How To Edit Your Club Details
STEP 1- Existing Users

- In order to access your profile, you will first come to the screen detailed here, by clicking on the login/ sign up tab on the top right of the page.
- A login portal will then appear asking for an email address and password.
- As a new user:
  1. Enter and email address in the box provided.
  2. Click on the ‘Forgotten Password’ tab.
- This will send a password reset link to the email provided.
- Once reset, you will be able to login and begin Step 2.

The link below will direct you straight to the page provided:

https://www.northamptonshiresport.org/login#login
Step 1 - New Users

- If you are a new user you will be asked to click on the ‘Signup’ tap on the top right of the screen.
- The screen shown will appear and ask for the information detailed:
  1. Your name
  2. An Email Address
  3. Confirm Email Address
  4. A secure Password
- Once this information has been entered, tick the terms and conditions box.
- Make sure all information provided is correct and then click ‘Sign Up’

The link below will direct you to the page shown: https://www.northamptonshiresport.org/login#register
Step 2

• Once logged in, the next screen that will appear is your personal dashboard.
• Here you are able to enter in different information, both personal and professional.
• The dashboard will be the go to page to navigate around sections to find what you are looking for.

• In order to enter different information, the ‘My Profile’ tab will need to be clicked on.
• Here you will see different tabs which will give different areas where information will need to be entered.
• Personal information, qualifications etc. can be entered. If an expiry date is included with the qualifications a prompt of renewal will be sent by email.
Step 3 - Link to existing organisation

- To link to an existing organisation you will need to click on the + sign in the clubs and organisations tab on the screen shown.
- Once clicked on, you will be redirected to the ‘club organisation and membership’ screen shown.
- In the search box an organisation that is currently registered on the website.
- The next step will detail how a new organisation is able to be registered.
- You will be required to enter what your relationship is with the organisation.
- One of the options detailed below will need to be ticked. More than one of these options can be ticked depending on what amount or level of relationship you have with the organisation.
- Once completed the ‘save’ button should be clicked in order for it to be saved on your personal profile.
Step 3- Add New Organisation pt. 1

- Once the ‘add new organisation’ tab has been clicked on, this page will appear.
- The organisation type should be entered from the drop down list.
- Either Yes or No should be checked as to whether you are happy for the organisation profile to appear on external websites.
- The name of the organisation needs to be entered as well as what it may be also known as, however this is not a required field.
- A short summary about the organisation, what it does etc. should be entered in the box provided. This is limited to 50 words.
Step 3 - Add New Organisation pt. 2

- An organisation logo is able to be uploaded to the page, by clicking on the browse tab under the ‘logo’ heading.
- Location of the organisation is next to be entered, in particular the venue.
- The address of the organisation will need to be included. The ‘Check Spelling’ function can be used to make sure that the information that is included is correct.
- If the location or venue is recognised to be used for holding courses events or activities, then please check yes. If this is not the case then please check no.
Step 3 - Add New Organisation pt. 3

- In this section all of the contact information about the organisation will need to be input.
- Here you able to put in a number of different ways to get into contact with the organisation.
- Telephone numbers, public email addresses links to the organisation website are good pieces of information to include.
- All links to the organisations social media can be included here, as well as at a later date if they are yet to be created.
Step 3 - Add New Organisation pt. 4

- This section regards information about what the organisation does.
- Each of the grey tabs are drop down boxes with large amounts of information that will need to be checked.

1. Sport - What sport/sports does the organisation run. They will need to be ticked.
2. Physical Activities - Rather than a sport what physical activity does the organisation operate. They will need to be ticked.
3. Wellbeing - Relates to what form of wellbeing the organisation offer. They will need to be ticked.

- What ages, gender and disability is able to be accepted. These can be individually selected or if the organisation accepts them all then that can be ticked.
- The different facilities that the organisation has access to will need to be ticked.
Step 4 - Event Makers Profile

- Creating an event makers profile, will mean you are eligible to become a volunteer for Northamptonshire Sport.
- When you started volunteering and any information about what volunteering you have been part of are the first two sections which need to be filled out.
- Entering a DBS certificate number is essential as many events will involve work with children.
- Also the date at which the DBS is valid from is also required.
Step 4 - Event Makers Profile pt. 2

- This section enables you to be able to tick which sports, physical activity, and wellbeing you would be both willing and interested in volunteering for.
- More than one box are able to be ticked at one time.
- Emergency contact information will also need to be provided at the end of this section.
For more information please contact:
info@northamptonshiresport.org