

How to guide

**Access the Club's VolleyZone Account
and
Give Access to Other Committee Members**

This guide will cover:

- 1. Accessing your club's VolleyZone account**
- 2. Giving club admin access to other committee members**

1. Accessing Your Club's VolleyZone Account

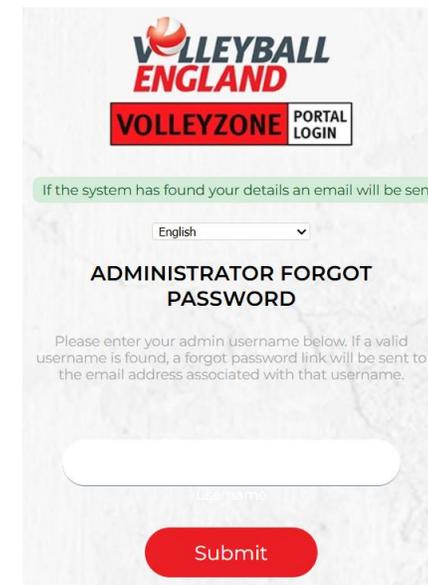
If you remember your username and password:

- Head to the VolleyZone Admin portal by [clicking here](#).
- Enter your club admin username (this is not your email address) and password.
- Click 'Login'.



If you do not remember your password:

- Head to the VolleyZone Admin portal by [clicking here](#).
- Enter your club admin username (this is not your email address).
- Click 'Forgot Password'.
- Enter the email address associated with your club admin access.
- Follow the reset instructions sent to your email to create a new password.



If you do not remember your username and password:

- If any of your committee members already has access to the club's VolleyZone account, you can ask them to give you access by following the instructions in the next section.
- Alternatively, you can email us at volleyzone@volleyballengland.org with the following details to set up a new username and password:
 - Club name
 - Your role at the club
 - The email address you'd like to use for club admin access

2. Giving Club Admin Access to Other Committee Members

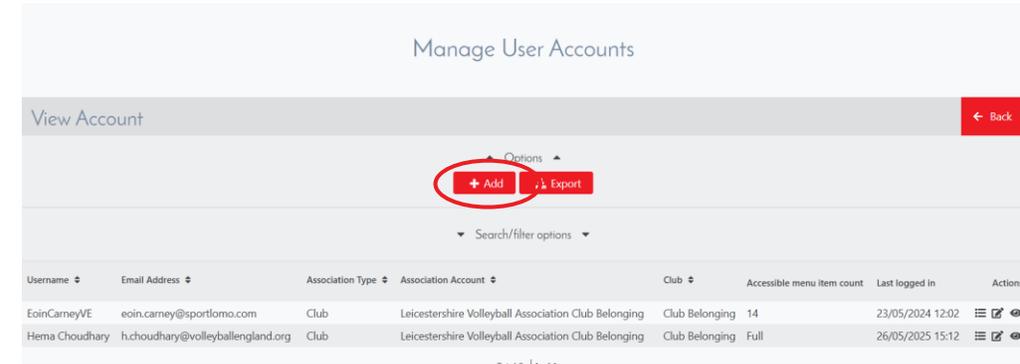
- Log into your VolleyZone account by [clicking here](#).
- On the club homepage, click on 'Manage User Account' under Settings.

The screenshot displays the 'CLUB BELONGING' dashboard with the following sections:

- Fixtures**
 - Fixtures
- Team/Game Admin**
 - Team Sheets
 - Team Rosters
- Club Details**
 - Club Profile
 - Club Venues
 - Committee Roles
 - Club Documents
 - Club Documents Overview
- Communications**
 - Notifications
 - Notifications History
- Membership**
 - View Members
 - Payments Received
 - Register Members
 - Group Registration
 - Approve Members
 - Approve Attachments
 - Member Accounts
- Membership Setup**
 - Payment Methods
 - Email Notifications
 - Member Approval Settings
 - Membership Types
 - Begin setting
- Accreditation**
 - Member Qualifications
- Events/Affiliations**
 - Event Orders
 - Events/Affiliations Purchased
 - Attended
 - Purchase Events/Affiliations
- Settings** (circled in red)
 - Manage User Accounts
 - Registration Setup

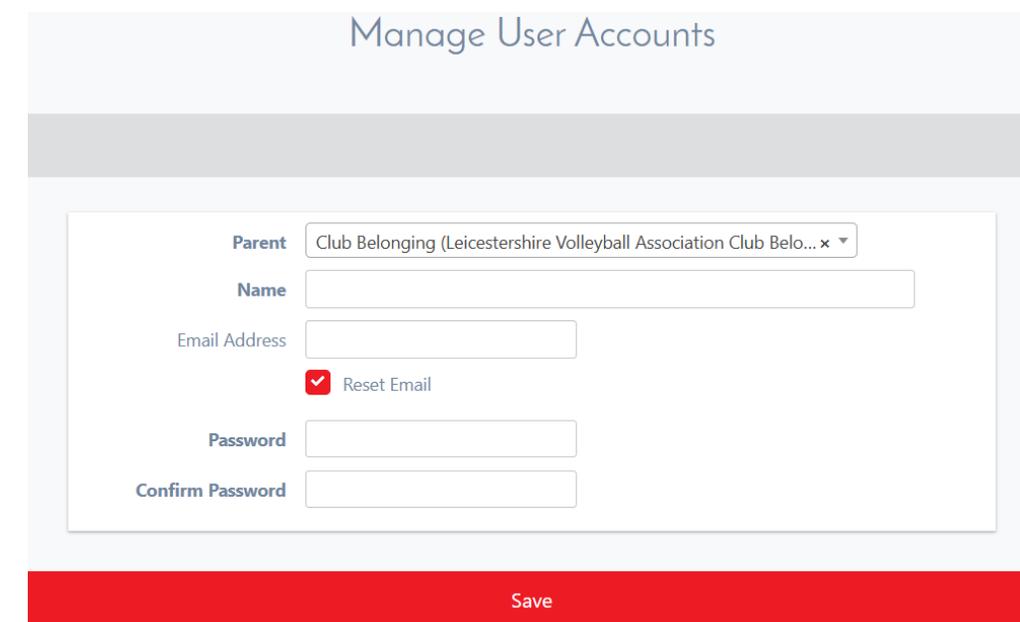
2. Providing Club Admin Access to your committee member

- On the Manage User Accounts page, click 'Add'.
- Enter the Username under 'Name'. This is what the member will use to log in.
- Enter the email address the member wants to use for club admin access. Any future password reset requests will go to this email.
- Tick the 'Reset Email' box. This allows them to reset their password later if needed.
- Create a password for them.
- Click 'Save' and share the login details with the committee member.



The screenshot shows the 'Manage User Accounts' page. At the top, there is a 'View Account' header with a 'Back' button. Below this, there is an 'Options' menu with a red circle around the '+ Add' button. A search/filter options dropdown is visible below the options menu. A table lists existing user accounts with columns for Username, Email Address, Association Type, Association Account, Club, Accessible menu item count, Last logged in, and Actions.

Username	Email Address	Association Type	Association Account	Club	Accessible menu item count	Last logged in	Actions
EoinCarneyVE	eoin.carney@sportlomo.com	Club	Leicestershire Volleyball Association Club Belonging	Club Belonging	14	23/05/2024 12:02	⋮
Hema Choudhary	h.choudhary@volleyballengland.org	Club	Leicestershire Volleyball Association Club Belonging	Club Belonging	Full	26/05/2025 15:12	⋮



The screenshot shows the 'Manage User Accounts' page with the 'Add' form. The form includes a 'Parent' dropdown menu, a 'Name' text input, an 'Email Address' text input, a 'Reset Email' checkbox (checked), a 'Password' text input, and a 'Confirm Password' text input. A red 'Save' button is at the bottom.

Parent: Club Belonging (Leicestershire Volleyball Association Club Belo... x

Name:

Email Address:

Reset Email

Password:

Confirm Password:

Save