



ClubsOnline –Club and Website Registration

Registering your Club with ClubsOnline



Department of
Sport and Recreation

This workshop is designed to assist with registering your club with ClubsOnline and for a free website.

DISCLAIMER:

The software applications covered in these training sessions are for illustrative purposes and are not necessarily endorsed or prescribed products. There are many open source or proprietary applications that perform equivalent functions and participants are encouraged to further explore the range of products available.

Design: Benjamin Hodge

Author: Sandi Morley

Challenger Institute of Technology

AUTHORS NOTE:

Ask questions

Make mistakes

Have fun ☺

Learn best by just doing it!

Sandi Morley

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ClubsOnline –Club and Website Registration

REGISTERING YOUR CLUB WITH CLUBSONLINE

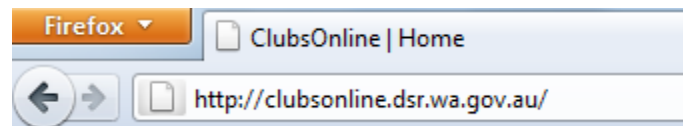
Prior to commencing your club registration with ClubsOnline ensure you have the following information:

- 1) The correct and complete name of your club.
- 2) Your clubs email account details.

Getting Started

- 1) Open your internet browser (Firefox is recommended, but Internet Explorer is also supported).
- 2) In the browsers address bar type:

clubsonline.dsr.wa.gov.au/



- 3) Then press the **Enter** key on your keyboard.

- 4) There is two options for accessing the Registration page:
- Select the **Join a Club** tab and then mouse click the **Log in** option or
 - Mouse click on the **Register** text in the top right hand corner of the web site.

The screenshot shows the ClubsOnline website interface. Two callout boxes with arrows indicate the registration paths:

- Option a:** Points to the 'Join a Club' tab in the main navigation menu. Below this tab, a dropdown menu is visible with 'Log in' and 'Volunteers' options.
- Option b:** Points to the 'Log in' and 'Register' links in the top right corner of the website header.

The website content includes the following sections:

- Header:** ClubsOnline logo, tagline 'Building stronger, healthier, happier and safer communities.', Department of Sport and Recreation logo, and navigation links (Skip to content, Help, Contact us, Useful links, Site map, Home).
- Main Navigation:** Join a Club, Develop your Club, Promote your Club, Sport 4 All, Blogs/Forum, and a search bar.
- Left Sidebar:**
 - Welcome message.
 - Find a Club: Looking to join a new club? With more than 2900 clubs listed across WA, we're sure to have one to suit you.
 - Did you know?: Sport and recreation offer greater benefits than just good health.
 - Quote of the week: "From the first moment I saw 'Ray' (Ryan) on a bike I realised he had extraordinary talent. He matured into a big game hunter, waiting quietly in hiding until a big race came around, then unleashing his enormous power." - Martin Barras, Ryan Bailey's Coach at WAIS and AIS.
 - Hot forum topics: How do you maintain your clubs history? What is the most important aspect of influencing people to join a club?
 - Popular resources: Clubhouse booklets, Free Club Websites.
 - Newest clubs: WINTHROP NETBALL CLUB, Central Great Southern Hockey Association.
 - Community: Find a club near you.
- Right Sidebar:**
 - Take the Tour: New to ClubsOnline? Find out more about the best online resource for clubs!
 - Free Club Websites: Need a website for your club? Have one on us!
 - KidSport: Enabling WA children to participate in community sport and recreation, no matter their financial circumstances.
 - Community Volunteer Project: Helping clubs recruit, train and retain a new generation of volunteers.
 - Clubs Conference Presentations: View the presentations from the Clubs Conference here.
 - Recipe of the Week.
 - Ask an Expert.

- 5) If you use Option A, the following web page will be activated.
- 6) Mouse click the text **Register for ClubsOnline**.

ClubsOnline
Building stronger, healthier, happier and safer communities.

Skip to content | Help | Contact us | Useful links | Site map | Home

Log in Register

Join a Club | Develop your Club | Promote your Club | Sport 4 All | Blogs/Forum

You are here: [Home](#) » [Join a Club](#)

Join a Club

Looking to Join a Club? We've got all the information you need to find a club for your sport, in your area. With over 2500 clubs listed throughout Western Australia, ...

Register for ClubsOnline
Get the most out of ClubsOnline. Access the member's forum, join your clubs and enter competitions.

Find a Club
Looking to join a new club? With more than 2900 clubs listed across WA, we're sure to have one to suit you.

Volunteer Information
2011 was International Year of the Volunteer + 10, and we are proud to recognise the wonderful work volunteers do.

Did you know?
Sport and recreation offer greater benefits than just good health.

Join a sport and recreation club

With more than 2900 clubs listed throughout Western Australia, we're sure to have a club to suit you. So if you're looking to participate competitively, put your skills to good use as a coach or official, help build and promote a club through marketing and promotion, or even just make new friends, you've come to the right place.

Free Club Websites
Need a website for your club? Have one on us!

KidSport
Enabling WA children to participate in community sport and recreation, no matter their financial circumstances.

Community Volunteer Project
Helping clubs recruit, train and retain a new generation of volunteers.

Clubs Conference Presentations
View the presentations from the Clubs Conference here

Recipe of the Week

Ask an Expert

- 7) If you use Option B or mouse click the text **Register for ClubsOnline** the **Register for ClubsOnline** web page will be activated.

Register for ClubsOnline

Get your own "My Page" showing you updates of your conversations on the forum, news from your local Club Development Officer, and all the latest information from the Department of Sport and Recreation.

Username

If you are a Club Administrator, select a username that relates to your club (eg MyClubName).

Password

Select a password with six or more letters.

Confirm Password

Re-enter you password.

Full Name

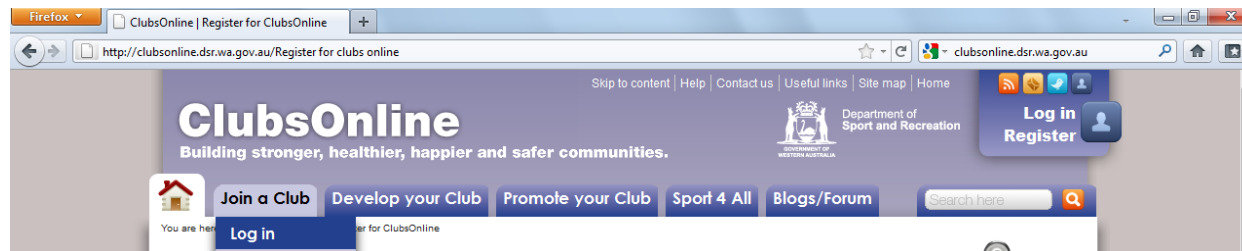
Enter your full name.

Email

Use a club email if you are a Club Administrator.

- 8) Complete the online registration form and then mouse click the **Register** button.
- 9) An automated message will advise your registration success

- 10) Using your new credentials log into ClubsOnline , once again there is 2 options:
- Hover the mouse over the text **Join a Club** tab, then mouse click the text **Log in**.
 - Mouse click on the **Log In** text in the top right hand corner of the web page.



- 11) The **Log In** page will be activated.

Log into ClubsOnline

Login

Username

Password

- 12) Use the keyboard to enter your clubs username and password and then mouse click the **Login** button.
- 13) **My page** will be activated; this is where you can add a club, edit your clubs profile, change the login password or edit your clubs details.

My page



Add a club

Are you a club membership manager? Add your club to Clubs Online.



Find a Club

Looking to join a new club? With more than 2900 clubs listed across WA, we're sure to have one to suit you.



Edit your profile

Edit your profile information, including name, email and other details.



Change password

Change your password

My ClubsOnline page

My profile

Username: Club_Admin

Clubs I admin:



MyNewClub

[Edit your club's details](#)

Clubs I am a part of:

Check to see if your club is registered at [Find a Club](#).

You can add your club to your profile.

RESETTING YOUR CLUB PASSWORD

- 1) Note at the base of the Login page is the following message:

Don't have your log in details?

Often the club details aren't passed on from previous administrators.

[Click here](#) to contact us and we can sort it out for you.

- 2) Should you need assistance with accessing your clubs information then mouse click the [Click here](#) link, which will activate the **Forgot Your Password** page.

Forgot your password

Forgot Password

Username

Or, forgot your username?

Email

- 3) Use EITHER your club username or your club email address to reset your club password.
- 4) Mouse click the **Reset Password** button.
- 5) An automated message will advise the password reset success.

REGISTER FOR A CLUB WEBSITE

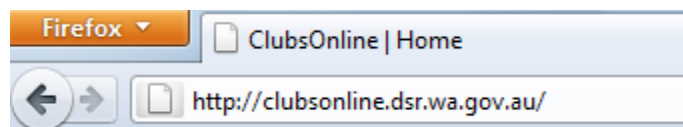
Prior to commencing your website registration with ClubsOnline ensure you have the following information:

- 1) The correct and complete name of your club.
- 2) Your clubs email account details.
- 3) A username and password to Login to the ClubsOnline website.

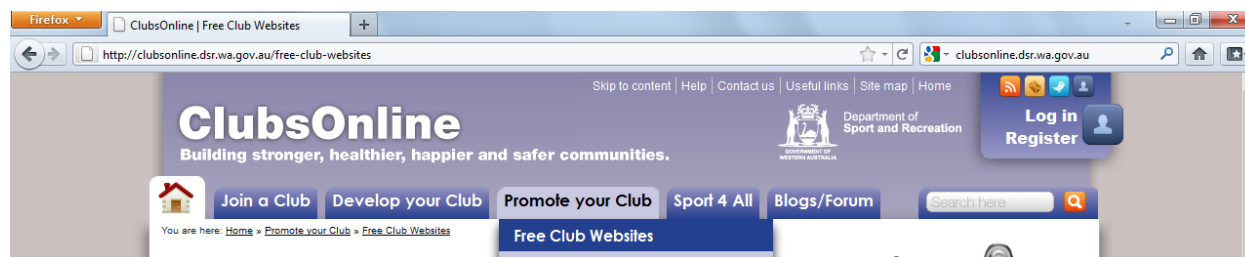
Getting Started

- 1) Open your internet browser (Firefox is recommended, but Internet Explorer is also supported).
- 2) In the browsers address bar type:

clubsonline.dsr.wa.gov.au/



- 3) Then press the **Enter** key on your keyboard.
- 4) Log in to the ClubsOnline website.
- 5) Hover the mouse over the Promote **you Club** tab and then mouse click the **Free Club Websites**.



6) The **Free Club Websites** page will be activated. The top section of the web page contains the following information:

Free Club Websites

Sport and recreation clubs that have signed up to Find a Club on ClubsOnline can also set up and design their own free website.

About the Free Club Websites

The Department of Sport and Recreation provides clubs with a free, easy to use website, that can be set up in seconds.

What you get:

- Unlimited traffic.
- Shop manager to manage product information.
- Tools to track your Google rank.
- Mailing lists to stay in contact with visitors and customers.
- **All the add-ons, including ...**
 - "Contact us" form, so your visitors can contact you.
 - A photo gallery.
 - Accept donations and much more!
 - Accept **online payments**.
 - Multiple user accounts so multiple people can update your site.
 - Help from the makers of ComfyPage.

7) If you have not logged in to ClubsOnline the lower half of the web page will contain the following information:

✗ You need to be a Club Administrator to sign up for a Free Club Website

Only club administrators can sign up for a club website.

If you are already a Club Administrator

1. Log in using your username and password in the orange log in box on the right.
2. Once you have logged in, visit this page again.
3. The 'Portal Password' will now be displayed.
4. Enter the 'Portal Password' on the sign up page.

If you are already a Club Administrator but do not have a log on

1. You must register as a user of Clubs Online.
2. Once you have registered, login and visit this page again.
3. The 'Portal Password' will now be displayed below.
4. Enter the 'Portal Password' when you sign up.

If you are not a Club Administrator

1. Contact your club administrator and ask them to sign up.

- 8) A successful login to Clubsonline, and then navigation to the Free Club Websites Page should produce the following information in the lower half of the web page:

✔ **Success - your club is eligible for a free club website**

You are a club administrator. Click the link below and enter your details to create your club website.

Portal Password

You are required to enter the Portal Password when signing up for a Club Website.

🗨 Portal Password: **StrongerHealthier2010**

To sign up, you must enter the Portal Password correctly. Please note the capital letters and no spaces between the words.

Example websites

🗨 A selection of example club websites.

Click here for your Free Club Website

- 9) Note the **Portal Password** that has been allocated for your club and then click on the text **Click here for your Free Web site** to continue the registration process.

Firefox Sign Up

http://www.myclub.org.au/5.htm clubsonline.dsr.wa.gov.au

Sport and recreation builds stronger, healthier, happier and safer communities

Clubs Online

Free club websites

[Home](#)
[About the websites](#)
[Contact](#)
[Sign Up](#)

Sign up for your website

As part of Clubs Online, you can sign up for a free website.

Start by filling out your account details below:

By signing up you agree to the [ComfyPage terms and conditions](#)

Email

Choose password

Confirm password

Preferred language English

Site name .myclub.org.au
eg joesdiner or billgates

Portal password
Provided by the administrator

Create my ComfyPage

©2009 myclub

Sport and recreation clubs build stronger, healthier, happier and safer communities.

[Visit clubs online](#)

[Site manager](#) [Edit page](#) [RSS](#) [Build a website](#)

- 10) Complete the form then mouse click on the **Create my ComfyPage** button. Ensure you keep a hard copy of your site name and password as this information will be required to access the templates provided for your clubs website.