

BRITISH **WHEELCHAIR** **BASKETBALL**

Playwaze User Manual - Clubs

(PLEASE DON'T USE EXPLORER, the site works better with browsers such as Chrome and Firefox.)

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Section 1. Role Permissions

a. Community (Club) Administrator.

- i. Add/ remove standard members.
- ii. Add/remove administrators (no limit to number of admins you can have).
- iii. Change the primary contact. – note that the incumbent primary contact is always notified by email if they are switched out from the role of primary contact.
- iv. Add / edit activities (competitions, sign ups, membership products).
- v. Execute actions on behalf of other members e.g. sign someone up to a session, put someone in a team.
- vi. Post to the news feed.
- vii. Edit community settings e.g. disable private messaging select available features.
- viii. Add team administrators to a team category.
- ix. Add captains to teams.
- x. Enter / edit any result.
- xi. Set community branding.

b. Team Administrator - These are often renamed in a community e.g. may be called Club Contact, or institution administrator.

- i. Add / remove other team administrators on the team category that they are a team administrator of.
- ii. Add / remove team captains in any team within their Team Category.
- iii. Add / remove players to / from any of the teams within their Team Category.
- iv. Enter / edit a result / fixture for any match played by any of the teams within their Team Category (permissions for results / fixtures can be changed by the community administrator).

c. Team Captain.

- i. Add / remove other captains in their team.
- ii. Add / remove players to / from their team.
- iii. Enter / edit a result/ fixture for any match their team plays (permissions for results / fixtures can be changed by a Community Administrator).

d. Standard Members.

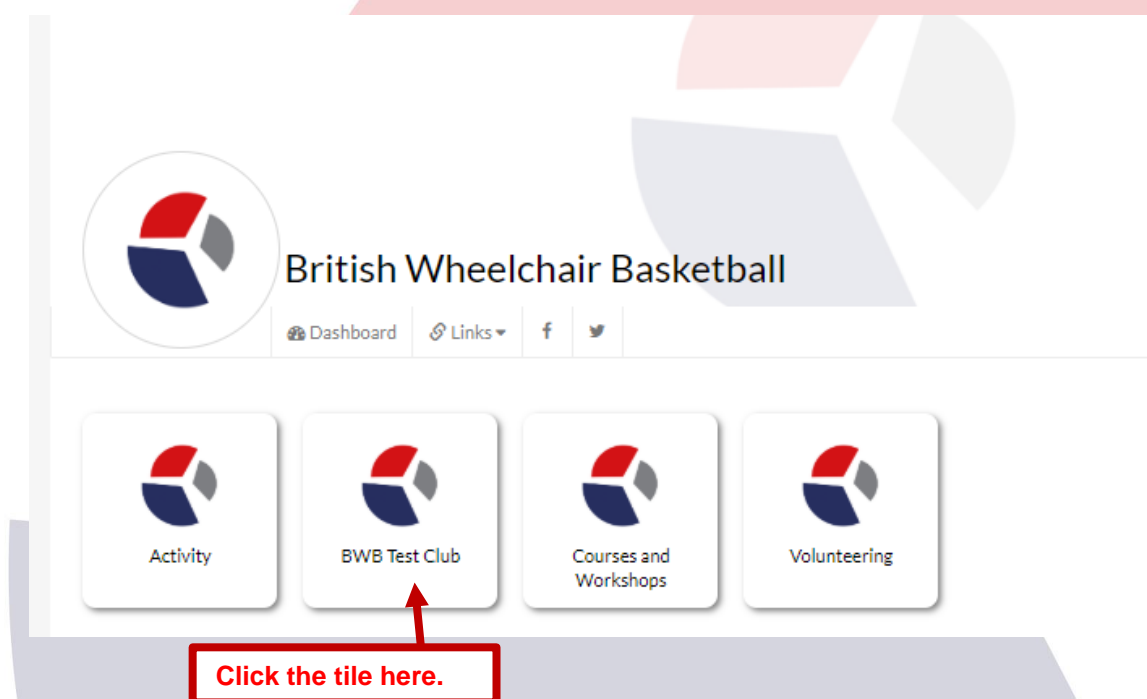
- i. Execute actions on their own behalf e.g. sign up to a session, enter their own result, make themselves available for a match.
- ii. Send messages to other members (if private messaging enabled).
- iii. View other members (and any data as defined by the community's settings).

Section 2. Affiliating to British Wheelchair Basketball

Club Affiliation Requirements: All clubs must have members assigned to the following roles prior to 1st September 2019 otherwise your affiliation to BWB will be revoked:

- Club Administrator
- Club Chair
- Club Treasurer
- Club Welfare Officer

i. To affiliate to BWB, go onto your club homepage by clicking your club tile.



ii. On your club homepage click the green button that says Not Affiliated.



Aces Wheelchair Basketball Club

Click here to affiliate your club.

Community Admin ▾

Not Affiliated

TEAMS (0)

Create

For publishing team fixtures and managing teams.

SESSIONS

Create

For running sessions and signups.

PAYMENTS

Start Receiving Payments

My Payments

QUALIFICATIONS (0)

Permissions

For Qualification.

VOLUNTEERING (1)

View


Volunteer

MEMBERSHIPS

Settings ▾

For the sale of membership subscriptions

iii. You will be directed to then pay your affiliation fee. Click buy now.

 COMMUNITY MEMBERSHIPS

CURRENT MEMBERSHIP

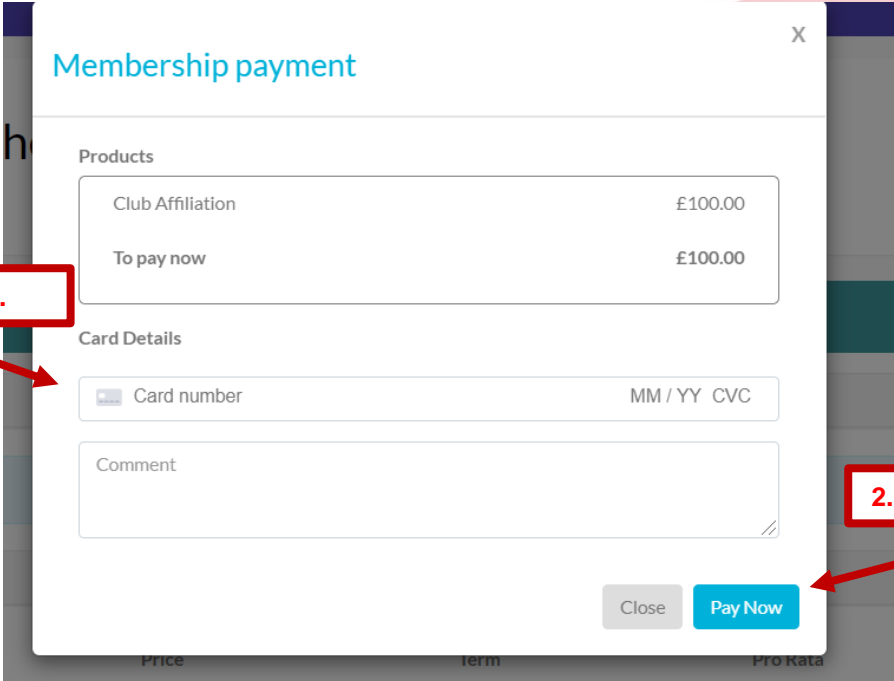
No membership products purchased yet

AVAILABLE MEMBERSHIP

Click Buy Now to pay for your affiliation fee.

Name	Price	Term	Pro Rata	
Club Affiliation	£100.00	One off	×	Buy Now

- iv. A pop up screen will come up and you will be able to input your card details to process payment. Once you have completed this you will receive an email receipt.



The screenshot shows a 'Membership payment' pop-up window. It contains a table of products, a card details section, and a 'Pay Now' button. Two red callout boxes with arrows point to the card details input fields and the 'Pay Now' button.

Products	
Club Affiliation	£100.00
To pay now	£100.00

Card Details

Card number MM / YY CVC

Comment

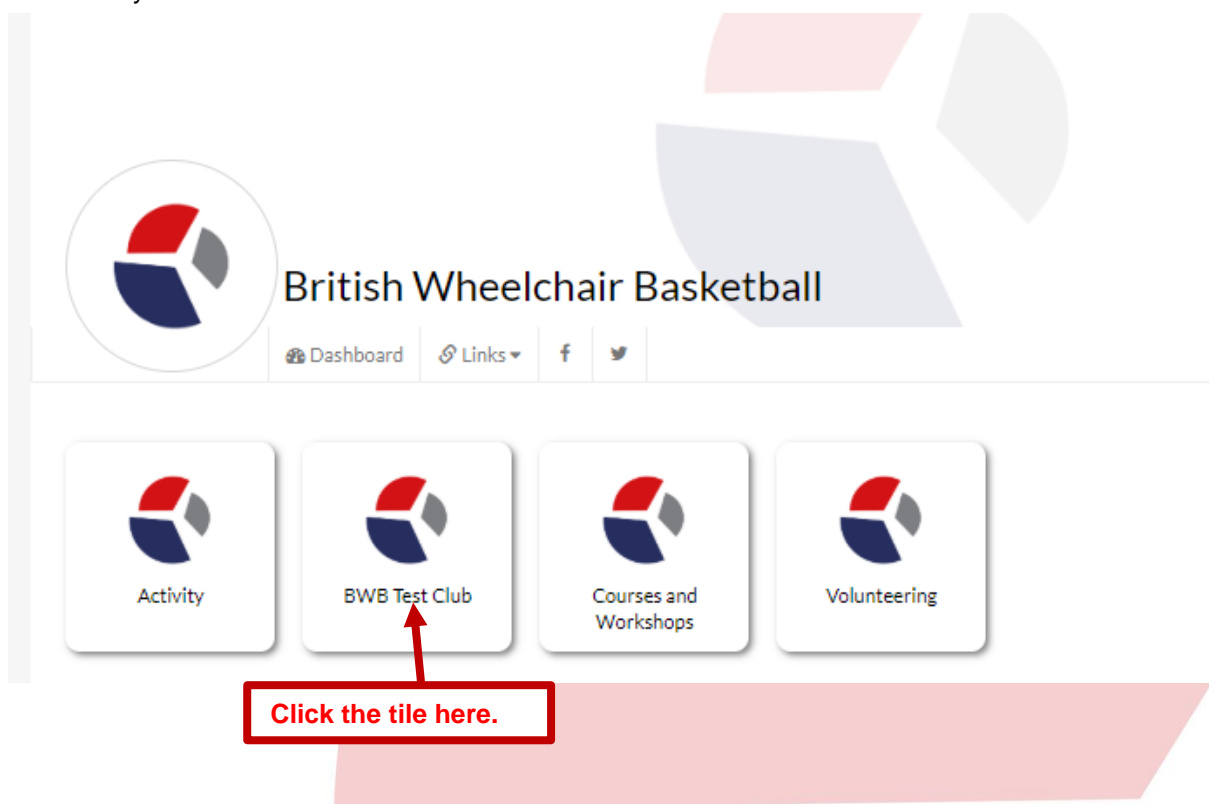
Close Pay Now

1. Input your card details here.

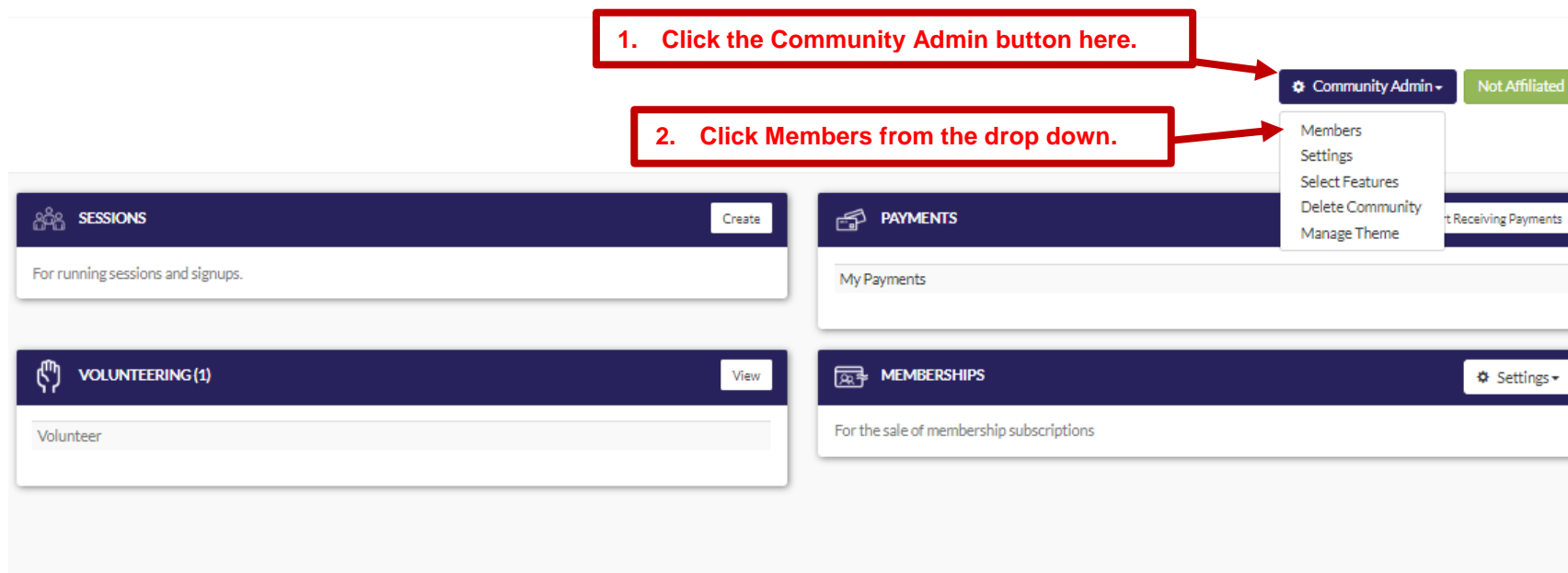
2. Then click Pay Now to proceed.

Section 2.a. Adding members to your club

- i. On the main screen click the tile of your club.



- ii. On your club homepage click the community admin button in the top right corner, and select members from the dropdown.



The screenshot shows a club homepage with four main sections: SESSIONS, VOLUNTEERING (1), PAYMENTS, and MEMBERSHIPS. In the top right corner, there is a 'Community Admin' button with a gear icon and a 'Not Affiliated' status. A dropdown menu is open from the 'Community Admin' button, listing 'Members', 'Settings', 'Select Features', 'Delete Community', and 'Manage Theme'. Two red boxes with arrows point to the 'Community Admin' button and the 'Members' option in the dropdown menu, respectively.

1. Click the Community Admin button here.

2. Click Members from the drop down.

SESSIONS Create
For running sessions and signups.

VOLUNTEERING (1) View
Volunteer

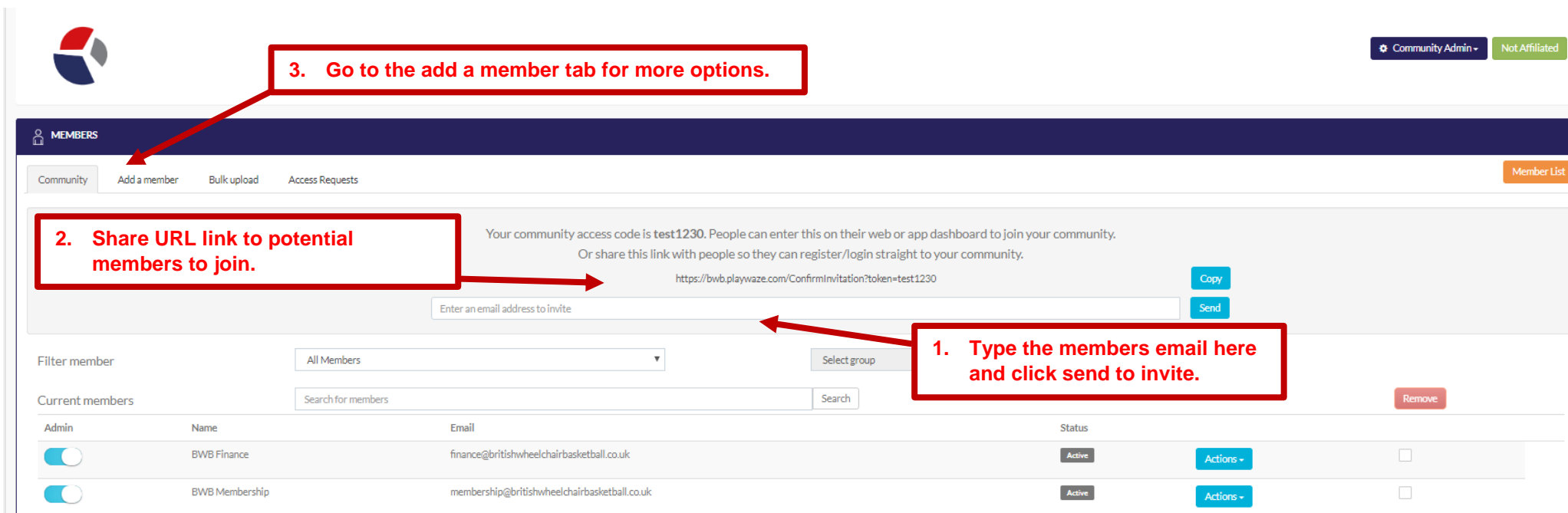
PAYMENTS
My Payments

MEMBERSHIPS Settings
For the sale of membership subscriptions

Community Admin Not Affiliated

- Members
- Settings
- Select Features
- Delete Community
- Manage Theme

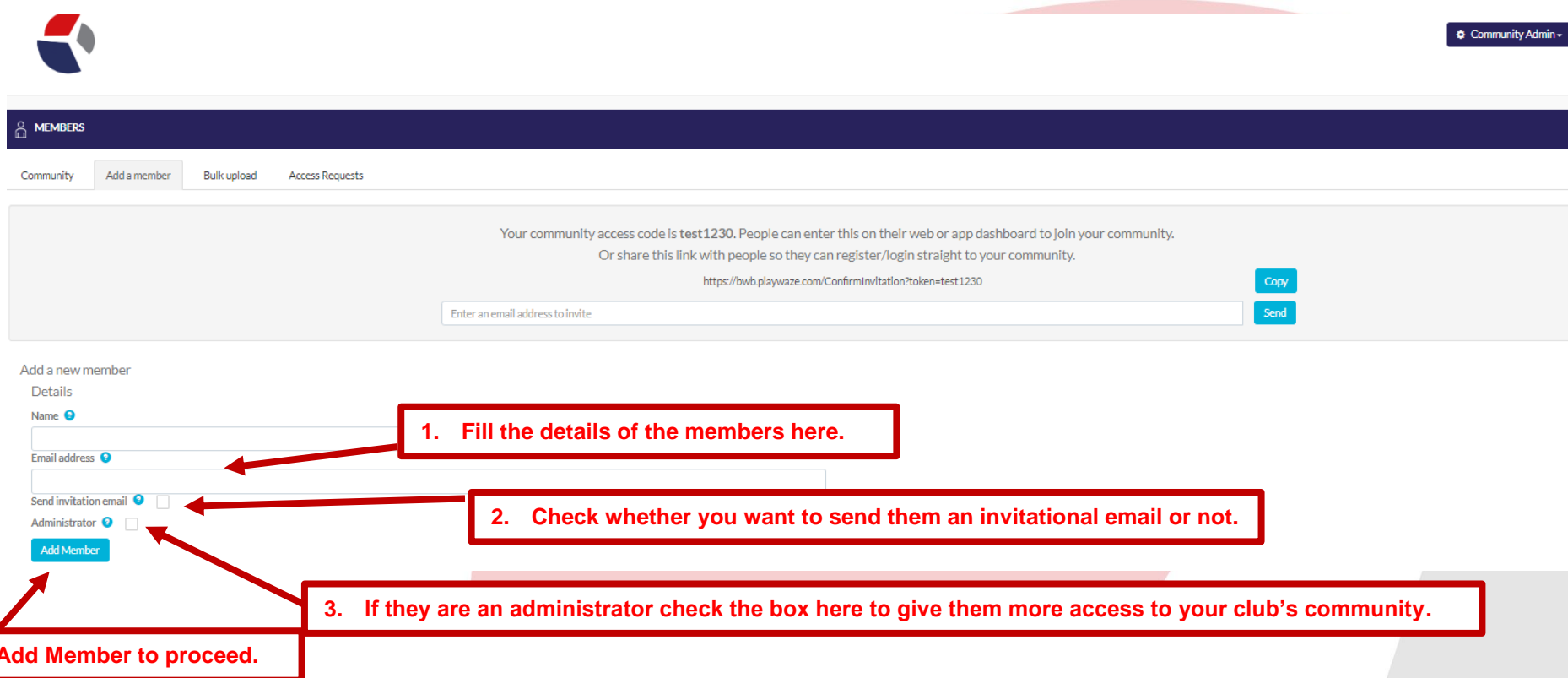
- iii. On the Members page, you can send an invitation email to a member or share a URL link to join straight into the community.
- iv. Alternatively, you can click the tab add a member.



The screenshot shows the 'MEMBERS' page interface. At the top right, there are buttons for 'Community Admin' and 'Not Affiliated'. Below the header, there are tabs for 'Community', 'Add a member', 'Bulk upload', and 'Access Requests'. A red box with the text '3. Go to the add a member tab for more options.' has an arrow pointing to the 'Add a member' tab. Below the tabs, there is a section for sharing a community access code. A red box with the text '2. Share URL link to potential members to join.' has an arrow pointing to the URL 'https://bwb.playwaze.com/ConfirmInvitation?token=test1230'. Below this, there is a text input field 'Enter an email address to invite' and a 'Send' button. A red box with the text '1. Type the members email here and click send to invite.' has an arrow pointing to the 'Send' button. Below the sharing section, there is a 'Filter member' dropdown set to 'All Members' and a 'Select group' button. Below that is a 'Current members' section with a search bar and a 'Search' button. At the bottom, there is a table of members with columns for Admin, Name, Email, Status, and Actions.

Admin	Name	Email	Status	Actions
<input checked="" type="checkbox"/>	BWB Finance	finance@britishwheelchairbasketball.co.uk	Active	Actions -
<input checked="" type="checkbox"/>	BWB Membership	membership@britishwheelchairbasketball.co.uk	Active	Actions -

- v. On the Add a Member tab and fill the information of the member you wish to invite in, you also have the option to make them an administrator to your community, if relevant.



Community Admin

MEMBERS

Community Add a member Bulk upload Access Requests

Your community access code is test1230. People can enter this on their web or app dashboard to join your community.
Or share this link with people so they can register/login straight to your community.
<https://bwb.playwaze.com/ConfirmInvitation?token=test1230> Copy

Enter an email address to invite Send

Add a new member

Details

Name

Email address

Send invitation email

Administrator

Add Member

1. Fill the details of the members here.

2. Check whether you want to send them an invitational email or not.

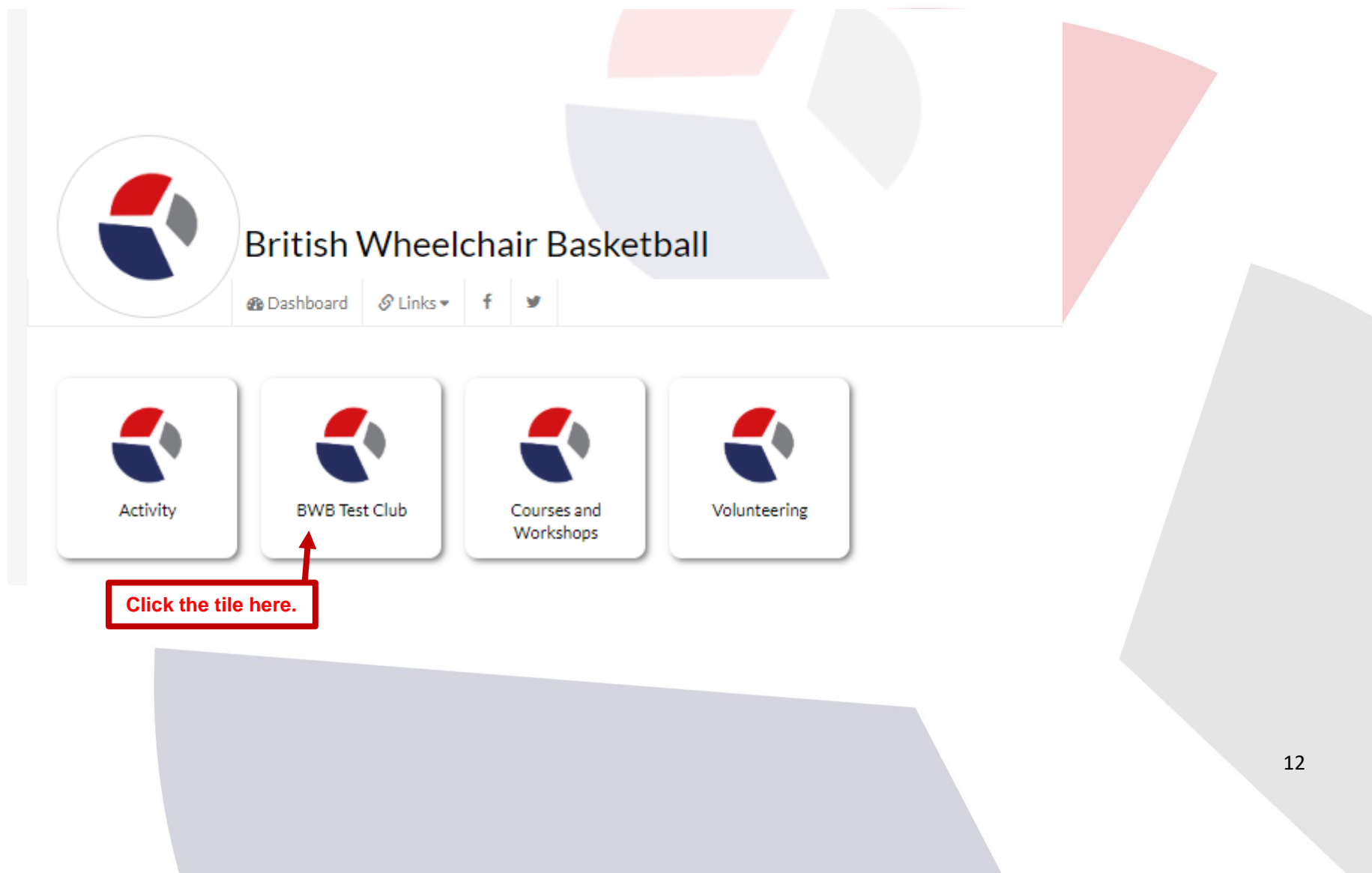
3. If they are an administrator check the box here to give them more access to your club's community.

4. Click Add Member to proceed.

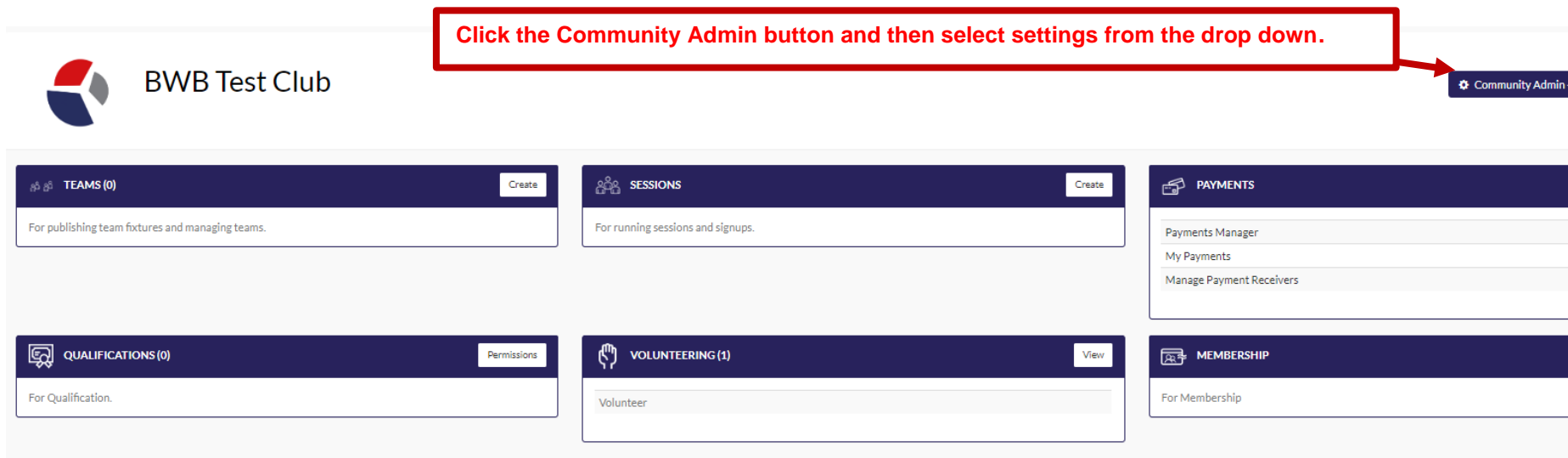
- vi. You can now select this member to hold a role in your club (if applicable).

2.b. Updating user roles within your club

- i. On the main screen click the tile of your club.



- ii. On your club homepage click the community admin button in the top right hand corner and select settings.



The screenshot shows the BWB Test Club homepage. At the top left is the club logo and name "BWB Test Club". In the top right corner, there is a "Community Admin" button with a gear icon. A red callout box with a red border contains the text "Click the Community Admin button and then select settings from the drop down." with a red arrow pointing to the "Community Admin" button. Below the header, there are six main menu items, each with a sub-menu:

- TEAMS (0)** (Create): For publishing team fixtures and managing teams.
- SESSIONS** (Create): For running sessions and signups.
- PAYMENTS**: Payments Manager, My Payments, Manage Payment Receivers.
- QUALIFICATIONS (0)** (Permissions): For Qualification.
- VOLUNTEERING (1)** (View): Volunteer.
- MEMBERSHIP**: For Membership.

iii. Click number 7. Roles.



BWB Test Club

Community Admin

EDIT YOUR COMMUNITY

- 1. Details
- 2. Links
- 3. Security
- 4. Competition management
- 5. Display Options
- 6. Normality
- 7. Roles

Name

BWB Test Club

Click the tile 7. Roles.

Location

Oakwood Drive, Loughborough LE11 3QF, UK

iv. Select the relevant person for each role.



BWB Test Club

Community Admin Club

EDIT YOUR COMMUNITY

- 1. Details
- 2. Links
- 3. Security
- 4. Competition management
- 5. Display Options
- 6. Normality
- 7. Roles

Primary Contact	Sam Strickson
Head Coach	Sam Strickson
Secretary	Sam Strickson
Chairperson	Select member
Treasurer	Select member
Club Contact	Select member
Club Welfare Officer	Select member
Classifier	Select member
Team Manager	Sam Strickson
First's Captain	Jay Popat

1. Select the member who holds the role on the left hand column.

The roles that are essential for clubs to be approved club affiliation are:

- Chairperson.
- Treasurer.
- Secretary.
- Club contact.
- Club welfare officer.

Previous Next Finish

2. Click Finish.

- v. If you cannot see the role you need for an individual, click the blue plus in the bottom right.



BWB Test Club

Community Admin Club

EDIT YOUR COMMUNITY

1. Details

2. Links

3. Security

4. Competition management

5. Display Options

6. Normality

7. Roles

Primary Contact	Sam Strickson
Head Coach	Sam Strickson
Secretary	Sam Strickson
Chairperson	Select member
Treasurer	Select member
Club Contact	Select member
Club Welfare Officer	Select member
Classifier	Select member
Team Manager	Sam Strickson
First's Captain	Jay Popat

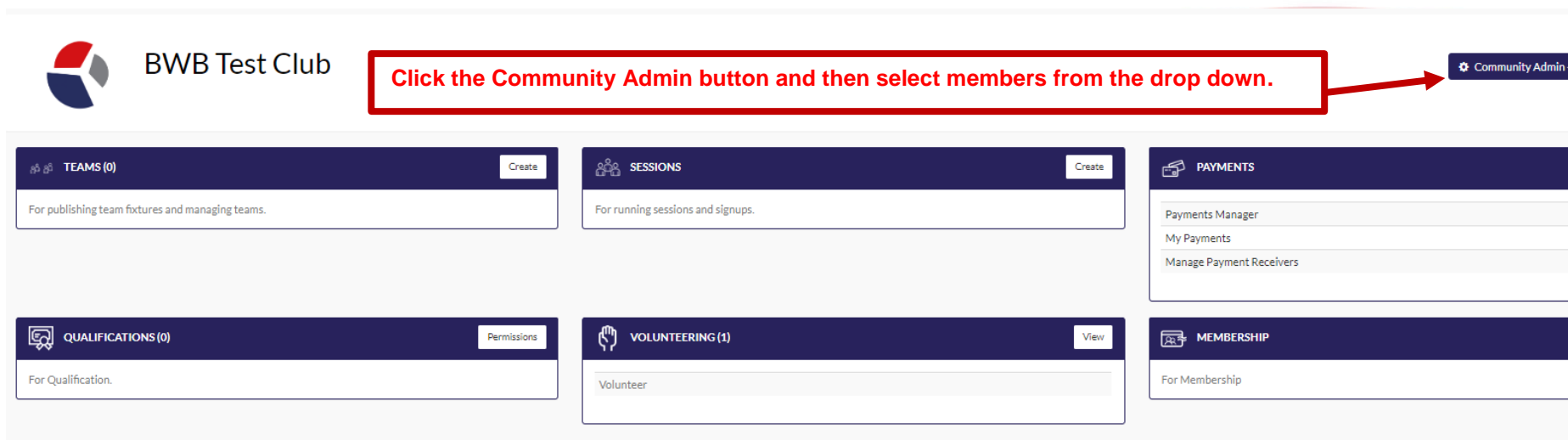
2. Type the name of the role that you are adding here.

1. To add a row click the blue plus here.

3. Click Finish.

2.c. Making a user an admin within your club

- i. Go onto the member's page by clicking the community Admin button again and selecting members.



The screenshot shows the dashboard for 'BWB Test Club'. At the top left is the club logo and name. A red callout box with a red border contains the text: "Click the Community Admin button and then select members from the drop down." A red arrow points from this box to a button labeled "Community Admin" with a gear icon. Below the header are six main sections: TEAMS (0), SESSIONS, PAYMENTS, QUALIFICATIONS (0), VOLUNTEERING (1), and MEMBERSHIP. Each section has a title, a description, and a button (Create, View, or Permissions).

BWB Test Club

Click the Community Admin button and then select members from the drop down.

Community Admin

TEAMS (0) Create
For publishing team fixtures and managing teams.

SESSIONS Create
For running sessions and signups.

PAYMENTS
Payments Manager
My Payments
Manage Payment Receivers

QUALIFICATIONS (0) Permissions
For Qualification.

VOLUNTEERING (1) View
Volunteer

MEMBERSHIP
For Membership

ii. Click the blue sliding button on the side of the person's name.

MEMBERS

Community | Add a member | Bulk upload | Access Requests

Your community access code is **bwbt2113**. People can enter this on their web or app dashboard to join your community.
Or share this link with people so they can register/login straight to your community.
<https://bwb.playwaze.com/ConfirmInvitation?token=bwbt2113> Copy

Enter an email address to invite Send

Filter member: All Members | Select group

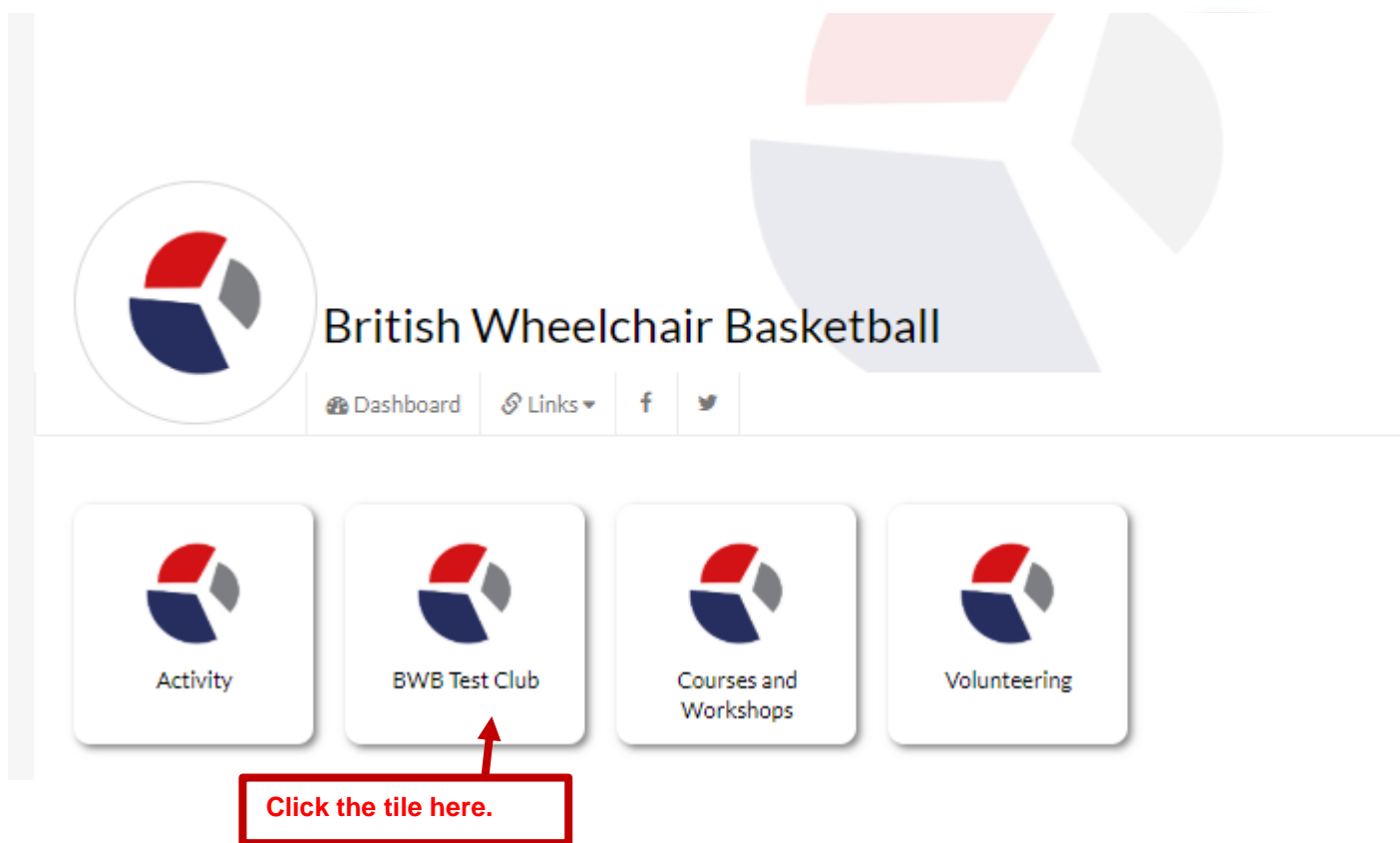
Current members: Search for members Search Remove

Admin	Name	Email	Status		
<input checked="" type="checkbox"/>	BWB Finance	finance@britishwheelchairbasketball.co.uk	Active	Actions -	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BWB Membership	membership@britishwheelchairbasketball.co.uk	Active	Actions -	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jay Popat	j.popat@britishwheelchairbasketball.co.uk	Active	Actions -	<input type="checkbox"/>
<input type="checkbox"/>	Jo Richards	j.richards@britishwheelchairbasketball.co.uk	Active	Actions -	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sam Strickson	s.strickson@britishwheelchairbasketball.co.uk	Active	Actions -	<input type="checkbox"/>

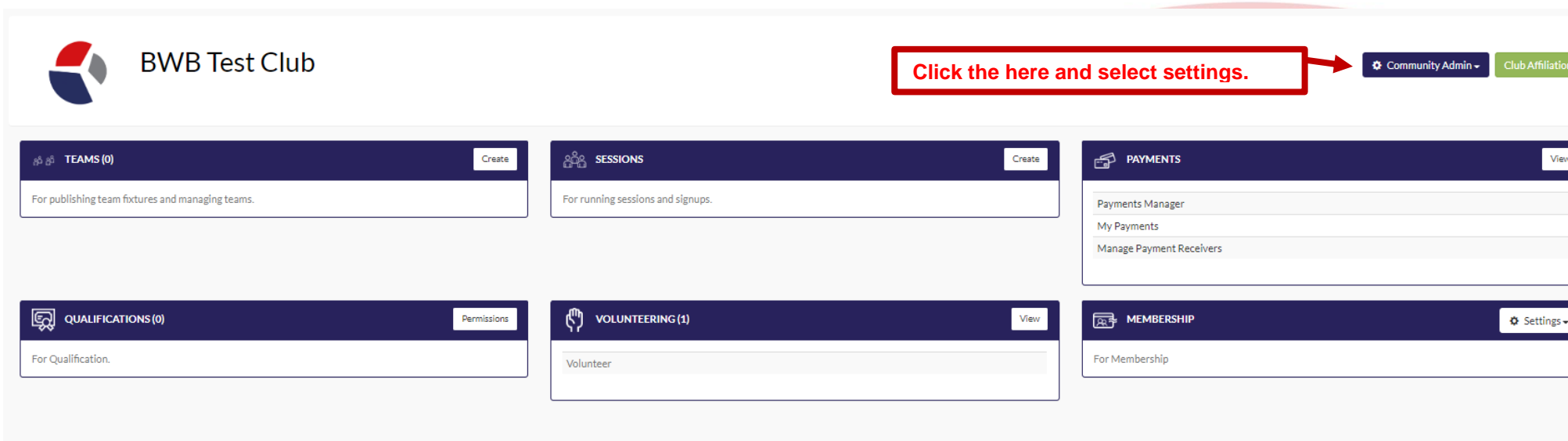
Click the blue sliding button against the relevant member to give them administrator rights.

Section 3. Updating Club details

- a. On the main screen click the tile of your club.



b. On your club homepage click the community admin button in the top right hand corner and select settings.



BWB Test Club

Click the here and select settings.

Community Admin Club Affiliation

TEAMS (0) Create
For publishing team fixtures and managing teams.

SESSIONS Create
For running sessions and signups.

PAYMENTS View
Payments Manager
My Payments
Manage Payment Receivers

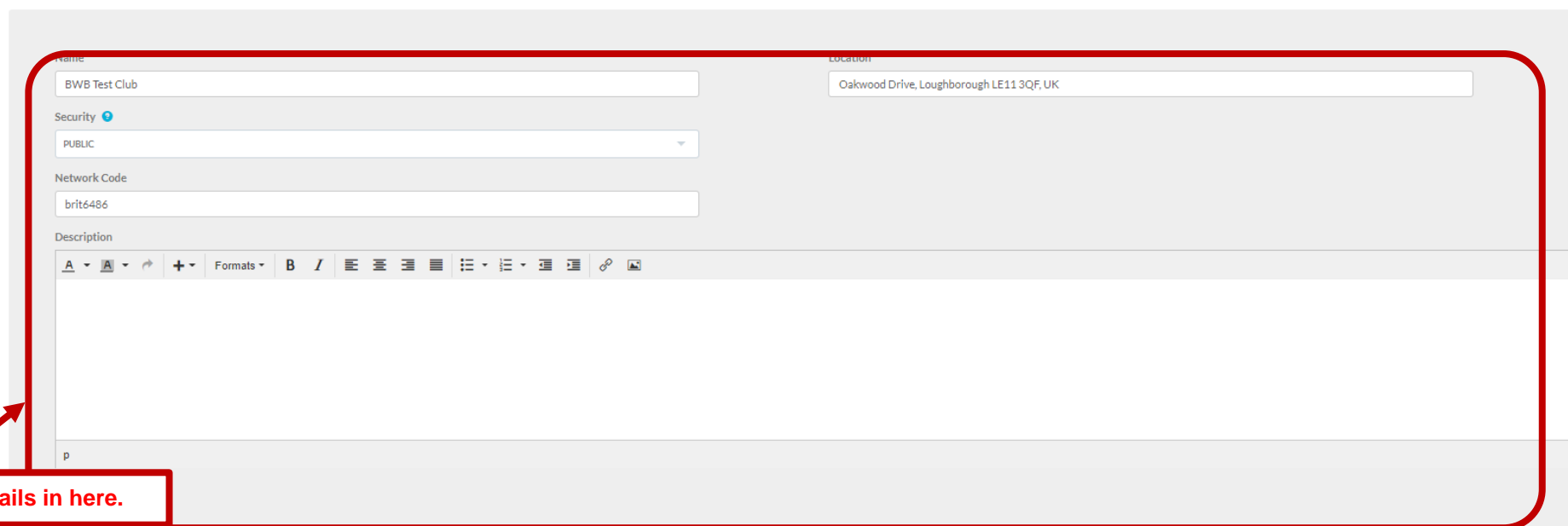
QUALIFICATIONS (0) Permissions
For Qualification.

VOLUNTEERING (1) View
Volunteer

MEMBERSHIP Settings
For Membership

- c. Click Number 1. Details.
- d. You can then update the name, location and description for your club.

1. Click the button 1. Details.



2. Fill you details in here.

Previous **Next** Finish

3. Then click next to proceed.


- e. To add links to your website, and social media pages click the button number 2. Links.
- f. You can then put the URL of each of your pages, this will then show to all members of your club via the BWB website.


1. Click the button 2. Links.


EDIT YOUR COMMUNITY


1. Details 2. Links 3. Security 4. Competition management

5. Display Options 6. Normality 7. Roles

Facebook 

Twitter 

Website 

Instagram 

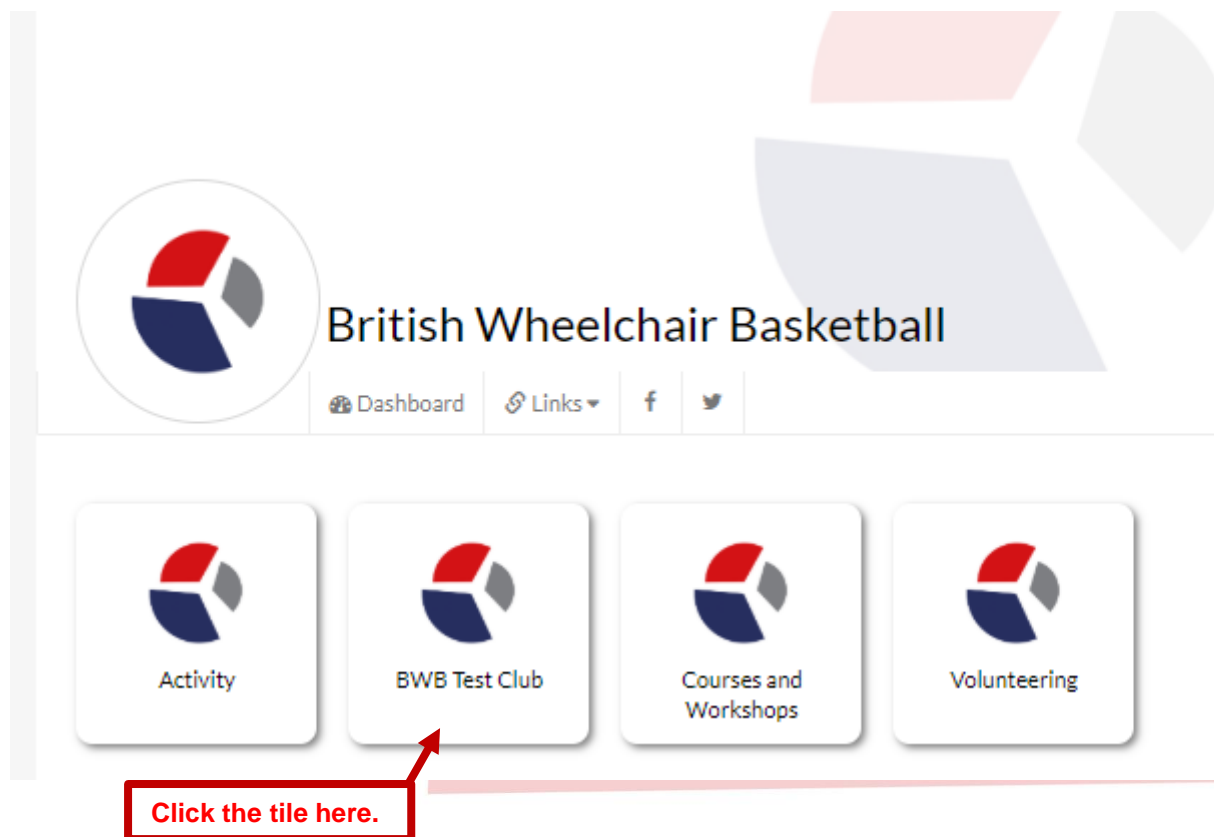
2. Put the URL to your webpages.

3. Then click next or finish to proceed.

Previous Next Finish Cancel

Section 4. Theme set-up

- a. On the main screen click the tile of your club.



b. On your club homepage click the community admin button in the top right hand corner and select manage theme.



BWB Test Club

Community Admin

Club Affiliation

Click the here and select manage theme.

TEAMS (0)

Create

For publishing team fixtures and managing teams.

SESSIONS

Create

For running sessions and signups.

PAYMENTS

View

Payments Manager

My Payments

Manage Payment Receivers

QUALIFICATIONS (0)

Permissions

For Qualification.

VOLUNTEERING (1)

View

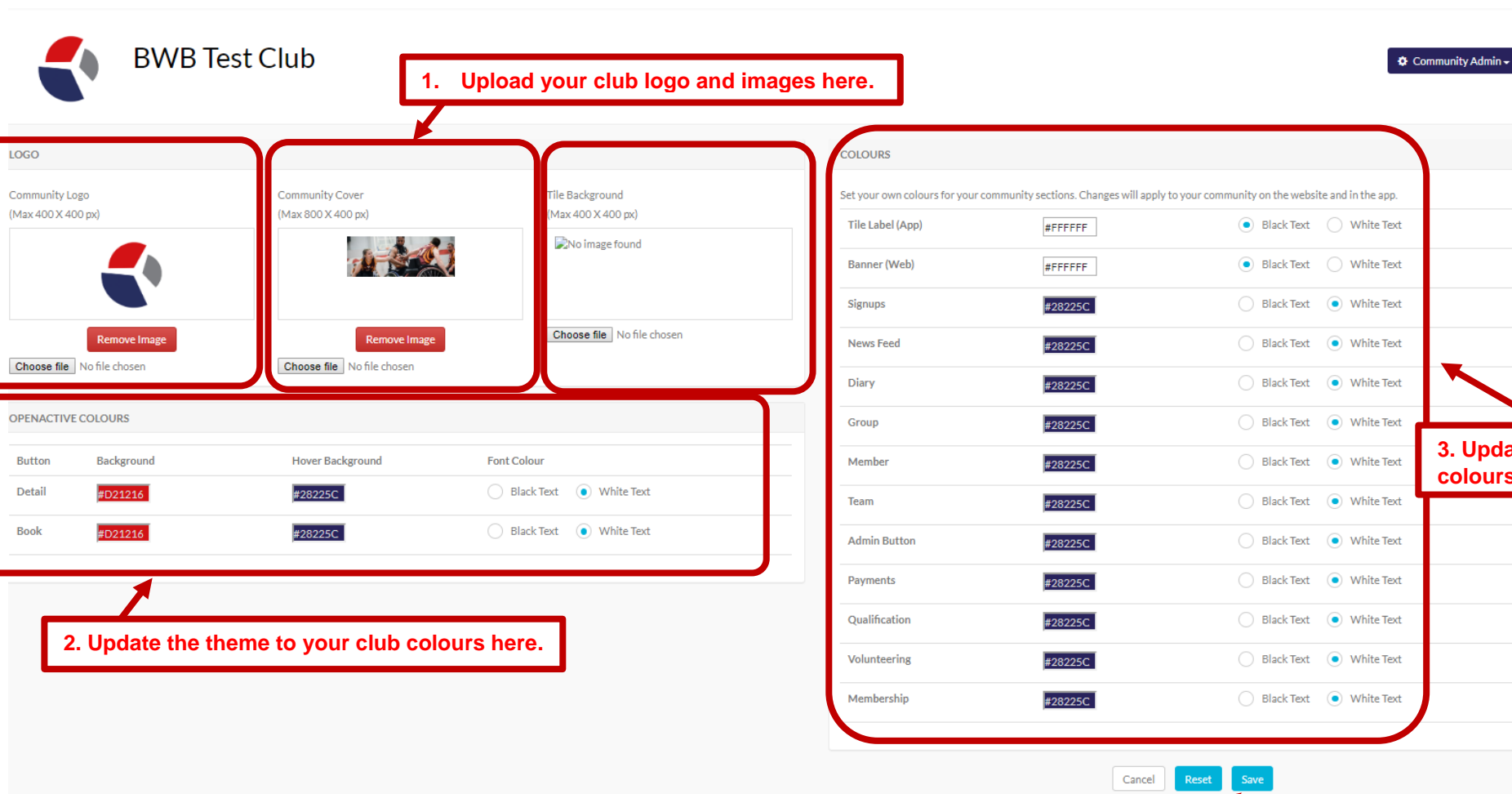
Volunteer

MEMBERSHIP

Settings

For Membership

c. You can then update the logo, community cover and tile background as well as the theme colours.



1. Upload your club logo and images here.

2. Update the theme to your club colours here.

3. Update the text colours here.

4. Then click Save.

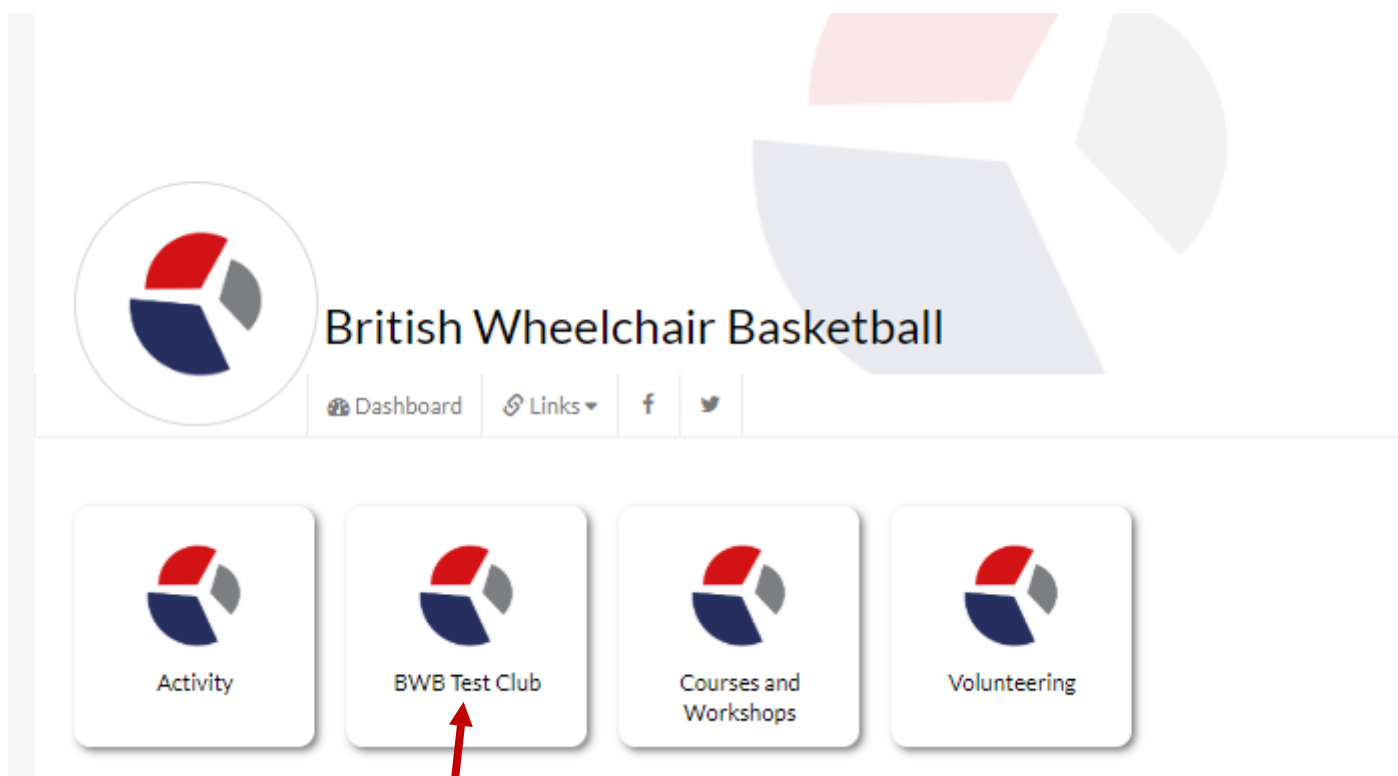
The screenshot shows the 'BWB Test Club' admin interface. At the top left is the club logo and name. At the top right is a 'Community Admin' dropdown. The main content area is divided into several sections:

- LOGO:** Contains 'Community Logo (Max 400 X 400 px)' with a 'Remove Image' button and a 'Choose file' button. Below it is a 'Community Cover (Max 800 X 400 px)' with a 'Remove Image' button and a 'Choose file' button. To the right is 'Tile Background (Max 400 X 400 px)' with a 'Choose file' button.
- OPENACTIVE COLOURS:** A table with columns for 'Button', 'Background', 'Hover Background', and 'Font Colour'. It shows settings for 'Detail' and 'Book' buttons, with background colors set to #D21216 and hover colors to #28225C. Font color options are 'Black Text' and 'White Text'.
- COLOURS:** A section titled 'Set your own colours for your community sections. Changes will apply to your community on the website and in the app.' It lists various sections like 'Tile Label (App)', 'Banner (Web)', 'Signups', 'News Feed', 'Diary', 'Group', 'Member', 'Team', 'Admin Button', 'Payments', 'Qualification', 'Volunteering', and 'Membership'. Each section has a color picker (set to #FFFFFF or #28225C) and radio buttons for 'Black Text' and 'White Text'.

At the bottom right of the interface are 'Cancel', 'Reset', and 'Save' buttons.

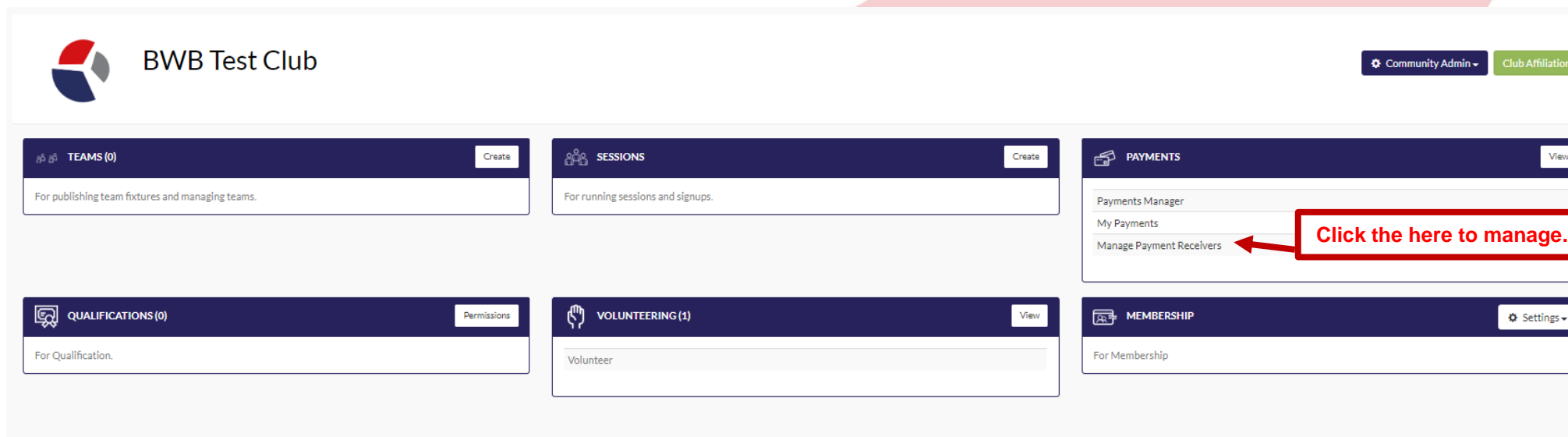
Section 5. Receiving club member payments

- a. On the main screen click the tile of your club.



Click the tile here.

- b. On your club homepage click the payments section and click the button start receiving payments.
- To do this you must be the main point of contact for your club, if not you will need to request permission from this person, this can be done via the site.
 - If you are the admin contact you will see the section says, payments manger, my payments and manage payment receivers.
 - If you are the admin you will also need to click on mange payment receivers and include yourself as someone who can receive payments.



BWB Test Club Community Admin Club Affiliation

TEAMS (0) Create
For publishing team fixtures and managing teams.

SESSIONS Create
For running sessions and signups.

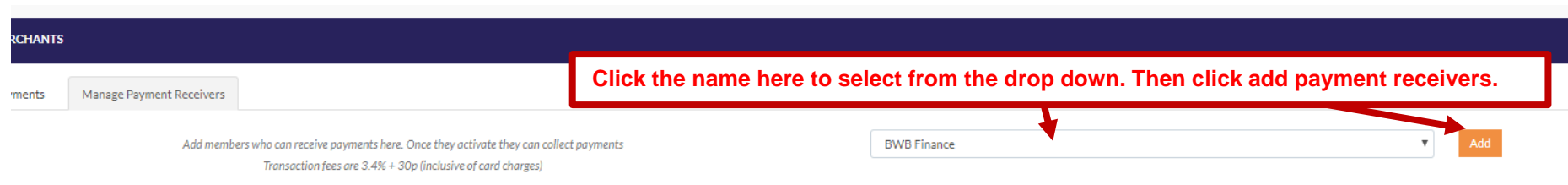
PAYMENTS View
Payments Manager
My Payments
Manage Payment Receivers Click the here to manage.

QUALIFICATIONS (0) Permissions
For Qualification.

VOLUNTEERING (1) View
Volunteer

MEMBERSHIP Settings
For Membership

iv. To add someone to receive payments, select the name from the drop down menu and click add.



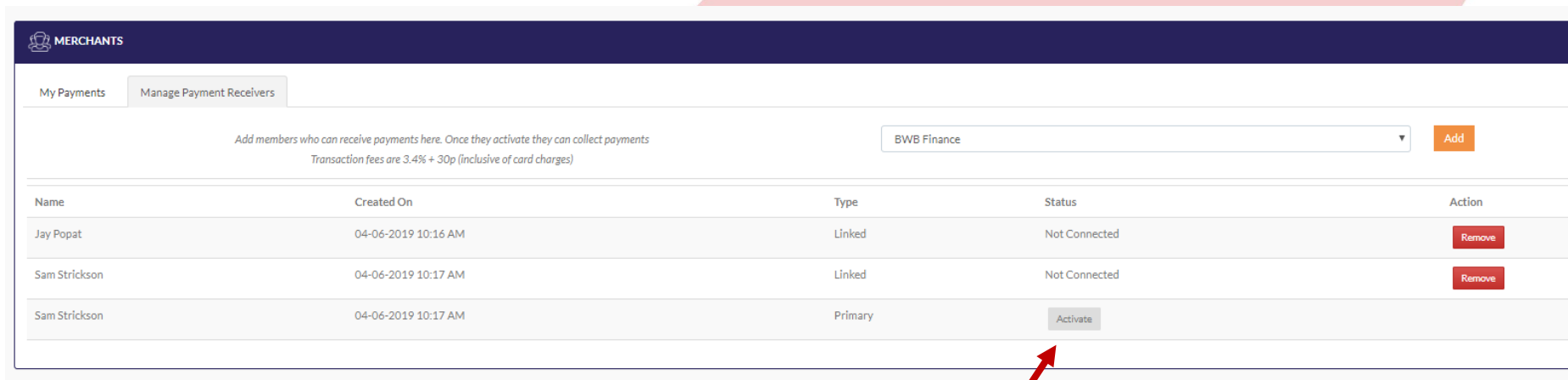
MERCHANTS

My Payments **Manage Payment Receivers**

Add members who can receive payments here. Once they activate they can collect payments
Transaction fees are 3.4% + 30p (inclusive of card charges)

BWB Finance

v. You will then be asked to activate your account underneath status on the page.



MERCHANTS

My Payments **Manage Payment Receivers**

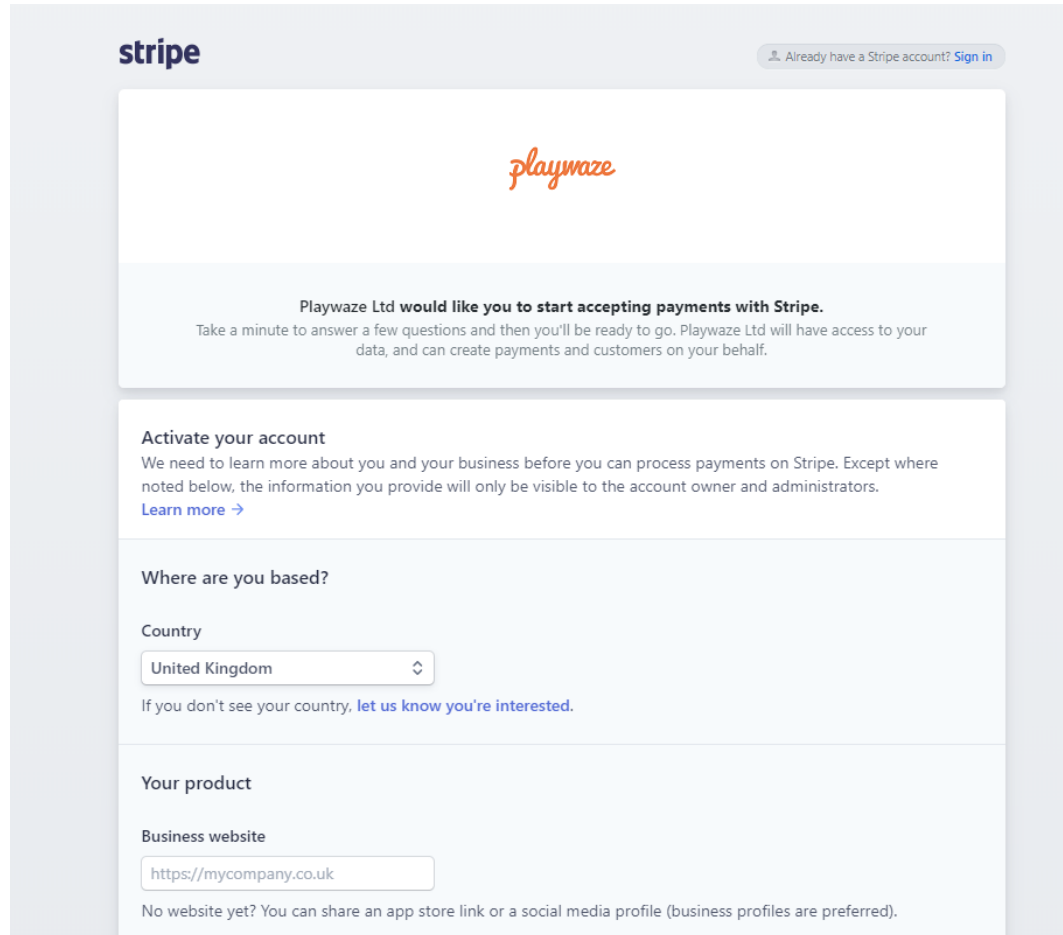
Add members who can receive payments here. Once they activate they can collect payments
Transaction fees are 3.4% + 30p (inclusive of card charges)

BWB Finance

Name	Created On	Type	Status	Action
Jay Popat	04-06-2019 10:16 AM	Linked	Not Connected	<input type="button" value="Remove"/>
Sam Strickson	04-06-2019 10:17 AM	Linked	Not Connected	<input type="button" value="Remove"/>
Sam Strickson	04-06-2019 10:17 AM	Primary	<input type="button" value="Activate"/>	

Click here to activate your payment account.

vi. This will redirect you to a stripe webpage. Where you will be asked to fill in all your bank and company details as a club.

A screenshot of the Stripe account activation page for Playwaze. The page is titled "stripe" and includes a "Sign in" link for existing users. The main heading is "playwaze" in orange script. Below this, a message states: "Playwaze Ltd would like you to start accepting payments with Stripe. Take a minute to answer a few questions and then you'll be ready to go. Playwaze Ltd will have access to your data, and can create payments and customers on your behalf." The form is divided into sections: "Activate your account" with a "Learn more" link; "Where are you based?" with a "Country" dropdown menu set to "United Kingdom" and a link to "let us know you're interested" if the country is not listed; and "Your product" with a "Business website" input field containing "https://mycompany.co.uk" and a note: "No website yet? You can share an app store link or a social media profile (business profiles are preferred)."

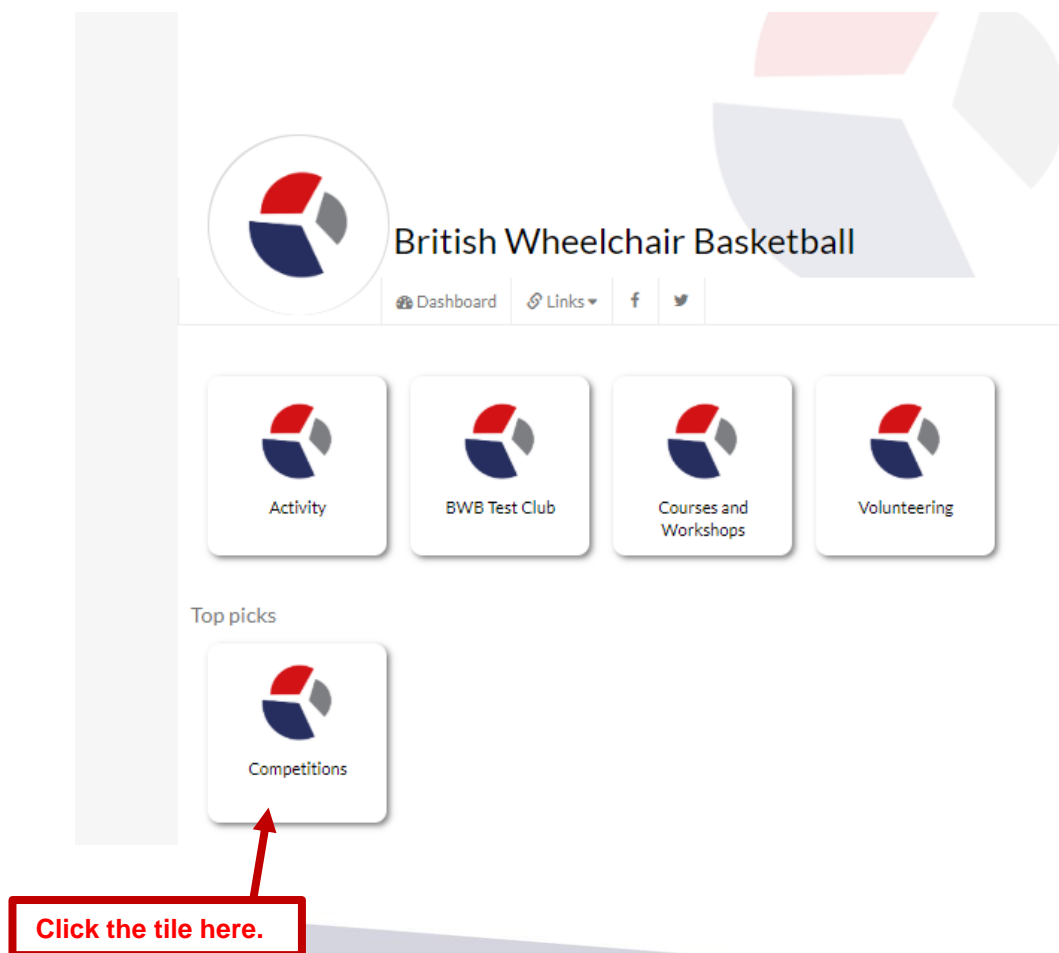
vii. Once you have completed this click the authorize access to this account. This will then allow you to accept payments via the site.

Section 6. Placing members in teams

- a. To follow.

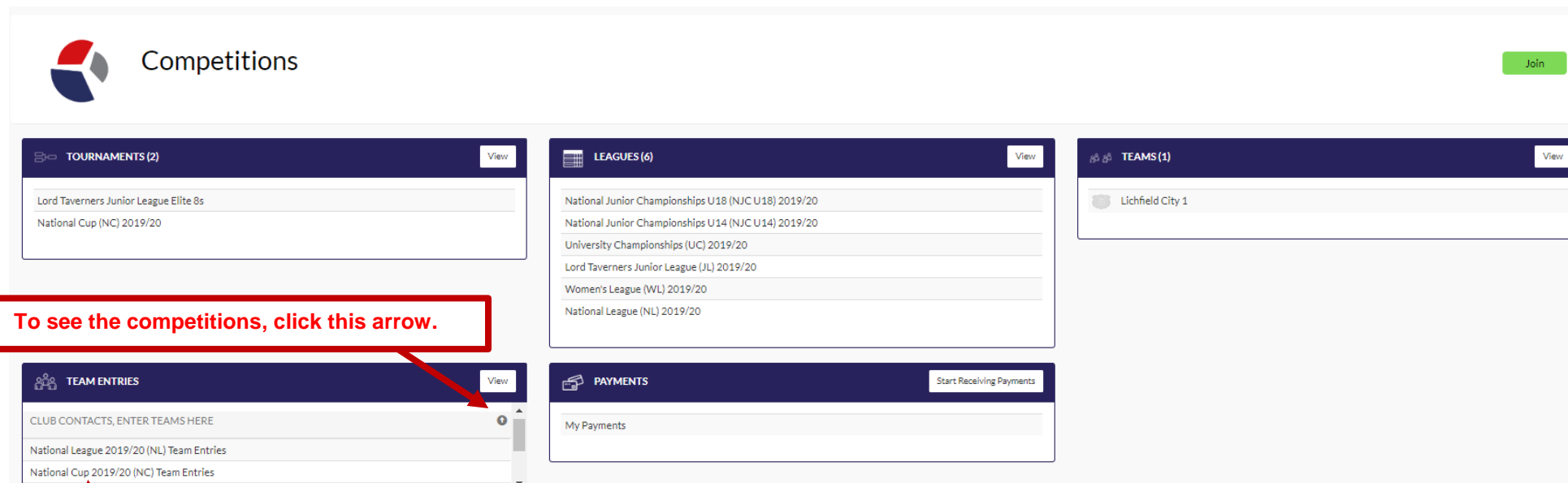
Section 7. Team entry into competitions

- Click on the competition tile on the home page.



The screenshot shows the website's navigation menu. At the top is the logo and the text 'British Wheelchair Basketball'. Below this are links for 'Dashboard', 'Links', and social media icons for Facebook and Twitter. A row of four tiles is displayed: 'Activity', 'BWB Test Club', 'Courses and Workshops', and 'Volunteering'. Below these is a 'Top picks' section containing a single 'Competitions' tile. A red arrow points from a red-bordered callout box containing the text 'Click the tile here.' to the 'Competitions' tile.

b. Click the competition name which you would like to enter under the Team Entries section.



Competitions Join

TOURNAMENTS (2) View

- Lord Taverners Junior League Elite 8s
- National Cup (NC) 2019/20

LEAGUES (6) View

- National Junior Championships U18 (NJC U18) 2019/20
- National Junior Championships U14 (NJC U14) 2019/20
- University Championships (UC) 2019/20
- Lord Taverners Junior League (JL) 2019/20
- Women's League (WL) 2019/20
- National League (NL) 2019/20

TEAMS (1) View

- Lichfield City 1

TEAM ENTRIES View

CLUB CONTACTS, ENTER TEAMS HERE

- National League 2019/20 (NL) Team Entries
- National Cup 2019/20 (NC) Team Entries

PAYMENTS Start Receiving Payments

My Payments

1. To see the competitions, click this arrow.

2. Click the name of the competition you wish to enter.

c. Enter a club into the competition, entries can and must only be made by club contacts.



Competitions

TEAM ENTRIES

National Cup 2019/20 (NC) Team Entries



Enter a Club/Nation

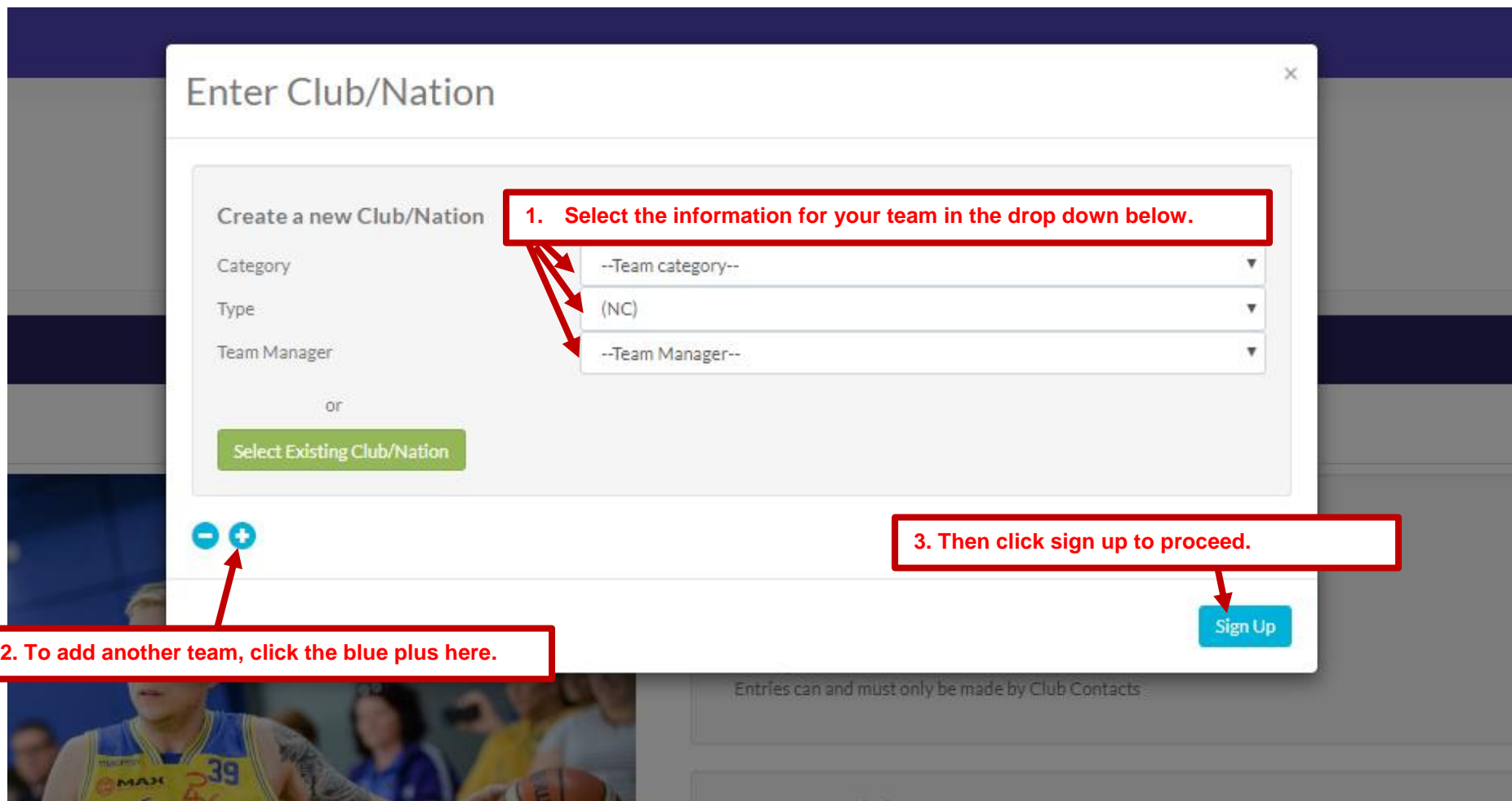
Location: N/A
Cost: Free
Organised by: BWB Membership
Description:
Entries can and must only be made by Club Contacts

Enter Club/Nation

Signed Up (0)

Enter the club via this button.

- i. Select information from the drop down menus.
- ii. To add multiple teams, click the blue plus at the bottom of the grey box.



The screenshot shows a web form titled "Enter Club/Nation" with a close button (X) in the top right corner. The form is divided into two main sections: "Create a new Club/Nation" and "Select Existing Club/Nation".

1. Select the information for your team in the drop down below. This callout points to three dropdown menus in the "Create a new Club/Nation" section:

- Category: --Team category--
- Type: (NC)
- Team Manager: --Team Manager--

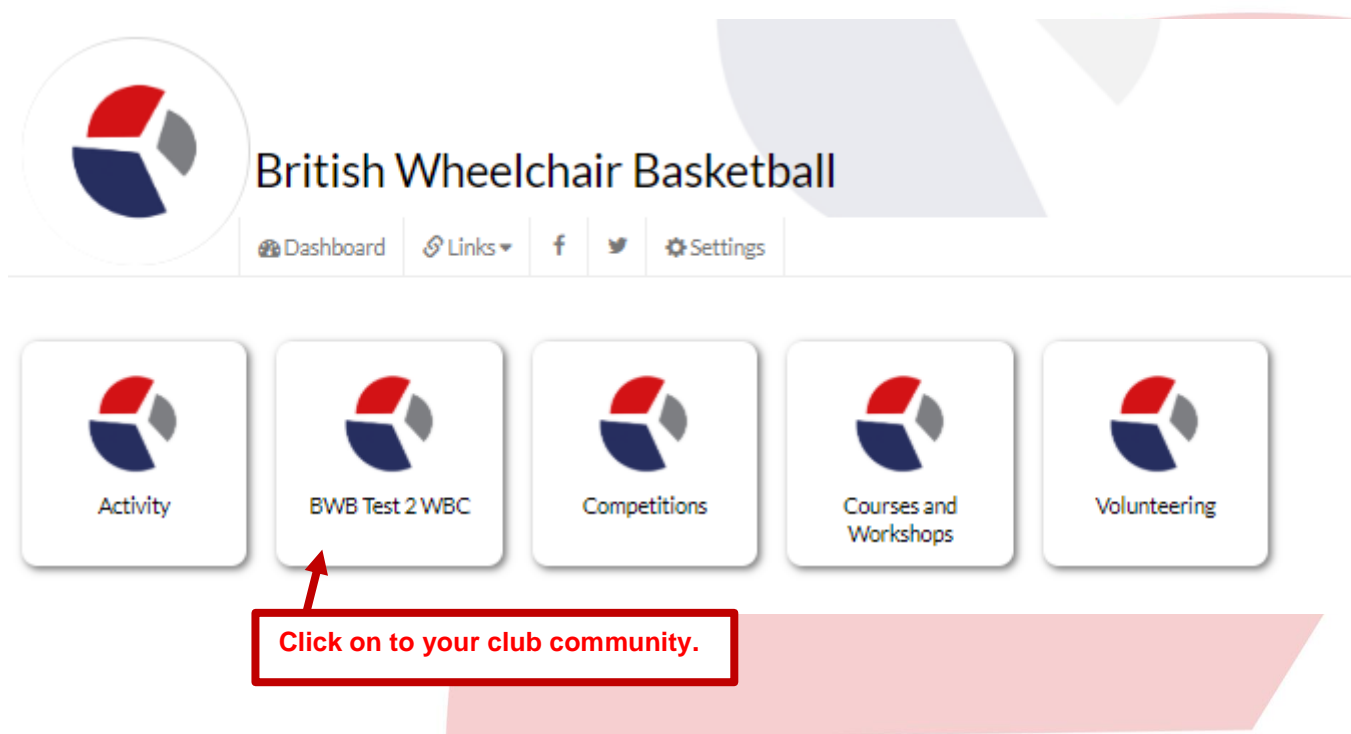
2. To add another team, click the blue plus here. This callout points to a blue plus sign (+) icon located at the bottom left of the form, next to a minus sign (-) icon.

3. Then click sign up to proceed. This callout points to a blue "Sign Up" button located at the bottom right of the form.

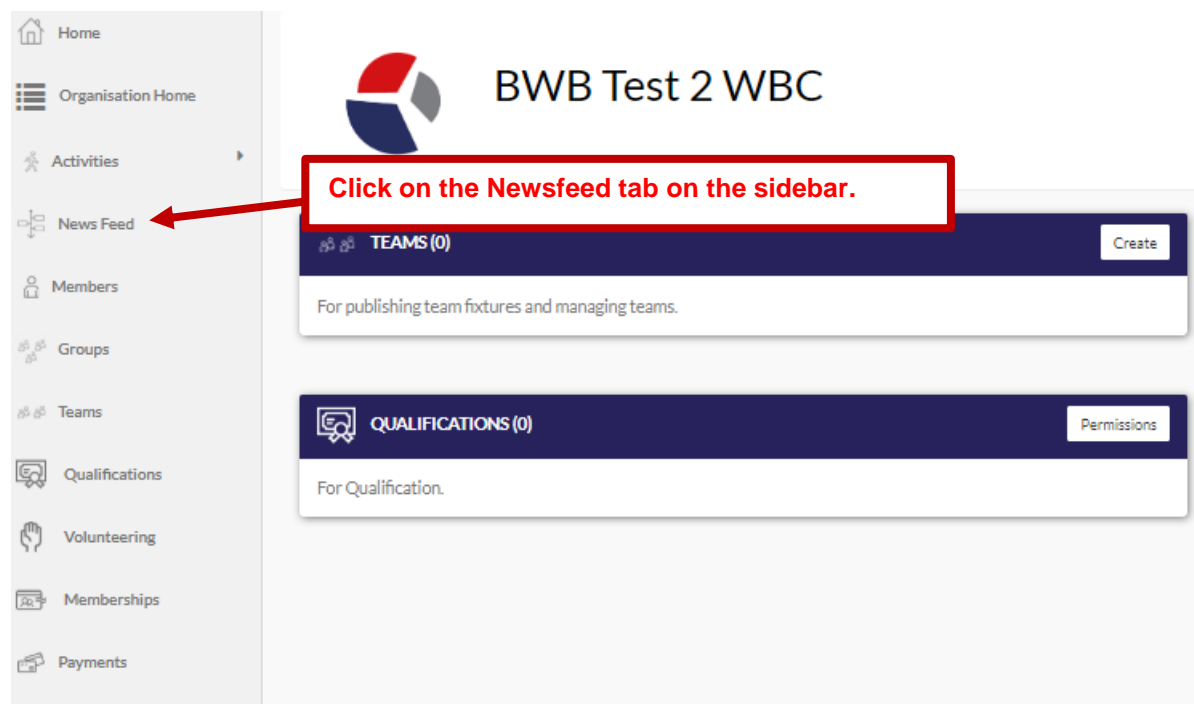
Below the form, there is a grey box with the text: "Entries can and must only be made by Club Contacts".

Section 8. Messaging within the club

- a. On the home page click your club tile.

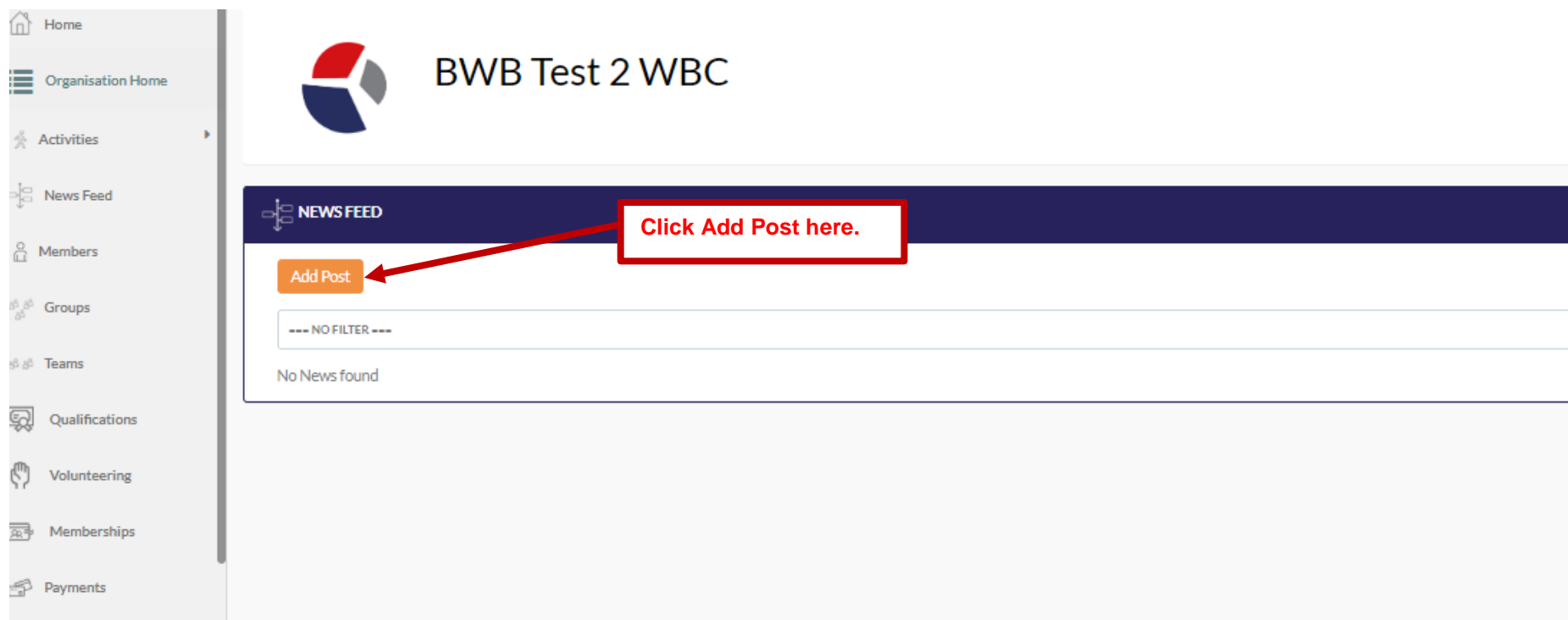


- b. Once on your club home page, click the newsfeed link in the sidebar.




The screenshot displays the club home page for "BWB Test 2 WBC". On the left is a sidebar with navigation links: Home, Organisation Home, Activities, News Feed, Members, Groups, Teams, Qualifications, Volunteering, Memberships, and Payments. A red arrow points to the "News Feed" link, which is highlighted by a red box containing the text "Click on the Newsfeed tab on the sidebar." The main content area features the club logo and title, followed by two management cards: "TEAMS (0)" with a "Create" button and the description "For publishing team fixtures and managing teams.", and "QUALIFICATIONS (0)" with a "Permissions" button and the description "For Qualification." The page is decorated with large, abstract geometric shapes in shades of red and grey.

c. On the News Feed page click add post.



Home
Organisation Home
Activities
News Feed
Members
Groups
Teams
Qualifications
Volunteering
Memberships
Payments

 BWB Test 2 WBC

NEWS FEED

Click Add Post here.

Add Post

--- NO FILTER ---

No News found

- d. When setting up a message, create a title, write your text and attach any files you like. You can then post this to your club members, individually or mass message them.



BWB Test 2 WBC

+ CREATE NEWS ITEM

Content

Title

Body

Send notification

Attachments No file chosen

Post to

1. Type the title of the message here.

2. Write your message here.

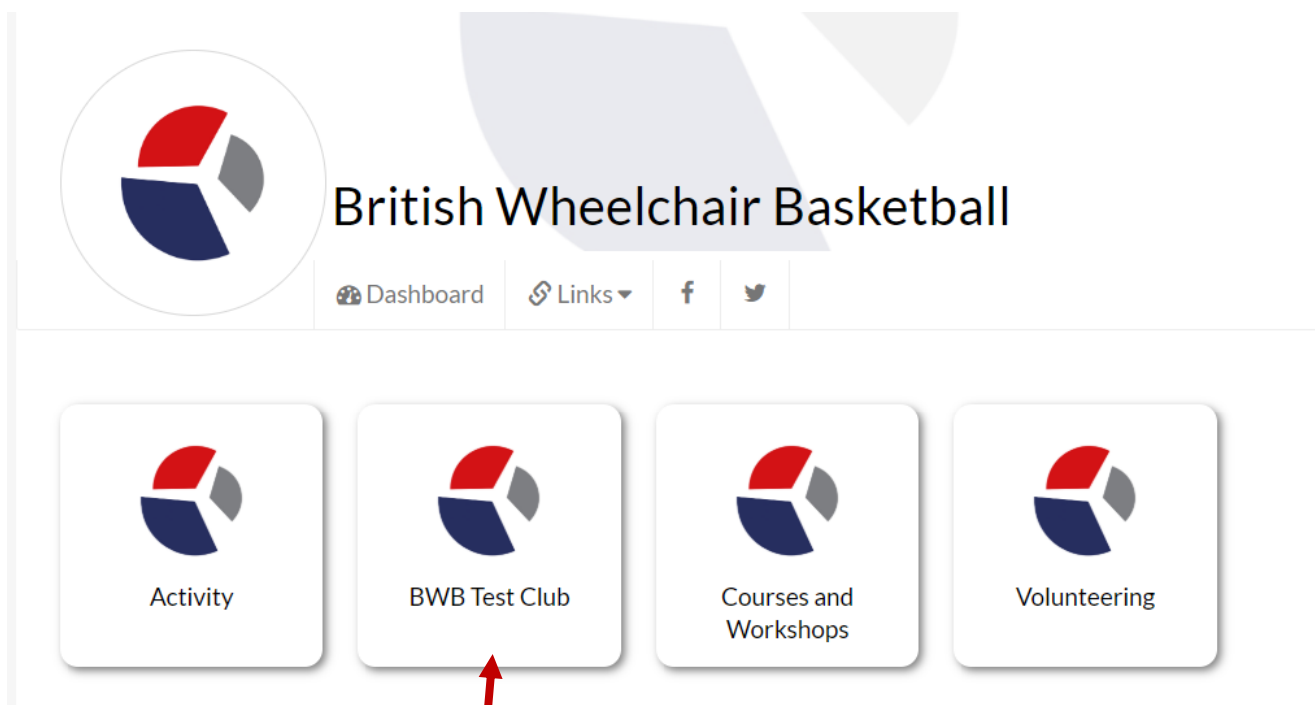
3. Attach any files here.

4. Type the names or group of people you want to send the message to.

5. Then click Save.

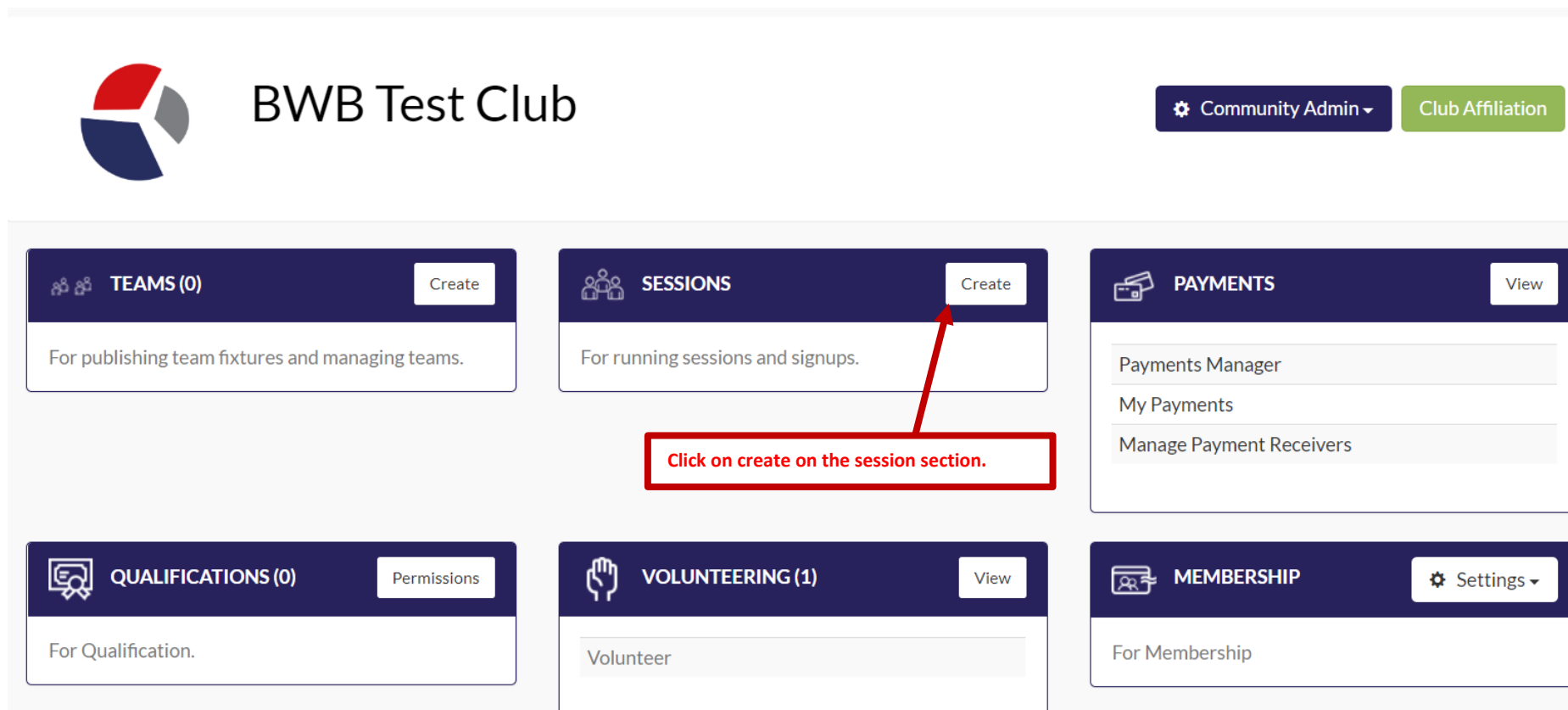
Section 9. Creating an activity

- a. On the main screen click the tile of your club.



Click on your club tile.

b. Click the session section on the club home page, and click the create button.



BWB Test Club

Community Admin ▾ Club Affiliation

TEAMS (0) Create
For publishing team fixtures and managing teams.

SESSIONS Create
For running sessions and signups.

PAYMENTS View
Payments Manager
My Payments
Manage Payment Receivers

QUALIFICATIONS (0) Permissions
For Qualification.

VOLUNTEERING (1) View
Volunteer

MEMBERSHIP Settings ▾
For Membership

Click on create on the session section.

c. Select the type of activity you wish to set up.



BWB Test Club

Community Admin -

Club Affiliation

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

What type of Sign Up is this?

Single Activity
(course, competition, social event, meeting)

★ —

Repeating Activities
(Ad-hoc or regular sessions)

★ —
★ —
★ —

Team
(Entry sheet for teams)

👤 👤 👤

Payment sheet
(for simple payments or pre-pay discounts)

Course
(Can auto assign qualifications on completion)

Volunteering
(For volunteering opportunities + track volunteering hours)

Previous **Next** Cancel

1. Click on check button on the activity you wish the create.

2. Then click next to proceed.

9.c.i Single Activity

1. Fill in the Activity details, including name, description, date, time and location.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Activity Name *

Description

Select a category [?] Organiser

GENERAL SAM STRICKSON

Set a price [?] Allow offline payments [?]

Activity Date Start Time

Activity Location

Send a reminder [?] day(s) before activity date

Closing Date Closing Time Maximum places (0 = unlimited)

Previous Next Cancel

1. Fill you details in here.

2. Then click next to proceed.

2. Create rules around eligibility for who can sign up to these sessions, i.e must have BWB adult membership, must be female etc.

+ CREATE NEW SIGN UP

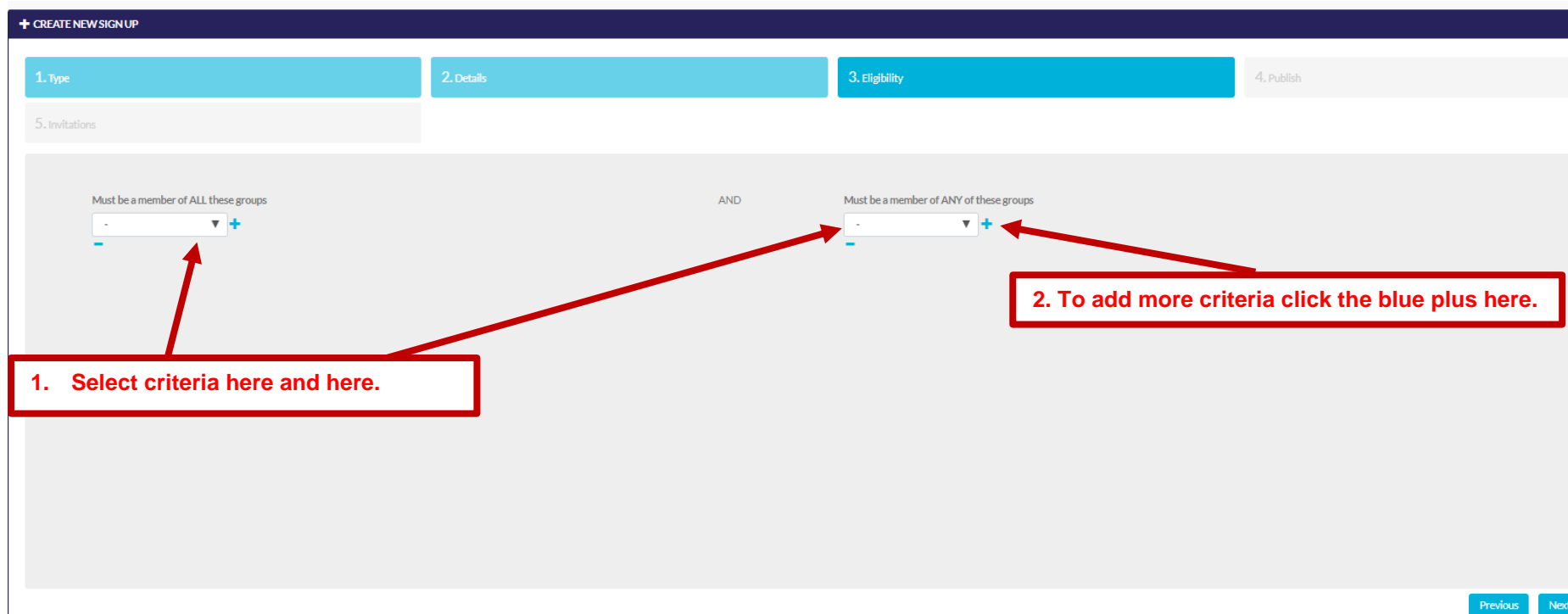
1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Must be a member of ALL these groups AND Must be a member of ANY of these groups

- + - +

Previous Next



1. Select criteria here and here.

2. To add more criteria click the blue plus here.

3. Then click next to proceed.

3. You will then proceed to a page that will ask you how to promote the page, such as on the website or if you want to keep this private.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Share this activity to your own website by publishing privately or share to a host of other websites and apps that connect to our OpenActive feed by publishing publicly. Or do both. You can find out more about OpenActive here.

Publish this activity to my website **1. Click the tick box if you wish for this to be uploaded to your website.**

Promote this activity publicly **2. Click the text box if you wish for the activity to be published publicly.**

Upload Image No file chosen **3. Click here to upload an image to go along with the activity.**

Note: You can preview and get Share links for all your published activities by going to your list of courses and sessions (from the main menu) and clicking the Preview Publishing tab. Here you can see how your bookable activities will look and drop a widget into your website.

Previous Next **4. Then click next to proceed.**

4. Select who to invite to the activity you are setting up, you don't have to do fill anything out here to continue.

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Playwaze can send invitations for you (through email and app notifications).

Select a group to invite to this activity.

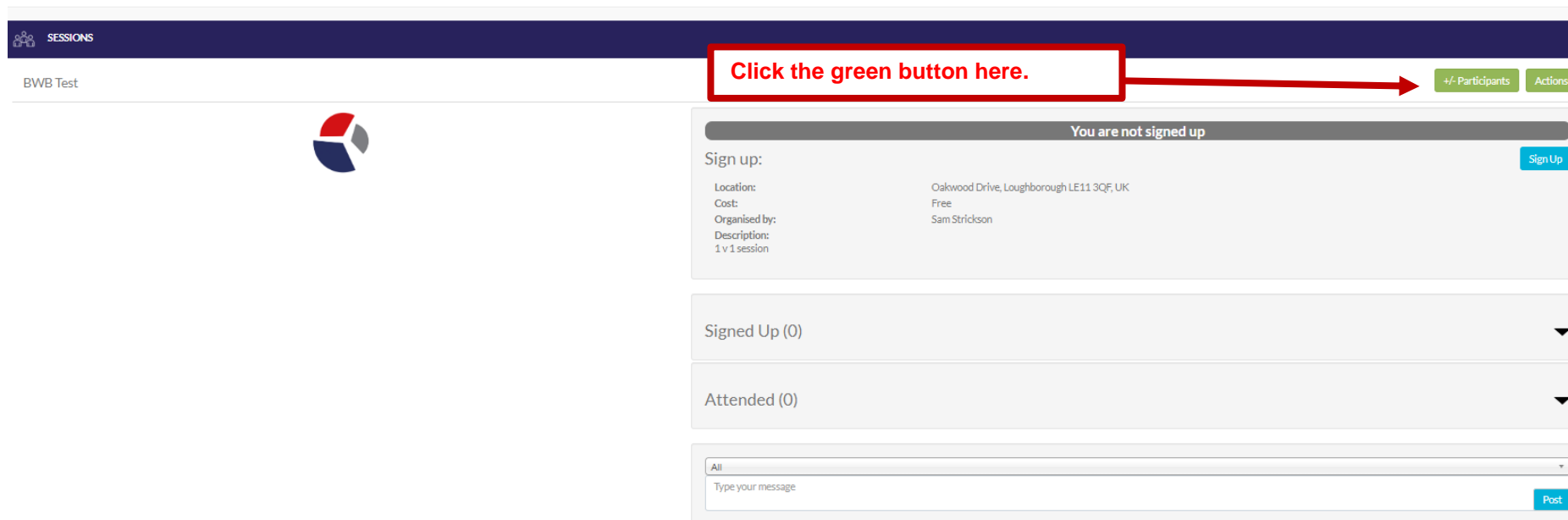
AND / OR

You can distribute the invitation link yourself (via email, social media, your website, your newsletter). You'll get the link once you've clicked Finish.

1. Select the group to invite via the drop down here.

2. Then click Finish to proceed.

5. To send the link to participants manually once you have clicked finish you will be directed to the page (below).
 - a. you will then need to click the green button that says +/- participants.



SESSIONS

BWB Test

Click the green button here.

+/- Participants Actions

You are not signed up

Sign up: [Sign Up](#)

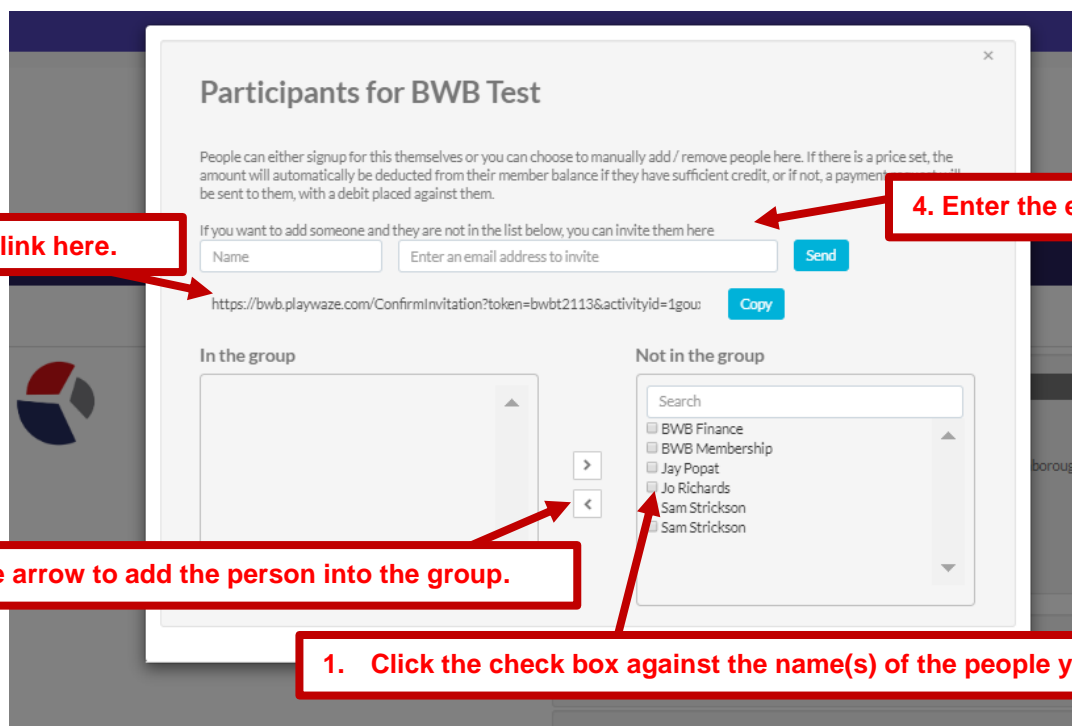
Location: Oakwood Drive, Loughborough LE11 3QF, UK
Cost: Free
Organised by: Sam Strickson
Description: 1 v 1 session

Signed Up (0) ▼

Attended (0) ▼

All
Type your message [Post](#)

- b. You will see the pop up box below appear, to add people already part of the community you will need to click their name and then click the arrow to put them into the group.
- c. To invite someone that is not on the list, type their name, email and click send or copy the url link and send it to the participants.



Participants for BWB Test

People can either sign up for this themselves or you can choose to manually add / remove people here. If there is a price set, the amount will automatically be deducted from their member balance if they have sufficient credit, or if not, a payment will be sent to them, with a debit placed against them.

If you want to add someone and they are not in the list below, you can invite them here

Name Enter an email address to invite

<https://bwb.playwaze.com/ConfirmInvitation?token=bwbt2113&activityid=1gou>

In the group

Not in the group

Search

- BWB Finance
- BWB Membership
- Jay Popat
- Jo Richards
- Sam Strickson
- Sam Strickson

1. Click the check box against the name(s) of the people you wish to add.

2. Then click the arrow to add the person into the group.

3. Copy the URL link here.

4. Enter the email of the individual you wish to add.

9.c.ii. Repeat activity

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

What type of Sign Up is this?

Single Activity
(course, competition, social event, meeting)

★ —

Repeating Activities
(Ad-hoc or regular sessions)

★ —
★ —
★ —

Team
(Entry sheet for teams)

👤 👤 👤

Payment sheet
(for simple payments and discounts)

Course

Volunteering
(opportunities + training hours)

Previous **Next**

1. Click on check button on the activity you wish the create.

2. Then click next to proceed.


6. Fill in the Activity details, including name, description, date, time and location.


1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Activity Name *

Description

Select a category 

SESSIONS 

Default Location*

1. Fill the details here.

Previous Next

2. Click next to proceed.

7. Create rules around eligibility for who can sign up to these sessions, i.e must have BWB adult membership, must be female etc.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Must be a member of ALL these groups AND Must be a member of ANY of these groups

- + - +

Previous Next

1. Select criteria here and here.

2. To add more criteria, click the blue plus here.

3. Then click next to proceed.

8. You will then proceed to a page that will ask you how to promote the page, such as on the website or if you want to keep this private.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Share this activity to your own website by publishing privately or share to a host of other websites and apps that connect to our OpenActive feed by publishing publicly. Or do both. You can find out more about OpenActive here.

Publish this activity to my website **1. Click the tick box if you wish for this to be uploaded to your website.**

Promote this activity publicly **2. Click the text box if you wish for the activity to be published publicly.**

Upload Image No file chosen **3. Click here to upload an image to go along with the activity.**

Note: You can preview and get Share links for all your published activities by going to your list of courses and sessions (from the main menu) and clicking the Preview Publishing tab. Here you can see how your bookable activities will look and drop a widget into your website.

Previous Next

4. Then click next to proceed.

9. Select who to invite to the activity you are setting up, you don't have to do fill anything out here to continue.

1. Type

2. Details

3. Eligibility

4. Publish

5. Invitations

1. Choose if you wish to send invitations a set number of days before the session, also you can include reminders to be sent to each participant.

Playwaze can send regular invitations and reminders for each session (through email and app notifications).

Send invitations ?

day(s) before each session

Send reminders ?

day(s) before each session (to signed up participants)

Notify organiser when someone makes themselves unavailable ?

Select a group to send invitations and reminders to.

OR

Allow people to sign up for invitations via the Join button or Join link. You'll get the link once you've clicked Finish.

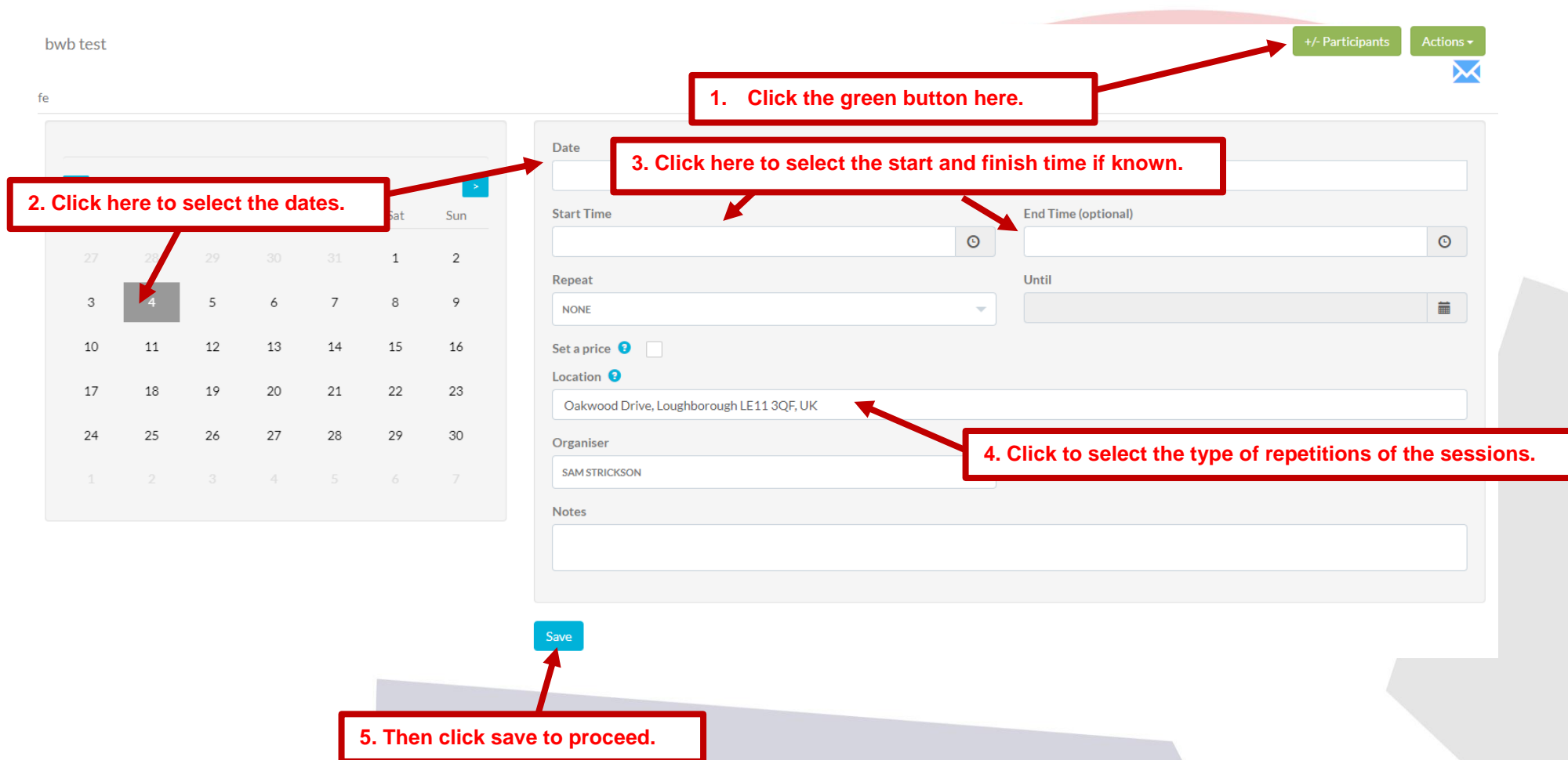
2. Select the group to invite via the drop down here.

Previous

Finish

3. Then click Finish to proceed.

10. Once you've clicked finish you can decide further details for the sessions, such as repetition dates and days it is on.
11. To send the link to participants manually once you have clicked finish you will be directed to the page (below).
 - a. you will then need to click the green button that says +/- participants.



bwb test

fe

1. Click the green button here.

2. Click here to select the dates.

3. Click here to select the start and finish time if known.

4. Click to select the type of repetitions of the sessions.

5. Then click save to proceed.

Date

Start Time

End Time (optional)

Repeat

Set a price

Location

Oakwood Drive, Loughborough LE11 3QF, UK

Organiser

SAM STRICKSON

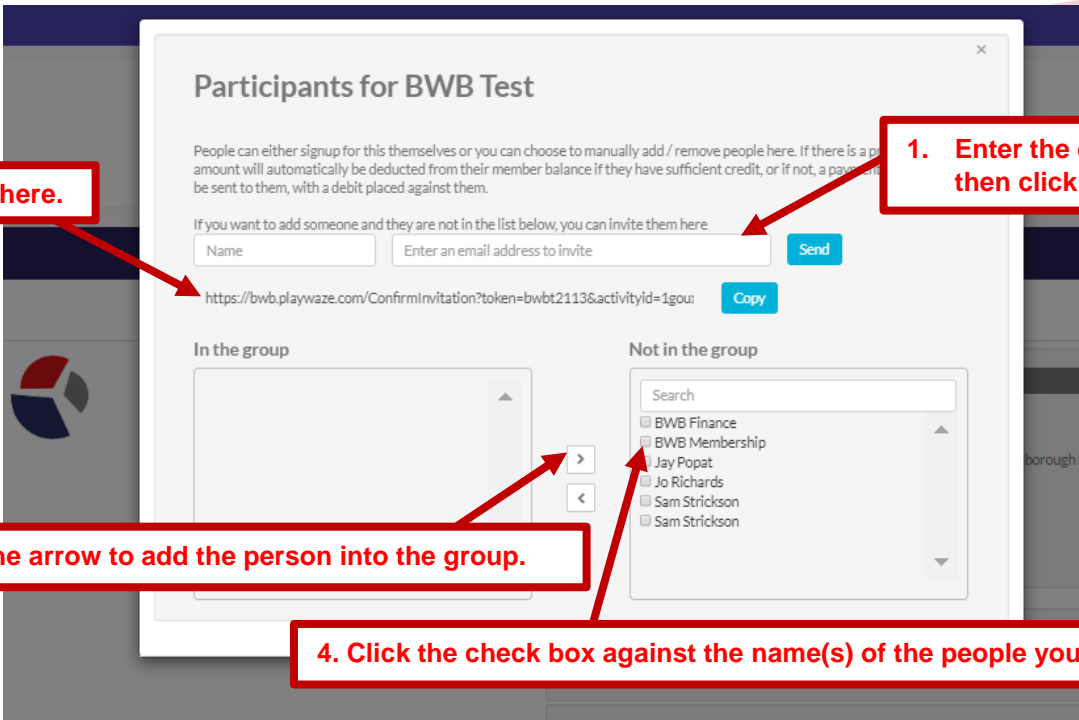
Notes

Save

+/- Participants

Actions

- b. You will see the pop up box below come up, to add people already part of the community you will need to click their name and then click the arrow to put them into the group.
- c. To invite someone that is not on the list, type their name and email, and then click send or copy the url link and send it to the participants.



2. Copy the URL link here.

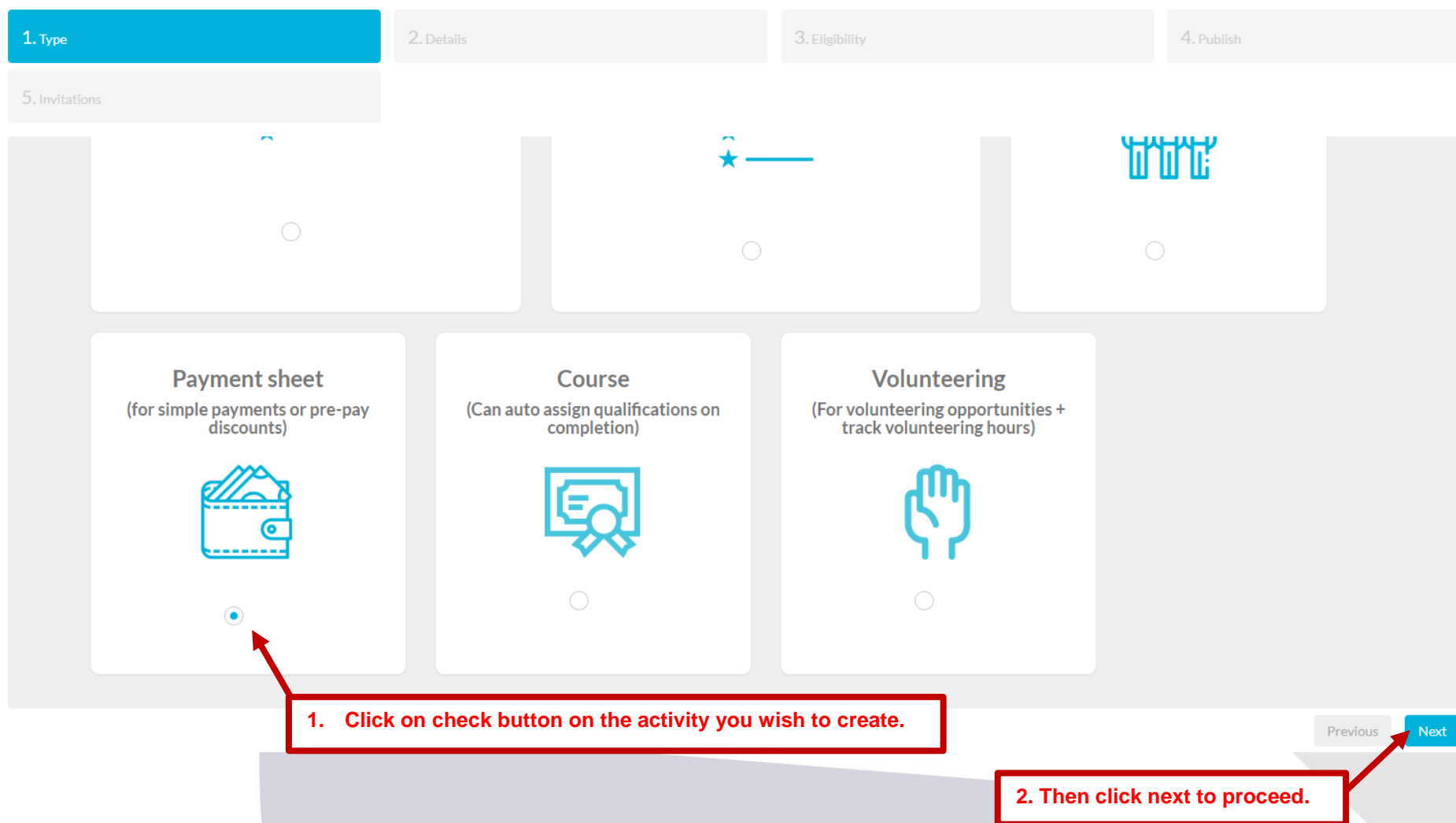
1. Enter the email of the individual you wish to add, then click send.

3. Then click the arrow to add the person into the group.

4. Click the check box against the name(s) of the people you wish to add.

The screenshot shows a pop-up window titled "Participants for BWB Test". It contains a "Send" button for inviting people by email and a "Copy" button for the invitation URL. Below, there are two lists: "In the group" and "Not in the group". The "Not in the group" list includes "BWB Finance", "BWB Membership", "Jay Popat", "Jo Richards", "Sam Strickson", and "Sam Strickson", each with a checkbox. A search bar is at the top of the "Not in the group" list. Red arrows point from the callout boxes to the corresponding elements in the screenshot.

10.c.iii. Payment Sheet (for simple payments or pre-pay discounts)



The screenshot shows a multi-step process for creating an activity. The steps are: 1. Type, 2. Details, 3. Eligibility, 4. Publish, and 5. Invitations. The '1. Type' step is currently active. Below the steps, there are three activity options: 'Payment sheet (for simple payments or pre-pay discounts)', 'Course (Can auto assign qualifications on completion)', and 'Volunteering (For volunteering opportunities + track volunteering hours)'. Each option has a radio button. A red box with an arrow points to the radio button for 'Payment sheet' with the text: "1. Click on check button on the activity you wish to create." Another red box with an arrow points to the 'Next' button at the bottom right with the text: "2. Then click next to proceed."

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Payment sheet
(for simple payments or pre-pay discounts)

Course
(Can auto assign qualifications on completion)

Volunteering
(For volunteering opportunities + track volunteering hours)

Previous Next

1. Click on check button on the activity you wish to create.

2. Then click next to proceed.

12. Fill in the activity details for the payment form you wish to create.

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Activity Name *

Description

Price * Select Payment Recipient ⓘ Select Payment Tag

Pre-Pay Discount ⓘ

Closing Date Closing Time Maximum places (0 = unlimited)

Previous Next

1. Fill the details here.

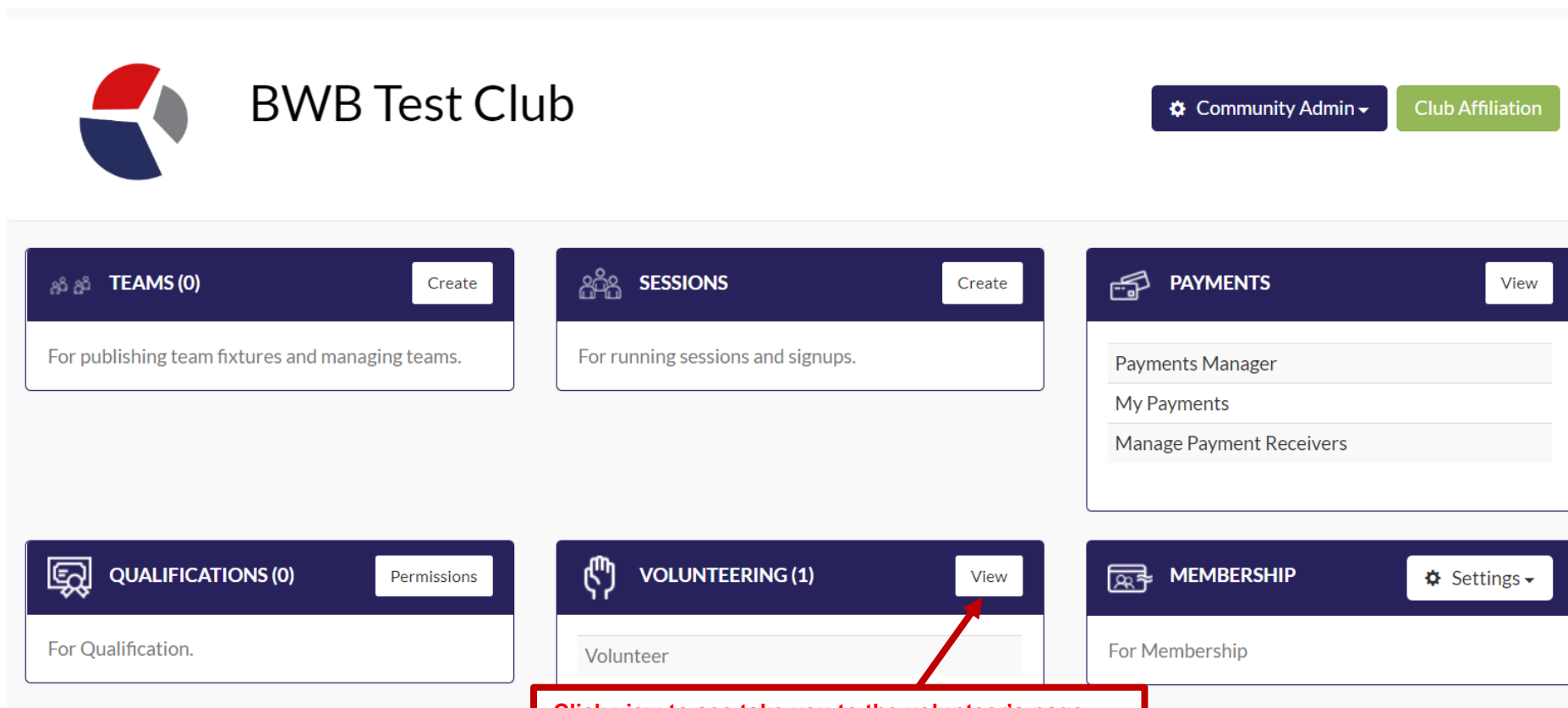
Payment recipient is required. For more information on this go to page 22.

2. Then click next to proceed.

13. Update the eligibility criteria required for people to make a payment
14. Upload a photograph and follow the steps to then publish this to community members.

10.c.iv. Volunteering (For volunteering opportunities and track volunteering hours)

1. On your club homepage you click on the volunteering session.

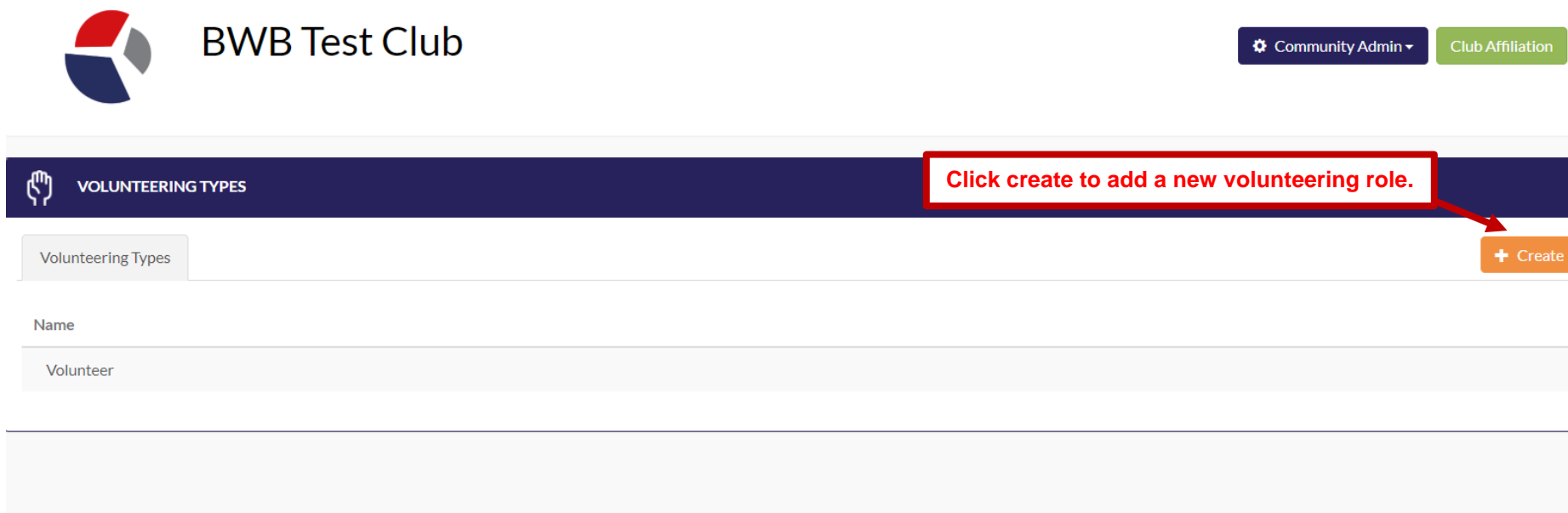


The screenshot shows the BWB Test Club homepage dashboard. At the top left is the club logo and name "BWB Test Club". To the right are two buttons: "Community Admin" and "Club Affiliation". The dashboard features six main sections:

- TEAMS (0)**: Includes a "Create" button and the text "For publishing team fixtures and managing teams."
- SESSIONS**: Includes a "Create" button and the text "For running sessions and signups."
- PAYMENTS**: Includes a "View" button and a list of links: "Payments Manager", "My Payments", and "Manage Payment Receivers".
- QUALIFICATIONS (0)**: Includes a "Permissions" button and the text "For Qualification."
- VOLUNTEERING (1)**: Includes a "View" button and a link labeled "Volunteer". A red arrow points from a red-bordered box below to this "View" button.
- MEMBERSHIP**: Includes a "Settings" button and the text "For Membership".

Click view to see take you to the volunteer's page.

2. On this view, click create to create a new volunteering role.



The screenshot shows the 'BWB Test Club' interface. At the top left is the club logo. To its right is the text 'BWB Test Club'. On the top right, there are two buttons: 'Community Admin' with a gear icon and a dropdown arrow, and 'Club Affiliation' in green. Below this is a dark blue header bar with a hand icon and the text 'VOLUNTEERING TYPES'. A red-bordered box with the text 'Click create to add a new volunteering role.' is positioned over the right side of this header, with a red arrow pointing to an orange '+ Create' button. Below the header is a light grey box containing a search input field with the text 'Volunteering Types'. Underneath is a table with a 'Name' column and one row containing the text 'Volunteer'. The bottom of the page features large, abstract geometric shapes in light red and light grey.

3. Type in the name of the volunteering role you wish to add.



BWB Test Club

Community Admin ▾

Club Affiliation

VOLUNTEERING TYPES

Volunteering Types

+ Create

Name

Volunteer

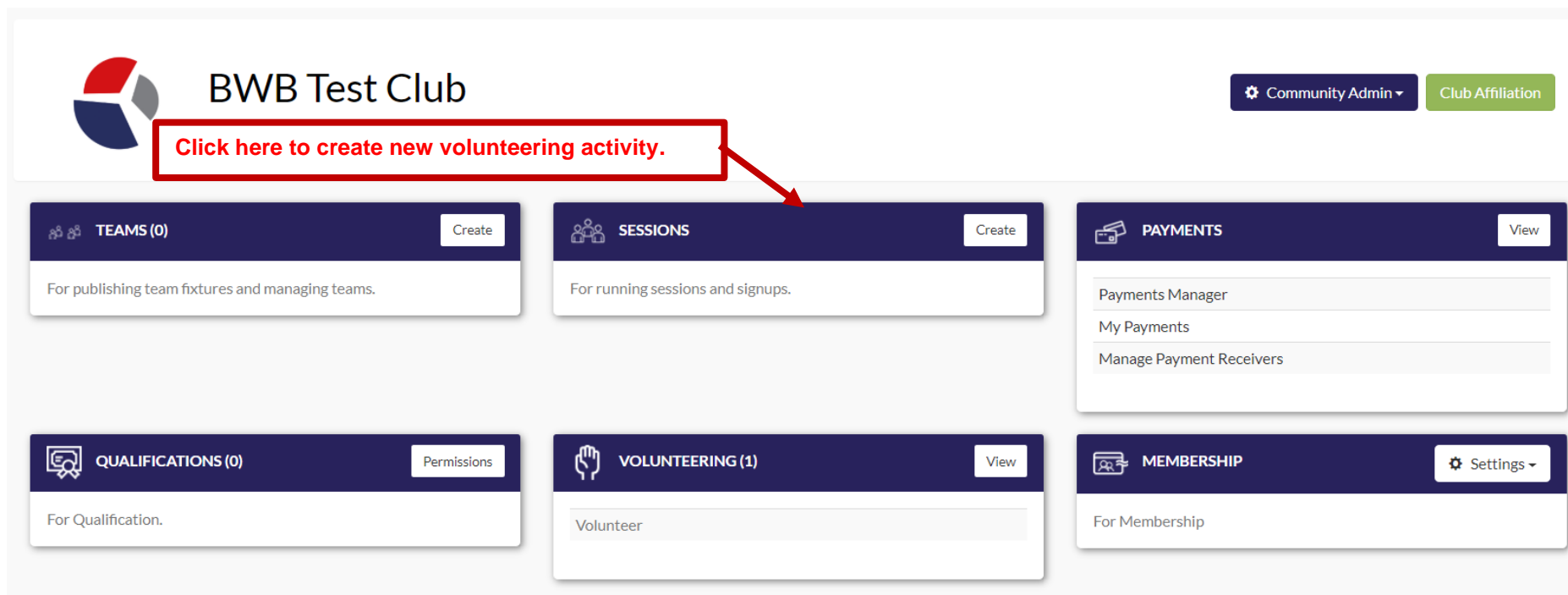
Team Manager

Add

1. Type the name of the role here.

2. Click here to add.

4. Go back to club home page, and click create new volunteering activity.



BWB Test Club

Community Admin Club Affiliation

Click here to create new volunteering activity.

TEAMS (0) Create
For publishing team fixtures and managing teams.

SESSIONS Create
For running sessions and signups.

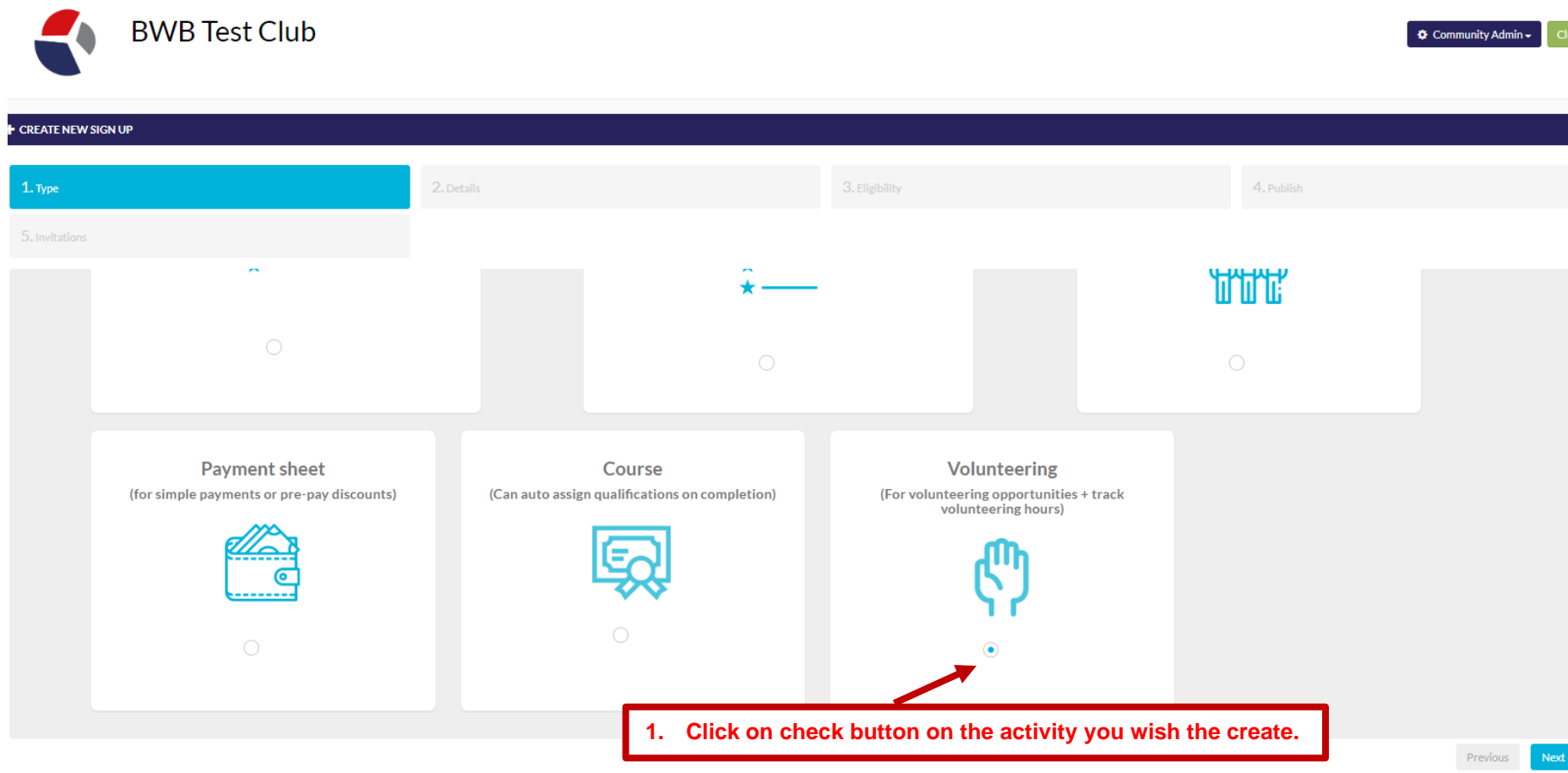
PAYMENTS View
Payments Manager
My Payments
Manage Payment Receivers

QUALIFICATIONS (0) Permissions
For Qualification.

VOLUNTEERING (1) View
Volunteer

MEMBERSHIP Settings
For Membership

5. Click on the volunteering tile.



BWB Test Club

Community Admin Club

CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish 5. Invitations

Payment sheet
(for simple payments or pre-pay discounts)

Course
(Can auto assign qualifications on completion)

Volunteering
(For volunteering opportunities + track volunteering hours)

1. Click on check button on the activity you wish the create.

Previous Next

2. Then click next to proceed.

6. Fill in the details for the session.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Activity Name *

Description

VolunteeringTypes ⁺
SELECT VOLUNTEERING TYPE +

Select a category ⁺
SESSIONS

Set a price ⁺ Allow offline payments ⁺

Activity Date Start Time End Time

Activity Location
Oakwood Drive, Loughborough LE11 3QF, UK

Closing Date Closing Time Maximum places (0 = unlimited)
0

Previous Next

1. Fill your details in here.

2. Then click next to proceed.

7. Eligibility is not applicable to volunteering sign ups, click next again.

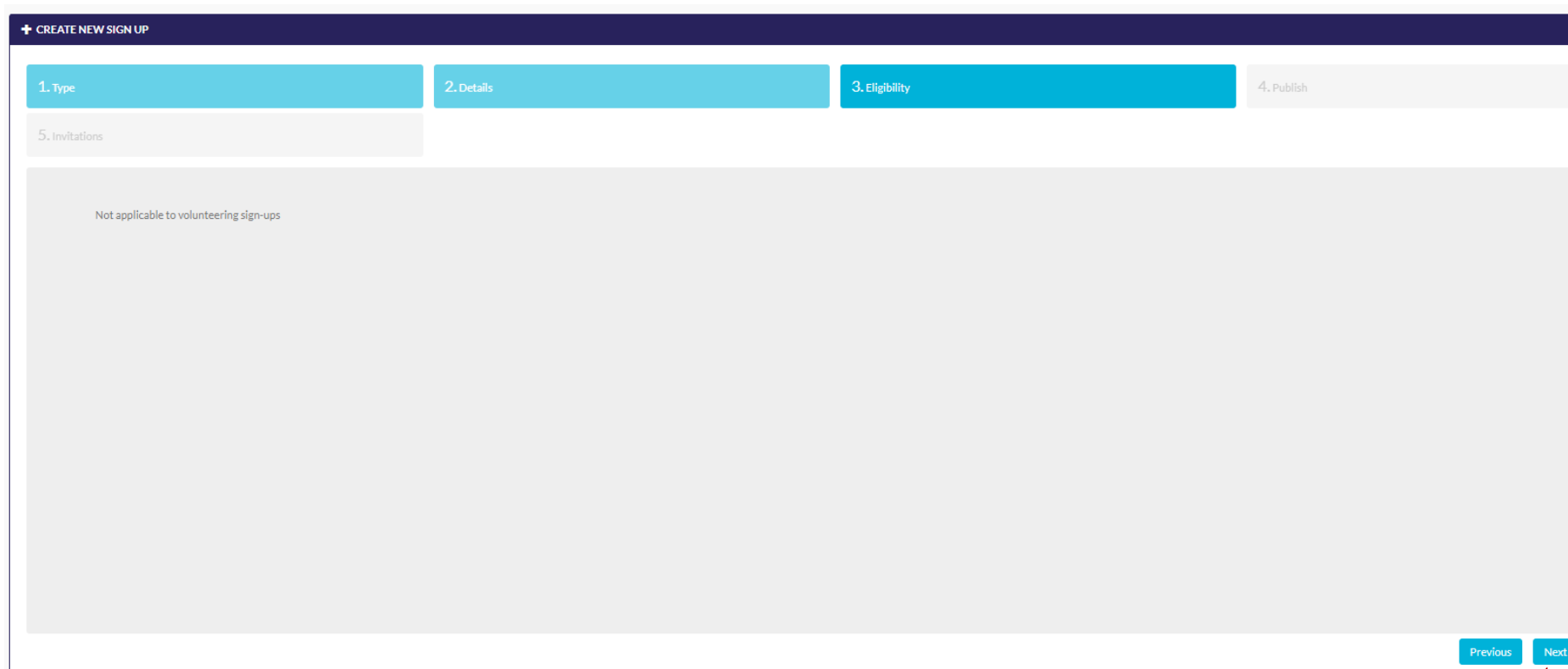
+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Not applicable to volunteering sign-ups

Previous Next




Then click next to proceed.

8. Upload an image to the volunteering opportunity.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

5. Invitations

Upload Image 

No file chosen

Note: You can preview and get Share links for all your published activities by going to your list of courses and sessions (from the main menu) and clicking the Preview Publishing tab. Here you can see how your bookable activities will look and drop a widget into your website.

Then click next to proceed.

9. Invitations are not applicable to volunteer sign ups.

+ CREATE NEW SIGN UP

1. Type 2. Details 3. Eligibility 4. Publish

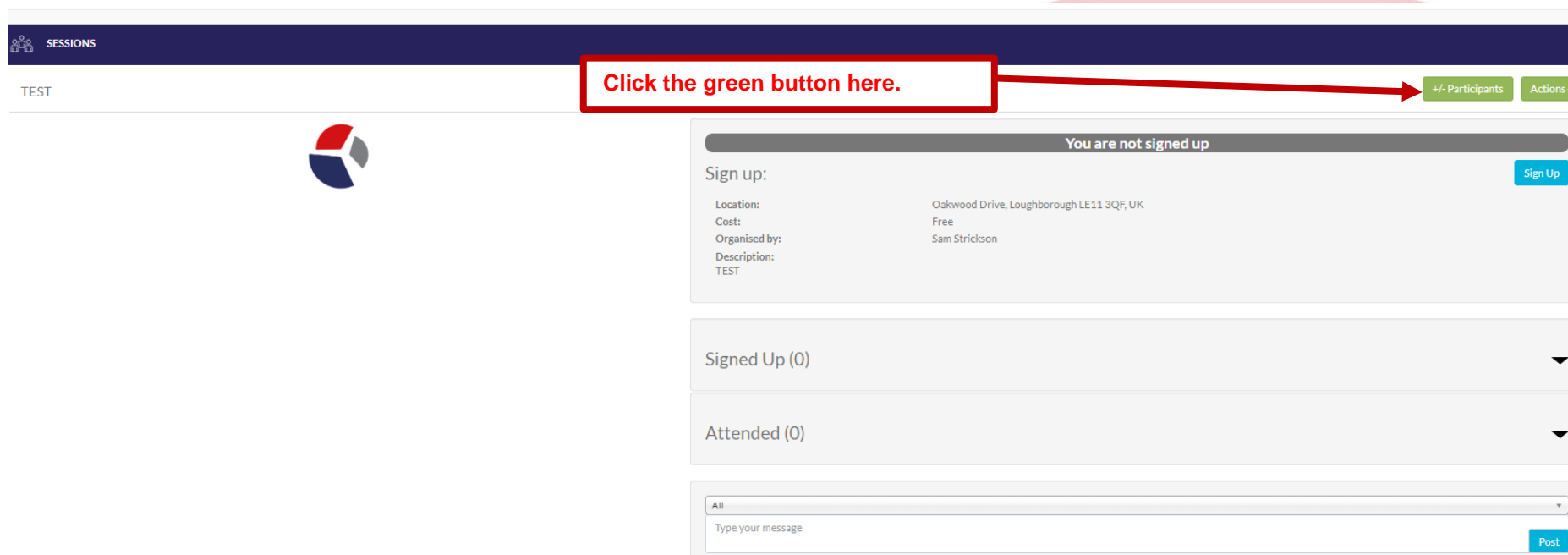
5. Invitations

Not applicable to volunteering sign-ups

Previous Finish

Then click finish to proceed.

10. To send the link to participants manually once you have clicked finish you will be directed to the page (below)
- you will then need to click the green button that says +/- participants.



SESIONS

TEST

Click the green button here. → +/- Participants Actions

You are not signed up

Sign up: [Sign Up](#)

Location: Oakwood Drive, Loughborough LE11 3QF, UK
Cost: Free
Organised by: Sam Strickson
Description: TEST

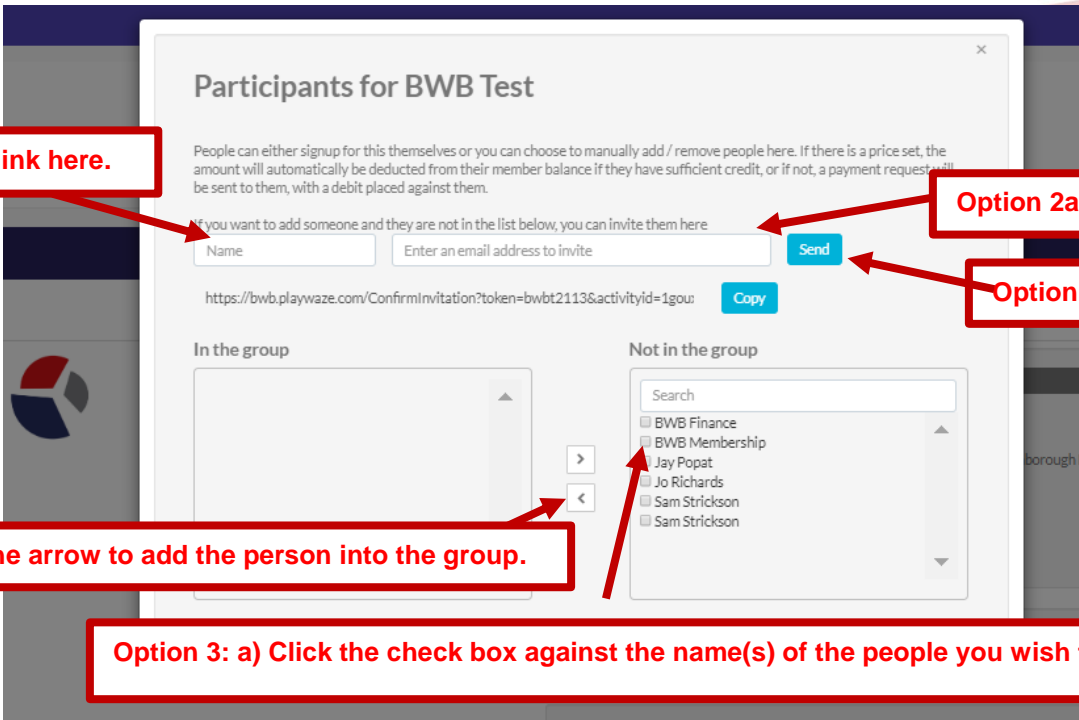
Signed Up (0) ▼

Attended (0) ▼

All

Type your message [Post](#)

- b. You will see the pop up box below come up, to add people already part of the community you will need to click their name and then click the arrow to put them into the group.
- c. To invite someone that is not on the list, type their name and email and click send or copy the url link and send it to the participants.



Option 1: Copy the URL link here.

Option 2a): Enter the email of the individual you wish to add.

Option 2b): Click Send to invite.

Option 3: a) Click the check box against the name(s) of the people you wish to add.

Option 3: b) Then click the arrow to add the person into the group.

The screenshot shows a pop-up window titled "Participants for BWB Test". It contains a "Name" field, an "Enter an email address to invite" field, and a "Send" button. Below these fields is a URL: <https://bwb.playwaze.com/ConfirmInvitation?token=bwbt2113&activityid=1gou> and a "Copy" button. The window is divided into two sections: "In the group" and "Not in the group". The "Not in the group" section has a search bar and a list of names with checkboxes: BWB Finance, BWB Membership, Jay Popat, Jo Richards, Sam Strickson, and Sam Strickson. There are right and left arrows between the two sections.