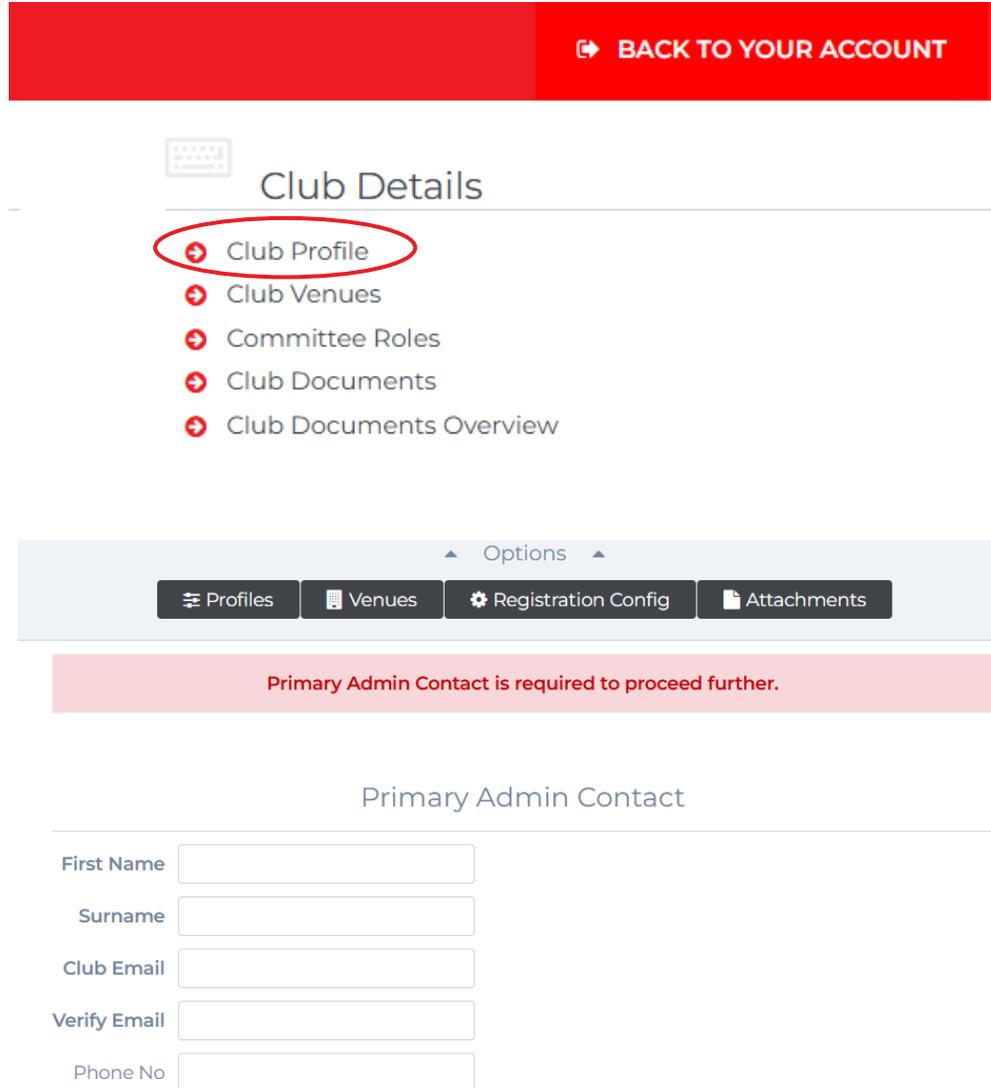


How to guide

Ensure Your Club appears on Club Finder

1. Updating Club Profile

- Log into your club's VolleyZone account by [clicking here](#).
- On the club homepage, click 'Club Profile' under Club Details.
- To ensure your club appears correctly on the Club Finder, enter 'Postcode & City' field in the 'City, Postcode' format (e.g. 'Loughborough, LE113SP').
- Click 'Save' at the bottom of the page.
- If your club still doesn't appear on the Club Finder, write to us at volleyzone@volleyballengland.org and we will sort it for you.



BACK TO YOUR ACCOUNT

Club Details

- ➔ Club Profile
- ➔ Club Venues
- ➔ Committee Roles
- ➔ Club Documents
- ➔ Club Documents Overview

Options

Profiles Venues Registration Config Attachments

Primary Admin Contact is required to proceed further.

Primary Admin Contact

First Name

Surname

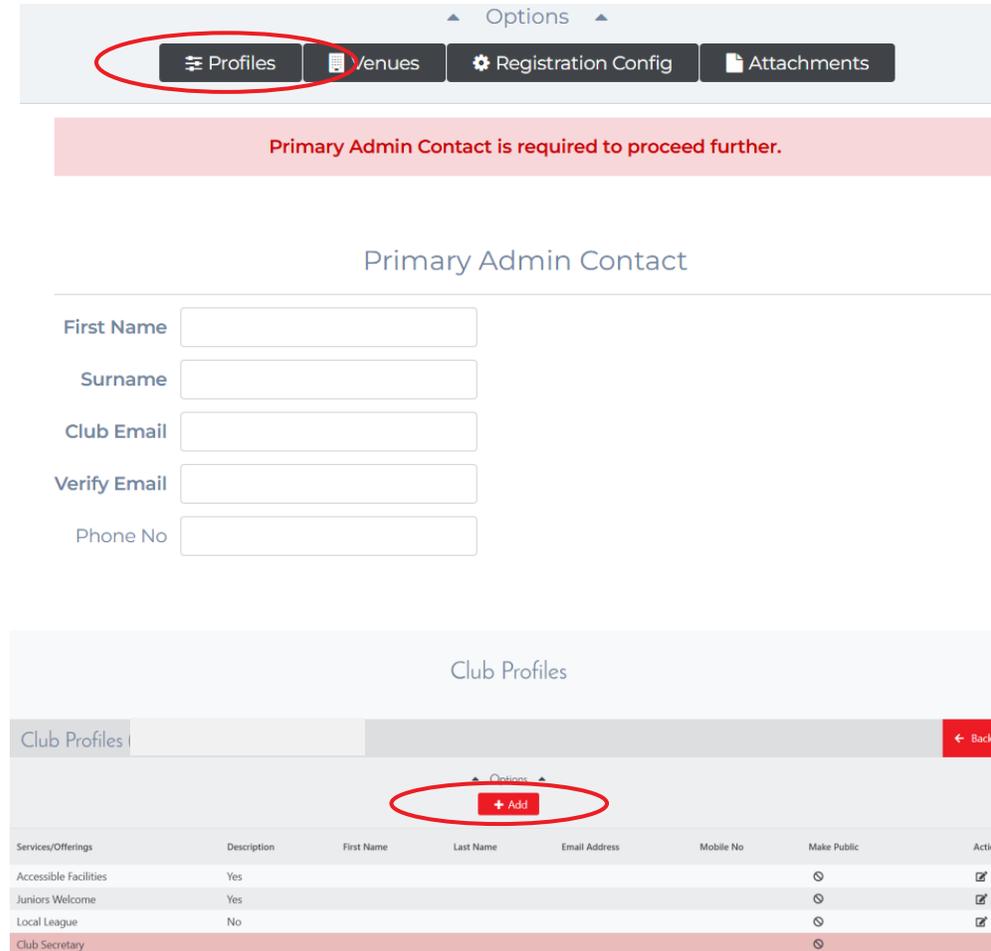
Club Email

Verify Email

Phone No

2. Updating Club Offerings on Club Finder

- At the top of the Club Profile page, click on 'Profiles'.
- Here, you can add club offerings by clicking 'Add'.
- Choose the type of offering from the drop-down list.
- To make an offering visible to the public on Club Finder, tick the 'Make Public' box.
- Finally, click 'Save'.
- To edit an existing offering, click the edit icon , make necessary changes and click 'Save'.



The screenshot shows the 'Club Profiles' page with the 'Profiles' tab selected. A red circle highlights the 'Profiles' tab in the top navigation bar. Below the navigation bar, a red message states: "Primary Admin Contact is required to proceed further." The 'Primary Admin Contact' form contains the following fields:

- First Name
- Surname
- Club Email
- Verify Email
- Phone No

Below the form, the 'Club Profiles' table is visible. A red circle highlights the '+ Add' button in the table's header. The table has the following columns: Services/Offerings, Description, First Name, Last Name, Email Address, Mobile No, Make Public, and Actions.

Services/Offerings	Description	First Name	Last Name	Email Address	Mobile No	Make Public	Actions
Accessible Facilities	Yes					<input type="checkbox"/>	 
Juniors Welcome	Yes					<input type="checkbox"/>	 
Local League	No					<input type="checkbox"/>	 
Club Secretary						<input type="checkbox"/>	 