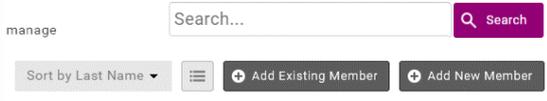
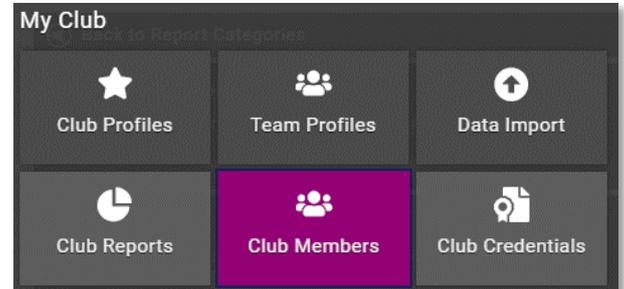


CLUB SUPPORT GUIDE - UPDATING MEMBER ROLES

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.

1. CLUB MEMBERS

From the menu on the left-hand side, locate and click on the "Club Members" tile

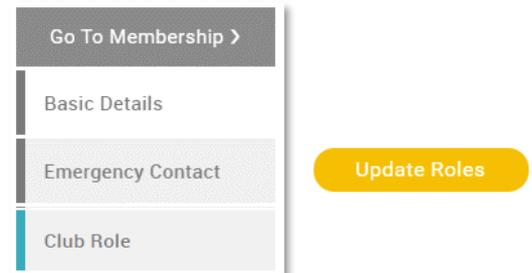


2. LOCATE PROFILE

Using the search feature or just scrolling through the member list, locate the relevant individual. Once located, click into their profile. A single Click on the Member tile is all that's required to open into their profile details.

3. SELECT CLUB ROLE

On the Left-hand side of the members details, under the profile image space, you will see several tabs. Click on "Club Role". Once selected, click on the yellow "Update Roles" button.



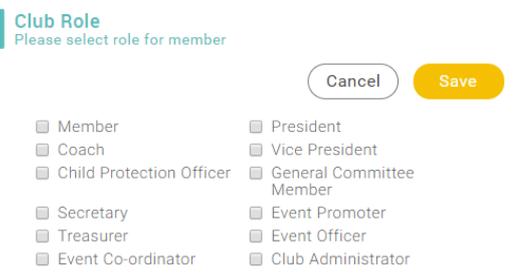
4. SELECT ROLE & SAVE

Tick the box next to the relevant role/s for the individual and when complete, click on the "Save" button.

Selecting Club Administrator will give the member FULL administrative access to the Club and Members within the system.

Selecting Event Co-Ordinator 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.



5. RETURN TO MEMBERS

Click on the "Return to Members" button above the profile image space to be taken back to the members list and continue the process for all other relevant members.

