



[Submit your activity, club or venue](#)

Leicester-Shire & Rutland Sport are here to help you find a range of physical activity, sport and wellbeing opportunities across Leicestershire, Leicester and Rutland. Our Get Active Search Engine enables you to find local activity sessions, events, clubs and organisations near you. Get active your way!

Are you looking to promote your club/organisation, sessions and events?

Our Get Active Search Engine is a free platform to help physical activity, sport and wellbeing providers promote their opportunities to new and existing participants across Leicestershire, Leicester and Rutland.

Register your Club/Organisation on Get Active today and receive...

- Free promotion of your sessions, venue and events
- Opportunity for additional promotion across LRS' websites, newsletters and social media platforms.

I am looking for:

Organisations Sessions

- Any Sport or Activity -

Within: 20 miles of LE1 4AN

[Search](#) [View All](#)

www.lrsport.org/getactive

At Leicester-Shire & Rutland Sport (LRS) we are here to help participants find a range of physical activity, sport and wellbeing opportunities across Leicestershire, Leicester and Rutland.

Our [Get Active Search Engine](#) is a free platform to help physical activity, sport and wellbeing providers promote their opportunities to new and existing participants across Leicestershire, Leicester and Rutland.




Get Active enables Club and Organisation's activity session information to remain live and dynamic, meaning your latest and upcoming session dates will be displayed and old dates removed automatically.

Over 33,500 users accessed the Get Active Search Engine in 2017/18

Register your club/organisation and join Get Active today and receive free promotion of your specific sport, physical activity and health sessions for users to find and get involved in!

Sessions will also feature on the relevant sport/physical activity pages on our ['A-Z of Sport & Physical Activity'](#), and could be further promoted in LRS' Newsletters and Social Media platforms.

Register / Log-in

-  You need to be logged in to the Leicester-Shire & Rutland Sport website to add and amend your details.
-  Go to www.lrsport.org/getactive
-  Click **'Add your activity, club or venue'** to do this.




Please either Sign Up or Login to our website; if you think you might already be registered follow the steps with 'Forgotten Password'.

Once logged in, you can either:

-  Go back to Get Active www.lrsport.org/getactive and click 'Add your activity, club or venue'.



-  Or visit your **'Dashboard'** area (at the top of the website) and go **'Add Clubs & Organisations'** / **'My Clubs & Organisations'**.



[\(Back to top for Next Steps\)](#)



LRS Link To Existing Organisation/Club

This is your Club/Organisation area and where you can add and manage your profile and information:



Personal Details Qualifications Coaching Volunteering Work **Clubs & Organisations** My Memberships Account Email and Sharing

Clubs & Organisations + Link To Existing Organisation + Add New Organisation

You haven't linked your user profile to any organisations yet.

Why Add Your Club or Organisation?

Add your club or organisation, or link to an existing one using the options above. Once your application has been approved, you'll be notified and your club/organisation will appear below. You will then be able to:

- **Edit:** keep your Club/Organisation page updated with a current logo, contact details and generic information
- **Manage Activities:** add your sessions so that they appear on our [Leicester-Shire & Rutland Get Active](#) search engine.
- **Add a One-off Event:** promote your open day or fun run. [Post an Event](#)
- **View Members:** to see who else is linked to your Club/Organisation
- **Add Volunteering Opportunity:** need help at your Club/Organisation? [Post an opportunity](#)
- **Add a Job Opportunity:** have a paid opportunity to promote? [Post an opportunity](#)
- **Find Funding:** need some financial assistance? [Take a look at our Funding Finder](#)

If your Club/Organisation is already on our Get Active Search Engine, then you can link to it to become an Admin. **Click 'Link To Existing Organisation'.**

Not sure? You can work through this process anyway to check.



Personal Details Qualifications Coaching Volunteering Work **Clubs & Organisations** My Memberships Account Email and Sharing

Club/Organisation Membership

Please search the organisation you wish to be linked to. If your organisation is not in listed in our database, please [register your organisation](#) or contact us.*

Leicester-Shire
Leicester-Shire & Rutland Sport
RunTogether Leicester-Shire & Rutland

What is your role in this club/organisation?*

Guardian of Player (eg. Parents/ Carers) Coach or Trainer Volunteer Official Supporter or Spectator Patron
 Admin, Secretary or Organiser Teacher Safeguarding/Welfare Officer

Would you like to maintain this profile? (requires approval):
Maintaining a profile allows you to update it and add/update activity sessions

Yes No


Save **Cancel**


* Required field.


Within this section start to type to the name of your Club/Organisation. Those already added with matching/similar names will appear in a drop-down, like shown in the example on the previous page.


 **Select your Club/Organisation** once you've found it.

Not on there? Follow the steps to [Add your Club/Organisation](#).


 Select what your relationship is to the Club/Organisation i.e. Admin/Secretary or Coach.


 Select 'Yes' to be given approval to edit the Club/Organisation's profile.

 The request will then be sent through to us at Leicester-Shire & Rutland Sport for approval.

 Please allow us time to approve this notification.

Once approval has been given, return to your Clubs/Organisations section and your Club/Organisation will now be shown.

 Now it would be worth checking if your Club/Organisation's Profile is up-to-date...

 Follow the next section ['Update your Club/Organisation's Profile'](#) to do this.



LRS Update your Club/Organisation's Profile



Title	Type	Roles	Status	Actions
Leicester-Shire & Rutland Sport	Csp	Admin	Admin	Edit Profile Manage Unlink
Netball in the City	Partnership	Admin	Admin	Edit Profile Manage Unlink
RunTogether Leicester-Shire & Rutland	Group	Admin	Admin	Edit Profile Manage Unlink

LRS **Click on your Club/Organisation's name** to view the profile.

LRS **Click 'Edit Profile'** to update/amend the details about your Club/Organisation.

In this section, update/amend the details about your Club/Organisation including a description, adding a logo, public contact information and social media accounts.

- About your Organisation – Sport/Activities

When updating the profile, **be sure to tick ALL** the sports, physical activities and wellbeing opportunities your Club/Organisation offers (drop-down menus will appear when you click on these).

This will then ensure your Club/Organisation appears on result listings when users are searching for a Club/Organisation that offers Football, Netball or Walking for example.

LRS **Click 'Save'** to update the information.

About your Organisation

Sports / Activities:
Click on a category and select your sports / activities below.

Sports
 Physical Activities
 Wellbeing

Other Other:

Ages accepted:
 All Ages Welcome Pre 5 5-7 8-12 Under 13 13-15 16+ 16-25 18+ 26-35 36-45 46-54 55+

Genders:
 Male only Female only Mixed Not applicable

Inclusive of members with:
 Hearing Impairment Visual Impairment Learning Disability Mental Health Condition Physical Impairment Multiple Not Applicable

Now you are ready to [add your Club/Organisation's activity sessions and other opportunities.](#)



LRS Add a New Club/Organisation

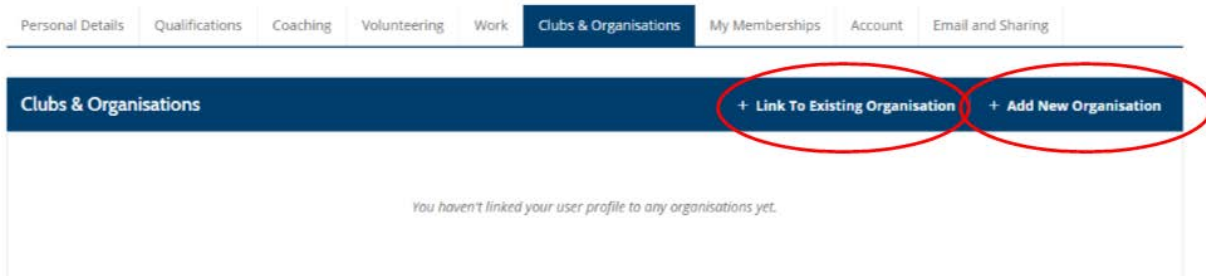
If your Club/Organisation is not already on our Get Active Search Engine, then you can your Club's details easily.

If you're not sure, don't worry as working through this process will show you any Club/Organisations with the same/similar name already on Get Active, to avoid duplication.

LRS Make sure you are [logged in](#).

LRS Visit your '**Dashboard**' area (at the top of the website) and go to '**Add Clubs & Organisations**' / '**My Clubs & Organisations**'

LRS Click '**Add New Organisation**'



Why Add Your Club or Organisation?

Add your club or organisation, or link to an existing one using the options above. Once your application has been approved, you'll be notified and your club/organisation will appear below. You will then be able to:

- **Edit:** keep your Club/Organisation page updated with a current logo, contact details and generic information
- **Manage Activities:** add your sessions so that they appear on our [Leicester-Shire & Rutland Get Active](#) search engine.
- **Add a One-off Event:** promote your open day or fun run. [Post an Event](#)
- **View Members:** to see who else is linked to your Club/Organisation
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In this section, add the details about your Club/Organisation including a description, adding a logo, public contact information and social media accounts.

Add New Organisation

Key Details

Type*:
- Select -

Is this a National Organisation/Facility*
If yes, your organisation profile may appear on external websites. If you are not happy for your organisation profile to be shared, please select no.
 Yes (eg. Youth Sport Trust / National Watersports Centre) No (eg. Sports Club / Leisure Centre)

Organisation Name*:

Also Known As:

Summary:
Provide a short summary of your organisation and its activities (limited to 50 words)

Body:
Please do not include information about club/organisation sessions here. You can do that from your organisation page so that they will be included on our Activity Finder

- About your Organisation – Sport/Activities (section)

When updating the profile, **be sure to tick ALL** the sports, physical activities and wellbeing opportunities your Club/Organisation offers (drop-down menus will appear when you click on these).

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About your Organisation

Sports / Activities:
Click on a category and select your sports / activities below.

Sports

Physical Activities

Wellbeing

Other Other:

Ages accepted:

All Ages Welcome Pre 5 5-7 8-12 Under 13 13-15 16+ 16-25 18+ 26-35 36-45 46-54 55+

Genders:

Male only Female only Mixed Not applicable

Inclusive of members with:

Hearing Impairment Visual Impairment Learning Disability Mental Health Condition Physical Impairment Multiple Not Applicable

- **Click 'Save'** to add the information.
- The request will then be sent through to us at Leicester-Shire & Rutland Sport for approval. Please allow us time to approve this notification.
- Now please follow the steps to ['Manage your Club/Organisation'](#).



LRS Manage your Club/Organisation (and add Sessions)

Now your Club/Organisation is on our website and featuring within the Get Active Search Engine, you can add your sport, physical activity and wellbeing sessions as well other opportunities, as highlighted below.



Personal Details | Qualifications | Coaching | Volunteering | Work | **Clubs & Organisations** | My Memberships | Account | Email and Sharing | Analytics

Clubs & Organisations

+ [Link To Existing Organisation](#) | + [Add New Organisation](#)

Title	Type	Roles	Status	Actions
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LRS **Click 'Manage'** next to your Club/Organisation's name and within the area select what you wish to do:

Additional Content

Activities (0)	Add New Activity
Events (0)	Add New Event
Funding (0)	Add New Fund
Job Opportunities (0)	Add New Job
Volunteering Opportunities (0)	Add New Opportunity

Add New Activity

Add your sport, physical activity and wellbeing opportunities within this section. Your activities will then appear in in the following sections of the LRS website:

-  [Get Active Search Engine](#)
-  [Relevant sport/activity page on the A-Z](#)

Complete the fields as indicated, including:

- **Type of activity** - **be sure to tick ALL** the sports, physical activities and wellbeing opportunities the activity session includes (drop-down menus will appear when you click on these).
- **Sessions List** (see below) – here is where you can add a single session (one date), or sessions that run over multiple dates/weeks. An example of a **multiple session** is shown;

7.00-9.00pm / Repeats Weekly – Once a week / On Wednesdays / Start Date / End Date:

Sessions List

When do your sessions take place?*

You can add sessions individually, or add multiple sessions in one go.

Date	Start Time	End time	
Sorry, no sessions found, why not add some?			

Add Single Session

Add Multiple Sessions

When do your sessions take place?*

You can add sessions individually, or add multiple sessions in one go.

Date	Start Time	End time	
Sorry, no sessions found, why not add some?			

Generate Sessions

Start Time*:

19 : 00

End Time*:

21 : 00

Repeats*:

Weekly

Repeats every*:

Once a week

Repeat on*:

Mon Tue Wed Thu Fri Sat Sun

Starts on*:

01/01/2018

Ends*:

Ongoing (Please Note: 6 months worth of sessions will be generated)

After occurrences

On 25/04/2018

Generate

 Click 'Generate'.

LRS The ongoing sessions will then be generated, as shown below:

Sessions List


When do your sessions take place?*

You can add sessions individually, or add multiple sessions in one go.


Date	Start Time	End time	
03/01/2018	19:00	21:00	✗
10/01/2018	19:00	21:00	✗
17/01/2018	19:00	21:00	✗
24/01/2018	19:00	21:00	✗
31/01/2018	19:00	21:00	✗
07/02/2018	19:00	21:00	✗
14/02/2018	19:00	21:00	✗
21/02/2018	19:00	21:00	✗
28/02/2018	19:00	21:00	✗
07/03/2018	19:00	21:00	✗
14/03/2018	19:00	21:00	✗
21/03/2018	19:00	21:00	✗
28/03/2018	19:00	21:00	✗
04/04/2018	19:00	21:00	✗
11/04/2018	19:00	21:00	✗
18/04/2018	19:00	21:00	✗
25/04/2018	19:00	21:00	✗

[Add Single Session](#) [Add Multiple Sessions](#)


LRS Complete the rest of the fields and **click 'Save'**.

 **Add New Event**

Add your one-off events such as Open Days, Courses and Tournaments within this section. Events, once approved, will then feature in our [Events section](#).

 **Add New Opportunity**

Do you require volunteers to support your Club or Event? Add the opportunity here and once approved it will feature in our [Volunteering Opportunities section](#).

 **Add New Job**

Do you want to advertise a job or coaching opportunity? Advertise it here so it features in our [Jobs section](#).

For further help or information please contact:
Leicester-Shire & Rutland Sport MarComms Team

Jayne Maltby and Chris Potter
Tel: 01509 564860 |
Email: j.maltby@lrsport.org /
c.potter@lrsport.org



**LEICESTER-SHIRE
& RUTLAND SPORT**
PHYSICAL ACTIVITY & WELLBEING

