

Suppliers Hub – Guide for Suppliers

1. Register for a supplier profile via the link here - <https://schoolsportsupplier.co.uk/supplier-signup/> Please use the 'message' box to briefly explain why your services are relevant to schools/teachers.

A screenshot of the 'Supplier signup' form on the Schoolsport website. The form is titled 'Supplier signup' and includes a sub-header: 'Please enter your service details to apply for a supplier account'. The form fields include: 'Phone number', 'Organisation name', 'Email', and 'Message'. Below the 'Message' field, there is a red button labeled 'Send application'. The form is set against a light grey background with a white border.

2. Your information will be checked and if necessary, you'll be contacted with any questions. Your supplier profile will then be created and you'll be sent log in details by email.
3. Log in to your profile using the details provided in your email and then change your password to secure your account.
4. Complete your profile remembering this is your 'shop window'. Please be clear and concise about the services you have to offer so that teachers have the right amount of information to decide if they'd like to follow up with you. Photos are appealing and help to illustrate the richness and appeal of your organisation and services.
5. Take advantage of the opportunity to upload references and evidence of your policies to help provide assurances around your organisation and services.
6. Do look at existing posts on the suppliers hub for ideas for your profile - <https://schoolsportsupplier.co.uk/suppliers/>.