Playwaze User Manual - Individual

(DON’T USE EXPLORER, the site works better with browsers such as chrome and Firefox.)

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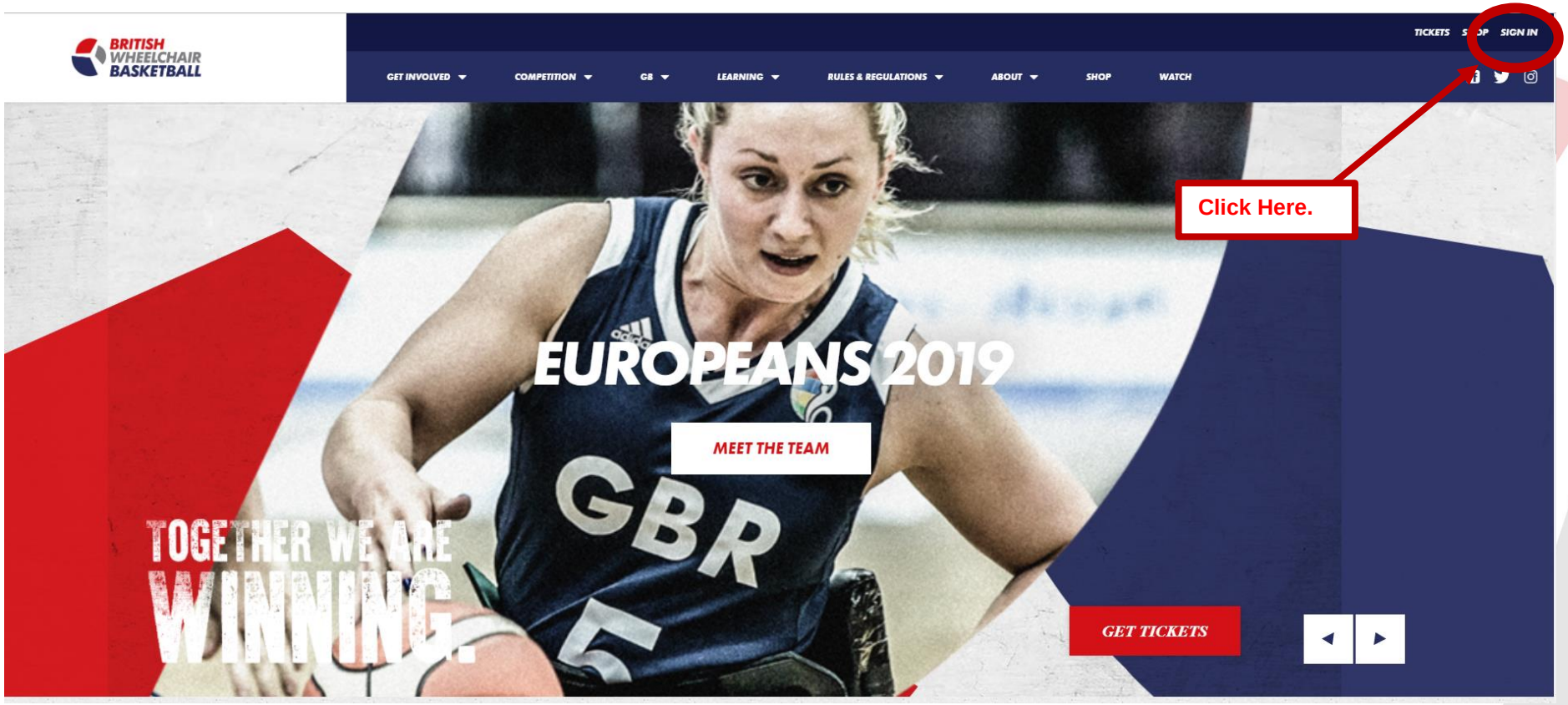
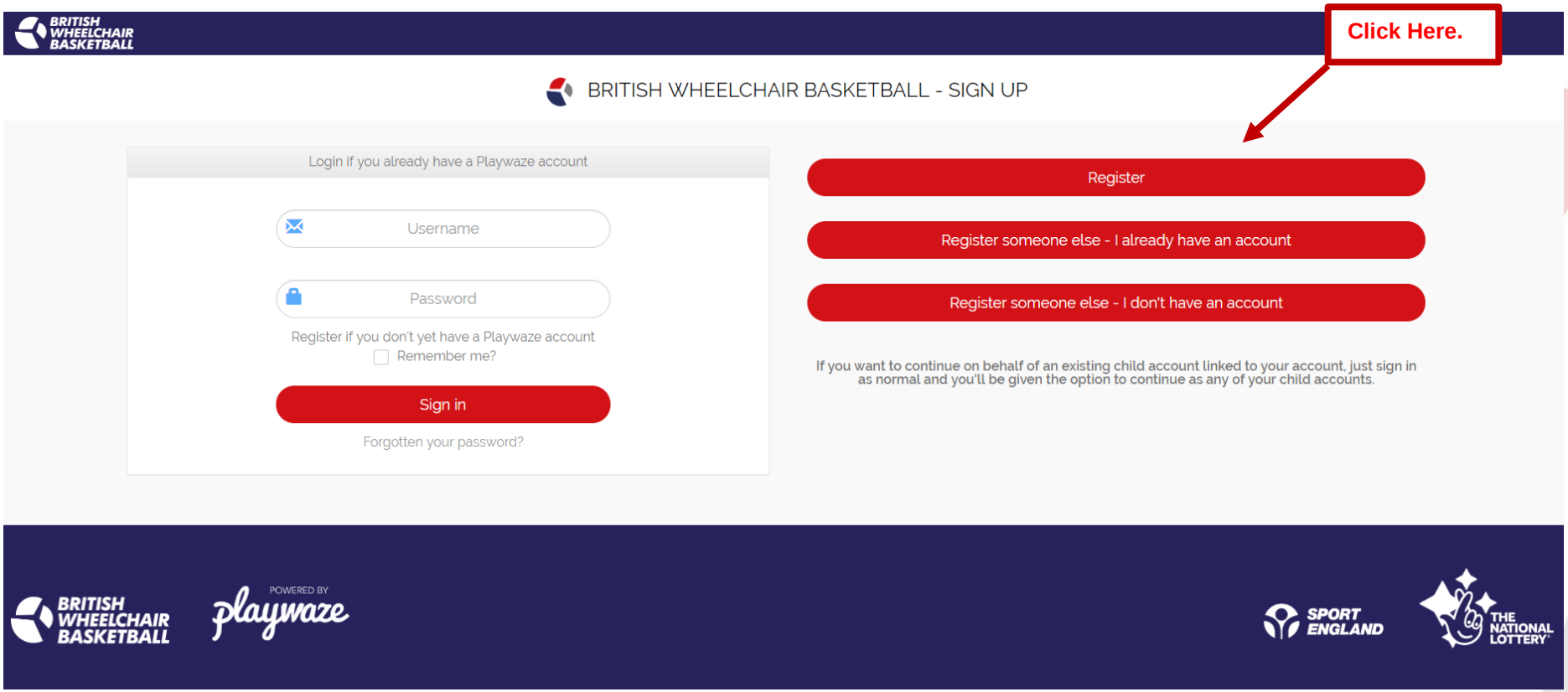
Section 1. Registering as a Member for the first time

a. Go onto the main website, click on the sign in button in the top right corner.

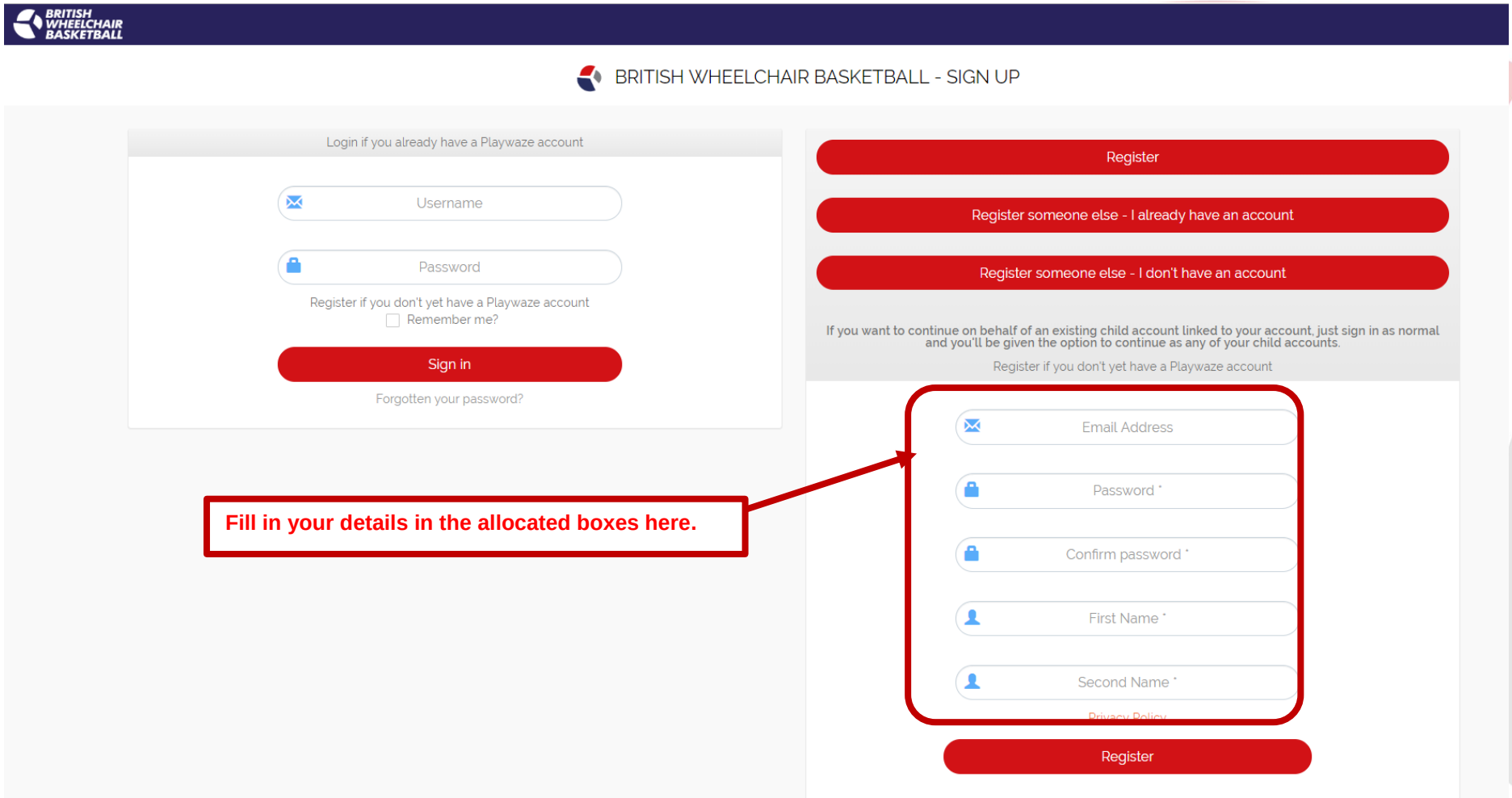


b. Click on the register button to sign up as a new user, or if you are registering another user click the relevant button below.

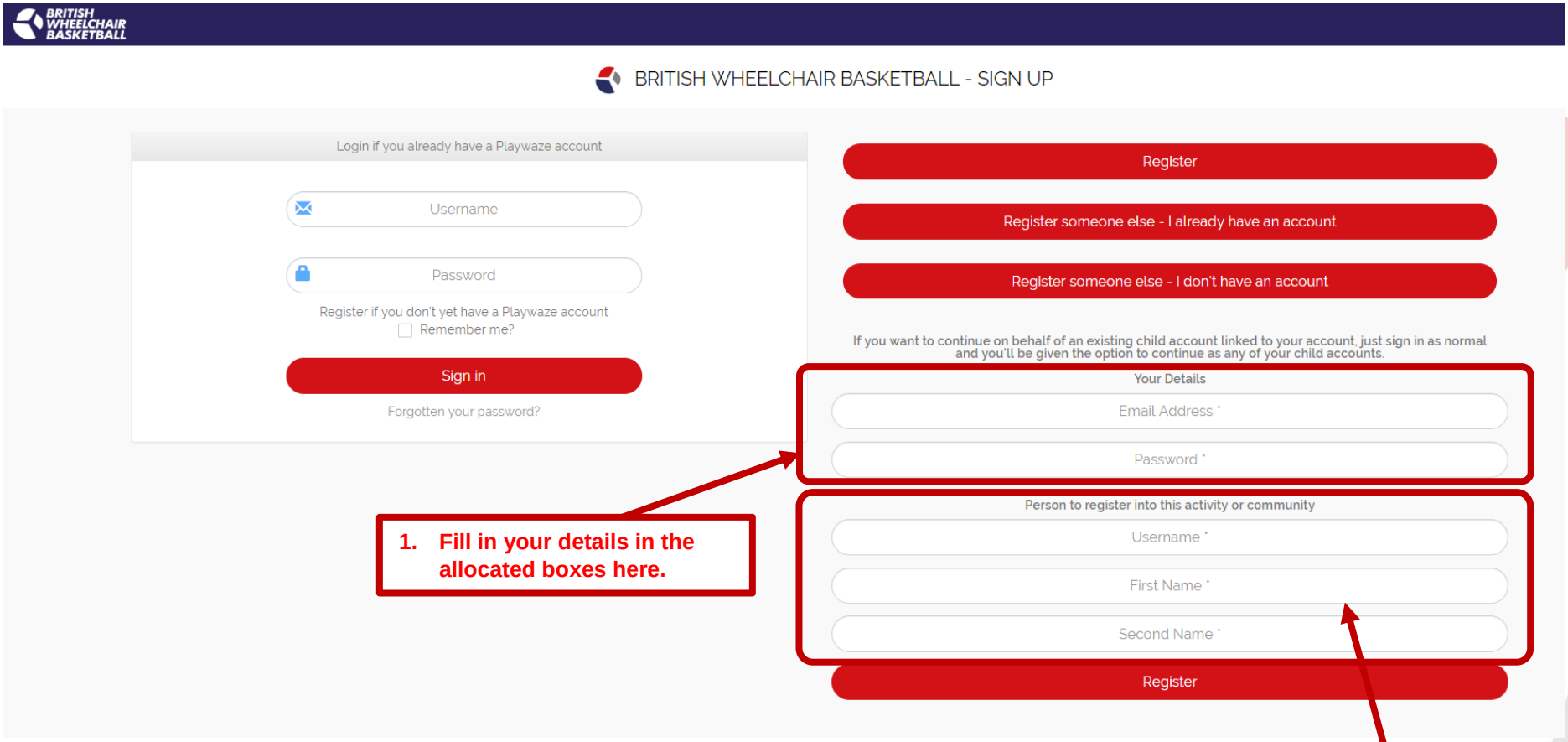
i. If you already have an account, use your username (email) and chosen password to sign in



c. Register yourself.



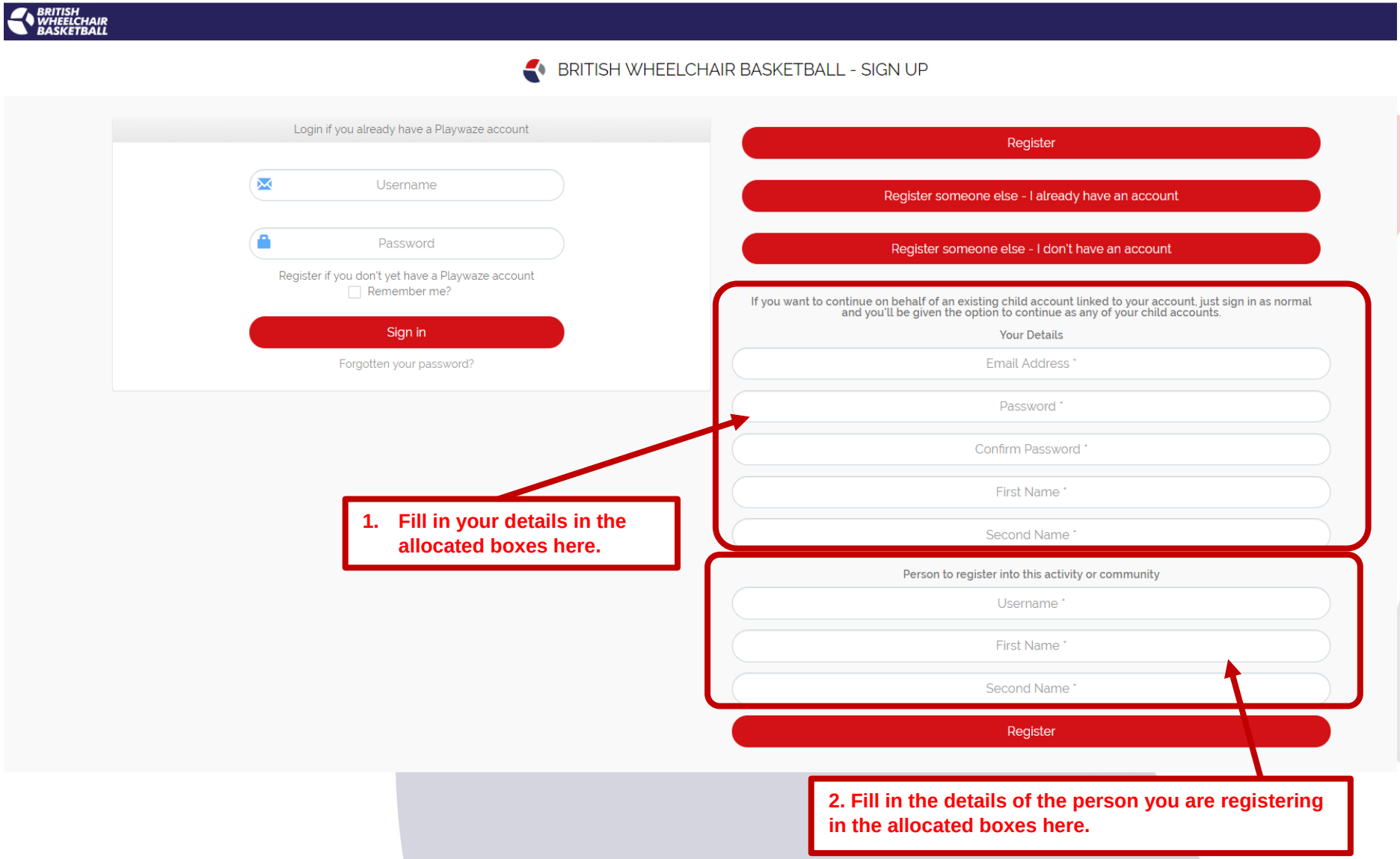
d. Register someone else – I already have an account.



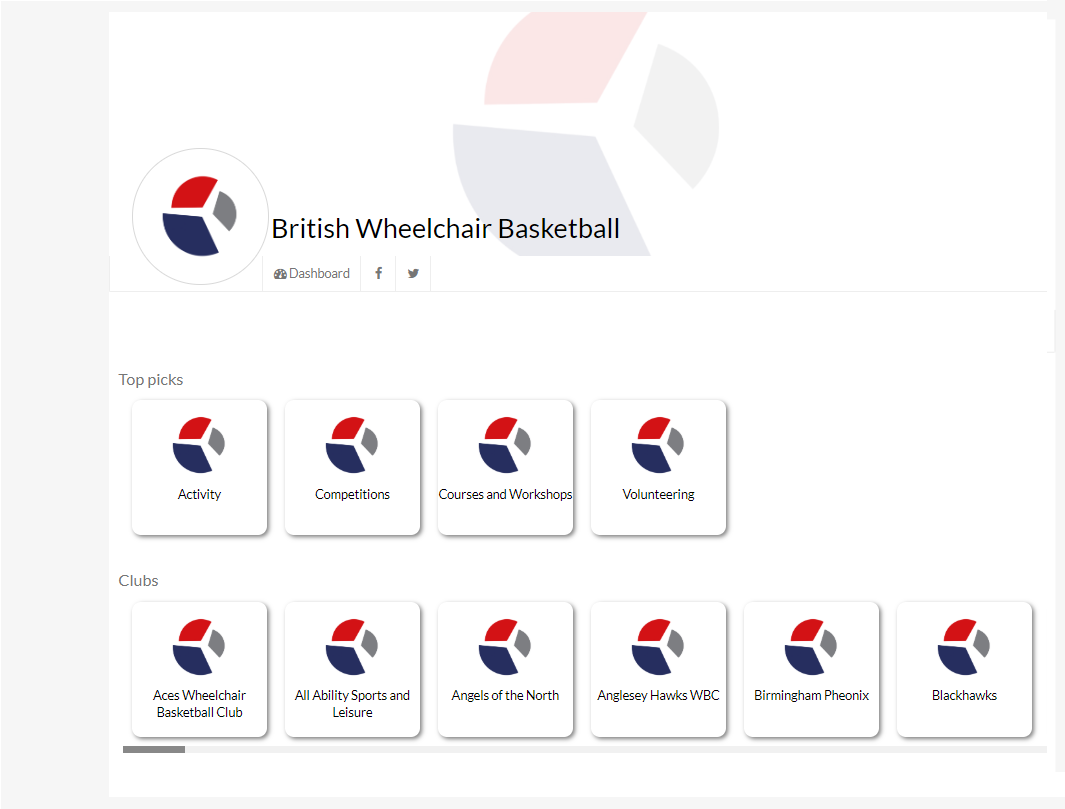
1. **Fill in your details in the allocated boxes here.**

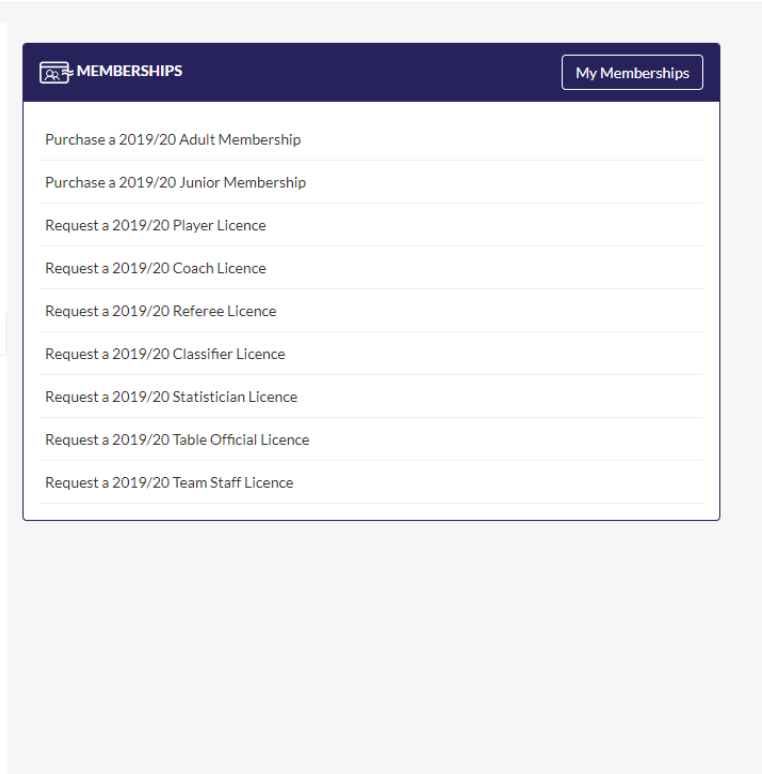
2. **Fill in the details of the person you are registering in the allocated boxes here.**

e. Register someone else – I don't have an account.



f. You will then be directed to the homepage.

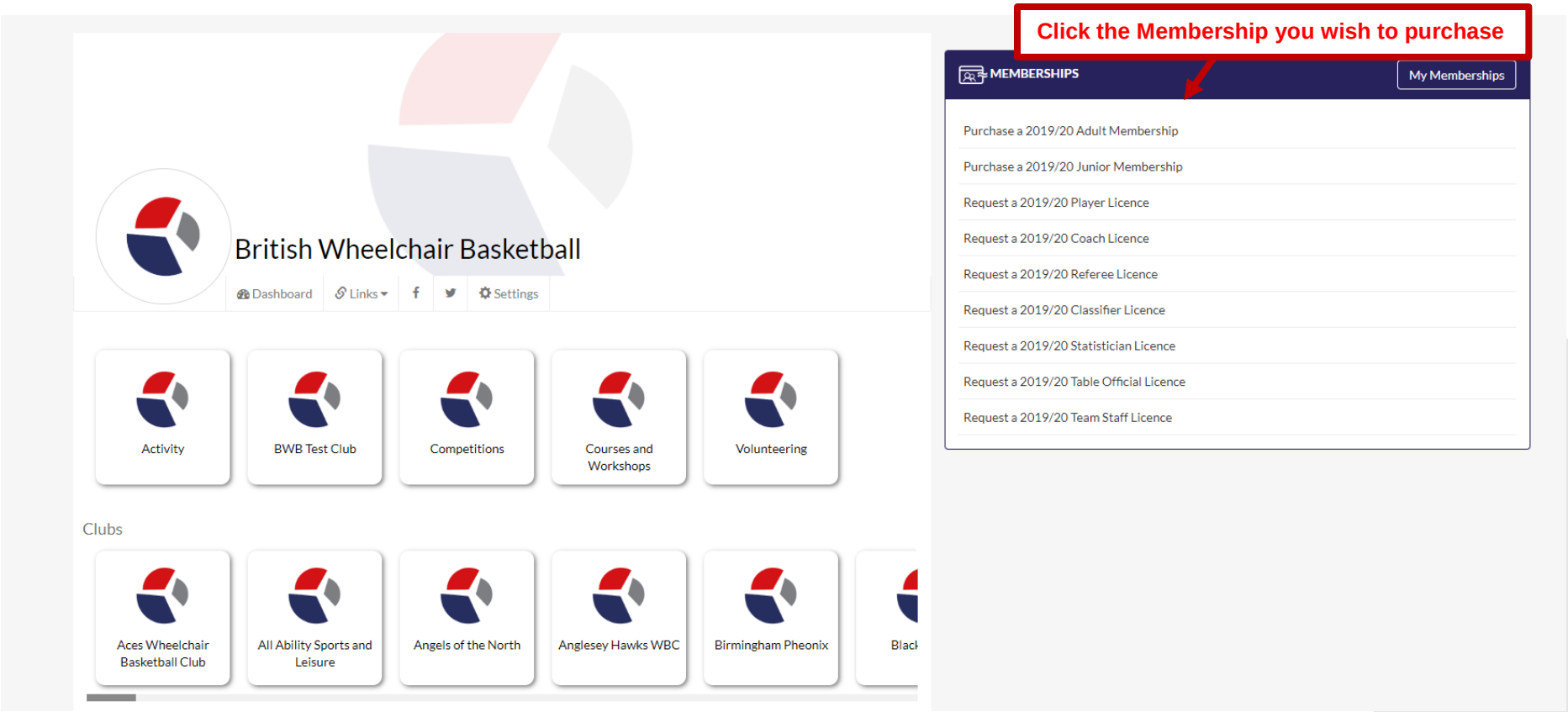




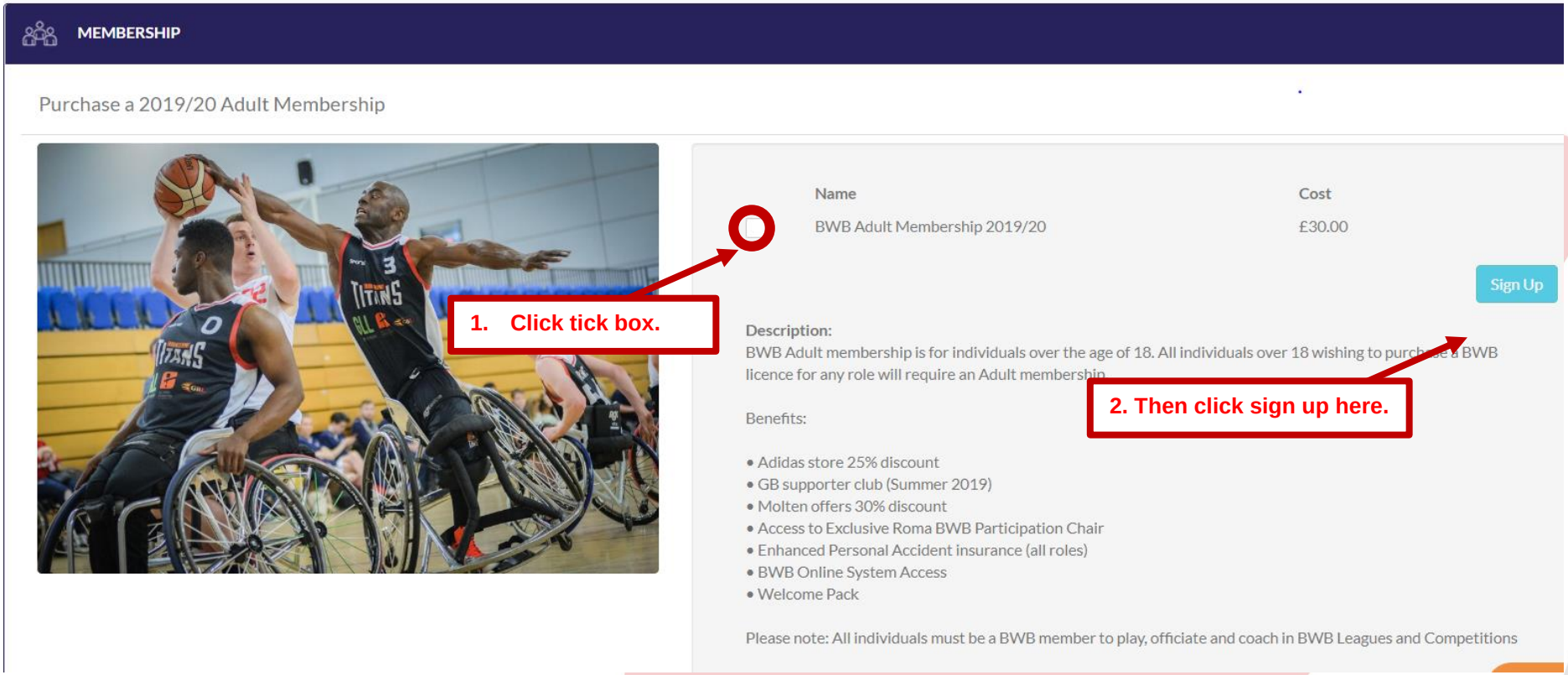
Section 2. Purchase a membership

a. Adult Membership.

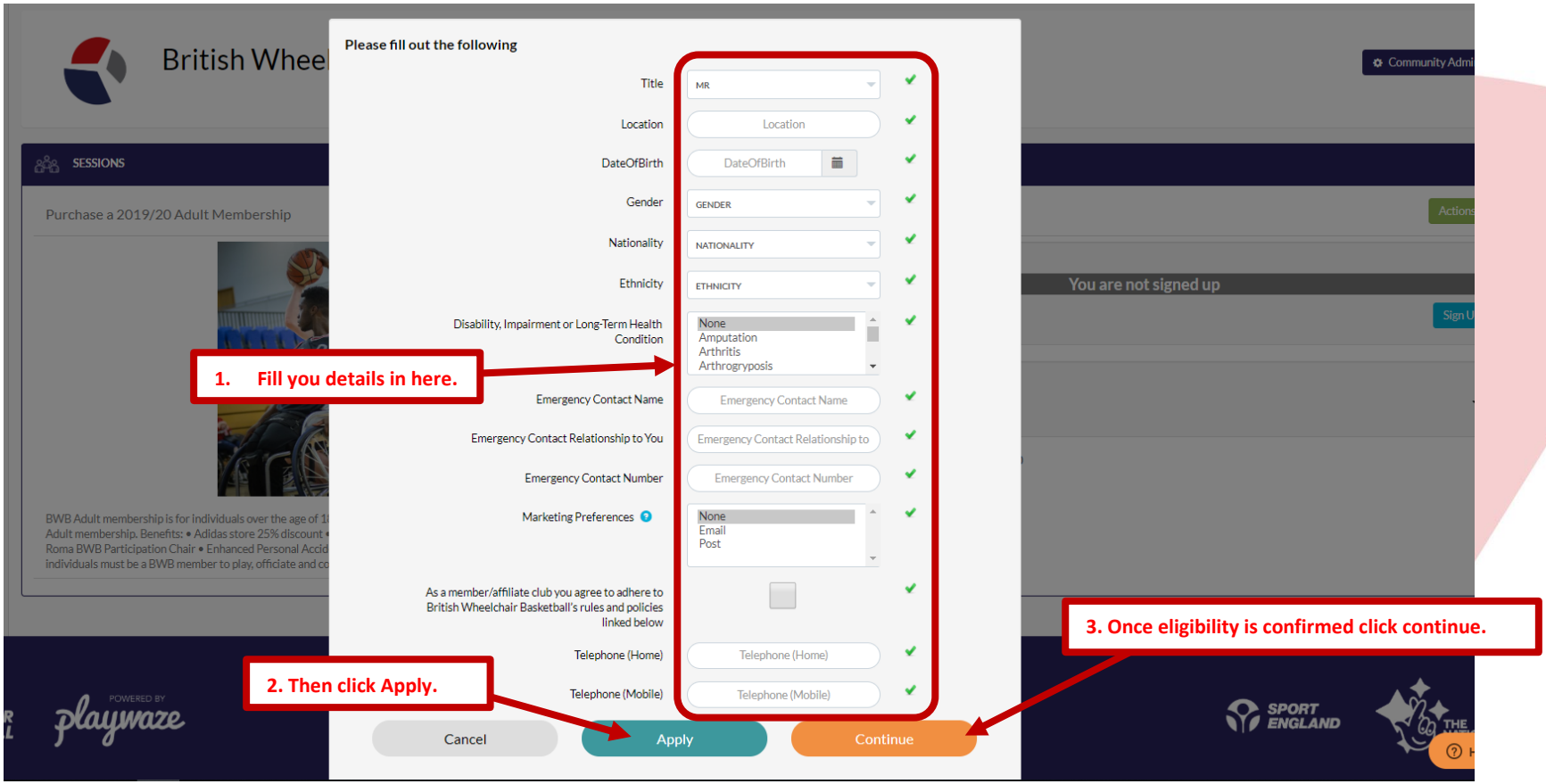
i. Click on the Purchase a 2019/20 Adult Membership link to take you to the page you need to sign up.



ii. To sign up you need to click the check box next to where it says BWB Adult Membership 2019/20 then click sign up.



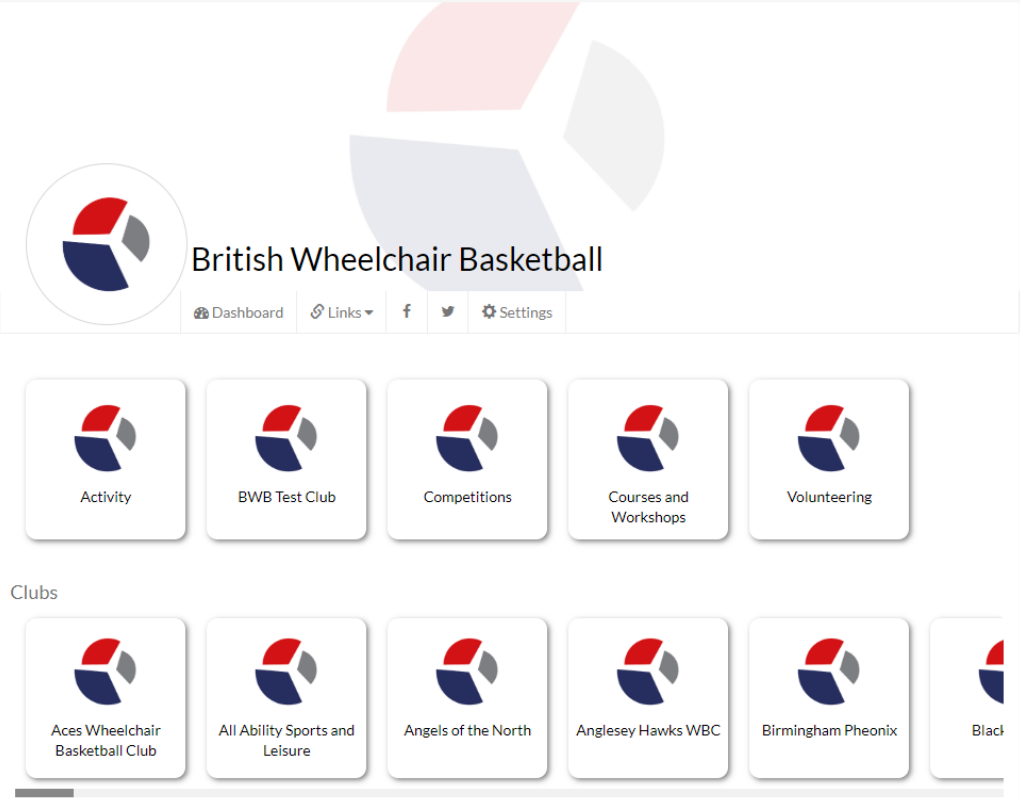
iii. You will be redirected to this pop up, you will need to fill in your correct details to qualify for membership, once completed, click apply to check whether you are eligible, once approved click continue.

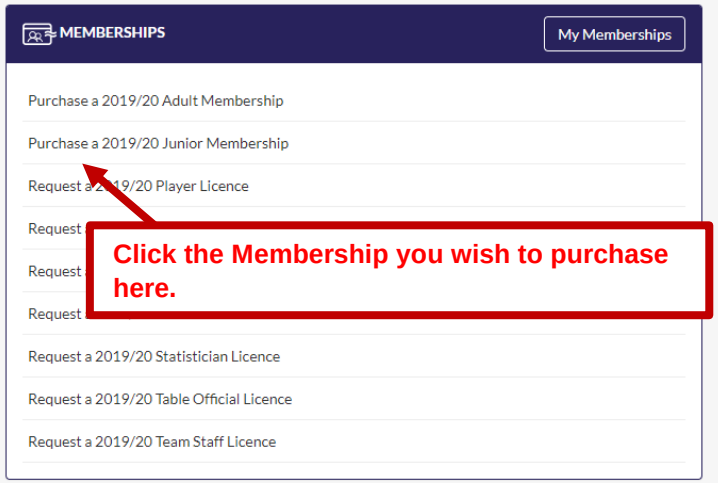


iv. Then you need to input your payment details to process your payment for your membership.

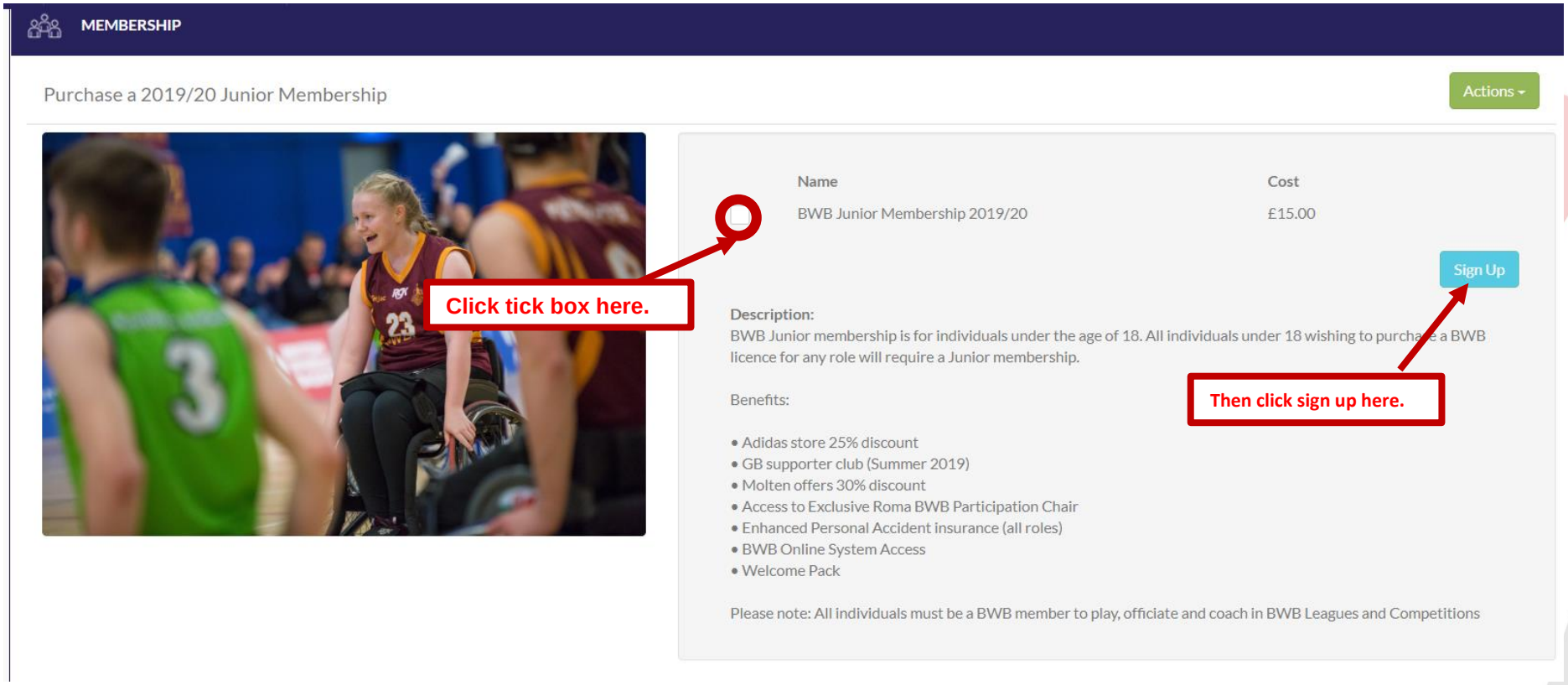
b. Junior Membership.

i. Click on the Purchase a 2019/20 Junior Membership link to take you to the page you need to sign up.

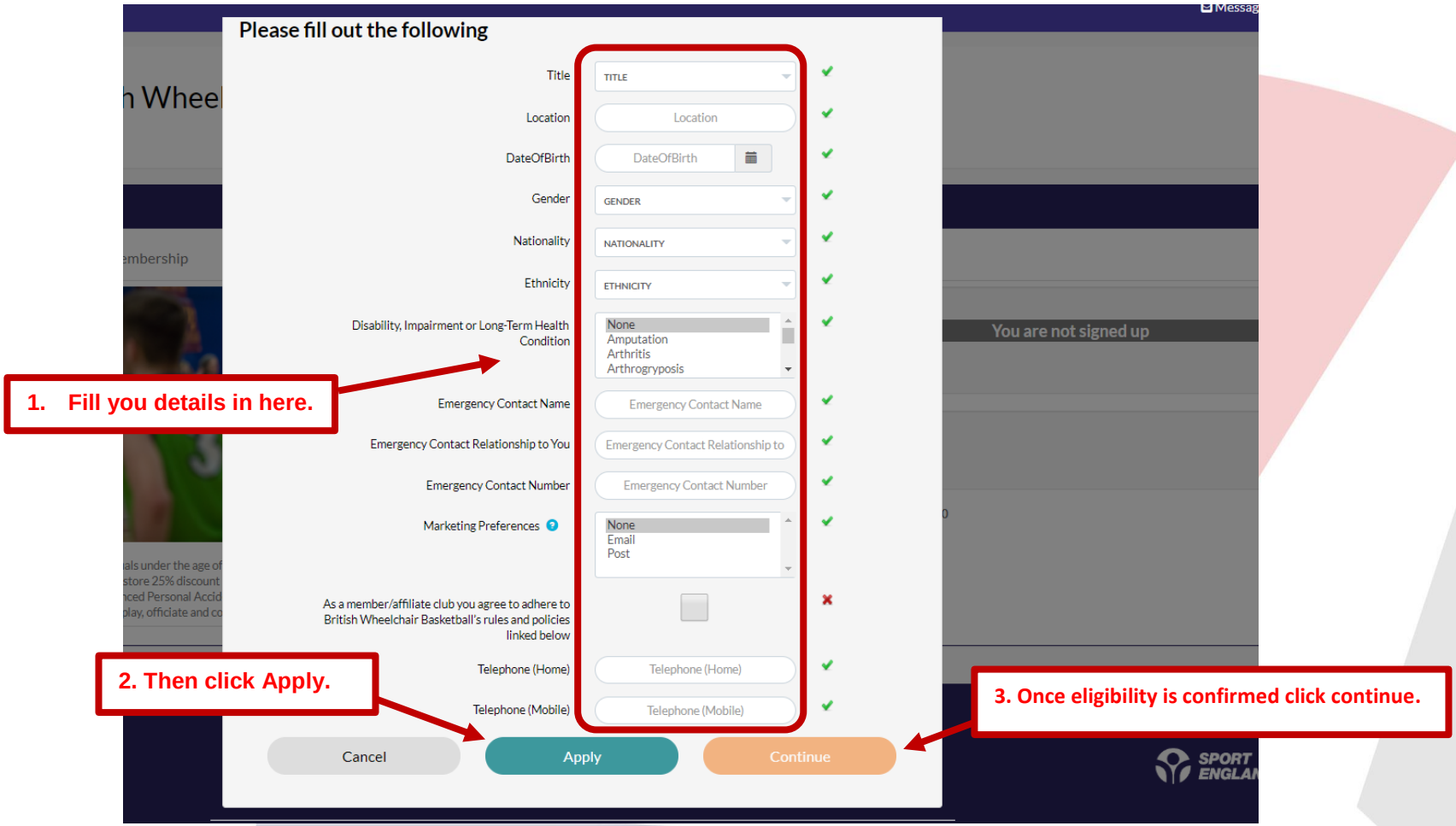




ii. To sign up you need to click the check box next to where it says BWB Adult Membership 2019/20 then click sign up.



iii. You will be redirected to this pop up, you will need to fill in your correct details to qualify for membership, once completed, click apply to check whether you are eligible, once approved click continue.

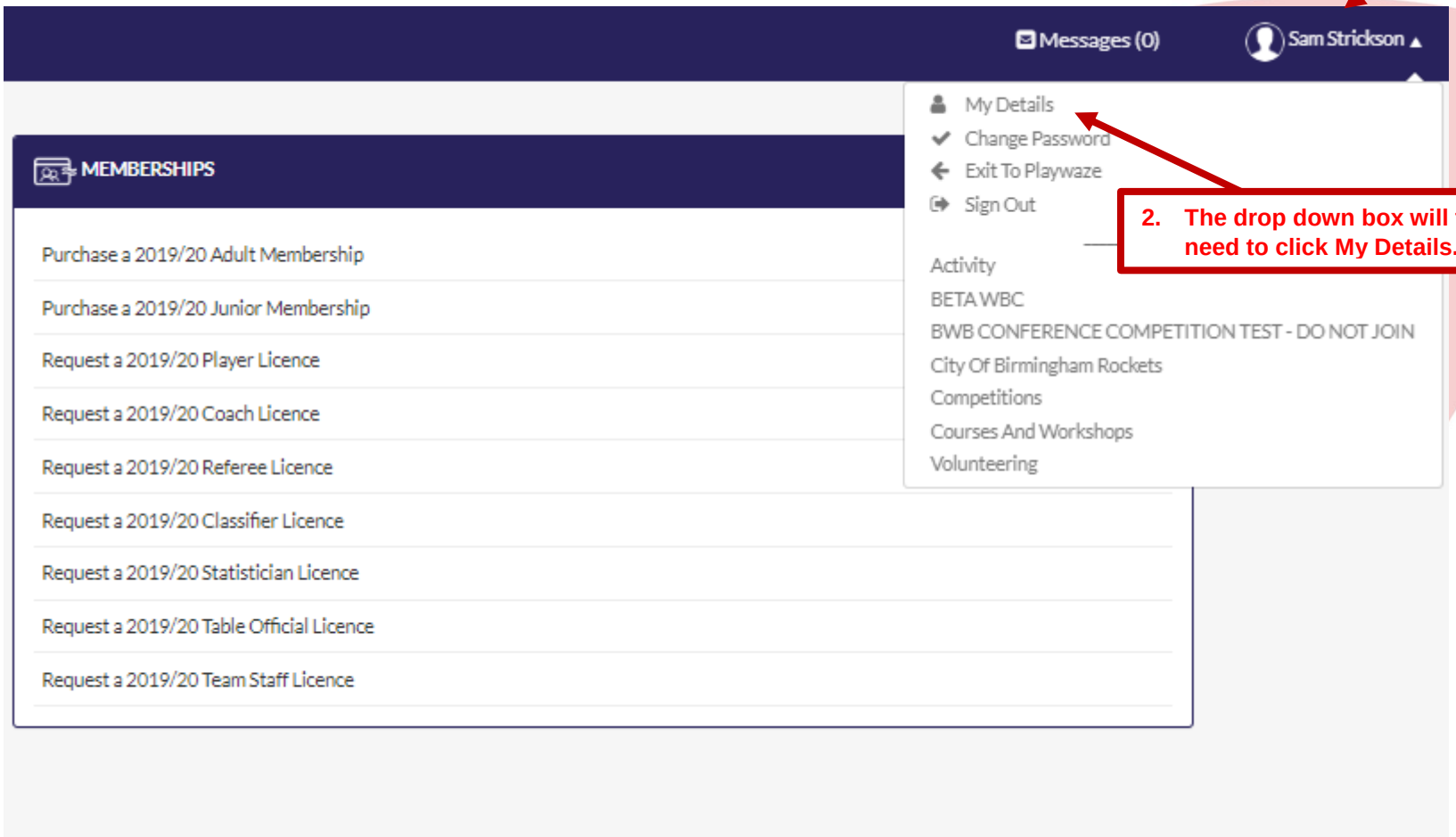


iv. Then you need to input your payment details to process your payment for your membership.

Section 3. Creating a parent / child account.

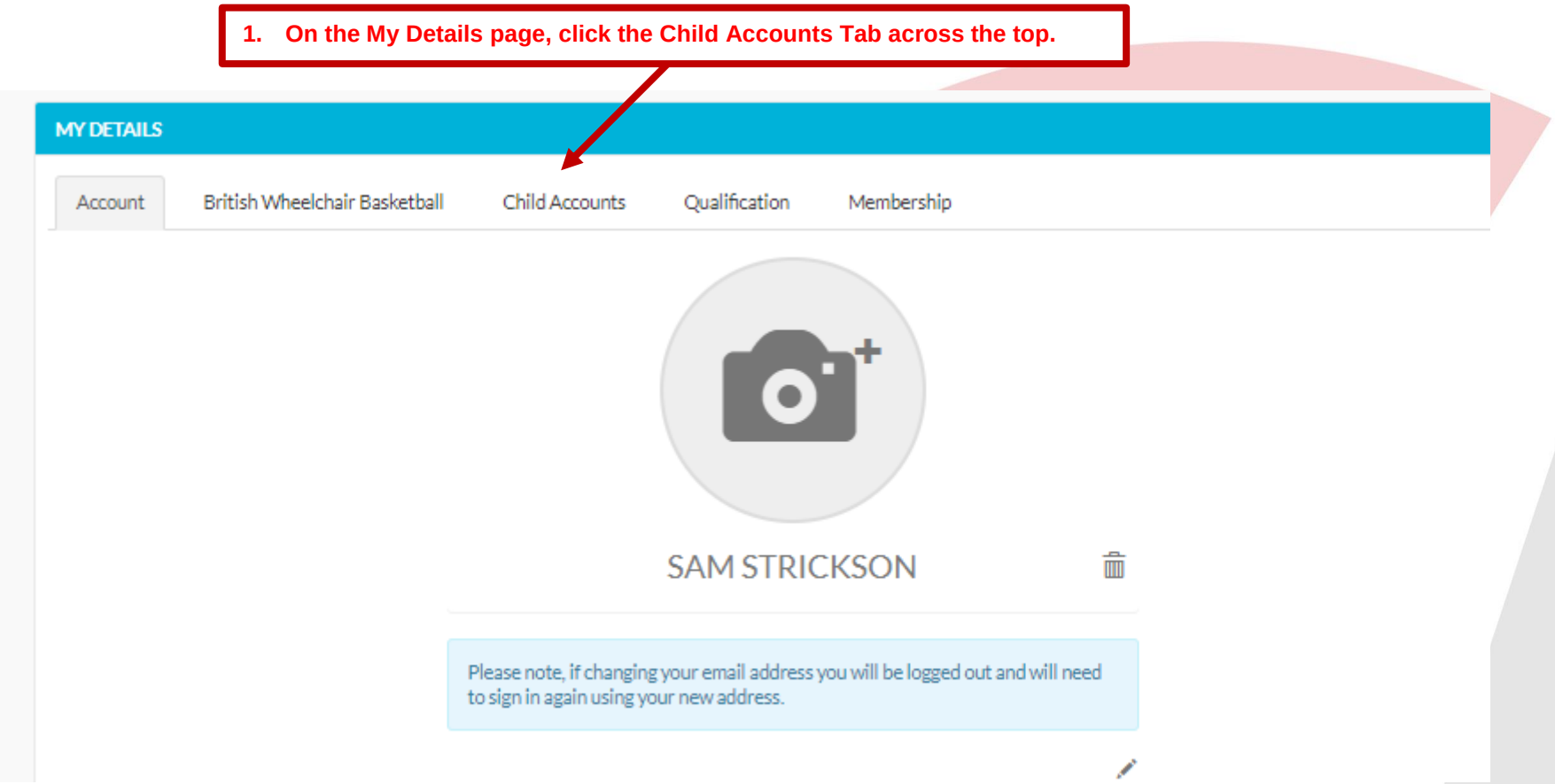
a. On the homepage click your name in the top right hand corner, and select my details.

1. Click your name in the top right hand corner here.



2. The drop down box will then appear. You will then need to click My Details.

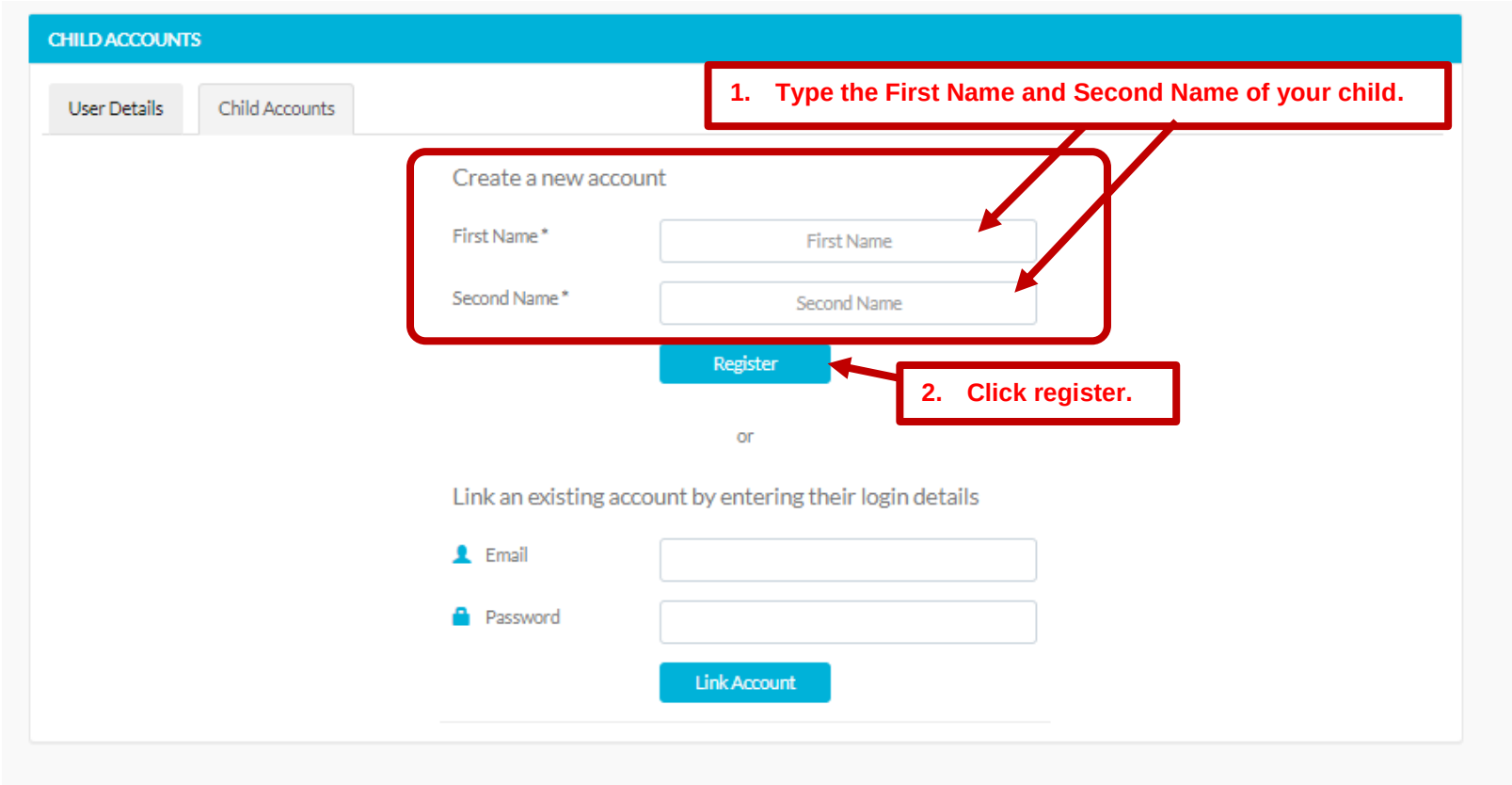
b. You will be taken to the My Details page, where you can update your details. You will then need to click on the tab that says connect child accounts across the top.



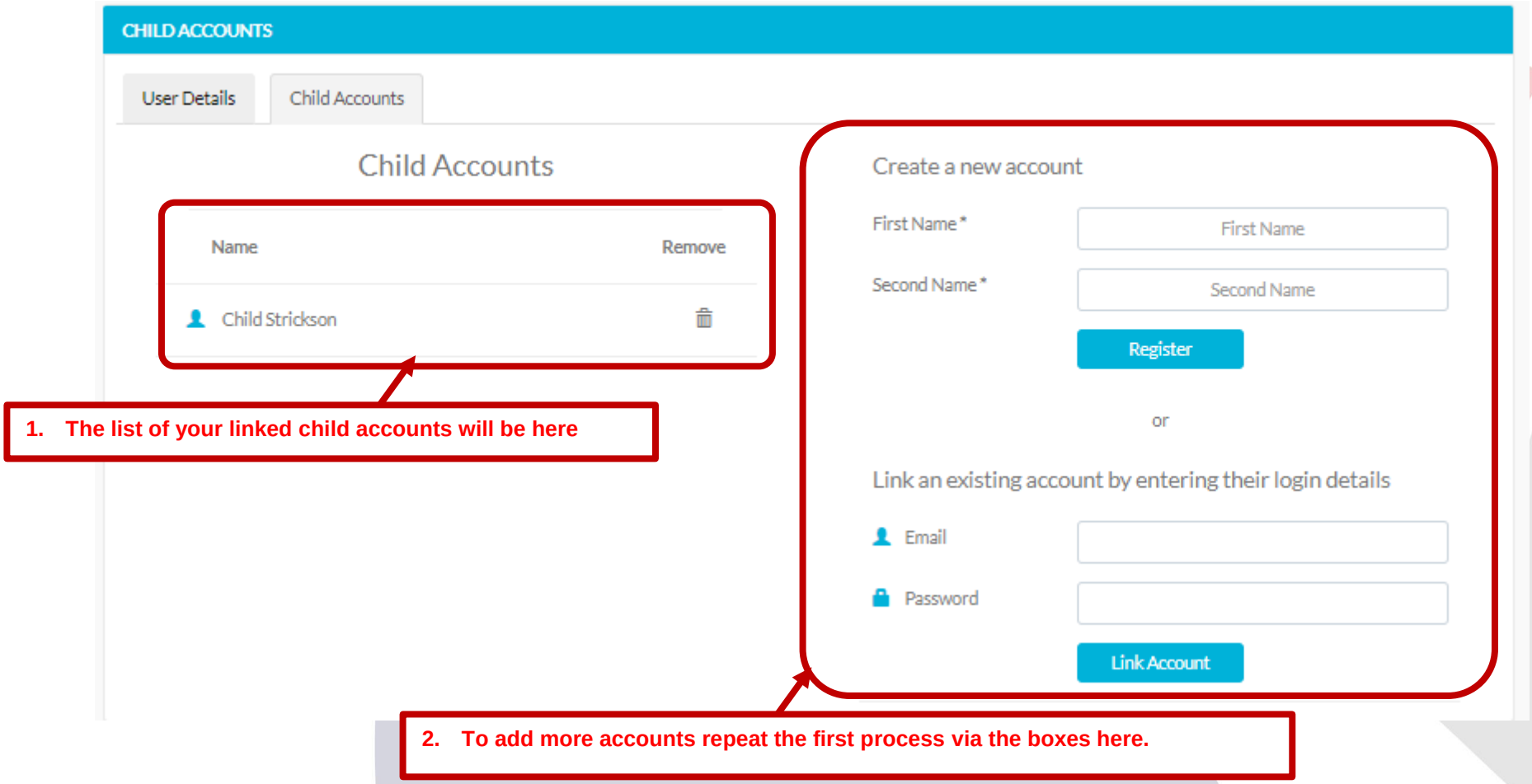
c. Linking your child's account

i. Creating a new account for your child.

a. Type the First Name and Second Name of your child then click register.

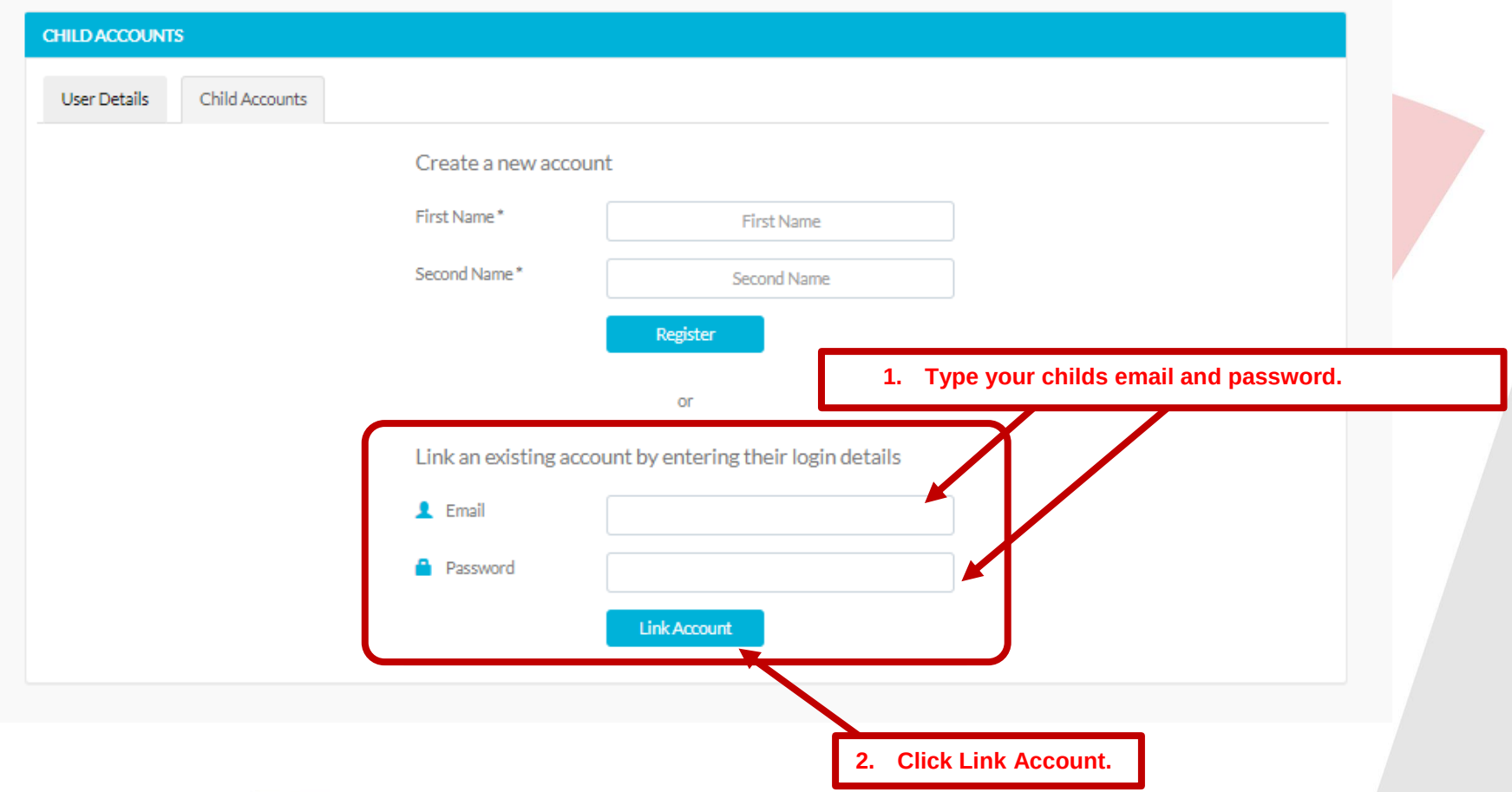


b. You will then be redirected to the below page, where it lists the child accounts you have linked. You can then add further child accounts by repeating the process on the form on the right hand side.

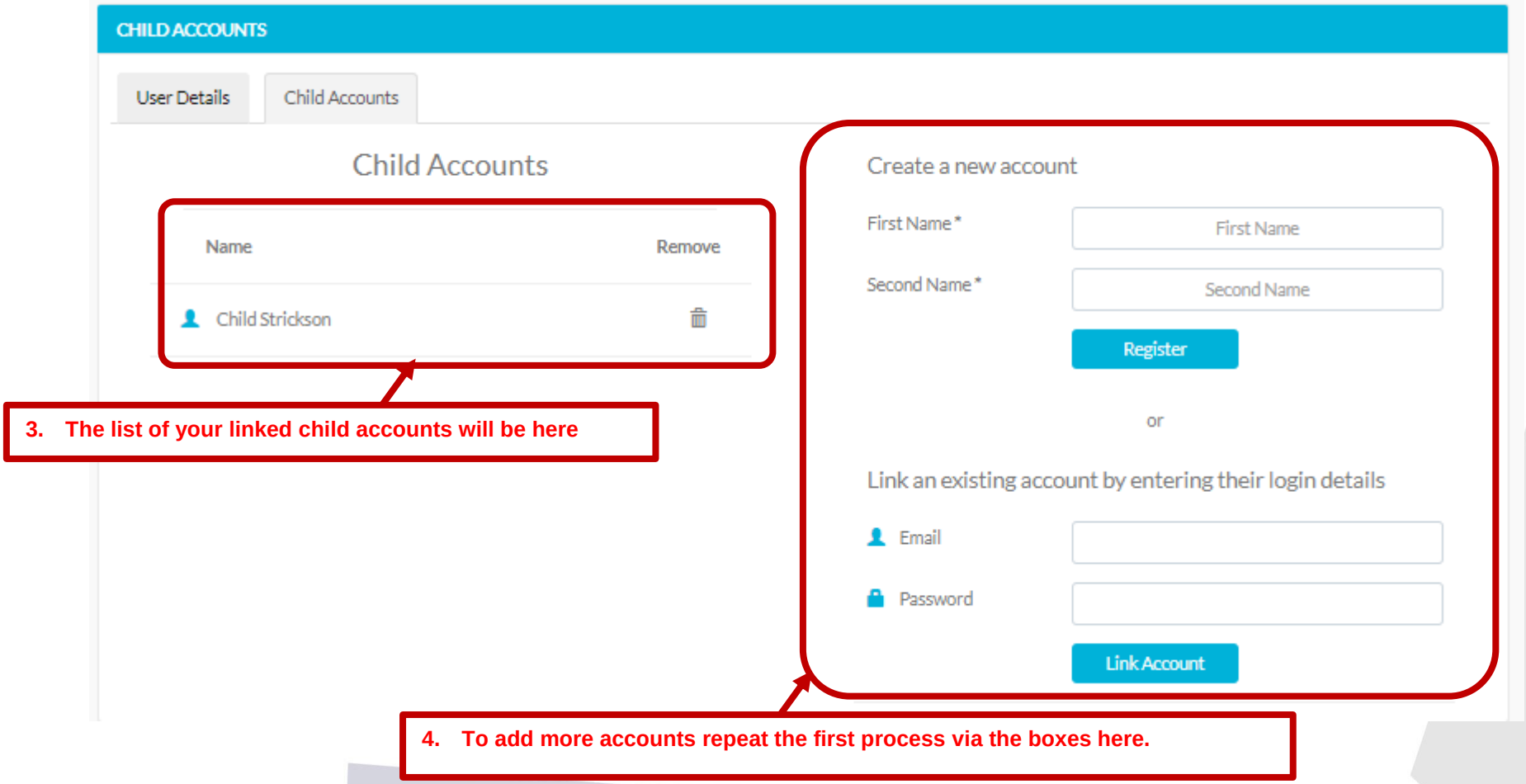


ii. Linking your child's account if they already have signed up.

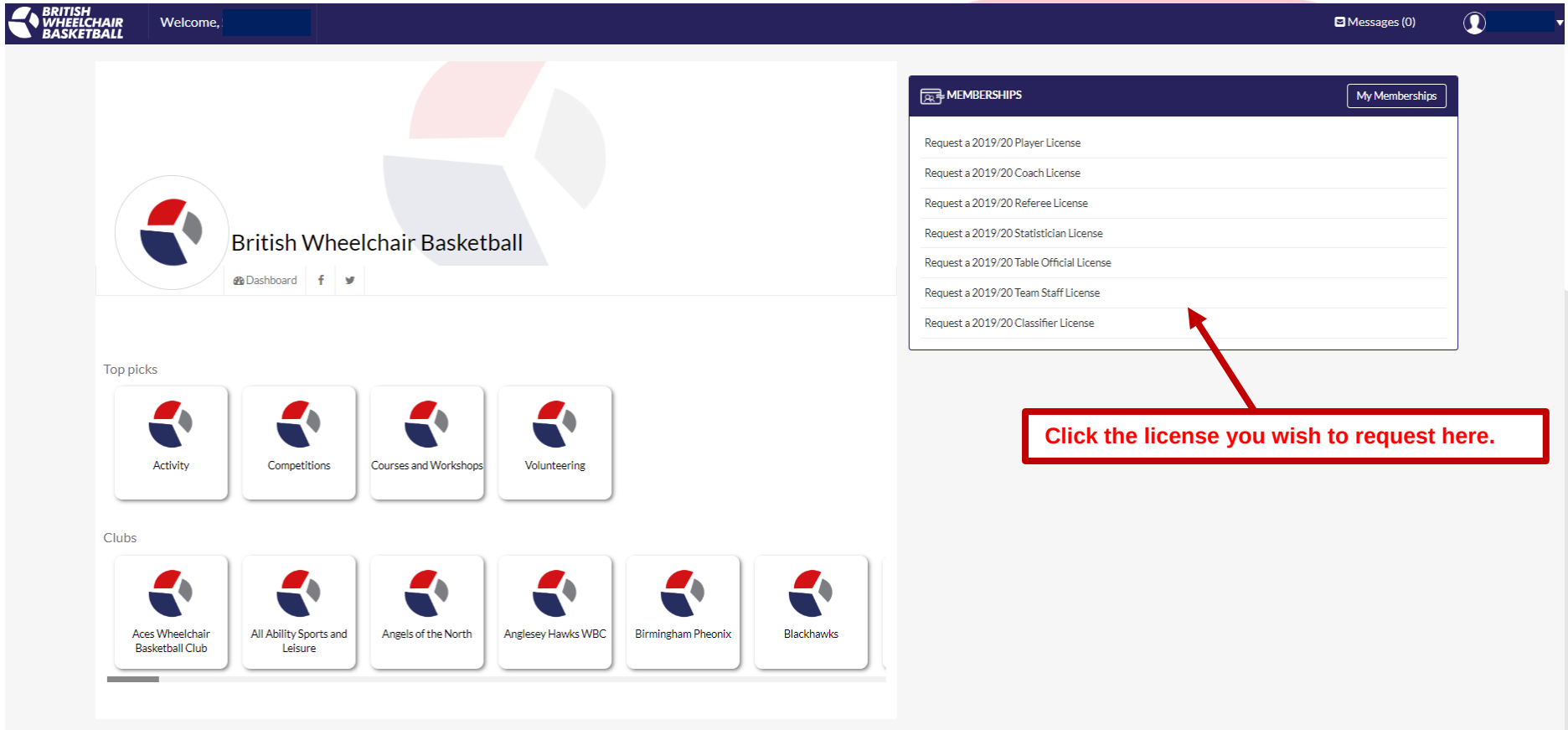
a. Type your childs email and password



b. You will then be redirected to the below page, where it lists the child accounts you have linked. You can then add further child accounts by repeating the process on the form on the right hand side.

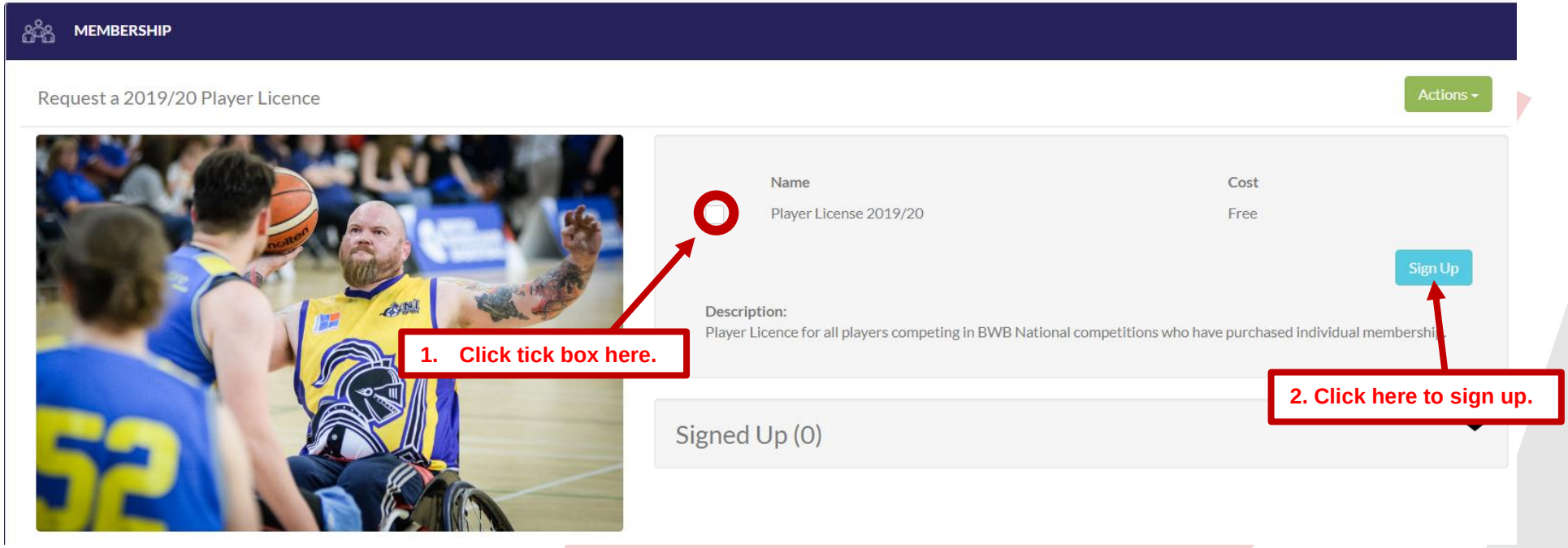


Section 4. Request a licence; Player, Coach, Referee, Classifier, Statistician, Table Official, Team Staff - On the main page, there is a box titled memberships, click on the relevant licence you wish to request.

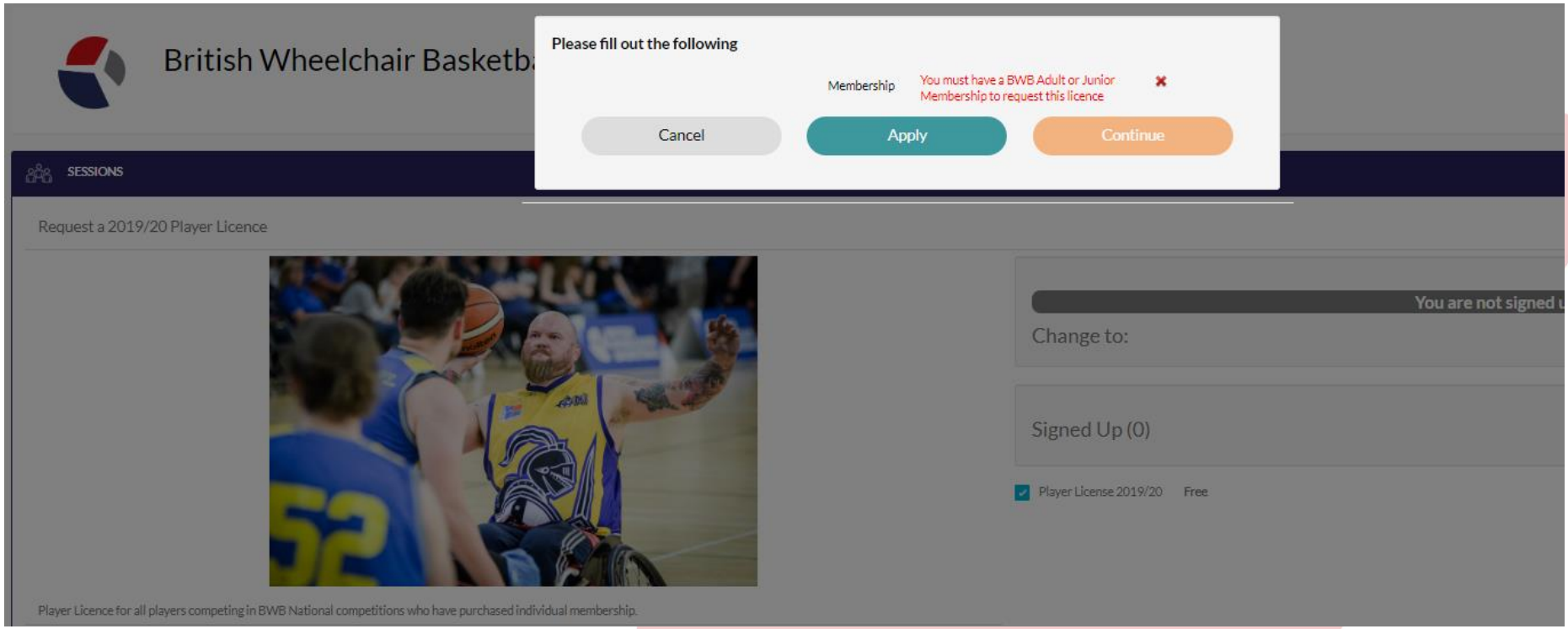


Section 4.a. Player.

i. Click the tick box where it says Player Licence 19/20. then click sign up.

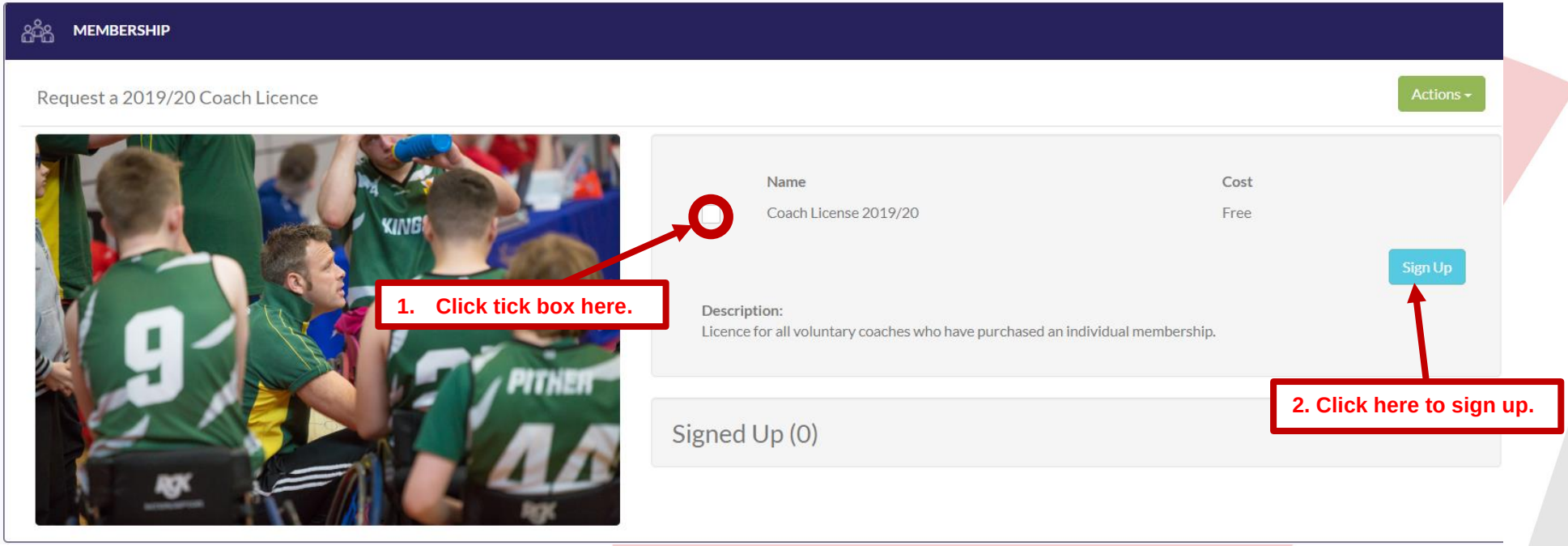


ii. To receive a Player licence, you must have purchased an Adult or Junior membership first.

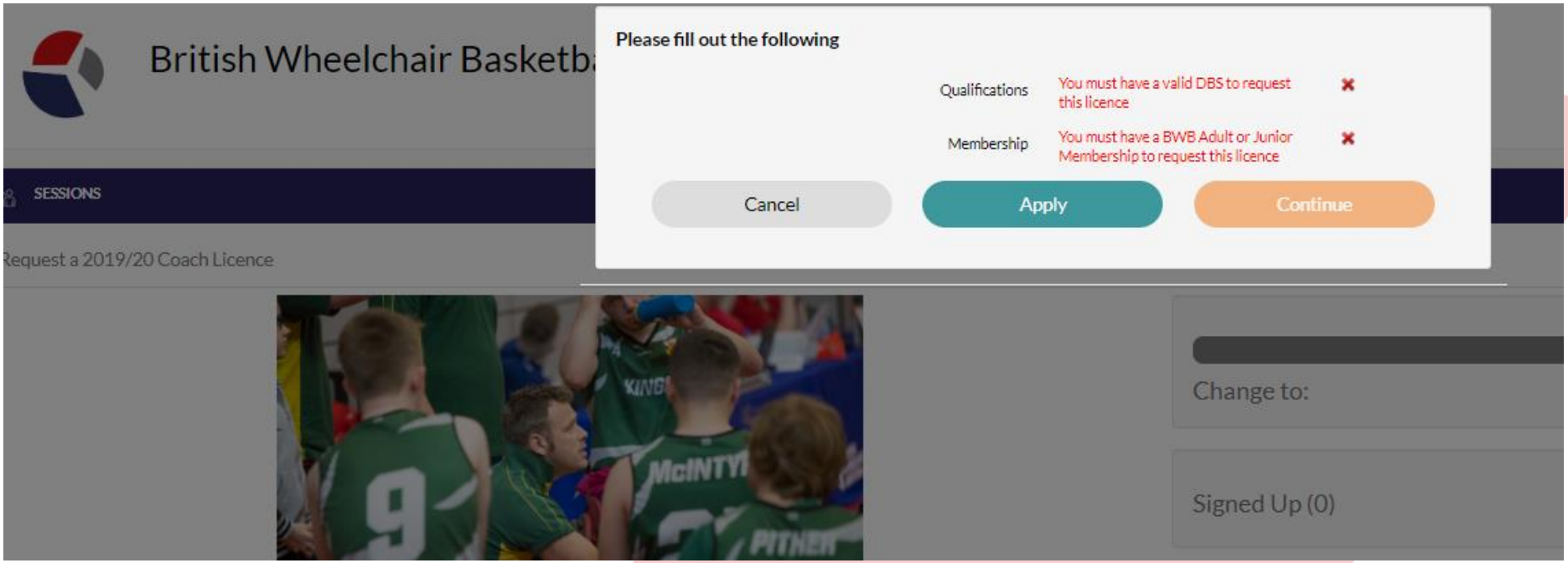


Section 4.b. Coach.

iii. Click the tick box where it says Coach Licence 19/20. then click sign up.

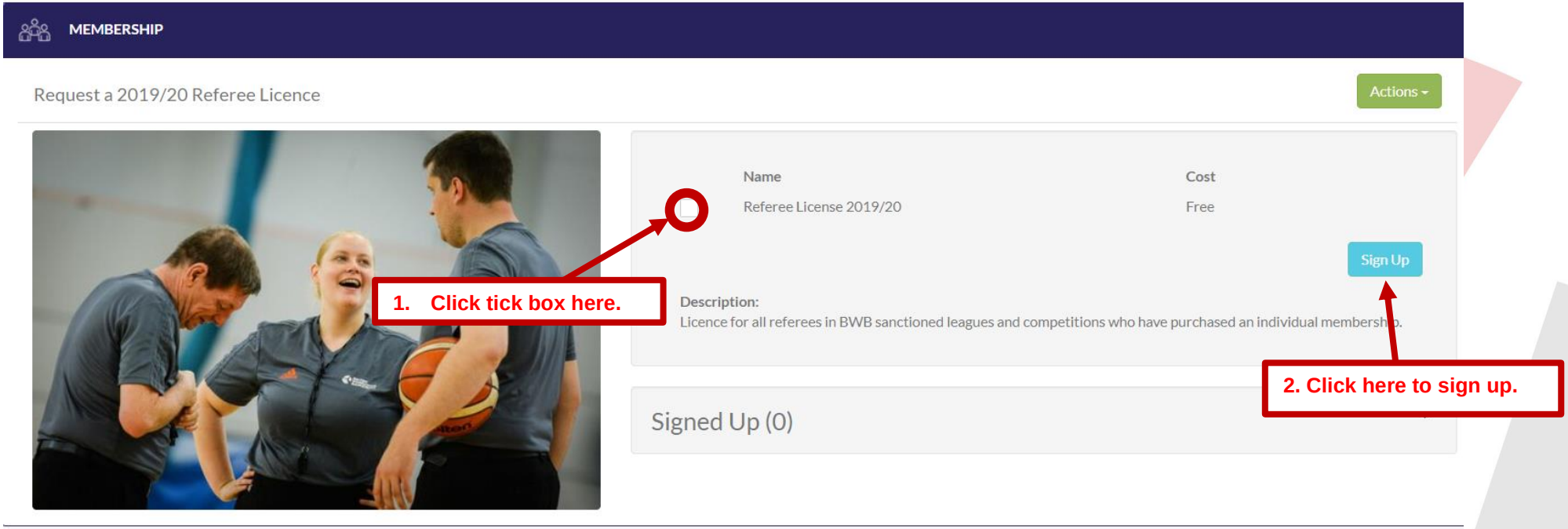


iv. To receive a Coach licence, you must have your membership and correct qualifications and a valid DBS request to receive your licence.

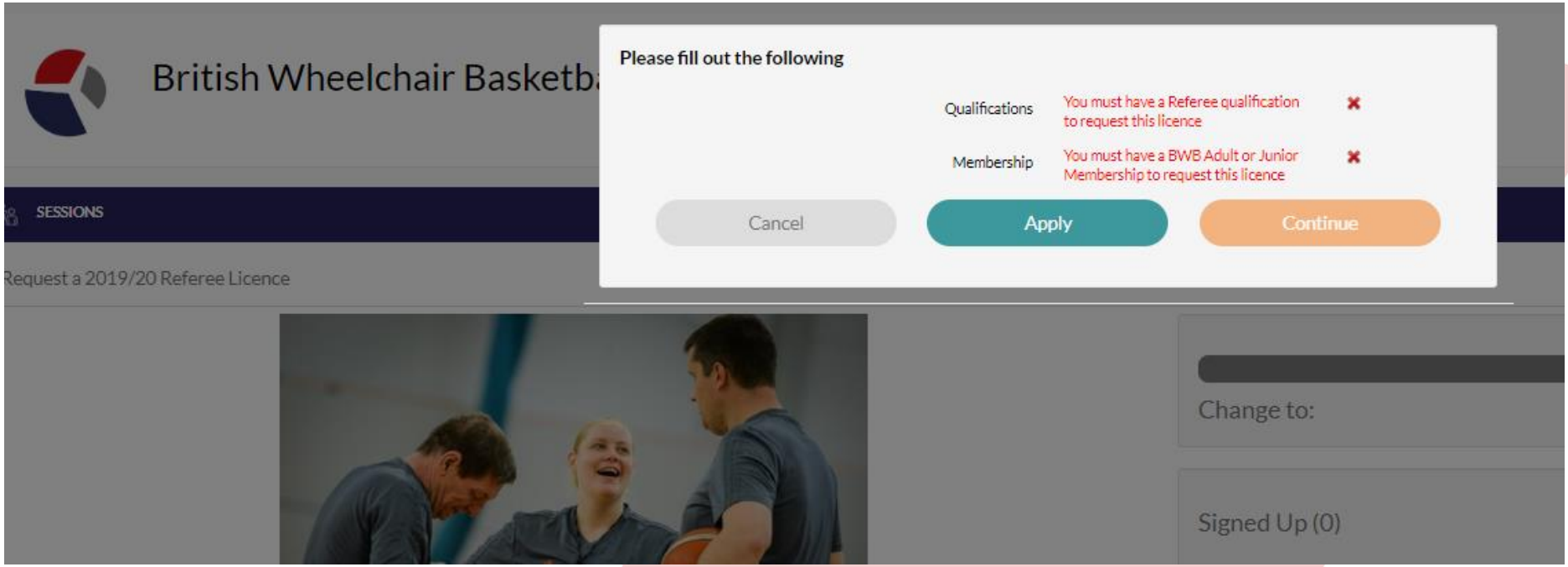


Section 4.c. Referee.

i. Click the tick box where it says Referee Licence 19/20. then click sign up.

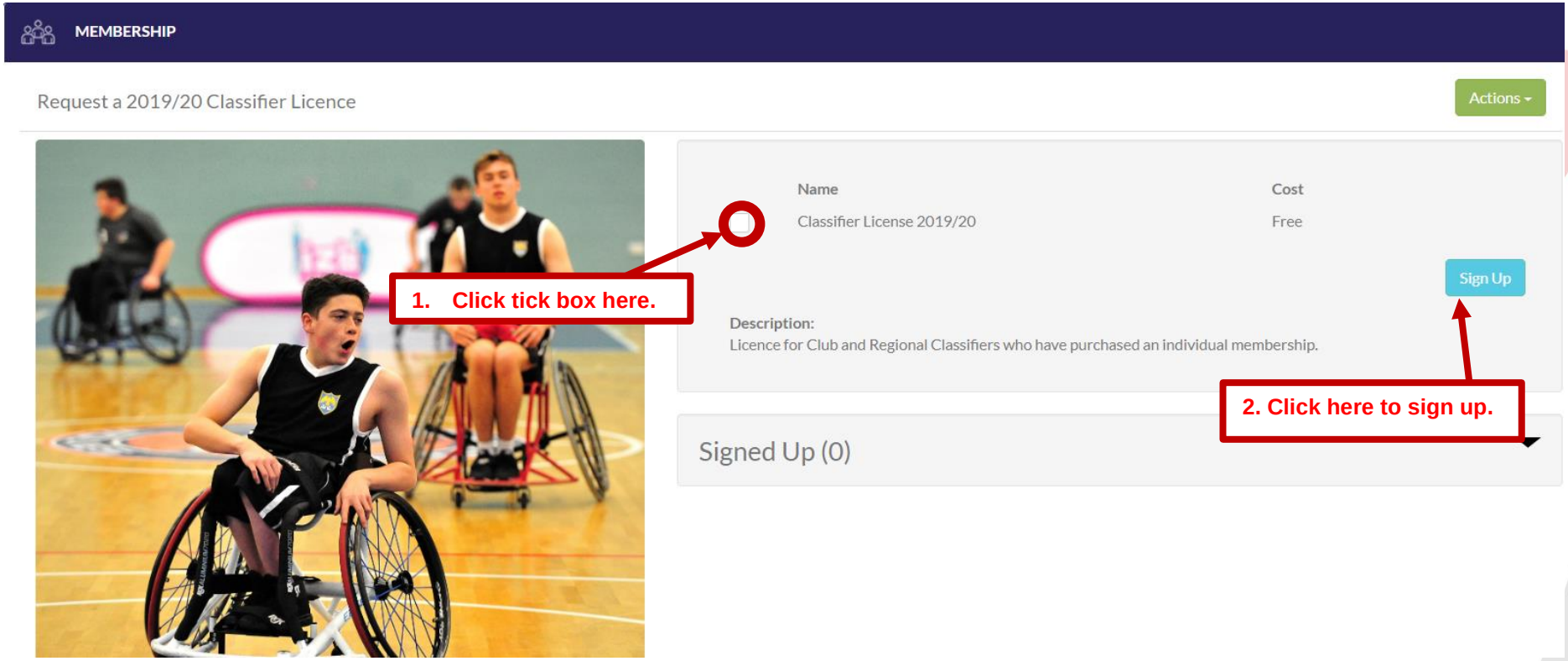


ii. To receive a Referee licence, you must have your membership and correct qualifications to receive your licence.

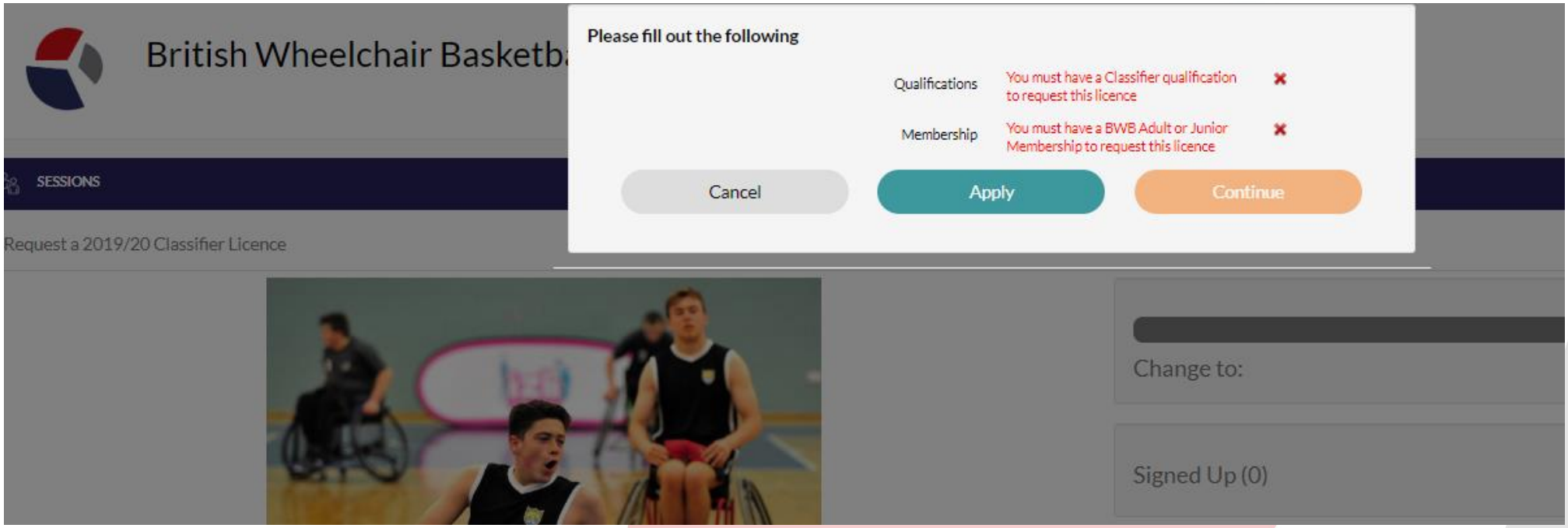


Section 4.d. Classifier.

i. Click the tick box where it says Classifier Licence 19/20. then click sign up.

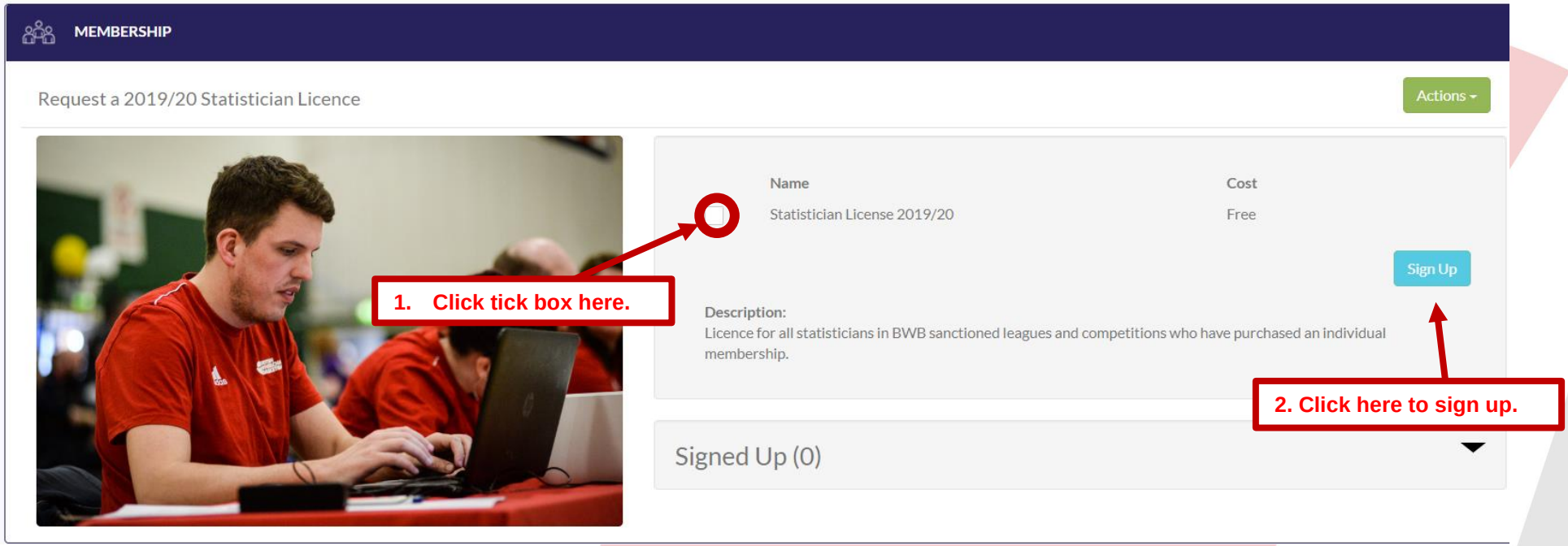


ii. To receive a Classifier licence, you must have your membership and correct qualifications to receive your licence.

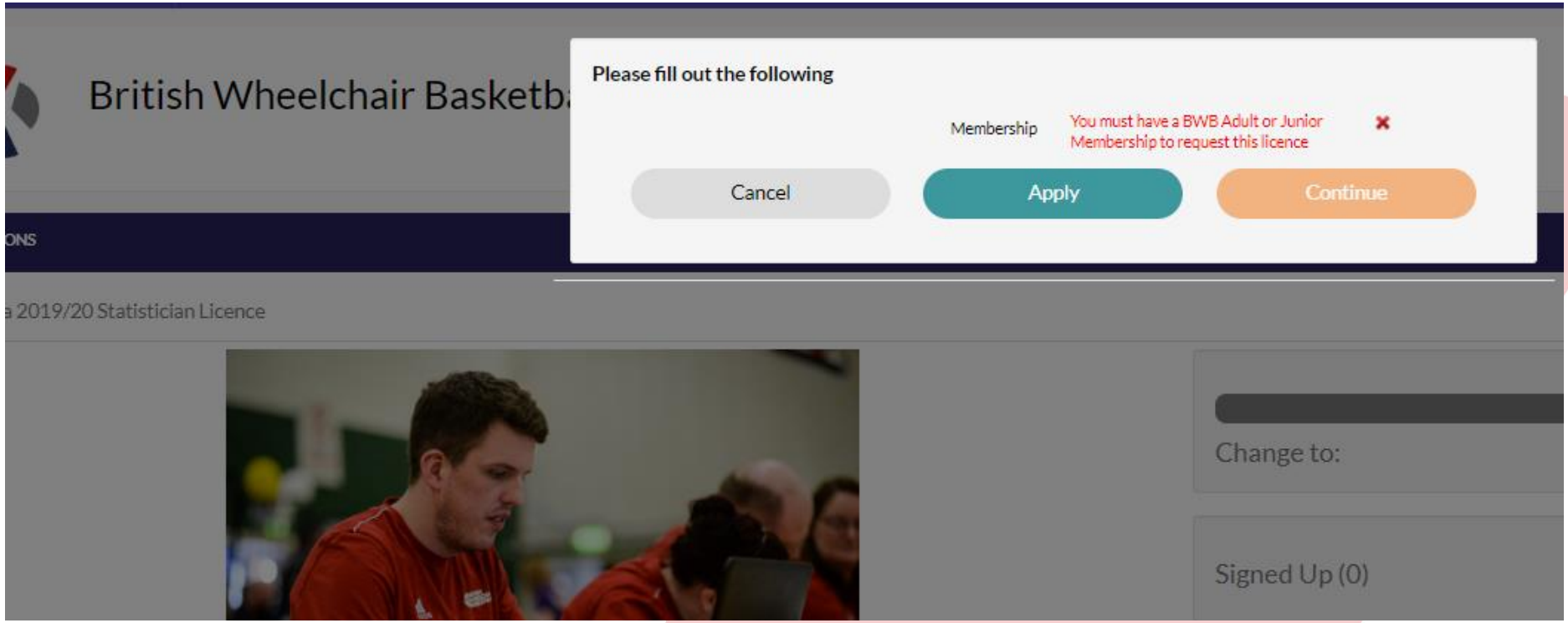


Section 4.e. Statistician.

i. Click the tick box where it says Statistician Licence 19/20. then click sign up.

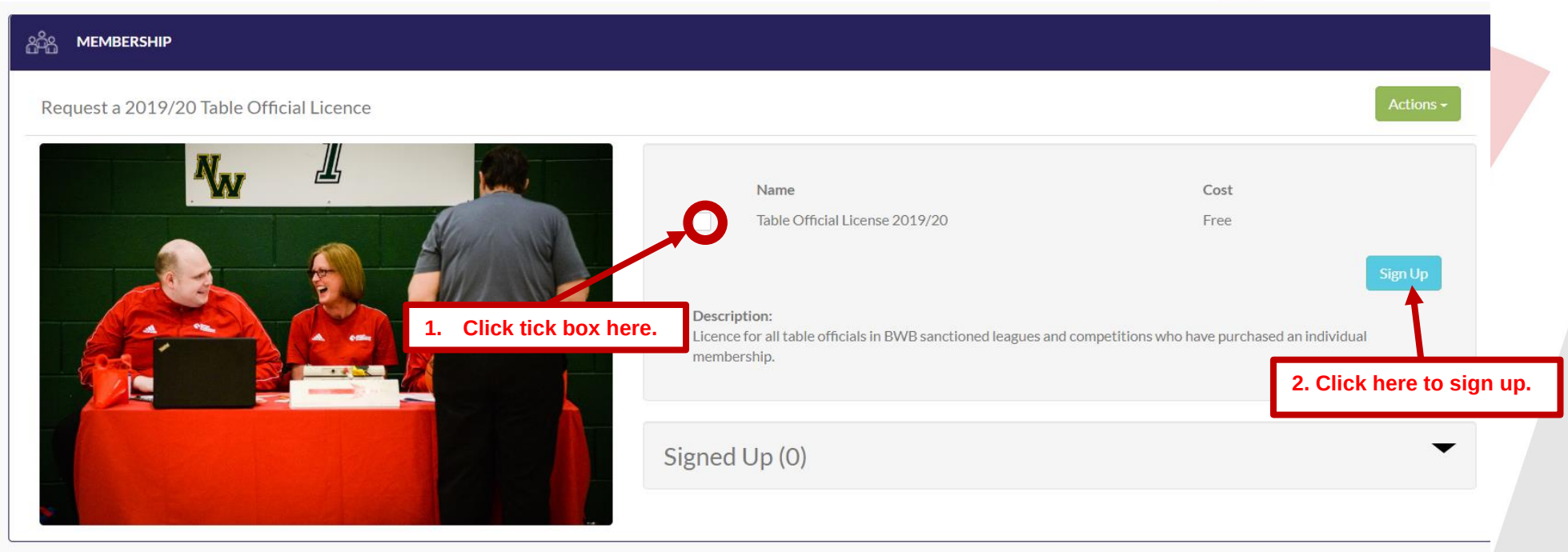


ii. To receive a Statistician licence, you must have your membership to receive your licence.

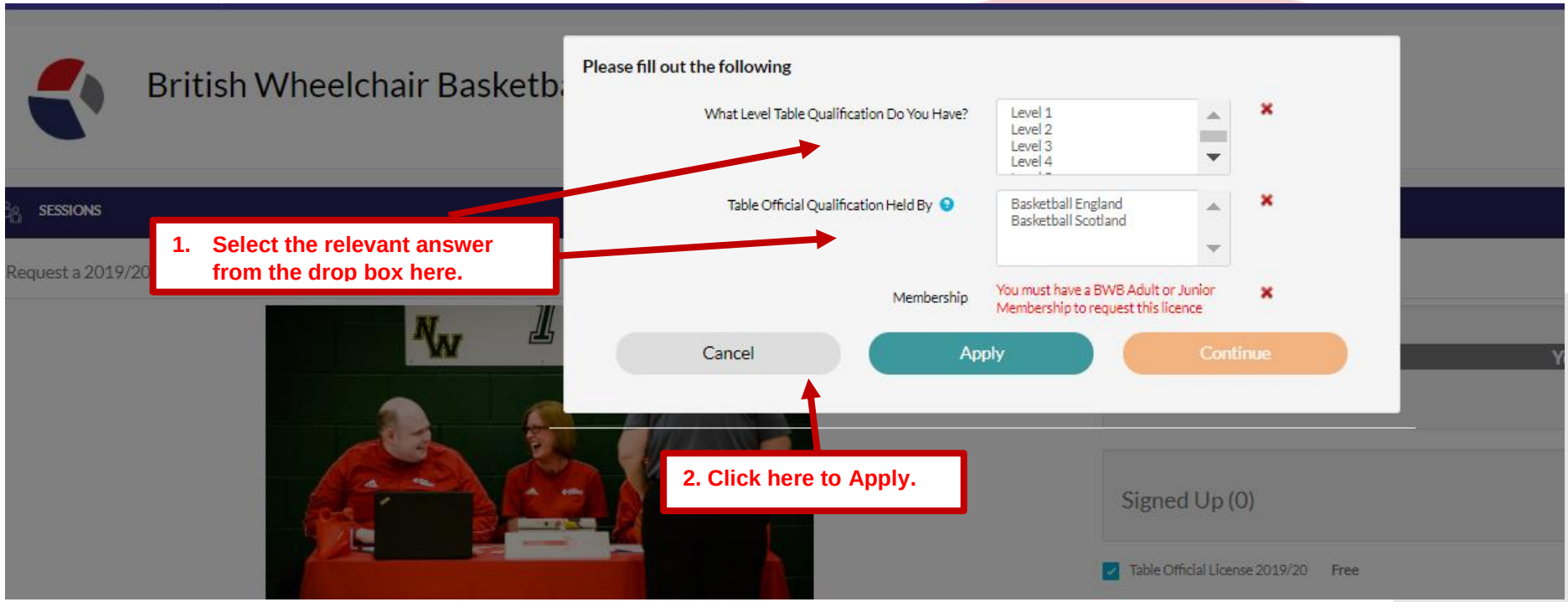


Section 4.f. Table Official.

i. Click the tick box where it says Table Official Licence 19/20. Then click sign up.

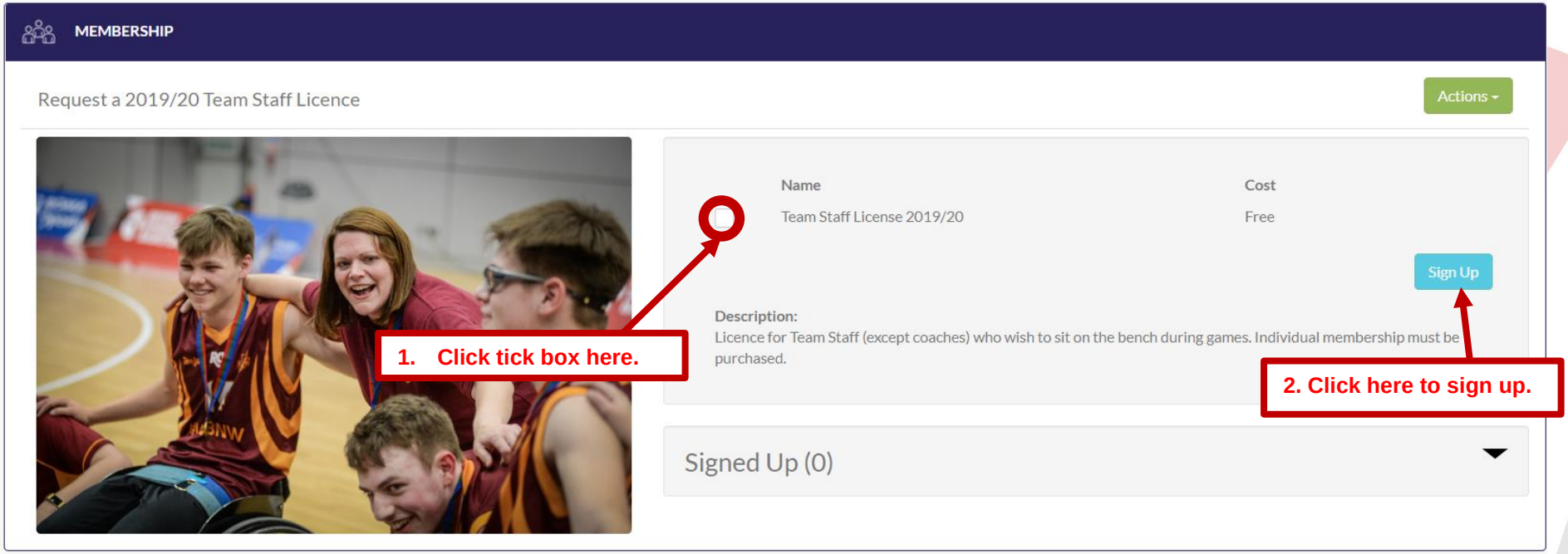


ii. To receive a Table Official licence, you must have your membership and correct qualifications. You can confirm what qualifications you hold by selecting from the drop down menus.

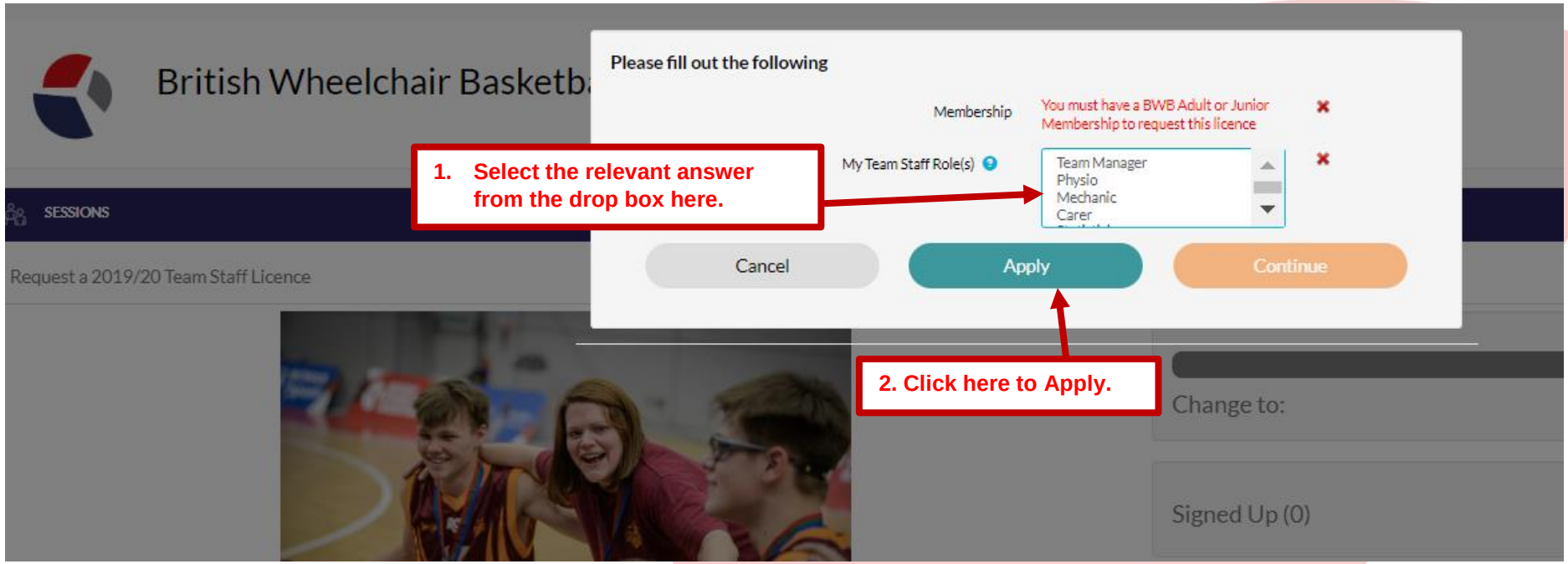


Section 4.g. Team Staff.

i. Click the tick box where it says Team Staff Licence 19/20. then click sign up.

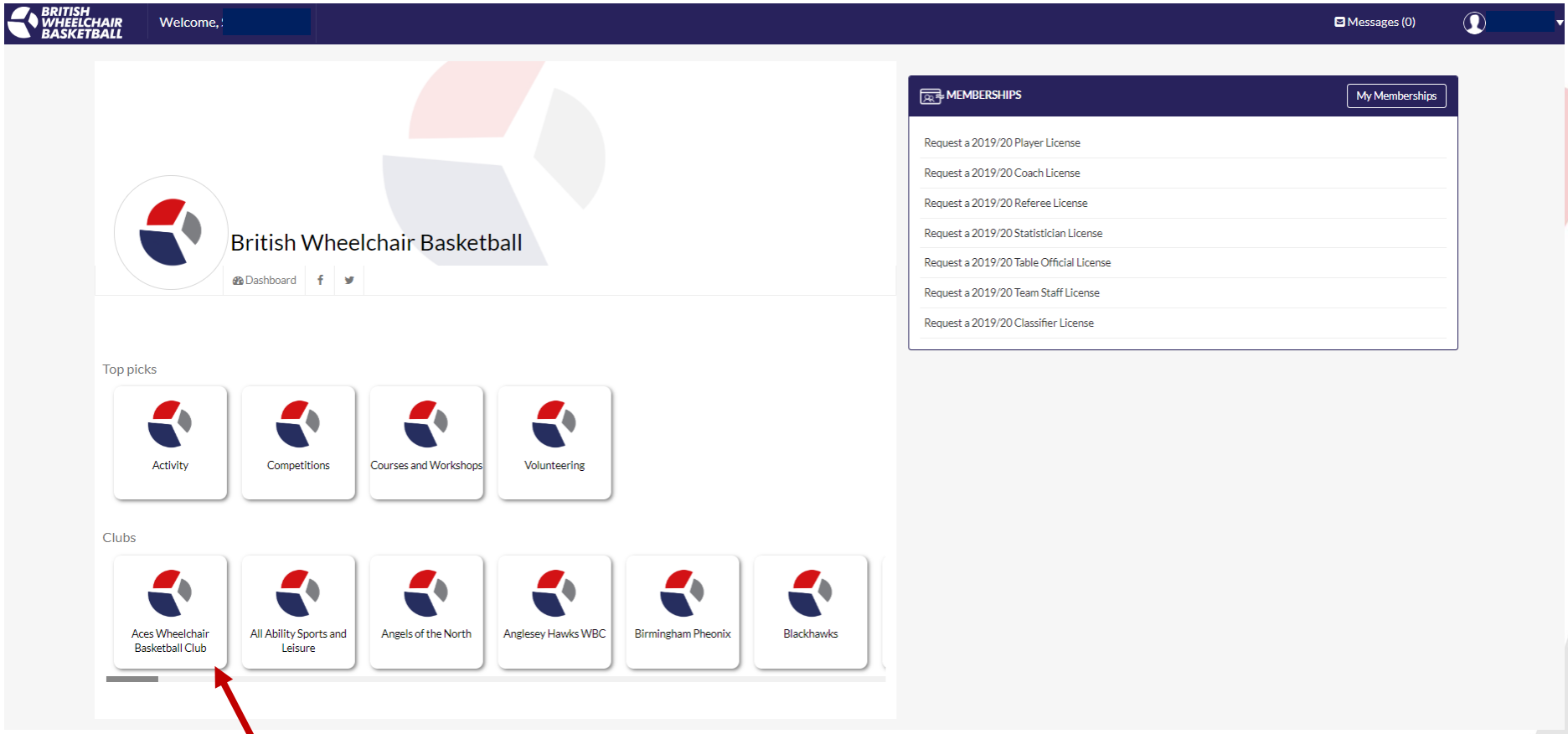


ii. To receive a Team Staff licence, you must have your membership to receive your licence, you can select what role(s) you hold from the drop down menu.



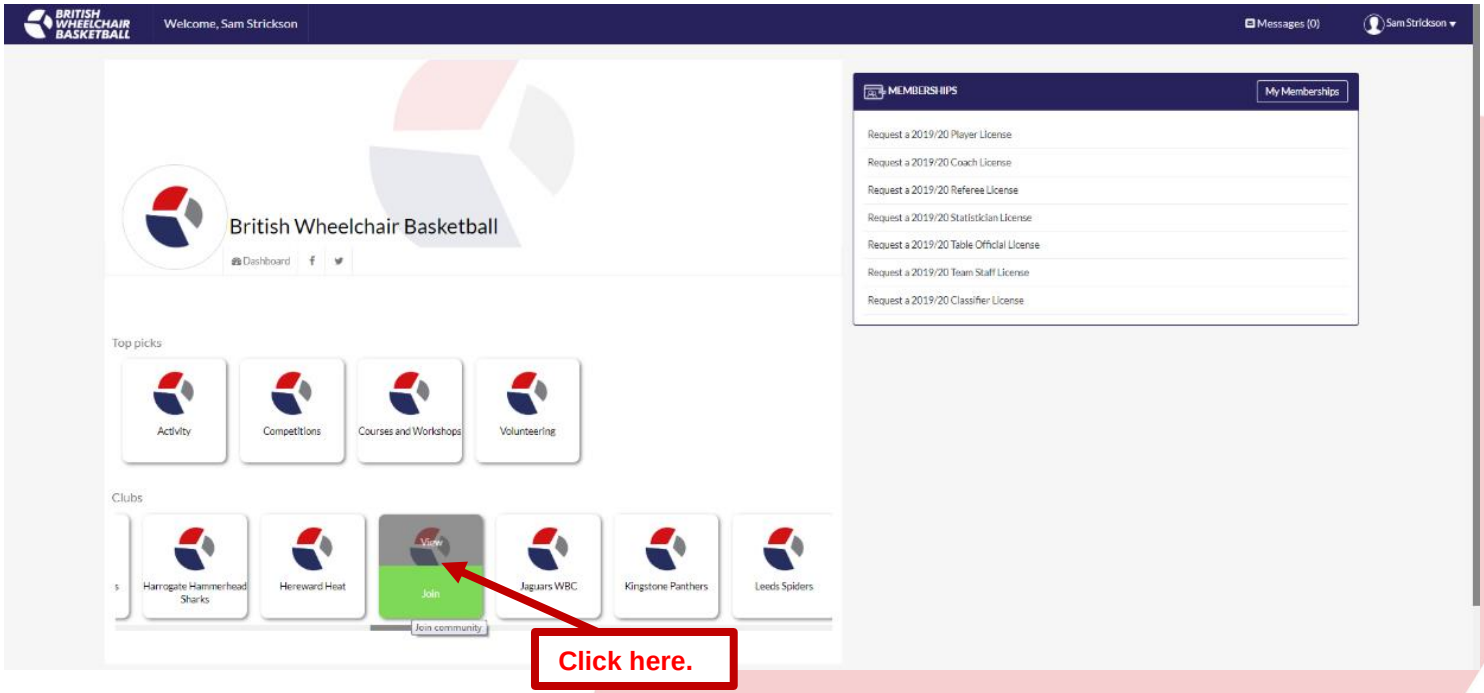
Section 5. Join a club (community).

a. On the homepage you will see the club icons, scroll across to find your club using the scroll bar.



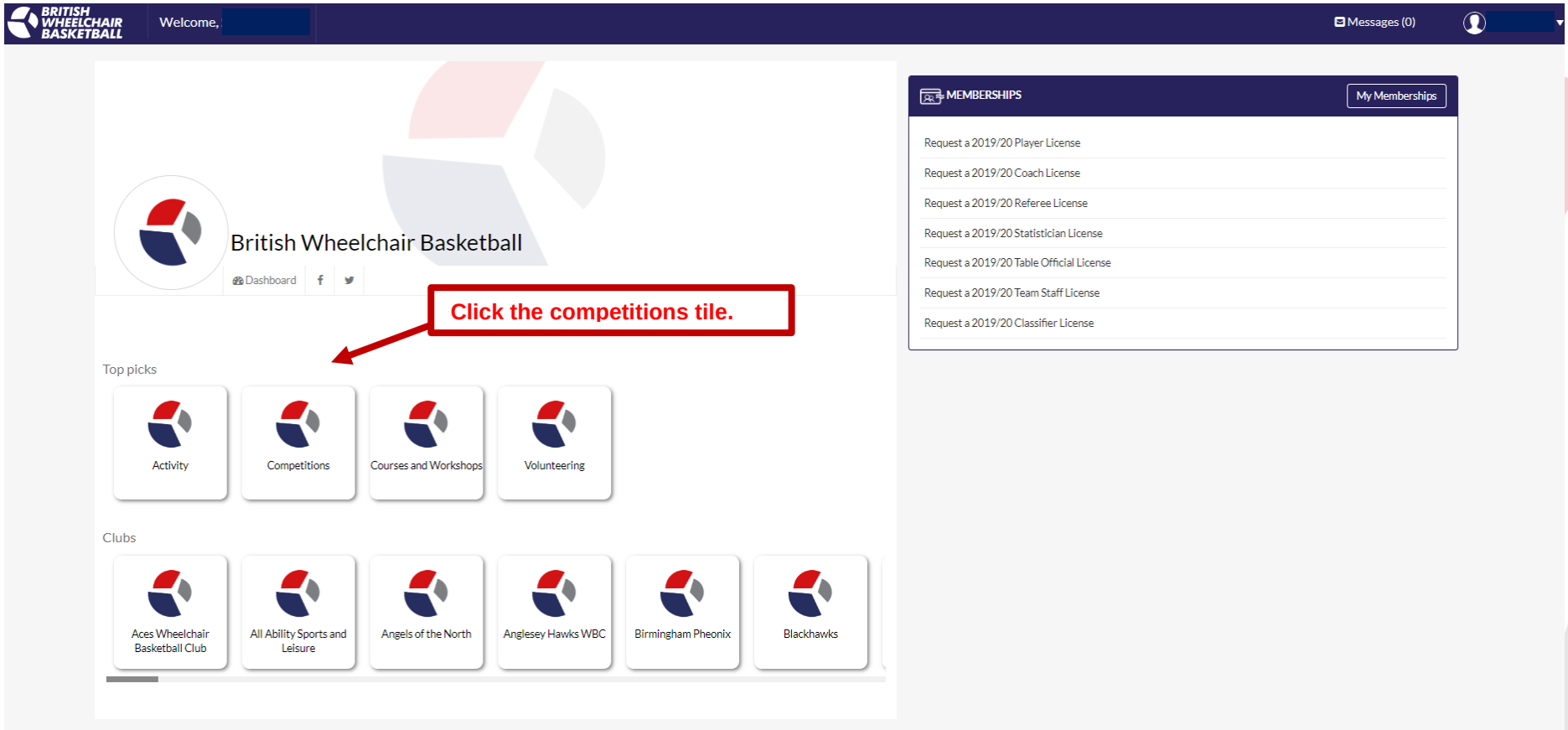
Click and drag the scroll bar to search for your club.

b. Hover over the club icon, the icon will then split into two showing a green half with the words join on it and a grey half that has view. To join click the green half.

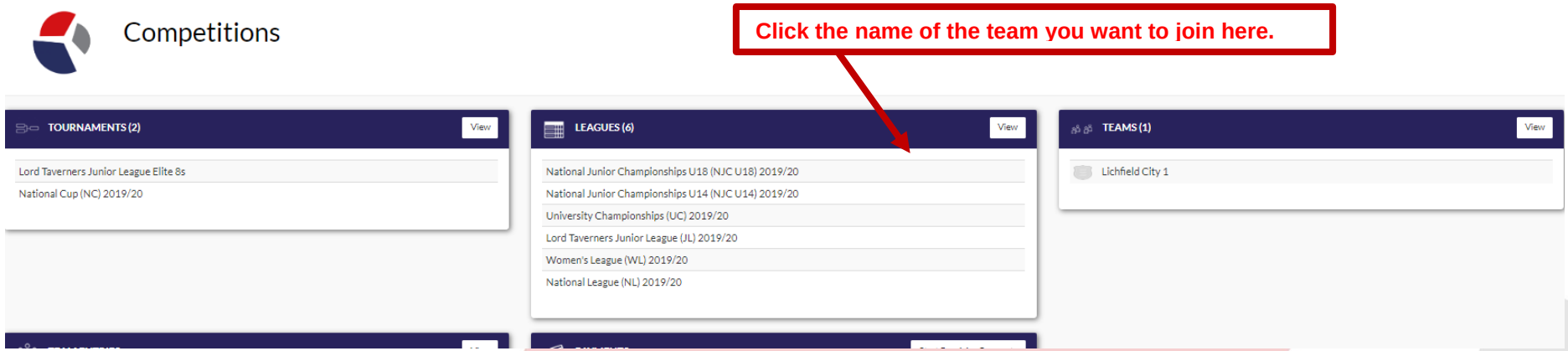


Section 6. Join a team

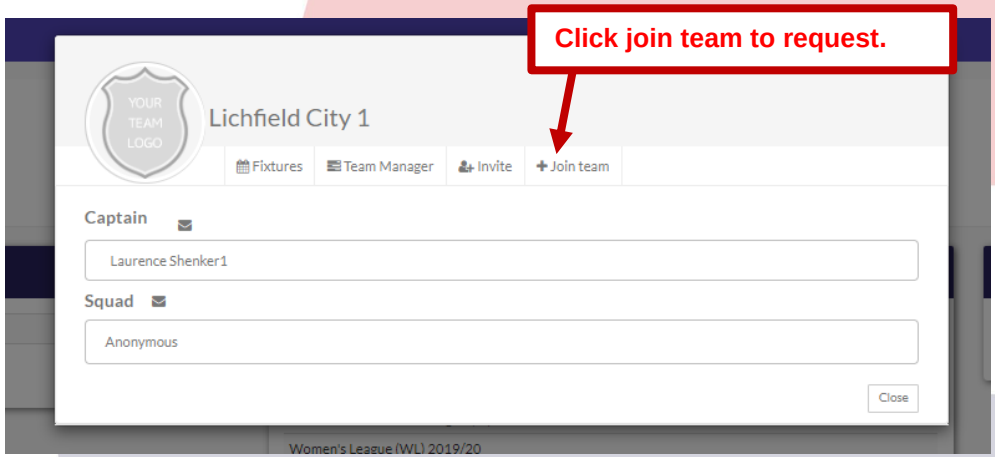
a. On the homepage click the competitions tile.



b. Once on the competitions page look underneath the team section on the right hand side.
c. This will list all the teams that have entered competitions this season. Find your team and click on the name.

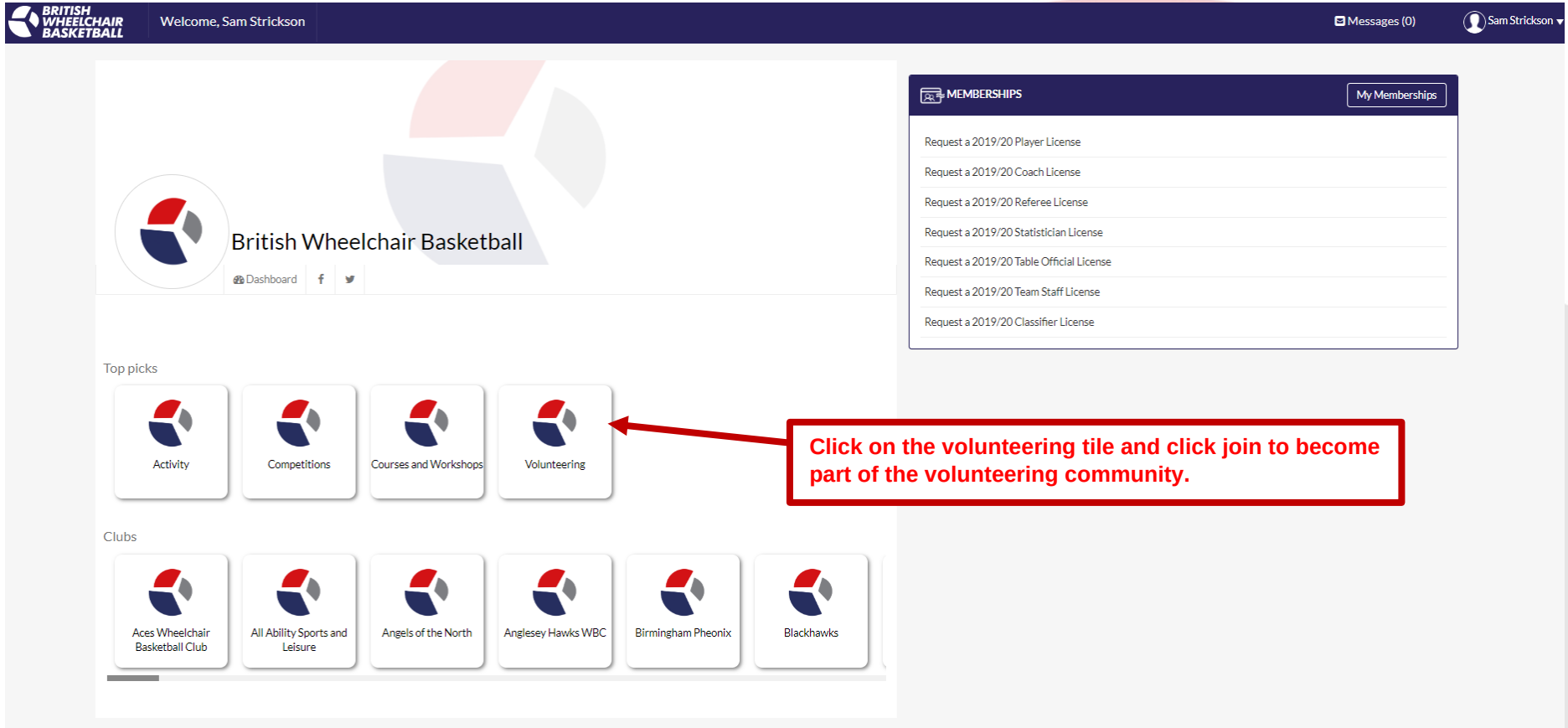


d. On the pop out this will list the team details including the team manager, you can click join team to enter the team. The team admin can then approve and manage each member in their team.

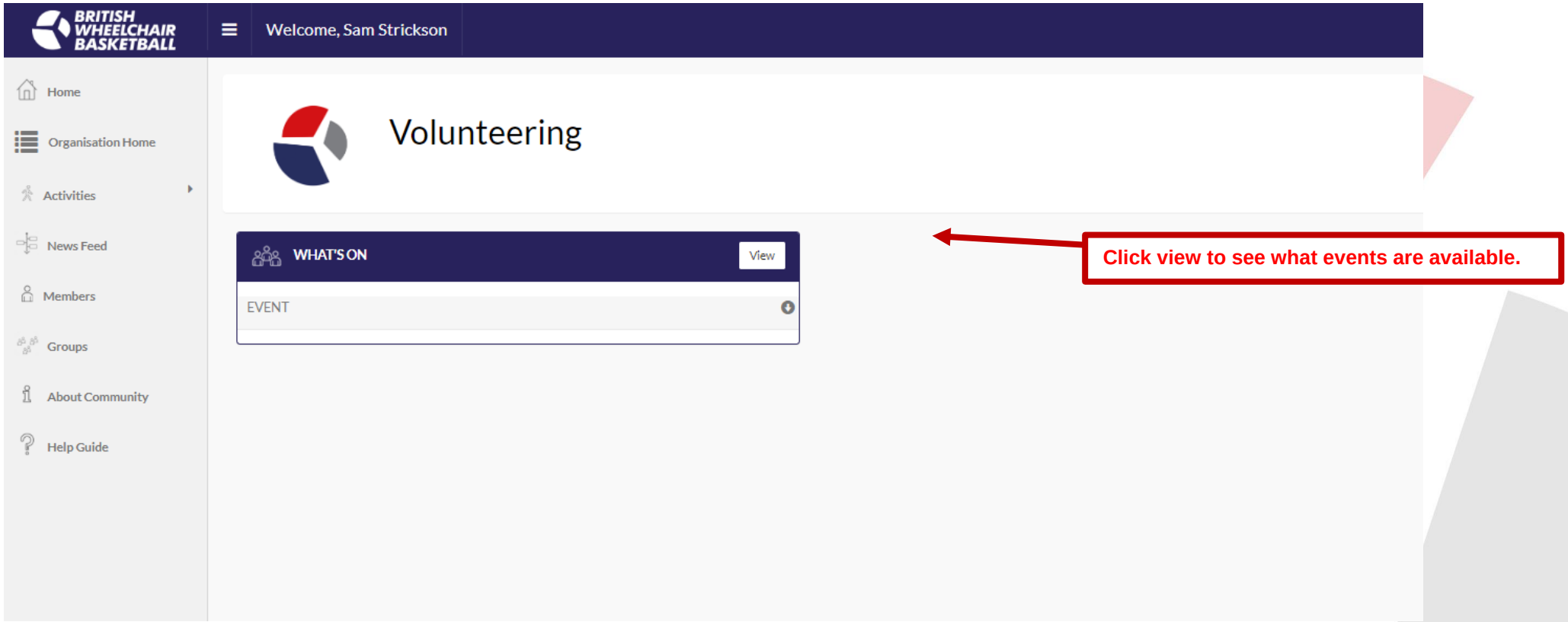


Section 7. Registering to volunteer

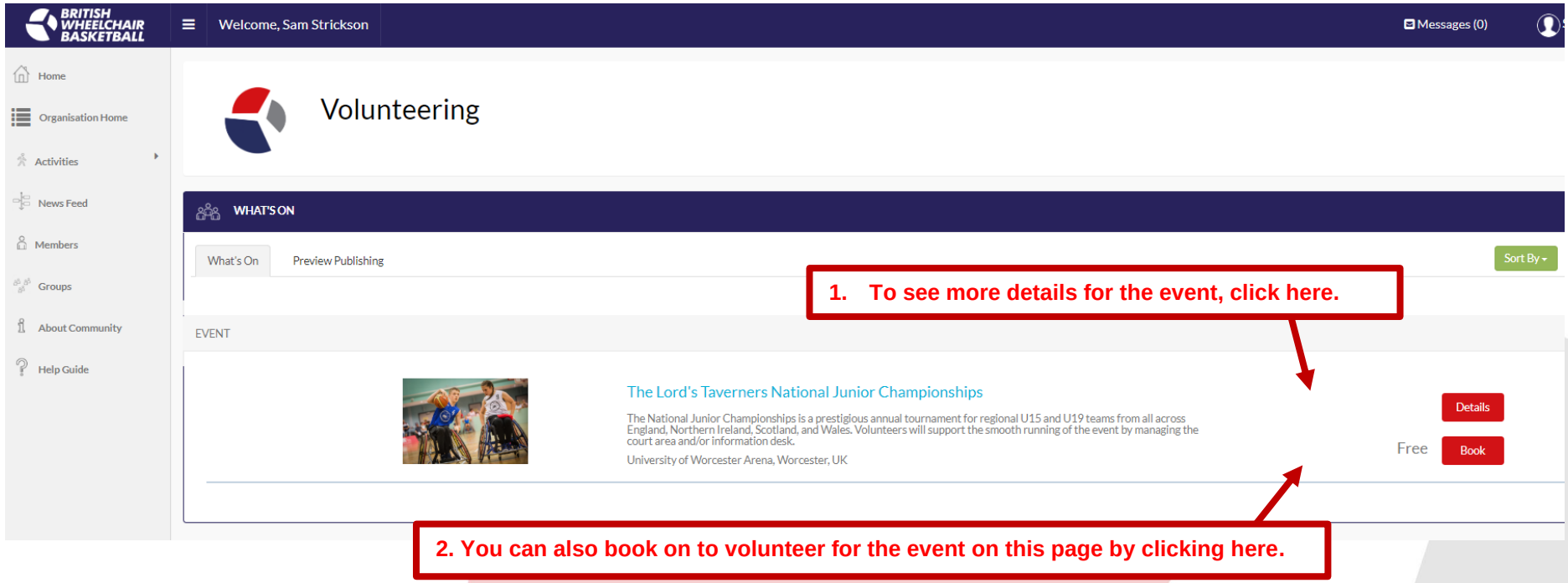
a. First of all, hover over the volunteering tile and click to join the community.



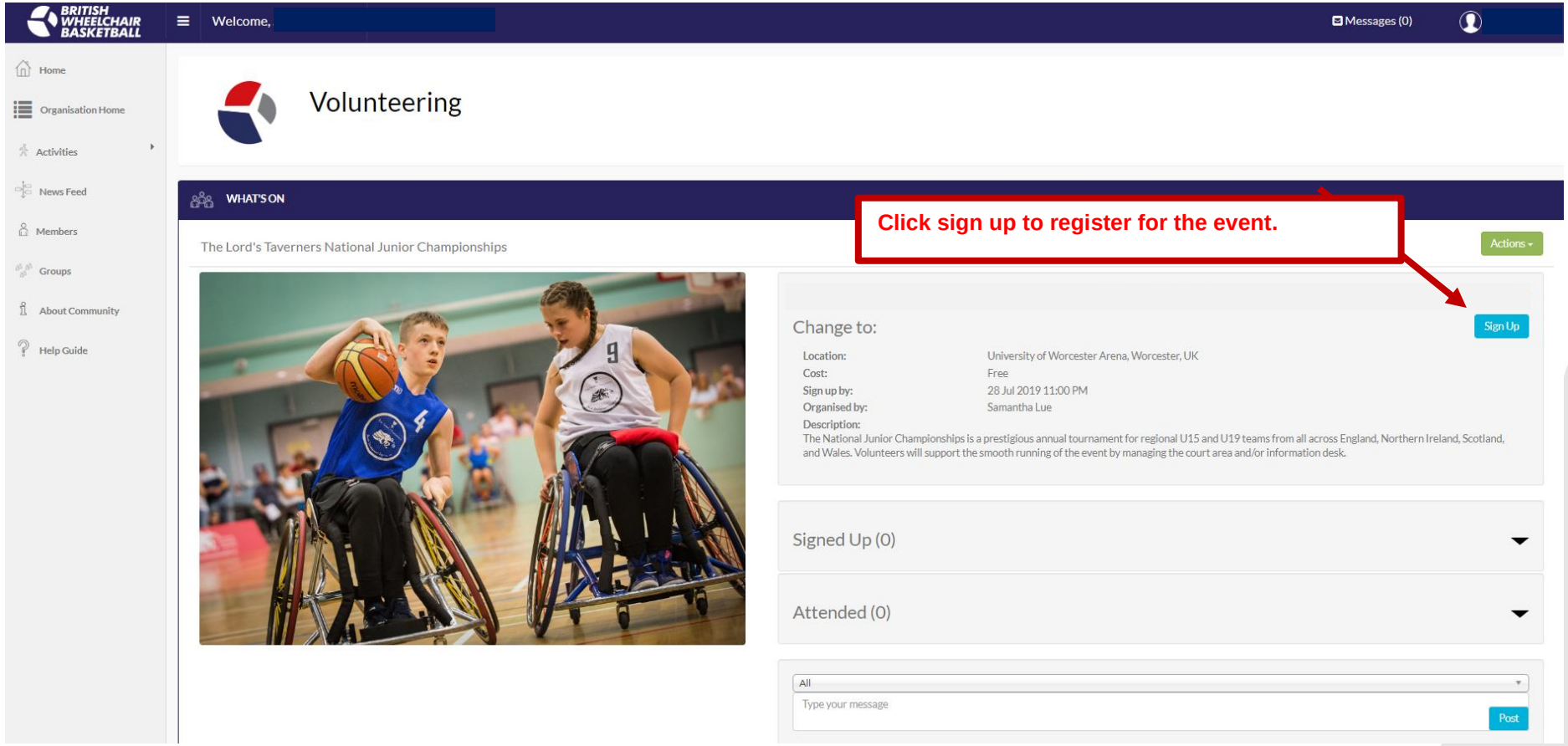
b. When you are on the volunteering page, you will see the what's on section, to see what events are available for you to volunteer at click the view button.



c. You will then see a list of events where you can book, to get more details for the event click the details button, if you don't need to see more details you can click book to sign up for the event.

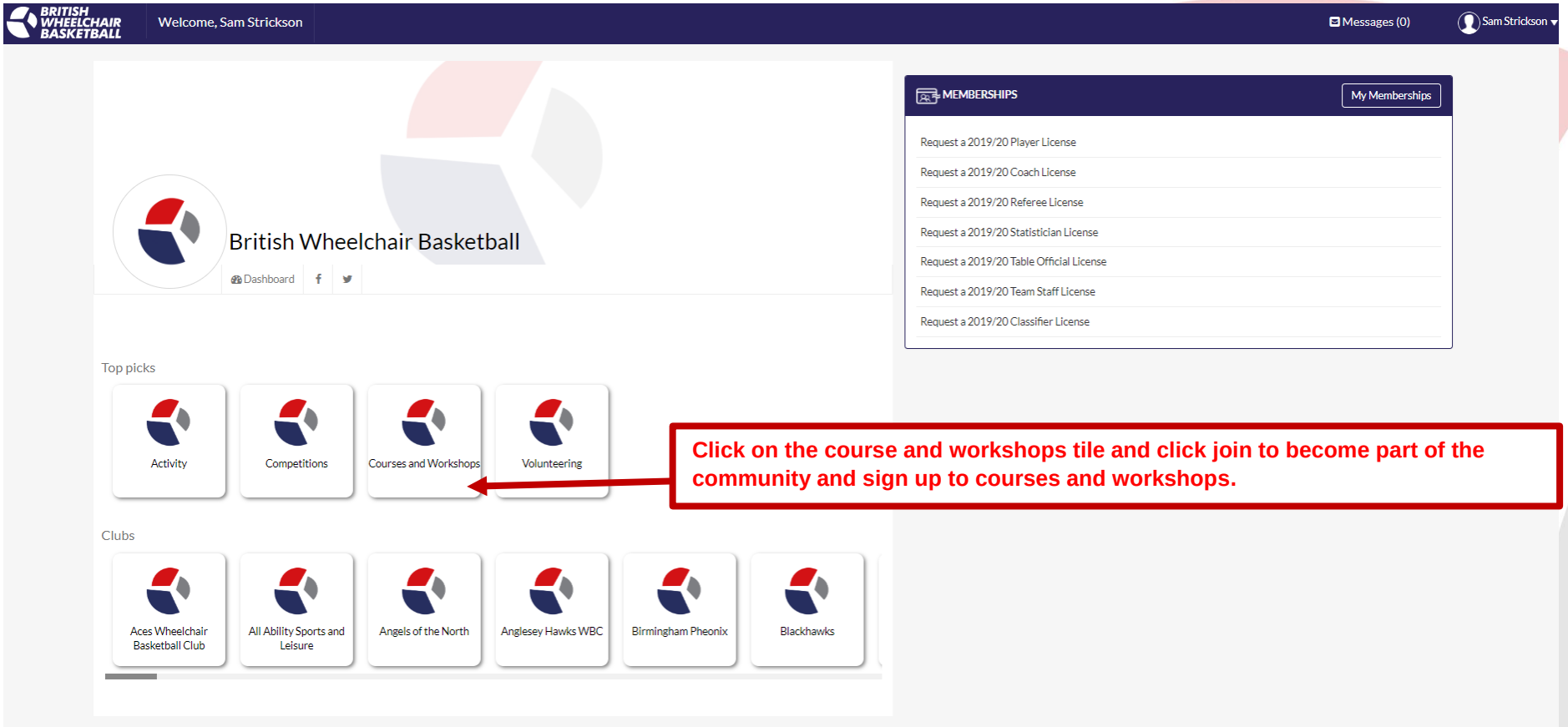


d. After clicking the details page, you will be taken to the below page to sign up to the event click the blue sign up button.



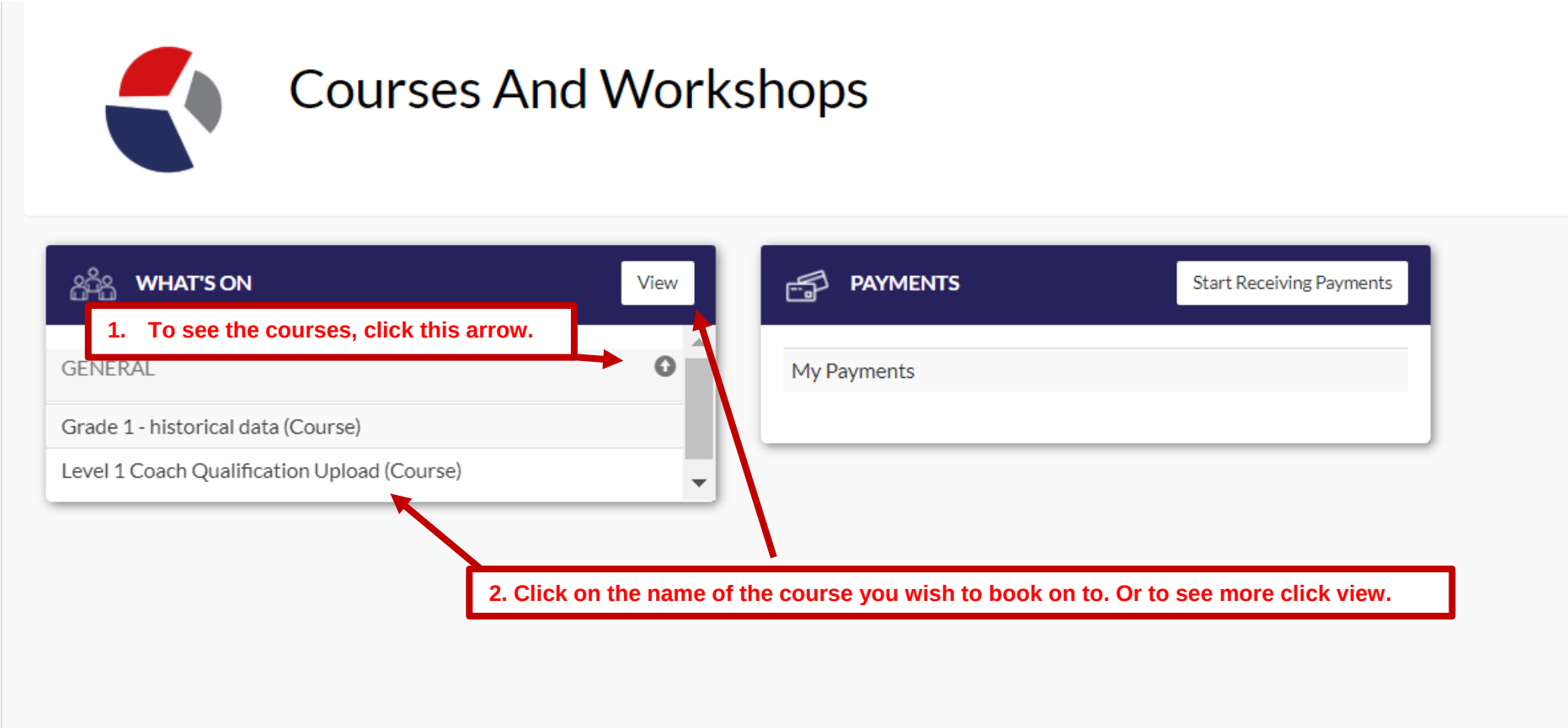
Section 8. Signing up for a course/ workshop

a. Click to join the courses and workshops community.

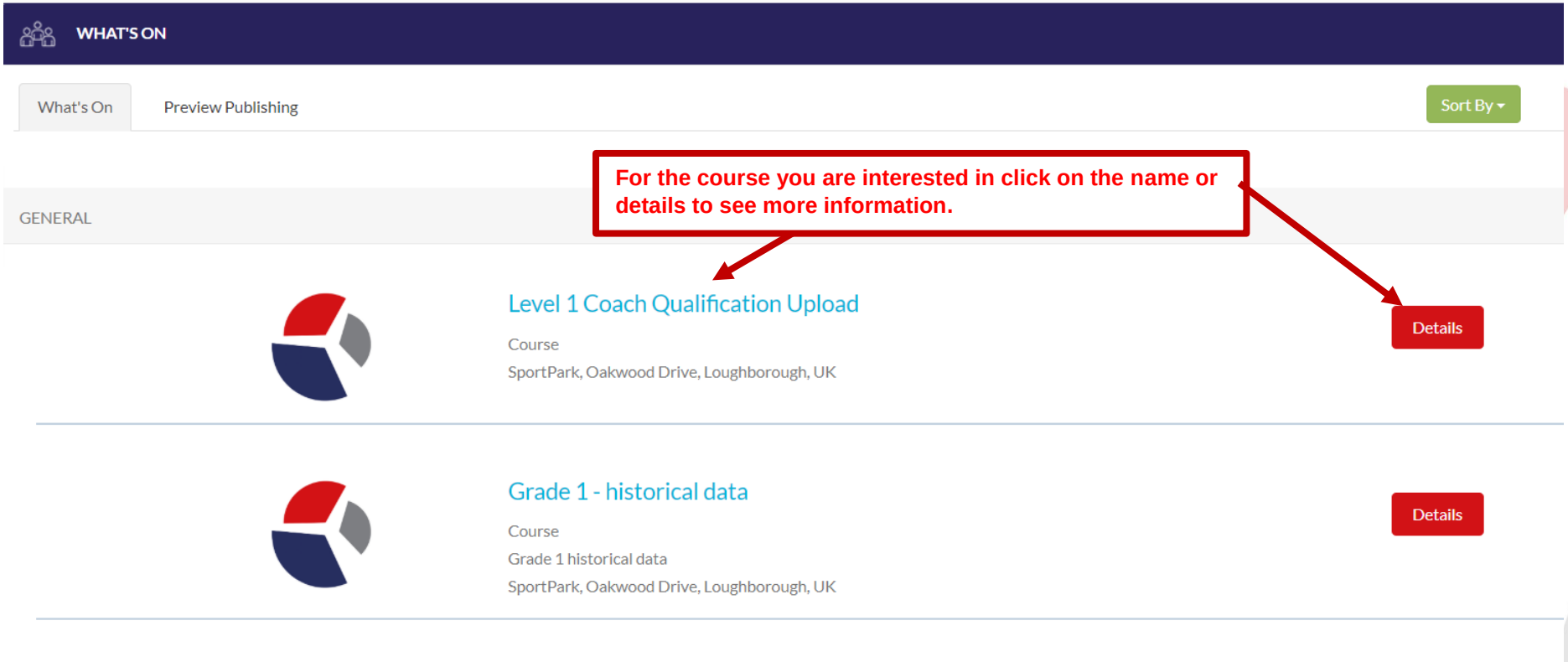


Click on the course and workshops tile and click join to become part of the community and sign up to courses and workshops.

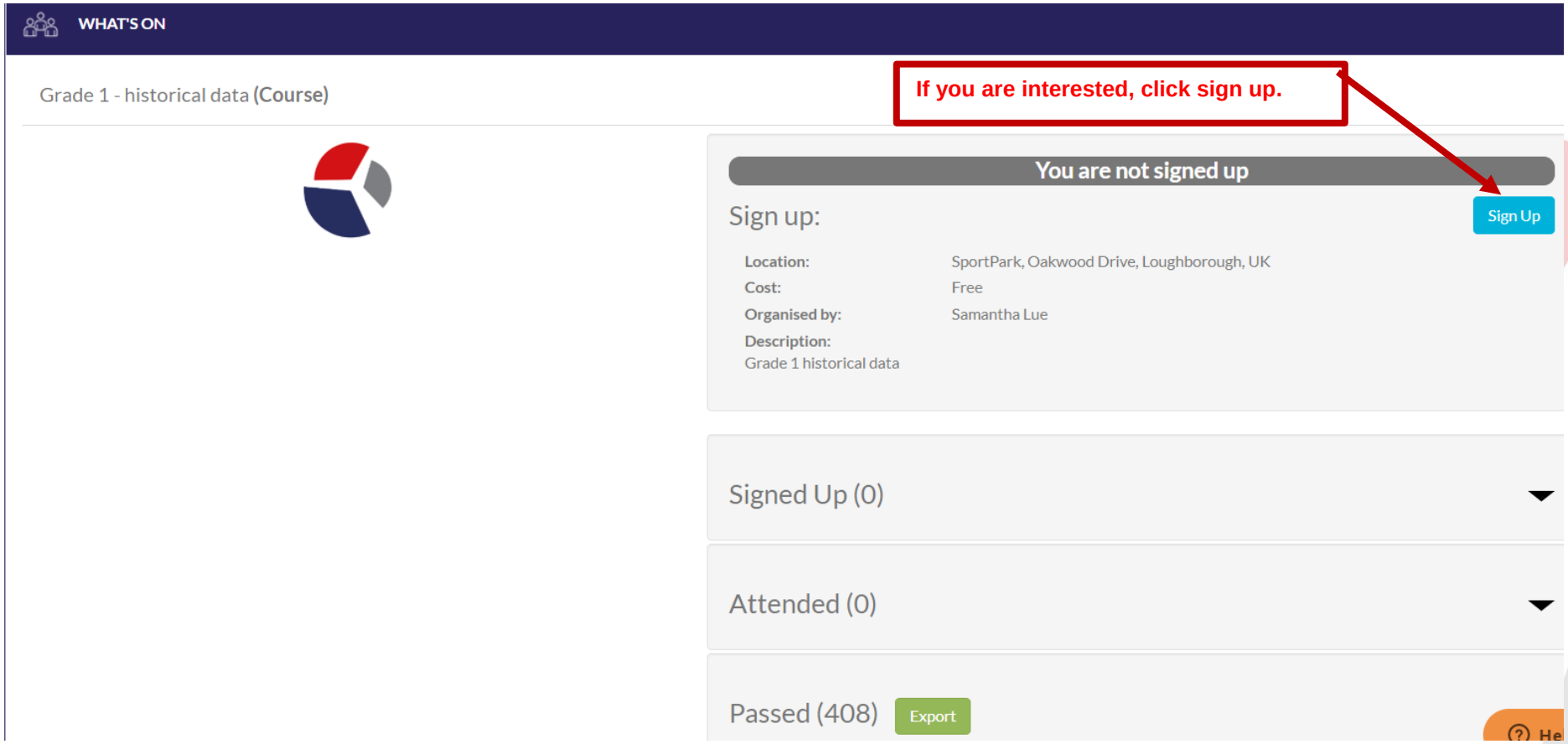
b. To see what courses and workshops are coming up and to sign up to them, click view on the what's on section of the page.



c. Find the course you are interested in attending, and click on the name or details.

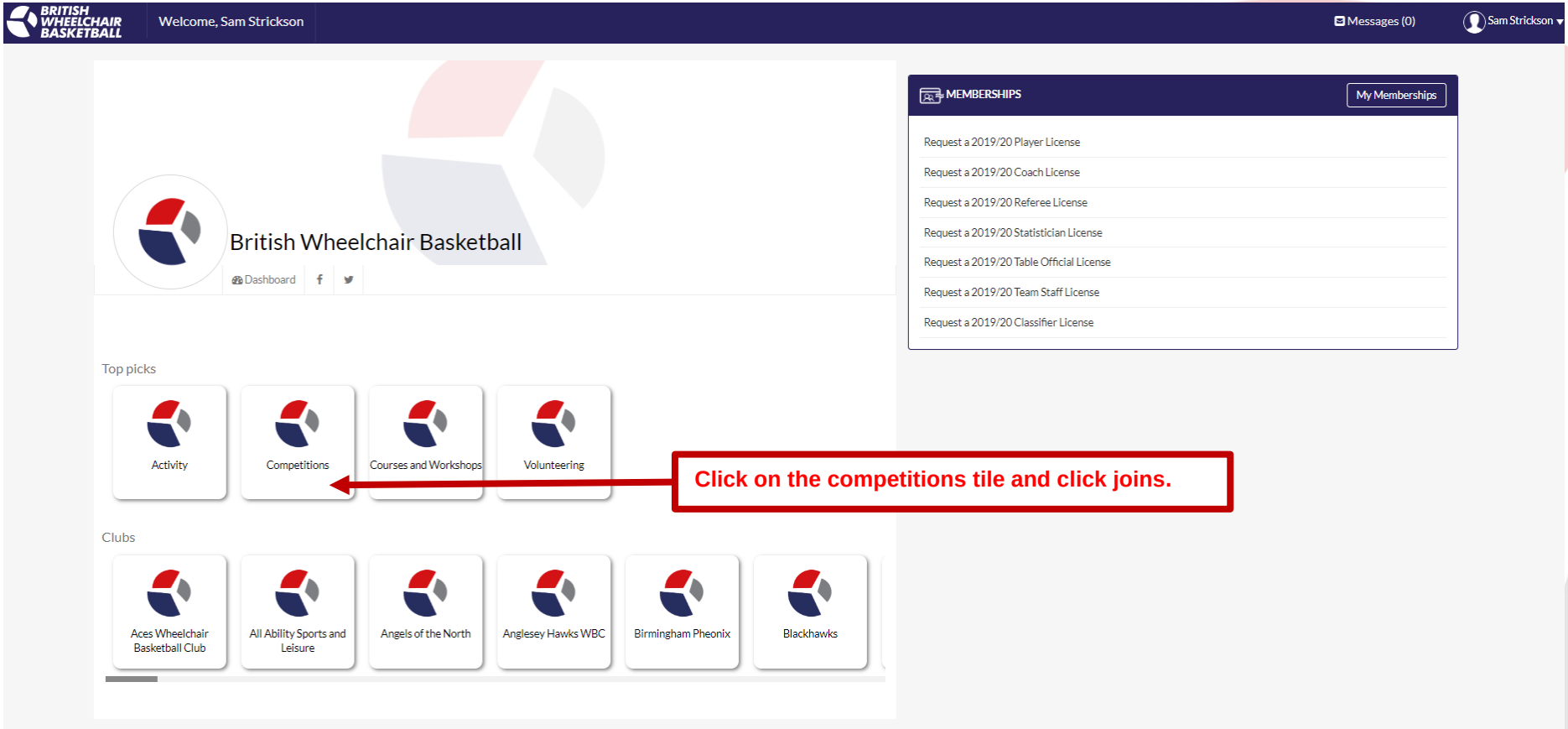


d. Click sign up for the course.

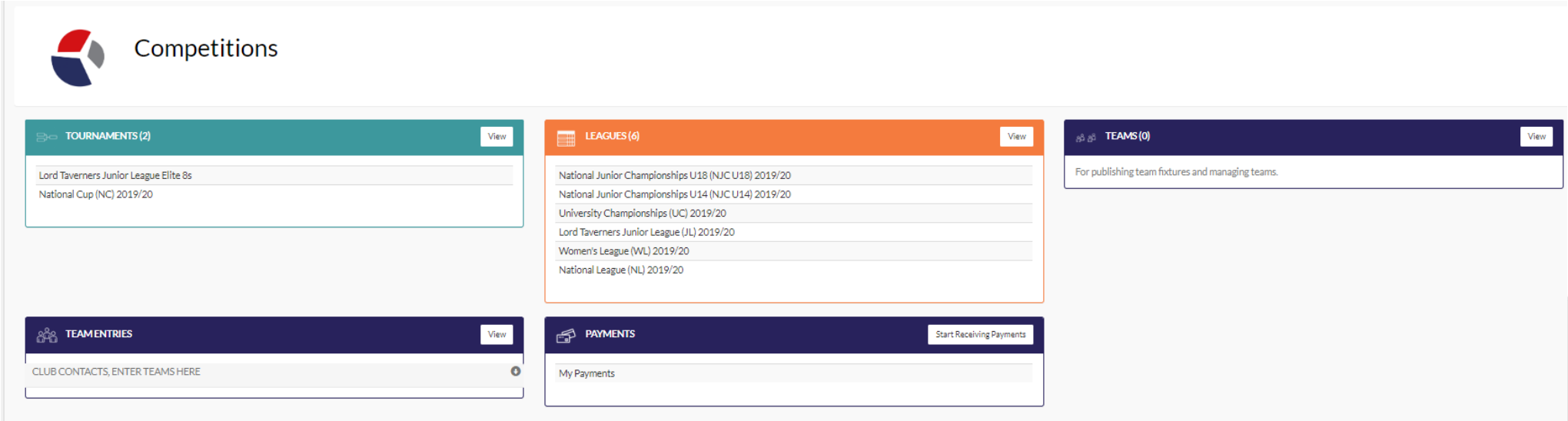


Section 9. To view Competitions

a. Click on the competition community tile.

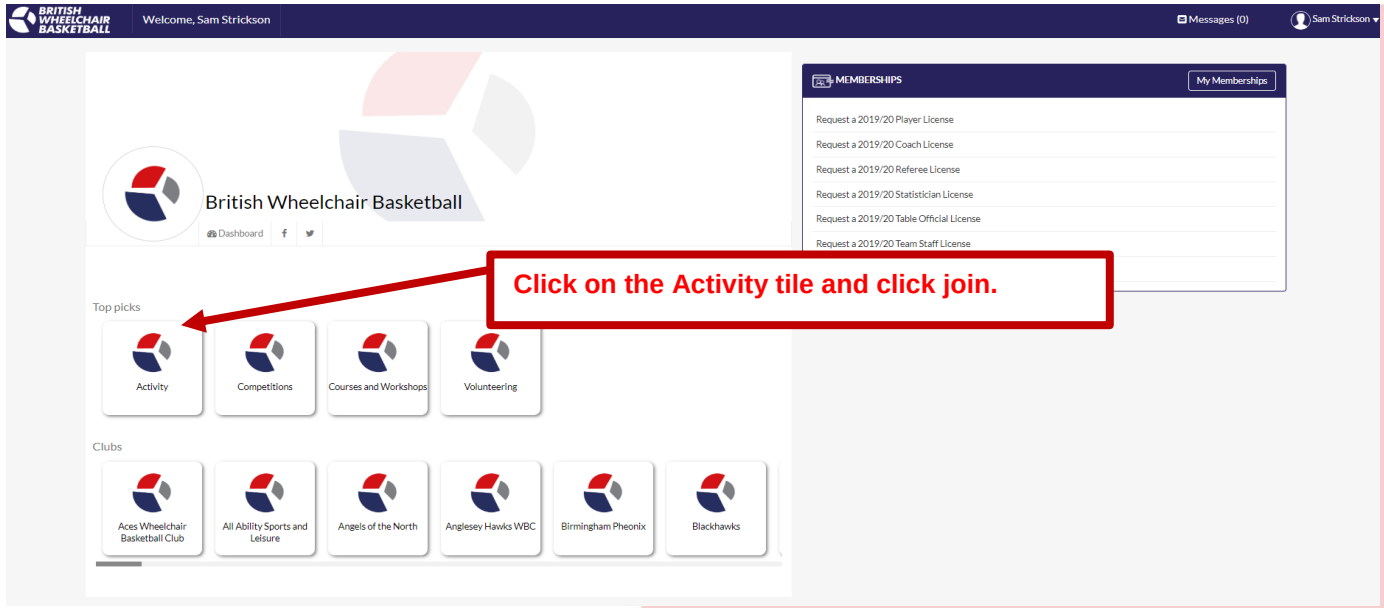


b. Find the competition you wish to view and click on the name.

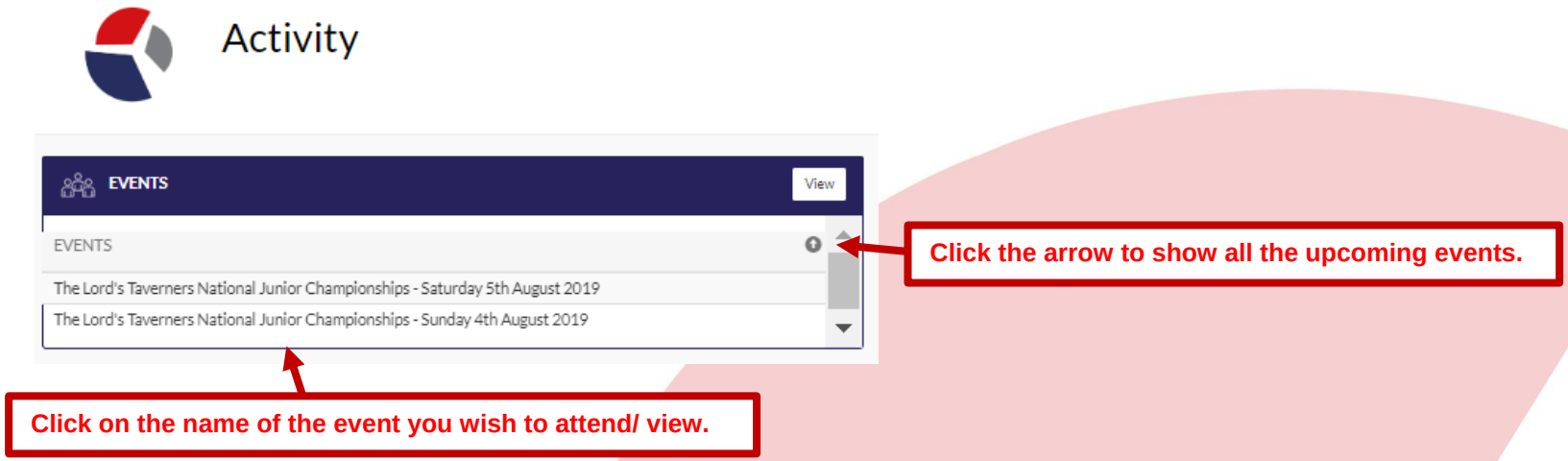
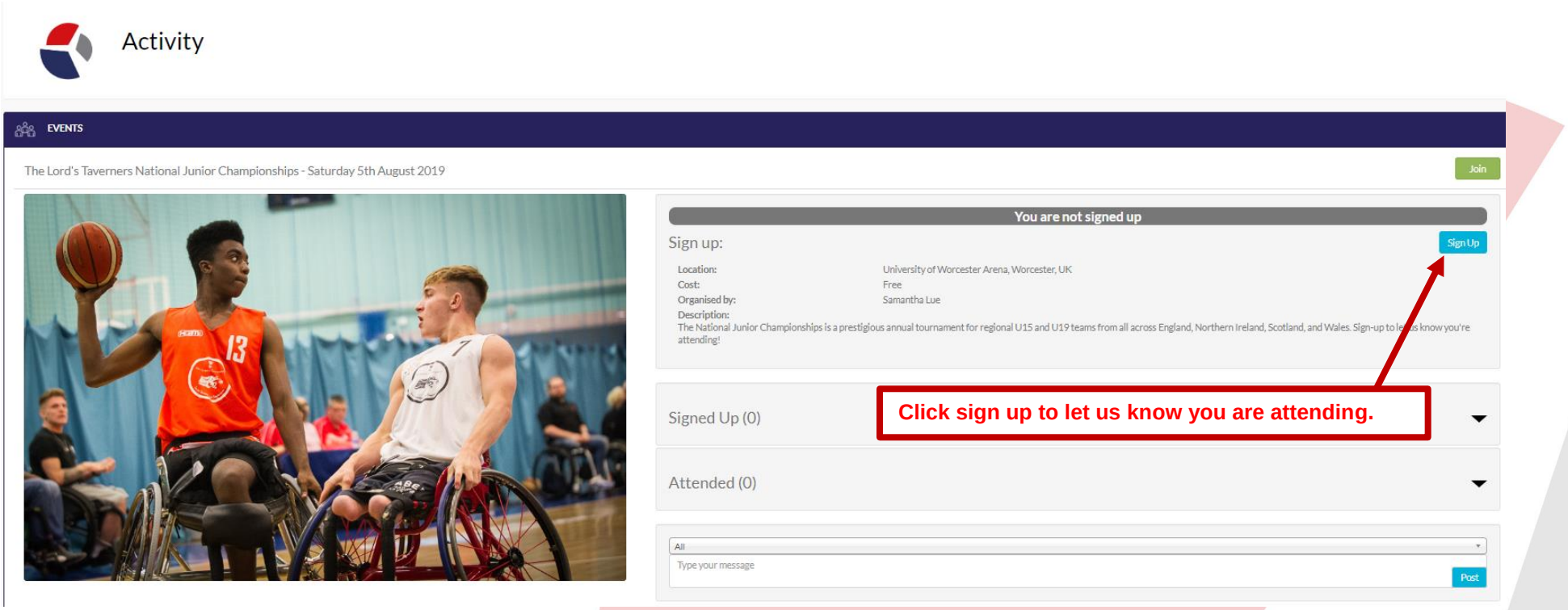


Section 10. Viewing upcoming activity.

a. Click on the Activity community tile.



b. Click on the arrow underneath events to see what is on.



c. If you are interested in any event, click on the name, you will be then directed to this page. Where you can sign up to confirm attendance.