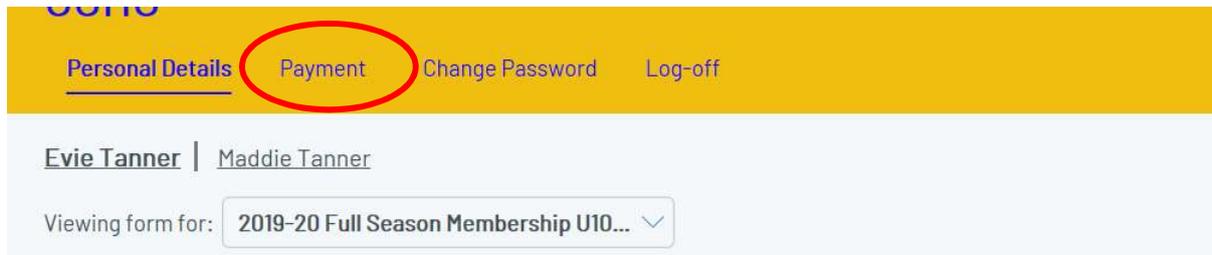


## How to sign up for Summer hockey sessions

1. Sign into Love Admin

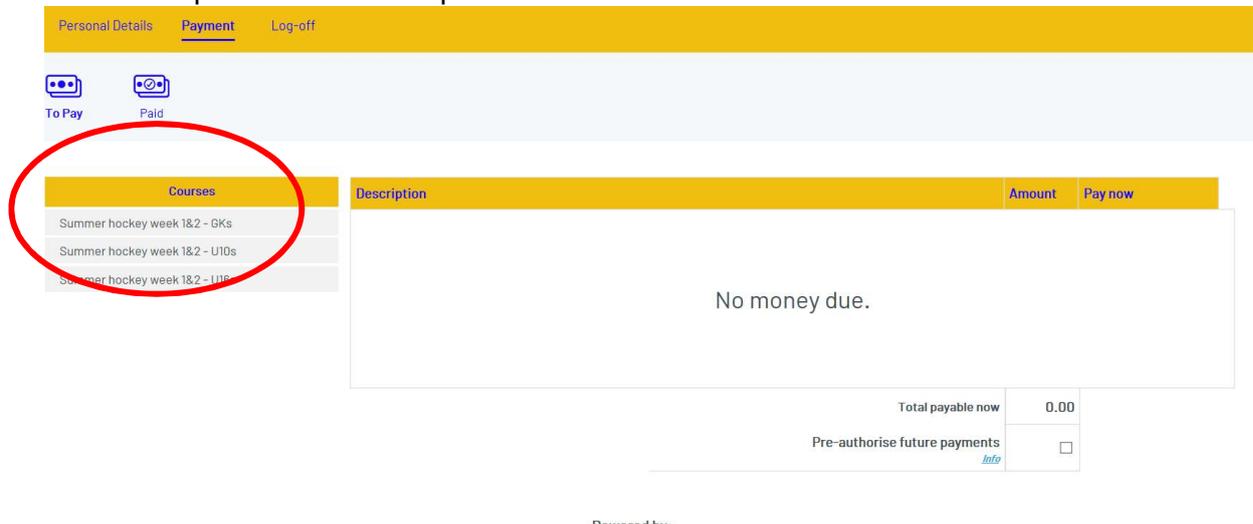
<https://app.loveadmin.com/Login/78E911FEB181671651084441B23DBF63.htm>

2. Click on the word payment to sign up for summer hockey sessions



The screenshot shows the top navigation bar of the Love Admin application. The 'Payment' link is circled in red. Below the navigation bar, the user's name 'Evie Tanner' and 'Maddie Tanner' are displayed. A dropdown menu shows 'Viewing form for: 2019-20 Full Season Membership U10...'.

3. Click on the grey box on the left-hand side of the screen for the session you wish to sign up to. If you have more than one child you want to sign up you will need to repeat the next step for each child.



The screenshot shows the 'Payment' page in the Love Admin application. The 'To Pay' button is circled in red. Below the navigation bar, there are two icons: 'To Pay' and 'Paid'. A table lists the courses available for payment:

Courses	Description	Amount	Pay now
Summer hockey week 1&2 - GKs			
Summer hockey week 1&2 - U10s			
Summer hockey week 1&2 - U16s			

The main content area displays 'No money due.' Below the table, there is a summary section:

Total payable now	0.00
Pre-authorise future payments	<input type="checkbox"/>

If your child is a GK then select that session rather than the relevant age group if they want GK training rather than an outfield session.

4. Click the check box to go to next part of the form

Select	Contact	Cost
<input checked="" type="checkbox"/>	Evie Tanner	£ 50.00

Next

5. Ensure you have read what policies are in place to ensure the training sessions are COVID safe

<https://www.ochockeyclub.org/junior-summer-coaching/>

Press the blue submit button.

Last name \*

Gender \*

Email address \*

Verify email address \*

COVID safe: I have read and agree to the policies laid out on the website <https://www.ochockeyclub.org/junior-summer-coaching/> \*

PARENTAL CARE: I or another adult member of my household will remain on the club grounds whilst my child is training. I will attend immediately to my child in case of an accident \*

Submit

Repeat step 3,4 and 5 for as many children as you wish to sign up

6. Tick the check boxes for each course you wish to pay for – then the box next to Bank Transfer. This will then take you to the GoCardless payment screen where you can make payment for any courses you have signed up for.

The screenshot shows a user interface for payment. At the top, there is a navigation bar with 'Personal Details', 'Payment' (highlighted), and 'Log-off'. Below this, there are two icons: 'Pay' and 'Paid'. The main content is a table with the following data:

Courses	Description	Amount	Pay now
Summer hockey week 1&2 - GKs	Summer hockey week 1&2 - U10s Tanner, Maddie <a href="#">Remove</a>	50.00	<input checked="" type="checkbox"/>
	Summer hockey week 1&2 - U16s Tanner, Evie <a href="#">Remove</a>	50.00	<input checked="" type="checkbox"/>
	Total payable now	100.00	
	Bank Transfer <a href="#">Info</a>		<input checked="" type="radio"/>

At the bottom right of the table, there is a blue button labeled 'Pay Here'.

GoCardless is a DD system so payment will take up to a week to be debited from your account