



## Logout

- To Logout out; left click on the forth (last option) on the menu to the left of your screen titled **Logout**.

## Login

- To Login in future, follow the first two bullet points under Solihull Active Homepage on page 1 of this booklet. Enter your email address and password and finally left click on the Login button.

## Forgotten your Password? Password Reminder

- Navigate to the Login page detailed on page one of this booklet.
- Left click on the third option down on the menu titled **Password Reminder**.
- Enter the e-mail address that you used when registering on the website and left click on the Submit button.
- Your current password will now be sent to the email address you provided.

**For more information:**  
**Leisure services**  
**Central Library**  
**Homer Road**  
**Solihull B91 3RG**  
**Tel: 0121 704 8207**



# Solihull Active Web Portal - Providers

## User Guide



## Solihull Active Web Portal Guidelines

### Solihull Active Homepage

- Firstly navigate yourself to the main home page by entering [www.solihullactive.co.uk](http://www.solihullactive.co.uk) in to your address bar and press enter.
- On the Home page a menu will be displayed on the left hand side, left click on the 3<sup>rd</sup> option down titled; **Take Part**.
- Two further options will appear, left click the 2<sup>nd</sup> option titled **Providers login**.
- You will now have navigated to the **Login** Page.

### Registering

In order to use this section of the web portal and add activities to the database you must first register your club, society or group.

- Again using the menu on the left hand side, click on the last option titled **Register**.
- You will now have navigated to the **Provider Registration** Page.
- A form will appear, enter your **club, society or group details** in the appropriate fields.
- Enter your **login information** (e-mail address and password\*) and **registration verification** code, and then finally left click on the **Register** button at the bottom of the form.

\* *Please note passwords are case sensitive.*

### Approval

Your request will now be approved by the administrators for the Web Portal.

- An email will be sent to you with approval and login details.
- Once you receive the email follow the information detailed directing you to the **login page**.
- Use the login details in this email to access your area.
- Type them into the fields provided and left click the **Login** button.

### Updating Your Details

When you login to your area you will be taken to the welcome page, where further information can be found.

- While logged in to your area you will see a menu down the left hand side with four options; **Activity, Events, Provider details** and **Logout**.
- It is **important** that you enter all activities and events using the options provided, and not to just list them under details of your club, society or group. Instructions detailed below.

### Adding an Activity

The first of the four options is used to add an **Activity**. Left click on the **Activity** heading to access this area.

- Now left click on **Add new activity**.
- A form will load which you can enter details of your activity, similarly to the registering phase. At the top of the form are 3 tabs; **General information, Locate on Map and Timings**.
- Once you have completed all the tabs/ details you require, press one of the **Save** options at the bottom of the page. If required fields have not been filled out you will be prompted when the save button is pressed. Complete these and again left Click one of the **Save** options. Details of the save options are on the welcome page (first page that loads after login).

### Adding an Event

The second of the four options is used to add an **Event**. Left click on the **Events** heading to access this area.

- Now left click on **Add new event**.
- Similar to adding an activity a form will load. At the top of the events form are 2 tabs; **General Information and Locate on Map**.
- Again complete the fields you require along with the required fields and left click one of the **Save** options at the bottom of the page.