



# Scotton Scorchers

A place for every child, a game for every level, with joy over competition

## Re-registration Instructions

Please follow the steps below to re-register either yourself or your child for the new season.

We've tried to make this as straightforward as possible, but if you have any questions, please don't hesitate to contact [s.scorchers.jfc@gmail.com](mailto:s.scorchers.jfc@gmail.com)

General club information & club policies are available at [www.scottonscorchers.co.uk](http://www.scottonscorchers.co.uk)

01

Log in to your joinin.online account.

<https://app.joinin.online/#/app/joinin>

Enter details, select sign in.

Sign into JoinIn

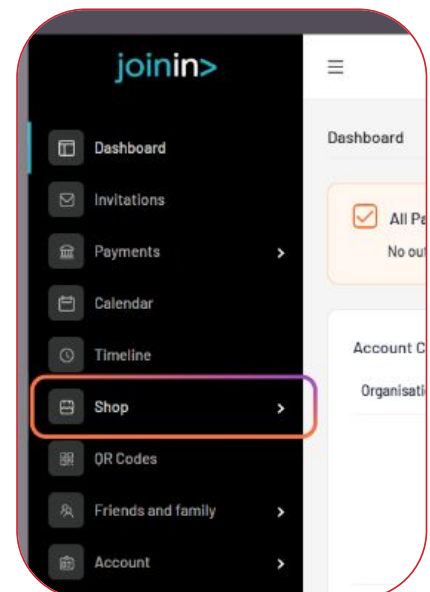
Sign in

[Trouble signing in?](#) [Reset password](#)

From the menu on the left side, find "**Shop**" and select.

02

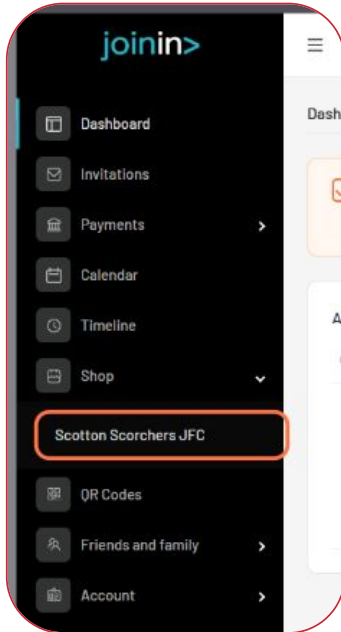
This will open a sub-menu under the word Shop.



03

From the sub-menu, click "Scotton Scorchers JFC"

This will open a new window or tab in your browser. The SSJFC registration shop will appear in this window.



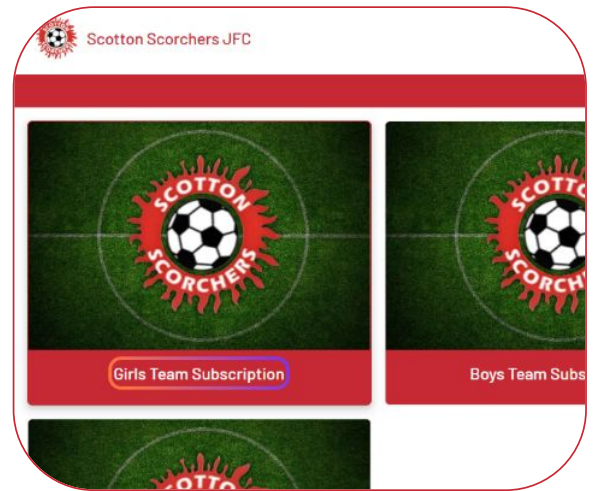
Click the appropriate subscription.

04

Select either Girls, Boys, Boys Staveley, or Ladies Team Subscription.

This will then direct you to the team listings.

e.g., Boys Team Subscription will lead you to a list of the boys' teams, from the Under 6s to the Under 11s.



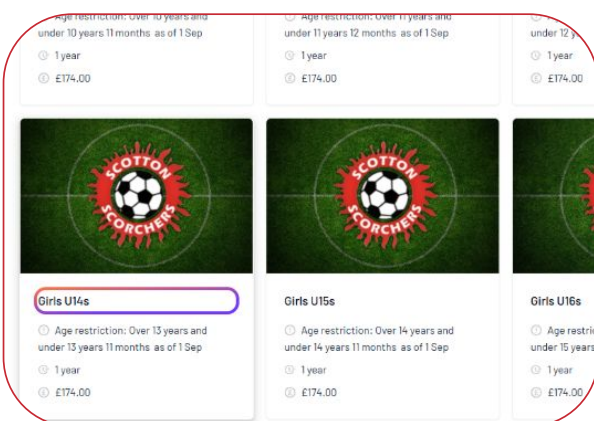
05

From the list of teams, select your age-appropriate team.

The teams are listed in age order, youngest to oldest.

The team selected must be age-appropriate; for example, a player registering for the Under 14s must be 13 before the 1st of Sept of the registering year.

Once selected, a pop-up window will open to confirm the selection.

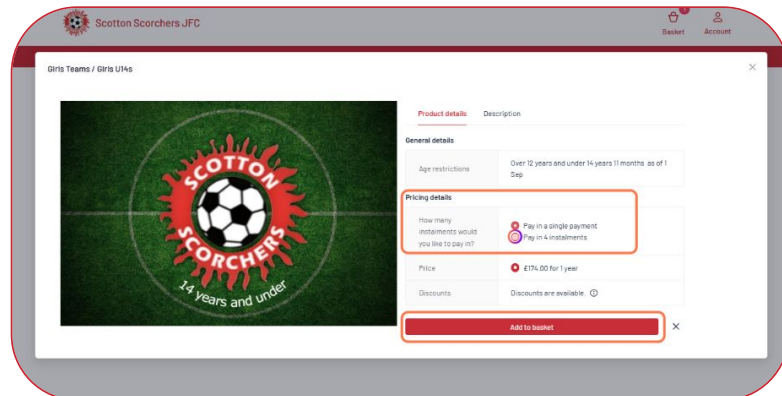


Choose payment frequency

06

Within the middle right section of the pop-up window, identify the Pricing details and select either Pay in a single payment or Pay in 4 instalments.

Once selected move to the bottom right and click "Add to basket".

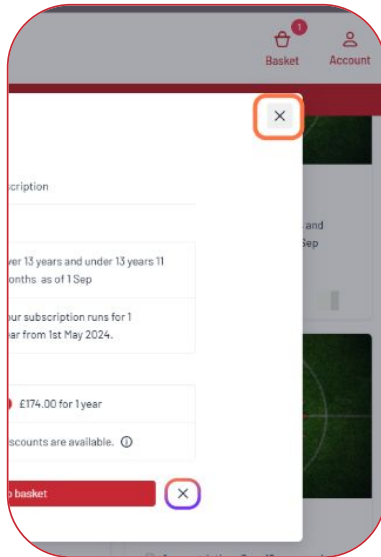


07

Using the cross, **close** the window.

This will take you back to the team selection window.

Your selection will now be available in your basket, shown to the top right.



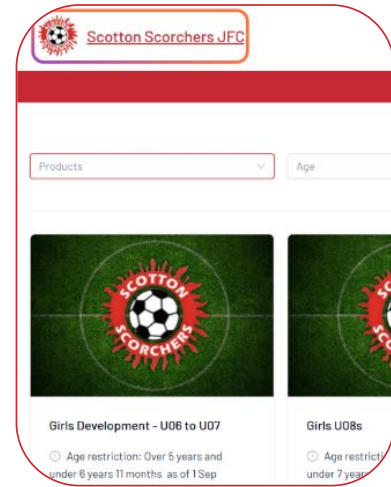
## TO RE-REGISTER A SIBLING

08

At the top left of the window, click **"Scotton Scorchers JFC"**

Once selected you will be taken back to the team subscription groups.

From here, **repeat Steps 04 to 07**, for as many siblings as required.

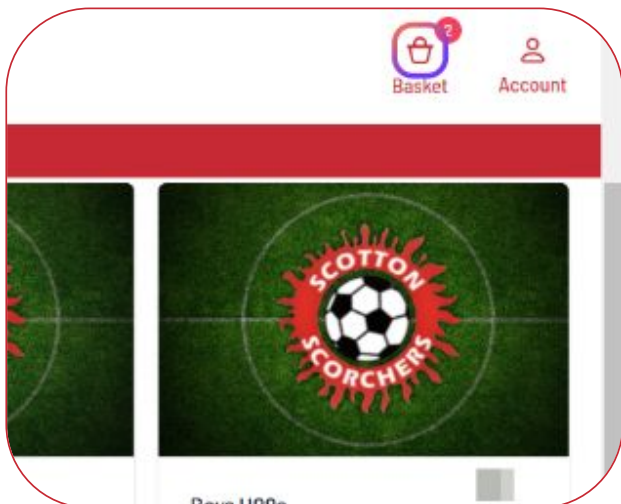


09

At the top right, click **"Basket"**.

The small number reflects the number of items within your basket.

The next window will list all teams selected.



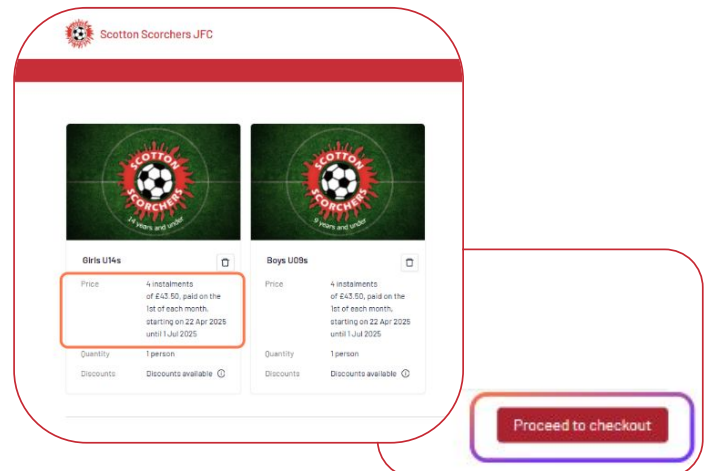
At the bottom right, click **"Proceed to checkout"**

10

Review selection.

The installment price breakdown will be visible under each of your team selections.

Once Proceed is selected, the next window will open the checkout, consisting of 7 stages.



## CHECKOUT - 1 of 7 Stages

# 11

Select an appropriate **player** for each **team** selection.

You will now see a list of the team(s) selected.

The name(s) of the player(s) on your account will be listed under each team.

For each team, select the name of the player who will be playing for that team.

The screenshot shows a card for 'Girls U14s Subscription' with an age limit of 'between 12 and 14 years old'. Under the heading 'Select a person', there are two radio button options: 'Above age limit' and 'Below age limit'. The 'Below age limit' option is selected and highlighted with a red circle. Below the options is a red button labeled 'Add new person'.

At the bottom centre, click "**Continue**"

# 12

Each team selected should now have an assigned player.

*If you are unable to select the player for the team, it is likely the player is above or below the set age restriction for that team. The name will be shown in grey text followed by "Below age limit" or "Above age limit". If this happens, please contact your team coach.*

The screenshot shows a card for 'Boys U09s Subscription' with an age limit of 'between 7 and 9 years old'. Under the heading 'Select a person', there are two radio button options: 'Above age limit' and 'Below age limit'. The 'Above age limit' option is selected and highlighted with a red circle. Below the options is a red button labeled 'Add new person'. At the bottom of the card is a large red button labeled 'Continue'.

## MEDICAL INFORMATION 2 of 7

# 13

Update **medical information** for each player.

Please **select Yes or No** appropriately.

Complete each section, ensuring **information** is **up-to-date** and **accurate**.

### Medical information

Please review the medical information for all people

Any known disabilities, behavioural conditions, dietary needs, or medications?

No

Yes

> Medical information

> Allergies & dietary requirements

> Doctor's details

From the bottom of the window, click "**Continue**"

# 14

Once **all relevant** medical information is complete, select Continue to move to the next stage.

> Doctor's details

Discounts - View

-\$54.00

Total due now

£294.00

Continue

## EMERGENCY CONTACTS 3 of 7

# 15

Provide **emergency contact** details.

Please ensure these are different from the account owner details.

When registering a junior player, the **account owner** is considered the **primary contacts** and the provided **emergency contact** is the **secondary contact**.

Once complete, click **"Continue"**.

A screenshot of a mobile app form titled "Emergency contacts" with a "back" button and "Step 3" indicator. The form asks to "Please review the emergency contacts and add them if required". It has three input fields: "First name", "Last name", and "Phone number", each with a blue checkmark icon on the right. At the bottom, there is a summary: "Discounts - View" with "-£54.00" and "Total due now" with "£294.00". A red "Continue" button is at the very bottom.

## CONSENT FORMS 4 of 7

# 16

Next to the policy name, click **"View"**.

Clicking **"Scotton Scorchers JFC's Club Policies"** will open a new window listing all the club policies, please select and review as appropriate.

A screenshot of a pop-up window titled "Club Policies" with a close button (X). The text inside says: "By providing your consent, you're indicating that you have read, understand, and agree to *Scotton Scorchers JFC's Club Policies*". The background is a blurred screenshot of the previous form, showing a "Continue" button and a "photography (optional) - View" toggle switch.

# 17

Using the switches to the right, click **each switch** to accept.

Please review the provided information and links.

Select the switch to move between grey and red as appropriate. Red signifies that consent has been granted.

Once complete, click **"Continue"** to progress.

A screenshot of a mobile app form showing three consent items, each with a toggle switch to its right. The items are: "Club Policies - View" (switch is red), "access to medical information - View" (switch is red), and "photography (optional) - View" (switch is grey). A large red "Continue" button is at the bottom.

## ADDITIONAL FORMS 5 of 7

# 18

Click **"View form"**.

Once 'View form' is selected, a pop-up window will open with two requests for information; please **complete as appropriate**.

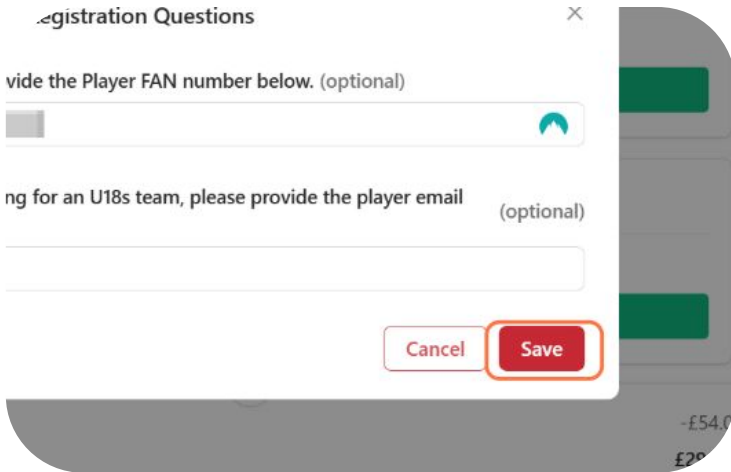
The **FA** requires a **personal email** address for all players **age 16 and over**. Please note, this cannot be the same as the primary contact email address.

A screenshot of a mobile app form titled "Additional information" with a "2" icon at the top. It says "Please review the following forms for all people". There are two sections, each with a "View form" button. The first section is "Additional Registration Questions" and the second is "Additional Registration Questions". A red "Continue" button is at the bottom.

19

On the bottom right of the pop-up window, **click "Save"**

Once the appropriate information has been provided, **select save to close the window.**

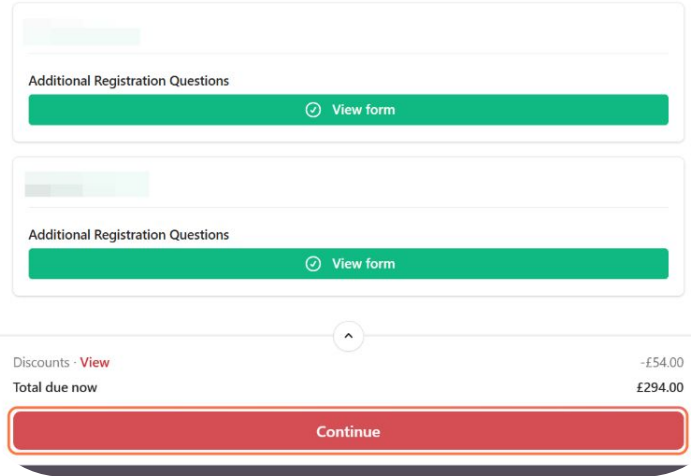


At the bottom of the window, **click "Continue"**

20

**Additional information**

Please review the following forms for all people



21

**UPLOAD FILES 6 of 7**

**Remove existing player photo.**

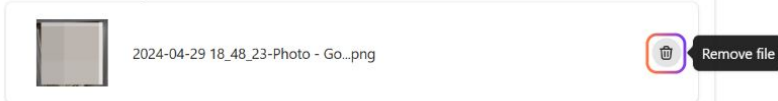
To the right of the existing photo, **click the bin icon to remove the photo file.**

The photo must meet FA standards as follows:

1. Include your head and shoulders,
2. Be a well-lit, forward facing shot,
3. Be of the player only, not a group.
4. Must be a RECENT photo. This photo must be different to the one provided last season.

Photos of the player's passport will **not** be accepted as a player photo.

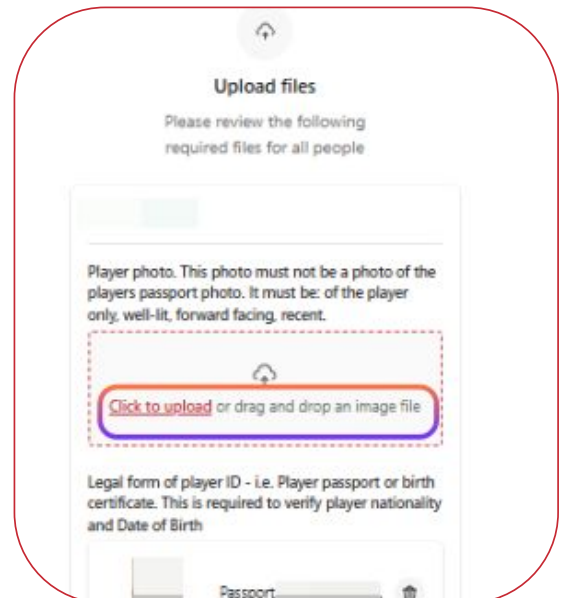
Player photo. This photo must not be a photo of the players passport photo. It must be: of the player only, well-lit, forward facing, recent.



Provide an up-to-date, recent player photo. **Click "Click to upload"**

22

This will open your File Explorer window.

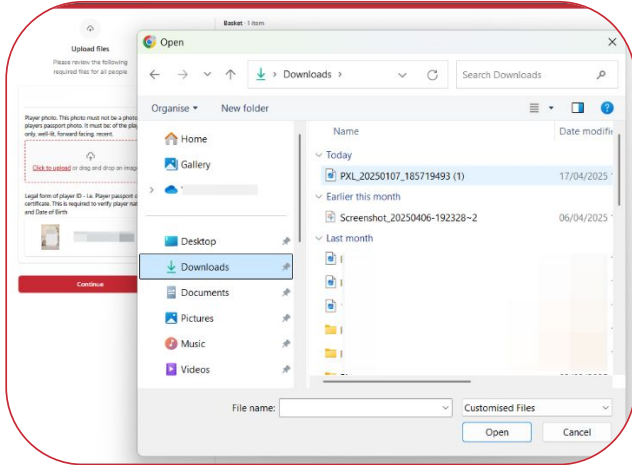


## 23 Find the player photo file.

Using File Explorer, navigate to the location of the player photo.

Once located, **select** the **file** and double-click the file name, or **click open** at the bottom.

You will then be taken back to the checkout window, with the photo file in place.

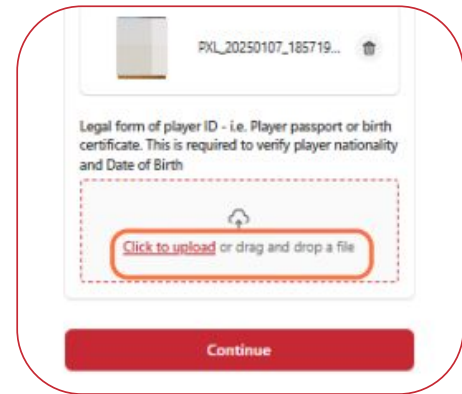


## Confirm Player ID 24

Player ID should have been **provided during the original player registration.**

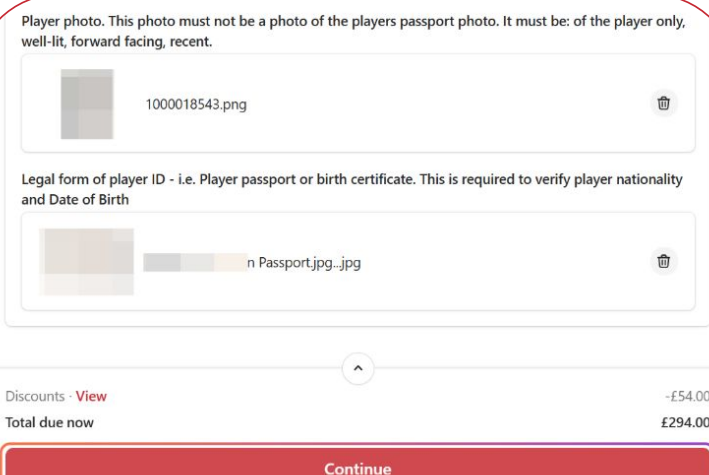
Where there has been a change, such as a new passport or deed poll changes, please provide an up-to-date form of ID.

To replace the file, repeat steps 21 to 23



## 25 Click "Continue" to move to the Payment stage.

Once the player photo has been replace and ID verified as accurate, **click Continue** to move to the Payment stage of the re-registration.

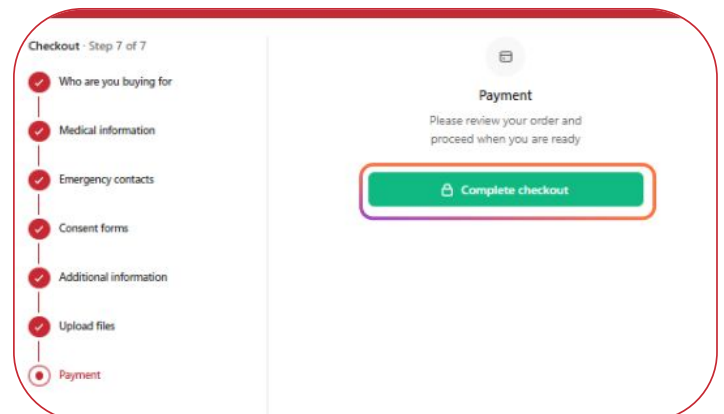


## PAYMENT 7 of 7

## Click "Complete checkout" 26

Please **review** the **form** and **basket total.**

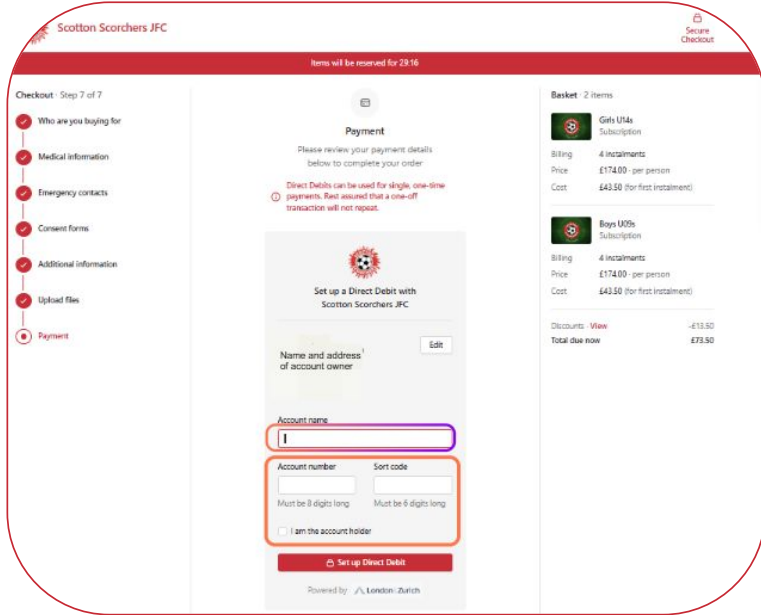
Once **"Complete checkout"** is selected, you will proceed to providing payment details.



# 27

## Provide bank details

Please **provide** the appropriate **details and confirmation** to set up the Direct Debit.

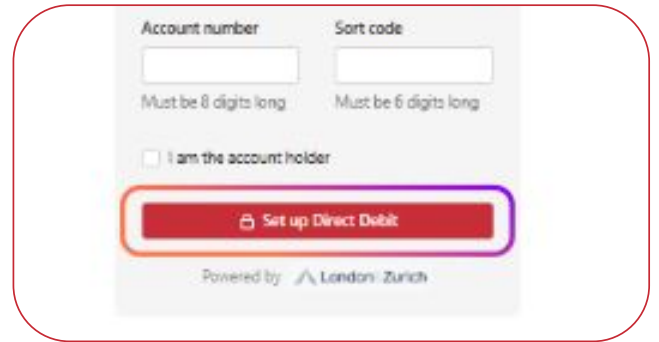


## Click "Set up Direct Debit"

# 28

At the bottom of the provided bank details section, **click "Set up Direct Debit"**.

Please **ensure all** provided payment information is **correct before proceeding**.

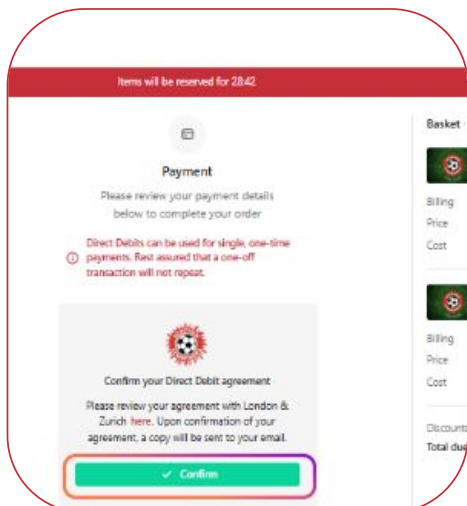


# 29

## Review and Confirm

Please ensure you read the London & Zurich information provided in the link.

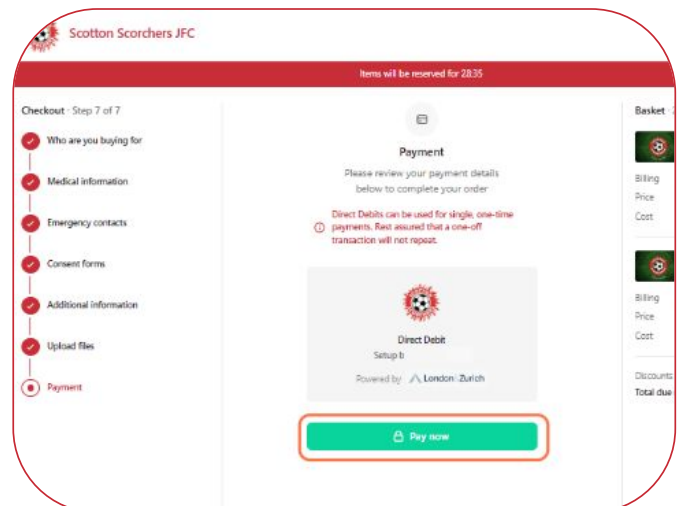
Once complete, please **click "Confirm"**



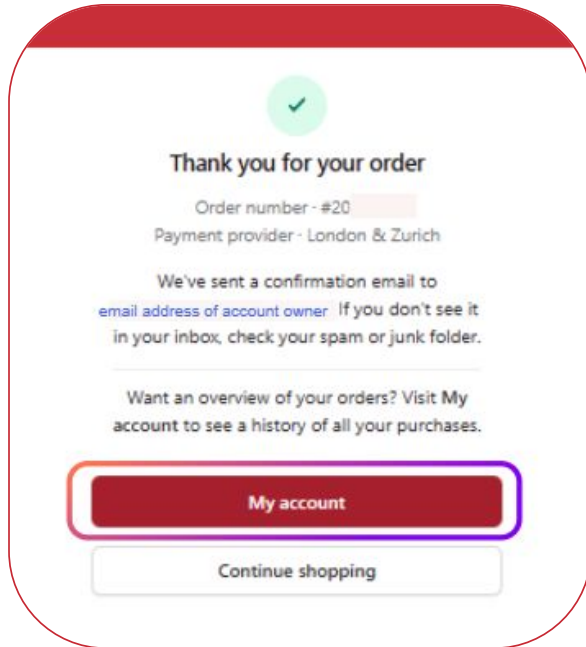
## Payment

# 30

With the payment terms confirmed, the final stage is to click **"Pay now"**



This should now complete your re-registration for this season.



You should receive an email confirmation, subject "Thank you for your purchase", for each player registered.

You should also receive an email communication from London & Zurich detailing the agreed Direct Debit terms.

from London & Zurich Limited on behalf of Scotton Scorchers Junior Football Club.



**Important: Confirmation of the set-up of your Direct Debit Instruction**

Thank you for setting up a Direct Debit Instruction with London & Zurich Ltd on behalf of Scotton Scorchers Junior Football Club.

Having accepted your Direct Debit details, we would like you to confirm that they are correct; please can you check the details below.

## Thank you for registering with Scotton Scorchers

If you have any issues or questions regarding the registration process, please contact [s.scorchers.jfc@gmail.com](mailto:s.scorchers.jfc@gmail.com)