



Instructions for Registering as Parent and Young Player Members

More detailed instructions, including screenshots can be found on the Flixton Juniors AFC website:

www.flixtonjuniors.org/registration

⚽ Start

- ⚽ Visit www.flixtonjuniors.org/memberships/
- ⚽ Click [Login]

⚽ Registering an Account

- ⚽ In the relevant boxes on the right of the screen, input your:
 - ⚽ First Name
 - ⚽ Last Name
 - ⚽ Email Address
- ⚽ Press [Register]
- ⚽ The message at the top of the screen should now say 'Registration Successful! You will be notified upon approval of your account.'
- ⚽ You will receive an email, which will likely be in your junk email, which gives your password
- ⚽ You cannot log in until your account has been approved
- ⚽ You will receive a confirmation email once your account is approved

⚽ Logging into our Account

- ⚽ Input your:
 - ⚽ Username or Email Address
 - ⚽ Passwordin the relevant boxes on the left of the screen
- ⚽ Press [Log in]
- ⚽ You should now see your Home Tab



⚽ Home Tab – Updating Your Personal Details [NECESSARY]

- ⚽ Press the [Edit Details] button to access the 'Personal Details' page
 - ⚽ Enter your details in the relevant boxes:
 - ⚽ Date of Birth
 - ⚽ Street Address
 - ⚽ Town / City
 - ⚽ Postcode
 - ⚽ Mobile Number
 - ⚽ Press [Save Details]

⚽ Home Tab – Code of Conduct [NECESSARY]

- ⚽ Press the [Code of Conduct] button
- ⚽ Read the Code of Conduct in the pop-up
- ⚽ Press [Accept Code]
- ⚽ Please note the [Code of Conduct] button has vanished, and the Code of Conduct note under your Personal Details has updated

⚽ Home Tab – Terms and Conditions [NECESSARY]

- ⚽ Press the [Terms and Conditions] button
- ⚽ Read the Terms and Conditions in the pop-up
- ⚽ Press [Accept Terms]
- ⚽ Please note the [Terms and Conditions] button has vanished, and the Terms and Conditions note under your Personal Details has updated

⚽ Home Tab – Add Child Player [NECESSARY]

- ⚽ Press the [Add Child Player] button
- ⚽ This creates a Child Tab – select the Child Tab

⚽ Home Tab – Contact Club [if required]

- ⚽ Press the [Contact Club] button
 - ⚽ Enter the details in the relevant boxes:
 - ⚽ Subject
 - ⚽ Message
 - ⚽ Press [Send Message]



⚽ **Home Tab – Change Password [if required]**

- ⚽ Press the [Change Password] button
- ⚽ Enter the details in the relevant boxes
- ⚽ Press [Save Password]

⚽ **Home Tab – Update Photo [optional]**

- ⚽ Press the [Update Photo] button
- ⚽ Browse to select a suitable photo – this is purely for this website and can be anything that is legal and moral
- ⚽ Press [Update Photo]

⚽ **Child Tab – Updating Your Child’s Details**

- ⚽ Press the [Edit Child Details] button
- ⚽ Enter your details in the relevant boxes:
 - ⚽ Ignore FAN if not populated
 - ⚽ Name
 - ⚽ Date of Birth
 - ⚽ Select the Team from the dropdown menu
- ⚽ Press [Save Details]

⚽ **Child Tab – Updating Your Child’s Photo**

- ⚽ Press the [Update Photo] button
- ⚽ Browse to select a suitable photo of your child
- ⚽ Press [Update Photo]

⚽ **Child Tab – Adding Additional Information**

- ⚽ Press the [Additional Info] button
- ⚽ Enter the relevant information
- ⚽ Press [Add Info]

⚽ **Child Tab – Code of Conduct**

- ⚽ Press the [Code of Conduct] button
- ⚽ Make sure your child is aware of the Code of Conduct in the pop-up



- ⊗ Press [Accept Code]
- ⊗ Please note the [Code of Conduct] button vanishes, and the Code of Conduct note under the Child's Details updates

⊗ **Child Tab – Photo Usage Consent**

- ⊗ Press the [Photo Usage Consent] button
- ⊗ Read the information in the pop-up
- ⊗ Press [Give Consent] if you wish to give consent to the Club
- ⊗ Press [I do not consent] if you do not wish to give consent to the Club
- ⊗ Please note the [Photo Usage Consent] button only vanishes if consent is given, and the Photo Usage Consent note under the Child's Details updates

⊗ **Child Tab – Delete Child Tab [if necessary]**

- ⊗ Press the [Delete Child Tab] button
- ⊗ Read the warning in the pop-up: This action cannot be undone
- ⊗ Press the [Delete Child Tab] button

⊗ **Home Tab – Pay Fees [NECESSARY]**

- ⊗ Press the [Pay Fees] button
- ⊗ Select your payment method:
- ⊗ If PayPal:
 - ⊗ Press [Proceed to PayPal]
 - ⊗ Follow instructions on PayPal website
 - ⊗ You will be returned to the Home Tab
- ⊗ If Direct Bank Transfer:
 - ⊗ Press [Pay Fees]
 - ⊗ You will be returned to the Home Tab
 - ⊗ Go to your own online banking and pay the fee amount to:
 - ⊗ Account Name: Flixton Juniors AFC
 - ⊗ Sort Code: 30-91-92
 - ⊗ Account Number: 67066668
 - ⊗ Reference: use your P Reference



⚽ **Home Tab – Submit Registration [NECESSARY]**

- ⚽ Press the [Submit Registration] button
- ⚽ Carry out any actions that are showing the pop-up as not completed
- ⚽ Press the [Submit Registration] button
- ⚽ Your membership status should state 'Application Pending'

⚽ **Home Tab – Enter my FAN – DO NOT USE**

- ⚽ Press the [Enter my FAN] button
- ⚽ Enter your FAN into the pop-up
- ⚽ Press [Update FAN]

⚽ **Home Tab – Obtain FAN – DO NOT USE**

- ⚽ Press the [Obtain FAN] button
- ⚽ Follow instructions on the FA website