

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

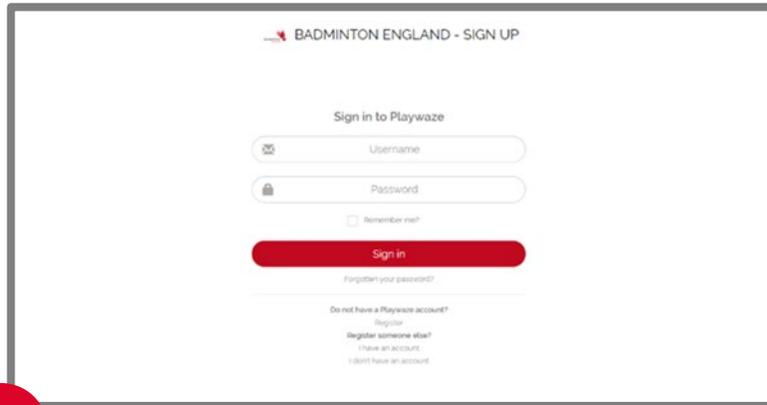
Before you get started you should ensure that you have thought about the following:

- 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 who is not currently in your club 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.

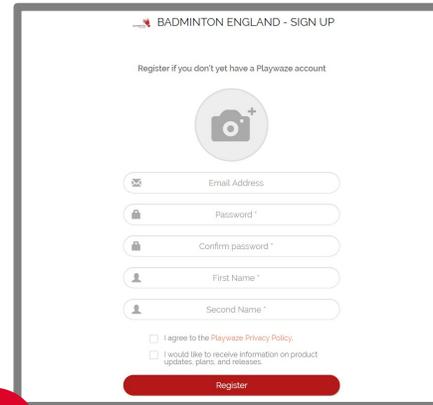
Once you have created your account you will then be able to set up you own club community.



The screenshot shows the 'BADMINTON ENGLAND - SIGN UP' page. Under the heading 'Sign in to Playwaze', there are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me?'. A prominent red button labeled 'Sign in' is centered below the fields. Below the 'Sign in' button, there is a link for 'Forgot your password?'. At the bottom of the sign-in section, there is a question 'Do not have a Playwaze account?' with a 'Register' link. Below that, there is a question 'Register someone else?' with two options: 'I have an account' and 'I don't have an account'.

1

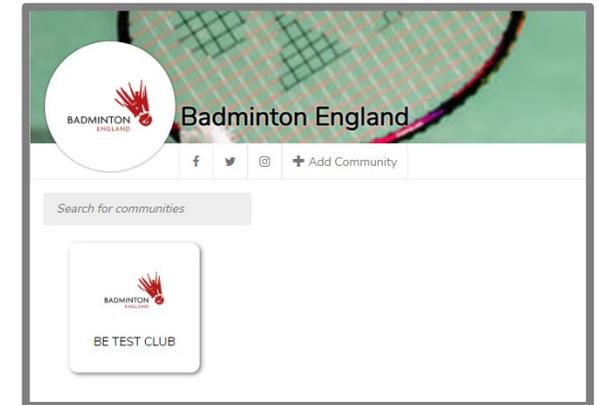
Click on register to create a new account.



The screenshot shows the 'BADMINTON ENGLAND - SIGN UP' page. It features a camera icon with a plus sign and the text 'Register if you don't yet have a Playwaze account'. Below this are five input fields: 'Email Address', 'Password', 'Confirm password', 'First Name', and 'Second Name'. At the bottom, there are two checkboxes: 'I agree to the Playwaze Privacy Policy' and 'I would like to receive information on product updates, plans, and releases.'. A red button labeled 'Register' is at the bottom center.

2

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



The screenshot shows a user profile page for 'Badminton England'. The profile picture is a circular logo with a red hand icon. To the right of the profile picture are social media icons for Facebook, Twitter, and Instagram, followed by a '+ Add Community' button. Below the profile picture is a search bar labeled 'Search for communities'. At the bottom of the profile section, there is a button labeled 'BE TEST CLUB'.

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.

playmze

Please tell us a bit more about your community so we can help you get started with your setup.

The information you enter below will be used to provide search functions to please consider the name and adding a description about your community to make you easy to locate.

Name*
Enter your community name

Location*
Enter your community location

Your Website
Enter a link to your website

Description
Add a short description about your community to help participants find out more about you before deciding to join.

You can always update this information later in your Settings menu once you've completed initial setup!

It is important that your classes are safe and high quality. The sport and physical activity sector has collaborated on the guide below to quality and safety putting on high quality live stream and on demand classes.

A Guide to Live Streaming and Delivering Virtually

Only classes that meet a minimum standard will be included in specific national campaigns, so it's important that you as an activity provider take note of the advice in the guide to deliver high quality live stream classes.

Check this to confirm that you have read and understood the above, and any organiser of our sessions has the all the necessary insurance, qualifications and licences to deliver your activity online and virtually.

I confirm I have read, understood and accepted the above

Continue

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.

playmze

Please select the sport or activity type of your community.

Selecting your sport or activity type helps us determine what scoring rules, features and settings to make available to you.

If you are unable to define what you do by any single sport or activity and it's missing from the list below, please select "Can't find your activity type?" and you'll be able to manage your features after you complete these steps.

If you deliver competitions across multiple sports or activity types, these must be setup in separate communities, if you'd like some help please contact support@playmze.com.

Search physical activities _____ or [Other activities](#)

Can't find your activity type?

Previous Continue

2

Type in Badminton as the activity and then select from the menu before clicking continue.

playmze

To get started, select the below features that you will need for your community

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.

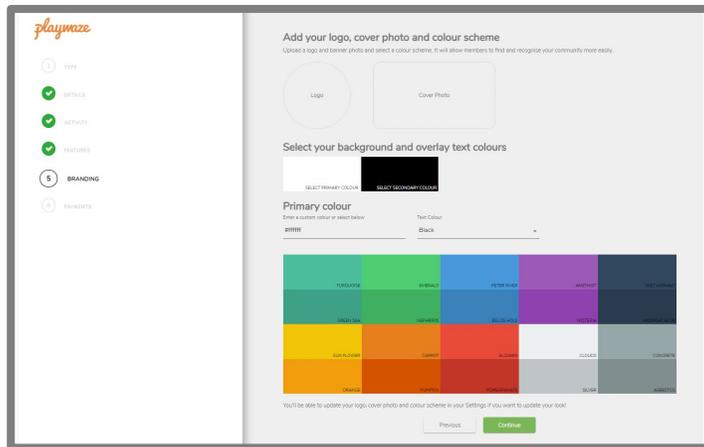
Activities	Teams	Tournaments
Leagues	Ladders	Leaderboards
Memberships	Courses and Qualifications	Volunteering Opportunities

Previous Continue

3

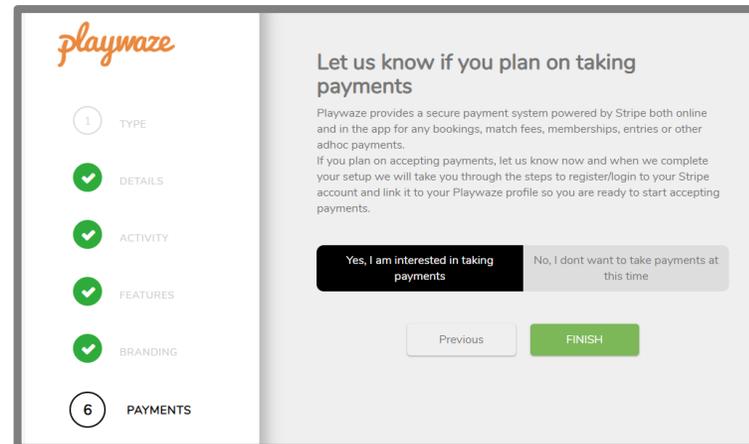
You can then pick which features you would like turned on. You must select activities in order to create bookable sessions and we would recommend selecting teams to manage your groups. Any of the others are optional.

Creating your Community



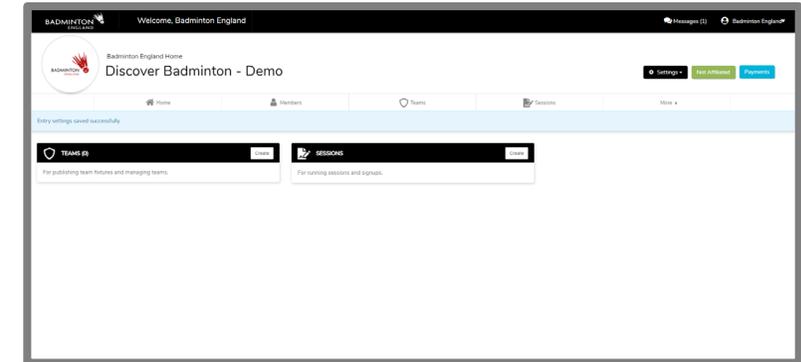
4

You are then able to personalise your community and add a logo (140 x 140 px) 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

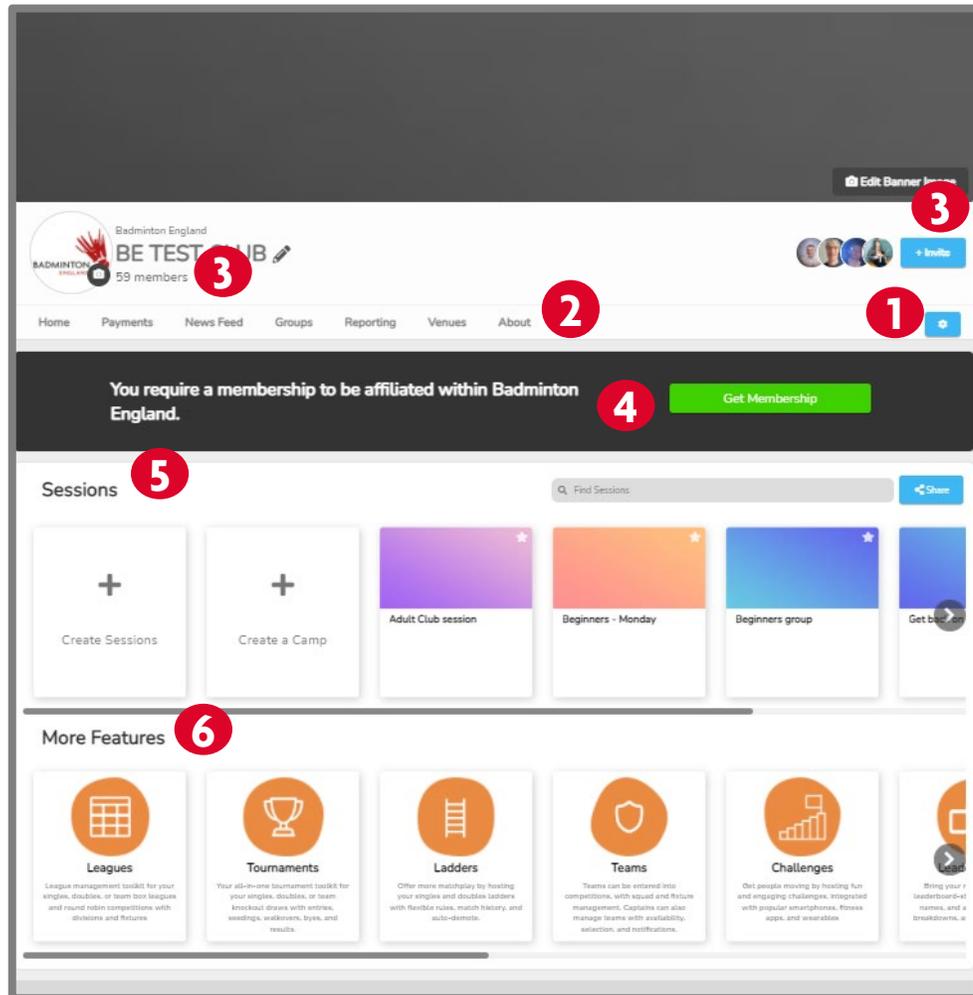
What is a Community?

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 badminton 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 your community is created you will then be able to coordinate all aspects of your club account. The instructions in this guide show you how to create sessions and take payments but you will be able to add additional features and information on your club should you choose to by adding additional features.

Community homepage



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

Menu: By clicking on any of these tabs you will be able to access additional features to support your administration within the community.

3

Members: You can view your members here and you are able to invite members by using the blue +invite box.

4

Membership: This is an administration membership to support with knowing what type of community you have. It is not linked to your Badminton England affiliation.

5

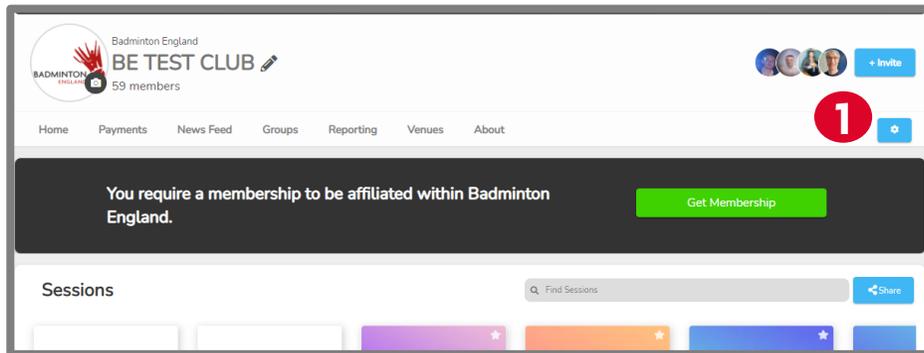
Sessions: You will be able to see your listed sessions from here as well as start the process of creating your sessions.

6

Features: You will be able to see additional features that can be added to your community here.

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.

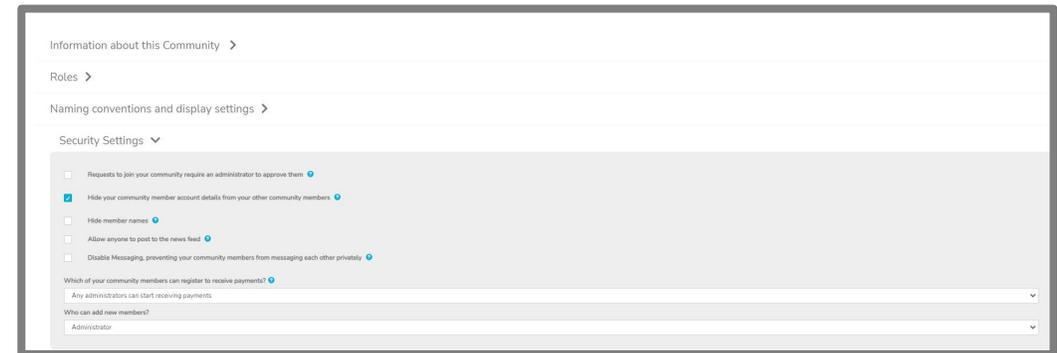


1

Community information: to update your community information click on the blue cog 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:

- **Information about your community:** website, social media accounts, location etc.
- **Roles:** Set your community owner as well as create nominated roles e.g. coach, welfare officer etc.
- **Naming conventions and display settings:** customize your community so the titles of the features display in a way that relates to your members.



Security Settings: within these settings you can set the following:

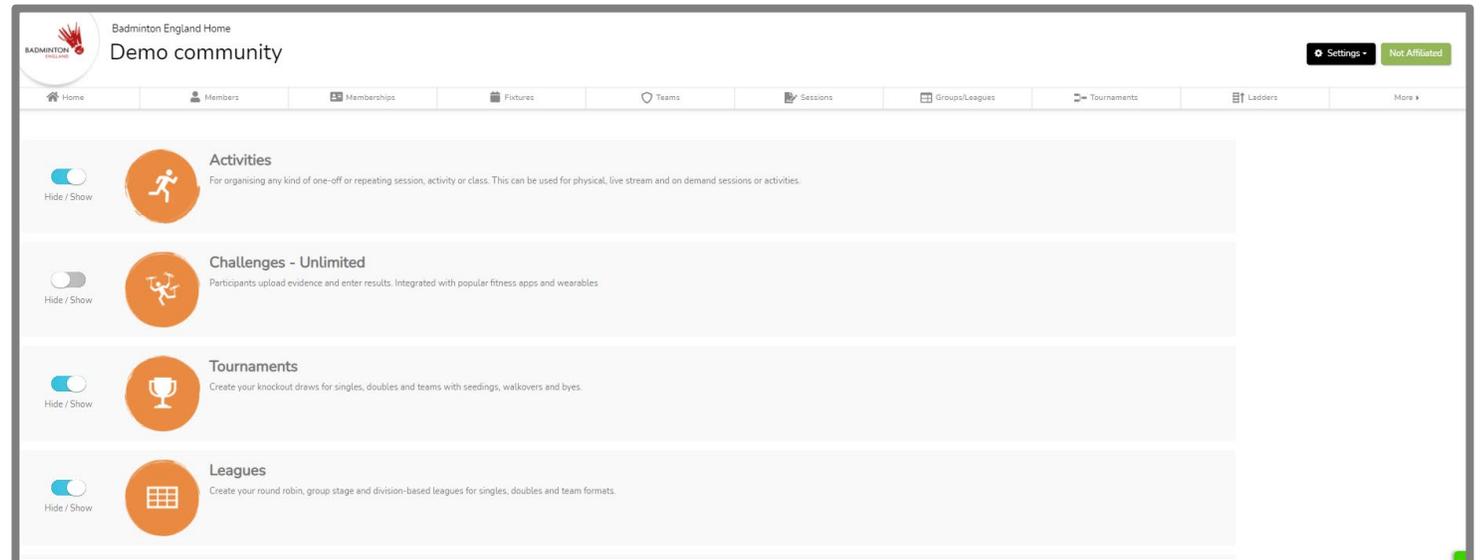
- If approval is needed to join your community
- If member details are hidden from other community members
- If member names are hidden from other community members
- Who can post on the news feed
- Who can message privately
- Who can register to receive payments
- Who can add new members

Updating your community

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 by clicking on the hide/show button



Managing your members

By selecting the members icon in the left under your community name, you will be able to view all your players (members) who have signed up to your community. You will see that your members are split into 3 categories:

1 Admins - 23

2 Active Members - 42

3 Passive Members - 1

4 Invited - 1

1

Admins: Those listed here will have administration rights to the community and be able to set up sessions, add members and post messages as well as add and utilise any of the other features.

2

Active: Those listed here will have completed their registration and have an active account on the system.

3

Passive: Those listed here will have been added to the system by an admin and have been sent an email to enable them to complete their registration. Once this is completed they will move to active.

4

Invited: Those listed here will have been invited to the system by an admin and have been sent an email to enable them to register. Once this is completed they will move to active.

Rob Ward

Username: robward@badmintonengland.co.uk

Email Address: robward@badmintonengland.co.uk

Telephone No: -

Gender: Male

Date of Birth: 02 Sep 1992

Badminton England

Country: England

County: Essex

Postcode: S14 4BSU

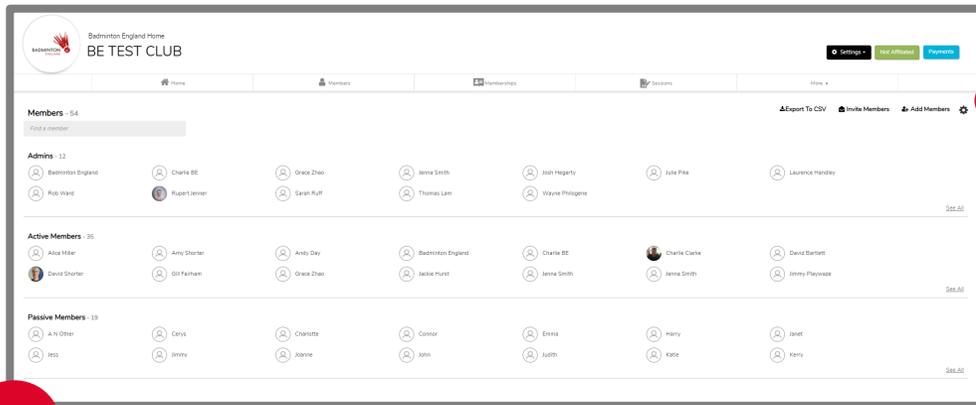
Save

Close

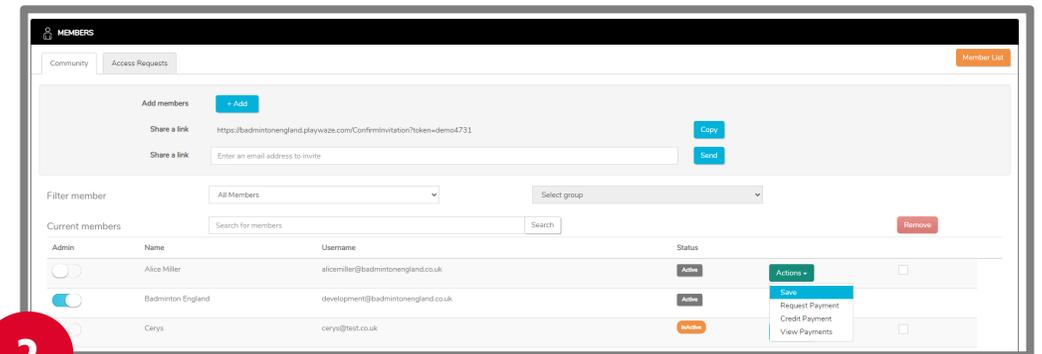
Unlike the GoMembership system you are not able to amend players personal details, but can view their profile by clicking on their name. You can also manage payments in connection with this player by selecting payments.

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 small cog button which is in the top right of your members homepage.

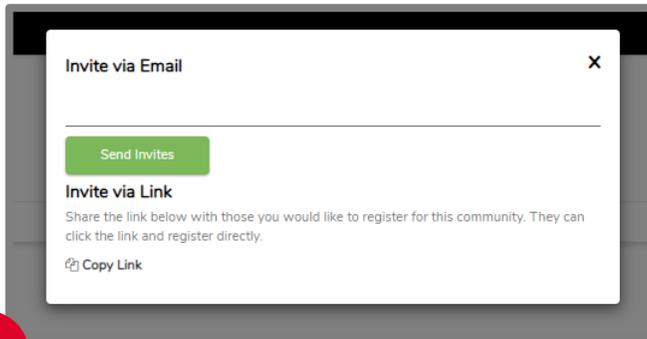


2 You will then see a list of all current members in your community. To give them admin access select the button to the left of their name to give them admin access.

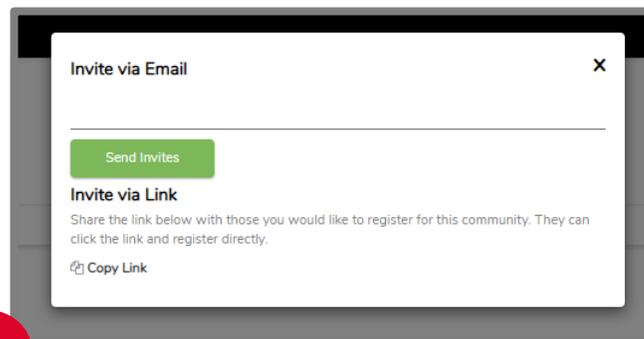
Click on the actions button and select save. The member you selected will now be an admin in your community.

Adding members

In order to add members to your community you have three options which can be found within the members homepage as shown below:

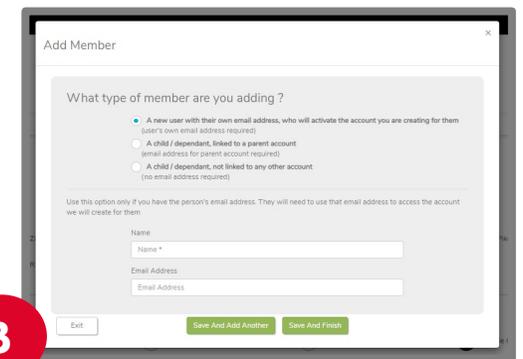


1 Invite via Email: From here you are able to enter an email and then click send invites. This will send them an email with a link that is unique to your community. Once they have registered they will automatically be added to your community..



2 Invite via 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.

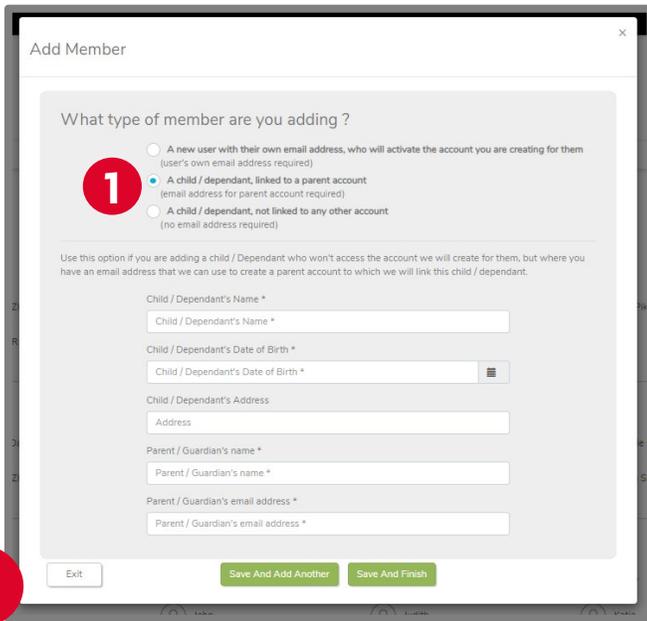


3 Add a new member: You are able to add the name and email address of your members and create a passive account for them.

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. It is essential they use the same email address to complete the registration as you used to set up the account.

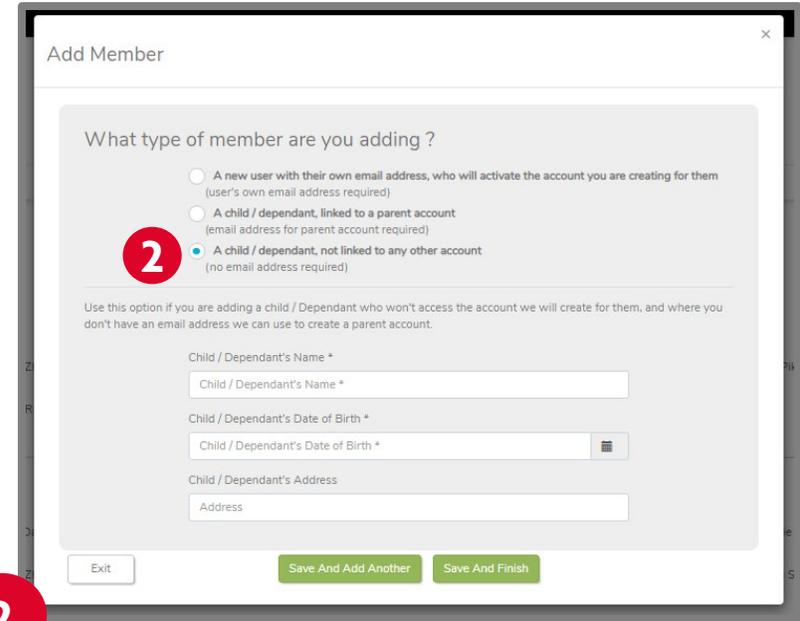
Adding junior members

In order to add junior members to your community you have two options which can be found within the add members tab as shown on the 'Adding members' page:



The screenshot shows the 'Add Member' form with the question 'What type of member are you adding?'. Three radio button options are listed: 'A new user with their own email address, who will activate the account you are creating for them (user's own email address required)', 'A child / dependant, linked to a parent account (email address for parent account required)', and 'A child / dependant, not linked to any other account (no email address required)'. The second option is selected and highlighted with a red circle containing the number '1'. Below the options is a note: 'Use this option if you are adding a child / Dependant who won't access the account we will create for them, but where you have an email address that we can use to create a parent account to which we will link this child / dependant.' The form includes input fields for 'Child / Dependant's Name *', 'Child / Dependant's Date of Birth *', 'Child / Dependant's Address', 'Parent / Guardian's name *', and 'Parent / Guardian's email address *'. At the bottom, there are buttons for 'Exit', 'Save And Add Another', and 'Save And Finish'. A red circle with the number '1' is overlaid on the bottom left of the form.

Member attached to parent account: If you have a junior player that you would like to be able to book into sessions then you are able to set up a parent account with the child attached to this. You need to select the **child/dependent linked to a parent account** option and then complete all the details. The parent will then receive an email and be able to complete the registration ensuring they use the same email address as you registered.

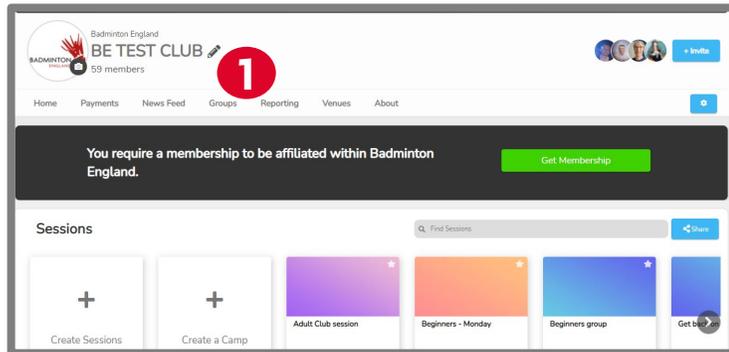


The screenshot shows the 'Add Member' form with the question 'What type of member are you adding?'. Three radio button options are listed: 'A new user with their own email address, who will activate the account you are creating for them (user's own email address required)', 'A child / dependant, linked to a parent account (email address for parent account required)', and 'A child / dependant, not linked to any other account (no email address required)'. The third option is selected and highlighted with a red circle containing the number '2'. Below the options is a note: 'Use this option if you are adding a child / Dependant who won't access the account we will create for them, and where you don't have an email address we can use to create a parent account.' The form includes input fields for 'Child / Dependant's Name *', 'Child / Dependant's Date of Birth *', 'Child / Dependant's Address', and 'Address'. At the bottom, there are buttons for 'Exit', 'Save And Add Another', and 'Save And Finish'. A red circle with the number '2' is overlaid on the bottom left of the form.

Member not linked to any other account: If you wish to be able to just organise juniors into sessions yourself and not have parents booking them on, then you are able to use the **child/dependent not linked to any other account** option. This will add them as a member to the community but only you will be able to book them onto sessions.

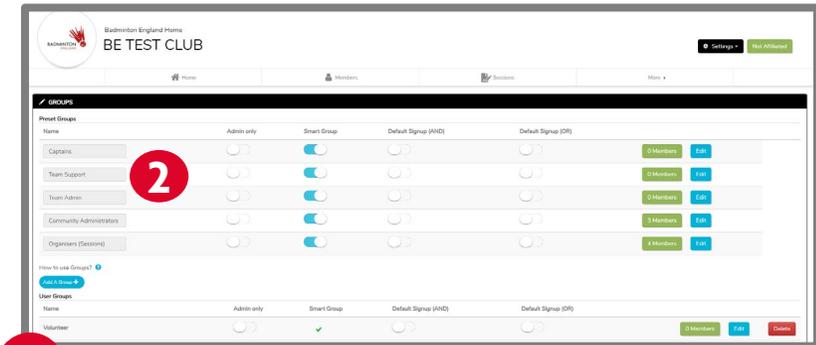
Managing Groups

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

You can access groups by selecting groups from the menu bar.



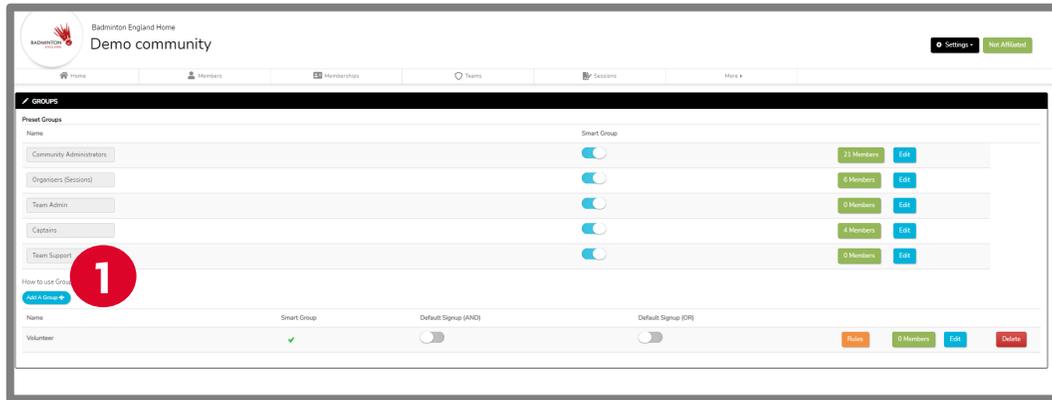
2

Preset Groups: These groups are based on specific roles you may assign on the platform meaning that players will automatically be added if they meet that role title.

You can edit the 'Name' by clicking on edit then clicking the cursor into the name box and editing the text. Click save when you are done.

You will not be able to manually add people to these preset groups.

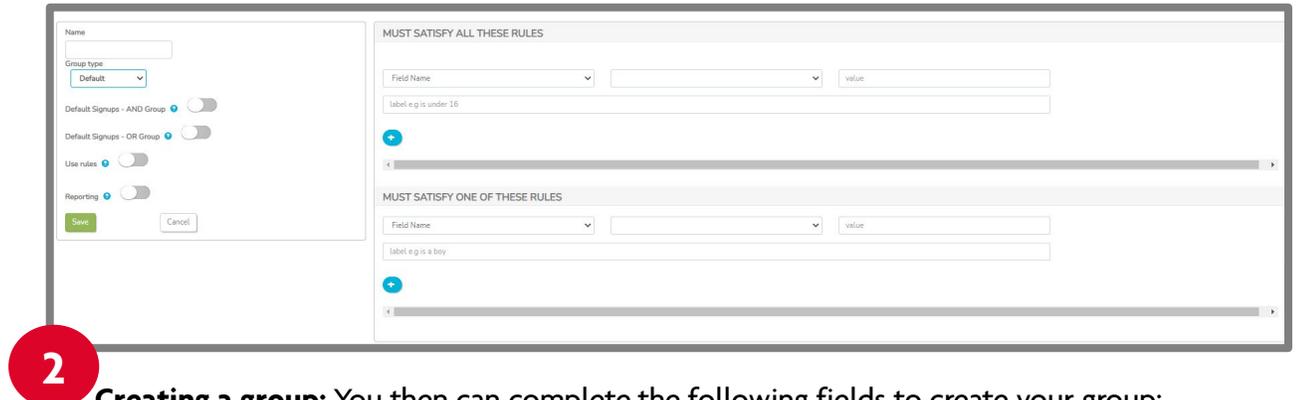
Creating groups



You can create groups to organise your members. Some examples of how you can use groups are:

- Sending target news posts or messages
- Requesting regular payments
- Restricting who can attend sessions
- Categorising by playing standards e.g. Beginner, Intermediate etc.

1 Add a group: Select the blue 'Add A Group +' button to open out the options to set up your own groups.



2 Creating a group: You then can complete the following fields to create your group:

- **Name:** Enter a name that is relevant and you will know what group this relates to.
- **Group type:** Select from the dropdown options the category that the rule applies too:
 - **Default:** Use this to group by age, gender, location etc
 - **Membership:** Use this if you have set up your own membership types
 - **Volunteering, Qualification and Role:** it's unlikely you will need to use these types.
- **Default Signups - AND Group:** Players will automatically be added to a session if they meet all group criteria.
- **Default Signups – OR Group:** Players will automatically be added to a session if they meet one or more of the groups criteria.
- **Use Rules:** Members of the community will be automatically be added to this groups based on rules you specify if you choose to switch this on. If you want add people to a group individually then you should make sure you don't use rules.
- **Reporting:** A tile will be added to the reporting panel for that group.

Creating rules for groups

The screenshot shows a user interface for creating group rules. On the left, a panel labeled '1' contains settings for the group: 'Name' (test), 'Group type' (Default), 'Default Signups - AND Group' (disabled), 'Default Signups - OR Group' (disabled), 'Use rules' (checked), and 'Reporting' (disabled). The right panel, labeled '2', contains two rule configuration areas. The top area, 'MUST SATISFY ALL THESE RULES', has a rule defined: 'Age' is 'less than' '0000', with a label 'label e.g is a boy'. The bottom area, 'MUST SATISFY ONE OF THESE RULES', is currently empty. A red circle labeled '3' points to the rule configuration area.

1

Use Rules: You can use rules to create groups where you want people to automatically be added to them based on the criteria you apply.

To create your own rules for groups you need to ensure you have marked this option as on and the button is showing blue.

You have two options when setting rules, either the profile must meet all the rules identified or they must meet one of the rules identified.

2

You have two options when setting rules:

- **Must satisfy all these rules:** the player will automatically be added to the group if they meet all the criteria.
- **Must satisfy one of these rules:** the player will automatically be added to the group if they meet one of the criteria

3

To create the rule: Ensure you have the right group type as this will change the rule options available.

Select the appropriate option from each drop down, ensuring the logic to the rule is correct. Then give your rule a name (label)

Select the blue + button to add another rule and repeat the process till you have added all the rules you want.

Once you have added all the rules click the green save button.

Creating rules for groups

The screenshot displays the 'GROUPS' management interface. It is divided into two main sections: 'Preset Groups' and 'Smart Groups'.

Preset Groups: A table listing five groups, each with a toggle switch, a member count, and an 'Edit' button.

Name	Smart Group	Members	Action
Community Administrators	<input checked="" type="checkbox"/>	21 Members	Edit
Organizers (Sessions)	<input checked="" type="checkbox"/>	6 Members	Edit
Team Admin	<input checked="" type="checkbox"/>	0 Members	Edit
Captains	<input checked="" type="checkbox"/>	4 Members	Edit
Team Support	<input checked="" type="checkbox"/>	0 Members	Edit

Smart Groups: A section titled 'How to use Groups?' with an 'Add A Group' button. It contains two tables. The first table shows a 'Volunteer' group with a 'Rules' button (callout 5), '0 Members', 'Edit', and 'Delete' buttons (callout 6). The second table shows a 'test' group with a 'Rules' button (callout 5), '0 Members', 'Edit', and 'Delete' buttons (callout 6).

Name	Smart Group	Default Signup (AND)	Default Signup (OR)	Actions
Volunteer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rules (5), 0 Members, Edit, Delete (6)

Name	Smart Group	Default Signup (AND)	Default Signup (OR)	Actions
test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rules (5), 0 Members, Edit, Delete (6)

4 Your completed rule will then appear under the relevant type.

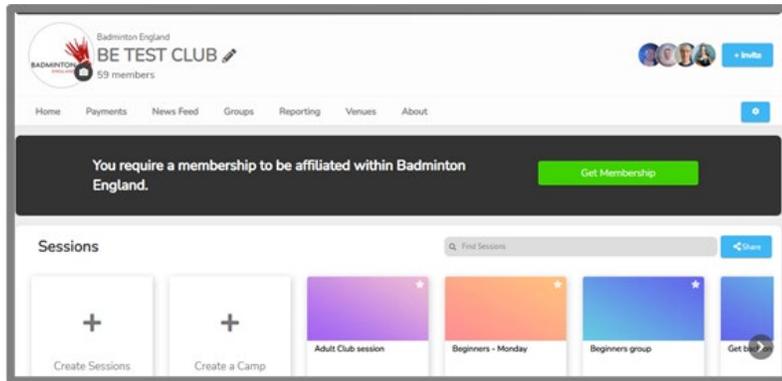
5 You are able to view the rules applied to this group by clicking on the orange rules.

6 You are able to edit the group by clicking on the blue edit box.

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 up 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.

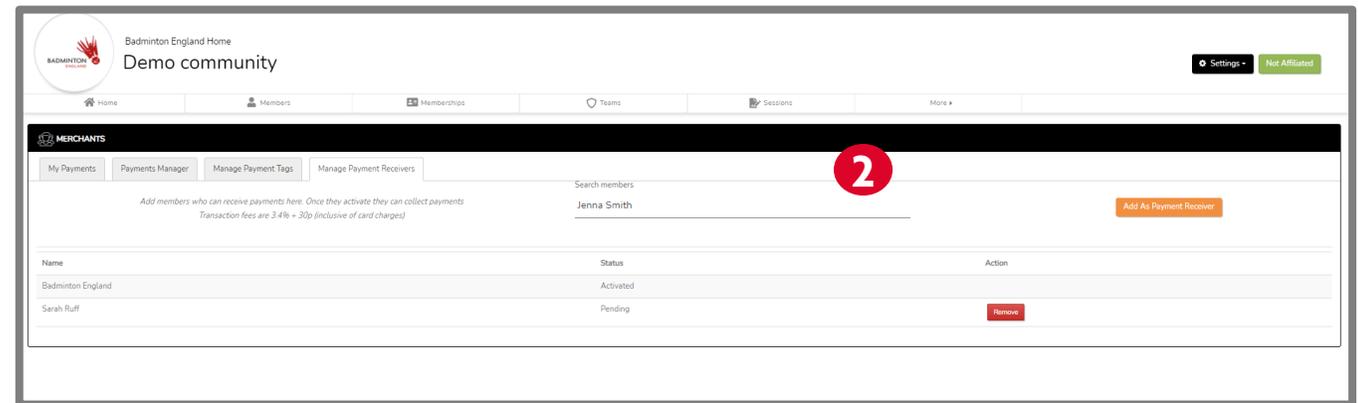
Any payments collected through the system are subject to a transaction fee (3.4% + 30p) which is levied by the payment platform Stripe. We would recommend that this fee is accounted for within the session fee that you charge.



On your community homepage select the payments option from the menu bar.

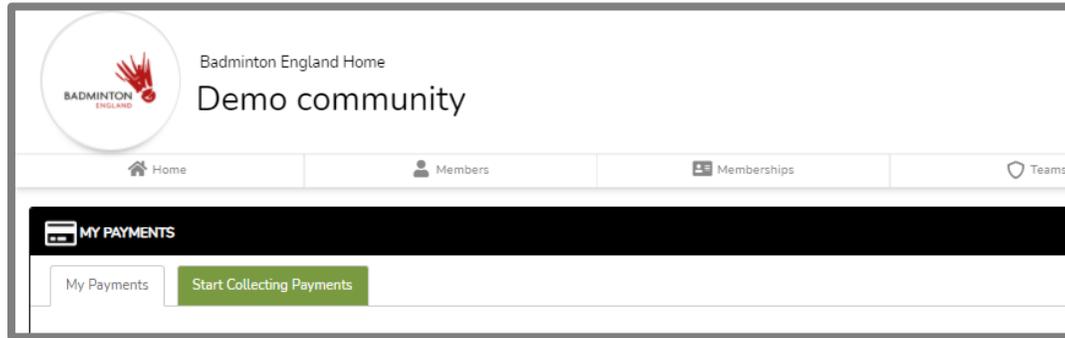
You will then see a Payment Manager box, please select the Manage Payment Receivers tab.

If you can't see the Manage payment receivers option then it is likely because you are not the Community Owner. To change this visit [updating your community](#).

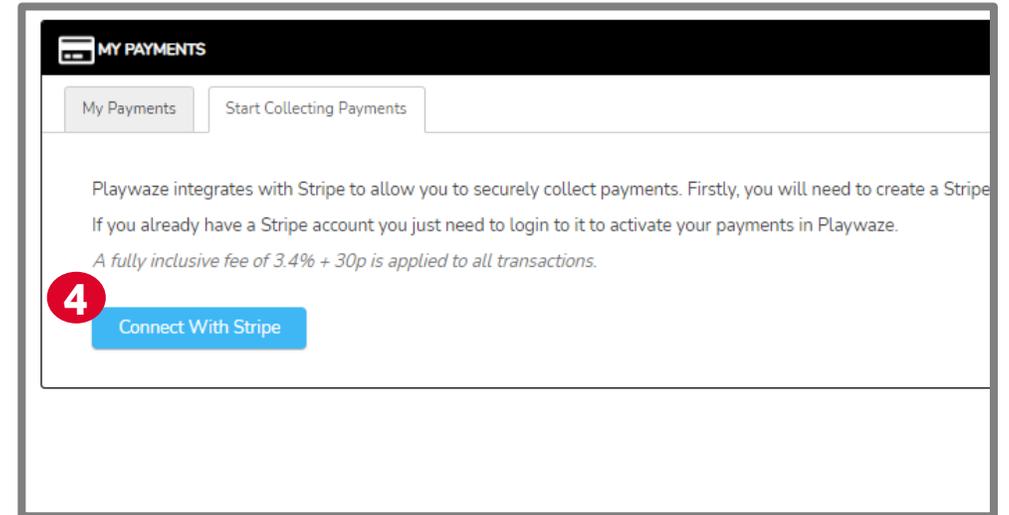


Search for your name under search members and then click on the Add As Payment Receiver button. Your name will then appear. Under status you will need to select 'activate'. This will then take you to stripe to set up your account, or you can link an existing stripe account if you already have one.

Setting up payments



3 You will see a green 'Start Collecting Payments' tab that you need to select to complete the set up process.

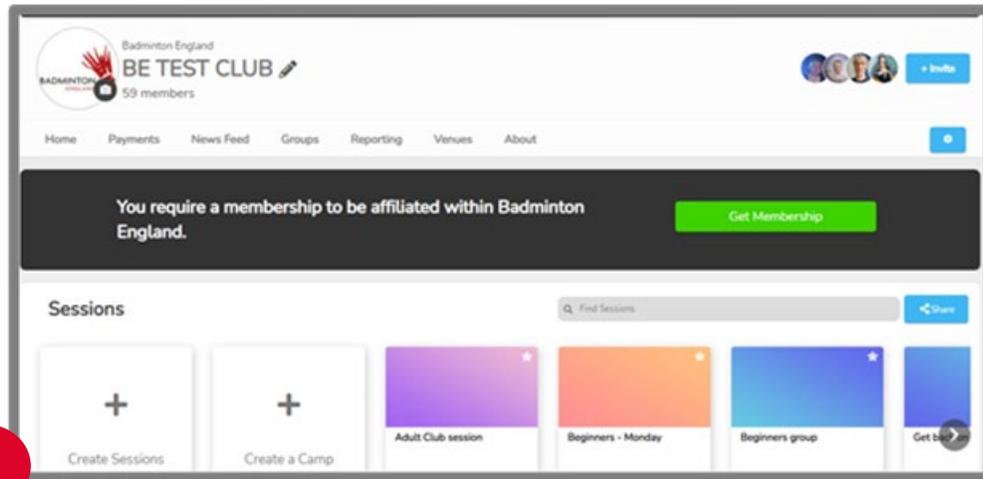


4 Select the blue 'Connect with Stripe' box which will open the page to enable you to then to either set up or complete the link to your Stripe account.

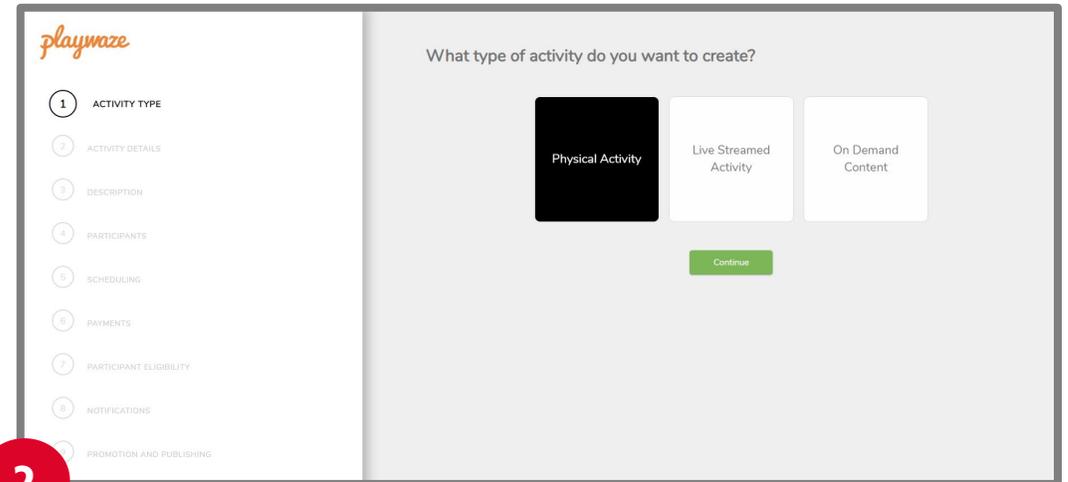
Once this has been completed click on 'Return to Playwaze Ltd', you will now be able to receive payments.

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 to create a session.



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

Setting up session details

playmaze

What type of activity do you want to create?

Physical Activity Live Streamed Activity On Demand Content

Continue

1 Select the Physical Activity box and click continue.

playmaze

Please give us some details about your activity;

Upload image Activity title*

Select a category Sessions

Let's clarify your activity with the most appropriate activity type, this will help us promote your activity in the right places and to the right people. You can either select from a defined list of sports/physical activities, or if your activity does not suit any of those options provided by select Other. If you want to suggest any new options or have a hard to define activity, please contact us.

Search physical activities

Badminton or Other activities

Can't find your activity type?

Previous Continue

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

playmaze

Great. Now please add a description of your activity

Give us a short description of your activity that we can display to your participants. Remember the more detail you provide the more likely it is people will like the sound of it and want to attend. Useful information includes what happens at your activity, who it is suitable for, and what participants should bring if they attend.

Please enter your description here

Previous Continue

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

playmaze

Please customise who your activity is targeted at and is suitable for.

Listing and advertising your activity to the right people will mean it is found and joined by the right people and they will then want to keep coming back.

Difficulty Unspecified

Gender None

Age range to

Don't make the names of booked participants visible to other participants.

Previous Continue

4 You can customise who your session is for by selecting difficulty, gender and age or leave this open to everyone.

Setting up session details

The screenshot shows the 'SCHEDULING' step in the Playmaze interface. The 'Repeating' tab is selected. The 'Series' dropdown is set to 'Every Day'. The 'Series start date' is '1/1/2020' and the 'Series end date' is '1/1/2020'. The 'activity start time' is '10:00' and the 'activity end time' is '11:00'. The 'Organiser' is 'Janice Smith' and the 'Venue' is 'Unidentified'. A green 'Continue' button is at the bottom right.

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

The screenshot shows the 'SCHEDULING' step with the 'One Off' tab selected. The 'Start date' is '1/1/2020' and the 'Deadline date' is '1/1/2020'. The 'Organiser' is 'Janice Smith' and the 'Venue' is 'Unidentified'. A green 'Continue' button is 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.

The screenshot shows the 'SCHEDULING' step with the 'Camps' tab selected. The 'Start date' is '1/1/2020' and the 'Deadline date' is '1/1/2020'. The 'Organiser' is 'Janice Smith' and the 'Venue' is 'Unidentified'. A green 'Continue' button is 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

The screenshot shows the 'SCHEDULING' step with the 'Camps' tab selected. The 'Series' dropdown is set to 'Every Day'. The 'Series start date' is '1/1/2020' and the 'Series end date' is '1/1/2020'. The 'activity start time' is '10:00' and the 'activity end time' is '11:00'. The 'Organiser' is 'Janice Smith' and the 'Venue' is 'Unidentified'. A green 'Continue' button is at the bottom right.

Camps: 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

6

You can set if you are taking payments through the system here. If you are, 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.

If you would like players to be able to pay offline, you can allow this by clicking on the button next to 'Allow offline payments' so it shows blue.

You can also set different prices for different groups if you have these set up by clicking on the blue plus next to 'Additional Prices'. Once complete press continue

7

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

You can stipulate that players must be in all of the groups identified or in any one of the groups identified.

To do this select from the drop down group options to apply that groups rules. To add another group click on the blue + then repeat till you have selected all the groups you want.

Once complete press continue.

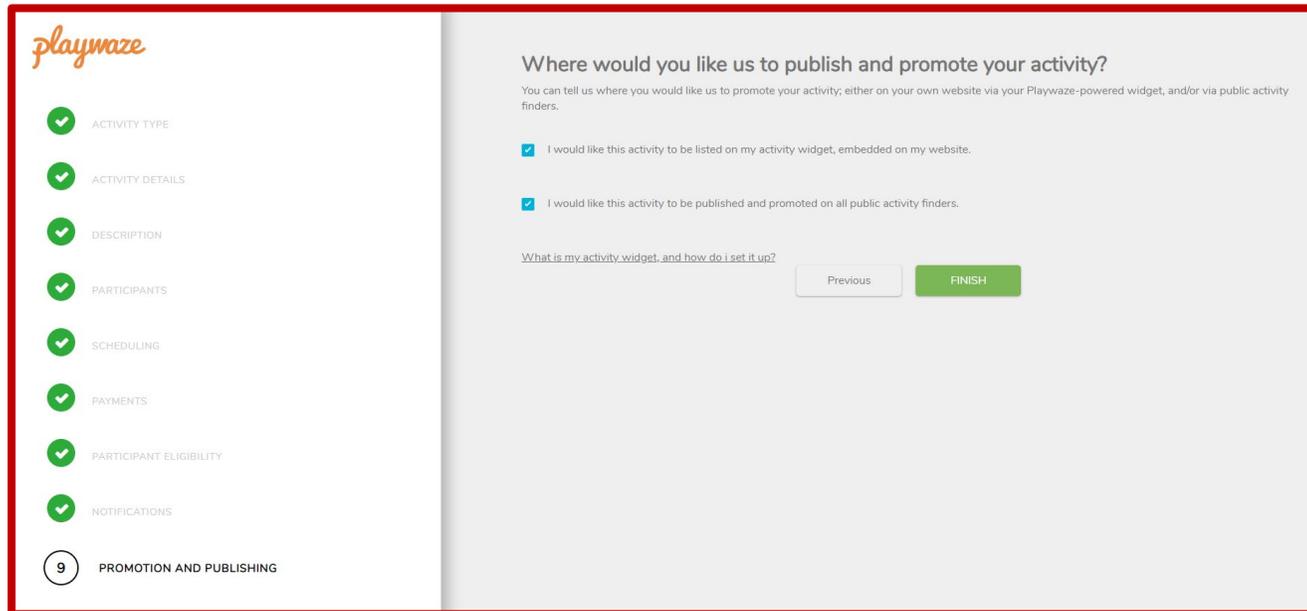
8

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

Suggested guidance for this appears on the page but if you don't want reminders to be sent leave blank.

Once complete press continue.

Setting up sessions



The screenshot shows the Playwaze interface for setting up an activity. On the left is a vertical sidebar with a list of steps, each preceded by a green checkmark. The steps are: ACTIVITY TYPE, ACTIVITY DETAILS, DESCRIPTION, PARTICIPANTS, SCHEDULING, PAYMENTS, PARTICIPANT ELIGIBILITY, NOTIFICATIONS, and PROMOTION AND PUBLISHING. The 'PROMOTION AND PUBLISHING' step is highlighted with a white 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 sub-header: '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.' Below this are two checkboxes, both of which are checked:
1. I would like this activity to be listed on my activity widget, embedded on my website.
2. I would like this activity to be published and promoted on all public activity finders.
A link below the checkboxes 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 your activity to appear on our Activity Finder with the option 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.**

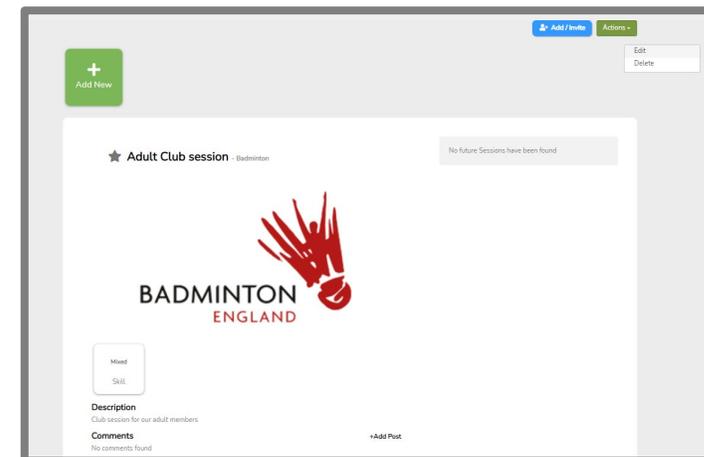
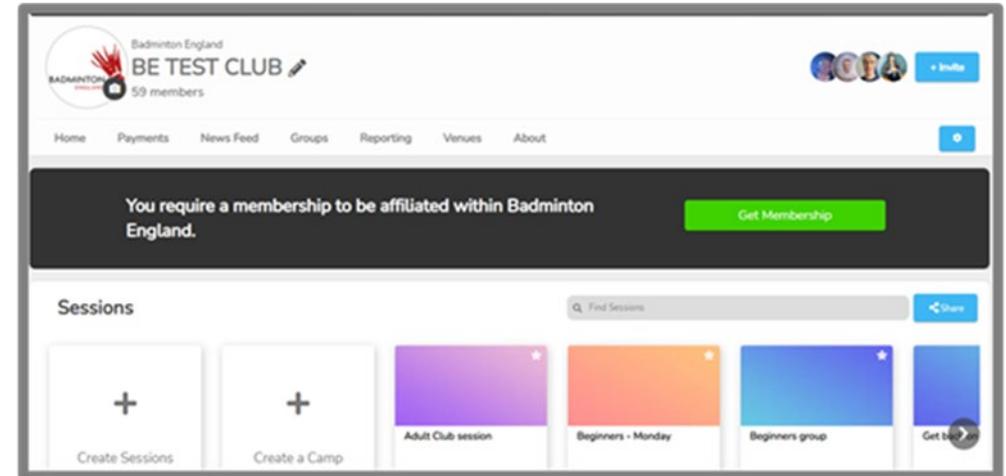
If you would like it published publicly more widely via Open Data and appear on other Activity Finders then please tick the second box – **I would like this activity to be published and promoted on all public activity finders.**

Updating your sessions

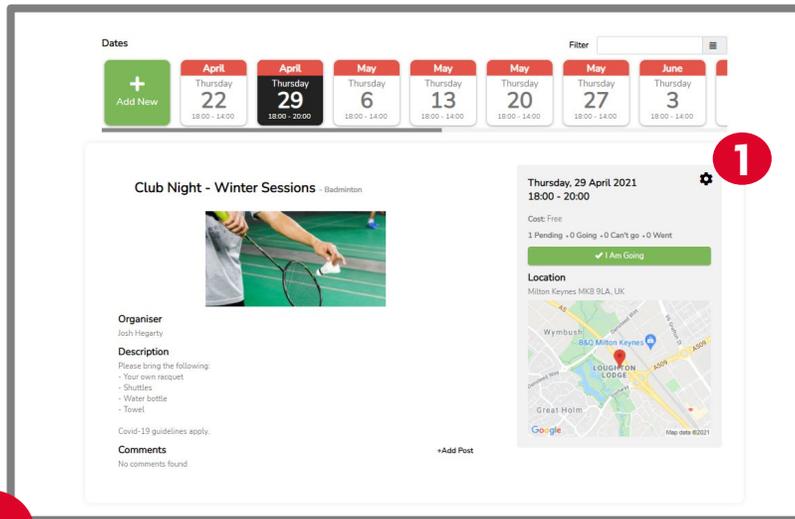
1 Editing your session: From the home page select the session that you want to edit by clicking on that one.

Once in the session you are able to edit it by clicking on the actions and then edit option.

You will then be able to edit any of the settings that you input when completing the session set up process. You must save changes once you have completed this for these to changes to be made.



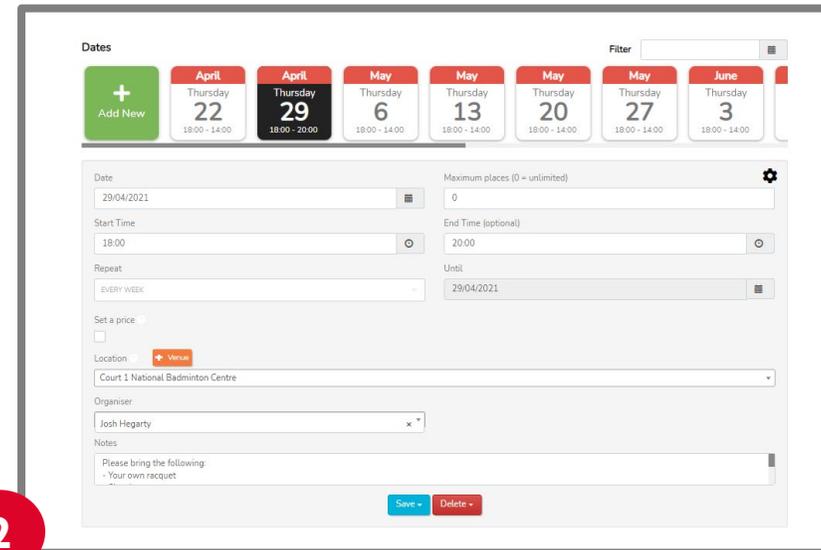
Editing Series of Sessions



1

If you have set up a series of activities you are able to edit individual sessions within the series to reflect any changes that may happen e.g. less courts available, session not running, change of time.

To do this select the relevant activity series and then the relevant session that you want to edit and then select the cog in the top right corner of the grey details box.



2

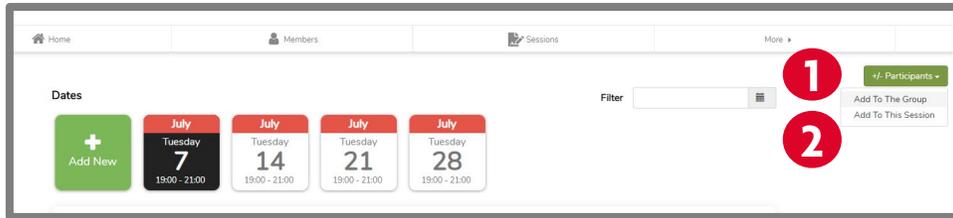
The essential session details will then appear enabling you to amend them.

You can then save those changes to that session only by clicking on the save button and then selecting 'Save changes this activity only'.

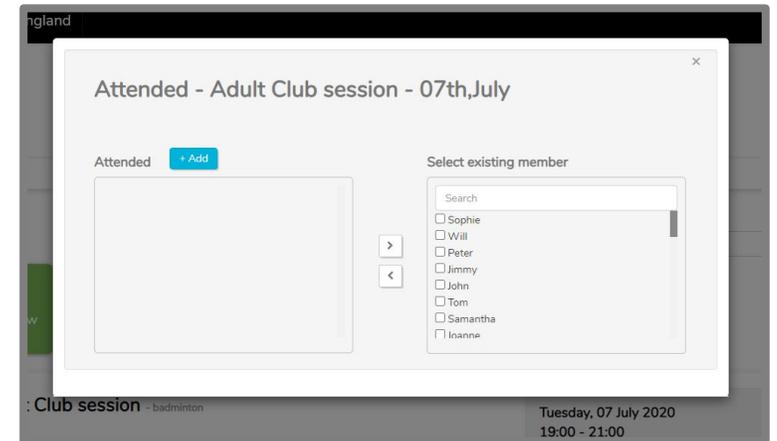
You can also delete a session within a series by clicking the delete button and then selecting 'This Activity'.

Adding participants

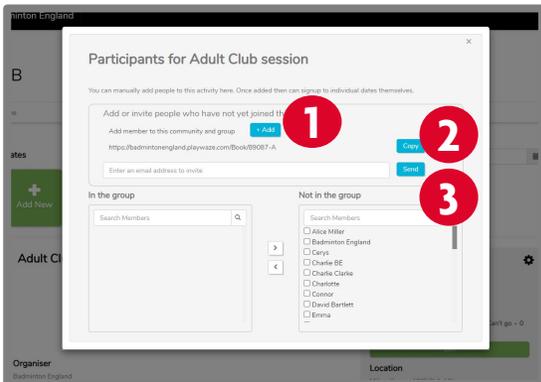
Once sessions are set up you are able to add participants to either the session series (known as group) or to individual sessions.



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



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:

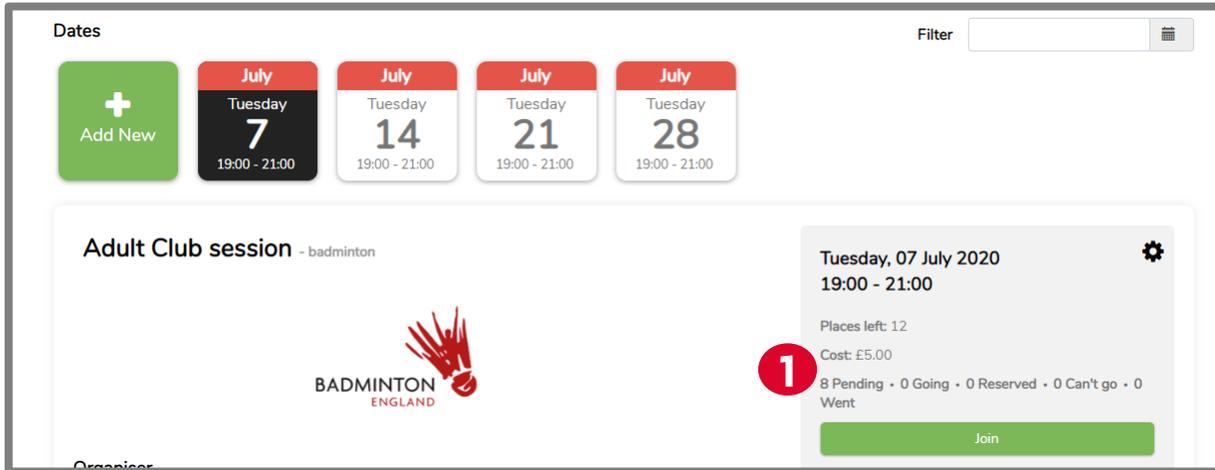


1 Add them yourself: Enter their name and email address which will generate an email to them, asking them to complete the joining process.

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.

Managing Attendance



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

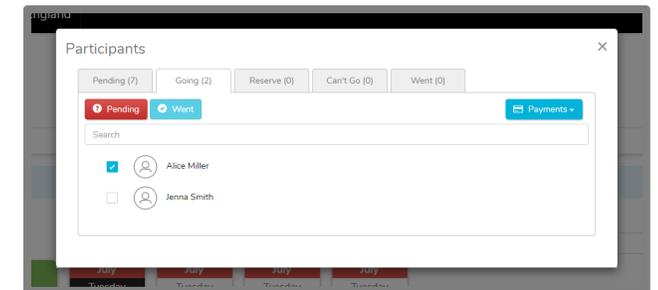
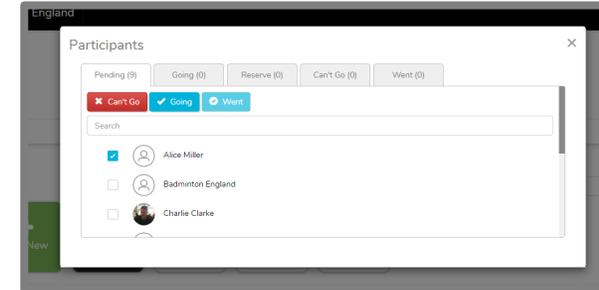
Pending: Any players within the session group will appear as pending until they indicate if they are attending or not.

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.

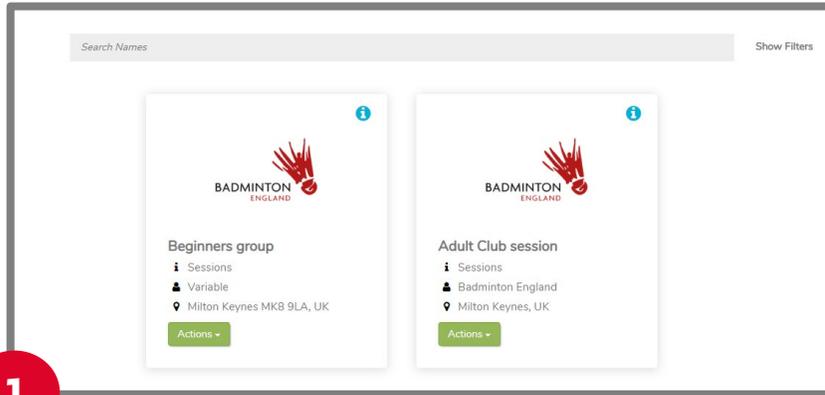
Went: Once players have attended you are able to mark them as attended.



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 correct action.

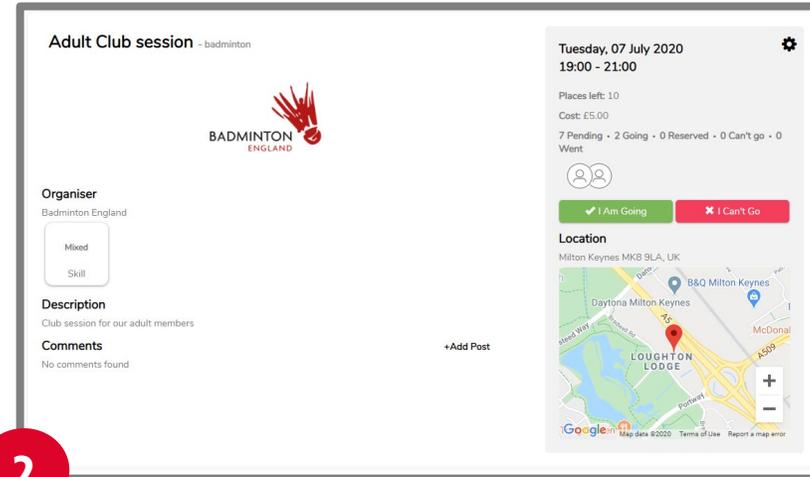
You can mark that people have attended by ticking against their name within the 'Went' tab.

Members booking sessions



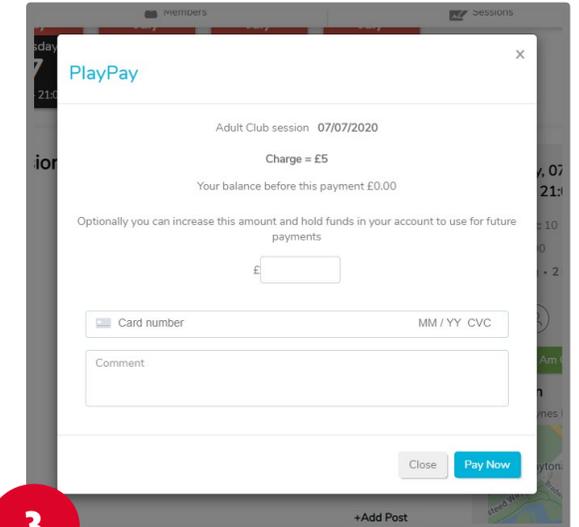
1

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



2

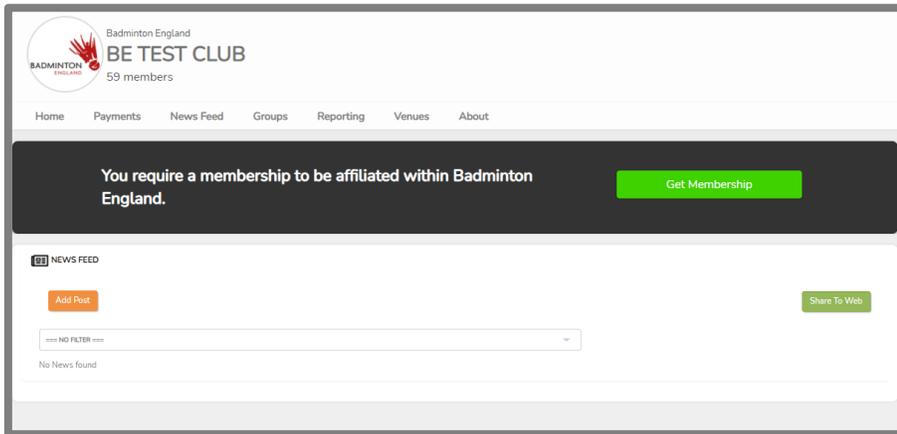
Members can select the date they would like to attend and then select the I am going button.



3

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

Newsfeed

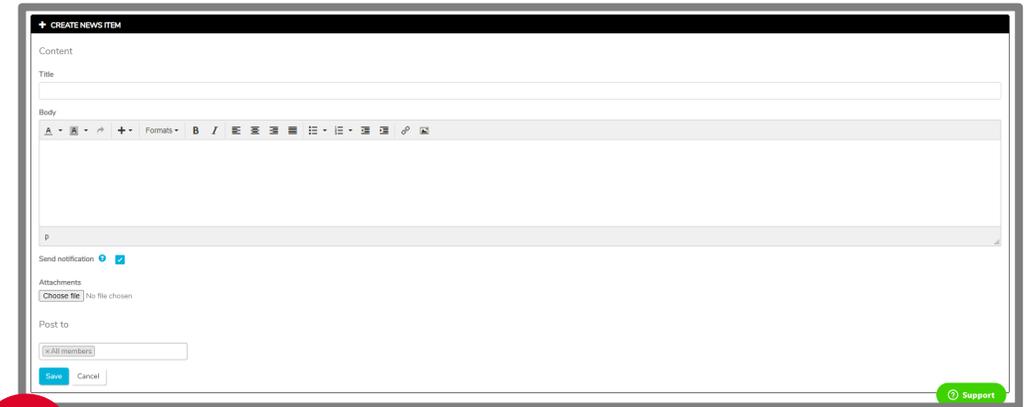


1

You are able to share messages with your players through the newsfeed feature which can be found in the menu bar.

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.