

Renewing your Child's registration with **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. Go to <https://iteammate.com/control/login.php>

To renew your child's registration, you must check the information we hold is complete, accurate and up to date:

▪ **Personal Details:**

- Address
- Telephone Number
- Email Address

Select **Edit Personal Details** update the information and click **Save** at the bottom of the page

▪ **Photo:**

- Must be passport style, up to date and a true likeness (forward facing, head and top of shoulders only)
- There is a size limit of 10MB

Select **Update Photograph** update the information and click **Update Photograph**

▪ **Contacts:**

- Name
- Telephone Number
- Email Address

Select **Edit** to update an existing contact and click **Update Contact**

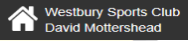
Select **Delete** to remove a contact

Select **Add New Contact** to add a contact and click **Add Contact**

▪ **Medical Information:**

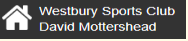
Select **Edit Medical Information** update the and click **Add**

Policies (required)

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/ I DO NOT Agree to the policy**
6. Click **Policies** and repeat for each policy until all completed:
 - **FA Code of Code of Conduct – Young Players** on behalf of your child (must agree)
 - **FA Code of Code of Conduct – Spectators & Parents** (must agree)
 - **Parent Consent** (must agree)
 - **Gift Aid Declaration** (optional)

Setting up Go Cardless (if not active)

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