



Tips for Completing your Subscription

Setting up NEW Membership

- Select package & checkout
- Create a New account with Webcollect – Sign Up
 - If you are registering a child to join FC Bluestar select Sign up **‘for my family’**. *Only select ‘for myself’ if you are registering as a coach.*
- Enter your own (parent/guardian) details here. Submit.
- Provide an address
- Checkout > Family Members page.
 - You must assign each subscription package you have chosen. Simply add your child’s details to the **ADD A FAMILY MEMBER** box (as many children as are required). Then **Assign** the child to the subscription package using the dropdown boxes.
 - Proceed to Family Details and Checkout.
- Registration form: Provide as much information as possible for yourself and members here. (Note: tabs for each person registered)
- Proceed to Checkout.
- Complete the form with additional Child’s details and Emergency Contacts. Submit.
- Checkout Order Summary page. Check the order is for the correct amount. **DO NOT UNTICK THE ONLINE DIRECT DEBIT** otherwise you will only pay for one month and we will be unable to take your monthly instalments or renew your annual subscription to pay up front.
- Complete Payment Page to pay.

Adding to your existing subscription

- Select package & checkout
- Sign in as existing member (note: you can reset password if required)
- Family Members
 - check parent(s)/guardian(s) are assigned as ‘Family Admins’
 - child is NOT assigned as ‘Family Admin’
- Assign Members to Subscriptions
 - You can assign the new packages you have selected to people already in your Family Member group. If you are adding a new child i.e. sibling to your subscription, then fill in their details in **Add new Family Member**. Then assign the new package(s) to the correct child.
 - Proceed to Family Details and Checkout.
- Registration form. Check all details are up to date for existing members and add details for any new members. (note: tabbed sections for each person registered)
- Proceed to Checkout.
- Complete the form with Child’s details and Emergency Contacts. Submit.
- Checkout Order Summary page. Check the order is for the correct amount. **DO NOT UNTICK THE ONLINE DIRECT DEBIT** otherwise you will only pay for one month and we will be unable to take your monthly instalments or renew your annual subscription to pay up front.
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