



GETTING STARTED

A few clicks and a bit of information is all we need to publish your club, business, or group on Active Westminster and the Playwaze Marketplace



1 Create your account

It's quick and easy. Just fill out the registration form with your name and email address, then choose a password (don't forget that pesky special character!)

2 Create your community

Playwaze is all about communities - you'll need to create one to tell us who you are and publish your activities. Just complete the form to tell us about your club, business, or group.



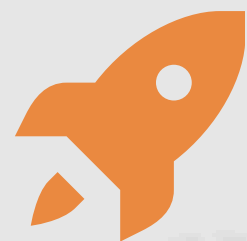
TIP Check out your listing



We told you it was quick! Now that you have created your community you're already being promoted across our network. Head over to the Active Dorset website to check it out.

3 Improve your listing

Now that you're listed, let's make sure it looks great with as much information as possible. On your community homepage just click the Settings cog, and then Edit.



Did you know?

Now that you've successfully created your community and published it, you can use your community to manage and promote the things you deliver. Keep reading to find out how.



Activities and classes



Competitions



Places and venues



Memberships



PROMOTING ACTIVITIES

Promoting activities on our marketplace attracts new participants to your sessions and classes. It's quick, easy, and free to list. Here's how.

1 To get started



Head to your community homepage and select create activities - you can add in-person and virtual sessions, take bookings and payments, and even integrate your memberships

2 Choose the option for you

Standard (free) - quick and easy online bookings and payments solution

Without bookings (free) - just promote your activity and provide a link to your booking system or website

Premium (upgrade required) - take bookings and payments with lots of extra features



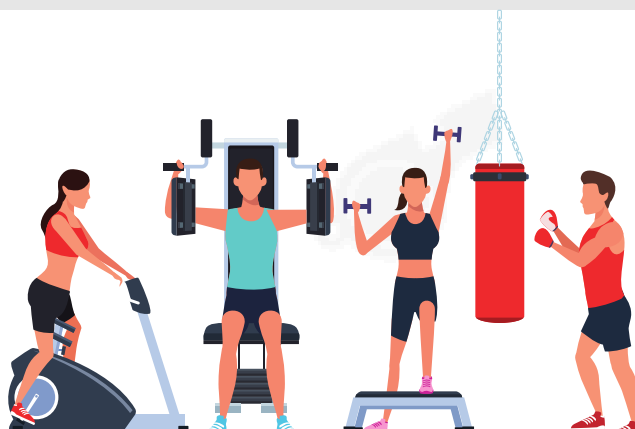
3 Where, when, and who

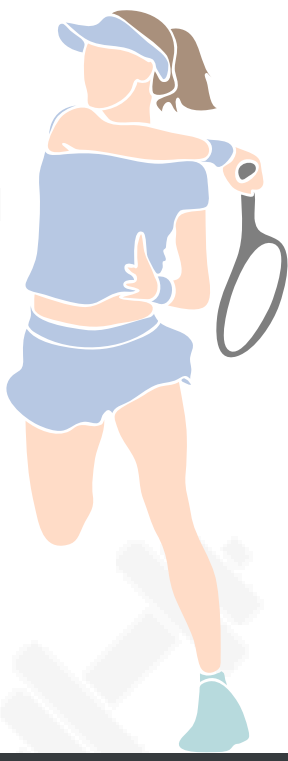


Make sure you give us as much information as possible to attract new participants. If you've decided to use Playwaze to take payments, make sure you've setup your merchant account first - you can do this from the payments section from your community

TIP Promote even further

Why not publish further than Active Westminster and Playwaze Marketplace? Tick the box to publish to [OpenActive](#) and your activity will reach even more new people!





PROMOTING VENUES

As well as providers and activities, Playwaze also publishes places and venues. A place or venue can be anywhere people 'play' - a park, leisure centre, beach, or even a velodrome!



1 To get started

Every community on Playwaze needs a location. This location is a venue. You can create venues on their own, or when you're creating a community or activity. To add a venue on its own go to organise in the top banner.

2 Create a new venue

Simply step through the flow to create a venue. Don't forget - a venue must have an image, description, and a website link to be promoted on Active Westminster and Playwaze Marketplace.



3 Understanding zones



When you create your venue you can set a zone by dragging the points to form a boundary. It means that any providers or activities located in this zone will be promoted to people looking at the venue.

TIP Promote your venue

The more information you provide on the venue, the more attractive it becomes to people - multiple images, opening times, and amenities are a few things that people love to know and see.

