

Welcome to Westbury Sports Club

Westbury use **Iteammate** for player registration and payment collection. This application is safe and secure and allows you to maintain the accuracy of your child's details.

To start the registration process, you must provide your coach with the first name and surname of your child and your email address:

- You will receive a registration email with your username (email address) and password (go to My Details > Change Your Password)
- The link for registration expires after 7 days
- You will need to have an up to date passport style photo, proof of age (usually passport/birth certificate and bank account details)
- The registration process takes less than 5 minutes
- At the end of each section below, you must click the **Green** button at the foot of the page to save the information

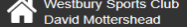
Select **Change Your Personal Details**:

1. **My Details** (the following sections **must** be completed)
 - Title (Mr/Master/Miss etc)
 - Email address (pre-filled)
 - Home & Mobile (if no home number, add mobile number)
 - Address
 - Postcode
 - Date of Birth
2. **Edit Photo** (required)
 - Must be **passport** style, up to date and a true likeness
3. **Add a Contact** (required)
 - First Name of parent or guardian
 - Last Name of parent of guardian
 - Mobile telephone number
 - Relationship
4. **Medical Details** (required)
 - Input all medical conditions (for the players safety, asthma sufferers must provide the coach their inhaler to take part in training and matches before every session)

FA Code of Conduct (required)

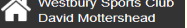
Westbury fully supports the **FA Code of Conduct** to provide a safe and positive environment for all children to play football. You must confirm acceptance of:

- **Respect Code of Conduct – Young Players** on behalf of your child
- **Respect Code of Conduct – Spectators & Parents or Guardians**

1. Click on  to return to the home page
2. Select **Club Stuff and Team**
3. Select **Policies**
4. Click on the first policy
5. Click **I Agree to the policy**
6. Click **Policies** and repeat for each policy until all completed

Setting up Go Cardless (required)

Westbury is run by volunteers (and mostly coaches) so it is important we run as efficiently and effectively as we can. That is why the payment of registrations can only be made through **Go Cardless**. If you are unable to set up a Direct Debit, speak to your team coach:

1. Click on  to return to the home page
2. Select **Setup Safe Payments in My Tasks**
3. Read and accept the terms and conditions
4. Complete your bank details

Go Cardless is a leading Direct Debit provider and is used by over 50,000 organisations globally (including Sage and TripAdvisor). You only need to set up your Direct Debit once. Go Cardless notify you in advance that a payment is due to come out. Go Cardless is registered with UK Financial Conduct Authority. Westbury do not have access to your bank account information. If you need any assistance in registering your child:

- Contact your team coach
- Email westburysports@outlook.com