How Parents Create an Account

Account Management · https://a2bmanager.com/docs/creating-a-parent-account/

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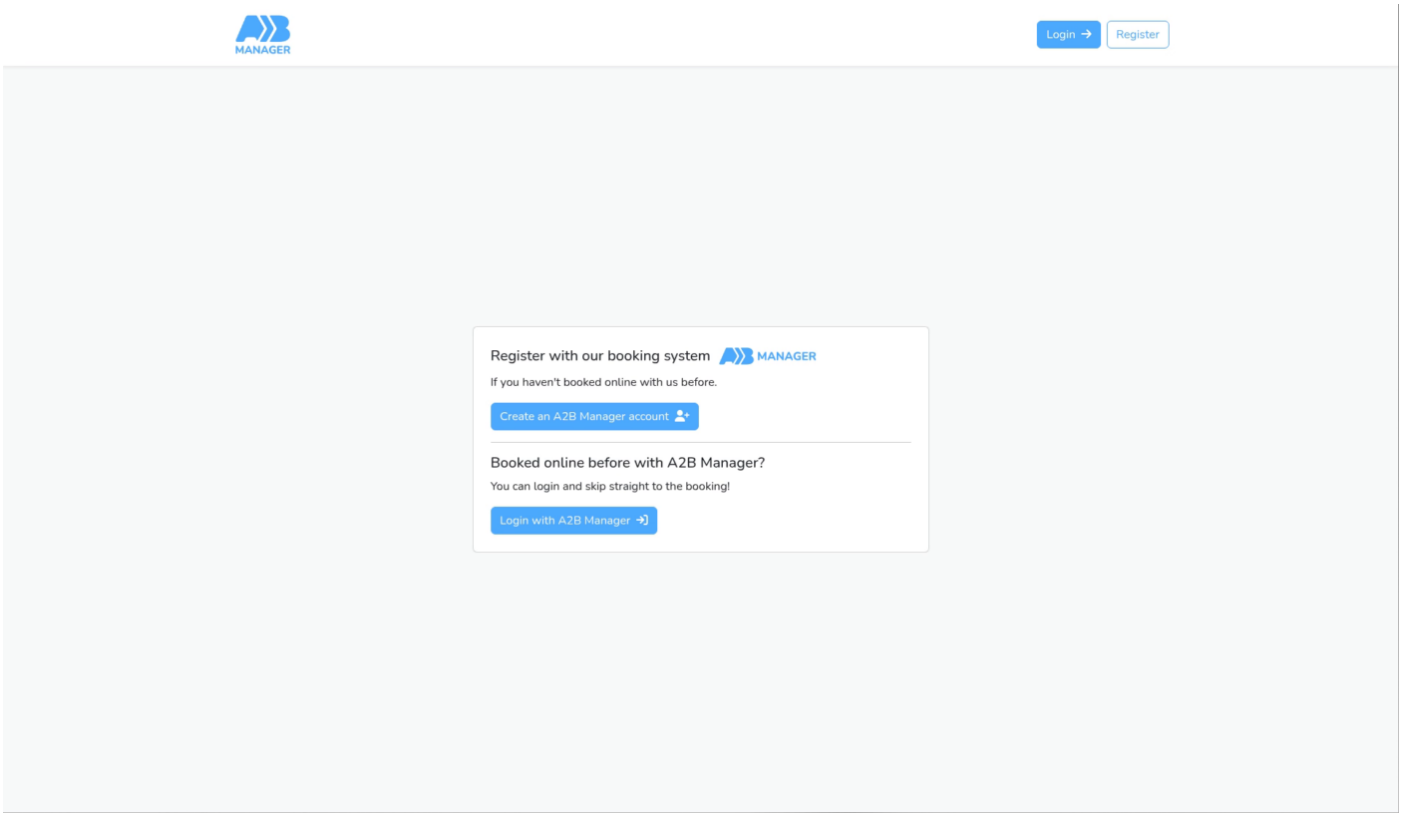
Video walkthrough: how parents create an account, including privacy consent and full setup

Parents create their A2B Manager account from your club's booking or login page. Before they can register, they must agree to the **A2B Manager privacy policy**. They can also choose whether to agree to **A2B Manager marketing**. After they register, they add an emergency contact, add a child (member), accept your club's terms and conditions, then return to book.

Creating a parent account

Step 1: Open Register (0:00)

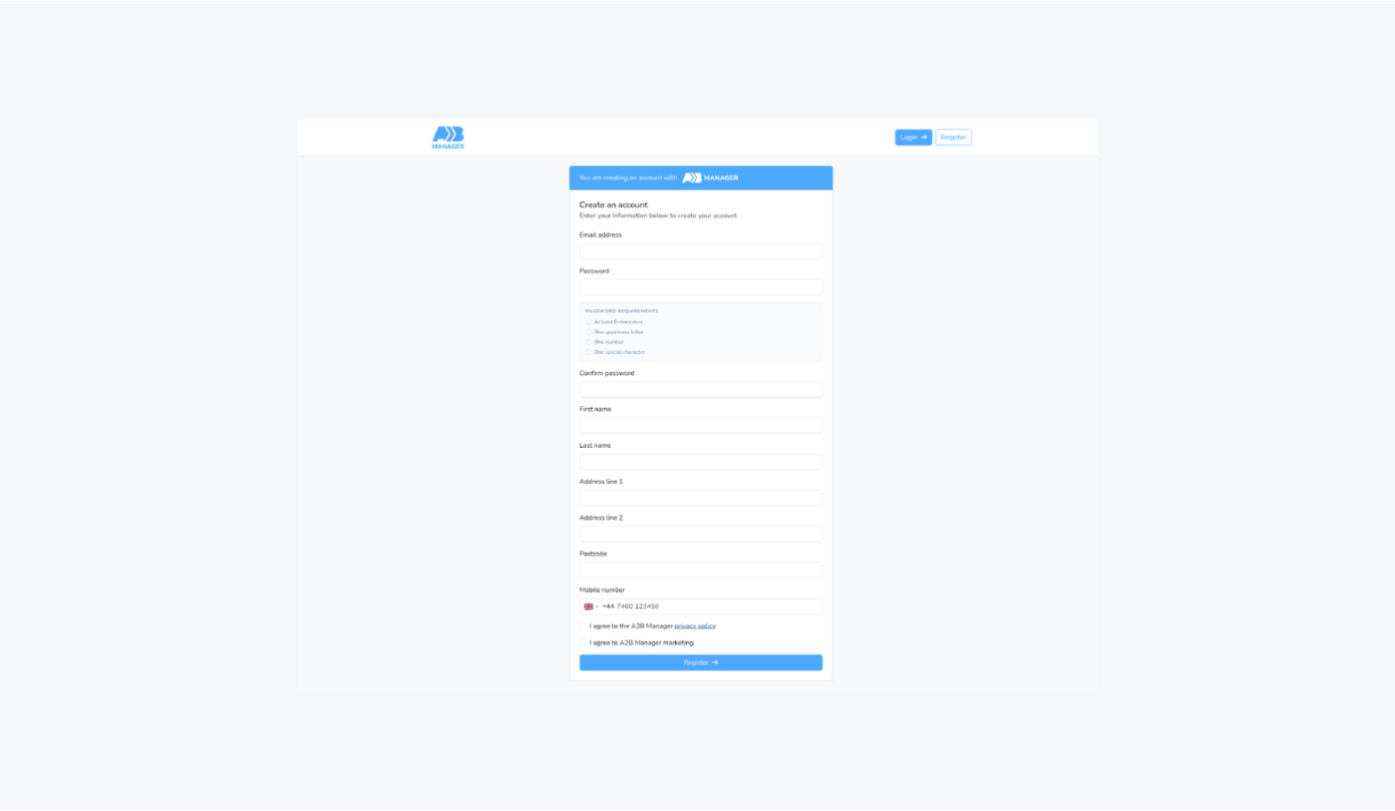
- On your club's booking or login page, the parent chooses **Create an A2B Manager account** (or **Register with our booking system**).
- They land on the **Create an account** form.



Step 1: Create an A2B Manager account on the club login page

Step 2: Enter parent details (0:06)

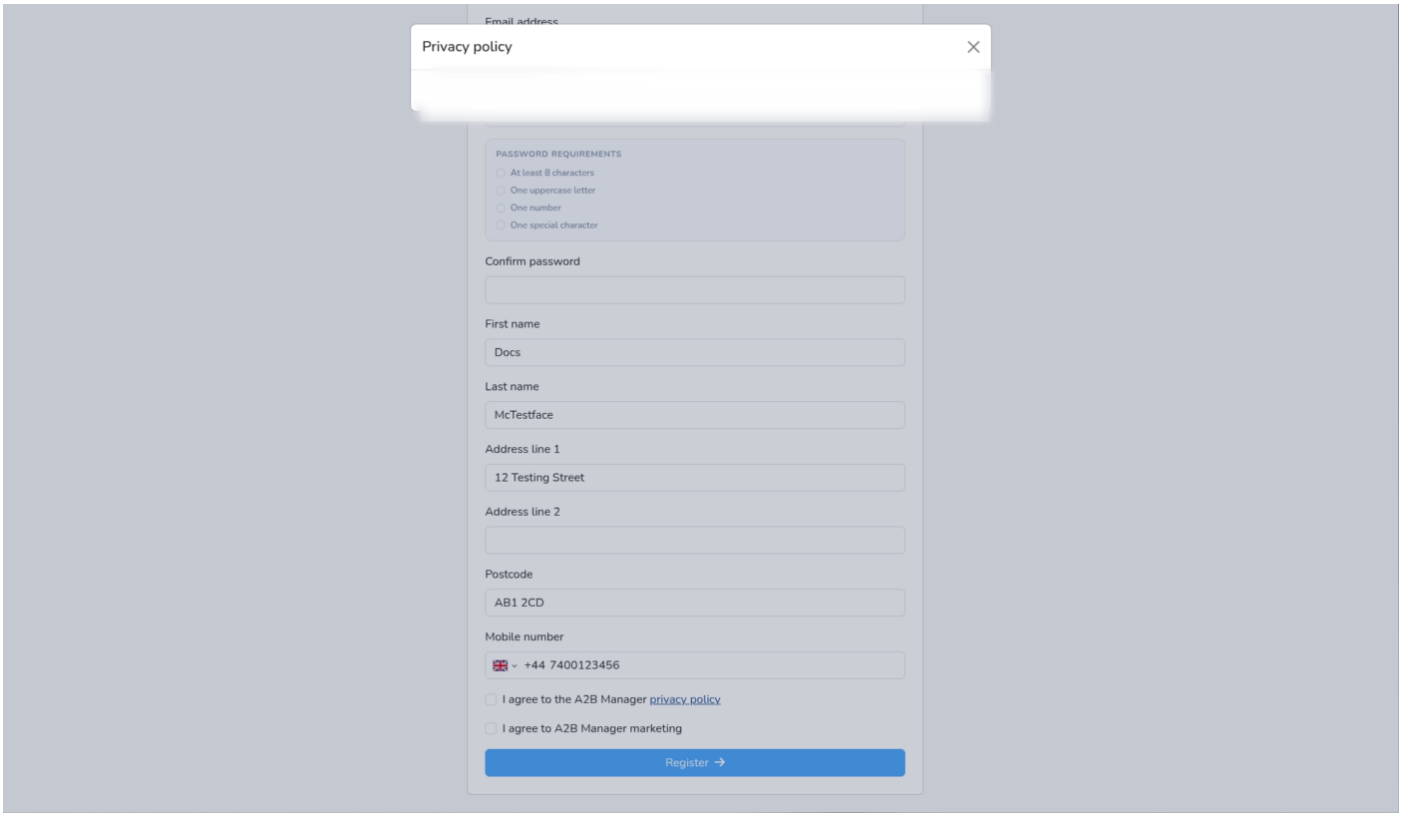
- The parent enters their email, password, name, address and mobile number.
- At the bottom of the form are two ticks: the required privacy policy, and the optional marketing tick.



Step 2: The Create an account form, including the privacy and marketing ticks

Step 3: Agree to the A2B Manager privacy policy (0:13)

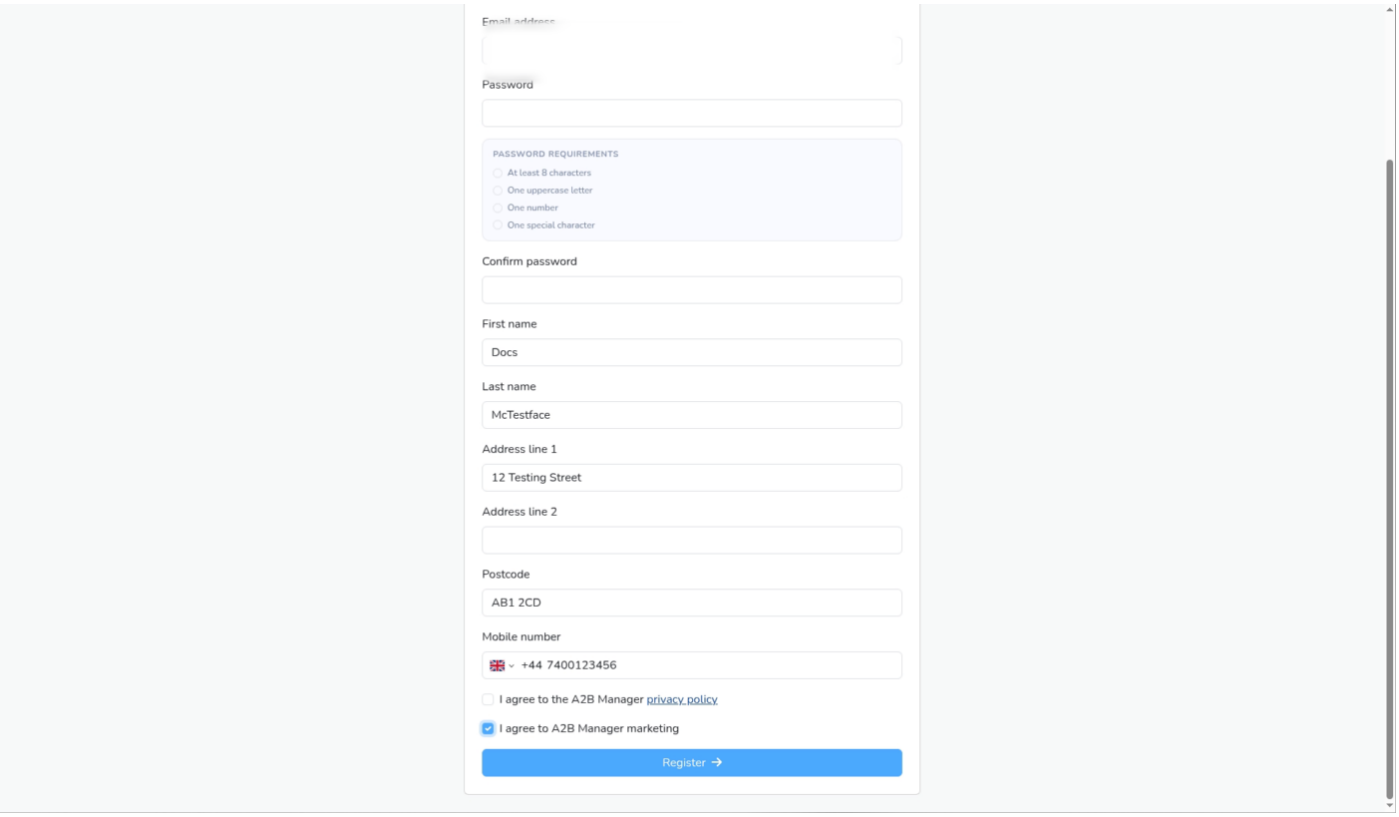
- The parent must tick **I agree to the A2B Manager privacy policy**.
- They can click **privacy policy** to read it in a pop-up titled **Privacy policy**, then close the pop-up and tick the box.
- If they try to register without ticking it, they'll see **Please agree to the privacy policy to continue.**



Step 3: The Privacy policy pop-up on Register

Step 4: Optionally agree to A2B Manager marketing (0:27)

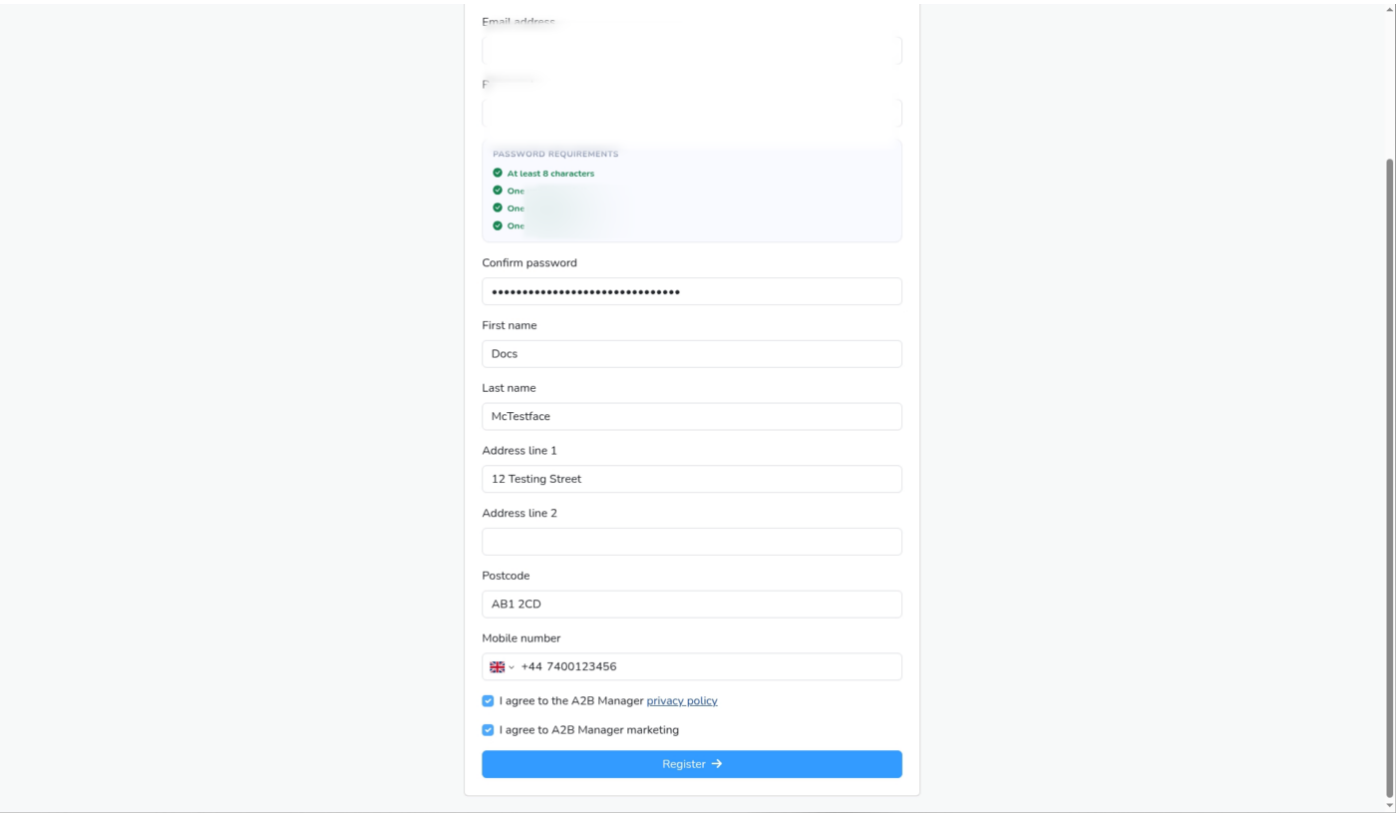
- The parent can tick **I agree to A2B Manager marketing** if they want platform marketing emails from A2B Manager.
- This tick is optional. Leaving it unticked is fine and they can still register.
- This is separate from any club marketing email or SMS consent later in setup or in My Details.



Step 4: Optional A2B Manager marketing tick (privacy still required)

Step 5: Register (0:33)

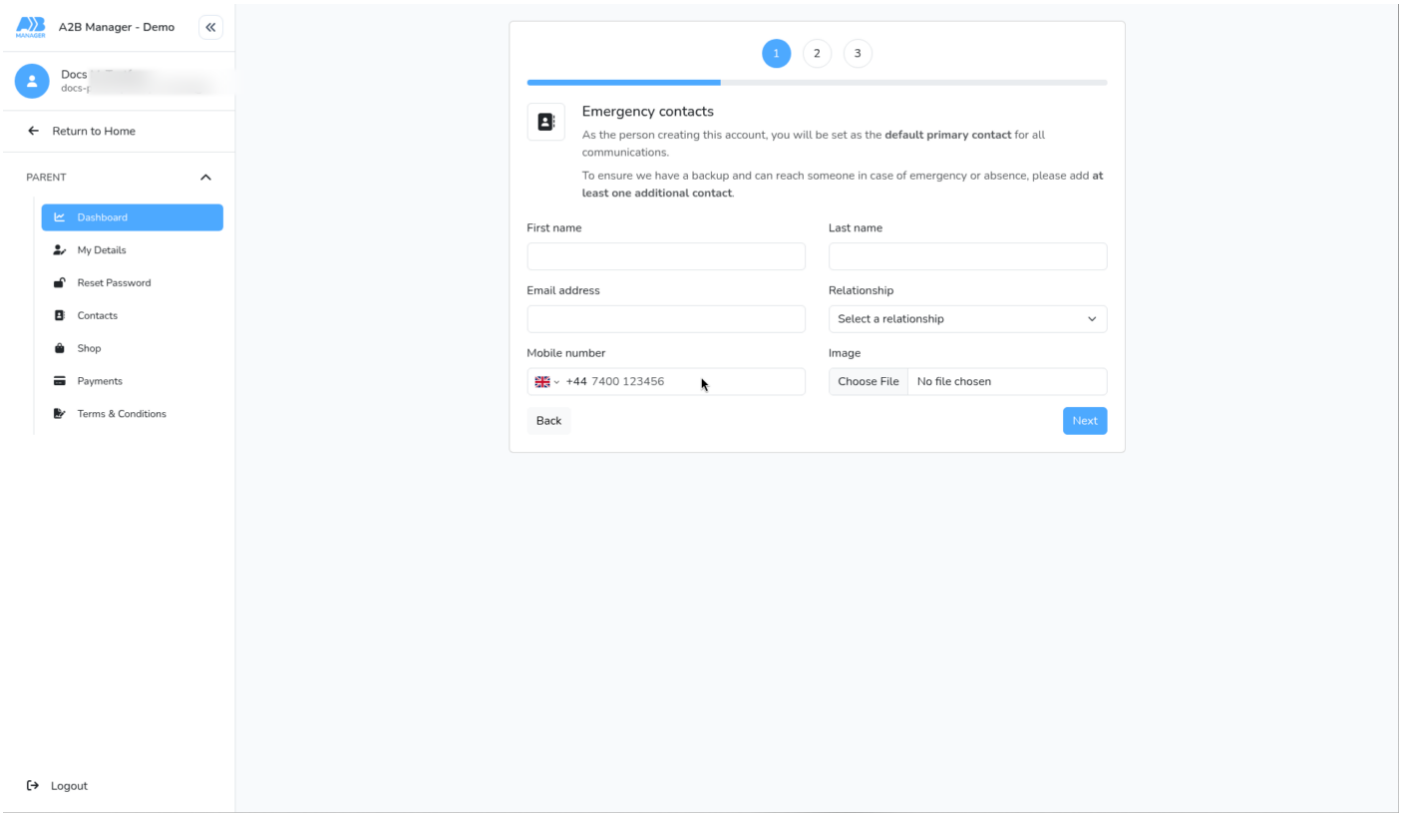
- With the privacy policy ticked, the parent clicks **Register**.
- If the privacy policy was updated while the form was open, they'll be asked to read it again and agree before they can continue.
- If no privacy policy has been published yet, Register is blocked and they see a message to try again later.



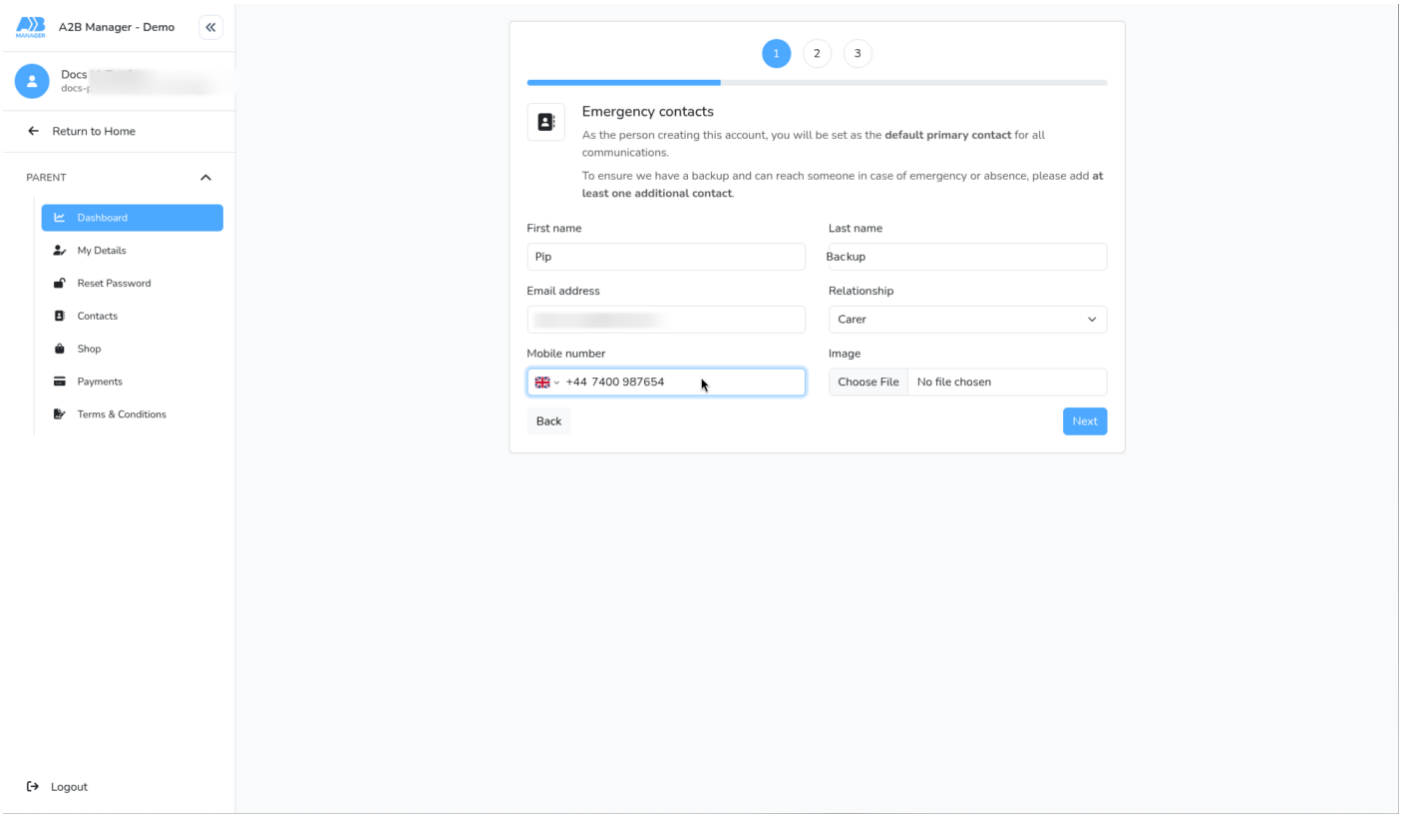
Step 5: Both ticks set — ready to Register

Step 6: Add emergency contacts (0:45)

- After Register, setup opens on **Emergency contacts**.
- As the person creating the account, the parent is the **default primary contact** for all communications. They must add **at least one additional contact** — for example if a child is injured or needs to be collected by someone else.
- They enter **First name**, **Last name**, **Email address**, **Relationship** (Mother, Father, Carer or Unknown) and **Mobile number**.
- Optionally they upload an **Image** of the contact (JPG, PNG, JPEG or WEBP, up to 15 MB).
- They click **Next**.



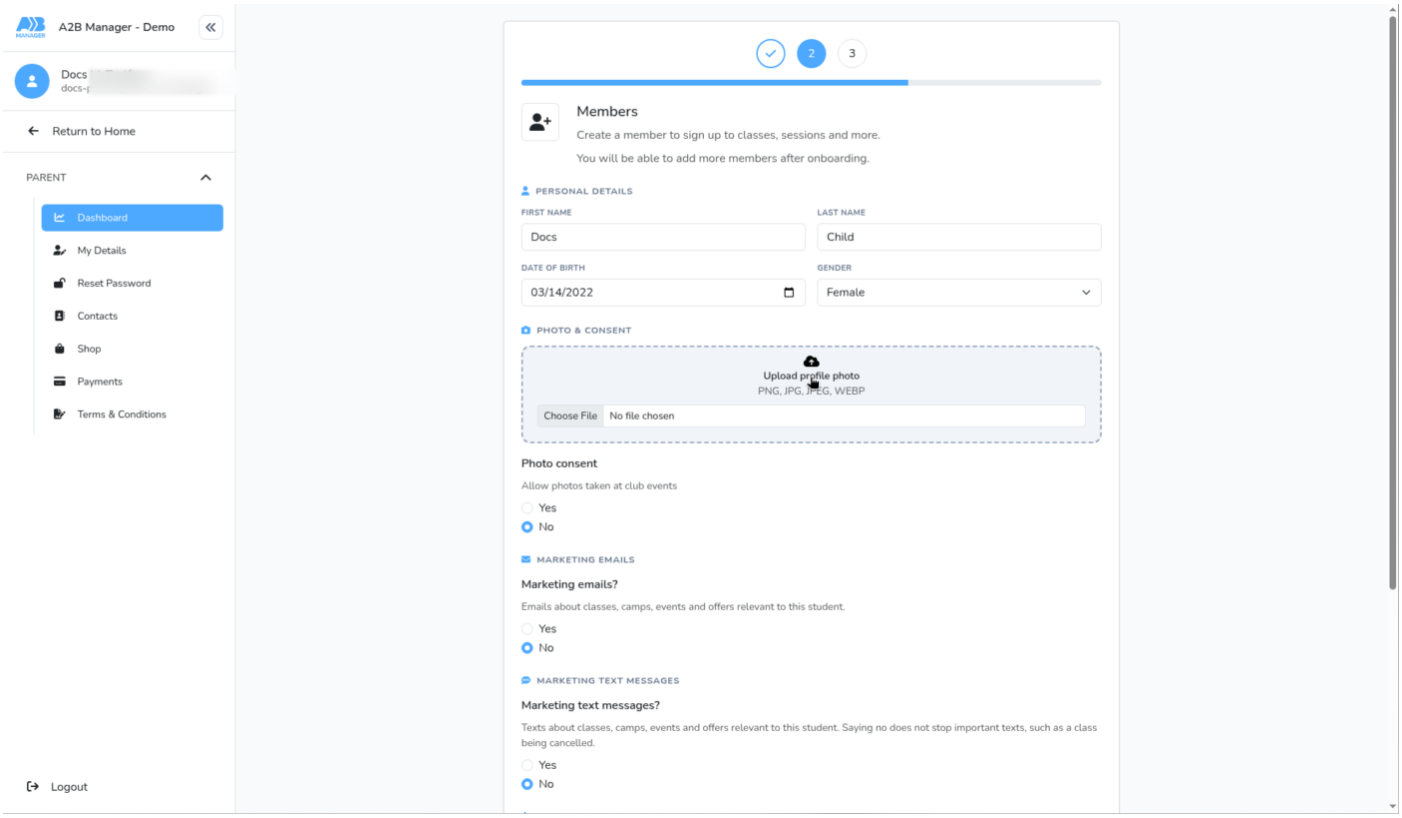
Step 6: Emergency contacts — add at least one additional contact



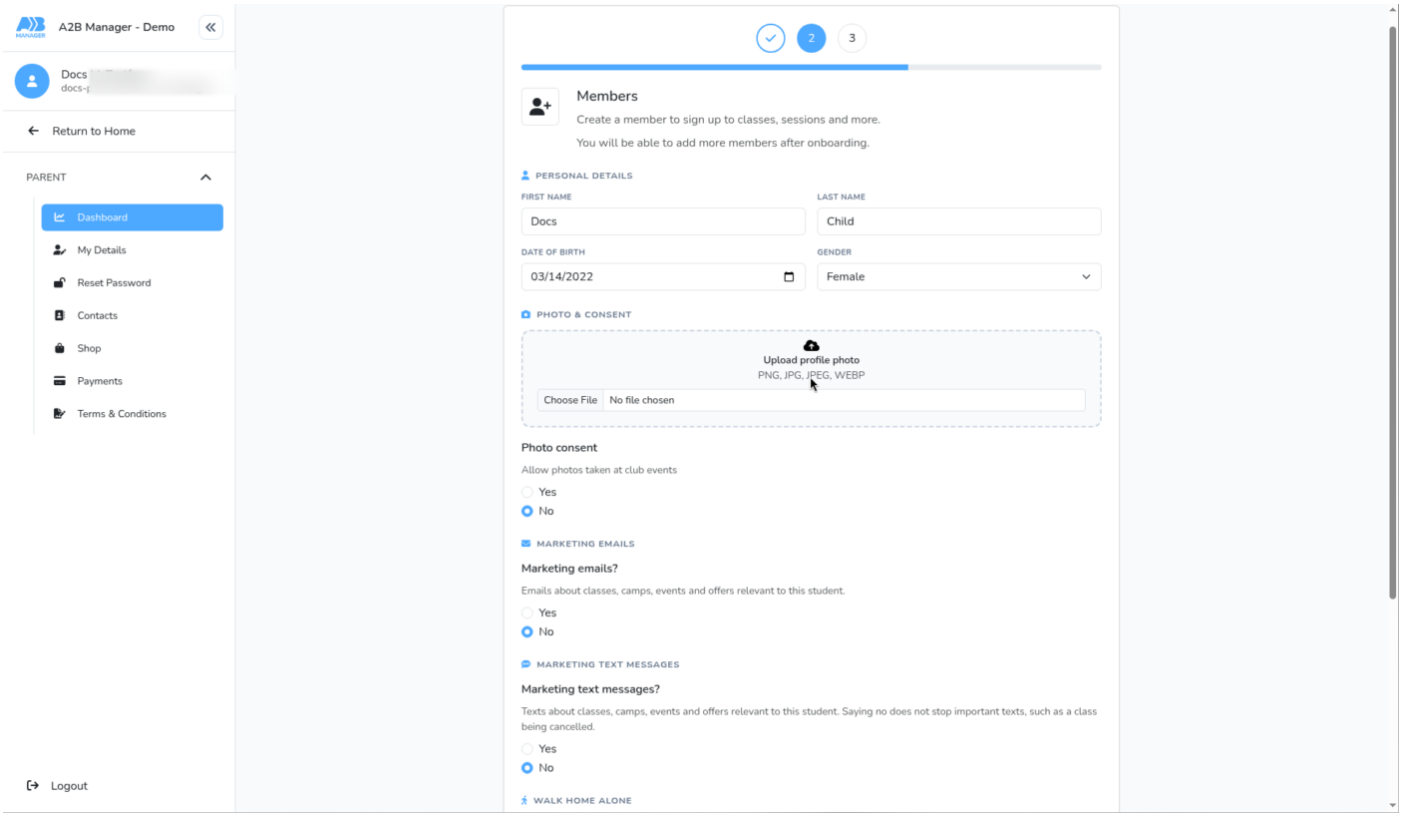
Step 6: Emergency contact filled in (dummy example)

Step 7: Add a member (child) (1:14)

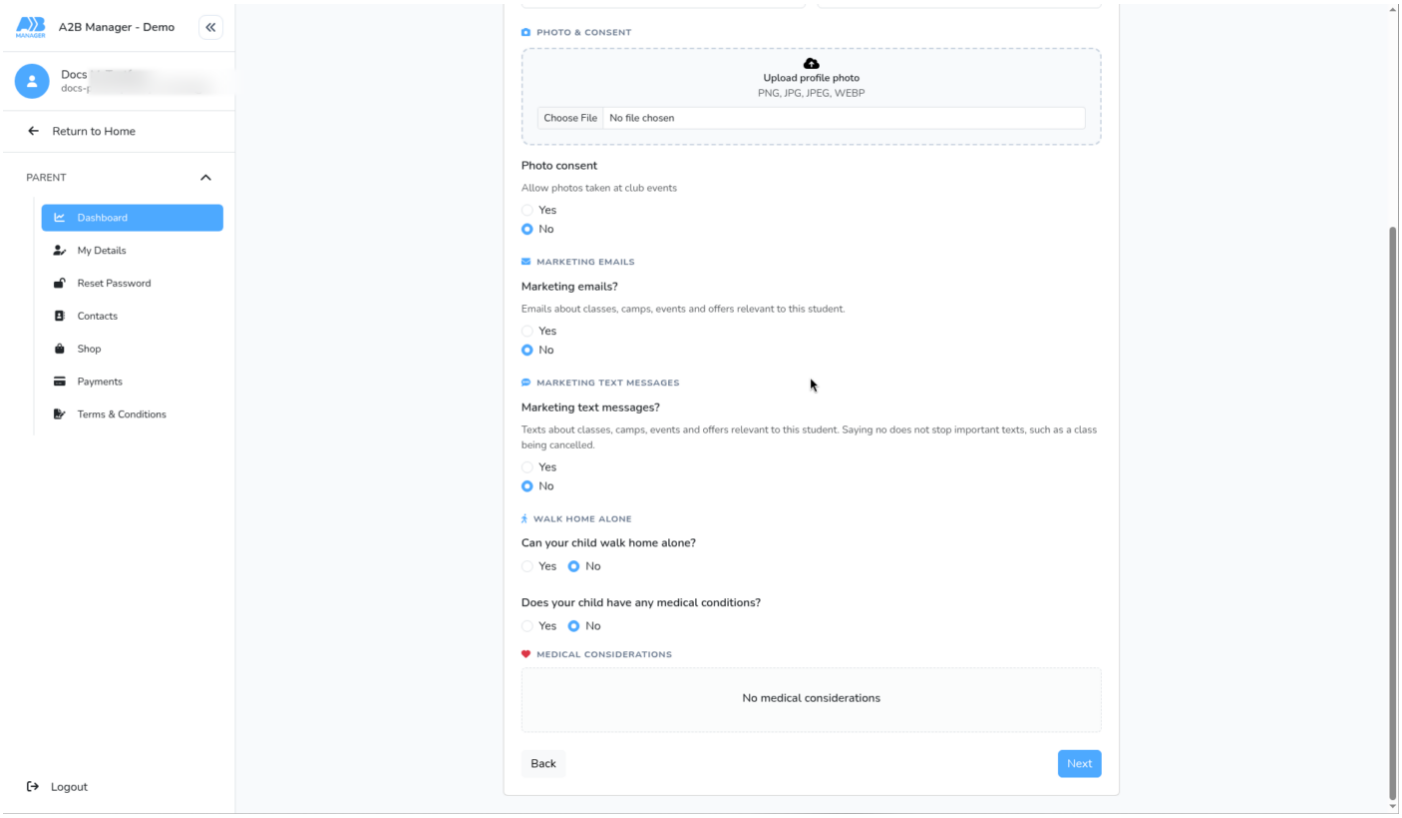
- The **Members** step is next. The parent creates a member to sign up to classes, sessions and more. They can add more members after onboarding.
- Under **Personal details** they enter **First name**, **Last name**, **Date of birth** and **Gender** (Male or Female).
- Under **Photo & consent** they can optionally **Upload profile photo** (PNG, JPG, JPEG or WEBP), and they must choose **Photo consent** — Yes or No for photos taken at club events.
- They set **Marketing emails?** and **Marketing text messages?** for this student (club messages about classes, camps, events and offers). Saying no to marketing texts does not stop important texts such as a class being cancelled.
- They answer **Can your child walk home alone?** If they choose Yes, they confirm they are taking responsibility for the child walking to and from the club alone.
- They answer **Does your child have any medical conditions?** If Yes, they can add medical considerations (Consideration, Risk, Notes, Care Plan).
- If your club has configured **Registration questions**, those appear on this step too.
- They click **Next**.



Step 7: Members — personal details for the child



Step 7: Photo upload and photo consent

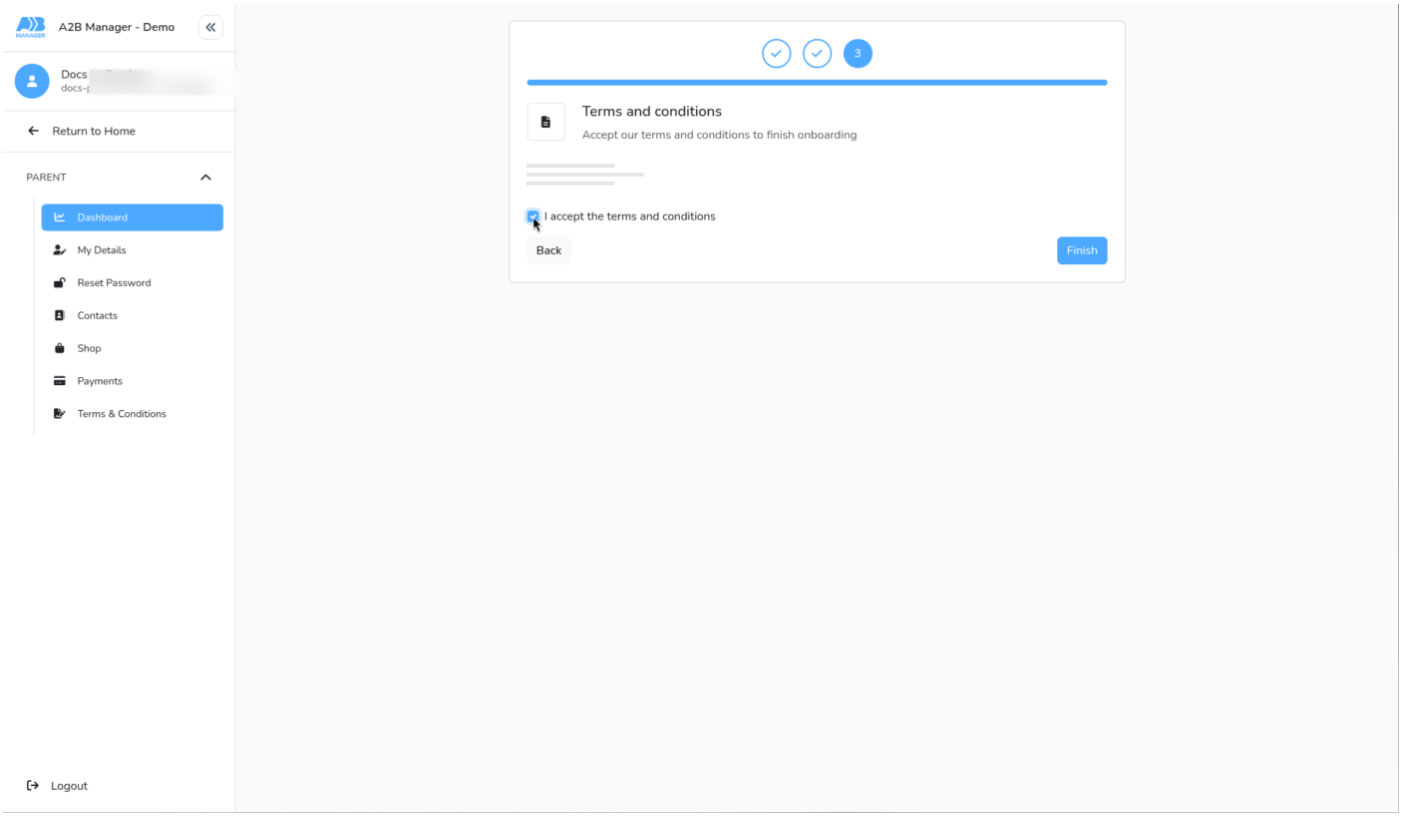


Step 7: Club marketing, walk home alone and medical questions

Step 8: Accept club terms and conditions (2:01)

- The last setup step is **Terms and conditions**.

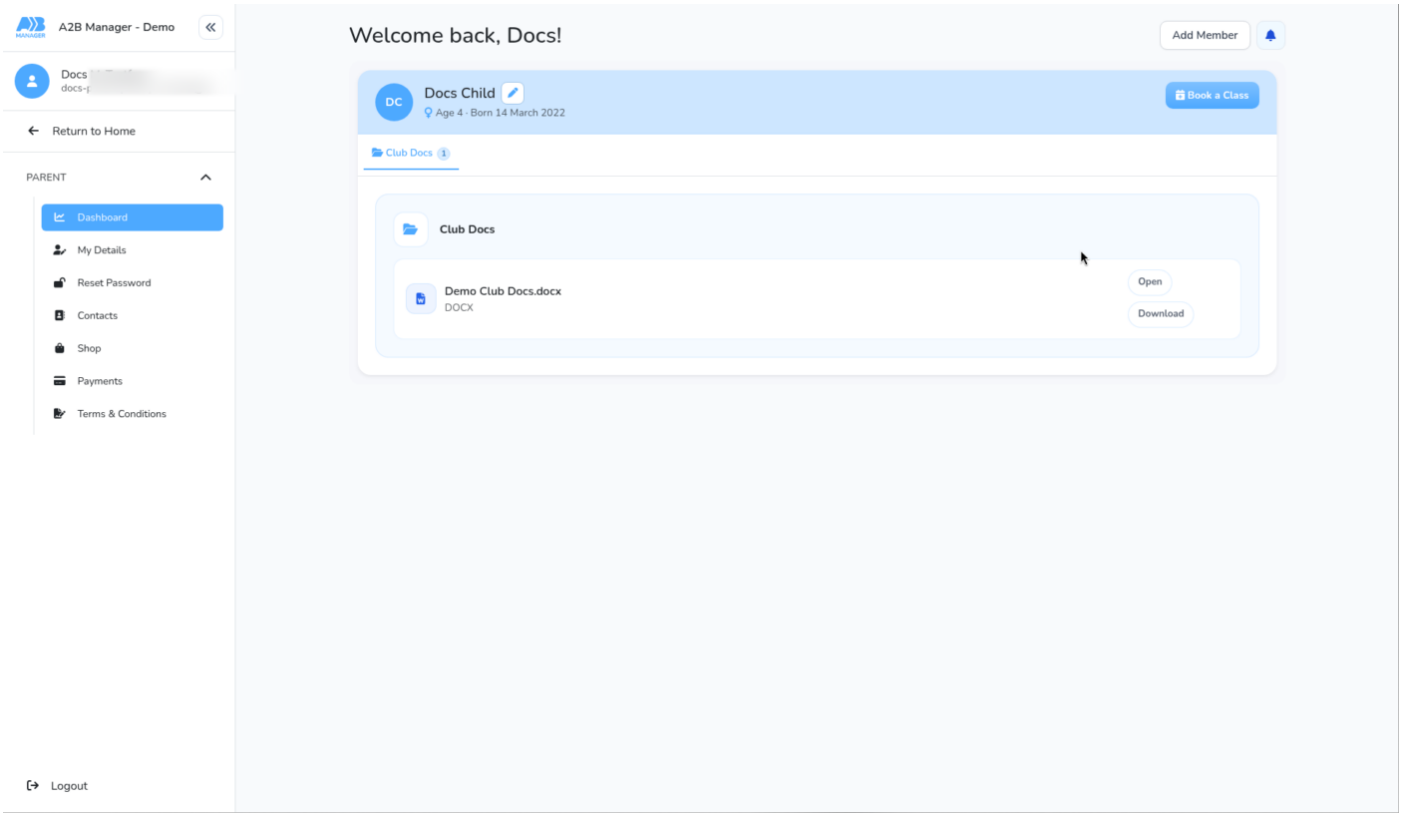
- The parent reviews your club's published terms. Each club sees its own terms here — these are separate from the A2B Manager privacy policy they already agreed to on Register.
- They tick **I accept the terms and conditions**, then click **Finish**.
- If they try to finish without ticking, they'll see **You must accept the terms and conditions.**



Step 8: Club terms and conditions — tick to accept, then Finish

Step 9: Return to the class and book (2:43)

- After **Finish**, if the parent started from a class they tried to book, they return to that class so they can complete the booking.
- If they registered without a return link, they land on the parent dashboard. From there they can choose **Book a Class** for their child.



Step 9: Parent dashboard after setup — ready to book a class

Good to know

- People who already have an account are **not** asked again when the A2B Manager privacy policy is updated. Only new parents (and new club owners) must agree to the latest published version before their account is created.
- If the privacy policy changes while someone is filling in the Register form, the privacy tick is cleared and they must open the new policy and agree again.
- Your club's terms and conditions are a separate step after Register. They are not the same as the A2B Manager privacy policy.
- New club owners also agree to the A2B Manager privacy policy when they create a club — that flow is separate from this parent guide.
- The **A2B Manager marketing** tick on Register is separate from club marketing email and SMS consents on the member form and in My Details. Parents cannot change the A2B Manager marketing tick later in the parent UI; club marketing consents can be changed in My Details.
- Clubs may show extra **Registration questions** on the member step if they have configured any.

Related guides

- How Parents Create an Account (this guide — existing live URL)
- Parent Guides

Download the PDF guide (optional)