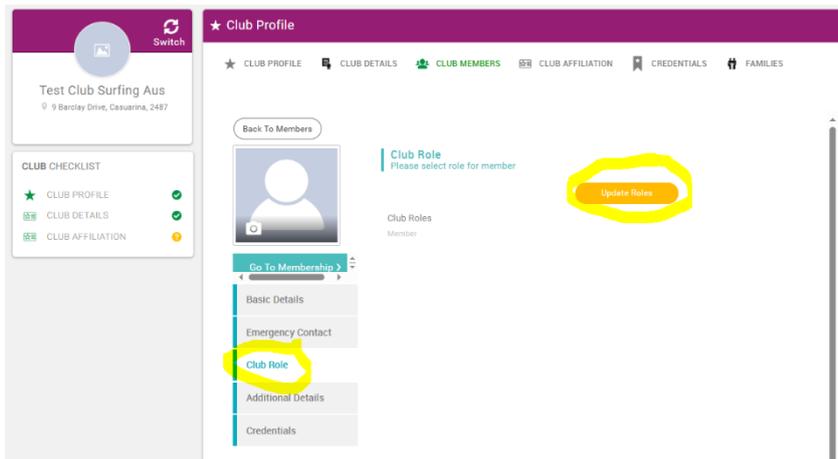
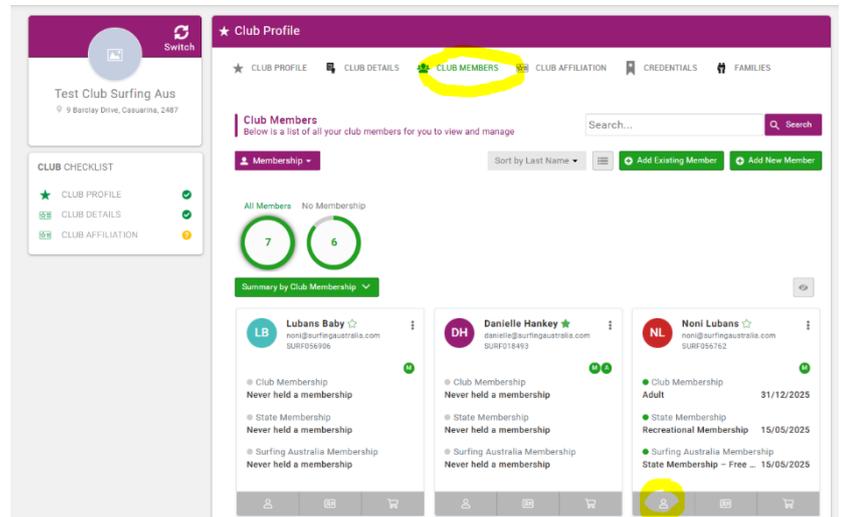


## UPDATING MEMBER ROLES IN YOUR CLUB

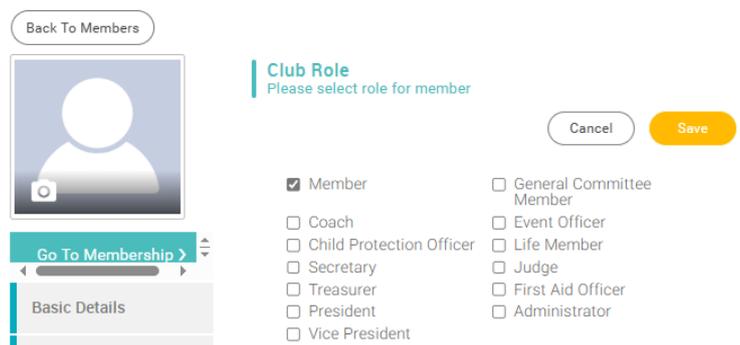
This guide has been designed to walk you through the steps required to locate a member profile within your Club and update their roles to show their position within your Club. Including President, Secretary, Treasurer & General Committee Member. Clubs are reminded to update Member roles as changes happen within the Club, especially with regards to administrative access.

- Click into your **CLUB PROFILE** and go to **Club Members**
- Locate your club member name and click on the **View Profile** icon



- Click the **Club Role** option from the menu. Here you will see the members club roles listed
- Click **Update Roles**

- Click on the role you wish to select
- Click **Save**
- Click **Back to Members** to return to the member list



### Please note:

- Selecting 'Administrator' will give the Selecting Club Administrator will give the member FULL administrative access to the Club and Members within the system.
- Selecting Event Officer will give the member administrative access to the Clubs Event Management area allowing them to set up and administer events for your Club.
- All other roles are titles only and do not give any special or permissions access to the database.