

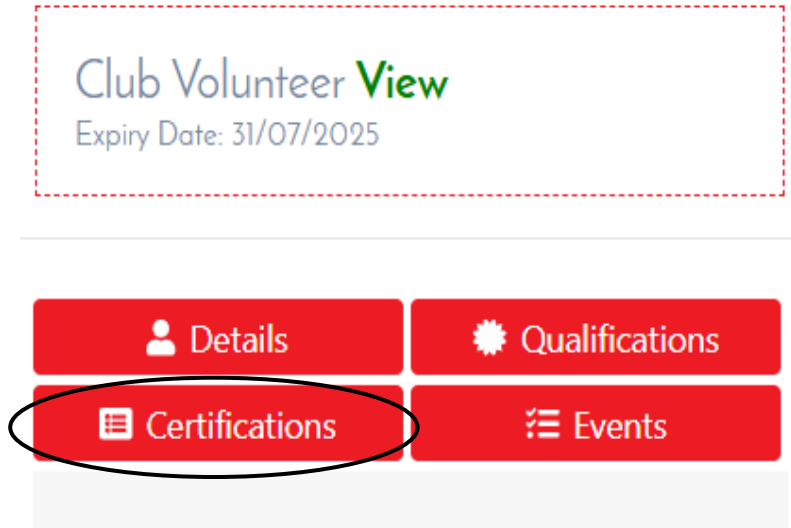
How to guide

How to upload a certification to your VolleyZone account

This guide will walk you through how to upload a certification to your VolleyZone account. Certifications include Safeguarding, Time to Listen and First Aid training. You can also use the certifications area to upload details of your DBS check.

How to upload a certification to your VolleyZone account

- To log into your VolleyZone account, [click here](#).
- Under your membership card for the current season, please select the 'certifications' button.
- Click 'upload credential' under the options section.
- Under type, select the type of certification that you are uploading.
- Add the start date as the date that you completed the training. This will automatically populate the expiry date. Your certificate will expire three years from the start/issue date.
 - For a DBS checks please upload a copy of your check as an attachment and enter your certificate number as the provider identifier.
 - For Safeguarding, Time to Listen or First Aid training please upload a copy of your certificate as an attachment. Please note the provider of the course. You do not need to provide a provider identifier.
- Click save.



Important Information



Certifications will sit as awaiting approval. It is your responsibility to enter accurate information. Volleyball England will complete random spot checks where necessary.



You will receive a renewal reminder email from VolleyZone when you are near to the training expiry date.



If you receive an error message when uploading your certificate, please check that the file name is not too long and does not include any special characters.