

Clubs and Societies Guidance Notes

Registering on the Database

- Before you can add an entry you will have to register on the database
- Go to the '**Search**' page and click '**Register**' at the top of the page
- Click on '**If you are a new user click here**'
- Complete the email address (this will be your username) field and choose a security question (this will be used if you need to reset a forgotten password)
- You will then be sent an email to the address you have provided. Go to your email account and open up the message we have sent you. Copy the password that has been set for you and click on the link to '**Change Password**'. Fill in your email address and paste the password into the '**Current Password**' section. Then select a new password with a minimum of 6 characters. You will be required to input this twice before you will become a registered user.

To add a club to the database

- Go to the '**Search**' page and click on '**Add a new Club**' at the bottom of the page
- Fill in your username (your email address) and password
- Complete the Categories section using the drop down boxes
- Complete all fields in '**Club Details**' (website is not compulsory)
- If the contact details for admin use are the same as the Club Details, just tick the box, complete a contact name and click '**Next**' at the bottom of the page (any compulsory fields that are missed will be highlighted in red once you have clicked Next)
- To enter contact details for public use, follow the instructions above for entering contact details for admin use
- Complete '**General Information**' with required details
- Once you have submitted all of your information, click **OK** and you will be taken back to the **Search** page.
- You can then go back into the club that you have created and add any '**Jobs**', '**News**' or '**Events**' – remember to click on the '**Save**' icon each time.
- When complete click '**Logout**'

To add new details to your club

- Click on the '**Edit**' option towards the bottom of the page
- Enter your username and password and click '**Submit**'
- Select the club that you would like to edit/update
- Click on the field that you would like to edit/update
- Remember to click '**Save Changes**' for any changes made
- When complete click '**Logout**'

If you have any problems using the site please have a look at our **Frequently Asked Questions**. If you still cannot find the information you need please contact the Customer Services Team on egovernment@worcestershire.gov.uk