

# Club Matters Social

## What can my club use Club Matters Social for?

This area of the website has been set up to help you to communicate quickly and easily with your club members and volunteers, or other organisations that can give you support, such as your National Governing Body (NGB) and County Sports Partnership (CSP).

You can also connect and talk to other clubs in your local area, giving you the opportunity to grow your network, share success stories and discuss any challenges you are having.

#### You can:

- Start discussions and forums within your club, or in the wider Club Matters community.
- Ask a question or propose an idea and share this with specific people, your club members, or any other organisation on Club Matters, such as your NGB or CSP.
- See what Club Matters support your club members or connections are accessing, for example registering to attend a workshop or completing an online module. Similar to other social media platforms, you can 'like' or 'comment' on any of these activities.
- Share club photos, videos or documents. This can be anything which you find useful such as team fixtures or your club development plan.

## Setting up my Club Page

If you are the administrator of the club, you can change your club description and avatar (club picture). This information will then appear on your 'About tab'. To do this you select Edit club.



You can request to get administrative access, by sending a message or contacting the Club Administrator who is named on the 'About' tab of the club.

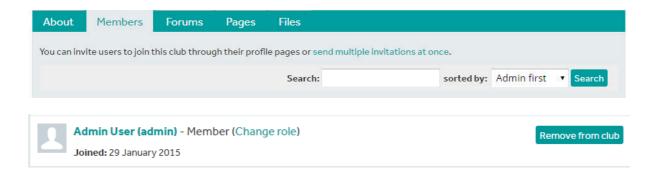
Please note: You cannot amend your clubmark status in the 'About' section, however if you believe this to be incorrect, please contact clubmatters@sportengland.org.







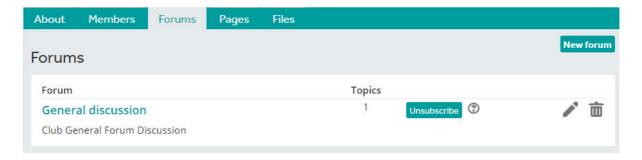
You can view your club members, in the 'Members' tab. Club administrators can also invite others to join your club in this area. If you are a club administrator, you can give other club members admin access through this page, and the 'change role' tab.



There are a number of other features of Club Matters Social which you can use to communicate and share information with your club members, volunteers and other organisations. This includes private forums, pages and the ability to share documents and files.

#### **Club Forums**

You can use this area to have open discussions with your club members. You can also have private forums that you invite specific people to join in which may be useful for different groups of people in your club. For example, if your coaches need to discuss team selection, or if your committee would like to discuss your club development plan.



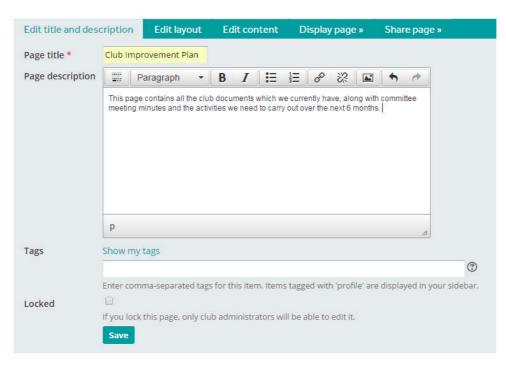




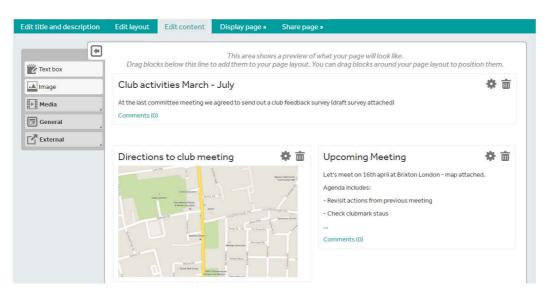


### **Pages**

You can create various 'pages' for your club. This means that you can have a number of areas which can be used for different purposes. You add a brief description of your page and can decide how your page is structured through the 'edit layout' tab.



You can choose what content you would like to add (including text, videos or photos). Preview the page by looking at the 'display page' tab and then decide who you would like to share this page with.









#### **Files**

You can use this area to store all of your club documents. Club members can contribute to uploading files for example, documents that show evidence for your Clubmark accreditation.

The reporting tab lets your club administrator view how many people are contributing to your club page.

