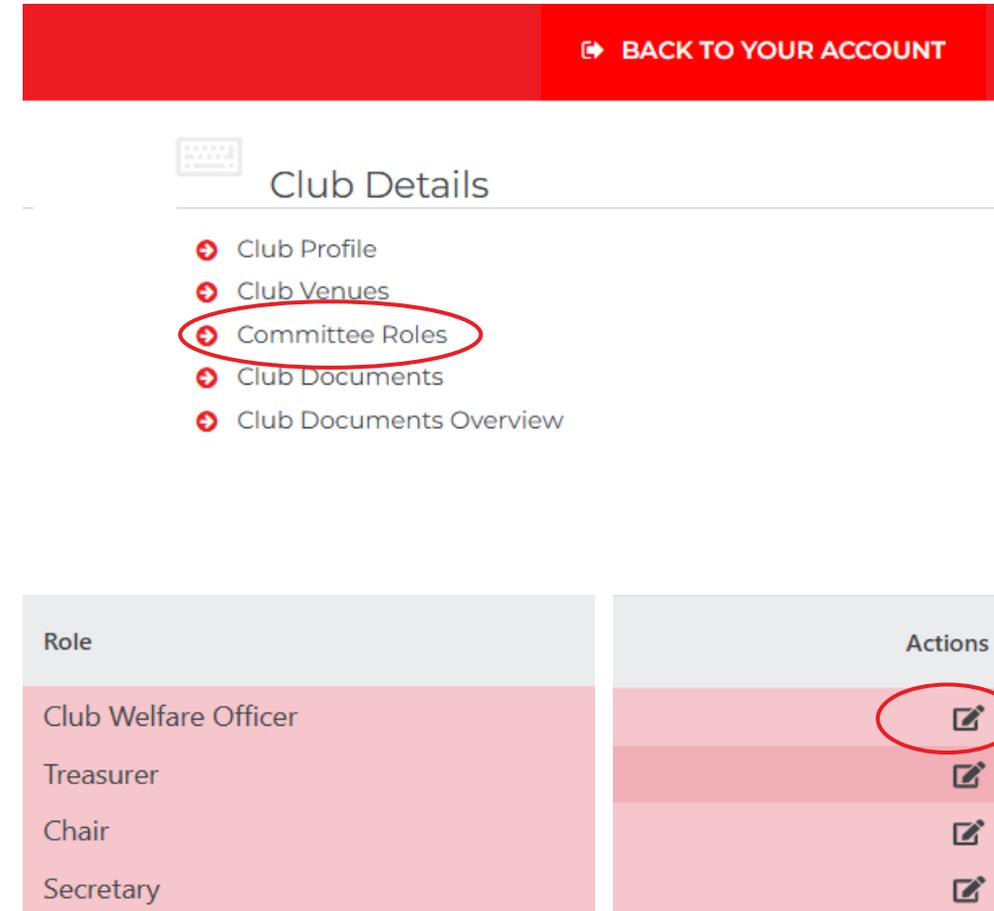


**How to** guide

## **Update Club Committee Roles on VolleyZone**

# Updating Club Committee Roles on VolleyZone

- Log into your club's VolleyZone account by [clicking here](#).
- On the club homepage, click on 'Committee Roles' under Club Details.
- To update a role, click on edit icon  next to the relevant role. It's mandatory to update the roles for Chair, Secretary, Treasurer and Club Welfare Officer.



BACK TO YOUR ACCOUNT

## Club Details

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

Role	Actions
Club Welfare Officer	
Treasurer	
Chair	
Secretary	

- On the role page, ensure you have selected the correct season.
- If a committee member has an active membership on VolleyZone, you can look them up using ‘Member Lookup’ by typing the first three letters of their name.
- If the member is not on VolleyZone, you can manually enter their details in the fields provided.
- Update the ‘Start Date and ‘End Date’ for the membership role for the season. If you are unsure, use ‘1<sup>st</sup> June 2025’ as the Start Date and ‘31<sup>st</sup> July 2026’ as the End Date.
- Finally, click ‘Save’ at the bottom of the page.
- Repeat these steps to update all other committee roles.

Role Profiles

Options

Season: 2024-2025

Member Lookup: Type to Search for a Member

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Make Public

Make Available Internally

Notify Member

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: United Kingdom

Province: \_\_\_\_\_

City: \_\_\_\_\_

Save