

BADMINTON ENGLAND

Discover Badminton
User Guide

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Introduction

To support you to deliver your sessions safely and adhere to the guidance we are providing free access to affiliated clubs and registered coaches to the Discover Badminton Platform to help you manage your sessions and the numbers attending.

Through the platform you will be able to:

- Set up bookable sessions to help manage numbers
- Take online payments

This guide provides a step by step process that will enable you to:

- Create your community and admin account
- Administer your community (e.g. club/activity)
- Set up payments
- Set up and administer sessions
- Identify other features you may wish to use

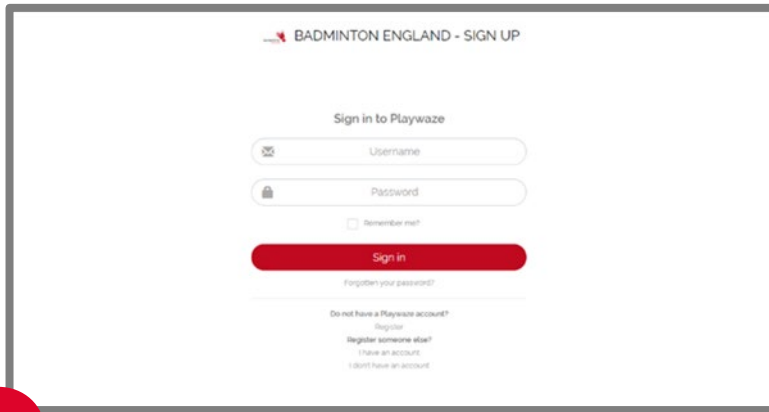
Before you get started you should ensure that you have thought about the following:

- How many sessions you will be running including days, times and the venue
- How many people you can have in a session/activity
- If you are planning to take payments and if so how much you are charging.
- If you want anyone to be able to book on to your sessions/activity

Registering / Creating your account

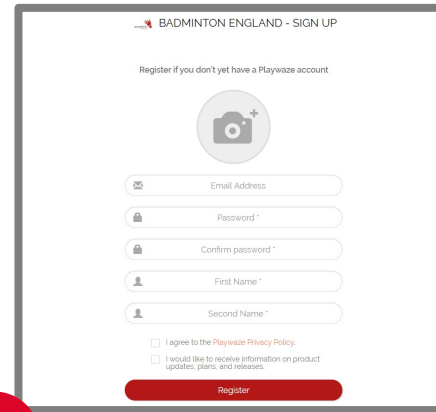
To access the Discover Badminton Platform please visit <https://badmintonengland.playwaze.com/> and create your account using the steps below or login if you are already registered.

Once you have created your account you will then be able to set up you own club community.

The screenshot shows the 'BADMINTON ENGLAND - SIGN UP' page. It features a 'Sign in to Playwaze' section with fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a red 'Sign in' button. Below this is a link for 'forgotten your password?'. At the bottom, there is a section 'Do not have a Playwaze account?' with a 'Register' link and a 'Register someone else?' link.

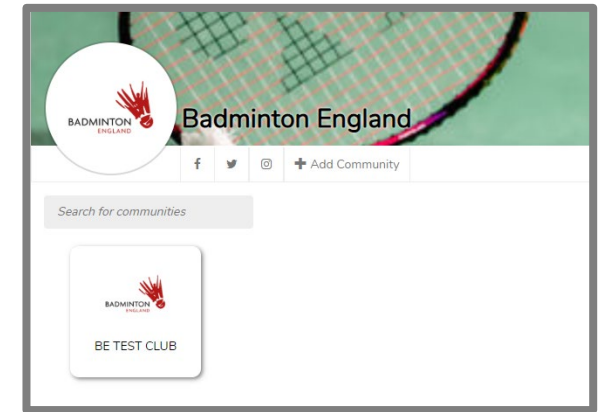
1

Click on register to create a new account.

The screenshot shows the 'BADMINTON ENGLAND - SIGN UP' page with the heading 'Register if you don't yet have a Playwaze account'. It features a camera icon for profile picture, followed by fields for 'Email Address', 'Password', 'Confirm password', 'First Name', and 'Second Name'. At the bottom, there are checkboxes for 'I agree to the Playwaze Privacy Policy' and 'I would like to receive information on product updates, plans, and releases.', and a red 'Register' button.

2

You will be taken to the sign-up screen where you will need to enter in your details.

The screenshot shows the 'Badminton England' user profile page. It features a circular profile picture with the Badminton England logo, a header with the name 'Badminton England', and social media icons for Facebook, Twitter, and Instagram. Below this is a '+ Add Community' button and a search bar labeled 'Search for communities'. At the bottom, there is a 'BE TEST CLUB' button.

3

Once you have signed in you will see an option to add community. Click on this and you will be able to start the step by step process to add your community.

Creating your Community

You will need to follow the simple step by step process in order to set up your community.

The screenshot shows the 'playmaze' logo in the top left. On the left is a vertical sidebar with a list of steps: 1. TYPE, 2. DETAILS (highlighted with a green circle), 3. ACTIVITY, 4. FEATURES, 5. BRANDING, and 6. PAYMENTS. The main content area is titled 'Please tell us a bit more about your community so we can help you get started with your setup.' Below this is a sub-header 'The information you use below will be used to Personalise your functions so please consider the name and adding a description about your community to make you easy to locate.' The form includes fields for 'Name*', 'Location*', 'Your Website', and 'Description'. At the bottom, there is a checkbox for 'I confirm I have read, understood and accepted the above' and a green 'Continue' button.

1

Complete the required fields detailing the name of the community, location and then optional web and description. You will then need to agree to the statement before clicking continue.

The screenshot shows the 'playmaze' logo. The sidebar on the left has steps 1 through 6, with '2. DETAILS' and '3. ACTIVITY' both highlighted with green circles. The main content area is titled 'Please select the sport or activity type of your community.' It includes instructions about selecting a sport or activity type and a search bar for 'physical activities' or 'Other activities'. Below the search bar is a link 'Can't find your activity type?'. At the bottom are 'Previous' and 'Continue' buttons.

2

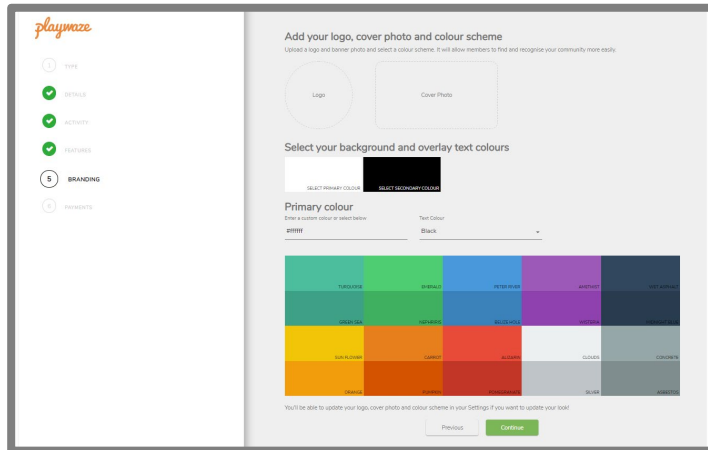
Type in Badminton as the activity and then select continue

The screenshot shows the 'playmaze' logo. The sidebar on the left has steps 1 through 6, with '4. FEATURES' highlighted with a green circle. The main content area is titled 'To get started, select the below features that you will need for your community'. It includes a sub-header 'Hover over the features below to see a summary of what it provides and click to select. You can select multiple features and will be able to turn new features on and off in your Settings once you have completed setup.' Below this is a grid of feature cards: 'Activities', 'Teams', 'Tournaments', 'Leagues', 'Ladders', 'Leaderboards', 'Memberships', 'Courses and Qualifications', and 'Volunteering Opportunities'. At the bottom are 'Previous' and 'Continue' buttons.

3

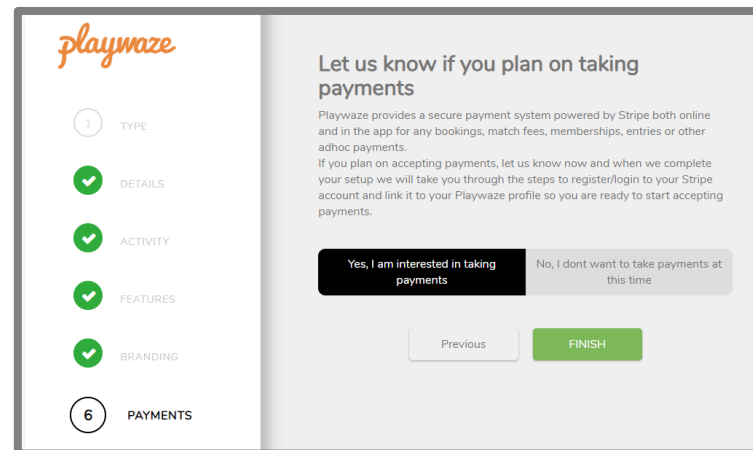
You can then pick which features you would like turned on. You must select activities in order to create bookable sessions and we would recommend selecting teams to manage your groups. Any of the others are optional.

Creating your Community



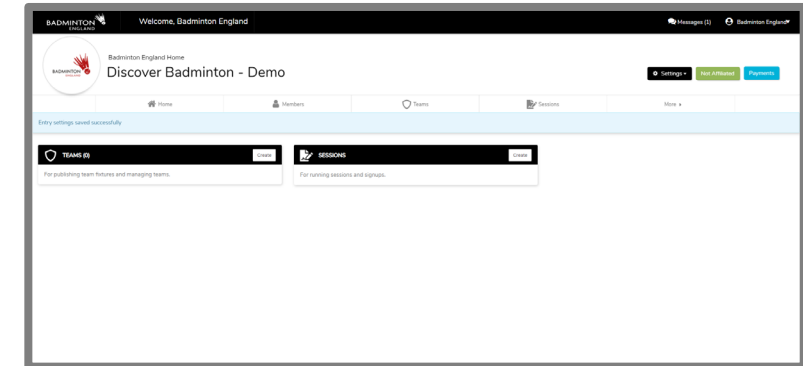
4

You are then able to personalise your community and add a logo and cover photo as well as pick background colours. These can all be edited at a later date if you wish to.



5

You can then choose if you would like to take payments through the system. We would suggest you select yes to this, even if you are not sure you are going to use the payment facility.



6

Your new community will then be set up with you as an admin and you will be able to start setting up your sessions. Badminton England will in the meantime get a notification to authorise the community which will then make it searchable within the Discover Badminton platform.

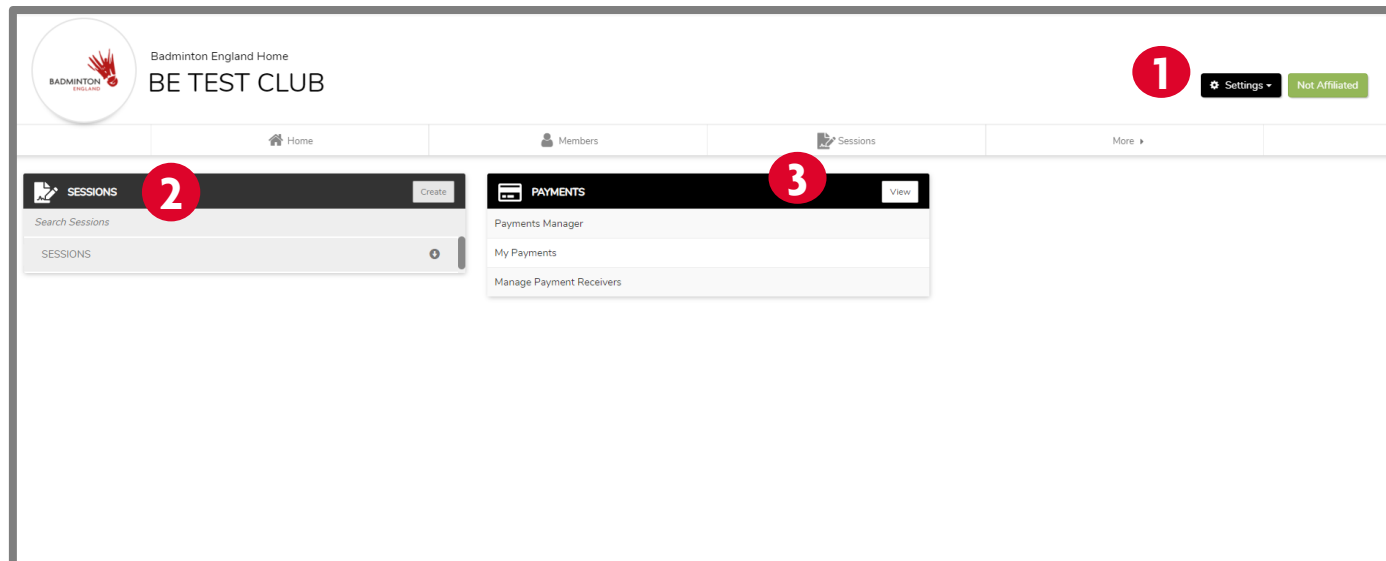
Community homepage

What is a Community?

Within the Discover Badminton Platform each club/coach will be provided with their own community. A community is like a Facebook or WhatsApp group but with a range of features to enable you to administer and organise your club activity. Through your community you will have the ability to run group activities, take payments, organise competitions, manage teams, share news as well as run events and socials.

Your Community

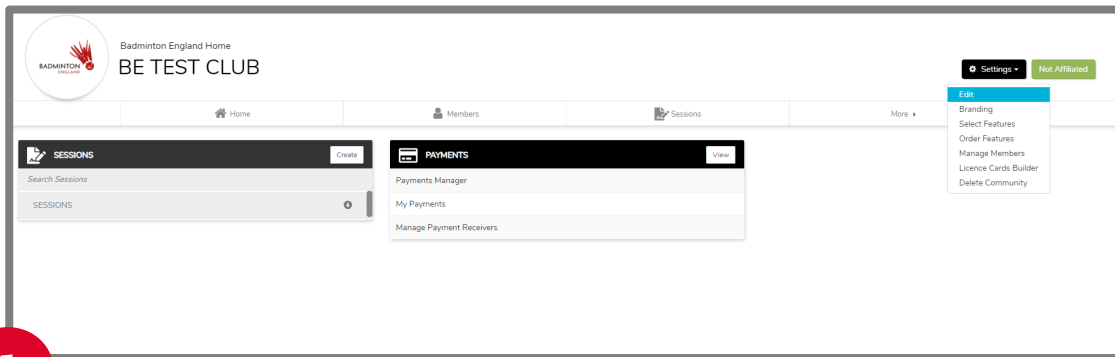
Once you have created your account you will be able to view your community, where you will then be able to coordinate all aspects of your club account. We have set it up with the ability to create sessions and take payments but you will be able to add additional features and information on your club should you choose to.



- 1 Community Settings:** This menu will enable you to edit your community information, update the look of your community, manage members as well as add features.
- 2 Sessions:** You will be able to see your listed sessions from here as well as start the process of creating your sessions.
- 3 Payments:** You will be able to manage all aspects of payments through the options on this box.

Updating your community

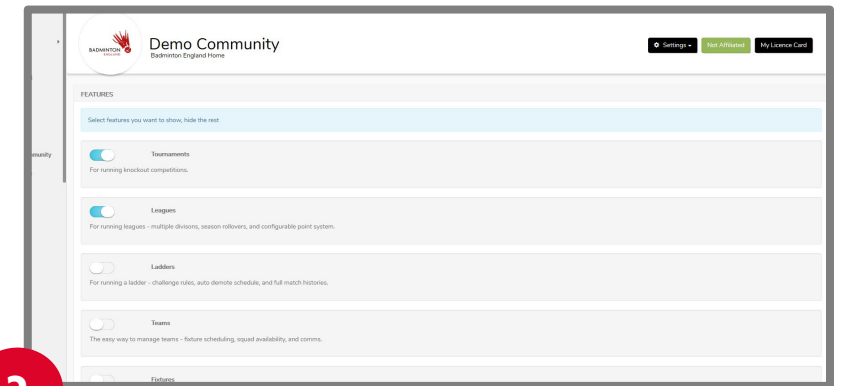
We have set up your community with the basic information and features but you have the option to add additional features and information on your club or group using the steps below.



1

Community information: to update your community information click on settings in the top right and then click on edit from the drop down menu.

From here you will be able to update and complete your community profile including: website, social media accounts, location etc. You will also be able to update the names of the community settings should you want to change these to something that makes more sense to your club or group.



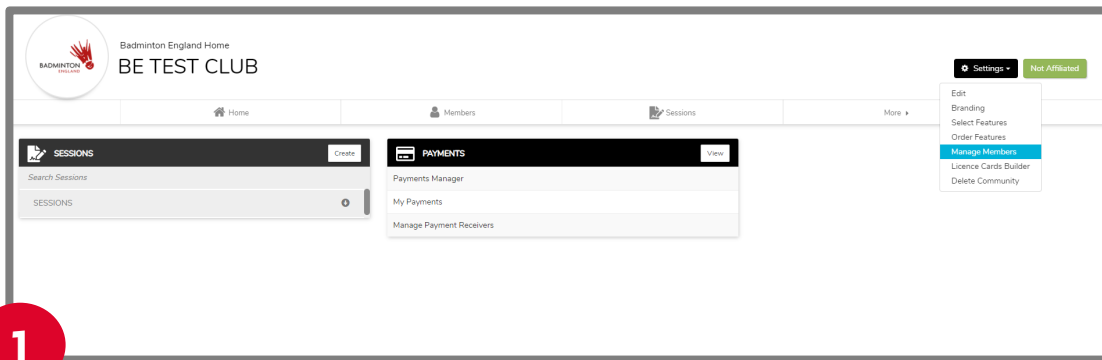
2

Adding features: From the settings button, click on select features and you will be able to amend the features shown on your homepage.

These can be turned on/off at any time and you are able to change these from the community homepage.

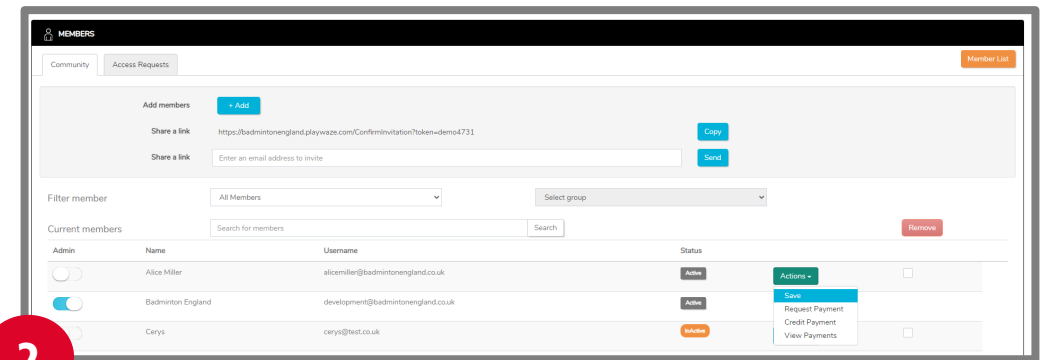
Adding administrators

You may wish to make other members of your community (club/group) administrators in order to help run your community. We recommend you should keep this only to the essential people that would need to make changes, approve member requests or add anything to the community.



1

Click on the settings button which is in the top right of your community homepage and select manage members.



2

You will then see a list of all current members in your community. To give them admin access select the button to the left of their name to give them admin access.

Click on the actions button and select save. The member you selected will now be an admin in your community.

Adding members

In order to add members to your community you have three options:

The screenshot shows a web interface for a club's members. At the top, it says 'MEMBERS - BE TEST CLUB'. On the right, there are buttons for 'Export To CSV', 'Payments', and 'Edit'. The main area has three sections: 'Add members' with a blue '+ Add' button (marked with a red circle 1), 'Share a link' with a URL 'https://badmintonengland.playwaze.com/Confirminvitation?token=demo4731' and a 'Copy' button (marked with a red circle 2), and another 'Share a link' section with an input field 'Enter an email address to invite' and a 'Send' button (marked with a red circle 3). Below the email input is a search bar labeled 'Search for members' with a 'Search' button.

1

Add a new member: You are able to add the name and email address of your members and create an account for them.

They will receive an email telling them that they have been added to the community and be able to create their account using the email address you provided.

2

Share a link: Each community has a unique URL link that could be shared with your members via a communication asking them to join your community. This could be done via newsletter or social media or however you usually communicate with members.

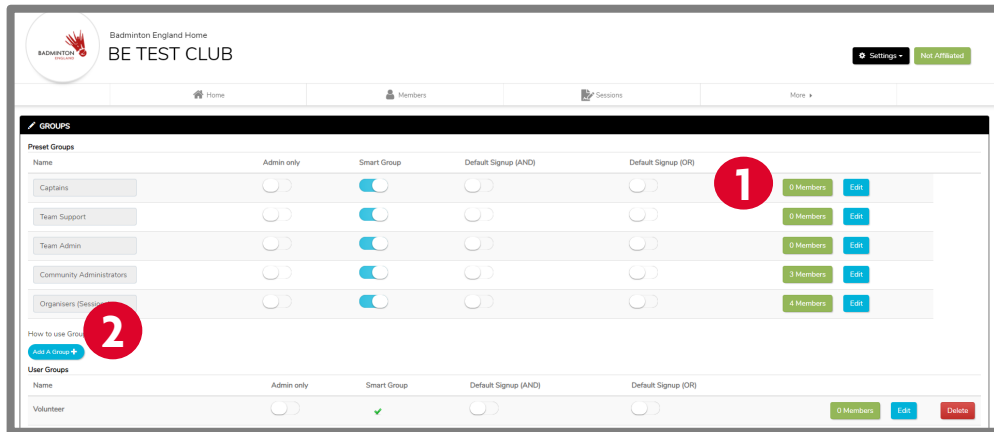
By following this link your members can create their own account and then will automatically be added in to your club community.

3

Send an invite: From here you are also able to share with players a link to this community and activity that will enable them to book on to the activity. You may want to include this wherever you are promoting your sessions.

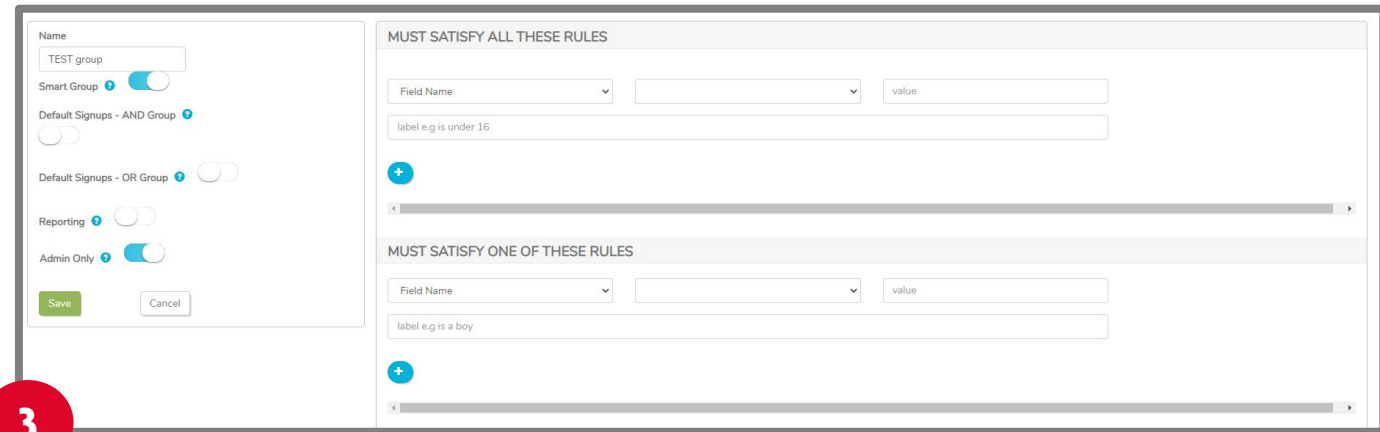
Creating groups

To help you administer your community you are able to set up different groups that members can be added to. There are set groups such as Captains, administrators etc. and then you have the option to create your own groups. You may wish to use this feature to set up specific groups to help manage who can attend what sessions.



1 Adding to an existing group: To add a member to a group, click on the members button and then select the names of those you would like to add to the group and then select the left arrow to move them into the group.

2 Adding a group: If you would like to add a new group select the blue add a group button.

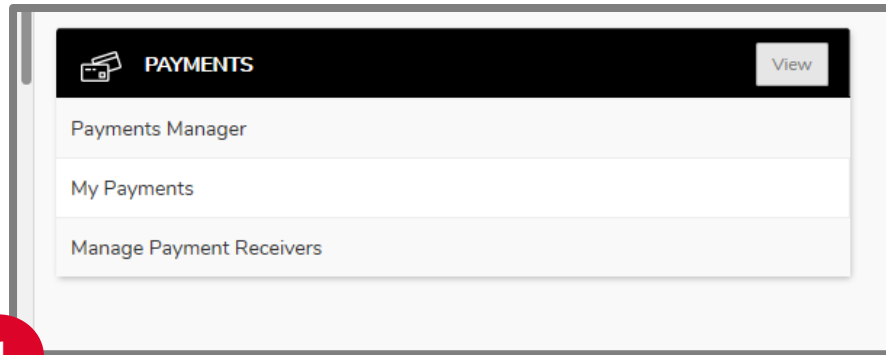


3 Creating a group: You will then be able to set up your group with the option of applying certain rules so that people are automatically added to the group should they meet this rule. For example you could set a rule that anyone under 18 automatically joins the junior group. Once you have completed all fields then click save and your group will be set up.

Setting up payments

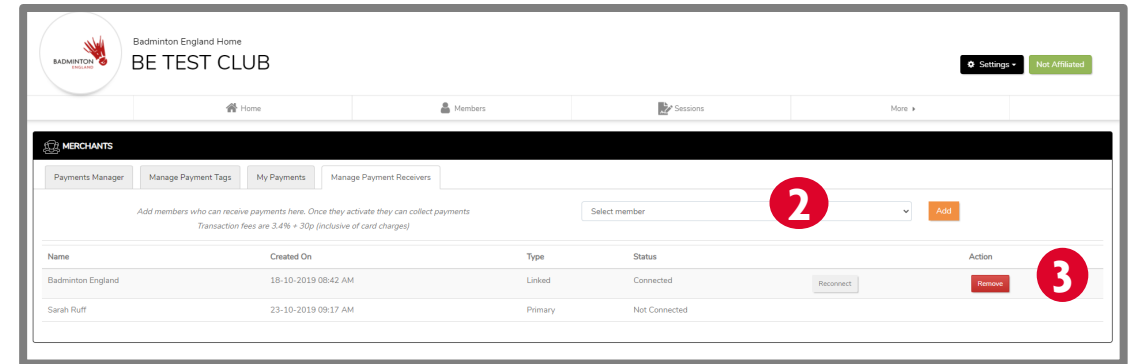
If you would like to collect payments for sessions through the system then you will need to complete the following steps before you set up your sessions. This is due to needing to set your payment receiver as part of the set up process for your sessions. If you do not plan to take payments you can skip to creating your sessions.

Any payments collected through the system are subject to a transaction fee (3.4% + 30p) which is levied by the payment platform Stripe. We would recommend that this fee is accounted for within the session fee that you charge.



On your community homepage select the View button on the Payments box.

You will then see a Payment Manager box, please select the Manage Payment Receivers tab.



Please select your name from the drop down menu and click on the Add button. Your name will then appear. Under status you will need to select 'activate'. This will then take you to stripe to set up your account, or you can link an existing stripe account if you already have one.

Once this has been completed you will be able to return to your community. You may need to refresh your browser, but on the Manage payment receivers box your status should have changed to 'connected'.

You are now set up to receive payments on the system, please return to your community homepage.

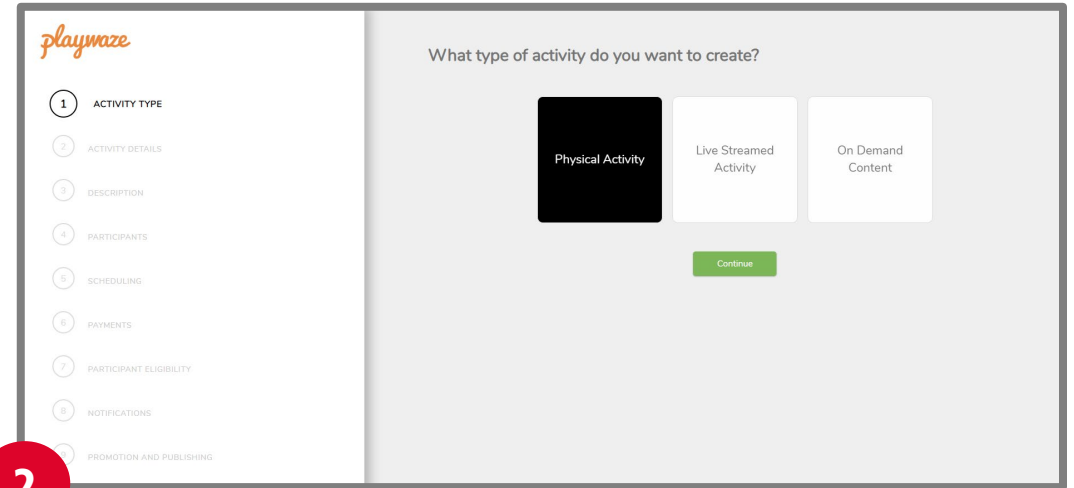
Setting up sessions

In order to allow participants to book online you will need to set up your bookable sessions following the steps below.



1

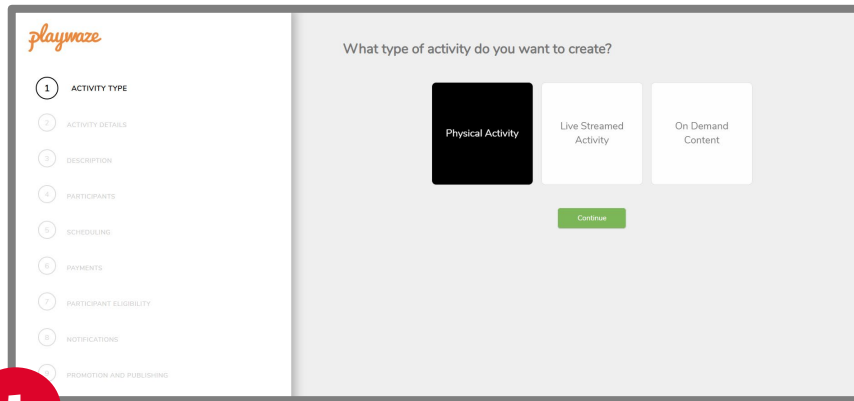
On your community homepage select the Create button on the Sessions box



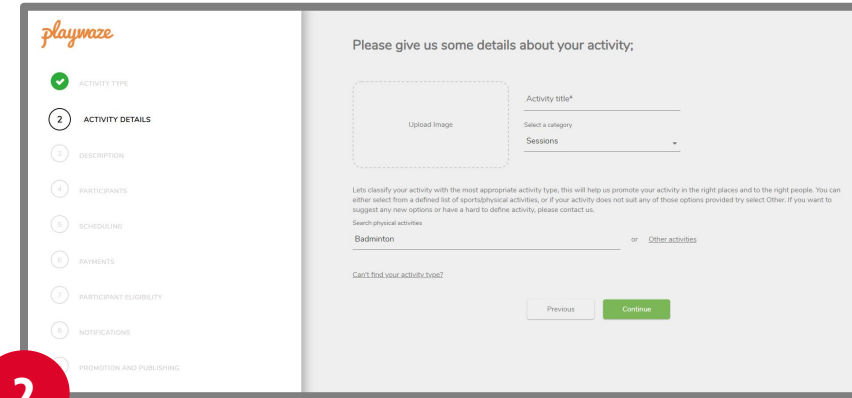
2

You will then be able to start the simple step by step process of setting up you sessions

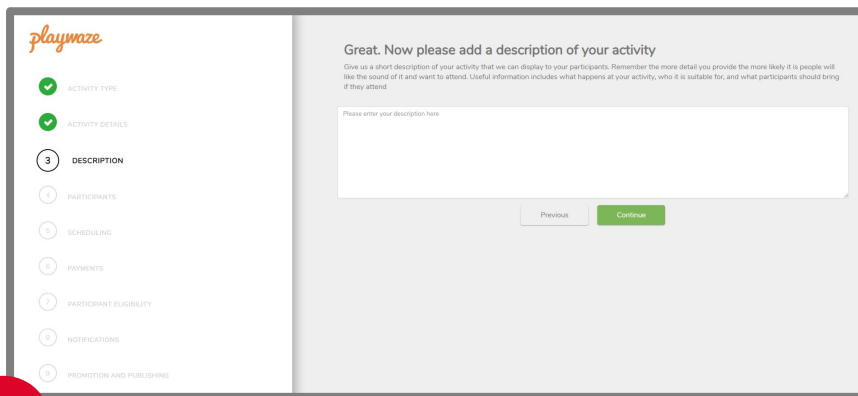
Setting up session details



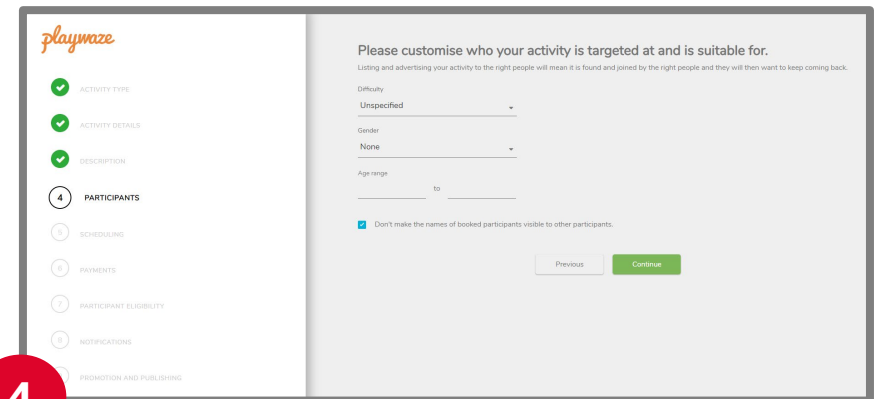
1 Select the Physical Activity box and click continue.



2 Add your activity title and an image if you want (270 x 150 px), check the activity is Badminton and then click continue.



3 Provide a short description of the activity so that players know what they are booking onto.



4 You can customise who your session is for by selecting difficulty, gender and age or leave this open to everyone. Ensure you have ticked the box about visibility of players.

Setting up session details

The screenshot shows the Playmaze interface for setting up a session. On the left is a sidebar with a list of steps: ACTIVITY TYPE, ACTIVITY DETAILS, DESCRIPTION, PARTICIPANTS, SCHEDULING (highlighted with a circled '5'), PAYMENTS, PARTICIPANT ELIGIBILITY, NOTIFICATIONS, and PROMOTION AND PUBLISHING. The main area is titled 'Time to add the scheduling information for your activity' with a sub-note: 'You can add a one-off activity or add one or more series of your activity if they take place on a regular basis.' Below this are two tabs: 'Repeating' and 'One Off', with 'One Off' being the active tab. A '+ Add New Series' button is visible. At the bottom are 'Previous' and 'Continue' buttons.

5

You now need to set the details for your sessions by either choosing if these are repeating or one off.

This screenshot shows the 'Repeating' tab selected. The form fields include: 'Series' (dropdown menu set to 'Every Week'), 'Series start date*' (calendar icon), 'Series end date' (calendar icon), 'Activity start time*' (clock icon), and 'Activity end time' (clock icon). Below these are 'Organiser' (dropdown menu set to 'Badminton England'), 'Set a limit on the number of participants' (dropdown menu set to 'Unlimited'), and 'Venue*' (dropdown menu set to 'Select an existing venue' with an 'Add New' link). A '+ Add New Series' button is at the bottom left. 'Previous' and 'Continue' buttons are at the bottom right.

One off: Select the one off option and then complete all the details ensuring you set the limit of participants. Then click continue.

This screenshot shows the 'One Off' tab selected. The form fields include: 'Start date*' (calendar icon), 'Start time*' (clock icon), 'End time' (clock icon), 'Deadline date' (calendar icon), 'Deadline time' (clock icon), 'Organiser' (dropdown menu set to 'Badminton England'), 'Set a limit on the number of participants' (dropdown menu set to 'Unlimited'), and 'Venue' (dropdown menu set to 'Select an existing venue' with an 'Add New' link). 'Previous' and 'Continue' buttons are at the bottom right.

Repeating: If your club session is repeating select the Add New Series button and complete all the relevant details. Ensuring you set the number of participants in the session. Then click continue

Setting up sessions

The screenshot shows the 'playmaze' interface with a sidebar on the left containing a list of setup steps: ACTIVITY TYPE, ACTIVITY DETAILS, DESCRIPTION, PARTICIPANTS, SCHEDULING, PAYMENTS (highlighted with a red circle and the number 6), PARTICIPANT ELIGIBILITY, NOTIFICATIONS, and PROMOTION AND PUBLISHING. The main content area is titled 'Would you like to take payments for your activity?'. It features two radio buttons: 'No, this is a free activity' and 'Yes, this activity requires a payment'. Below the radio buttons, there is a section for 'Set a standard price' with a text input field and a dropdown menu labeled 'Please Select'. There is also a toggle switch for 'Allow offline payments'. At the bottom, there is a 'Previous' button and a 'Continue' button.

6 You can set if you are taking payments through the system here. If you are please enter the price and then select from the drop down who is receiving payments. You will need to [set up your payment receivers](#) before you are able to do this.

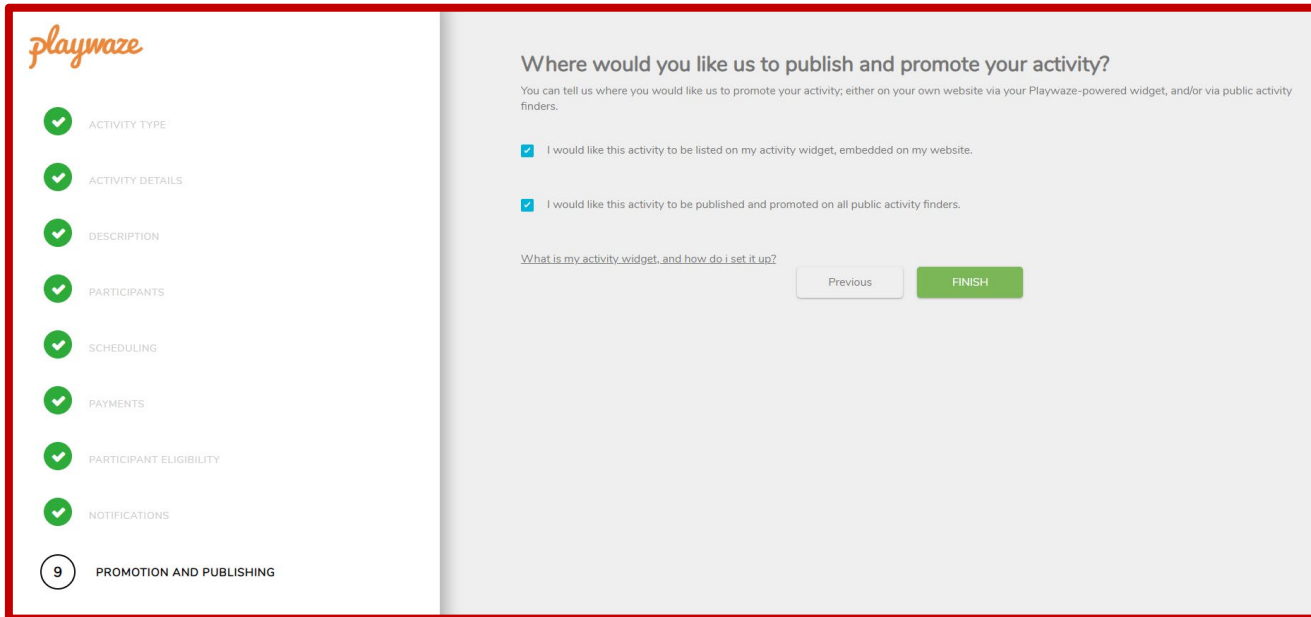
The screenshot shows the 'playmaze' interface with the same sidebar as the previous screen. The main content area is titled 'Using Groups, automatically control participant eligibility for your activity'. It features two radio buttons: 'No, allow anyone to join' and 'Yes, lets set it up'. Below the radio buttons, there is a 'Previous' button and a 'Continue' button.

7 You can set so only certain members can join your activities (see setting up groups)

The screenshot shows the 'playmaze' interface with the same sidebar as the previous screens. The main content area is titled 'When would you like us to send our automated notifications'. It contains several sections of text explaining the purpose of the notifications and providing input fields for setting the frequency and timing of the notifications. At the bottom, there is a 'Previous' button and a 'Continue' button.

8 You can set up reminder notifications to those attending your sessions specifying how many days before you would like them sent.

Setting up sessions



The screenshot shows the Playwaze setup interface. On the left is a sidebar with a list of steps, each preceded by a green checkmark: ACTIVITY TYPE, ACTIVITY DETAILS, DESCRIPTION, PARTICIPANTS, SCHEDULING, PAYMENTS, PARTICIPANT ELIGIBILITY, NOTIFICATIONS, and PROMOTION AND PUBLISHING. The last step, PROMOTION AND PUBLISHING, is highlighted with a red circle containing the number 9. The main content area is titled 'Where would you like us to publish and promote your activity?' and includes a subtext: 'You can tell us where you would like us to promote your activity; either on your own website via your Playwaze-powered widget, and/or via public activity finders.' There are two checkboxes, both of which are ticked: 'I would like this activity to be listed on my activity widget, embedded on my website.' and 'I would like this activity to be published and promoted on all public activity finders.' Below the checkboxes is a link that reads 'What is my activity widget and how do I set it up?'. At the bottom of the main area are two buttons: 'Previous' and 'FINISH'.

9

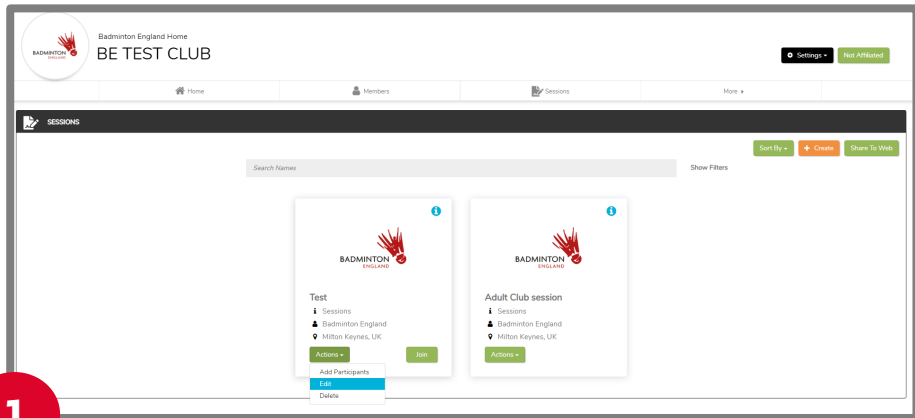
The final step is to decide how you would like your activity to be published and promoted.

If your activity is closed and only available to your members who have been provided with access to your community then **leave both boxes unticked.**

If you would like to control where you publicise your sessions but are happy for anyone to book on then please tick the first box – **I would like this activity to be listed on my activity widget, embedded on my website.**

If you would like it published publicly more widely to help you find new members then please tick the second box – **I would like this activity to be published and promoted on all public activity finders.**

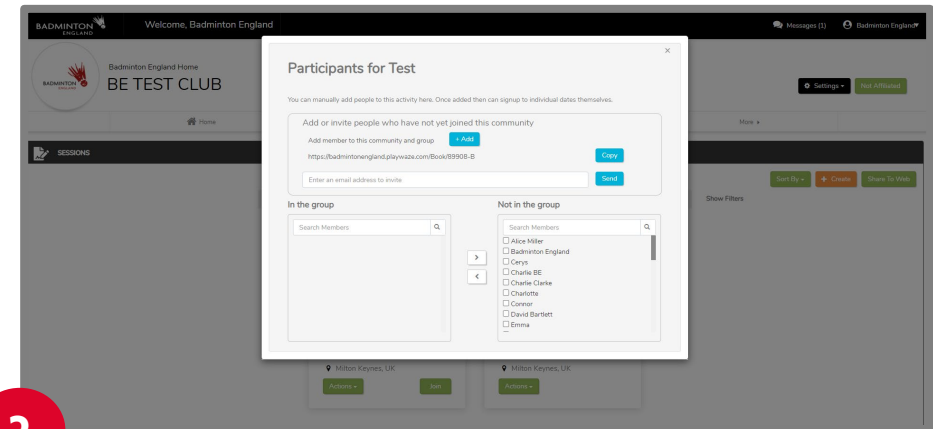
Updating your sessions



1

Editing your session: To view all your sessions that are set up select the sessions tab at the top.

From here you are able to edit any existing sessions by clicking on the actions and then edit option.

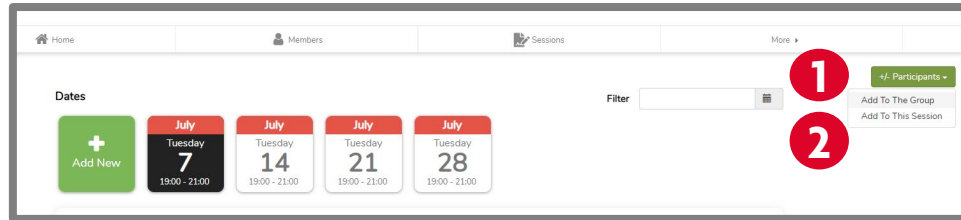


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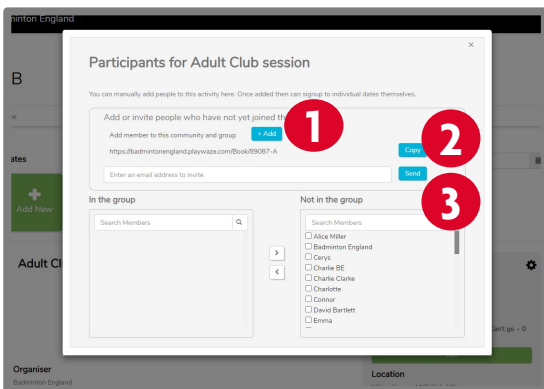
Sharing your session: From here you are also able to share with players a link to this community and activity that will enable them to book on to the activity. You may want to include this wherever you are promoting your sessions.

Adding participants

Once sessions are set up you are able to add participants to either the session series (known as group) or to individual sessions.

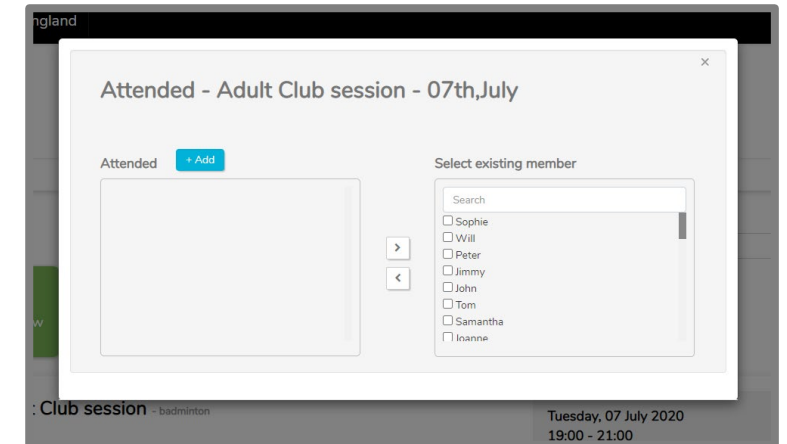


- 1 Adding to the session series (group):** You are able to add people to the group which will enable them to then book on to individual dates themselves. There are 3 ways in which they can do this:

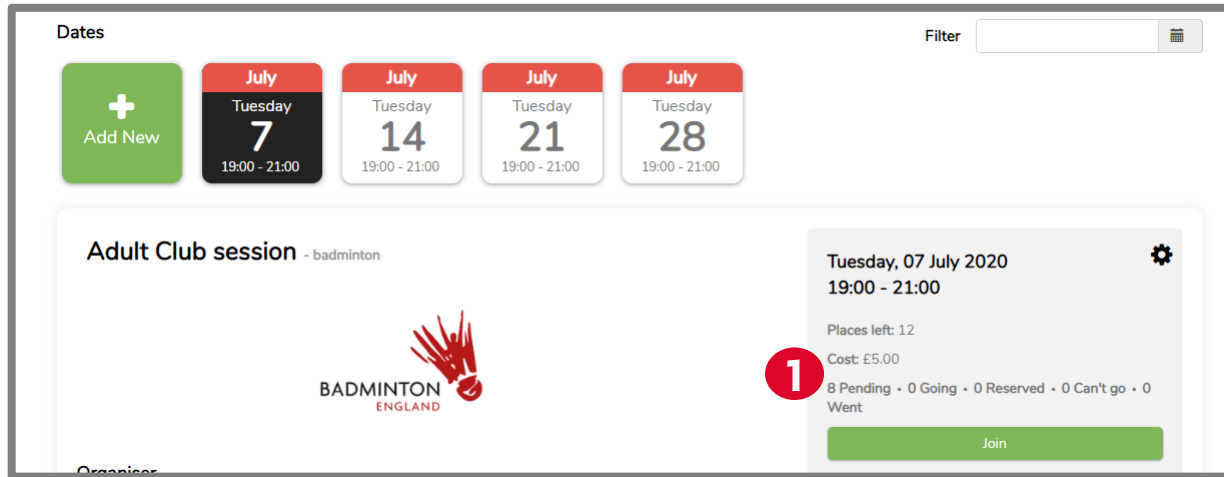


- 1 Add them yourself:** Enter their name and email address which will generate an email to them asking them to complete the joining process.
- 2 Share a link:** This will enable players to join this group automatically
- 3 Send an invite:** This will enable players to join this group automatically by following the link in the email they receive.

- 2 Adding to the session:** You will be able to add people within the group directly to that session.



Managing Attendance



1 You are able to review and manage the attendance within your sessions by clicking on any of the following options:

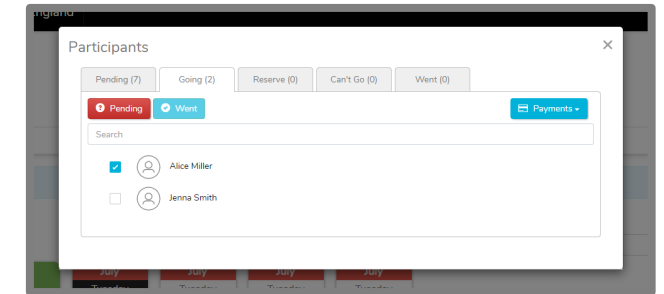
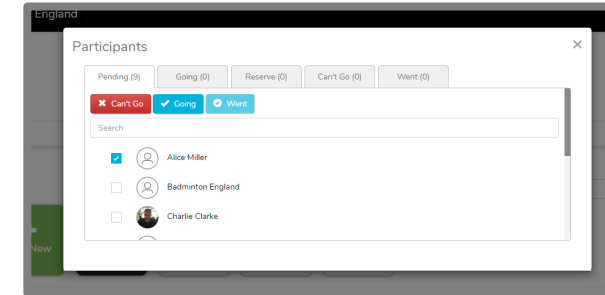
Pending: Any players within the session group will appear within this groups until they indicate if they are attending or not

Going: Players who have booked on will appear listed here

Reserved: Once the maximum number of players have booked into the sessions a waitlist will start

Can't go: If players are unable to attend they can mark that they can't attend

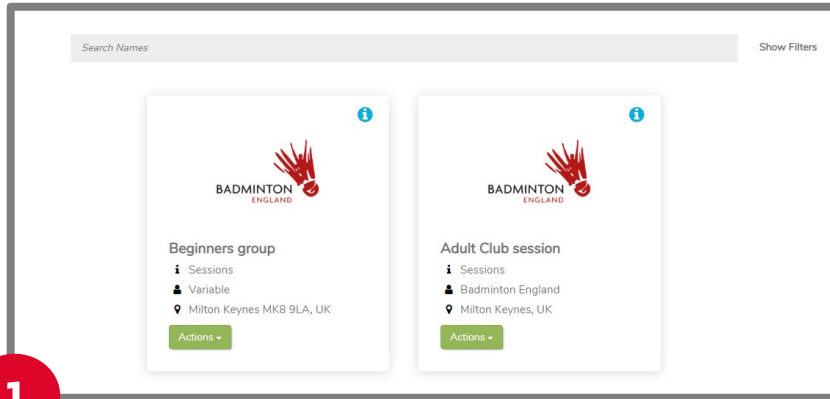
Went: Once players have attended you are able to mark them as attended



2 By clicking on any of the tabs you can then manually book people into the session by selecting the member and then choosing the correction action.

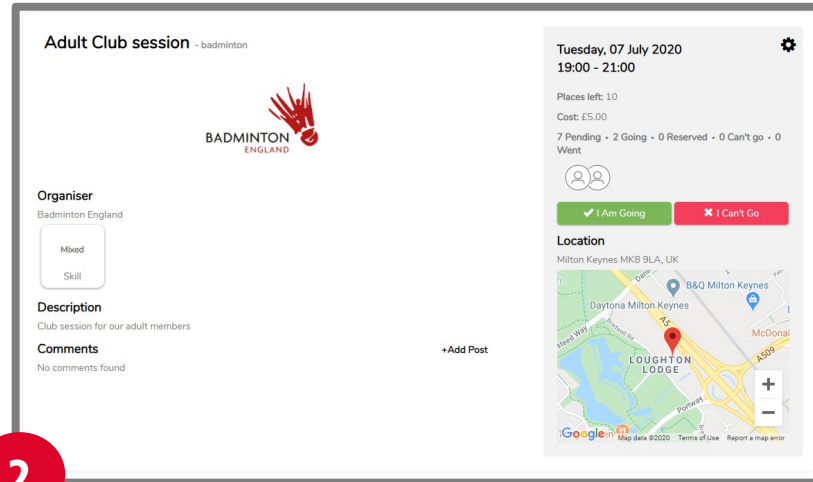
You can mark that people have attended by ticking went

Members booking sessions



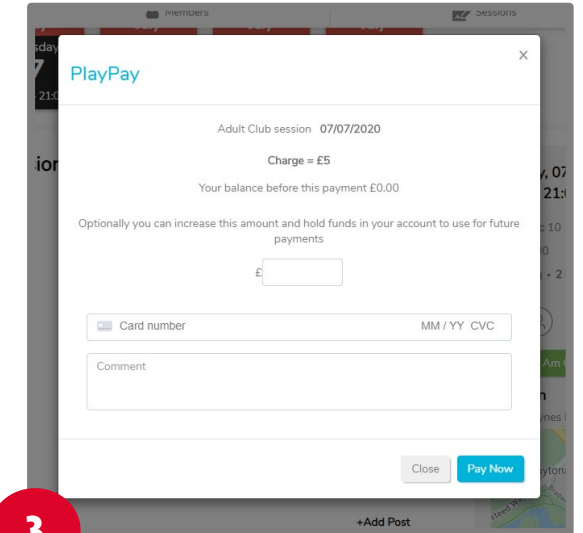
1

Booking a session: Members are able to book themselves into sessions by selecting the session they would like to attend.



2

Members can select the date they would like to attend and then select the I am going button.



3

If applicable they will then be prompted to make any payment that is required to attend that session.

Newsfeed

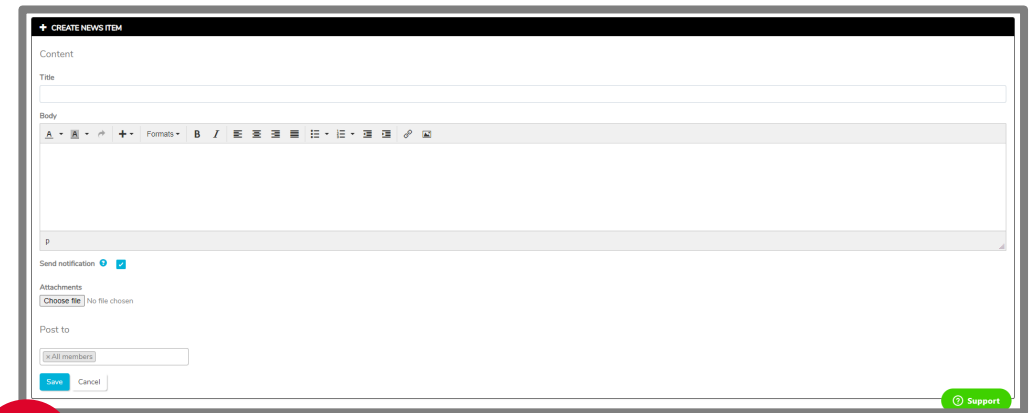


1

You are able to share messages with your players through the newsfeed feature which can be found under the more tab.

You are able to choose whether you would like to communicate with the whole group or you can select specific groups to message.

Adding a post: to add a post you simply select the add post button, select who you would like to message from the drop down.



2

Creating a post: You will then be able to create your post adding any attachments that you wish.

You will also have the option to send a notification so that members of the community receive the message as an email.

Troubleshooting

Whilst we hope that this guide should be straightforward for you to follow if you do have any issues please complete our [troubleshooting form](#), selecting Discover Badminton from the options.

One of the team will then get back in touch to support you with your query.