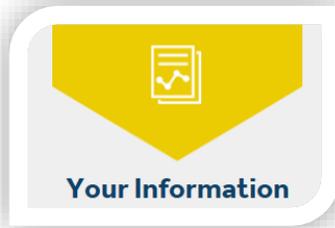




# Club Matters Registration Process

**Step 1:** Visit [www.sportenglandclubmatters.com](http://www.sportenglandclubmatters.com) and click 'Login' on the top right hand corner. On the following page, click 'Create new account'.

**Step 2:** Enter your personal details. Your email address will become your user name and is required to allow us to verify your account. Please read the declaration and either tick or leave the boxes blank depending on your preference, and complete the 'how did you hear about us' question.



**Step 3:** Enter your CSP from the drop down menu. Then start typing the name of your club in the second box. Select your club from the club drop down menu.

A screenshot of the 'Step 1' search interface. It features a purple header with the text '1 If your club is already registered, search here to find it'. Below this, there is a 'County Sport Partnership' dropdown menu with '- Coventry Solihull and Warwickshire Sport' selected. Underneath is a 'Club' search box containing 'at|'. A dropdown list of suggestions is visible, including 'Leamington And District Table Tennis Association', 'Exhall ABC', 'Bablake Old Boys CC', 'Phoenix Swimming Club for Disabled People', and 'Colebridge Table Tennis Club'.

If your club did not appear in the search then you will need to create a new club. We only require your CSP, club name, postcode and main sport, however the more information you can provide, the more complete your club record will be.

A screenshot of the 'Step 2' 'Add a new club' form. It has a blue header with the text '2 Add a new club'. The form contains several fields: 'County Sport Partnership\*' (dropdown), 'Club Name\*' (text input), 'Contact Details' (text input), 'Club Email' (text input), 'Club Secondary Email' (text input), 'Club Address' (text input), 'Town (where club is based)' (text input), 'Your club's official site post code\*' (text input), 'Main sport to which your club is associated?\*' (dropdown), 'Multi-Sport' section with a checkbox 'Please check the box to confirm', and 'No OF Members' (dropdown).



# Club Matters Registration Process

If you are not part of a club you will be able to complete your registration by clicking the box to indicate you are not a club member. Again, if you are involved with a club, we would recommend linking yourself to a club while you register, as this log in option does not give you full access to all the resources.

3 Not a club member

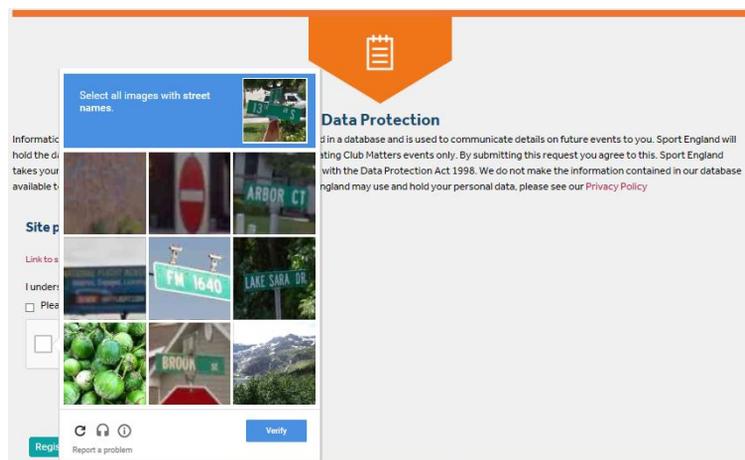
I am not a member of a club

Please check the box to confirm

**Step 4:** Please read our data protection statement and if you understand and agree tick the box.



You will then have to tick the 'I'm not a robot' box. This will open a window that will ask you to select all the images that contain a certain object, such as street signs. When you have completed this task click verify, this box will close and you will be able to then click register my account.



**Step 5:** A verification email will be sent to your address with a link asking you to confirm your account. Once you have done this – your account is ready for you to start using!

Any problems with logging in, please contact [clubmatters@sportengland.org](mailto:clubmatters@sportengland.org).



# Workshop Registration Process



## Signing up to a Workshop

*NOTE: You will need to be logged in to sign up for a workshop.*

**Step 6:** Use the menu bar at the top of any page of the Club Matters website to access the workshop page. Firstly hover your mouse over the 'Find Support' tab, then move your mouse down the list and select the 'Workshops' option.



**Step 7:** Search for potential workshops.

**i)** You can search for Club Experience workshops directly by using the course name search box function. As you can see in the example below, here we've searched for 'experience'.

▼ Search by

Course Name

contains

Experience

**ii)** Alternatively, you can find them by selecting the 'Club People' option from the drop down box.

Club Improvement Area

Club People



# Workshop Registration Process

Workshops will be listed in date order from today's date. Each workshop will show which Club Improvement Area it belongs to, the workshop name, the date & time, an overview of the workshop content and the venue where it will be held.

Scroll down to find the workshop you want to attend.

**Step 8:** Once you have found the workshop you want to attend, click on the 'i' the icon shown here to sign up to the workshop



Club Improvement Area	Workshop	Workshop date and time (click 'i' to register)	Workshop Overview	Venue
Club Finance	Understanding your Club Finances	12 March 2016, 10:30 AM	<p> Understanding your Club Finances</p> <p>It is vital that everyone involved in running your club has a basic understanding of their club's figures and knows enough to ask questions, get answers and make informed decisions using the information provided. It is also in your club's best interests that other members understand them as well.</p>	Queen Mary's College Cliddesden Road, Basingstoke, Hampshire RG21 3HF

**Step 9:** Use the below drop down box to confirm how you would like to be notified of the workshop. The different options are:

- Email notification and iCalendar Appointment
- Email notification only
- No email notification

Club Improvement Area	Workshop	Workshop date and time (click 'i' to register)	Workshop Overview	Venue
Club Finance	Understanding your Club Finances	12 March 2016, 10:30 AM	<p> Understanding your Club Finances</p> <p>It is vital that everyone involved in running your club has a basic understanding of their club's figures and knows enough to ask questions, get answers and make informed decisions using the information provided. It is also in your club's best interests that other members understand them as well.</p>	Queen Mary's College Cliddesden Road, Basingstoke, Hampshire RG21 3HF

Sign-up	Notification Type* 	<p>There are required fields in this form marked *.</p> <p>Email Notification and iCalendar Appointment ▾</p> <p>Email Notification and iCalendar Appointment</p> <p>Email Notification only</p> <p>No Email Notification</p> <p>Sign-up</p>
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# Workshop Registration Process

**Step 10:** Use the icon shown on the left to sign up to the workshop.



Club Improvement Area	Workshop	Workshop date and time (click to register) ^	Workshop Overview	Venue
Club Finance	Understanding your Club Finances	12 March 2016, 10:30 AM	<p>Understanding your Club Finances</p> <p>It is vital that everyone involved in running your club has a basic understanding of their club's figures and knows enough to ask questions, get answers and make informed decisions using the information provided. It is also in your club's best interests that other members understand them as well.</p>	Queen Mary's College Cliddesden Road, Basingstoke, Hampshire RG21 3HF

Sign-up

There are required fields in this form marked \*.

Notification Type\* ?

- Email Notification and iCalendar Appointment
- Email Notification and iCalendar Appointment**
- Email Notification only
- Email Notification

Sign-up

Once you have clicked on this you should see the below message pop up to confirm that your booking has been completed.

Your booking has been completed.

**Sign-up**