



# Parents Registration Guide

## Harrow Cricket Club

### 1. Getting Started

You will be sent a registration link.

The registration form is designed to be easy to complete on your phone or desktop computer. It is easier if **one** Parent/Guardian completes the registration first and then you can add another later.

- Once read, please **Tick** the agreement to the terms and conditions
- Then click **Junior Registration**.

The first screenshot shows a question: "Are you signing up as a guardian?" with two options: "Yes, I am a guardian" (selected) and "No, I am signing up as myself". The second screenshot shows the "My profile" form with fields for "MY FIRSTNAME \*" and "MY SURNAME \*". Below the fields is a progress bar with three circles, the second of which is filled. A note says: "Complete as you, even if you are signing up as a guardian."

### 2. Complete guardian profile

Select **Yes, I am a guardian**.

Create your **own profile** and **confirm your relationship** to the player you are registering.

Your dependants (junior player) details come next.

### 3. Add junior player details

Enter **your dependants (junior player) details**.

#### Required

- Name
- Date of birth
- Gender

#### Note

Please **DO NOT** enter your child's email or phone details

### If you have more than one child joining

You will be given the option to **Add Player**.

If you have more than 2 children playing at the club - **repeat the Add Player step**.

The 'My dependants details' form has fields for "THEIR FIRST NAME \*", "THEIR SURNAME \*", "PHONE", "EMAIL", "GENDER" (with a dropdown arrow), and "DATE OF BIRTH \*" (with DD / MM / YYYY format). The 'Confirm details' form shows a progress bar with three circles, the third of which is filled. It lists two entries: "PLAYER" (Michael Wilson, Male, 15/02/2008) and "GUARDIAN" (James Watson, 07459 135 266, JWatson@gmail.com, 15/02/1994, BN19 3NT, 28 St Pauls Way). There is a "+ Add player" button and a "Confirm" button at the bottom.



## 4. Complete Club Questions

You will then be redirected to your club's **Registration Form**.

The fields covered include:

- Medical Information
- Consent Member Information
- Declarations

**Answer all the questions.**

The screenshot shows a 'Medical' form with the following sections:

- Do you have any medical conditions?**
  - If yes, please give more information below.
  - Yes (selected with a radio button)
  - No (radio button)
- If yes, please explain**

We need this information to be able to act accordingly if there were a medical emergency at a match or session.

ANSWER  
Asthma
- How often do you exercise?**
  - Once a week (radio button)

At the bottom, there is a 'Next' button and a back arrow.

### < Junior Memberships

#### CHOOSE MEMBERSHIP

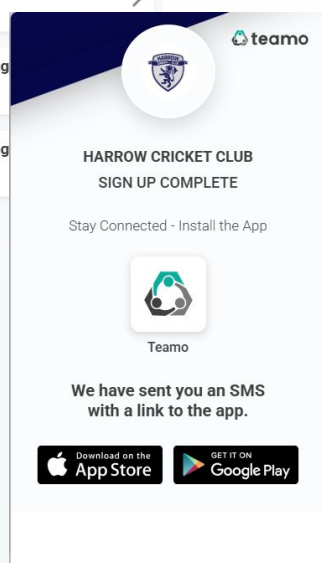
Please select the type of junior membership that applies to your child.

4 products

#### CHOOSE TYPE

- ☒ Junior - Boys Membership £205
- ☐ Junior - Girls Membership £175
- ☐ Junior - 2 Sibling £310
- ☐ Junior - 3 Sibling £410

Need help? Contact Teamo



## 5. Payment

Once you have completed the form you will be taken to the payment page. Select the type of **Junior** membership you are signing up for and make a card payment for the membership fee.

## 6. Download the Teamo App

### Mobile

- Head to your **App/Play Store** and search for 'teamo'.
- Simply download the app and enter your **phone number** to login.

### If you also wish to access Teamo on a desktop

- Head to Teamo on **Web** at the following link - <https://web.teamo.chat/>
- **Scan your QR code** via the app (Settings > Teamo Web/Desktop) or login using Social Network.

## Frequently Asked Questions

**Will I be able to update/edit information after I have registered?**

- Yes, in your teamo app - go to **My Profile > Edit Information**.

**Will I be able to add another guardian/to the players profile?**

- Yes, in your teamo app - go to **My Profile > Select Child's Account**, select **Add Guardian** and complete Add Parent/Guardian process.



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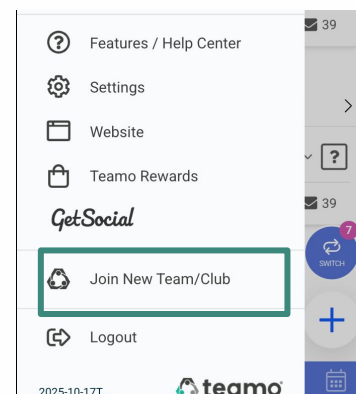
### 1. Getting started - **If you already have a Teamo Account**

As a Parent/Guardian, you will need to join Harrow Cricket Club **first** and then you can add your Dependent's once you are a part of the Club.

### 2. Adding yourself to Harrow Cricket Club

On your App:

- Click on your **profile picture** in the top-left hand corner.
- Scroll down and select **Join New Team/Club**.



#### Connect with a new community

##### Join a new community

Enter the team code for an existing Teamo community to join

Enter code

- Select **Enter Code**.
- Type in your Club Code **RC6YT**
- You will then be asked to complete the **Club's Registration Form** for yourself, and make a card payment for the membership fee or you will be sent an in-app notification to pay in-app.

### 3. Adding your Dependent to Harrow Cricket Club

Go to **My Profile > Add**. Select **Add Child/Dependant**.

Enter the details of your **child**.

#### Required

- Name
- Date of birth
- Gender

Select their **Age group/Sport** under Club Section.

Repeat above steps if **more than one child**.

#### Note

**Please DO NOT enter your child's phone or email details**

- You will then be asked to complete the **Club's Registration Form** for yourself, and make a card payment for the membership fee or you will be sent an in-app notification to pay in-app.

