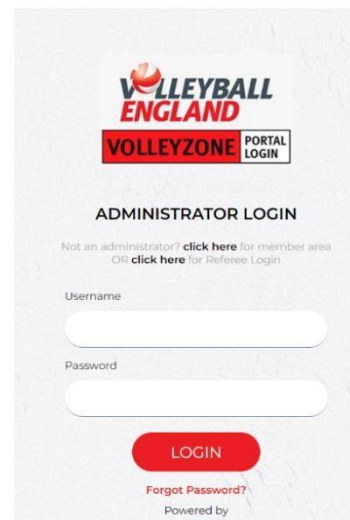


Step by Step Guide

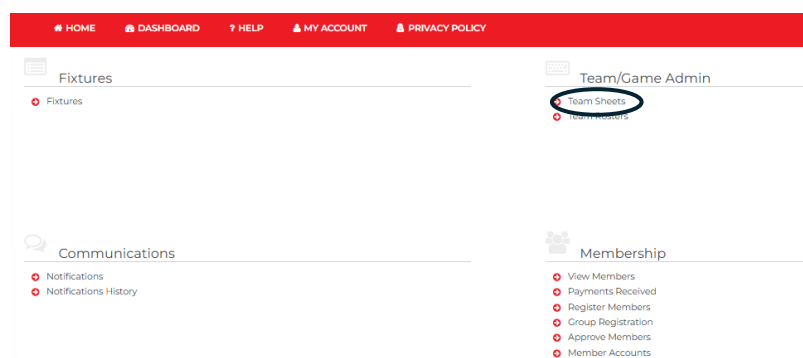
Creating a Team Sheet

1. Login to your club admin profile [here](#).
2. Enter your username and password.

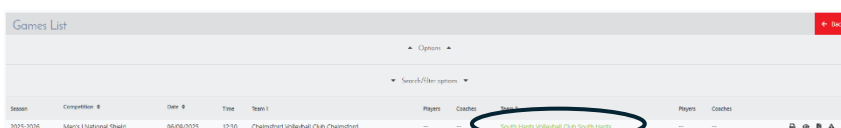


The image shows the 'ADMINISTRATOR LOGIN' page for the Volleyball England Volleyzone Portal. It features the Volleyball England logo at the top. Below the logo, there's a section for 'ADMINISTRATOR LOGIN'. A note states: 'Not an administrator? [click here](#) for member area' and 'Or [click here](#) for Referee Login'. There are input fields for 'Username' and 'Password', followed by a red 'LOGIN' button. At the bottom, there's a link for 'Forgot Password?' and a note 'Powered by'.

3. On the home page, navigate to 'Team/Game Admin'
4. Click on 'Team Sheets'



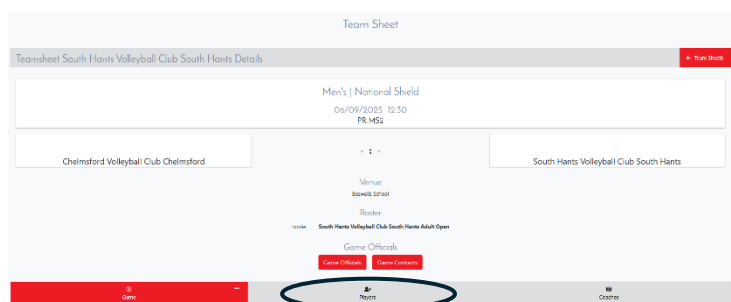
5. On the team sheet page, you will see a list of all your club fixtures.
6. Identify the fixture you want to add players to and click on the team's name.



The image shows a table titled 'Games List'. The table has columns for Season, Competition #, Date #, Time, Team 1, Players, Coaches, and Team 2. The first row of data shows a match between Chelmsford Volleyball Club and South Hants Volleyball Club South Hants. The team name 'South Hants Volleyball Club South Hants' is circled in red.

Season	Competition #	Date #	Time	Team 1	Players	Coaches	Team 2
2025-2026	Men's National Shield	06/09/2025	19:30	Chelmsford Volleyball Club Chelmsford	---	---	South Hants Volleyball Club South Hants

7. You will be able to see the team sheet details on this page. Before proceeding, ensure that the fixture is correct.
8. To add your team's players, click on 'Players'.



The image shows the 'Team Sheet' page for the match between Chelmsford Volleyball Club and South Hants Volleyball Club. The page displays the match details: 'Men's | National Shield', '06/09/2025 19:30', and 'FR.MGS'. Below this, the venue is listed as 'Boswell School'. The 'Roster' section shows the 'South Hants Volleyball Club South Hants Adult Open' team. At the bottom, there are buttons for 'Game Officials' and 'Game Contacts'. The 'Players' button is circled in red.

9. If you have already completed a Team Sheet in 25-26 for this team you can click 'Copy Existing Teamsheet'.

Team Sheet

Teamsheet South Hants Volleyball Club South Hants Details

Players 1/26

Copy Existing Teamsheet

Pos.	Jersey Number	First Name	Last Name	
1	--	--	--	-- >
2	--	--	--	-- >
3	--	--	--	-- >
4	--	--	--	-- >
5	--	--	--	-- >
6	--	--	--	-- >
7	--	--	--	-- >
8	--	--	--	-- >
9	--	--	--	-- >
10	--	--	--	-- >
11	--	--	--	-- >
12	--	--	--	-- >
13	--	--	--	-- >

10. Identify the player you want to add to the team.
11. Click on The player has now been added to the team. You can add multiple players one after the other on the same window.
12. Add the players shirt number, place the players in numerical shirt numbers
13. Click the symbol and add the players position from the drop-down box

Team Sheet

Teamsheet South Hants Volleyball Club South Hants Details

Players 1/3

Pos.	Jersey Number	First Name	Last Name	
1	1	Barry	100 >	-- >
2	3	Benoit	Royer >	-- >
3	7	Chris	White >	-- >
4	--	--	--	-- >
5	--	--	--	-- >
6	--	--	--	-- >
7	--	--	--	-- >
8	--	--	--	-- >
9	--	--	--	-- >
10	--	--	--	-- >
11	--	--	--	-- >
12	--	--	--	-- >

14. Click the Save button at the bottom left of the screen to save the Team Sheet.
15. Complete stages 7-14 to ADD your Coaches/Bench Personnel to your Team Sheet.

Teamsheet South Hants Volleyball Club South Hants Details


Roster Coaches

Add Copy Existing Teamsheet

First Name	Last Name	Mobile

Game Players Coaches

Save Undo All Changes

16. To remove a player from the team, click on  next to the player's name.

Team Sheet

Teamsheet South Hants Volleyball Club South Hants Details Save Draft

Players 10

No.	jersey Number	First Name	Last Name	
1	1	Harry	Kirsh 	 
2	3	Samuel	Payne 	 
3	7	Chris	Utton 	 
4	--	--	--	 
5	--	--	--	 
6	--	--	--	 
7	--	--	--	 
8	--	--	--	 
9	--	--	--	 
10	--	--	--	 
11	--	--	--	 
12	--	--	--	 

17. When you have completed your sheet you can view, print or export your Team Sheet.

Team Sheets

Back

Options

Search/filter options

Players	Coaches	Team 2	Players	Coaches
--	--	South Hants Volleyball Club South Hants	--	--

