



How to allocate products

In order for club admin to allocate athletes products directly by email, please follow these instructions:

1. Log into ENgage
2. In the 'My Organisations' box, select the thumbnail next to your club's name
3. Click 'People'
4. Select 'Everyone' on the left-hand side menu
5. Click on the circle to the left of the name/s of the individuals that you wish to allocate the product to
6. Select 'More'
7. Click 'Buy Membership'
8. Select the product required
9. Click 'Add to basket' (You may have to click this on 2 separate webpages)
10. Select 'Pay Later'
11. Click 'Yes' when prompted if you would like payment request emails to be sent