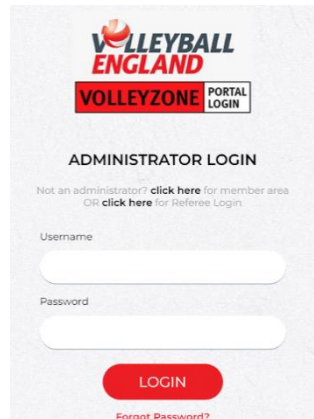


## Step by Step Admin Guide

### Individual membership invite

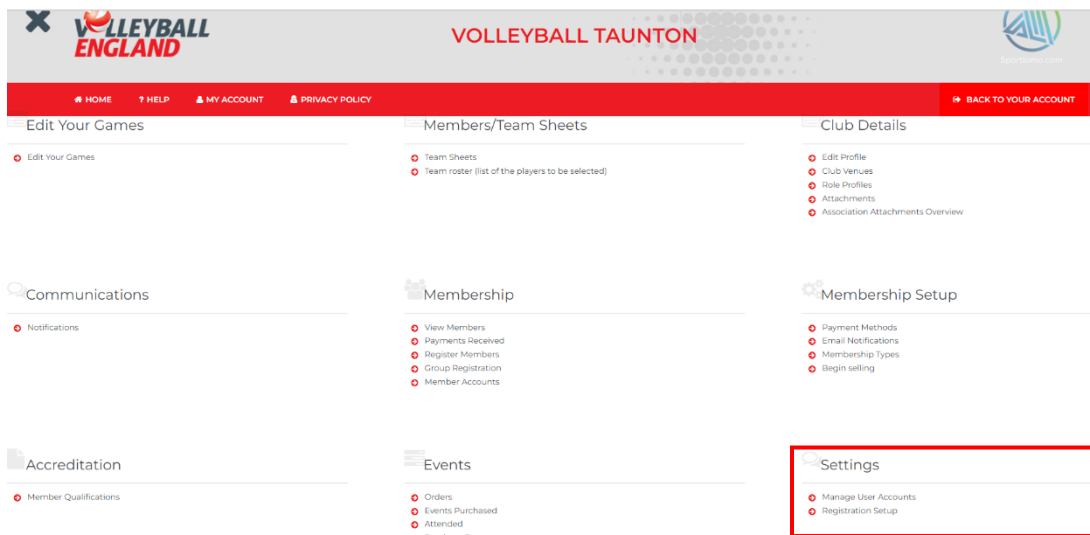
This step-by-step guide is for admins to follow to invite parents and players to join the club and purchase their membership.

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



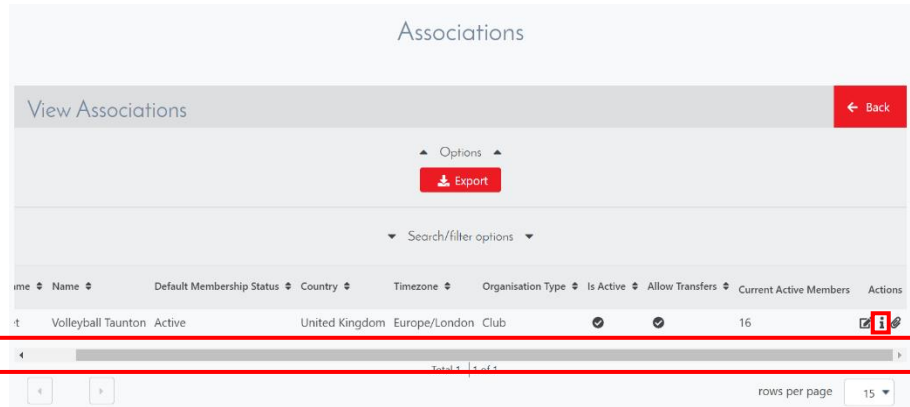
The image shows the 'ADMINISTRATOR LOGIN' page for Volleyball England. At the top, there is the Volleyball England logo and a 'VOLLEYZONE PORTAL LOGIN' button. Below this, the text reads 'ADMINISTRATOR LOGIN'. A note states: 'Not an administrator? [click here](#) for member area OR [click here](#) for Referee Login'. There are two input fields: 'Username' and 'Password'. A red 'LOGIN' button is at the bottom, with a link for 'Forgot Password?' below it.

2. On the homepage, scroll down to the 'Settings' heading and click 'Registration Setup'.



The image shows the admin dashboard for Volleyball Taunton. The header includes the Volleyball England logo, the club name 'VOLLEYBALL TAUNTON', and a 'Settings' icon. A navigation bar contains links for HOME, HELP, MY ACCOUNT, and PRIVACY POLICY, along with a 'BACK TO YOUR ACCOUNT' button. The main content area is divided into several sections: 'Edit Your Games' (with 'Edit Your Games'), 'Members/Team Sheets' (with 'Team Sheets' and 'Team roster'), 'Club Details' (with 'Edit Profile', 'Club Venues', 'Role Profiles', 'Attachments', and 'Association Attachments Overview'), 'Communications' (with 'Notifications'), 'Membership' (with 'View Members', 'Payments Received', 'Register Members', 'Group Registration', and 'Member Accounts'), 'Membership Setup' (with 'Payment Methods', 'Email Notifications', 'Membership Types', and 'Begin selling'), 'Accreditation' (with 'Member Qualifications'), 'Events' (with 'Orders', 'Events Purchased', 'Attended', and 'Purchase Events'), and 'Settings' (with 'Manage User Accounts' and 'Registration Setup'). The 'Settings' section is highlighted with a red box.

3. Under 'View Associations', use the horizontal slider to scroll to the right and click the 'i' icon under the 'Actions' column.



4. In the **'Registration Link'** box, click **'Copy link'**. You will now be able to paste this into an email to send to your junior players/their parents which will take them directly to your club's page.



**Please note:**

- i. If parents would like to create an account for themselves, ensure they use their contact details and only select the free **'parents'** membership. They will then need to follow the steps in their membership account to add a child membership.
- ii. If the account is being set up in the child's name, ensure they select the **'Junior Competitions'** membership (£5.50 plus 3.2%+50p service provider fee) only. If the child has other memberships (e.g. NVL), these should be added once the account has been created.