

How to guide

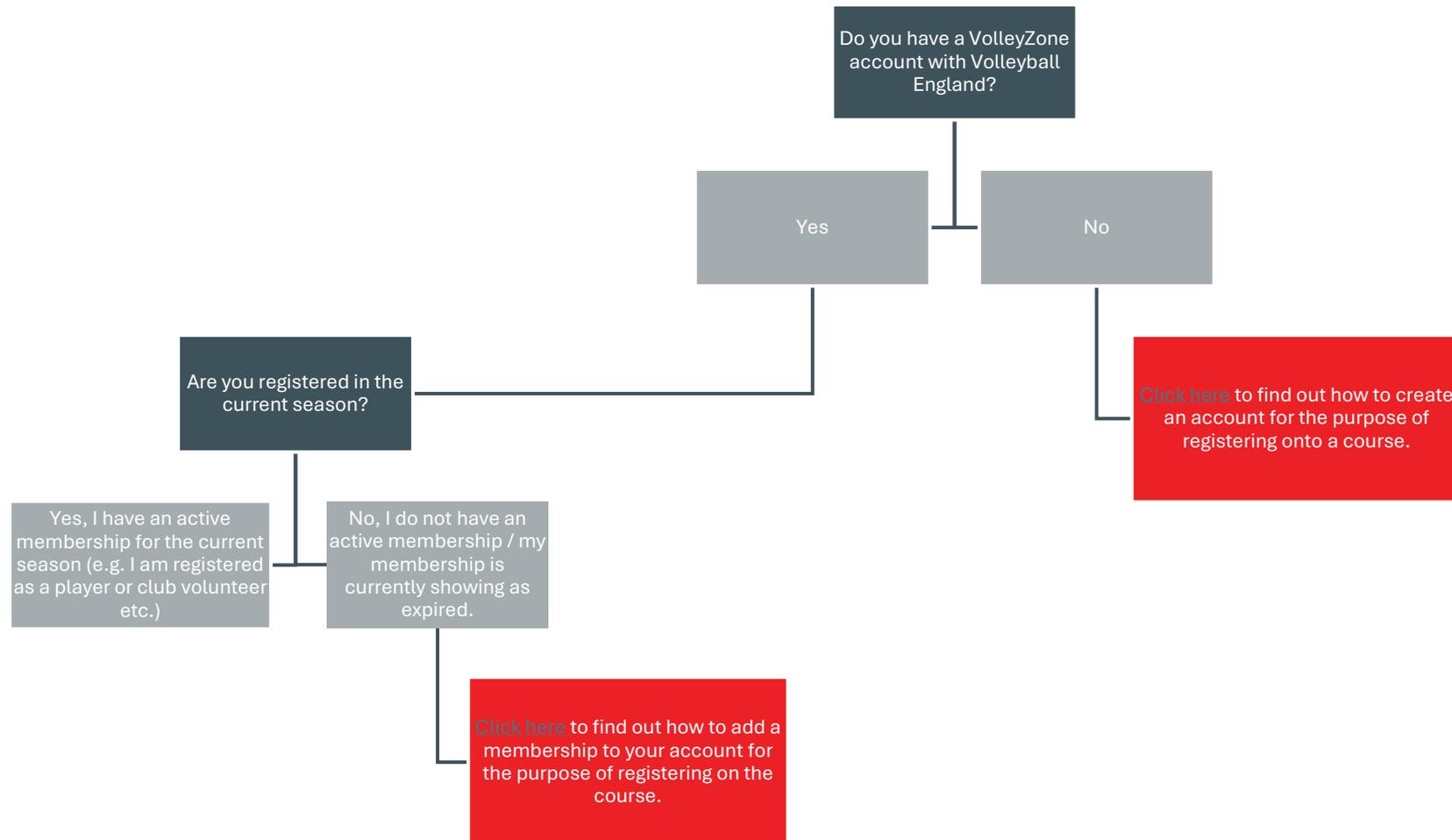
How to book onto a course

This guide will walk you through how to check that you are an active member and subsequently the steps for booking onto a course.

Step 1. Ensure that you are an active member on VolleyZone for the current season.



You will need to have an active membership on your account so that your account shows as active within the system to allow us to certificate you following completion of the course. Follow the chart below to check if you are an active member.



Step 2. Booking onto the course

1. To view the courses that are currently available for booking, head onto the VolleyZone course portal [here](#).
2. Select the type of course you are looking for by filtering through the 'select event group' drop down and click search.
3. Once you have located the course that you would like to book onto, check that you are available to attend the mandatory course date(s) and ensure that you take time to read the course information.
4. To book onto the course, click register.
5. This will take you to log into your VolleyZone account.
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. 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).
 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.
 3. If you don't have the option to add the course to your basket, your account is not active, and you can resolve this by checking step 1 of this guide.
7. Once you have clicked 'add', you will see the course move to your basket. Please click continue to proceed to checkout.
8. Once you have completed the contact information and agreed to the course terms and conditions, please click save.
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.
10. 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**.
11. 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 VolleyZone.