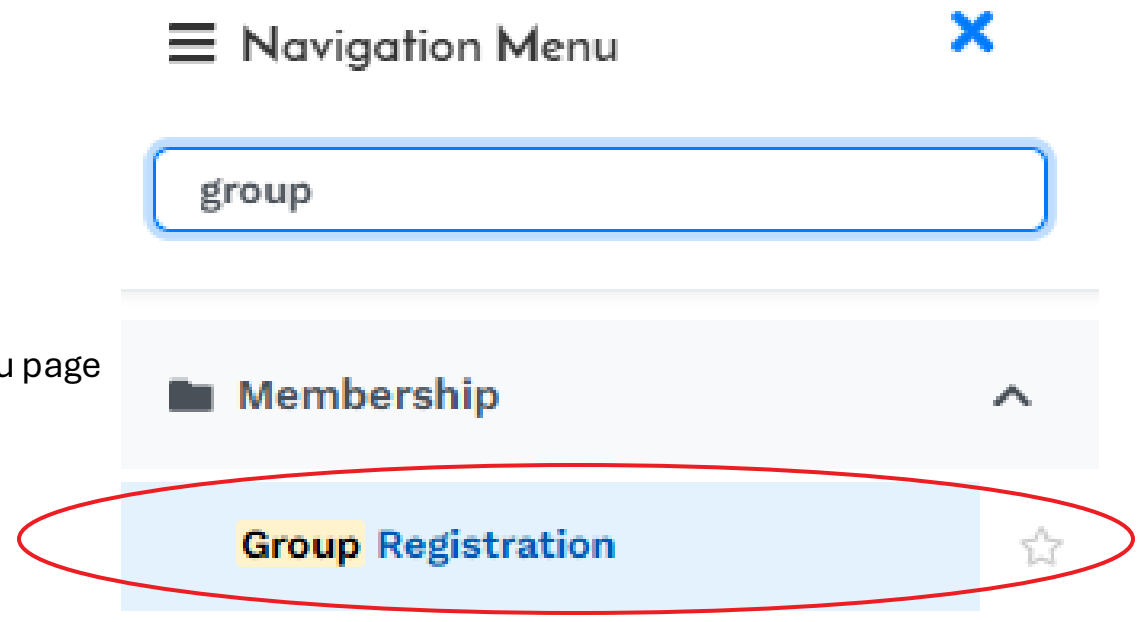


How to guide

Register a group of members

Registering a group of members

- Log into your club's VolleyZone account by [clicking here](#).
- Navigate to 'menu' on the left-hand side of the home page
- Click on or type in 'Group Registration' under 'Membership' from the menu page on the left-hand side of your screen



Registering a group of members

- Fill in your email address

Home > Register Members

Register Members

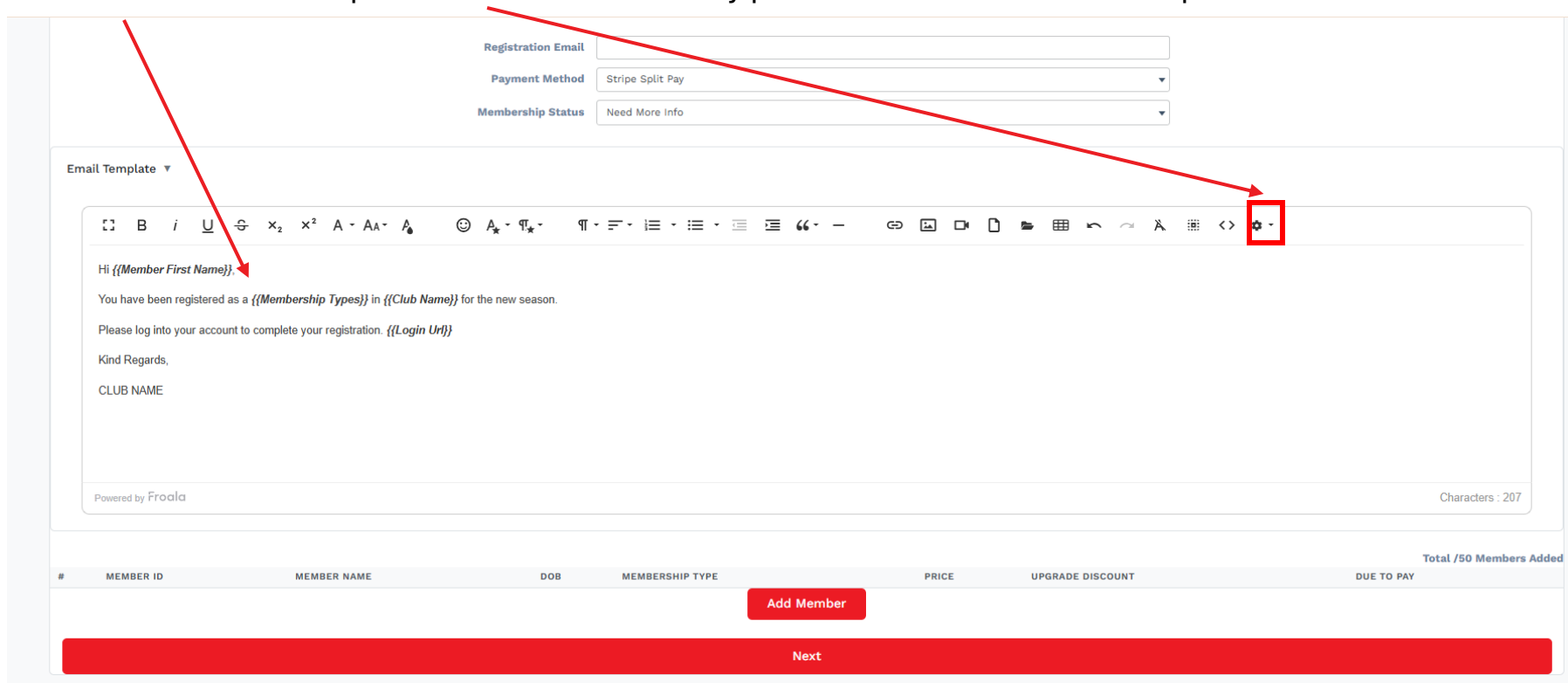
 Registration History

Register Members ▲

Registration Email	
Payment Method	Stripe Split Pay ▼
Membership Status	Need More Info ▼

Registering a group of members

- You can customise an email which will be sent to the member once the group registration is complete.
- Type your email in the box and use the options here to automatically personalise the email for each person.



The screenshot displays a web interface for registering a group of members. At the top, there are three input fields: "Registration Email", "Payment Method" (set to "Stripe Split Pay"), and "Membership Status" (set to "Need More Info"). Below these is an "Email Template" section. A red arrow points from the "Registration Email" field to the "Email Template" section. Another red arrow points from the "Email Template" section to a gear icon in the toolbar, which is highlighted with a red box. The email template content includes placeholders for personalization: "Hi {{Member First Name}}", "You have been registered as a {{Membership Types}} in {{Club Name}} for the new season.", "Please log into your account to complete your registration. {{Login Url}}", "Kind Regards,", and "CLUB NAME". The bottom of the interface features a table with columns: "#", "MEMBER ID", "MEMBER NAME", "DOB", "MEMBERSHIP TYPE", "PRICE", "UPGRADE DISCOUNT", "DUE TO PAY", and "Total /50 Members Added". A red "Add Member" button is located below the table. At the very bottom, a red bar contains the text "Next".

Registration Email

Payment Method: Stripe Split Pay

Membership Status: Need More Info

Email Template

Hi {{Member First Name}}

You have been registered as a {{Membership Types}} in {{Club Name}} for the new season.

Please log into your account to complete your registration. {{Login Url}}

Kind Regards,

CLUB NAME

Powered by Froala

Characters : 207

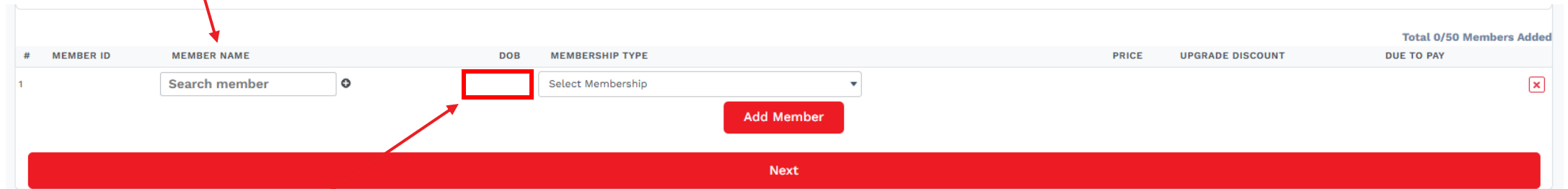
#	MEMBER ID	MEMBER NAME	DOB	MEMBERSHIP TYPE	PRICE	UPGRADE DISCOUNT	DUE TO PAY	Total /50 Members Added
---	-----------	-------------	-----	-----------------	-------	------------------	------------	-------------------------

Add Member

Next

Registering a group of members

- For members who were registered with your club in previous seasons
- Type in the name or VEU number of a member that you would like to re-register for this season



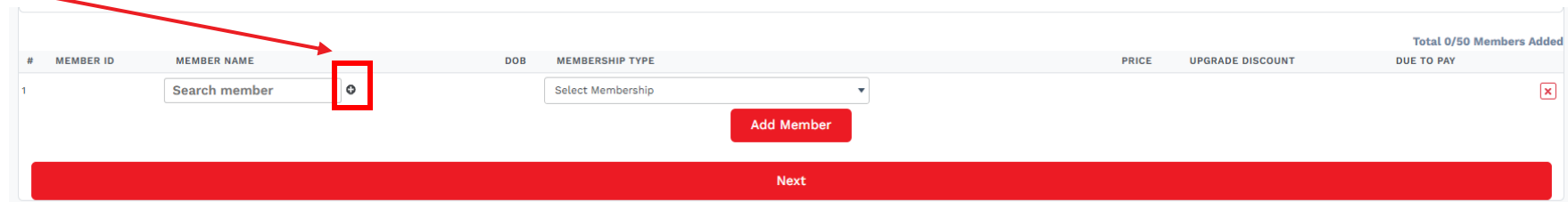
The screenshot shows a registration interface with a table and a red bar at the bottom. A red arrow points from the text 'Type in the name or VEU number...' to a search input field. Another red arrow points from the text 'The date of birth will automatically populate...' to a red-outlined box in the DOB column. A third red arrow points from the 'Add Member' button to the red bar.

#	MEMBER ID	MEMBER NAME	DOB	MEMBERSHIP TYPE	PRICE	UPGRADE DISCOUNT	DUE TO PAY
1		Search member		Select Membership			

- The date of birth will automatically populate once you select a member

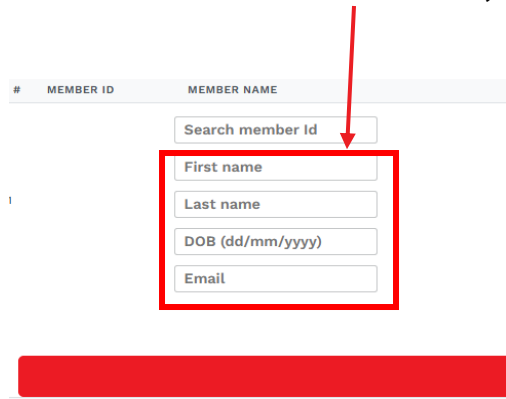
Registering a group of members

- For members who were registered with another club in previous seasons (Part 1)
- Click the grey add button



The screenshot shows a table with the following columns: #, MEMBER ID, MEMBER NAME, DOB, MEMBERSHIP TYPE, PRICE, UPGRADE DISCOUNT, and DUE TO PAY. The table has one row with the number '1' in the first column. Below the table, there is a red button labeled 'Add Member'. A red arrow points to a grey button with a plus sign icon, which is located in the 'MEMBER NAME' column. Below the table, there is a red bar with the text 'Next'.

- Enter the member's first name, last name, date of birth and email address



The screenshot shows a form with the following fields: First name, Last name, DOB (dd/mm/yyyy), and Email. A red arrow points to the 'First name' field. Below the form, there is a red bar.

*For National Volleyball League: if a player has registered to play in the NVL in the last two seasons, they will require a national transfer. More information can be found [here](#) on the NVL website under the Rules and Information section near the bottom of the page.

Registering a group of members

- For members who were registered with another club in previous seasons (Part 2)
- Enter the member's first name, last name, date of birth and email address. Alternatively, enter their member ID if known. The system will then find the member on the database.

#	MEMBER ID	MEMBER NAME
Search member Id		
First name		
Last name		
DOB (dd/mm/yyyy)		
Email		

- If the details are correct, select the member here
- Then, click 'select existing member'

 Possible duplicate found, please review existing member details before proceeding.

EXISTING MEMBER ON FILE

			
Volleyball England ID VET: 			
DATE OF BIRTH	EMAIL		
			
MEMBERSHIP CATEGORY	ASSOCIATION		
			

  selected — their existing account details will be used.

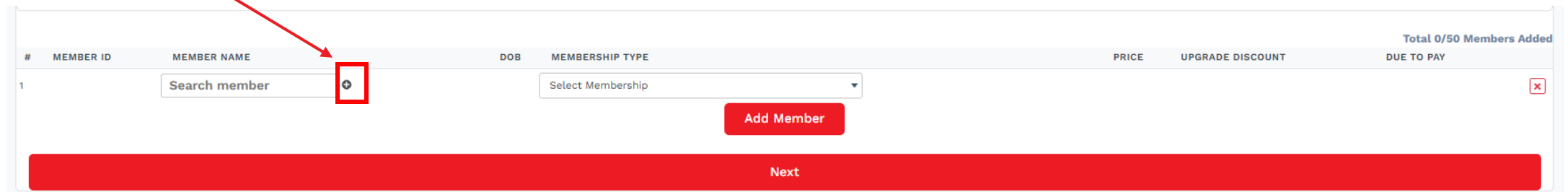


None of these match? Create a new member account instead.

*For National Volleyball League: if a player has registered to play in the NVL in the last two seasons, they will require a national transfer. More information can be found [here](#) on the NVL website under the Rules and Information section near the bottom of the page.

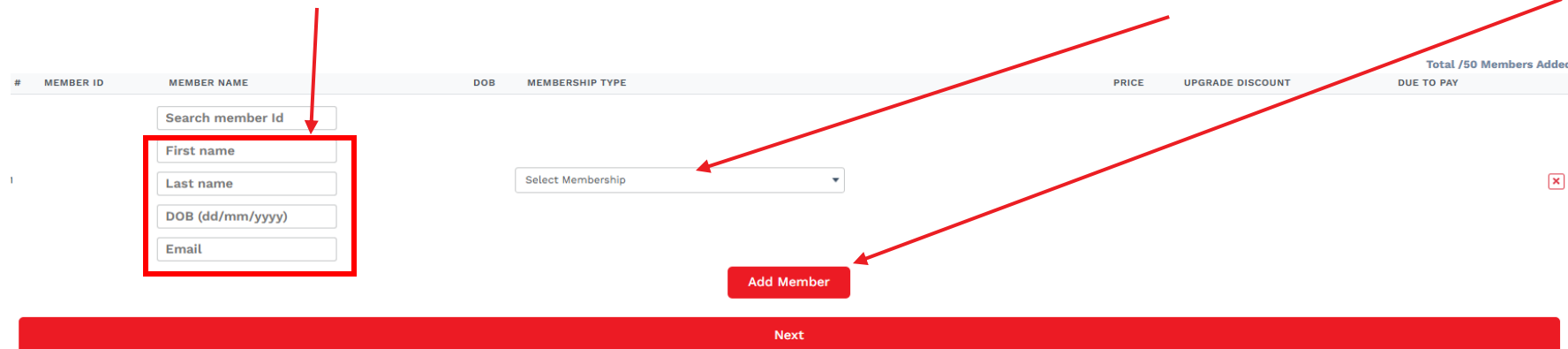
Registering a group of members

- For members who have never registered with Volleyball England
- Click the grey add button



The screenshot shows a table with columns: #, MEMBER ID, MEMBER NAME, DOB, MEMBERSHIP TYPE, PRICE, UPGRADE DISCOUNT, and DUE TO PAY. The first row has a '1' in the # column and a 'Search member' input field in the MEMBER NAME column. A red box highlights a grey '+' button next to the search field. A red arrow points from the text 'Click the grey add button' to this button. Below the table is a red bar with the text 'Next'. To the right of the table is a red button labeled 'Add Member'.

- Enter the member's first name, last name, date of birth and email address. Then, select their membership type and click add member



The screenshot shows the same table as the previous one, but with a red box around the 'Search member Id' input field. Below this box are four input fields: 'First name', 'Last name', 'DOB (dd/mm/yyyy)', and 'Email'. A red arrow points from the text 'Enter the member's first name, last name, date of birth and email address' to the 'First name' field. To the right of these fields is a dropdown menu labeled 'Select Membership'. A red arrow points from the text 'Then, select their membership type' to this dropdown. Below the dropdown is a red button labeled 'Add Member'. A red arrow points from the text 'click add member' to this button. At the bottom is a red bar with the text 'Next'.

Registering a group of members

- Select the membership type for each member from the drop-down menu

The screenshot shows a web interface for registering members. At the top, there is a text editor with a toolbar and a 'Type something' placeholder. Below this is a table with columns: #, MEMBER ID, MEMBER NAME, and DOB. The first row contains redacted information. To the right of the table is a 'Select Membership' dropdown menu, which is open, showing a list of membership options. A red arrow points from the bullet point in the list above to this dropdown menu. Below the table, there is a red bar with a 'Next' button. To the right of the table, there is a section for 'PRICE', 'UPGRADE DISCOUNT', and 'DUE TO PAY'. A red arrow points from the 'Add Member' button to the 'Next' button. The interface also includes a 'Total 0/50 Members Added' indicator and a 'Characters : 0' counter.

#	MEMBER ID	MEMBER NAME	DOB	PRICE	UPGRADE DISCOUNT	DUE TO PAY
1						

Membership Options:

- Club Volunteer
- Team Official
- Dual Package - Coach & Referee (U18)
- Dual Package - Coach & Referee (60+)
- Dual Package - Coach & Referee
- Referee (U18)
- Referee (60+)
- Referee
- Coach (U18)
- Coach (60+)
- Coach
- Junior Player - Junior Competitions
- Player - National Cup and Shield
- Junior Player - NVL (Federation of Origin - England)
- Junior Player - NVL (Federation of Origin - NOT England)
- Adult Player - NVL (Federation of Origin - NOT England)
- Adult Player - NVL (Federation of Origin - England)

Buttons: Add Member, Next

- Click 'add member' and the price will automatically populate
- Repeat for all members who you wish to register

Registering a group of members

- Once you have registered (we recommend registering no more than 15 members at one time to prevent the system from timing out), please follow the on-screen steps to make payment
- The next page will show a breakdown of the members you have registered, with a 'need more info' status showing. This means the system has sent each member an email with the steps required to complete their registration

The screenshot shows a web interface with a red navigation bar at the top containing links for HOME, HELP, MY ACCOUNT, and a LOGOUT button. The main heading is 'Payment Success', followed by the message 'Your registration has been successful, please see details of this below.' Below this is a section titled 'Membership Payments Received' with a table containing three columns: Email Address, Registration Date, and Total Fee charged. The data rows in this table are redacted with black boxes. Below the payments section is a section titled 'Memberships' with a table containing four columns: Membership ID, Name, Membership Type, and Status. The data rows for Membership ID and Name are redacted with black boxes. The Membership Type column lists 'Adult Player - NVL (Federation of Origin - England)' for three rows and 'Coach' for one row. The Status column for all four rows shows 'Need More Info'. A red arrow points from the text 'need more info' in the second bullet point to the 'Status' column of the Memberships table.

Membership ID	Name	Membership Type	Status
		Adult Player - NVL (Federation of Origin - England)	Need More Info
		Adult Player - NVL (Federation of Origin - England)	Need More Info
		Adult Player - NVL (Federation of Origin - England)	Need More Info
		Coach	Need More Info