

6th September 2019

Re: Junior Team registration

Dear Junior Team contacts,

We're pleased to say that Junior Team Registration for the Junior competitions is now open.

Entering a junior team

Competition entries are managed through [VolleyZone](#) – the new portal from Volleyball England. Follow the steps outlined below to enter your team – each step has a link to helpful tutorial videos which show you how to complete each step.

1. Activate your personal VolleyZone account.

If you have previously had an account on the Volleyball England website, you will already have an account set-up on VolleyZone and will just need to [Activate your account](#). If you're a new user, you will need to [create an account](#).

Once you have an account and have [updated your details](#), you will be able to use VolleyZone for yourself and your club.

2. Ensure you are an administrator for your team

All clubs, teams and roles that were on the former Volleyball England system have been created on VolleyZone. The portal works in a way that each team **MUST** be assigned to a club. You can click on 'My clubs' and 'My teams' on the left-hand bar to see which clubs and teams you are a part of. If you hold the right role at your club, you can proceed to the next steps. If you do not hold an administrator role for your team, you will need to ask the current administrator to add you – they can do this by clicking the blue Edit button in the Actions column under My Teams.

If you're not aligned to the correct team, you will need to join the team. Under 'My teams' click 'Join Team' and search for your team to put in a join team request. Once the administrator of that team approves your request, they will be able to add you as an administrator – again by clicking on the edit page under 'My Teams'.

If your junior team does not exist, you will need to [create a team](#). You do not create multiple teams for each age category. Simply create one junior team and assign all junior players to it. Every team created needs to be assigned to a club, if your club has not been created, you will first need to [create a club](#). Members of your club will then be able to set-up a VolleyZone account and request to [join your team](#) and you will be able to assign them roles.

3. Organise your teams for the junior competitions

Once you are an administrator for your junior team, you can enter into junior competitions. If your club is



entering multiple teams (A, B, C) , you will need to create extra teams for each. Players do not need to be assigned to the B or C team however. This is simply used for team entry purposes.

4. Enter your teams

You can now enter your junior teams through the Manage Events tab on the left-hand bar. Click Manage Events and search for the junior competitions you want to enter. There are 6 separate competitions, girls and boys at U15, U16 and U18. Follow the relevant steps and complete payment. There is a helpful video on [Entering Junior competitions](#) which shows you how. You will need to do this for each team if your club has more than one team (A,B,C).

5. Check for your confirmation email

Once you've completed your entries, you will receive two emails: a confirmation email of your entry and a purchase receipt.

If you have any questions about this information, please do not hesitate to contact the Competitions team on competitions@volleyballengland.org or 01509 227722.

Good luck for the new NVL Season!

Best regards,

A handwritten signature in blue ink that reads "Jonathan Moore".

Jonathan Moore
Competitions and Events Coordinator
Volleyball England
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