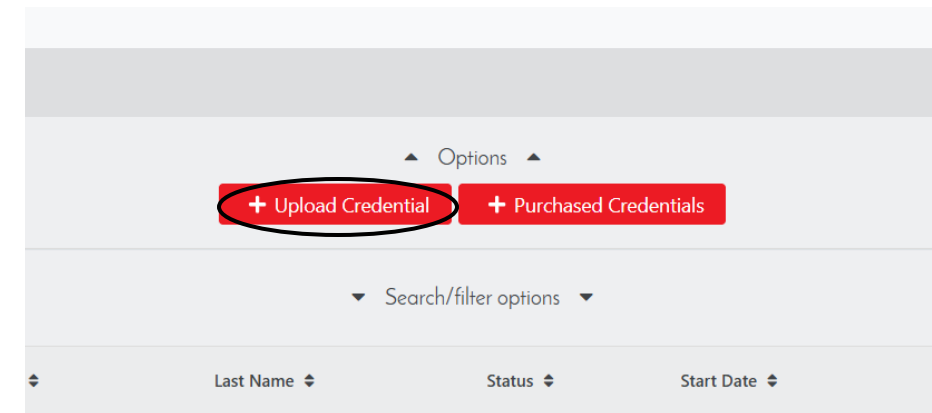
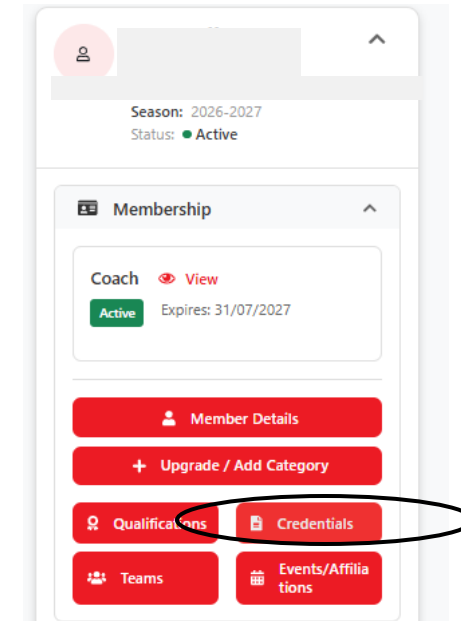


How to guide

Upload Certifications on Your VolleyZone Account

Uploading Certifications on Your VolleyZone Account

- Log in to your individual account by clicking [here](#).
- On the homepage, click 'Certifications' under your membership card.
- On the next page, click '+Upload Credential'.



- Under Type, select either ‘Safeguarding or First Aid’
 - If you are uploading a record of your DBS, please select safeguarding as the type.
 - If you are uploading a record of your safeguarding training, please select safeguarding as the type.
 - If you are uploading a record of your first aid training, please select first aid.

Details

Type

Select Credential Type ▼

Credential Name

Select Credential ▼

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

- Add in the start date as listed on the certificate, this will automatically populate the expiry date. Remember, all 3 certificates will expire 3 years from the start or issue date.
- In the additional information, please add your certificate number:
 - For a DBS please, **do not** upload a copy of your DBS certificate to VolleyZone. This is a confidential document.
 - Please upload a copy of your safeguarding training, or first aid certificate.
- Finally, click Save.

Details

Type	Select Credential Type ▾
Credential Name	Select Credential ▾
Provider	
Provider Identifier	
Start Date	
Expiry Date	
Additional Info	

Save



Please note that the certification will sit as awaiting approval. It is your responsibility to enter accurate information. Volleyball England will complete random spot checks where necessary. When you are near to the expiry date, the system is set up to send you a renewal reminder to complete this.