



## Get Active Gold Coast *Registration instructions*

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# Get Active Gold Coast *Registration instructions*

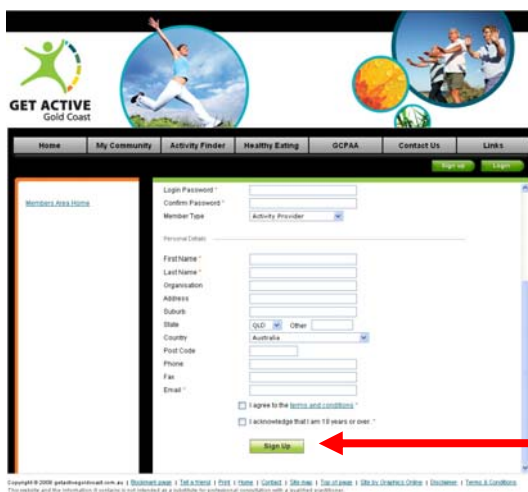
## New Member Registration



1. Go to [www.getactivegoldcoast.com.au](http://www.getactivegoldcoast.com.au)
2. Click 'Sign Up' button, found on the green bar.



3. Fill in your details. Red asterisks are compulsory fields



4. Click 'Sign Up'.

**Congratulations on your successful registration!  
Now register your activities and events for FREE!**





# Get Active Gold Coast Registration instructions

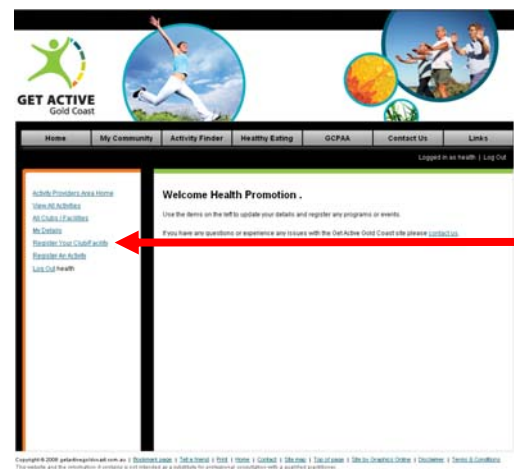
## Club / facility Registration



1. Go to [www.getactivegoldcoast.com.au](http://www.getactivegoldcoast.com.au)
2. Enter your username and password and select 'Login'.

This will take you to your activity provider home screen.

Note – if you enter the wrong details, you will be taken to a new screen, which will allow you to retrieve your password.



3. From your activity provider home screen you will be able to see a selection of options on the left hand side of the page.
4. Click on 'Register Your Club/Facility'.





## Get Active Gold Coast *Registration instructions*

### Add your club/facility details!

#### Submit A Club/Facility

[Back](#)

Enter the details of your club or facility below.

[Browse...](#)  
Click 'browse' to upload a logo or photograph for your club/facility.

Name of Club/Facility

Provider

Category  - choose category -  Choose the category that best suits your club/facility.

Target Ages  n/a  What age group is your club/facility best suited to?

Description of Club/Facility

Level of Difficulty  n/a

Opening Days/Times

Time  To

Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

[\(+ Add Date\)](#)

Address

Suburb

Contact Name

Phone Number

Other Phone Number

Email

Website

PDF / Flyer no file uploaded /  [Browse...](#)

[Submit Club/Facility](#)

[Back](#)

### What does it all mean?

#### Browse

Upload a logo or photograph from your computer.

#### Provider:

You, as the registered activity provider.

#### Category

Choose a category from the drop down arrow that best suits your club/facility. You can select more than one category!

#### Target Age

What age group is your club/facility best suited to?

#### Brief Introduction of Activity:

Explain what your club/facility offers!

#### Level of Difficulty:

E.g. Beginner

#### Opening Days and Times:

In this section you need to fill in:

1. your opening and closing hours.
2. tick which days your club/facility is open during these times.

#### (+) Add Date:

If you have a range of opening hours (e.g. weekends may have different opening hours to weekdays, Thursday nights you may close later etc.), click the [Add Date](#) button.

This will add another shaded box, allowing you to enter an additional set of opening/closing hours without having to duplicate your clubs details.

#### Suburb

Unique feature for clubs/facilities – from Jan 2011 you will be able to select multiple Suburbs or a region: GC North, GC Central, GC South. This allows regional clubs, personal trainers the opportunity to be found by general site users.

#### Contact Details:

Enter all your contact details so you can be contacted for further information.

**Once you have filled in all the club/facilities details click**

**'Submit Club/Facility'.**

**You will receive notification from the Get Active Gold Coast team to let you know your Club/Facility is registered.**





# Get Active Gold Coast Registration instructions

## Activity Registration



1. Go to [www.getactivegoldcoast.com.au](http://www.getactivegoldcoast.com.au)
2. Enter your username and password and select 'Login'

Note – if you enter the wrong details, you will be taken to a new screen, which will allow you to retrieve your password.



3. From your activity provider home screen you will be able to see a selection of options on the left hand side of the page.
4. Click on 'Register An Activity'.





# Get Active Gold Coast *Registration instructions*

## Add your activity details!

### Submit An Activity

Enter the details of your activity below.

Click 'browse' to upload a logo or photograph for this activity.

Name of Activity

Provider

Category  Choose the category that best suits this activity.

Target Ages  What age group is this activity best suited to?

Brief Introduction of Activity

Level of Difficulty

Activity Date(s)

Date  To

Time  To

Type

Status

Location

Suburb

Cost

Booking Required

Contact Name

Phone Number

Other Phone Number

Email

Website

PDF / Flyer no file uploaded /

## What does it all mean?

### Browse

Upload a logo or photograph from your computer.

### Provider:

Who is running the activity?

### Category

E.g. Tai Chi - you can select more than one category!

### Target Age

E.g. Seniors

### Brief Introduction of Activity:

Explain what the activity is all about!

### Level of Difficulty:

E.g. Beginner

### Activity Date(s):

Complete all the boxes.

**Date** = a date range (one year, a specific season or a specific day)

**Time** = start & finish times.

**Type** = a single day, weekly, monthly, etc.

**Location** = Address (for google maps to work.)

**Cost** = what each person pays.

**Booking** = check box if required.

### (+) Add Date:

You may run the same activity at a different location, date or time.

If this is the case click the **add date** button & another shaded box will appear.

This allows you to enter another date, time or location for this activity without having to enter all the activities generic information again (activity description, contact details etc.).

You can continue to add dates – allowing web users to see all places they can access your activity from the one advert.

### Contact Details:

Enter all your contact details so you can be contacted for further information. Your details are saved, but you can over write these if you need to.

**Once you have filled in all the activities details click 'Submit activity'.**

## Note:

Once you have submitted your activity, it will be approved by a GAGC website moderator. You will receive an email notification confirming your activity approval.





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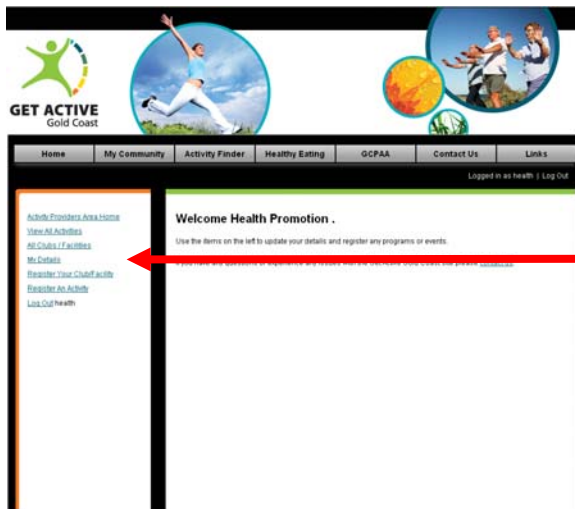
## Updating Your Details



1. Go to [www.getactivegoldcoast.com.au](http://www.getactivegoldcoast.com.au)
2. Enter your username and password and select 'Login'.

This will take you to your activity provider home screen.

Note – if you enter the wrong details, you will be taken to a new screen, which will allow you to retrieve your password.



3. From your activity provider home screen you will be able to see a selection of options on the left hand side of the page.
4. Click on 'My Details'. A new screen will open allowing you to update your details.
5. Select 'Update Details' and your new details will be saved.





# Get Active Gold Coast *Registration instructions*

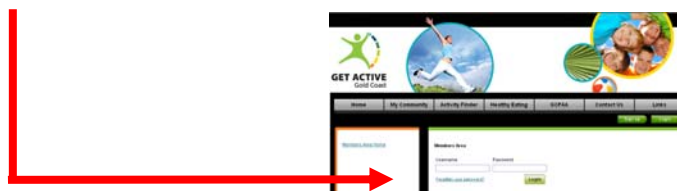
## Editing Club/Facility or Activities

Follow these steps to edit an existing activity or Club/facility

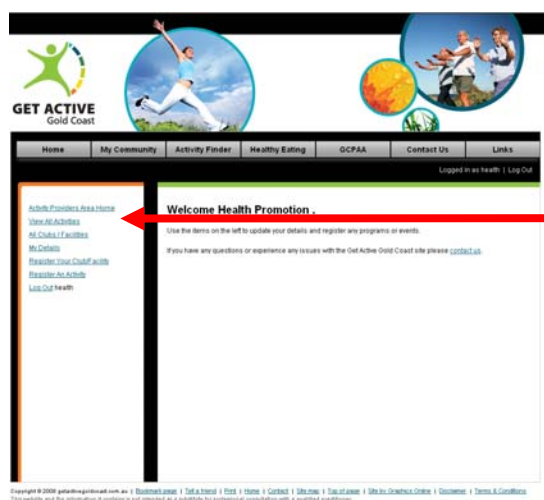
1. Go to [www.getactivegoldcoast.com.au](http://www.getactivegoldcoast.com.au)
2. Enter your username and password and select 'Login'.

This will take you to your activity provider home screen.

Note – if you enter the wrong details, you will be taken to a new screen, which will allow you to retrieve your password.

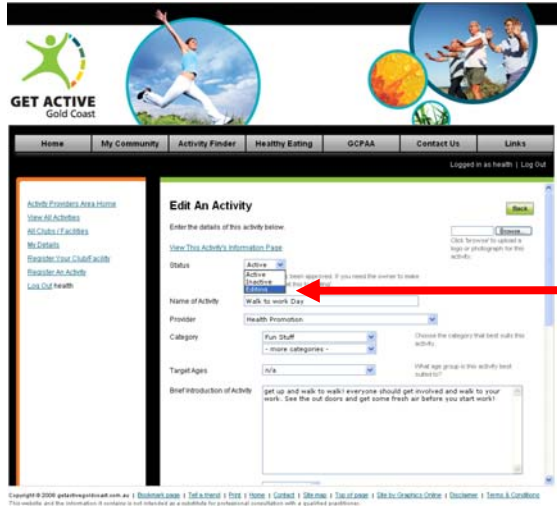


3. From your activity provider home screen you will be able to see a selection of options on the left hand side of the page.
4. Click on 'View My Activities' or 'My Club/Facility'. A new screen will open allowing you to edit your Activity or Club/Facility.





# Get Active Gold Coast *Registration instructions*



1. Click on **'Status'** and change from **'Active'** to **'Editing'**.
2. This will now allow you to edit your Activity or Club/Facility.
3. Once you have finished editing, click **'Update Details'**
4. You will receive notification from the Get Active Gold Coast team when your changes have been approved.

