

Step by Step Guide for booking onto courses

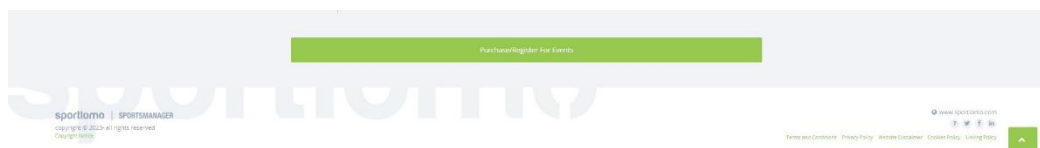
To book a space on a Volleyball England Assistant Coach Award Course or Grade 4 Referee Course, the system requires individuals to have an active membership for the current season attached to their account at club level*. The system will recognise all membership types apart from coach/referee categories (as these are for members with qualifications). Please see the specific step-by-step guides below for support on how to book your space.

A list of current courses available for bookings can be found [HERE](#).

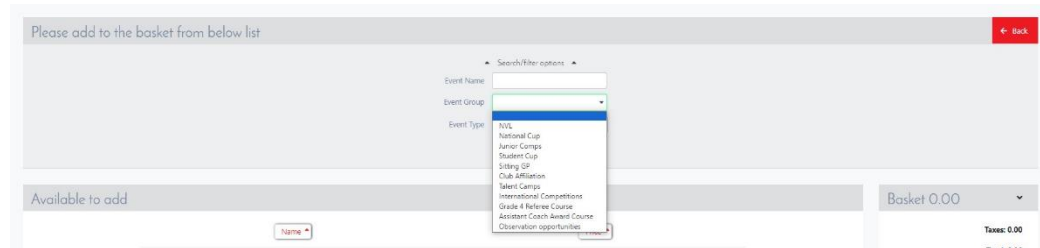
*Memberships cannot be purchased at Volleyball England level.

1.0 Booking onto a course if you already have an active membership with a club in the current season.

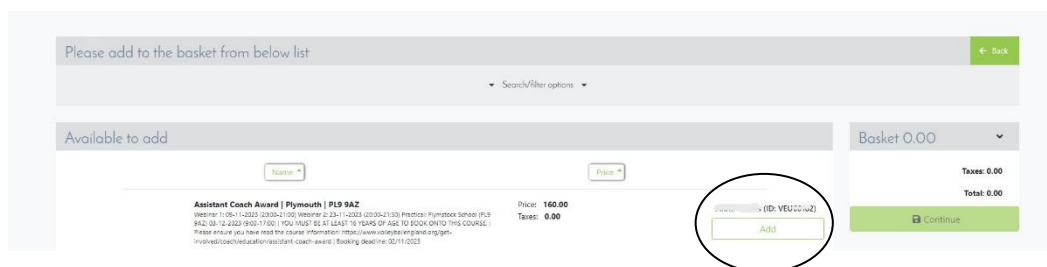
- 1.1 Go to the Volleyball England VolleyZone event registration portal [HERE](#).
- 1.2 If there is a course listed that you would like to book onto, scroll to the bottom of the page and click the green 'purchase/register for events' button.



- 1.3 Log into your VolleyZone account using the credentials for your individual member account.
- 1.4 Expand the 'search/filter options' and filter by selecting the appropriate event group from the dropdown.



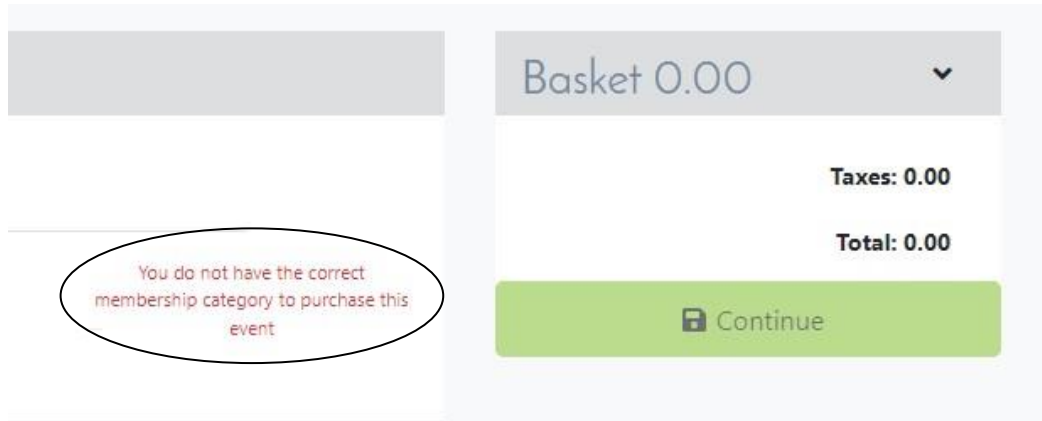
- 1.5 Locate the course that you would like to book onto and click the 'add' button. If you are booking on, on behalf of a child account that is linked to your account, you will see the option to add either yourself or your child, providing that they have an active membership on their account.



- 1.5.1 If the course is fully booked, you will see the option to add yourself to the waiting list. If any spaces become available, they will be offered to the waiting list in order of the list.



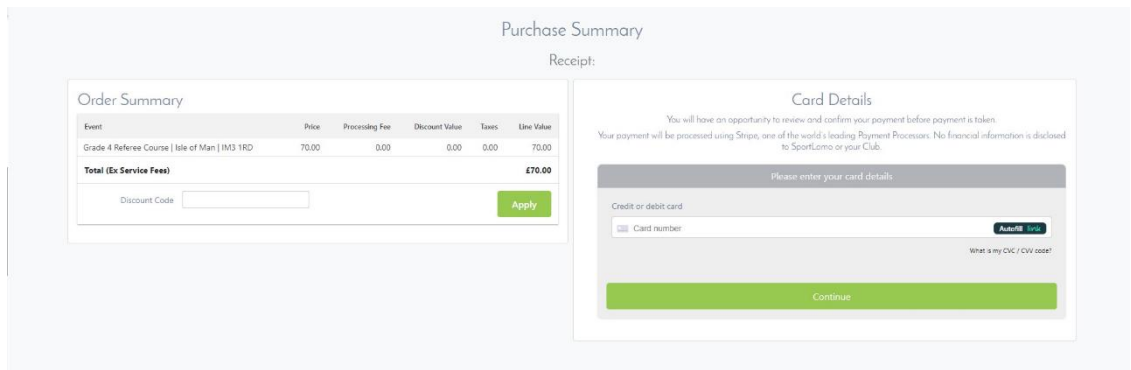
- 1.5.2 If you don't have the option to add the course and receive the message pictured below, please follow the [step-by-step guide here](#).



- 1.6 Once you have added the event to your basket, you will see it sitting in your basket. Click continue to proceed to checkout.



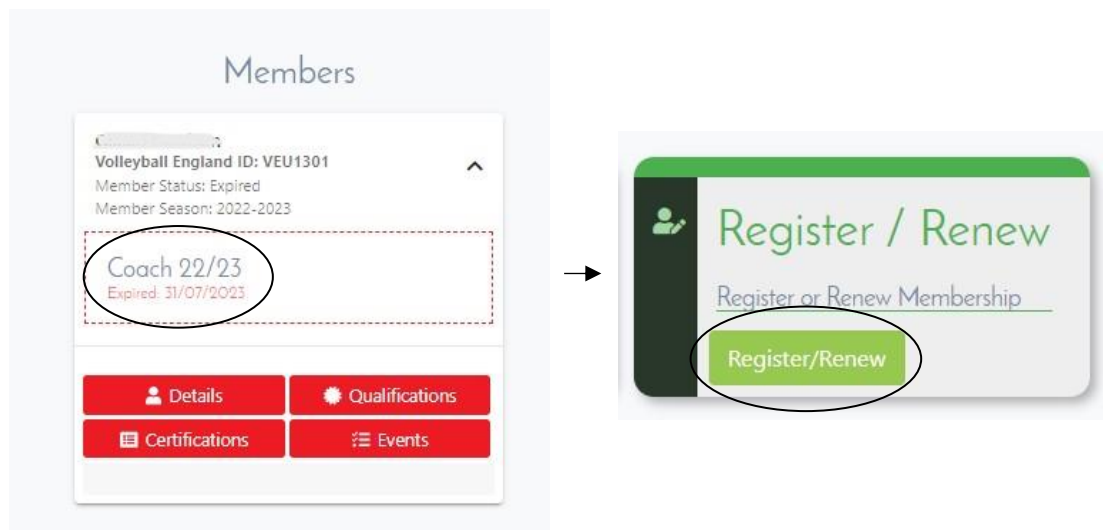
- 1.7 Complete your contact information and click save.
- 1.8 Enter your card details to checkout.
- 1.8.1 If you have been given a discount code, input this to the box on the left-hand side and click apply. If this discount code is for 100% discount, please do not input your card details.



1.9 Once complete, you will receive an email from SportLomo confirming your purchase. Please look out for the course welcome email which will be sent around one week before the course start date.

2.0 Booking onto a course if you don't have an active membership with a club in the current season.

2.1 If your membership for the previous season is showing as expired, click register/renew on your club landing page to renew your membership for the current season.



2.2 Once you have re-registered for the current season, you will be able to book onto your chosen course when viewing your account at Volleyball England level by following the steps [HERE](#).

3.0 Booking onto a course if you are new to VolleyZone.

- 3.1 First you will need to create a VolleyZone account. You can either obtain a registration link from your club or follow the steps below to create an account.
 - 3.1.1 Go to <https://reg.volleyzone.co.uk/>. Don't worry if you aren't part of a club, there is a Volleyball England club that you can join!
 - 3.1.2 Select your region (if you are not part of a club, you can select East Midlands Volleyball Association).
 - 3.1.3 Select your county (if you are not part of a club, you can select Leicestershire Volleyball Association).
 - 3.1.4 Scroll down and select your club from the list (if you are not part of a club, you can select the Volleyball England club).
 - 3.1.5 Select the membership you would like to register as. For the purpose of booking onto the course, we recommend the club volunteer membership which is free. Please do not select the coach or referee memberships, these are for qualified coaches and referees only. If purchased, we will not be able to refund the additional fees.
 - 3.1.6 Click register now.
 - 3.1.7 Click the sign-up section and input your details.
 - 3.1.8 You will need to complete a registration form and proceed through checkout to complete your registration.
- 3.2 Once complete you will see the membership showing as active on your account. You can now book onto your chosen course. To do so, please see the step-by-step guide [HERE](#).