'Emergency Contacts', 'Players', 'Fees/Payment', and 'Volunteering'. The 'Emergency Contacts' tab is selected. A light blue box contains a message: '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'. Below this is a table with three columns: 'Name', 'Mobile', and 'Email'. The table is empty, with a message 'No emergency contacts have been set up yet.' and an 'Add Contact' button.

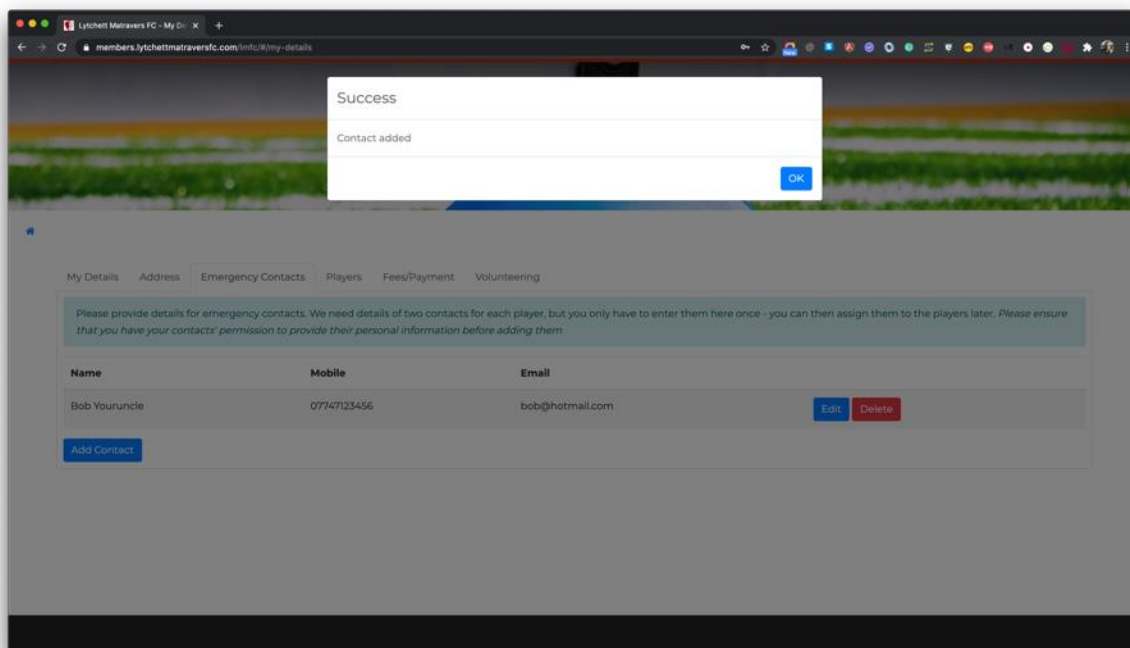
Click the Add Contact button and a little window will appear to let you enter their details.

A screenshot of the same web browser showing the 'Emergency Contacts' tab. An 'Emergency Contact' modal form is open, overlaying the main content. The form has fields for 'Given Name *', 'Family Name *', 'Mobile *', and 'Email *'. Below these fields are 'Cancel' and 'Update' buttons. The background shows the same 'Emergency Contacts' tab with the 'Add Contact' button.

Click Update when you're done and you'll get a message saying that the contact has been saved. They'll then appear in the list on the page.

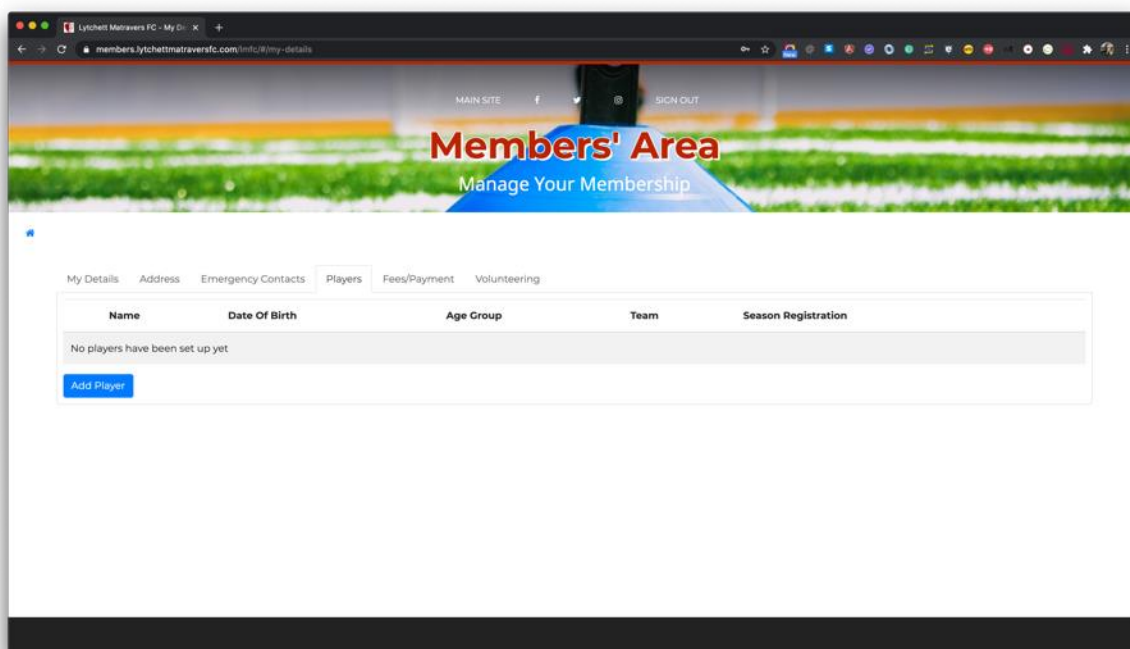


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If you ever need to change their details – just come in here and click ‘Edit’ – and if you want to remove them, click ‘Delete’ – you’ll need to make sure that they aren’t set as contacts for any players before you can do that though.

The next, and probably the most important tab is the ‘Players’ tab.



This is where you can enter details of the players you’re registering.

Click ‘Add Player’ to add one and a window will appear to let you enter their details :-



Lyttchett Matravers Football Club – Online Registration Guide

A screenshot of a web browser showing the online registration form for Lyttchett Matravers FC. The browser address bar shows 'members.lyttchettmatraversfc.com/info/my-details'. The form is titled 'Player' and has a close button in the top right corner. It contains several fields: 'Upload Photo' with a 'Choose file' button and a note 'The photograph should be passport-style - head and shoulders with a clear background'; 'Given Name' and 'Family Name' text boxes; 'Date Of Birth' with a calendar icon; 'Home Address' with a text box containing '28 Cherry Hill Grove, Upton, Upton, Poole, Dorset, BH165LP'; 'Team' with a dropdown menu showing 'Choose the player's team'; 'Training Only' with a dropdown menu showing 'Choose an option'; 'First Emergency Contact' with a dropdown menu showing 'Choose the player's first emergency contact'; and 'Relationship to player' with a text box. The background of the page shows a blurred image of a soccer field.

You'll need a digital photo of the player first of all – this should be passport-style, head and shoulders against a clean background.

We then ask for the player's name, date of birth and address. If you only entered one address earlier, we'll choose that one for you – if there's more than one to choose from there will be a drop-down list and you can pick from that.

The next field is the team that you're registering them to. There will be a drop-down list here of the teams the player is eligible for given the date of birth you entered.

The 'Training Only' field is used to tell us that the player is only registering for training and is not going to be taking part in matches – if the player is going to be playing matches, make sure this is set to 'No'!



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A screenshot of a web browser showing the online registration form for Lytchett Matravers Football Club. The browser's address bar shows 'members.lytchettmatraversfc.com/info/my-details'. The form is titled 'Player' and has a close button in the top right corner. It contains several fields: 'First Emergency Contact *' with a dropdown menu, 'Relationship to player *' with a text input, 'Second Emergency Contact *' with a dropdown menu, 'Relationship to player *' with a text input, 'Does your child suffer from any medical conditions such as diabetes, asthma, epilepsy, allergies etc? *' with a dropdown menu, 'Does your child have any Special Educational Needs or Disability? *' with a dropdown menu, and 'Do you give permission for LMFC to take and share photos or videos of your child? *' with a dropdown menu. There is a blue box with text about photo sharing and a final blue box stating 'Both player and parent/guardian give consent to register with LMFC and agree that you will abide by the 'Respect Code of Conduct'.' The background of the page shows a blurred image of a football field.

Scrolling down, the next set of fields refer to the contacts that you set up earlier. We need two contacts for each player – pick one for the first contact field and then beneath it describe their relationship to the player (e.g. Mum, Guardian, Uncle..) then do the same for the second contact.

The next field allows you to tell us about any medical conditions that we need to know about – if there are any, select 'Yes' and a box will appear for you to describe them.

The next field on is similar, telling us about any special educational needs or disability – again, select 'Yes' if you need to tell us about any and give us as much detail as you can in the box that appears.

Just two more choices to make – the first to give permission for photographs and videos to be taken of the player - and the second to indicate that both you and the player have read and agreed to the FA's 'Respect Code Of Conduct'. This is a condition of membership of the club so we do need you to read and understand it.

You can find the Respect Code Of Conduct on the FA Website at :
<http://www.thefa.com/get-involved/respect/play-your-part>

Once the form's filled in, click the Update button at the bottom to save it.




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The screenshot shows a web browser window with the URL `members.lytchettmatraversfc.com/mfc/#my-details`. A modal window titled "Player" is open, containing the following fields and options:

- Choose the player's second emergency contact (dropdown)
- Relationship to player (text input)
- Does your child suffer from any medical conditions such as diabetes, asthma, epilepsy, allergies etc? (dropdown with "Choose an option")
- Does your child have any Special Educational Needs or Disability? (dropdown with "Choose an option")
- Informational text: "To celebrate the achievements of the club, we may take photographs or videos of the children. These photos may then be shared on the LMFC Facebook page, Twitter, LMFC website or in team Whatsapp groups. You have the right to withdraw your permission at any point. Should photos be required for any other purpose, parental permission will be sought."
- Do you give permission for LMFC to take and share photos or videos of your child? (dropdown with "Choose an option")
- Both player and parent/guardian give consent to register with LMFC and agree that you will abide by the 'Respect Code of Conduct'.
- Agreement confirmed (dropdown with "Choose an option")
- Buttons: Cancel, Update

You'll get a message saying that the player has been added and they will appear in your list.

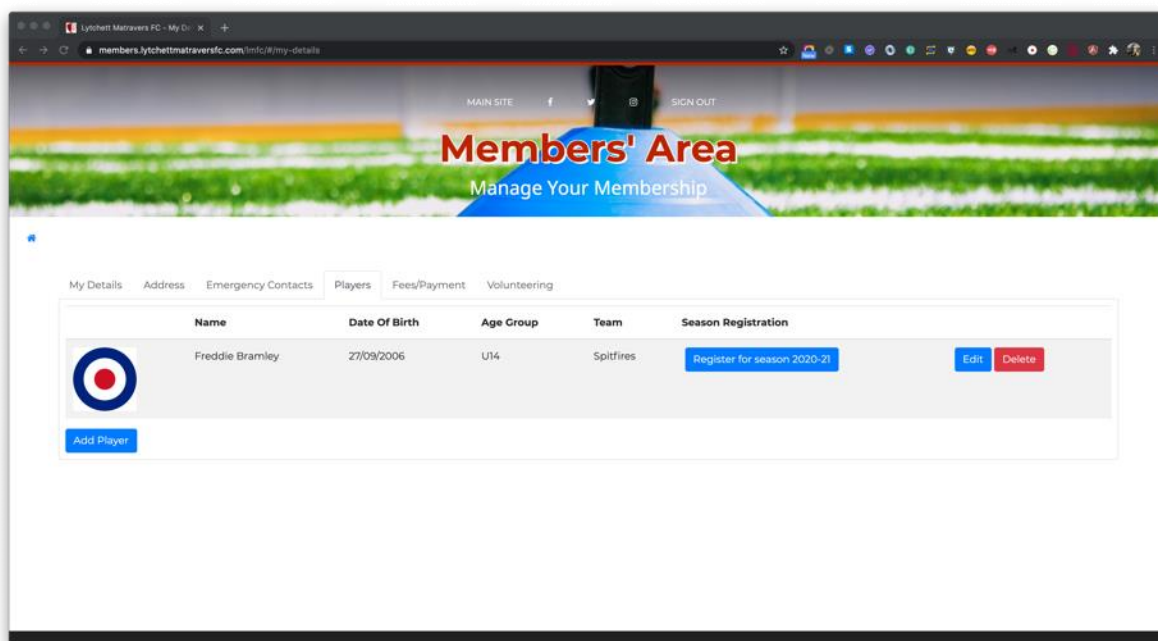
The screenshot shows the same web browser window. A "Success" modal window is displayed with the message "Player added" and an "OK" button. Below the modal, the "Players" tab is selected in the navigation menu. The player list is shown with the following data:

Name	Date Of Birth	Age Group	Team	Season Registration
 Freddie Bramley	27/09/2006	U14	Spitfires	Register for season 2020-21 Edit Delete

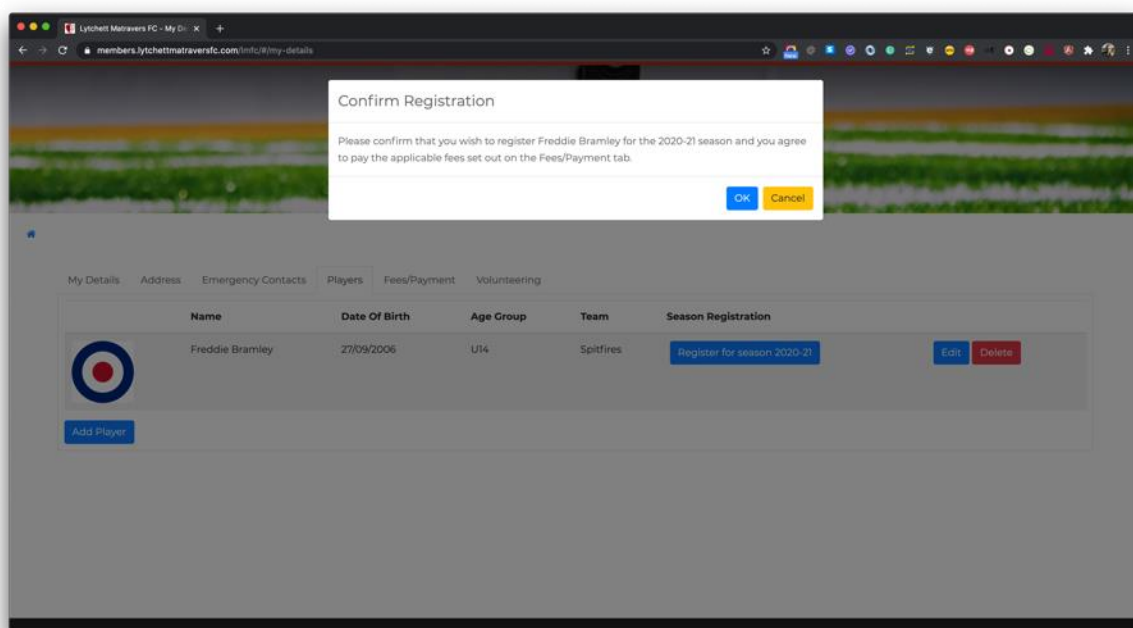
Buttons: Add Player



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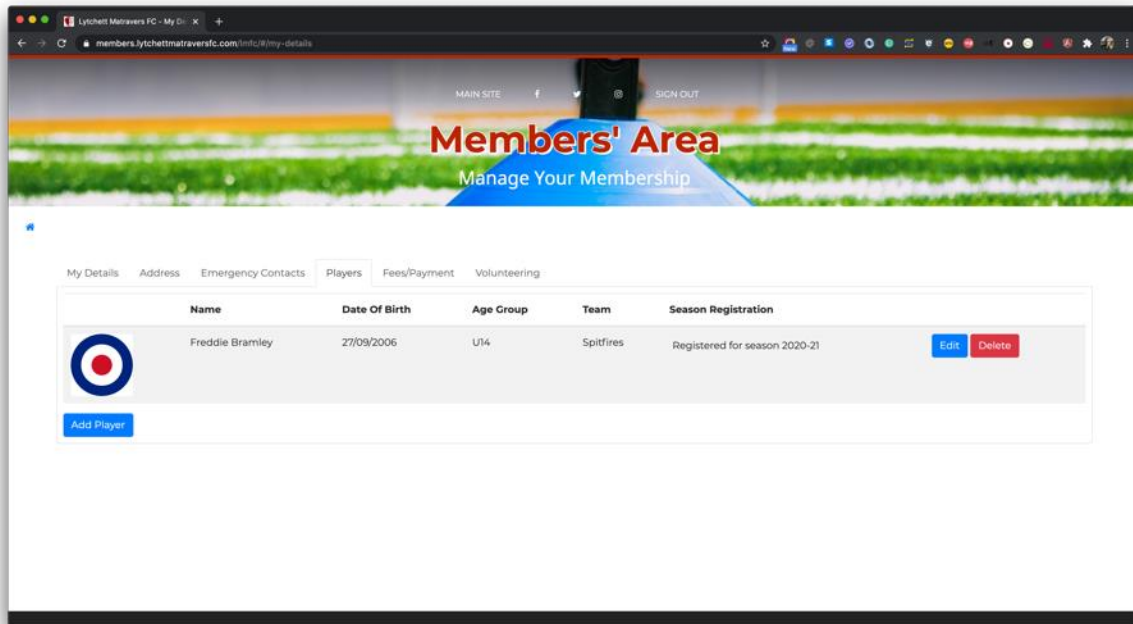
Notice the 'Register for season 2020-21' button? Click that to submit a request to register the player for the coming season. In future years all you'll need to do is come to this page, click the button and then confirm to sign up for the next season!



When you've confirmed the registration, we'll send you an email to confirm (make sure to check your Junk/Spam folders if you don't get it).

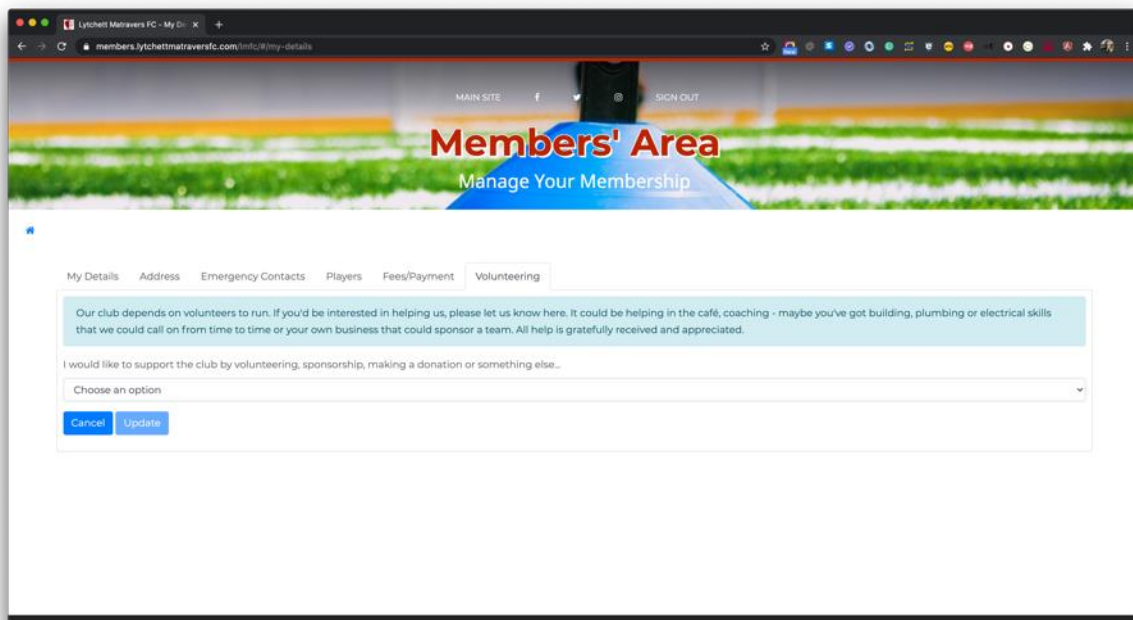


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You can add as many players as you need to on this tab and sign them up for the season with LMFC!

The next tab will show you the schedule of fees and how to pay – and the final tab gives you a chance to help the club by letting us know if you'd like to volunteer, any skills you have that could be useful or tell us that you'd like to make a donation or sponsor something...



..and that's it!

Hopefully you'll find this an easy to use way of registering for football for the coming year and can see that it will even easier in future years. If you have any problems or need to



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report any bugs – email enquiries@lytchettmatraversfc.com and we'll look at it as soon as we can.