

We provide a **FREE** platform to advertise **activity sessions, job vacancies, volunteer opportunities, courses, and events**. Thousands of people visit our website every month and we share our platform with more than 20 other Active Partnerships, so your advert goes further. This guide is here to help you make the most of our website.

How do I get started?

- ✔ Go to yorkshiresport.org/login to create your personal account - it only takes a few minutes
- ✔ Select **'My Clubs and Organisations'** from your dashboard
- ✔ Click **'Link to an organisation'** and search for your club/organisation. If it's not there, click **'Register your organisation'**
- ✔ That's it - you're ready to go! Now just pick which of the three boxes applies to you.

Got an activity session to promote?

- ✔ Click **'My Clubs and organisations'** then select **'Manage activities'**
- ✔ Click **'Add activity'**
- ✔ Enter the details and how often the session takes place
- ✔ Your session will be added to our activity finder
- ✔ If the session will run for longer than **six months**, you'll get a reminder email to renew your advert or amend any details.

Got a job vacancy or volunteer role to advertise?

- ✔ Select **'Jobs'** (paid roles) or **'Volunteering opportunities'** (unpaid) roles
- ✔ Click **'Add job'** or **'Add opportunity'**
- ✔ Follow the steps to complete your advert. If your deadline is the end of a day, make the closing time **23:59** on that day
- ✔ We'll then approve your advert or get back to you with any queries
- ✔ We'll then promote it through 'The YSF Weekly' newsletter, to more than 1,500 subscribers.

*Inclusion in newsletters dependant on deadline dates.

Got a course, workshop or event to promote?

- ✔ From your dashboard, select **'Events/Courses'**
- ✔ Click **'Add event'** in the top right hand corner and follow the steps.
- ✔ We'll then approve your event for our website or get in touch if we have any queries.

Got a question? Email andy.morgan@yorkshiresport.org