

## How to add a Child to the Rounders England Membership Platform

Rounders England can only communicate with individuals over the age of 18, we therefore require anyone under the age of 18 to have an adult also registered with us so that we can communicate with them regarding course/event bookings.

Please note that any course or event entries cannot be guaranteed until payment is received.

The adult record must be created first:

### If you (the Adult) are NOT a current member:

1. Go to this [webpage](#)
  2. Press 'Join Now'
  3. Enter a valid e-mail address and create a password
  4. Complete all mandatory personal information
  5. Select your 'region'
  6. Select your 'membership type' – if you are looking to attend a course you need to choose 'course applicant'
  7. Select your school / team (if applicable) from the drop down box
  8. Complete the 'Comms' and 'T&C's' sections
  9. Press 'Done' when complete. You should then be logged into your personal account on the platform
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### If you (the Adult) ARE a current member:

1. [Log in](#) to your profile
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### To create the Child record current member:

1. On the Members tab, click "Add New"
  2. Complete the mandatory fields for the child – please enter your (the adults) email address
  3. Click Save and Add Membership
  4. Complete all mandatory personal information
  5. Select your 'region'
  6. Select your 'membership type' – if you are looking to attend a course you need to choose 'course applicant', for an Event then "Fan" membership can be used
  7. Select their school / team (if applicable) from the drop down box
  8. Complete the 'Comms' and 'T&C's' sections
  9. Press 'Done' when complete. You should then be logged into your personal account on the platform
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### To join an Event or Course:

1. View the list of available courses via the 'COURSES' module or the list of available events via the 'EVENTS' module, located on the left of the screen

2. 'Enter' the correct course/event the child would like to sign up to
3. Read the information page then click NEXT
4. Click "Add new entry"
5. From the pop-up screen entitled Enter Members, select and add the child record and click ADD
6. Tick the certification box to agree to the terms and conditions
7. Then Checkout to pay for their place, or if you have multiple children to add, repeat steps 4 and 5, then progress through the payment stage.
8. You will receive an automated acknowledgement of the entry upon payment.