

Guide to adding your local group to our Activity Finder

Our mission is to help everyone in Calderdale get moving by making physical activity a part of daily life. Whether you're a grassroots community group or local sports club, listing your activities on our finder is a free and simple way to get people involved - because when we move, we're stronger!

Why use the Activity Finder?

Our Activity Finder is part of a growing national network powered by the OpenActive data standard. It helps people of all ages and abilities find ways to be active that work for them.

- Make it easier for people to discover you – users can filter by location, activity type, age group, and more.
- Promote the activities or sessions you run for free!
- Get your sessions listed on more apps and services to reach a wider audience.
- Fill up quieter sessions by promoting them to more people.
- Connect with those who need you most – including older adults, disabled people, and others who may face barriers to activity.

Sign up to show your club or organisation on our finder:

To appear on the finder, your sessions need to be listed through the Yorkshire Sport Foundation's Sportsuite system. Here's how to do it:

- 1. Create an account by going to <https://yorkshire.sportsuite.co.uk/user>**
 - a. Click "Sign up" in the top right.
 - b. Enter your email and create a password.
 - c. Check your inbox and verify your email to activate your account.
- 2. Set up your profile**
 - a. Once logged in, go to: <https://yorkshire.sportsuite.co.uk/user/profile>
 - b. Complete the "Personal Details" section (this is your user profile).
- 3. Add your organisation**
 - a. In the dashboard menu, click "Clubs & Organisations".
 - b. Select "Add New Organisation".
 - c. Fill in your club/group name, location, contact details, website (if you have one), and a brief description of what you do.

- d. Submit your listing for approval by the Yorkshire Sport Foundation.
- e. *Note: Approvals usually take 2–3 working days. You'll get an email once your organisation is live.*

4. Add your activities or sessions

- a. Once your organisation is approved, sign into <https://yorkshire.sportsuite.co.uk/user>
- b. Under “My Account”, click “Clubs & Organisations”.
- c. On the Clubs & Organisations page, select “Manage” to get to the club control area.
- d. Here, you can create activities and events. Select “Add New Activity”.
- e. Fill in the details for each session you run: activity name, location, date/time, target audience, cost (if any), booking instructions (link, contact email, or drop-in) and description – what should people expect?
 - i. Under “Who is it for?” add details for participants if there are restrictions to your activity such as age, gender or activity level needed.
 - ii. Add the session cost and a link to the booking form, if applicable.
 - iii. 💡 *Top tip: Include accessible language and any additional support you offer (e.g., “wheelchair accessible,” “free refreshments,” or “suitable for people new to exercise”).*
- f. Fill in contact details, so attendees can get in touch if they have any questions.
- g. Click “Save”, and details of your activity will then be sent for approval.
- h. You can edit or update your listings at any time by logging in to your account.

Once approved and listed, your sessions will appear on the [Activity Finder](#). Your listings will also be shared across OpenActive-powered platforms, helping people across the region and beyond discover your group.

Need help?

If you get stuck or need help with your listing, you can:

- Contact Yorkshire Sport Foundation: info@yorkshiresport.org
- Reach out to the Active Calderdale team: ActiveCalderdale@calderdale.gov.uk

We're here to help you get started and make your activities as visible and accessible as possible.

Important notice:

It is your responsibility as an Activity Provider to keep your details up to date via SportsSuite. By using the activity finder, you accept that it is your responsibility to ensure all information submitted is accurate and kept up to date. Active Calderdale is not responsible for any errors in submissions or incorrect details. For additional information and support, please visit:

<https://www.yorkshiresport.org/about-us/contact-us>