A-Z Directory & Activity Finder: Provider FAQs

1. What is the A-Z Directory?

The A-Z Directory is a database of businesses, facilities, associations, clubs, groups and others who provide activities in Devon. It is a free resource and we hope it will become the number one listings database for all those offering sports, leisure and activities in Devon.

2. What is the Activity Finder?

Once your listed on the A-Z Directory, you can advertise the activities and services you offer, as well as the individual sessions you provide. Members of the public can then use the Activity Finder to discover what you offer. We aim to make this the first point of call for the people of Devon, and the primary activity finder for anyone in the county.

3. Why should I do this, what's in it for me?

A free way for you to promote your organisation, business or services. You can promote your organisation, your activities and even each individual session you provide. It's completely free to you, and through our Activity Finder enables an easy way for the people of Devon to find your activities, when they happen and where. Through our marketing, we aim to make this Devon's central platform for the promotion of activities across the county.

4. I promote on Facebook, what's so special about this activity finder?

Facebook is great for those already in your network. However, if you'd like more people to know about your sessions, the Activity Finder will enable people outside your network to find activities matching their specific search. Essentially, this provides another way for new people to find you.

5. When will it go live to the general public?

Both the A-Z Directory and Activity Finder are live on the Active Devon website.

6. How do I register my organisation?

Visit the A-Z Directory and follow these steps:
1. Click the "Sign Up and Add Your Organisation" button
2. Select "Sign Up" and enter your name, email address and a password
3. You will then be signed in with access to "Edit your profile"
4. Click "Add Clubs and Organisation"
5. Clink "Add New Organisation" and enter all relevant details and save

7. How do I update my personal and organisational information?

You can easily edit your profile details on your dashboard and edit your organisation details in "My Clubs and Organisations". This is simple to do and can be done at any time.

8. How do I add and update my activities and sessions?

From your Dashboard, follow these steps:
1. Go to the "My Clubs and Organisations"
2. Within the relevant club or organisation, click "Manage"
3. Click "Add New Activity" to create an activity
4. Input your activity details including specific session dates/times
5. You can input multiple sessions as well as adding further information

9. Who will see my personal information?

Only you can see your information, although your contact details will be visible to the public. We also have an admin overview, that allows us to see all information on the system. For your organisation's details, everyone will be able to see this, and therefore get in touch with you and book on your sessions. This system is not intended to have personal information.

10. Why is it asking me if I want to show my organisation information in different areas (e.g. Kent)?

If your activities are close to the border with Cornwall, Dorset or Somerset, you might want to allow your information to be shown beyond Devon. The technology behind the Activity Finder and A-Z Directory (SportSuite) is available nationwide. If you would like to offer your activities to the widest possible audience, we recommend showing your organisation information in different areas.

11. What are you doing to promote inclusive activities, that will be adapted for individual needs?

If you run events that are inclusive, please highlight this when adding your club/s or organisation/s, and when adding your activities or logging your sessions. We want to promote as many of these as possible. You can also define your sessions according to their suitability to different groups, giving users the best way of finding local activities that are inclusive of their needs.

12. How will you prevent the details becoming out of date?

Please make your organisational details as timeless as possible. For the sessions, these are dated and will expire when the dated sessions are over. You can make reoccurring sessions (i.e. weekly, monthly, etc.) by clicking on multiple sessions and there is an option to add the end date, after so many sessions or endless occurring. You can also edit your activities and sessions at any time.

13. How can I find out more information?

For more information about the SportSuite features, please visit the FAQs section of their website. If you are still unsure, please contact Active Devon directly.