

How to delete and add locations to Sports Vouchers - Find a Club



Delete an existing location

Existing locations for your organisation are listed at the bottom of the page; some may not have the correct contact details and might need to be updated. Firstly, you will need to delete the record.

Login to the Sports Vouchers Portal; go to Club settings and then Venue Details.

1. On the right side of the entry; click the down arrow to reveal and click '🗑 Delete'.

The screenshot shows the 'Venue Details' form with three main sections: 'Add venue details so parents and guardians can get in contact', 'Select the sports your club offers at this venue', and 'Then add this venue to your list'. Below the form is a 'VENUE LIST' table with columns for Venue Address, Suburb, Phone, Email, Website, and Sports. The table contains one entry: 'Park 17' in 'ADELAIDE' for 'Touch'. A red circle highlights a dropdown menu for this entry, which contains a 'Delete' button.

2. Select 'Delete' to confirm you want to delete the record.

The screenshot shows a confirmation dialog box with the title 'Delete' and a close button (X). The main text asks 'Are you sure you want to delete this record?'. At the bottom right, there are two buttons: 'Delete' (in blue) and 'Cancel' (in white).



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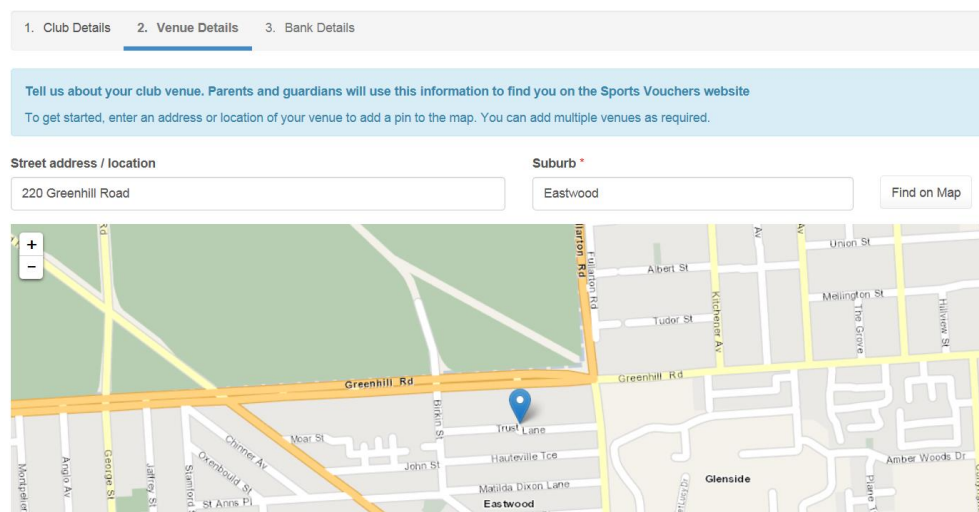


Add a new location

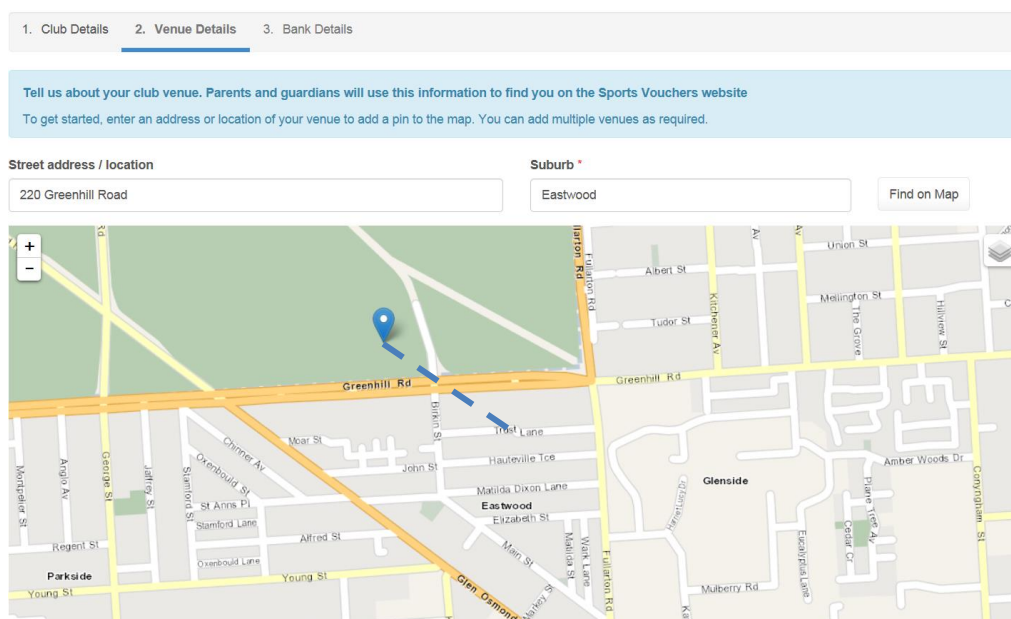
If you operate at multiple locations, or have different sports at different locations, please add all the locations.

Login to the Sports Vouchers Portal; go to Club settings and then Venue Details.

1. Enter a Street Address (if you do not know the street address of the reserve or park, use the closest street). For the example below we are using the address across the street.



2. Left click the blue pin, hold and drag the pin to the exact location.



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3. Type in public information which allows parents and carers to contact your club through the Find a Club tool;
 - The 'Venue street address/location' can be directional text for example "southern end of Brighton Beach" or "Football clubrooms on XYZ Reserve".
 - Contact number, email and website should direct parents and carers to contact the club.
 - Select the sports offered by your club at this location.

Add venue details so parents and guardians can get in contact

Venue street address/location *

Park 17 Adelaide Parklands

Contact phone

1234 5678

Contact email

example@clubname.com.au

Club website

www.clubname.com.au

Select the sports your club offers at this venue

Available Sports *

- Synchronized Swimming
- Table Tennis
- Taekwondo
- Tennis
- Tenpin Bowling
- Touch
- Triathlon
- Underwater Sports
- University Sport
- Volleyball
- Water Polo
- Water Skiing

Then add this venue to your list

Added a location to the map?

See how this venue will appear to parents and guardians on the Sports Vouchers website. [Preview on map](#)

Add to venue list

4. Click Add to venue list

Wait until you receive confirmation at the top of the screen to let you know the location has been added.

Location has been successfully added
You can add more locations if your club has multiple venues. Or click 'Save and Proceed' to continue.

You can also scroll to the bottom of the screen and check your venue data. If there is an error or information needs updating delete the record and create a new one.

VENUE LIST

Venue Address	Suburb ↑	Phone	Email	Website	Sports
Park 17 Adelaide Parklands	ADELAIDE	1234 5678	example@clubname.com.au	www.clubname.com.au	Touch

Previous

Save and Proceed

Once you are happy with the Venue information, *click Save and Proceed*

