

## **Step by Step Guide**

### **For booking onto Volleyball England 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 or referee categories (as these are for members who are already qualified).

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](#).

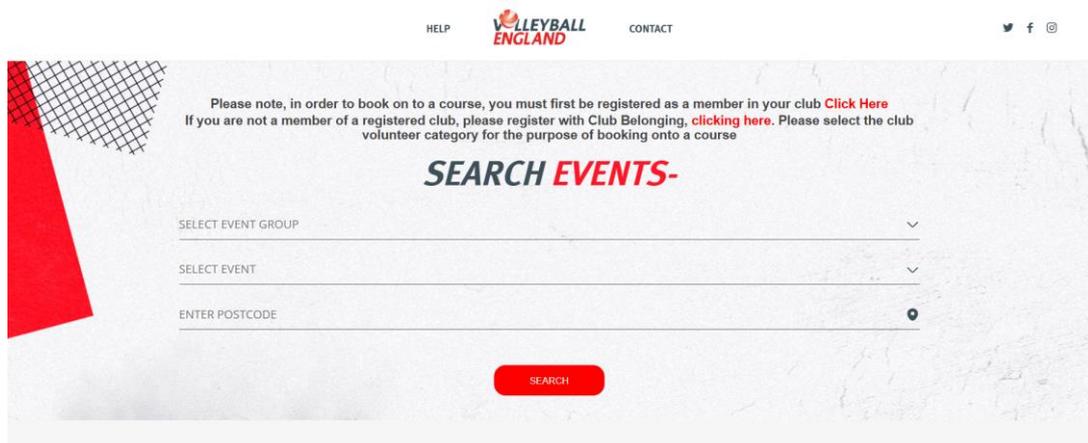
\*Memberships cannot be purchased at Volleyball England level.

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

You can confirm that your account is active in the current season by checking your registration card within your account. The member status should show as active, with the member season showing as the current season (example below). You will find the membership by viewing your account at club level.



- 1.1. To view the courses that are currently available for bookings, head on to the course portal [HERE](#).
- 1.2. Select the course that you are looking for from the 'select event group' drop down and click 'search'.



- 1.2.1. If the event group that you are looking for is not listed, this means that no courses are currently organised. Please check back at a later date.
- 1.3. If you see a course that you would like to attend, check that you are available for the mandatory course date(s) and ensure that you take time to read the course description.
- 1.4. To book onto the course, click 'register'.
- 1.5. This will take you to log in to your existing individual member VolleyZone account where you can book on.
- 1.6. As there are prerequisites associated with booking onto the courses, the system will need to check that your account meets these. To do so, after logging in, please select the specific course that you would like to attend and click 'add'.
- 1.6.1.1. If you are booking through an account with child account connected, you will see the option to either book under yourself or your child (providing that both accounts have an active membership).

- 1.6.2. If the course is fully booked, you will see the option to add yourself to the wait list. If any spaces become available, they will be offered to this list, in order that it was joined.
- 1.6.3. If you don't have the option to add the course and see the message pictured below, your account is not active, and you can resolve this by checking [section 2](#) and [3](#) within this guide.

You do not have the  
correct membership  
category to purchase this  
event

- 1.7. Once you have clicked 'add', you will see the course move to your basket. Please click continue to proceed to checkout.
- 1.8. Once you have completed the contact information and agreed to the course terms and conditions, please click save.
- 1.9. You will then be taken to checkout where you can input your card details to make payment and confirm your space on the course.
- 1.9.1. If you have been given a discount code for the course, please input this into the corresponding box on the left and side and click apply. If this code is for 100% discount, **please do not enter any card details.**
- 1.10. Once you have booked onto the course, a welcome email will be sent on the day of the booking deadline. You will also receive email confirmation of your booking from SportLomo.

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

- 2.1. Head on to the registration area [HERE](#). (Don't worry if you aren't currently part of a club, there is a generic club that you can join!).
- 2.2. Select your region. (If you aren't part of a club, please select East Midlands Volleyball Association).
- 2.3. Select your county. (If you aren't part of a club, please select Leicestershire Volleyball Association).
- 2.4. Scroll down and select your club from the list. (If you aren't part of a club, please select **Club Belonging**).
- 2.5. Select the membership category that you would like to register into. For the purpose of booking onto a course, we recommend the **club volunteer** membership which is free.
  - 2.5.1. Please do not select a coach or referee category. These are for qualified coaches and referees only. If purchased without a qualification, Volleyball England will not be able to provide a refund.
- 2.6. Click 'register now'.
- 2.7. Log into your account using your existing details.
- 2.8. Complete the registration form and checkout to complete the registration.
- 2.9. Once you have added a membership to your account making it active for the current season, you can book onto your chosen course. Please follow the steps in [section 1](#) for support with doing so.

### 3. Booking onto a course if you are new to VolleyZone.

If you don't have an existing account on VolleyZone, please see the steps below to create one and register for the purpose of booking onto a course. Alternatively, you can also obtain a registration link directly from your club.

- 3.1. Head on to the registration area [HERE](#). (Don't worry if you aren't currently part of a club, there is a generic club that you can join!).
- 3.2. Select your region. (If you aren't part of a club, please select East Midlands Volleyball Association).
- 3.3. Select your county. (If you aren't part of a club, please select Leicestershire Volleyball Association).
- 3.4. Scroll down and select your club from the list. (If you aren't part of a club, please select **Club Belonging**).
- 3.5. Select the membership category that you would like to register into. For the purpose of booking onto a course, we recommend the **club volunteer** membership which is free.
  - 3.5.1. Please do not select a coach or referee category. These are for qualified coaches and referees only. If purchased without a qualification, Volleyball England will not be able to provide a refund.
- 3.6. Click 'register now'.
- 3.7. Click the sign-up section and input your details to create an account.
- 3.8. Complete the registration form and checkout to complete the registration.
- 3.9. Once you have created an account, please follow the steps in [section 1](#) for support with booking onto your chosen course.

If you have any further questions or require more specific support, please email [volleyzone@volleyballengland.org](mailto:volleyzone@volleyballengland.org) including the details of the course that you are attempting to book onto.