

Access to the HCA Badminton teamroom in Groupspaces

First Time - Create an Account

To gain access to Groupspaces you first have to Create an Account.

1. In the address bar at the top of a browser window, type – **groupspaces.com** then **enter**
2. Click on **SIGN IN**
3. Click on **Create an account**
4. Fill in all the fields on the form using the **Email address you gave to HCA** and a **Password** as generated by you. Click on **Sign Up!** .
It is important you use the particular Email address you gave to HCA otherwise you will not be allowed to join the HCABadminton group.
5. Groupspaces will send you a **verification Email** to that Email address. Click on the **link** in the Email to complete the registration. If you appear not to have received the verification Email within 15 minutes, check it hasn't gone into your junk or spam folder.
6. After clicking on the link, a browser window should open taking you to your groupspaces home page. Click on **FIND a GROUP.**
7. In the the first field (**What**), type **HCA** and click on **Find Groups**
8. In the **Search results** screen click on **HCABadminton**
9. The HCABadminton home page should appear – then click on **Join Group.**

Note once you have created a groupspaces account you can create your own groups and register with other groups if allowed.

Subsequent Accesses

On subsequent accesses to groupspaces at **SIGN IN** you simply have to type in your **Email address** and **password** and then access the **HCABadminton** group.

Sign Out

Always sign out by clicking on the **drop-down** next to your name in the top right hand corner then **Sign Out**

Problems

If you are having problems accessing groupspaces please contact the HCA Badminton Club Secretary.