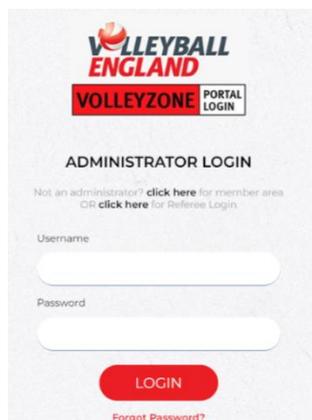


## Step by Step Admin Guide

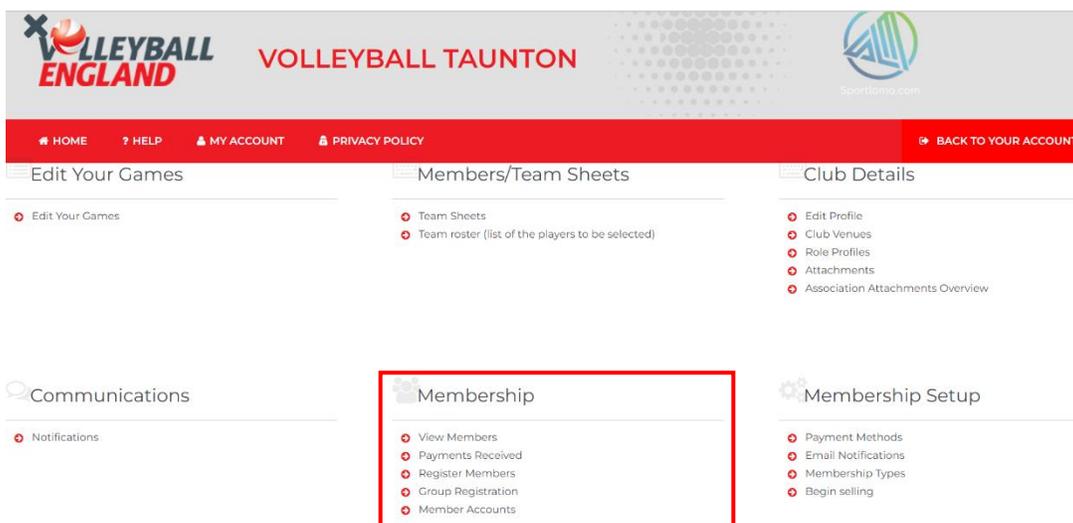
### Group registration of players (clubs purchasing membership)

This step-by-step guide is for admins to follow to register a group of players to their club

1. Login to your club admin profile [here](#).



2. On the homepage, scroll down to the **'Membership'** heading and click **'Group Registration'**.



3. On this page, you will be able to register multiple players simultaneously. In the **'Registration Email'** box, enter the email address you would like confirmation of the group registration to be sent to. The **'Payment Method'** and **'Membership Status'** boxes will automatically generate (as in the screenshot below) and do not need to be changed.

4. Scroll down to the textbox to create an email template to send to members to complete the rest of the registration form. This box will appear blank the first time you come to complete a group registration. Example wording can be seen in the screenshot below (you can use the **'User Variables'** icon above the textbox to personalise each email, or you can type a generic email to be sent to everyone).

5. To add your members, scroll to the section underneath the textbox. It is advised to enter a maximum of 10/15 members in each group registration so the system does not time out. There are 3 different ways to complete this step:
  - a. Type a name in the **'Member Name'** box and this will search for any members within the club that match the name entered. Select the member from the dropdown. In the **'Membership Type'** box, select **'Junior Player – Junior Competitions'**.
  - b. If the member does not exist in the search within your club, click the **'+'** icon next to the box and enter the member's **first name, last name, date of birth** and **email address** in the respective boxes. If the member already exists on the system, a box will pop up with their details – click on their **name** and in the

**'Membership Type' box, select 'Junior Player – Junior Competitions'. If the member is not on the system, you can just complete the 'Membership Type' box with 'Junior Player – Junior Competitions'.**

The screenshot shows a table with columns: Volleyball England ID, Member Name, DOB, Membership Type, Price, Upgrade Discount, and Due To Pay. Below the table are three search forms. The first search form (labeled 'A') has 'Example Name (VEU62130)' in the Member Name field and 'Junior Player - Junior Competitions' in the Membership Type dropdown. The second search form (labeled 'B') has 'Joe Bloggs' in the Member Name field, '01/01/2010' in the DOB field, and 'joebloggs@mail.com' in the Email field. The Membership Type dropdown is also set to 'Junior Player - Junior Competitions'. The third search form has 'Joe Bloggs' in the Member Name field and 'Select Membership' in the Membership Type dropdown. An 'Add Member' button is located at the bottom of the page.

6. You can then repeat this process for another member by clicking the **'Add Member'** button.
7. Click **'Next'** to take you to the **'Purchase Summary'** page. To complete the payment, enter your information under the **'Card Details'** section on the right, then click **'Continue'** and then **'Make Payment'**.

The screenshot shows two main sections: 'Payment Summary' and 'Card Details'. The 'Payment Summary' section includes a table with columns 'Item', 'Quantity', and 'Price'. It lists 'Junior Player - Junior Competitions' with a quantity of 2 and a price of 0.00. Below this, it shows 'Additional Fees' of 11.00 and a 'Total (Ex Service Fees)' of 11.00. There is a 'Discount Code' field and an 'Apply' button. The 'Card Details' section has a heading 'Card Details' and a sub-heading 'Please enter your card details'. It includes a 'Credit or debit card' section with a 'Card number' field, a 'MM / YY CVC' field, and a 'Powered by stripe' logo. A red 'Continue' button is highlighted at the bottom of the 'Card Details' section.

8. You should receive notification of successful payment through the registration email. The system will now prompt members to login to their account and complete their personal registration forms to become active in the system.