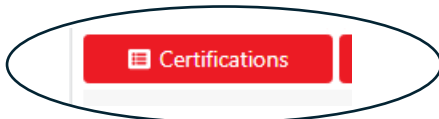# Step by Step Guide

How to upload a credential on your VolleyZone account

1.   Log into your member account

2.   Under your registration card for the season, you will have 4 red boxes

3.   Select 'Certifications'

4.   Click 'Upload Credential' under the options section

5.   Under Type, select either 'Safeguarding or First Aid'

   a.   If you are uploading a record of your DBS, please select safeguarding as the type.

   b.   If you are uploading a record of your safeguarding training, please select safeguarding as the type.

   c.   If you are uploading a record of your first aid training, please select first aid.

7.   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.

8.   In the additional information, please add your certificate number:

   a. for a DBS please DO NOT upload a copy of your DBS certificate to VolleyZone. This is a confidential document.

   b. Please upload a copy of your safeguarding training, or first aid certificate.

9.   Click Save. * The certification will sit as awaiting approval. It is your responsibility to enter accurate information. Volleyball England will complete random spot checks where necessary.

The system is set up to when you are near to the expiry date send you a renewal reminder to complete this.