


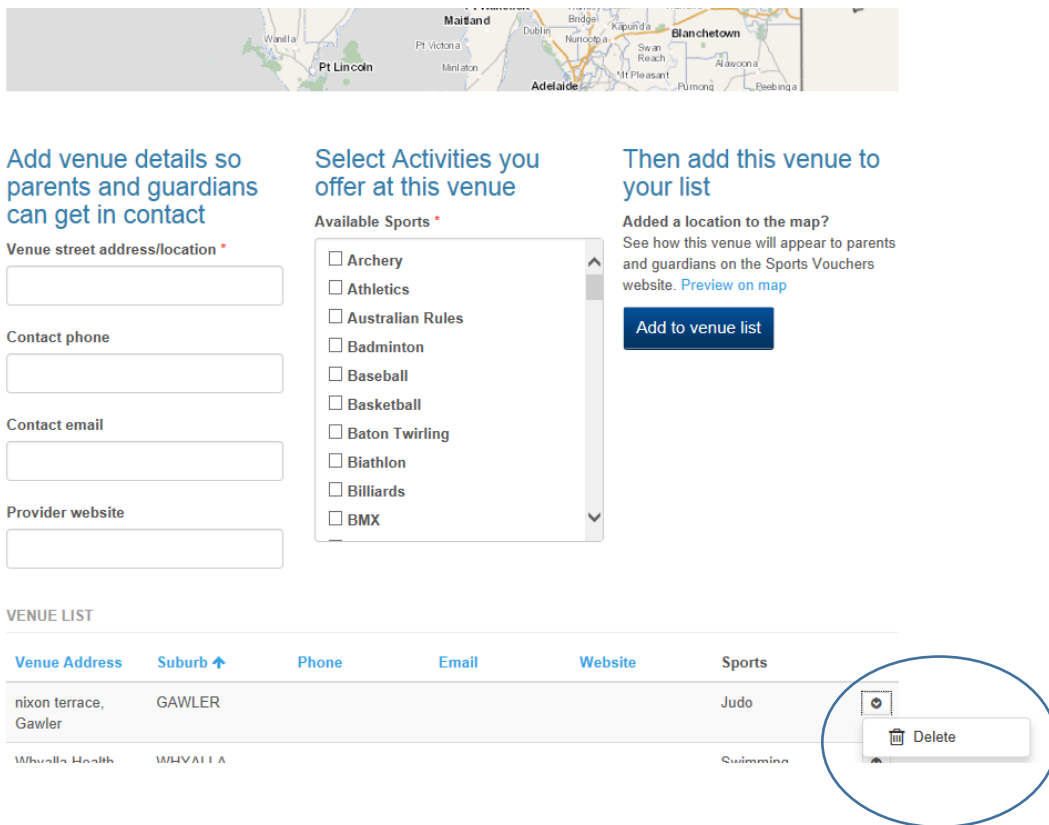
How to update a venue location

Delete an existing location

Existing locations for your organisation are listed at the bottom of the page; some may not have the correct contact details and might need to be updated. Firstly, you will need to delete the record.

Login to the Sports Vouchers Portal; go to Provider Settings and Edit Venues.

1. Scroll down to the Venue List; click the down arrow to reveal and click  Delete



Add venue details so parents and guardians can get in contact

Venue street address/location *

Contact phone

Contact email

Provider website

Select Activities you offer at this venue

Available Sports *

- Archery
- Athletics
- Australian Rules
- Badminton
- Baseball
- Basketball
- Baton Twirling
- Biathlon
- Billiards
- BMX


Then add this venue to your list

Added a location to the map?
See how this venue will appear to parents and guardians on the Sports Vouchers website. [Preview on map](#)

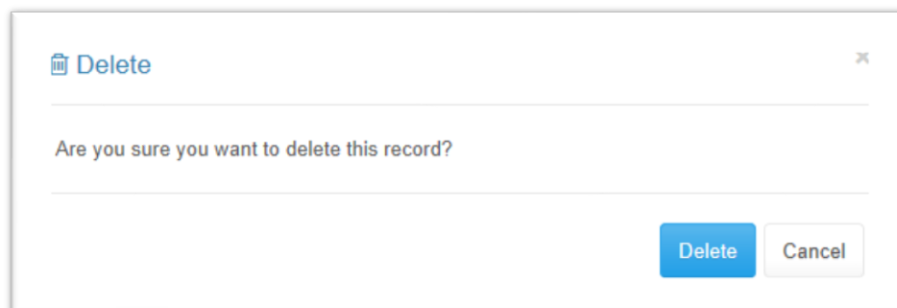
Add to venue list


VENUE LIST

Venue Address	Suburb ↑	Phone	Email	Website	Sports
nixon terrace, Gawler	GAWLER				Judo
Wharfedale Health	WHARFEDALE				Swimming

 Delete

2. Select 'Delete' to confirm you want to delete the record.



 Delete

Are you sure you want to delete this record?

Delete **Cancel**

Add a new location

If you operate at multiple locations or have different sports/dance activities at different locations, please add all the locations.

Login to the Sports Vouchers Portal; go to Provider Settings and then Venue Details.

1. Enter a Street Address (if you do not know the street address of the reserve or park, use the closest street). For the example below we are using the address across the street.

Edit Venue Details

Edit Club Details

Edit Venues

Edit Bank Details

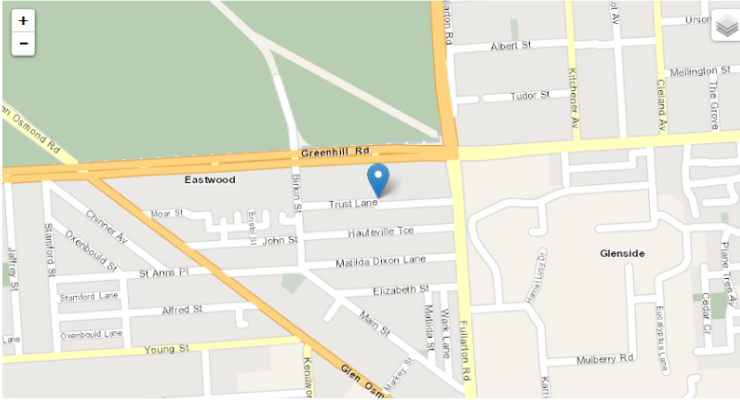
Any changes to a Provider's venue location(s) will be reviewed by the Sports Vouchers Team. The review usually takes about 1-2 business days.

Tell us about the Provider venues. Parents and guardians will use this information to find you on the Sports Vouchers website.

To get started, enter an address or location of your venue to add a pin to the map. You can add multiple venues as required. To remove a venue, scroll down to the Venue List and click the arrow to select "delete".

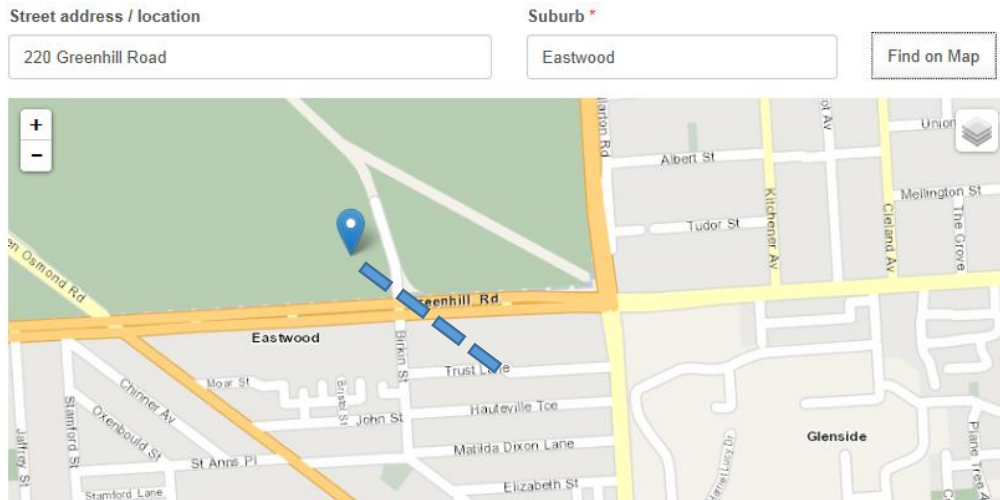
Street address / location

Suburb



Not the correct location? You can drag the marker to the precise location.

2. Left click the blue pin, hold and drag the pin to the exact location.



3. Type in public information which allows parents and carers to contact your organisation through the Find a Provider tool;
- The 'Venue street address/location' can be directional text for example "southern end of Brighton Beach" or "Football clubrooms on XYZ Reserve"
 - Contact number, email and website should direct parents and carers to contact the provider.
 - Select the Activities offered by your club at this location.

Add venue details so parents and guardians can get in contact

Venue street address/location *

Contact phone

Contact email

Provider website

Select Activities you offer at this venue

Available Sports *

- Floorball
- Flying Disc
- Football (Soccer)
- Gaelic Football / Hurling
- Gliding
- Golf
- Gridiron
- Gymnastics
- Handball
- Hang Gliding

Then add this venue to your list

Added a location to the map? See how this venue will appear to parents and guardians on the Sports Vouchers website. [Preview on map](#)

[Add to venue list](#)



4. Click Add to venue list

Wait until you receive information at the top of the screen to let you know the location has been added.

Location has been successfully added
You can add more locations if your club has multiple venues. Or click 'Save and Proceed' to continue.

You can also scroll to the bottom of the screen and check the venue data. If there is an error or information needs updating delete the record and create a new one.

VENUE LIST

Venue Address	Suburb ↑	Phone	Email	Website	Sports	
Park 17 Adelaide Parklands	ADELAIDE	1234 5678	example@clubname.com.au	www.clubname.com.au	Football (Soccer)	  Delete