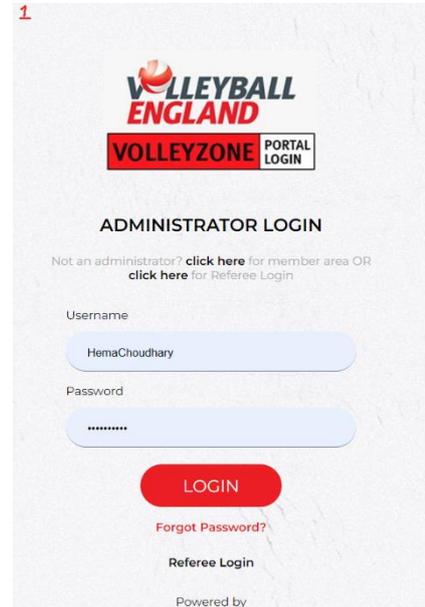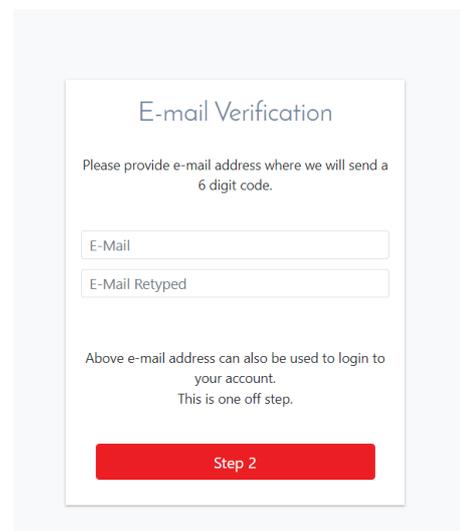# Step by Step Guide

first-time admin log in

1. Login to your club admin profile [here.](#)
2. *Enter your username and password.*
   (In case you haven't received your username and password please email to us on volleyzone@volleyballengland.org with your club name, your full name and committee role.)
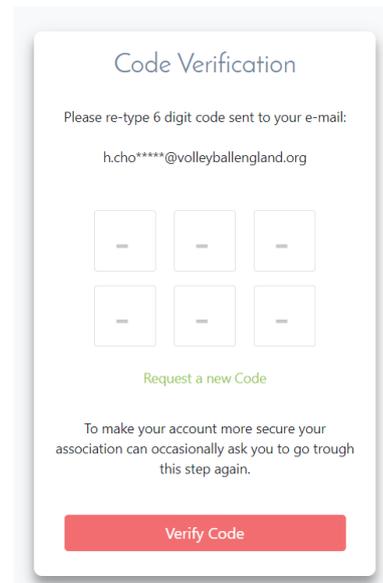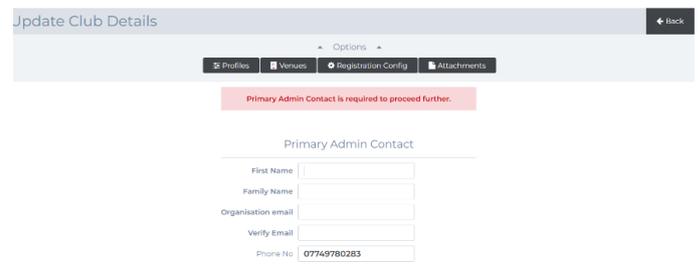

3. After you enter the username and password, it will ask you to verify your email address.
4. Enter your email address that you want to connect with your admin account. You will receive all your future communication on this email.
5. This will trigger a verification code email to the email address you 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.

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.

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