

## 1. What is Activity Finder? [www.glasgowlife.org.uk/activity-finder](http://www.glasgowlife.org.uk/activity-finder)

The activity finder is a new easily manageable and powerful one-stop-shop for clubs, groups, venues and activities taking place in Glasgow City Boundary.

The Activity Finder module performs two main functions:

### A. Club, Organisations & Venue Directory

- Clubs, organisations venues and other activity providers in Glasgow can create and maintain their own public profile on the site.
- Registration for Providers (Clubs and Organisations) is quick and simple.
- Users can search for your club/ organisation using sport, postcode and key word searches before contacting you directly for more information.

### B. Activity Search

Glasgow Sport delivered activity sessions fuel the public activity search. Filtering is provided through the main activity search allowing users to search using a list or map view by;

- Location
- Specific dates or date ranges
- Choose club, venue or activity
- Age ranges
- Abilities
- Gender preference

**Programmes and Campaigns** allow us to create direct links to activity and for people to search specific areas for the right activity.

### 3. What is Sportsuite Events? [www.glasgowlife.org.uk/Sport/findtraining](http://www.glasgowlife.org.uk/Sport/findtraining)

This module will be used to advertise all Glasgow Sport Coach Education courses.

- Search for coach education and training occurring in Glasgow.
- Apply for Glasgow Sport coach education using the online registration form.
- Add local events for the public to find online.

### 4. What is Funding Finder? [www.glasgowlife.org.uk/Sport/findfunding](http://www.glasgowlife.org.uk/Sport/findfunding)

Funding Finder provides clubs and organisations with access an extensive list of funding opportunities in one place. This is regularly updated to provide a solution to any funding issues our partners may face.

The Funding Finder promotes grants/ awards for the following users:

- Coaches/ Volunteers
- Athletes
- Clubs/ Organisations

**Glasgow Sport will promote all funding pots on this link in one simple place where sports clubs and individuals can find something for them.**

# SPORT SUITE™

## 5. As a club/organisation, how will it make our life easier?

- **This will be a one stop shop for sport** and activity in Glasgow. Add your club to avoid potential new members missing your great opportunity.
- **Be part of Glasgow Sport marketing and promotion campaigns** on social media across our network.
- **Receive regular information** straight to your mailbox containing the latest funding pots, training courses and sports news in Glasgow.

## 6. As a sports club/ organisation, what am I responsible for?

- You are responsible for making your club/ organisation as **appealing to new participants as possible** and making sure you **keep the information up to date!**

## 7. How many people can be an admin for our account?

- **As many as you need!** Each individual needs to set up their own profile – after that as many can link to your club as possible and we'll always check to make sure they should have admin rights!

## 8. What happens after I create an account?

- We will receive a notification to verify your club/ organisation and once we have done this you will be live for the public to see! There will be a learn more button in your account however please don't add anything else to the account as we are not quite set up for that part yet!

# SPORT SUITE™

## 9. Before you sign up please make sure you hit the following criteria:

- Must deliver activity within the **Glasgow boundary**.
- Must be **not for profit** and delivering for social good.
- Must be a **constituted group** and not a sole trader delivering activity within the city.
- Must agree to the **terms and conditions and privacy agreement** for the activity finder (embedded in the sign up process).
- Must be **activity deliverers** rather than venues or Gym facilities.
- Have an **open membership policy** and not be restrictive.

The above are guidelines for the organisations and clubs that we want to promote. Ultimately, Glasgow Sport have the right to refuse any organisation permission to join our directory.



## **Adding Your Sports Club or Organisation**

# SPORT SUITE™

## 2. Information required to register your club or organisation.

- **Summary** of what your club/ organisation does. Limited to 50 words, please note if you enter more it will omit additional words. *See example on next page.*
- **Body** , use this part to “sell” your club, boost achievements and provide practical information for new members. *See example on next page.*
- **Club Logo or Club photo**
- **Main club** venue where activity takes place. A second club can be created at a second venue if necessary.
- **Public contact**; the best contact for people to get information from your club. It may be preferable for your club/ organisation to have a generic contact and email address.
- **Social Media Links**; clubs can add their social media accounts so that parents/ potential participants can check them out.
- **Activity Information**; Age groups accepted, sport/ physical activities offered, genders welcome and disabilities catered for.
- **Clubs can affiliate to their NGB and Glasgow Club Mark**

## 2. How can clubs register?

- Visit [www.glasgowlife.org.uk/activity-finder](http://www.glasgowlife.org.uk/activity-finder)
- **Click** Add your activity, club or venue
- **Click Sign Up** (login if you have a personal account already created)
- **Enter name**, email address and password.
- **Agree to T&C's** and Data Privacy Statement.
- **You will receive an email** to the entered address asking to activate your account.
- **Fill in personal profile**; Please make sure you fill in the required fields.
- **Email and Sharing**; You can opt out or receive emails from county partnerships in England. You must also agree to Sportsuite T&C's (website developer).
- **Options within account** to add your qualifications and other information. This is not necessary to complete.

# SPORT SUITE™

To add your club or organisation click on club/organisations (highlighted in the red circle) or Add/ Link your Organisation (highlighted in the blue rectangle)



Are you a coach/volunteer/organisation? Whilst you're here why not spend a few moments updating your profile using the tabs below?  
[Complete Coach Profile](#) | [Complete Volunteer Profile](#) | [Add/Link your Organisation](#) | [Don't show this again](#)

## Mr Gary Watt

Personal Details | Qualifications | Coaching | Volunteering | Work | **Clubs & Organisations** | My Memberships | Account

### Profile

Name Gary Watt  
Gender Male  
Date of Birth Wed, 19 Dec 1984 (33 years old)  
Email [garywatt84@gmail.com](mailto:garywatt84@gmail.com)  
Telephone 0141 287 3640  
Address Glasgow  
G51 4HZ

### About

[Edit Personal Details](#) | [Download Profile \(PDF\)](#)

You haven't added a bio yet, *why not add one?*





# SPORT SUITE™

If you have created a personal account and log back at a later point you will see this screen. Click on 'Add Clubs & Organisations' which takes you back to the page on previous slide.

The screenshot shows a web browser window with the URL <https://glasgowlife.sportsuite.co.uk/user>. The page content includes:

- Welcome back, Gary**
- Notifications** section with the message: "You have no new notifications at this time"
- My Account** section with a list of items:
  - My Profile
  - Complete Coach Profile
  - Complete Volunteer Profile
  - Add Clubs & Organisations** (highlighted with a red box)
  - My Surveys (Beta)
  - My Registers
  - Account
- Find Information** section with a list of items:
  - Activity Finder
  - Directory
  - A-Z
  - Events & Courses
  - Volunteering Opportunities
  - Jobs
  - Funding

At the bottom right, it says "Powered by **SPORT SUITE™**".

## Register Organisation

### KEY DETAILS

Type\*:

- Select -

Type will most likely be sports club, charity or community activity group.

Is this a National Organisation/Facility?\*

If yes, your organisation profile may appear on external websites. If you are not happy for your organisation profile to be shared, please select no.

Yes (eg, Youth Sport Trust / National Watersports Centre)  No (eg, Sports Club / Leisure Centre)

Organisation Name\*:

Also Known As:

Summary:




Provide a short summary of your organisation and its activities (Limited to 50 words)

Use the summary and body boxes to sell your club/ organisation. Add session dates/ times if you want and tell the potential participant why they should come along to your sessions. Example in next slide.

Check Spelling

Body:

Please do not include information about club/organisation sessions here. You can do that from your organisation page so that they will be included on our Activity Finder

**B** *I*          

Logo:

Upload your logo, preferable as JPEG or PNG

Choose File No file chosen

Add your club logo or a suitable high resolution image or your club activity. This will appear on the search page.

# SPORT SUITE™

**Summary - Example:** 5 Star Sports Club is a friendly & welcoming sports club providing Badminton, Netball & Football activities for children aged 5- 13yrs of all abilities.

\*\*\*Please ignore the following prompt on the screen as this function isn't currently available \*\*\*\*

“ Please do not include information about club/organisation sessions here. You can do that from your organisation page so that they will *be included on our Activity Finder*”

**Body – Example:** Founded in 2010, we are based in the South Side of Glasgow and offer sessions at 5 Star Pitches and 5 Star Sports Hall. (If entering multiple venues add full address for all venues. If just one venue enter the full address when prompted further down the registration screen)

Our experienced and qualified volunteers deliver sessions throughout the week, designed to be fun & inclusive for all. 2017, we were delighted to have our achievements recognised when we won the Glasgow Sports Club of the Year awarded by Glasgow Sport.

Continued on next page.....

# SPORT SUITE™

If have any questions or will like to attend, please get in touch with us directly or you can drop in at any of the sessions below;

## **Current Timetable:**

Badminton Lessons Mondays 6- 7pm (10- 13 yrs )

Social Netball Fridays @ 4.30 – 5.30 pm ( 12 – 13 yrs )

Skills & Drills Football Saturdays @10.30- 11.30am (7- 10 yrs)

Skills & Drills Football Sundays @ 11- 12 noon (5-7 yrs)

## **Cost:**

All sessions are £2.50 each, payable in cash on arrival. Block booking is also available.

Parents/ Guardians must accompany children into the Sports Hall to drop them off and pick them up after from the Sports Hall. Parents/ Guardians are required to fill in a registration form at the first session. All participants are encouraged to bring a water bottle.

# SPORT SUITE™

## LOCATION

### Venue:

Which venue is this organisation located at?

### Address:

Check Spelling

### Town:

### County:

### Postcode\*:

### Is this location a recognised venue for hosting events, courses or activities etc?

Only organisations marked as venues can be linked to SportSuite events, courses or activities.

Yes  No

If you train at a Glasgow Club venue it should appear to be selected when you begin to enter it in the venue field. If not you will need to enter the address, town and postcode.

Select No.

## CONTACT INFORMATION

The contact information you provide here should be for the organisation itself and will appear on the organisation's public profile page.

### Public Contact\*:

Who is the best person to contact if they have questions about this organisation?

### Public Telephone Number:

### Public Telephone Number (Alternative):

### Public Email Address\*:

Please select the best contact so that anyone who wishes to get in touch receives a response. Generic email and contact name can be entered.

# SPORT SUITE™

**Website:**

http://

Go

**Facebook Page:**

http://www.facebook.com/

**Twitter Username:**

@

**Google+ Profile:**

http://

Go

**LinkedIn Profile:**

http://

**YouTube Profile:**

http://

**Instagram Profile:**

@

**TripAdvisor Profile:**

http://

Go

This information will appear on your profile which people can link to so please take the time to add them in if your club uses them regularly.

# SPORT SUITE™

## ABOUT YOUR ORGANISATION

### Sports / Activities:

Click on a category and select your sports / activities below.

Sports

Physical Activities

Wellbeing

Other

You can select as many sports, physical activities here as you like. Please tick them all so your club appears when the right sport is searched.

### Ages accepted:

All Ages Welcome  Pre 5  5-7  8-12  Under 13  13-15  16+  16-25  18+  26-35  36-45  46-54  55+

### Genders:

Male only  Female only  Mixed  Not applicable

### Inclusive of members with:

Hearing Impairment  Visual Impairment  Learning Disability  Mental Health Con

### Facilities Available:

Please check the facilities you have available

<input type="checkbox"/> All Weather Pitch	<input type="checkbox"/> Cricket Nets
<input type="checkbox"/> Astro Turf	<input type="checkbox"/> Cricket Pitch
<input type="checkbox"/> Athletics Track	<input type="checkbox"/> Cycle Track
<input type="checkbox"/> Badminton Court	<input type="checkbox"/> Dance Studio
<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Football Pitch
<input type="checkbox"/> Bowling Green	<input type="checkbox"/> Gym/Spa
<input type="checkbox"/> Changing Rooms	<input type="checkbox"/> High Ropes Course
<input type="checkbox"/> Climbing Wall	<input type="checkbox"/> Hockey Pitch
<input type="checkbox"/> Clubhouse/Pavilion	<input type="checkbox"/> Netball Court
	<input type="checkbox"/> Ski Slope

The more accurate the selections here then the greater the chance of people finding your activity. Please select all that apply.

No need to select any options in the facilities available.

## ACCREDITATIONS AND AFFILIATIONS

### Accredited:

### Accreditation Body:

You can affiliate to your accreditation body (NGB) here via the accreditation body field.

Please ignore the LEARN MORE prompt on screen as this function isn't currently available.

# SPORT SUITE™

**Assuming all is well with the information you have entered you will now become part of the directory on Glasgow's Activity Finder!**

We will verify your information and when you receive an email of confirmation your club will be live for everyone to see online. You can create direct links to your profile and use them on social media to promote what you do!

You can log in at any time and change the information on the page to help you attract new members!

In July, Glasgow Sport will conduct a marketing campaign to direct everyone to the Activity Finder to become active – we hope your club/ organisation are signed up and we can begin to get more people participating throughout the city!

If you have any questions or require further support, please contact;

**Activity Finder Team**

Email: [activityfinder@glasgowlife.org.uk](mailto:activityfinder@glasgowlife.org.uk)

Phone: 0141 287 4681