

# **SIGNING UP TO MY CHEER TRIBE (MCT) FOR THE 1ST TIME**

## **DOWNLOAD MY CHEER TRIBE FROM THE APP STORE OR GOOGLE PLAY**

### **CREATING AN ACCOUNT**

#### **IF IM A PARENT OF UNDER 18 ATHLETE/S**

- 1) Download MCT App
- 2) Sign up to MCT with your email address (Parent email)
- 3) Get your password from your email (could be in your junk mail)
- 4) Once you've signed in, tap on Add Club, select your club & do the sign up
- 5) In Contacts screen, add the same parent email address & name you added in the MCT sign up.
- 6) If you have another parent that you want to have access to your child's account, you can enter this in the Contacts screen & select the box to create a second account.
- 7) Wait for your club Admin to approve your sign up
- 8) Once they've approved you, you will have access to your Club's App... if the new season hasn't yet started, you may not get full access until this start date.
- 9) If you have multiple children to sign up, add them after your first child has been approved
- 10) To add another child, after your club admin has approved you, go into your account to My Profile, and tap on 'Add a child athlete' and follow the same steps outlined above.

#### **GIVING YOUR CHILD THEIR OWN ACCOUNT ACCESS**

Once approved, 'Go to My Club' and you can give your child log in access from  
Menu > My Profile > Manage Children > Grant Login Permission

### **IF IM AN 18+ ATHLETE**

- 1) Download MCT App
- 2) Sign up to MCT with your email address
- 3) Get password from your email (could be in junk mail)
- 4) Once you've signed in, select your club & do the sign up
- 5) Wait for your club Admin to approve your sign up
- 6) Once they've approved you, you will have access to your Club's App... if the new season hasn't yet started, you may not get full access until this start date.

### **IF IM AN UNDER 18 ATHLETE AND AM USING MY OWN (NOT A PARENT'S) EMAIL**

- 1) Download MCT App
- 2) Sign up to MCT with your own email address
- 3) Get password from your email (could be in junk mail)
- 4) Once you've signed in, select your club & do the sign up
- 5) In the contacts screen, the first parent contact you enter will also get a MCT account automatically after you've been approved by your club admin; just go to that email address & use the password to log in (after you've been approved)
- 6) Once they've approved you, you will have access to your Club's App... if the new season hasn't yet started, you may not get full access until this start date.

## **HOW TO SIGN UP TO MY CHEER TRIBE (MCT) IF I'M CURRENTLY STILL ACTIVE IN ANOTHER SEASON OR HAVE USED MCT BEFORE**

\*\*If you're part of a different club to the one you're trying to sign up to, and the season is still going for that club, you will need to go to 'Cancel Membership' in the home menu before you can sign up to a new club & wait for the club to process that request.

Then you will need to tap on 'Add Club' to start the process.

**\*\* Please make sure you use the most up to date version of the App in the App Store & Google Play to avoid having any bugs that have been fixed.**

### **IM A PARENT OF UNDER 18 ATHLETE/S**

**If you're pre registering for a future season,** be in the child's profile you want to sign up to.

Go to the home hamburger menu (top left)

Tap on **My Profile**, then go to **Season Memberships** & select the season you're signing up to.

OR

**If it's the start of a new season,** go to '**Manage Children**' and tap on the child you want to sign up, then tap on 'Add Club' to start the process.

- 1) Complete the sign up
- 2) Wait for your club Admin to approve your sign up
- 3) Once they've approved you, you will have access to your Club's App... if the new season hasn't yet started, you may not get full access until the start date.
- 4) If you have multiple children to sign up, do them one at a time following this process, and changing which child's profile you're in as per the usual process.
- 5) If you need to edit contact details, you can do this in My Profile > Contacts

**If you have PRE-REGISTERED for a season, once the start date arrives, in your app you'll need to tap YES to the question 'Do you want to proceed with Pre registration request?'**

**IM AN 18+ ATHLETE OR U18 ATHLETE USING MY OWN EMAIL ADDRESS**

1) If you're pre registering for a future season, go to the home hamburger menu,  
tap on **My Profile**, and then go to **Season Memberships**

**OR**

If its the start of a new season, just tap on 'Add Club

- 2) Select the season you want to sign up to & do the sign up as normal.
- 3) Wait for your club Admin to approve your sign up
- 4) Once they've approved you, you will have access to your Club's App... if the new season hasn't yet started, you may not get full access until this start date.
- 5) If you need to edit contact details, you can do this in My Profile > Contacts

If you have **PRE-REGISTERED** for a season, once the start date arrives, in your app you'll need to tap **YES** to the question 'Do you want to proceed with Pre registration request?'