Step by Step Guide

first-time admin log in

- 1. Login to your club admin profile here.
- Enter your username and password. (In case you haven't received your username and password please email to us on <u>volleyzone@volleyballengland.org</u> with your club name, your full name and committee role.)



- 3. After you enter the username and password, it will ask you to verify your email address.
- Enter your email address that you want to connect with your admin account. You will receive all your future communication on this email.
- 5. This will trigger a verification code email to the email address you have entered in the last step.
- 6. It could take several minutes before you get the verification code. Please check your junk or spam folder.

	E-mail Verification
Please pr	ovide e-mail address where we will send a 6 digit code.
E-Mail	
E-Mail	Retyped
Above e	-mail address can also be used to login to your account. This is one off step.
	Step 2

- 7. Enter the Verification code in the window.
- 8. Click on 'Verify Code'



- 9. Once your code is verified, you will be asked to enter the club profile details.
- 10. Update the club profile details and click on Save.

pdate Club Details		
	Options	
	至 Profiles 🛛 🖪 Venues 🔷 Registration Config 📄 Attachments	
	Primary Admin Contact is required to proceed further.	
	Primary Admin Contact	
	First Name	
	Family Name	
	Organisation email	
	Verify Email	
	Phone No 07749780283	

- 11. You will now land on the club home screen which looks like this:
- 12. Your club admin account profile is now set up.

