



## STEP BY STEP INSTRUCTIONS

Once your child/ren have decided they are ready to join Hillingdon Slipstreamers, read the following information carefully to ensure you fully understand how to process their application/s.

**Step 1:** You will need to submit an application form via MemberMojo, the system we use to manage our membership database. [Click this link here](#) to access the form (you are welcome to do this before the deadline).

**Step 2:** Please read all the information requested very carefully on the electronic form, and follow the instructions on the screen. [The application must be completed by a Parent or legal Guardian](#) of the young person as parental consent is required.

**Please pay attention to the following in particular:**

- **Emergency Numbers:** There have been MANY occasions where we have been unable to reach parents in an emergency during Saturday sessions. Kindly double check we have **TWO phone numbers** listed. If you have a 3<sup>rd</sup> number (usually a home landline), provide this as well.
- **Email Addresses:** The first email should be that of the main account holder, while email 2 is that of a second parent/ guardian - we would suggest there is always a second email address provided to ensure information is always received. Note that this is where renewals are sent to, so do double check you've entered the details carefully. Please do not include your child/children's email addresses in this form – these can be emailed to membership@ if you would like them to receive the regular newsletters, which are stored in a separate system.
- **Membership Type:** This is for the number of children you are applying for - please don't enter any additional children who have not undergone an induction as these will be rejected. If you have more than 1 child to process, select the multi-child option, then complete all the fields for child 1 first, and once you click the next button you will be directed to a new page to complete the relevant details for the remaining child/ children. If any additional siblings wish to join the club, do contact us and we will advise of the process to get them onboarded.
- **Member Health Information:** Complete this as thoroughly as possible with relevant medical/ behavioural information noted in the correct sections. We cannot stress enough the importance of this so help us help your children and let us know of any additional needs, health conditions, behavioural/ concentration issues, allergies etc. We are a fully inclusive club, and this information is imperative to help Club Welfare Officers and Coaches provide the best possible care to your child/children whilst they are at the Club regardless of their needs. All data is securely stored and rest assured any sensitive information provided will be handled in strict accordance with data protection principles.
- **Consent and Code of Conduct Declaration:** Both children and parents/ guardians must be clear that by submitting an application, **you have read the Club's respective [Codes of Conduct](#) and agree to be abide by these**. We will also need explicit consent to proceed with the application.

**Step 3:** Once you've submitted the form on completion, this will go through an **approval and validation process by the Club**. During this time we ask for your patience - you will hear back from us in due course with next steps. We suggest you create a password to access the MemberMojo online membership account so you can come back to this anytime - this will help you keep information up to date and this is what is used for renewals on the 1<sup>st</sup> of December each year.

**Step 4:** Once your application has been approved, you will receive a follow up email asking you to complete the process with an online payment for membership. Please be sure to keep an eye out for this and following the instructions provided as **membership is not complete until this step is actioned**.

- If you choose to pay online, you will get the option to pay via PayPal or a Credit/ Debit card. Select this option and follow the instructions on the screen. You do not need a PayPal account to pay online.
- If you choose to pay offline, you may post a cheque (do not send cash!) so follow the instructions provided. You are also welcome to drop the cheque off at the clubhouse before the deadline if you prefer.

Once your payment is complete, you will receive an email receipt and your child's membership will be activated.



**Registered Charity # 1073461**

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