



MyClubProTM

**Creating & Managing My Club Account
User Guide**

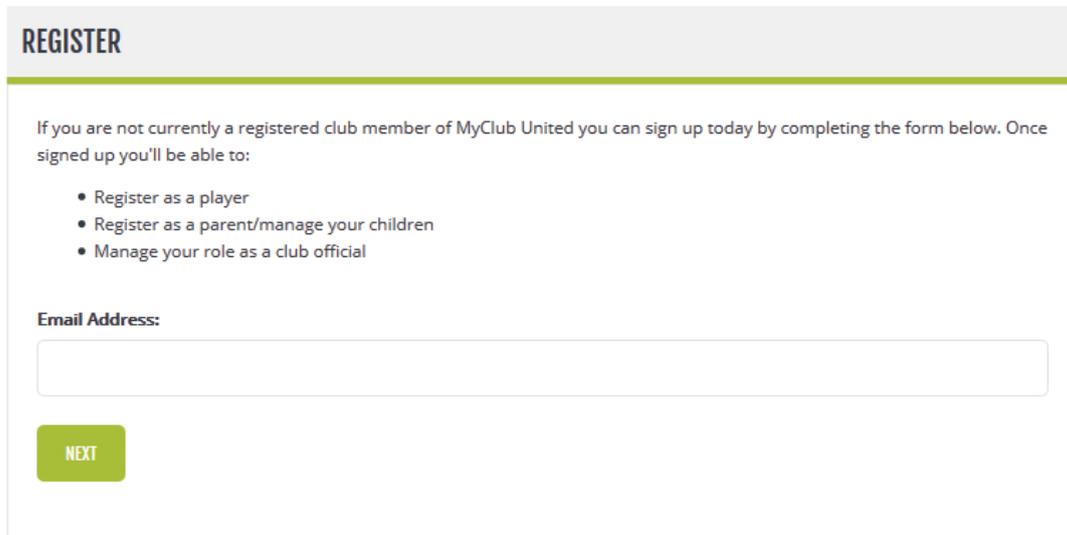
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Registering for an Account

Steps to register for an account:

1. Visit your Football club website
2. Click the “Register” link in the top right corner, you will now see the following options on the page:



REGISTER

If you are not currently a registered club member of MyClub United you can sign up today by completing the form below. Once signed up you'll be able to:

- Register as a player
- Register as a parent/manage your children
- Manage your role as a club official

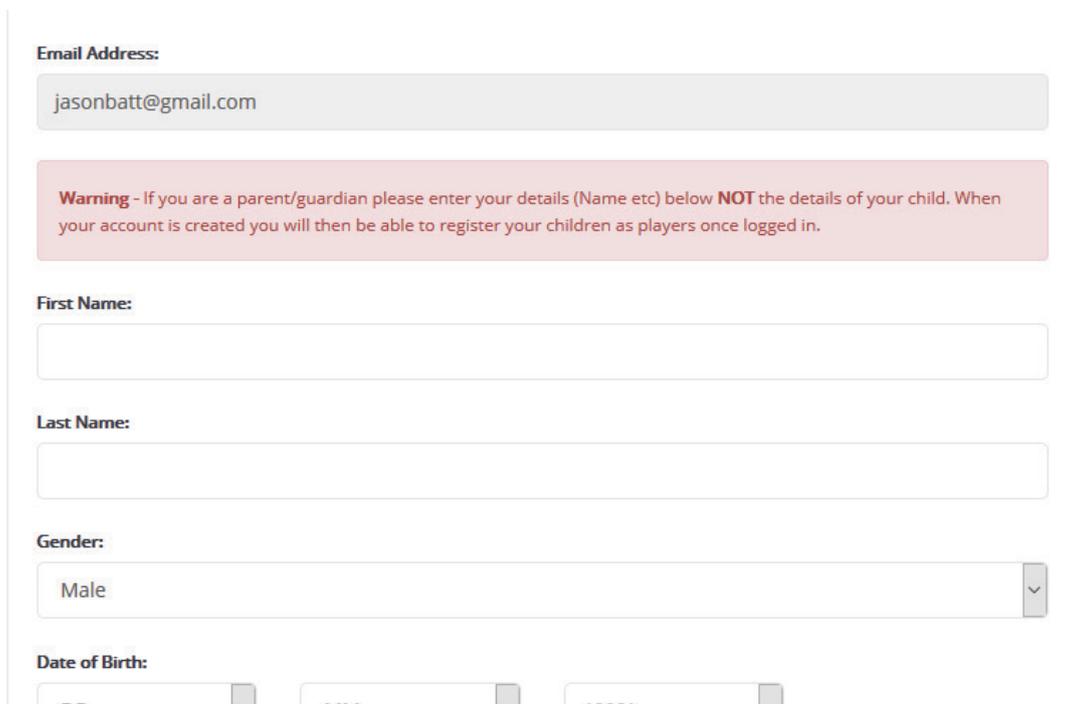
Email Address:

NEXT

3. Complete your email address and click the “Next” button.

The system will now check to see if you have already been registered by the club, if you have the next stage will prompt you to set a password to take control of the account, IF NOT you can continue to create a new account at step 4.

4. You will now be prompted to complete your full account registration information, complete all the required fields and then click the “Register” button at the bottom of the page.



Email Address:

Warning - If you are a parent/guardian please enter your details (Name etc) below **NOT** the details of your child. When your account is created you will then be able to register your children as players once logged in.

First Name:

Last Name:

Gender:

Date of Birth:

5. The system will now send you a confirmation email containing a link you must click to activate your account. You will not be able to login to your account until you have clicked that link. If you cannot find the email make sure you check your spam/junk folder.
6. Return to your club website and login by clicking the “Login” link in the top right corner of the page.

My Account - Dashboard

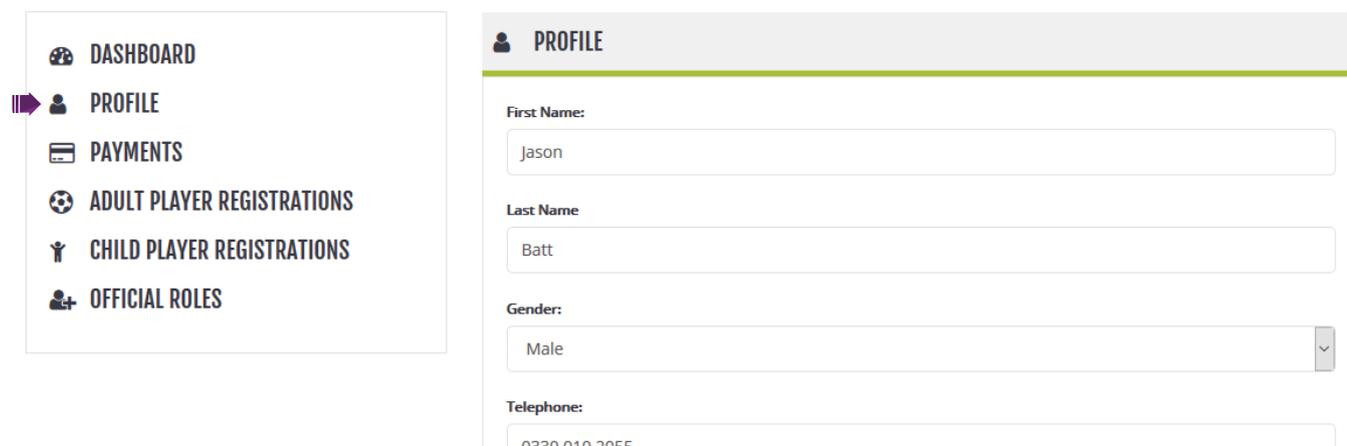
Once logged in you will be taken to the My Account Dashboard as shown below:

The screenshot displays the 'MY ACCOUNT' dashboard. On the left is a navigation menu with the following items: DASHBOARD (selected), PROFILE, PAYMENTS, ADULT PLAYER REGISTRATIONS, CHILD PLAYER REGISTRATIONS, and OFFICIAL ROLES. The main content area is titled 'DASHBOARD' and contains a welcome message: 'Welcome back to the club member control panel. What would you like to do today?'. Below this are five main action cards, each with a 'GO' button:

- Manage your profile**: Edit your contact details. Reset your account password.
- View/Manage your payments**: If your club uses our online payment system here you will be able to view past and upcoming payments as well as action any new payments required.
- Register as a player**: Register for one or more teams at the club, you will then be made available to the website administrator for statistics and player profiles.
- Parents register your child as a player**: Register one or more children as a player at the club, you will then be eligible to; make online payments, children will be available to the website administrator for statistics and player profiles.
- Manage your role as a club official**: If you are a club official (i.e. Chairman, Secretary, Team Manager etc.) and the website administrator has activated you as such, here you will be able to manage your privacy settings.

The dashboard is essentially your account homepage, from here you can navigate to the other areas of your account by using the navigation menu on the left hand side of the page.

Profile



DASHBOARD

PROFILE

PAYMENTS

ADULT PLAYER REGISTRATIONS

CHILD PLAYER REGISTRATIONS

OFFICIAL ROLES

PROFILE

First Name:
Jason

Last Name:
Batt

Gender:
Male

Telephone:
0320 010 2055

The profile page simply allows you to edit the information you provided when you first registered. This is also the page where you can delete your account if required.

Payments

 DASHBOARD
 PROFILE
 PAYMENTS
 ADULT PLAYER REGISTRATIONS
 CHILD PLAYER REGISTRATIONS
 OFFICIAL ROLES

PAYMENTS

You have been asked to buy

PRODUCT	PRICE	TYPE	BUY
Monthly Subs (Steven)	£25.00	Recurring Payment	BUY NOW
Barcelona Trip	£120	Single Payment	BUY NOW

Not the right product? [View all products >>](#)

Your subscriptions

DATE	PRODUCT	PRICE	TYPE	STATUS
05/07/2017	Yearly Subs	£250	Recurring Payment	● ACTIVE

Your Payments

DATE	PRODUCT	PRICE	METHOD	STATUS
11/08/17	Monthly Subs	£25.00		● PAID OUT
11/07/17	Monthly Subs	£25.00		● PAID OUT

The payments page is split into 3 different tables of information:

“You have been asked to buy”

This is a list of all products that the club have assigned you to, that they would like you to purchase. To make a purchase simply click the “BUY NOW” button next to the relevant product and follow the on screen instructions. All payments are taken using a direct debit system which means recurring payments are taken automatically.

“Your Subscriptions”

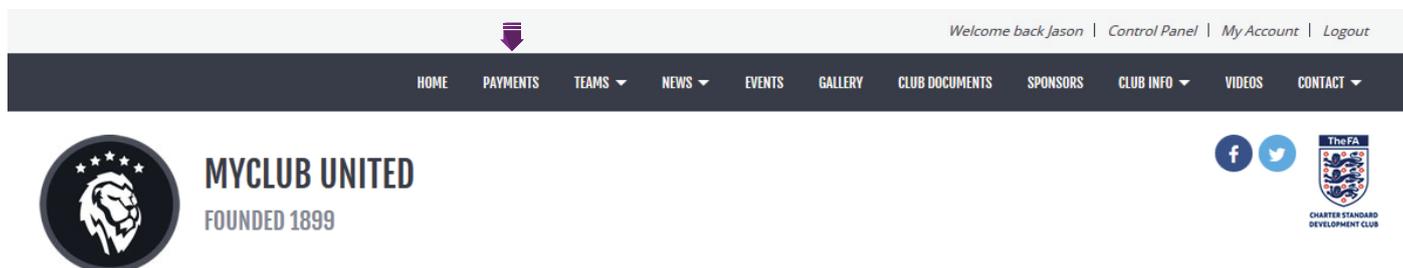
This is a list of all recurring subscription based products that you are currently assigned to and paying for.

“Your Payments”

This simply lists your payment history of all payments made to the club and their current status.

Other Payments

When you login to your account you will notice there is also a new item in your club websites main navigation called "Payments" as shown below:



MY ACCOUNT

This is where ALL the products your club has created that can be paid for by it's members are listed. So even if you have not been assigned to a product you can still visit this page to pay for it. This is particularly useful for things like paying for Yellow Cards. The page looks as follows:

PAYMENTS

MEMBERSHIP PAYMENTS

Monthly Membership	£25.00 - Recurring Payments	Recurring Payments	Monthly	BUY NOW
Signing On Fee	£120.00 - Single Payment	Single Payment		BUY NOW

OTHER PAYMENTS

Yellow Card	£10.00 - Single Payment	Single Payment		BUY NOW
Red Card	£30.00 - Single Payment	Single Payment		BUY NOW

Simply click the "BUY NOW" link next to the relevant product to make your purchase.

Adult Player Registrations

- DASHBOARD
- PROFILE
- PAYMENTS
- ADULT PLAYER REGISTRATIONS
- CHILD PLAYER REGISTRATIONS
- OFFICIAL ROLES

PLAYER REGISTRATIONS

Register as a player for one or more teams at the club by completing the form below

Team:

First Team

Date of Birth:

23 6 1981

NEXT

Current Registrations

TEAM	POSITION	REGISTERED		
First Team	Goalkeeper	Registered	⚙️	✖️

This page allows you to register as a player for your team at the club. If you have any existing registrations they will be displayed in a table at the bottom of this page as shown above, you can edit ⚙️ or delete ✖️ any existing registrations here.

Steps to register as a player

1. Choose the team you would like to register for from the "Team" drop down menu.
2. Your date of birth should already be complete but if not please add it.
3. Click the "NEXT" button.
4. The page will now display any club specific registration questions that your club would like you to complete. If required complete all the questions in the grey box as shown opposite.
5. Choose your position from the "Position" drop down menu.
6. Click the "Register" button

**Please Note* - At this stage your registration application is sent to the website administrator for approval. As soon as your application is approved you will receive an email notifying you.*

PLAYER REGISTRATIONS

Register as a player for one or more teams at the club by completing the form below

Team:

First Team

Date of Birth:

23 6 1981

NEXT

Club Registration Form

Previous Club:

Medical Information:

I agree to all club policies and terms and conditions by checking this box:

Position:

Midfielder

REGISTER

Child Player Registrations

- DASHBOARD
- PROFILE
- PAYMENTS
- ADULT PLAYER REGISTRATIONS
- CHILD PLAYER REGISTRATIONS**
- OFFICIAL ROLES

CHILD PLAYER REGISTRATIONS

Register your Children

Your child may already be in the system so start by telling us the team your child plays for (or intends to play for) and their date of birth:

Date of Birth:

DD MM YYYY

NEXT

Current Registrations

Fred Batt ⚙️ ❌

TEAM	POSITION	REGISTERED
Under 10's	Goalkeeper	Registered

This page allows you to register your children as a players for their team at the club. If you have any existing registrations they will be displayed in a table at the bottom of this page as shown above, you can edit ⚙️ or delete ❌ any existing registrations here.

Steps to register your child as a player

1. Enter your childs date of birth.
2. Click the "NEXT" button.
At this stage if the system finds any existing Children in the system with a matching DOB you will offered the option to take control of their registration record. Simply follow the on screen instructions.
3. Complete all fields the page now displays including any club specific registration questions in the grey box.
4. Click the "Register" button

**Please Note* - At this stage your registration application is sent to the website administrator for approval. As soon as your application is approved you will receive an email notifying you.*

CHILD PLAYER REGISTRATIONS

Register your Children

Your child may already be in the system so start by telling us the team your child plays for (or intends to play for) and their date of birth:

Date of Birth:

4 7 2007

First Name:

Last Name:

Gender:

Male

Team:

Under 10's

Position:

Not Applicable

Club Registration Form

School:

I agree to the clubs use of photography policy:

I give consent for my son/daughter to participate in Football Club's events and agree to the conditions outlined above. I accept that it is my responsibility to inform the Club directly of any changes to the details recorded on this form:

Official Roles

Please Note - You will only see this page if the website administrator has assigned you an official role at the club.

This page allows you manage any official roles you may have at the club like “Club Chairman” or “First Team Manager” etc.

The page may contain an official role registration form as show opposite, if your club has included this you need to complete it.

Your existing roles are listed at the bottom of the page, if you click the edit  button you will be able to specify your privacy settings for each role.

OFFICIAL ROLES

Official Role Registration

Please complete the following official role registration form as required by the club

Medical Information:

I agreed to abide by the club rules:

Manage your official club Role(s)

ROLE	TEAM	SHOW CONTACT INFO.	SHOW PHONE NO.	
Chairman		Yes	Yes	

Role:
Team:

Publish on Contact Page:

Publish Mob/Tel Num: