



Club Portal Registration Guide

How to Register Your Sports Club

A step-by-step guide to creating your club profile, setting up your account, and going live on Sclobber

portal.sclubber.com

OVERVIEW

Registration Journey

The entire process takes about 5 minutes. Here's what you'll go through:

- 1 Create Your Account**
Register with your name, email, and password
- 2 Choose a Subscription Plan**
Pick monthly/annual plan that fits your club
- 3 Enter Club Details**
Club name, description, and sport types
- 4 Set Location & Contact**
Pin your club on the map, add contact info
- 5 Review & Create Club**
Confirm everything and create your club
- 6 Complete Setup & Go Live**
Verify email, add photos, invite trainers

What you'll need: An email address, your club name and description, your club's physical address, and a contact phone number. Club photos are optional but recommended.

STEP 1

Create Your Account

Go to portal.sclubber.com and click "**Register**" to create your personal account.

Already have a Sclubber account? Simply log in with your existing credentials — you'll be redirected directly to the club creation process.

- 1 Fill in your personal information**
Enter your full name and a valid email address. This will be your login for the Club Portal.

• Full Name • Email Address • Phone Number

- 2 Create a secure password**
Your password must meet these requirements:

✓ Min 8 characters ✓ 1 uppercase letter ✓ 1 number

- 3 Accept Terms & Privacy Policy**
Check both boxes and click "**Create Account**".

Tip: Use your club's official email address — it adds credibility for your members and makes account management easier.

Account Security

- ✓ Encrypted passwords
- ✓ Two-factor authentication
- ✓ Passkey / biometric login


STEP 2


Choose a Subscription Plan


Select the plan that fits your club's size and needs. You can always upgrade or change plans later.


- 1 Choose billing cycle**
Toggle between **Monthly** and **Annual** billing. Annual plans save up to 20%.
- 2 Select your plan**
Compare plans by trainers, monthly activities, and features. Click a plan card to select it.

 - Max Trainers
 - Monthly Activities
 - Features
- 3 Choose payment option**
Start Free Trial (no card required) or **Pay Now**. Free plans need no payment.

 **Tip:** Not sure which plan? Start with a free trial — upgrade anytime from the Subscription page.

 **Payment Options**

 **Free Trial**
No credit card required

 **Pay Now**
Secure online payment

Prices shown in your local currency. Switch plans anytime.

STEP 3

Enter Club Details


This information will be visible to members who discover your club on the Sclubber app.


- 1 Enter your club name**
Use your club's official name. This is how members will find you on the platform.

 - Club Name
- 2 Write a club description**
Describe what makes your club special — training approach, facilities, achievements.

 - Description
- 3 Select sport types**
Choose the sports your club offers. Members use sport types to discover clubs.

 - Sport Types

 **Note:** On basic plans, you can select only one sport type. Upgrade for multiple sports.

 **Writing a Good Description**

- Sports and activities you offer
- Skill levels (beginner to pro)
- Facilities and equipment
- Coaching qualifications
- Unique selling points

STEP 4

Set Location & Contact Info

Help members find your club and get in touch with you.

1

Search for your address

Use the search bar to find your location. Start typing and select from suggestions.

• Address • City • Country

2

Pin your exact location on the map

Click the map to fine-tune your club's position. This helps members navigate to you via GPS.

3

Add contact information

Provide the email and phone where members can reach your club.

• Contact Email • Contact Phone



Tip: If you have multiple locations, set the main one here — assign different locations to individual trainings later.



Why Location Matters

- ✓ Shows your club on the discovery map
- ✓ Helps nearby users find you
- ✓ Provides navigation directions
- ✓ Shows distance from user

STEP 5

Review & Create Your Club

Double-check all your information on the summary screen before creating your club.

1

Review all information

Verify plan, club name, description, sport types, location, and contacts. Use "Back" to correct.

2

Accept club terms & conditions

Read and accept the Club Terms & Conditions before proceeding.

3

Click "Create Club"

If you chose "Pay Now," you'll go to a secure payment page. Otherwise, your club is created instantly.



Don't worry — all club details can be edited later from the Club page in your dashboard.



Before You Submit

- Plan & billing cycle correct
- Club name spelled correctly
- Description is complete
- Map pin is accurate
- Contact info is correct
- Terms accepted

STEP 6

Complete the Setup Wizard

After creating your club, complete the setup checklist to submit your club for review.

REQUIRED

OPTIONAL (RECOMMENDED)

- 1 Basic Info** AUTO-FILLED

Club name, description, and sport types — completed during registration.
- 2 Location** AUTO-FILLED

Address, city, and country — completed during registration.
- 3 Contact Info** AUTO-FILLED

Contact email and phone — completed during registration.
- 4 Verify Club Email** ACTION NEEDED


Click **"Send Verification"** and confirm via the link sent to your email.

- 5 Upload Club Media**

Add logo, cover photo, or gallery images. Clubs with photos get more views and bookings.
- 6 Invite Trainers**

Add trainers so they can manage schedules and access the portal with their own login.
- 7 Create First Activity**


Set up your first training or event. Members can discover and book it via the app.

 **Final step:** Once all required items are complete, click **"Submit for Review"**. Our team reviews and approves clubs, typically within 24 hours.

WHAT'S NEXT


You're Ready to Go!

Once approved, your club is visible on the Sclubber mobile app. Here's what you can do:




Create Trainings & Events

Schedule sessions for members to discover and book through the app



Grow Your Membership

Members find and join your club through the Sclubber mobile app



Accept Payments

Collect online payments for your trainings and events

Club Portal
portal.sclubber.com

Need Help?
support@sclubber.com

Download App
get.sclubber.com