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PLAY FOR LIVES

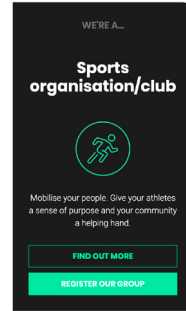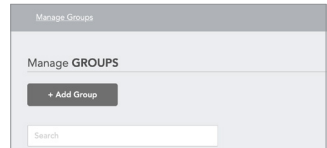## Great to have your team on board as part of #PlayForLives!

STEP

01

To begin, go to PlayForLives.org, then scroll down the page and click on 'Register our group' under the Sports organisation/club tab.

> WE'RE A...
>
> **Sports organisation/club**
>
> Mobilise your people. Give your athletes a sense of purpose and your community a helping hand.
>
> **FIND OUT MORE**
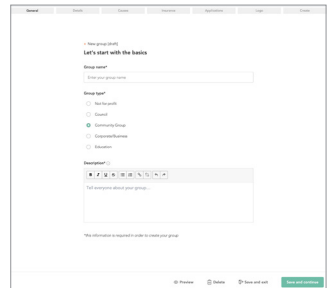>
> **REGISTER OUR GROUP**

02

Follow the steps to set up an account on Be Collective and once you have an activated account, click on 'Manage my groups' underneath the Manage tab on the left hand side of the screen.

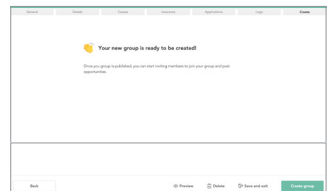Then click on the '+ Add Group' button to begin the group creation wizard.

> Manage Groups
>
> Manage **GROUPS**
>
> **+ Add Group**
>
> Search

03

The **Group Creation wizard** will guide you through the process and help you with the information that is needed in order to create your group. At the top of the wizard you'll see a bar of your progress. If it's green that means you are fine to proceed, grey means you still need to add information, and **stripes** means there is information missing.

When you'd like your group to be published on Be Collective, click on 'Create group'.
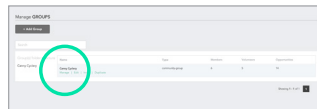
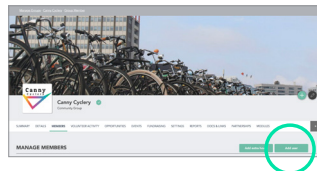Next up, you have to **invite your team** to join the group!

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PLAY FOR LIVES

STEP

05

Visit the group you want to add people to and click on the **'Manage'** button next to your group's name.

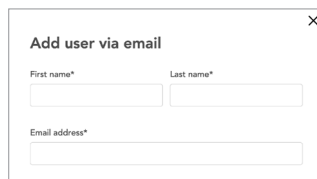Click on the **'Members'** tab, then click on **'Add user'.**

06

There are a **few different ways** to add users to your group, scroll down to see which way suits you best.

A Click on '<u>Add via email</u>' and enter their details.

This method works best if you're adding a few people at a time.

They'll be sent an email inviting them to Be Collective, so let them know to expect it and click on the link in the email to activate their account.
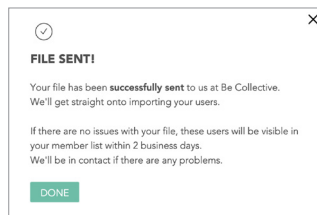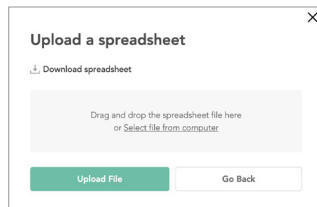
B If you have more than a few people to invite, you can u<u>pload a spreadsheet</u> file.

If you need to add multiple users, for example your whole footy team, the easiest method is to upload them in bulk.

Click on **'Upload a spreadsheet'**, then **'Download spreadsheet'** to download our template file. You can add people to your group by filling out this template.

Some of the fields you can add include First Name, Last Name, Email and Emergency Contact.

Once you're done, save the template as an Excel file and **drag-and-drop** it or click **'Upload File'** and select it from your file explorer. Click **'Upload File'** then **'Confirm and send'** to complete the process.

Add user via email

First name*

Last name*

Email address*

Upload a spreadsheet

⬇ Download spreadsheet

Drag and drop the spreadsheet file here
or <u>Select file from computer</u>

Upload File   Go Back

⊘

FILE SENT!

Your file has been **successfully sent** to us at Be Collective. We'll get straight onto importing your users.

If there are no issues with your file, these users will be visible in your member list within 2 business days. We'll be in contact if there are any problems.

DONE

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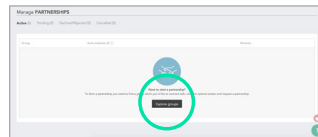## Guide for Sports Clubs

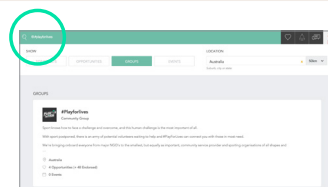**PLAY FOR LIVES**

STEP 07

Next up, you need to **partner** with the **#PlayForLives** group page to share the volunteering opportunities with your team members.

From your teams group management screen, navigate to **'Partnerships'** and select **'Explore groups'**.
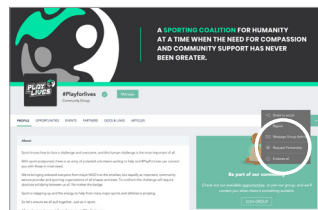

08

You will be directed to the **search dashboard**, where you need to search by group for **#PlayForLives**, then select the **#PlayForLives** page.

09

From the **#PlayForLives** group profile, click on the three dots button to **'Request Partnership'**.

Once the **#PlayForLives** team have accepted your partnership request, then you will be able to share volunteer roles with your members.

10

You will be able to see these roles when you navigate to your group management dashboard, under **'Partnerships'** and click on **#PlayForLives**.

Now you're all set to volunteer with your team. Great work!