## 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.

🔹 CLUB MEMBERS 🙀 CLUB AFFILIATION 📓 CREDENTIALS 🔮 FAMILIES 🛨 CLUB PROFILE 🛛 📕 CLUB DETAILS Test Club Surfing Aus Click into your CLUB PROFILE and • Club Members Below is a list of all Search go to Club Members Sort by Last Name 🔹 🔠 🖸 Add E CLUB CHECKLIST Locate your club member name • ★ CLUB PROFILE 0 CLUB DETAILS 0 and click on the View Profile icon CLUB AFFILIATION 0 0 ns Baby 🏠 DH 8 88 ۲ Club Membership Never held a membership 31/12/2025 Never held a membership ver held a member state Membership ver held a membershir embership al Membership 15/05/2025 urfing Australia Men rer held a membarah Surfing Australia Me Surfing Australia Membership
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## 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.

President

Vice President

Administrator

- 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.