



**Once a league has been set up by one of our customer experience team, please click on the arrows for guidance on how to enable full functionality in ENgage**

# (Step 1) Allocate golden committee roles

The mandatory committee roles (Secretary, Treasurer, Data protection lead, Chairperson, Disciplinary officer and Safeguarding officer) are required to be assigned on ENgage. You can find out how to allocate people to committee roles [**here**](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/01/08150222/6.docx). You can find out more about the various roles and access levels [**here**](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/01/08150735/47.docx).

The other roles are optional for you to use, depending on your committee structure. Learn more about the access provided to each non-committee role and how to allocate these [**here**](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/01/08150738/48.docx).

# (Step 2) Add a second county relationship

If you only wish for your league to be joined to one county, please continue to point 3. However, if you require your league to be joined with more than one county, please follow this [**guidance**](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/01/08150714/40.docx).

# (Step 3) Add bank details

In order for you to be able to create a free ENgage league website, a set of bank details must be entered. We do not request the long card number or CVV number, which means that no funds can be taken from the card used. Please follow this [**guidance**](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/01/08150705/37.docx).

# (Step 4) Invite clubs to join your league

In order to invite a club to join your league on ENgage, please follow these instructions:

1. Log in to ENgage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Select the 9 tiles at the top right-hand corner of the screen
4. Click 'Team Management'
5. Select ‘Invite a club'
6. Enter the name of the club in the 'Name' field
7. Select the magnifying glass icon
8. Click on the club that you wish to invite
9. Select ‘Save’

If the clubs accepts your invite, you will be notified through an automatic email.

# (Step 5) Create a free ENgage league website

You can achieve a professional aesthetic for your league website with our customisable options and a time-saving feature that auto-populates information from ENgage. For a user guide on how to set-up and edit a League ENgage website, click [here](https://englandnetball-admin.soticcloud.net/leagues/support/engage-website-set-up-management/).