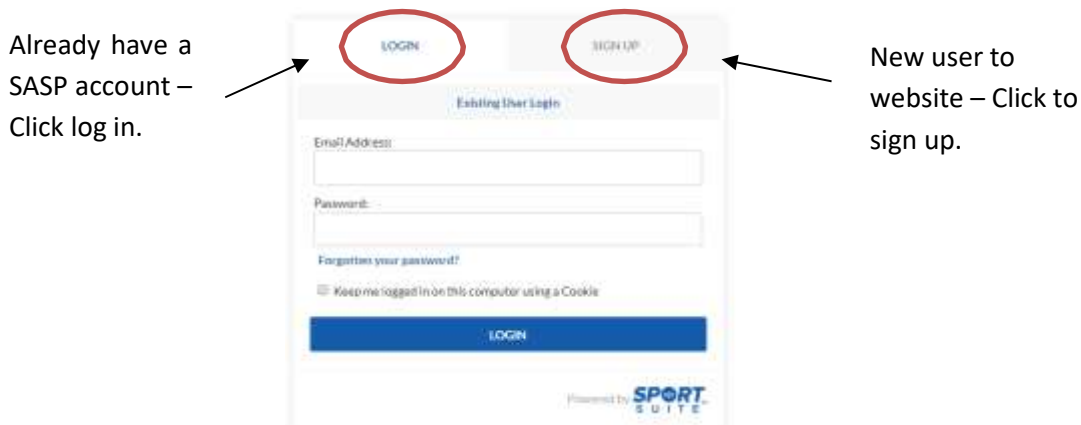


SASP Website Guide – Adding activities & sessions

Step 1: If you have signed up to the website previously and already have an account, please log in.



If this is the first time on our website, you will need to sign up and create an account. This is a very quick and easy process and will take you 1 minute. An email will be sent to confirm your account.



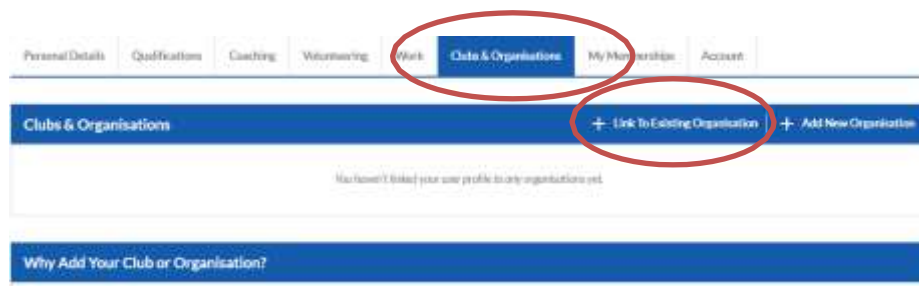
Step 2: Before adding your activities, you firstly need to set up your organisation. This could be your sports club, private business, third sector organisation etc. You will get an opportunity later down the line to add specific details around your session, this first step is about your company/club/organisation.

On your 'Dashboard', click 'My Clubs & Organisations'.



If your organisation is already registered, you need to link your profile to it and become an admin. If you think a colleague or club member has already added your club/organisation please check and click 'Link to Existing Organisation'. This will link your profile with the club/organisation but will not be made public.

Now go to step 5.



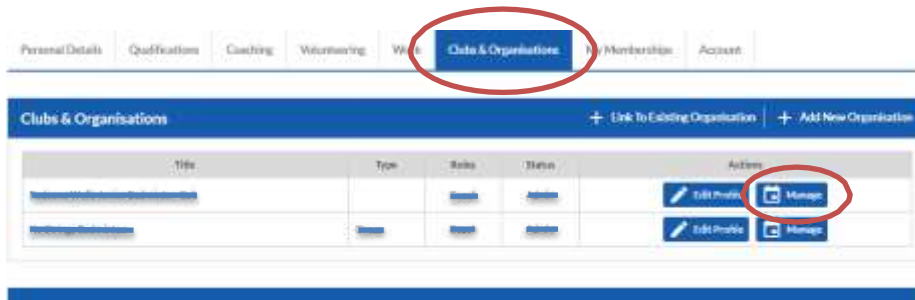
SASP Website Guide – Adding activities & sessions

Step 3: If you are a new user and your organisation isn't already set up, you then need to set up your organisation on the website. Click 'Add New Organisation'.

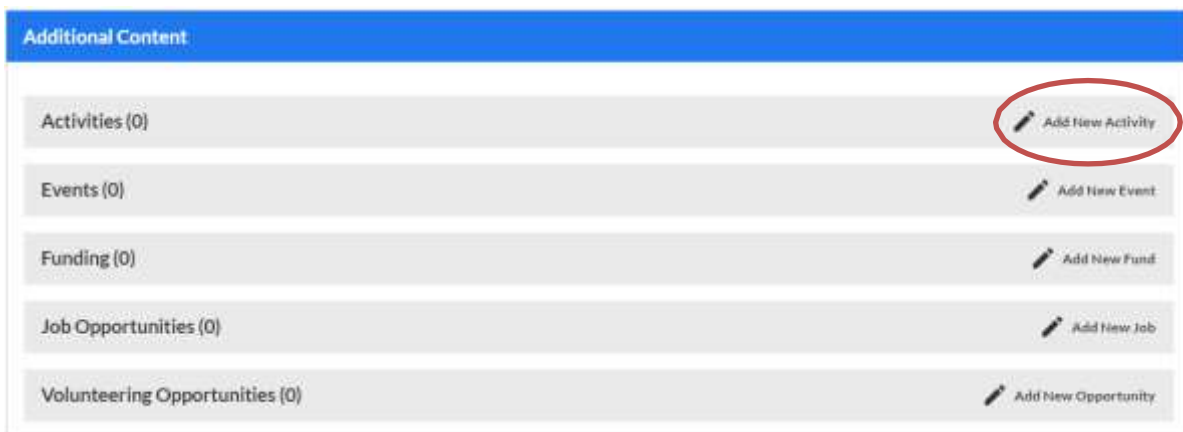


Step 4: Please complete all boxes where appropriate and add your logo.

Step 5: Once you have completed this section, your organisation will appear on your dashboard. To add activities, click on the 'Manage' button.



Step 6: This is where you will add your session information. Click 'Add New Activity'



Step 7: Add as much information as possible. Follow the page down and complete boxes, i.e. Location, session list, price & bookings etc. Save this information at the bottom of the page. Example below of some of the questions asked regarding your sessions.

Note: Your sessions may have been added in the initial transition from the Zing Somerset to the SASP website – but please check these details to make your sessions details are correct

SASP Website Guide – Adding activities & sessions

Location
Price & Bookings
Who is it for?
etc

Step 8: This is how your session will be displayed on your screen. Check all information and edit if details are incorrect. The public cannot see the admin bar.

Edit: Change information on screen
Unapprove: This will make the activity go offline
Copy: If you want to duplicate the session

Name of session

Manage: View registers/bookings

Delete: Remove session

Location/address (dropped pin on map) and contact details

Next Session:	Friday 29th March 2019 (16:00 - 18:00)
Sport / Physical Activity:	Swimming
Skill Level:	Mixed
Genders Accepted:	Mixed
Organised By:	SASP Swim School
Cost:	28.50

Social Media details (not compulsory to add)

Session details – date of next session, cost, session description

Your session will now show on the activity directory on the SASP website. If you have any issues, please contact enquiries@sasp.co.uk or Sarah Coombs on SCoombs@sasp.co.uk