

Bedford Ladies and Girls FC



Signing up process for 2022-23

This year, the signing-up process is being done online using the **Love Admin** system.

- All players will need to pay £155 in subs, which is split between a £45 registration fee, and a further £110.
- The initial registration fee of £45 has to be paid up-front. The remaining £110 can be paid at the same time, or you can split it across monthly payments for up to 10 months.
- If you select the option to pay monthly, the first monthly payment will be taken at the same time as the registration fee, and then subsequent payments will be taken on or just after the 1st of the month.

**For the club to register teams with the leagues,
all players should sign-up by the end of June 2022.**

If you have any problems with signing up, please do ask at training.

How to register.

Go to the shop - <https://tinyurl.com/BLGFCsubs>

- Select Junior or Adult Subs
- If Junior Subs, then select the correct age group for your child for 2022-23. If you are unsure of which age group you are registering for, please talk to your coach.
- Select the instalments you would like to pay the £110 (usually 1 or 10) - later in the process you will be asked to add the initial £45 registration fee to the basket.
- Select who you are buying for (child/dependant, or myself).
- Click add to basket and then close the product.

You can then click on the basket (top right of screen), when you will be prompted to either sign in, or set up an account.

- To set up an Account - Please complete the details for yourself (any child/dependant can be added later), and click register.
- You will then be sent a verification email, giving you a link to complete registration, and then you can return to the basket. If you have closed the basket, you can go back to <https://tinyurl.com/BLGFCsubs> to select the right product, and then login using your new account to complete the process.

You can then proceed to the checkout, where you will be guided to:

- Add the player who you are registering to play (if not yourself)
- Add the Registration Fee (£45) to the basket
- Complete the medical information form
- Add an emergency contact for the player (or someone else if you are the player)
- Read and agree to the various consents and code of conduct
- Complete the signing on form for 2022-23
- Complete the payment section. You can use GoCardless to make both one-off, and regular payments

If you have an additional child to buy a subscription for, you can return to the web shop to start the process again, but you will be able to use the account you have already set up.