



# **England Handball Association Membership and Registration Information 2018.19**

Updated: June 2018

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## 2 Logging into the system

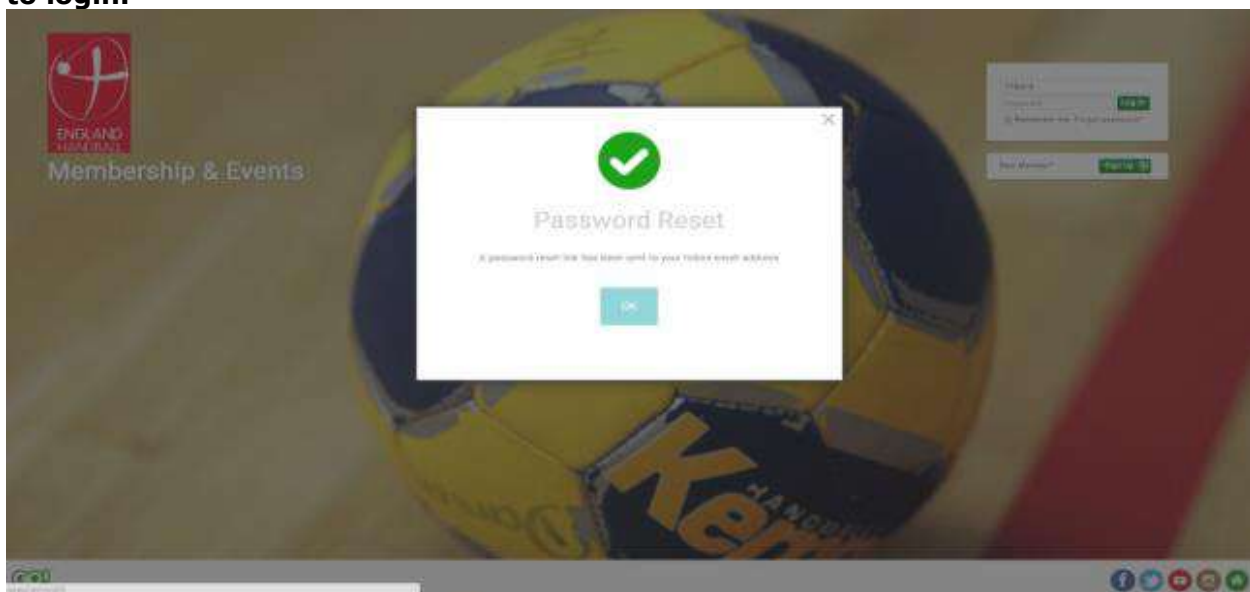
The club and membership portal can be accessed here <http://englandhandball.azolve.com>



Your username is your member ID.

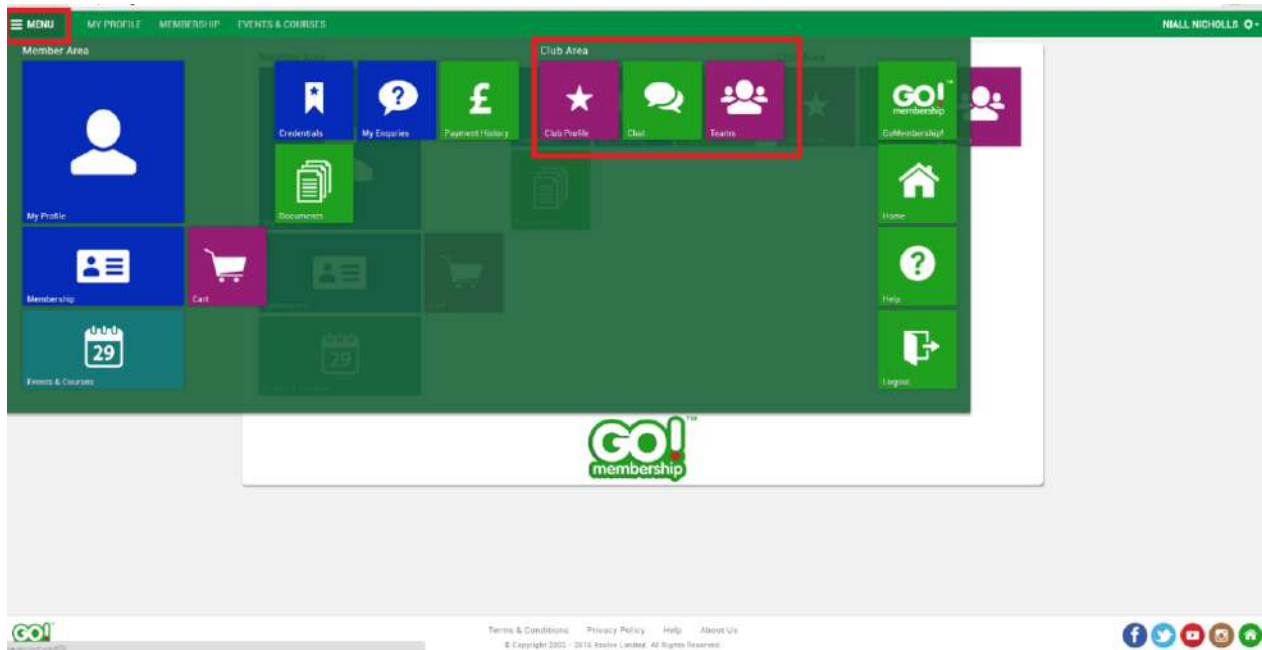
If you do not know this, then email [angela.deakin@englandhandball.com](mailto:angela.deakin@englandhandball.com) who will confirm this.

**When accessing the system for the first time you need to use the “forgot password” Function to retrieve your password and set it. Once you have done this you will be able to login.**



### 3 Navigation

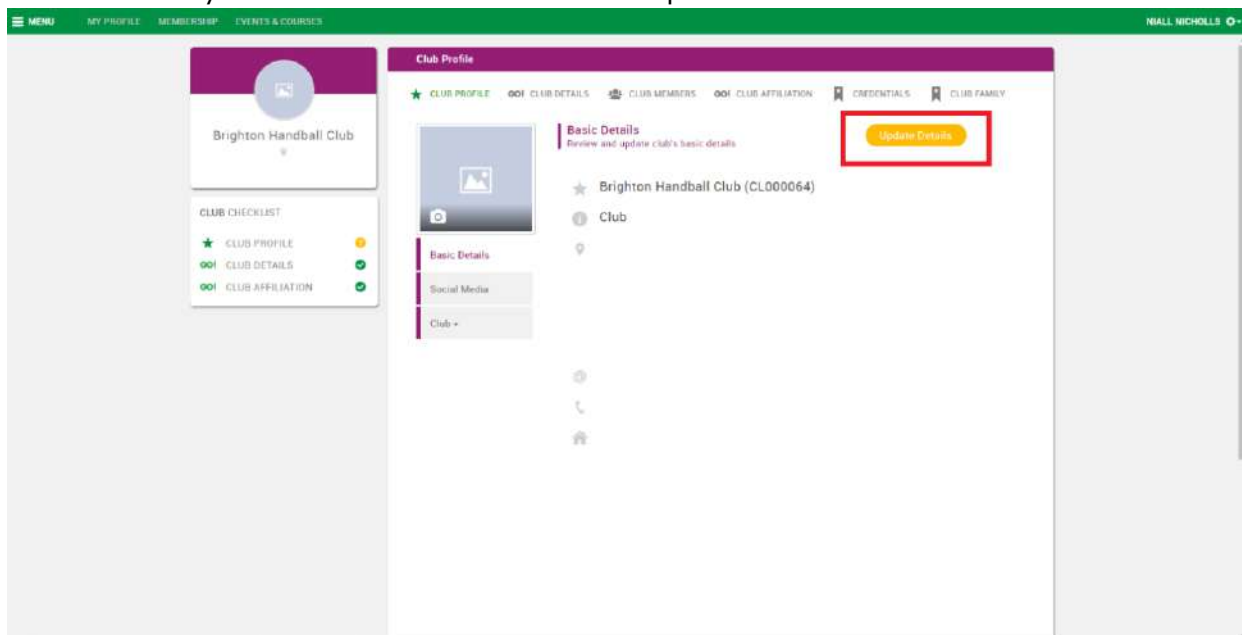
On the home page use the Club Area 'tiles', and/or the menu button at the top left to navigate the system. The Club Area is where you'll be able to manage your club and club members.



### 4 Updating Your Club Profile

To update your club profile, select the Club Profile tile. This is where you can update your club's details, as well as additional details such as your club's address and any social media details.

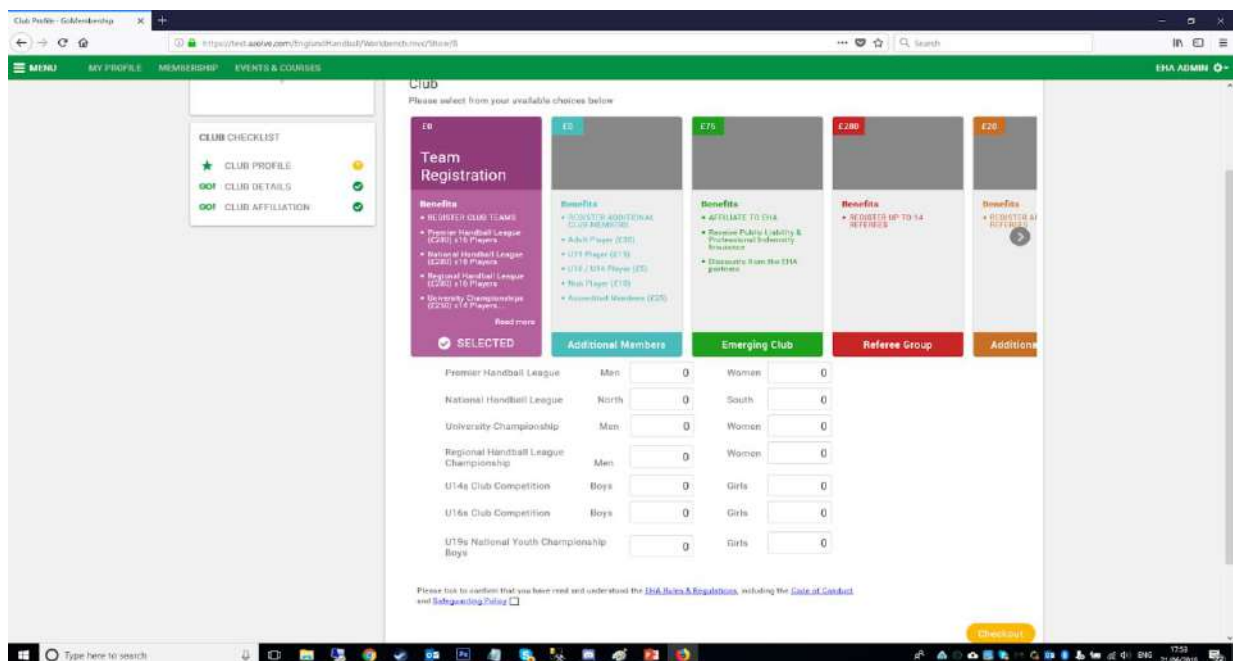
To edit your club profile; click the update details button.  
Please ensure you enter as much information as possible.



## 5 Affiliation and Registration

You can purchase team registrations at the start of the season, and additional team members during the season.

1. Click on Menu
2. Select Club Profile Tile from the Club Area
3. Select Club Affiliation tab
4. Choose the Affiliation/Registration you require
5. Here you can select the quantity you require
6. Enter the quantity you require for each team you need. (e.g. if you have Premier men's and women's teams type in 1 into the men's field and 1 in the women's field).
7. Once done tick the T&Cs box, and then click Finish to be taken to the checkout screen.



### 5.1 Payment

The checkout page lets you review what's in your cart and make a payment via:

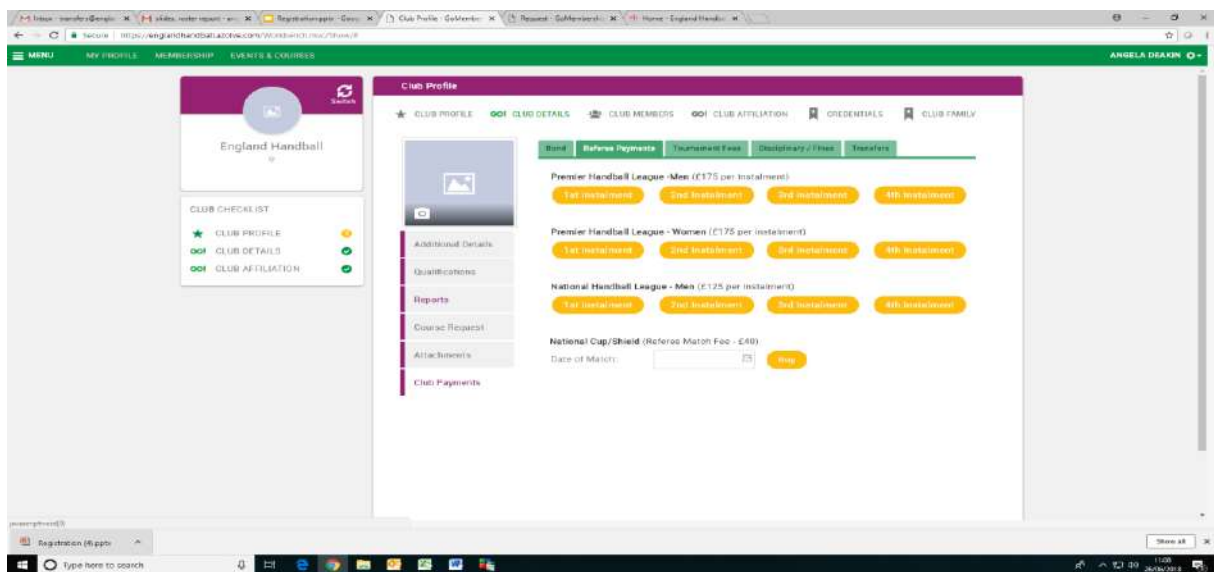
- Debit/Credit Card (Stripe)
- One-off Direct Debit (similar to online bank transfer) (GoCardless)

Regardless of which option you choose you will be taken to a confirmation page upon success. An email will be sent to you with details of the payment.

## 5.2 Other Club Payments

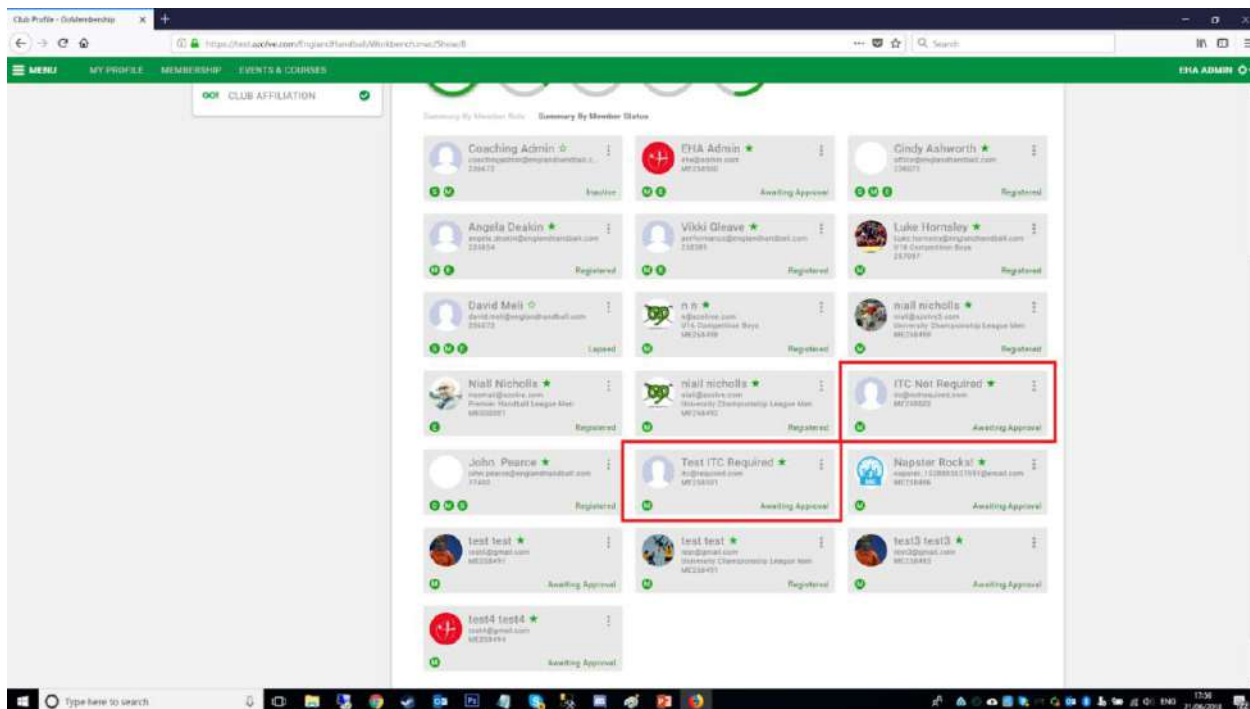
Here you can pay, Bonds, Referee Payments, Tournament Fees, and Disciplinary/Fines, and National Transfer Fee

1. Click Club Profile in Club Area
2. Click Club Details
3. Click Club Payments
4. Click Relevant Tab (Green)
5. Click Relevant Payment Tab (Orange)
6. You will then be taken to a payment screen

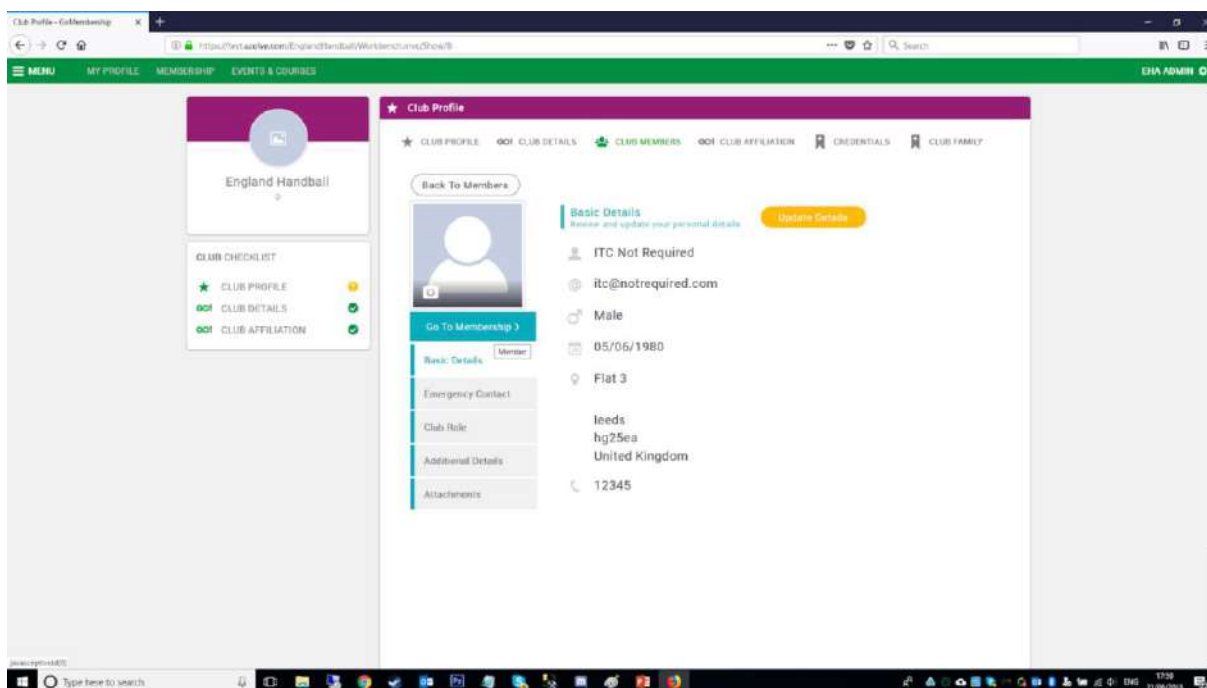


## 6 Player Registration

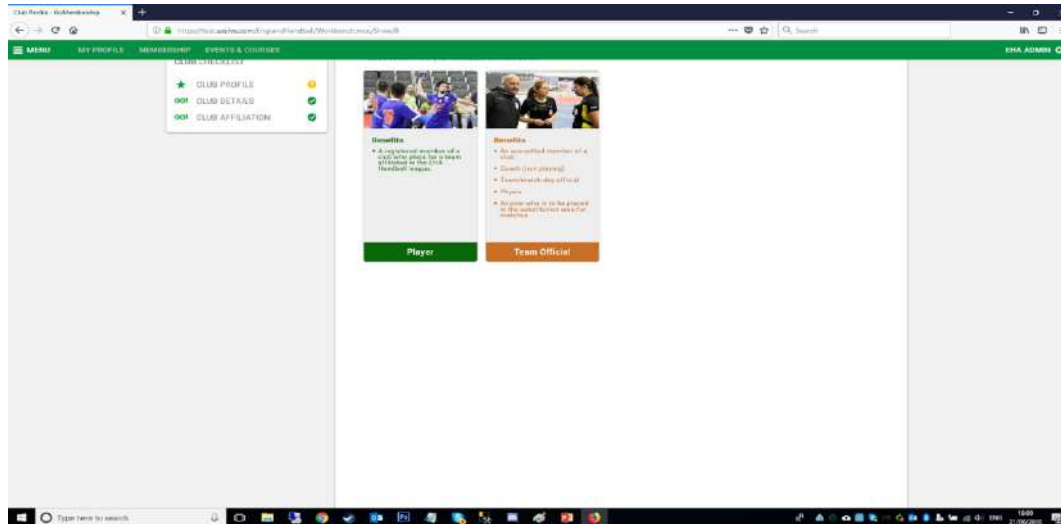
1. Click on Menu
2. Select Club Profile Tile from the Club Area
3. Select Club Members (this will bring up a list of all members in your club)
4. Click on Member



This screen will appear, here you can edit/review profile and then click Go To Membership to register this player for the new season.



You can choose to register the member as a Player or Team Official by selecting the relevant option.

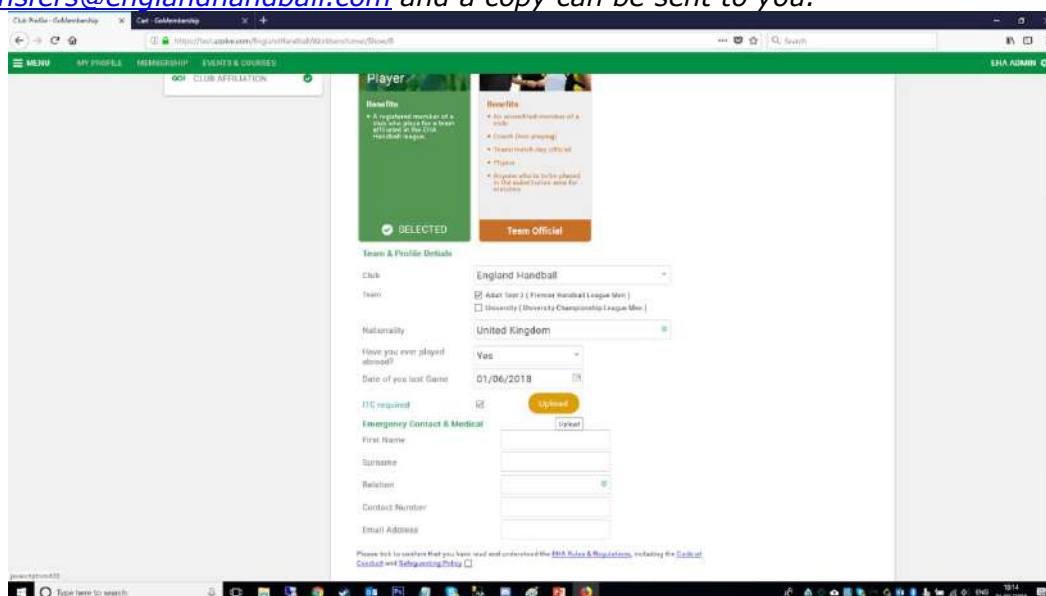


Upon selection of Player you will see any active/registered team for your club. Only teams that this player is eligible for based on age/gender rules will be shown.

- Tick the teams you want to register them for. If you have a member who is a player for one team and an official/coach for a different team, then you will have to do this process twice.
- Enter Nationality
- Have you ever played abroad before

**NO**=not played abroad before and 'ITC not required' because they have UK Nationality at Birth.

**YES**=Enter date last played abroad, and upload ITC, if copy of ITC is already in the system, then you won't be prompted to upload again. *If you need a copy of your ITC please contact [transfers@englandhandball.com](mailto:transfers@englandhandball.com) and a copy can be sent to you.*





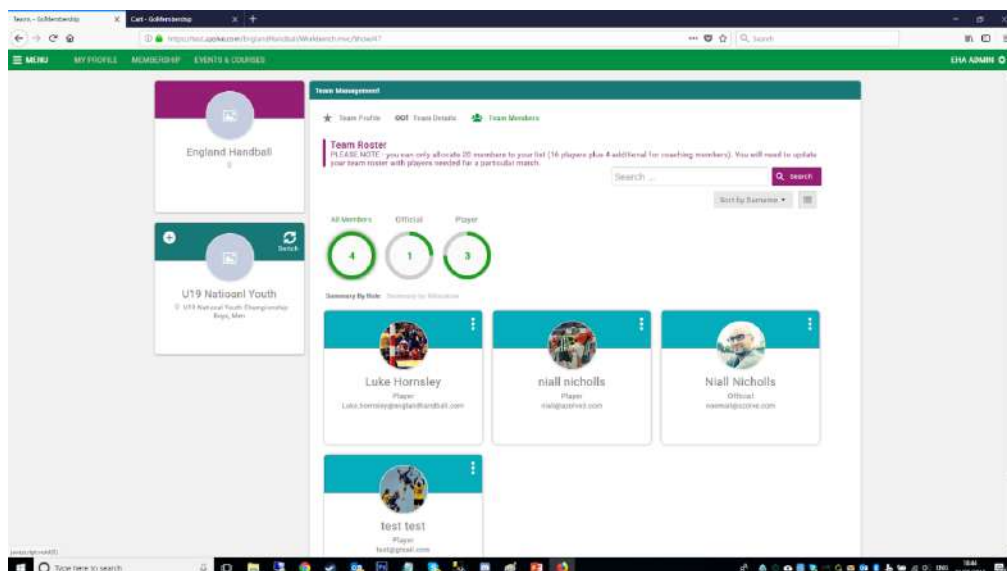
- **Upload Profile Picture** (if you already have a profile picture then you will not see this prompt). This is mandatory and must be set before you can proceed. **PLEASE NOTE** that the photo must be a headshot (passport style), the player will not be approved if this is not correct.
- **Enter Emergency Contact** Details, these will pull through automatically so only needs to be validated once its been set.
- Click Save and Continue if you want to process other members, or Checkout to complete/pay straight away.

**Providing you are within your team allocation, the values will be 100% discounted as shown below. If you are over your allocation of 16, the additional player fees will apply.**

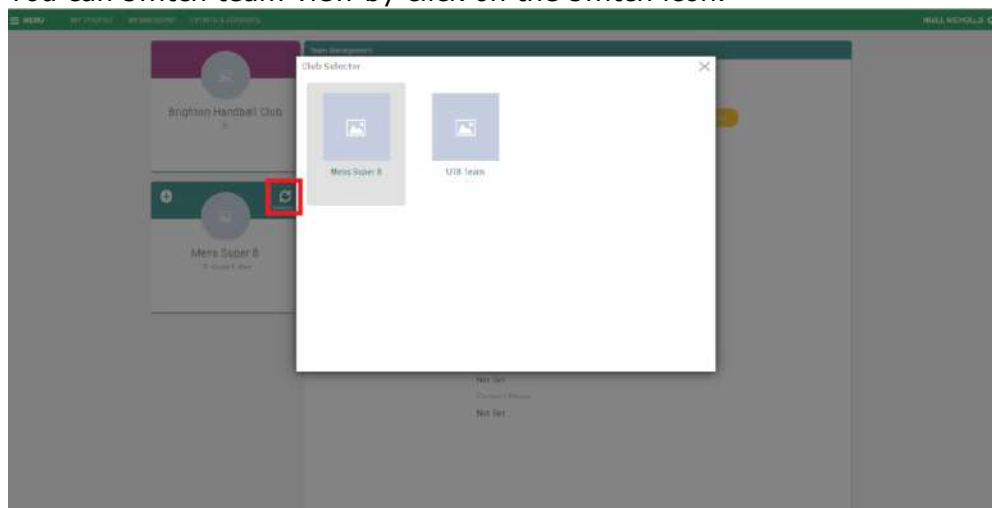
## 7 Team View

1. Click on Menu
2. Select Teams Tile from the Club Area

You can see here which players are linked to any team along with their role.

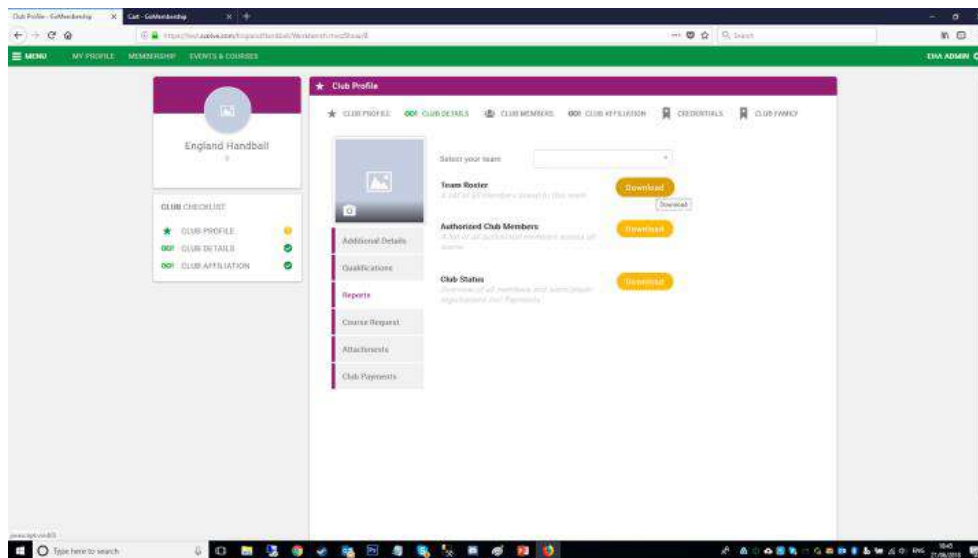


You can switch team view by click on the switch icon.

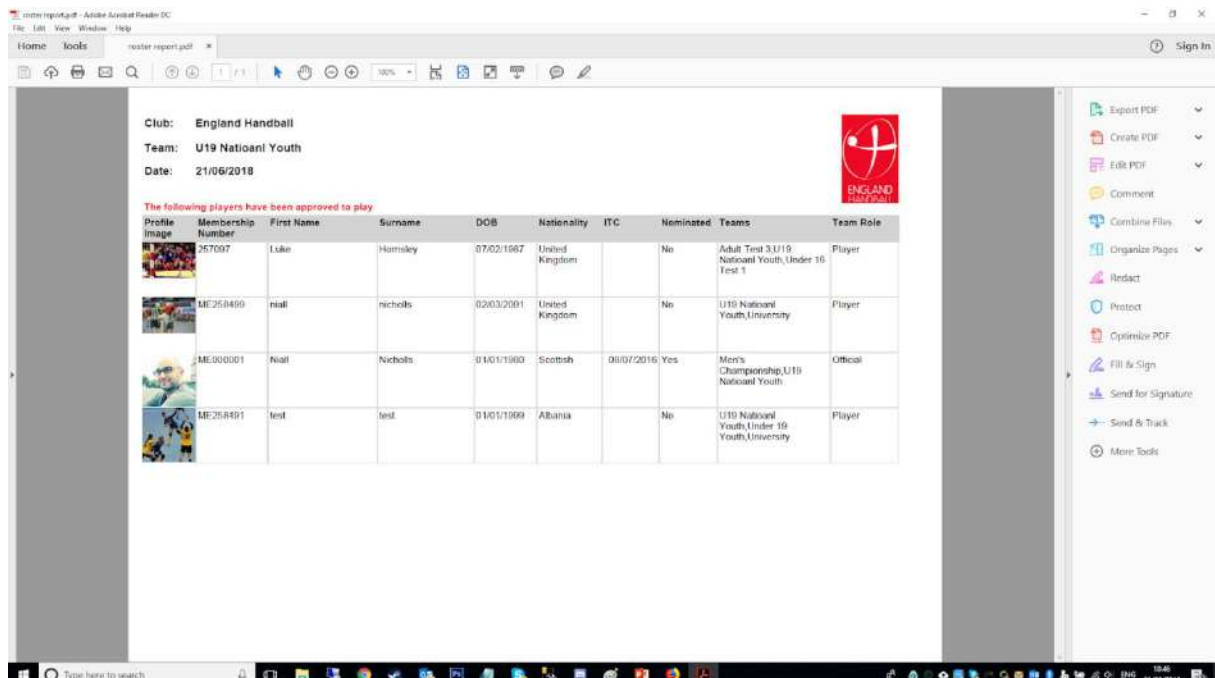


## 8 Team Roster

1. Click Menu
2. Click on Club Profile Tile in Club Area
3. Click on Club Details
4. Click on Reports
5. Select your Team
6. Download Team Roster (this will be downloaded in PDF File)







### 8.1 EXAMPLE OF TEAM ROSTER



Club: England Handball  
 Team: U19 National Youth  
 Date: 21/06/2018

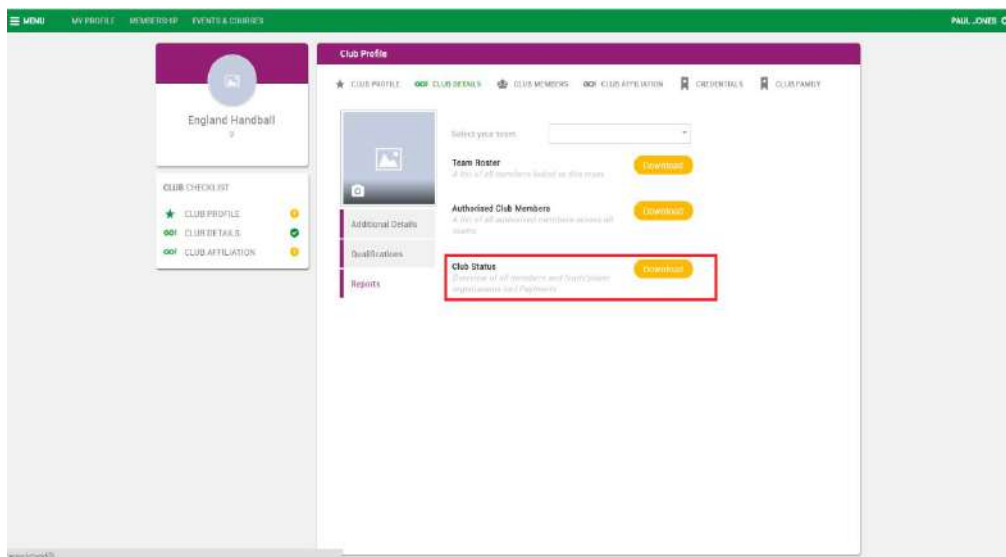
The following players have been approved to play

Profile Image	Membership Number	First Name	Surname	DOB	Nationality	ITC	Nominated	Teams	Team Role
	257007	Luke	Hamsley	07/02/1987	United Kingdom		No	Adult Test 3,U19 National Youth, Under 16 Test 1	Player
	ME258499	Niall	Nicholls	02/03/2001	United Kingdom		No	U19 National Youth,University	Player
	ME000001	Niall	Nicholls	01/01/1980	Scottish	05/07/2016	Yes	Men's Championship,U19 National Youth	Official
	ME258491	test	test	01/01/1989	Albania		No	U19 National Youth,Under 19 Youth,University	Player

## 9 Reviewing Club Status

A report exists which will give you an overview of all members registered to your club, and which team(s) they are currently registered to.

- This report also shows any purchases you've made allowing you to keep track of how many additional players (if any) you need to purchase.
- To access this report go to the Reports section under the Club Profile tile, and click to Download the Club Status report.



## 10 Attachments/Documents

### **Club Admin can view attachments**

*Club Affiliation Certificate / Insurance Policy / ITC Information and Example of how to complete ITR / Blank ITR Form / Blank National Transfer Form (Club to Club) / Rules & Regulations*

1. Click on Club Profile Tile
2. Click on Club Details Option at top

You will see an attachments container

### **To access Player/Member Attachments**

*ITC (International Transfer Certificate)*

1. Click on Club Profile Tile
2. Go to Club Members
3. Open up a Member

You'll see the attachments option on the left