

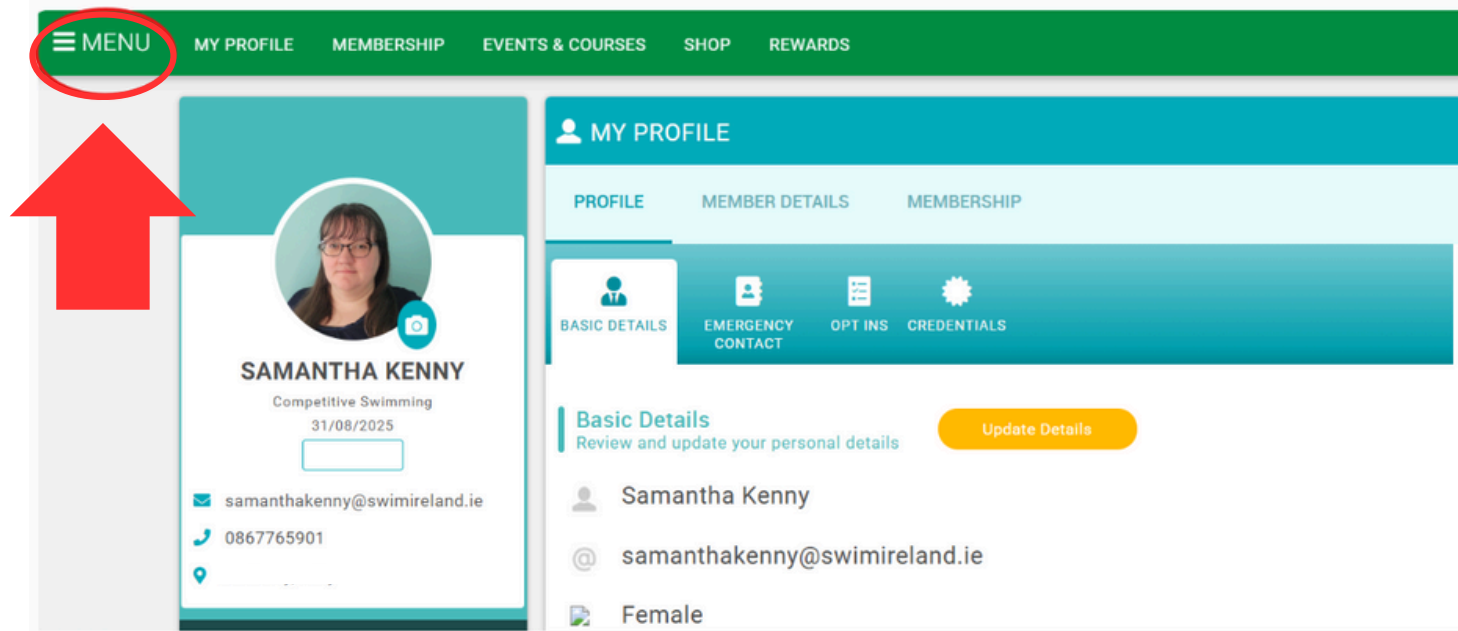
Adding Roles to Club Member Profiles

Step 1

Click on the link below and log in using your JustGo log in details [JustGo](#) sign in page.

Step 2

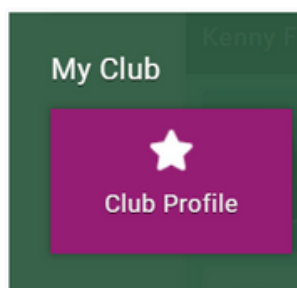
Once logged in, click on the three little lines in the top-left corner of the screen, as shown circled in red in the image below.



Adding Roles to Club Member Profiles

Step 3

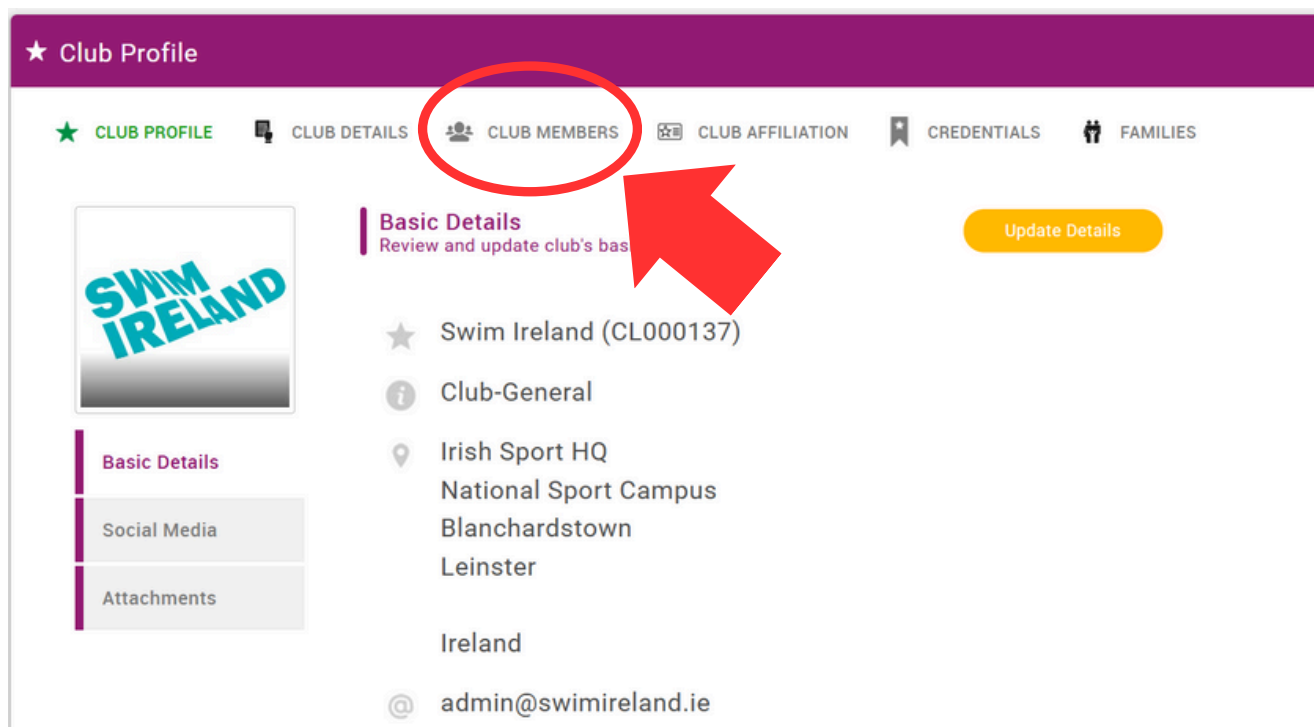
A menu will pop out, scroll to the bottom of the menu until you find the button as shown in the image below and click it.



Step 4

This will bring you to your club profile, similar to the one shown in the image below.

Click on Club Members, as shown circled in red in the image below to access the members of your club.



Adding Roles to Club Member Profiles

Step 5

Search for the member you wish to add a role to by typing their name in the search bar and clicking on the button labelled Search

The screenshot shows the 'Club Profile' page with a navigation bar at the top containing 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB INFORMATION', 'CREDENTIALS', and 'FAMILIES'. A red arrow points to the 'CLUB MEMBERS' tab. Below the navigation bar, the 'Club Members' section is active, displaying a search bar with the text 'Samantha' and a 'Search' button circled in red. Below the search bar, there are buttons for 'Membership', 'Sort by Last Name', 'Add Existing Member', and 'Add New Member'. A row of circular progress indicators shows the number of members in various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimming (46), Competitive Swimming (1), Competitive Swimming (1), Non-Competitive Div... (8), Non-Competitive Ma... (19), and Non-Comp... (19). Below this row, a 'Summary by Membership' dropdown is visible. The main content area shows a profile card for 'Samantha Kenny' with a star icon, email address 'samanthakenny@swimireland.ie', and membership details for 'Swim Ireland Membership' in 'Competitive Swimming' until '31/08/2025'.

Adding Roles to Club Member Profiles

Step 6

Click on the view profile button as shown circled in red in the image below, to open the member's profile.

The screenshot shows the 'Club Profile' interface. At the top, there are navigation tabs: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS, CLUB AFFILIATION, CREDENTIALS, and FAMILIES. Below this is the 'Club Members' section with a search bar containing 'Samantha' and a 'Search' button. There are buttons for 'Membership', 'Sort by Last Name', 'Add Existing Member', and 'Add New Member'. A row of circular progress indicators shows the number of members in various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimmer (46), Competitive Swimmer (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), and Non-Competitive Sw... (19). Below this is a 'Summary by Membership' dropdown. The main content area shows a profile card for 'Samantha Kenny' with her email address, membership status 'Swim Ireland Membership', and role 'Competitive Swimming' with an expiration date of '31/08/2025'. At the bottom of the profile card, there are three icons: a person icon (circled in red), a chat icon, and a shopping cart icon. A large red arrow points upwards from the bottom of the page towards the circled person icon.

Adding Roles to Club Member Profiles

Step 7

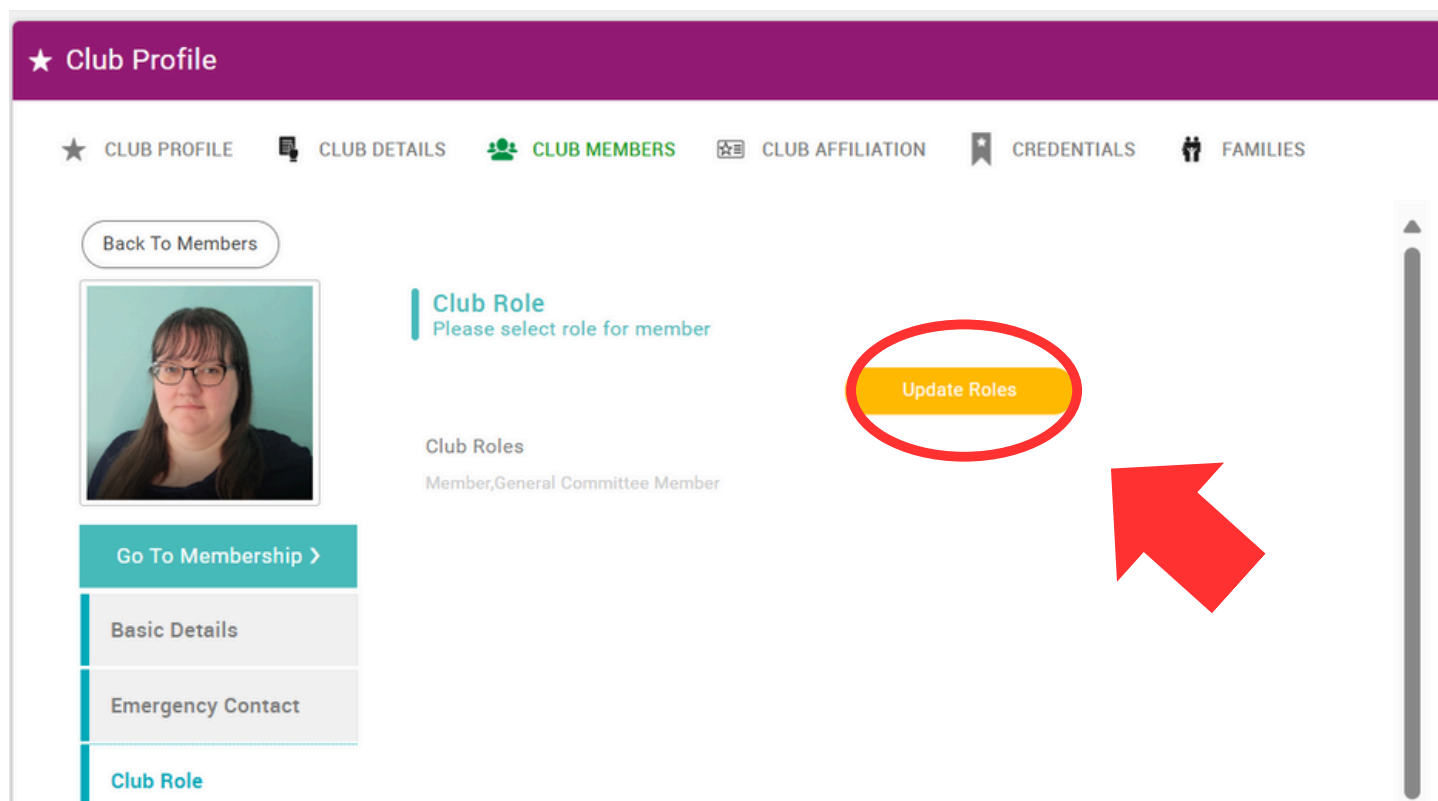
Click on the button labelled Club Role, as shown circled in red in the image below.

The screenshot shows a user interface for a club member profile. At the top, there is a purple header with a star icon and the text 'Club Profile'. Below this is a navigation bar with several menu items: 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. The main content area features a profile card for 'Samantha Kenny' with a photo, email address, and phone number. A sidebar on the left contains a list of menu items: 'Back To Members', 'Go To Membership >', 'Basic Details', 'Emergency Contact', 'Club Role', 'Additional Details', and 'Credentials'. The 'Club Role' item is circled in red, and a large red arrow points from it towards the main profile details.

Adding Roles to Club Member Profiles

Step 8

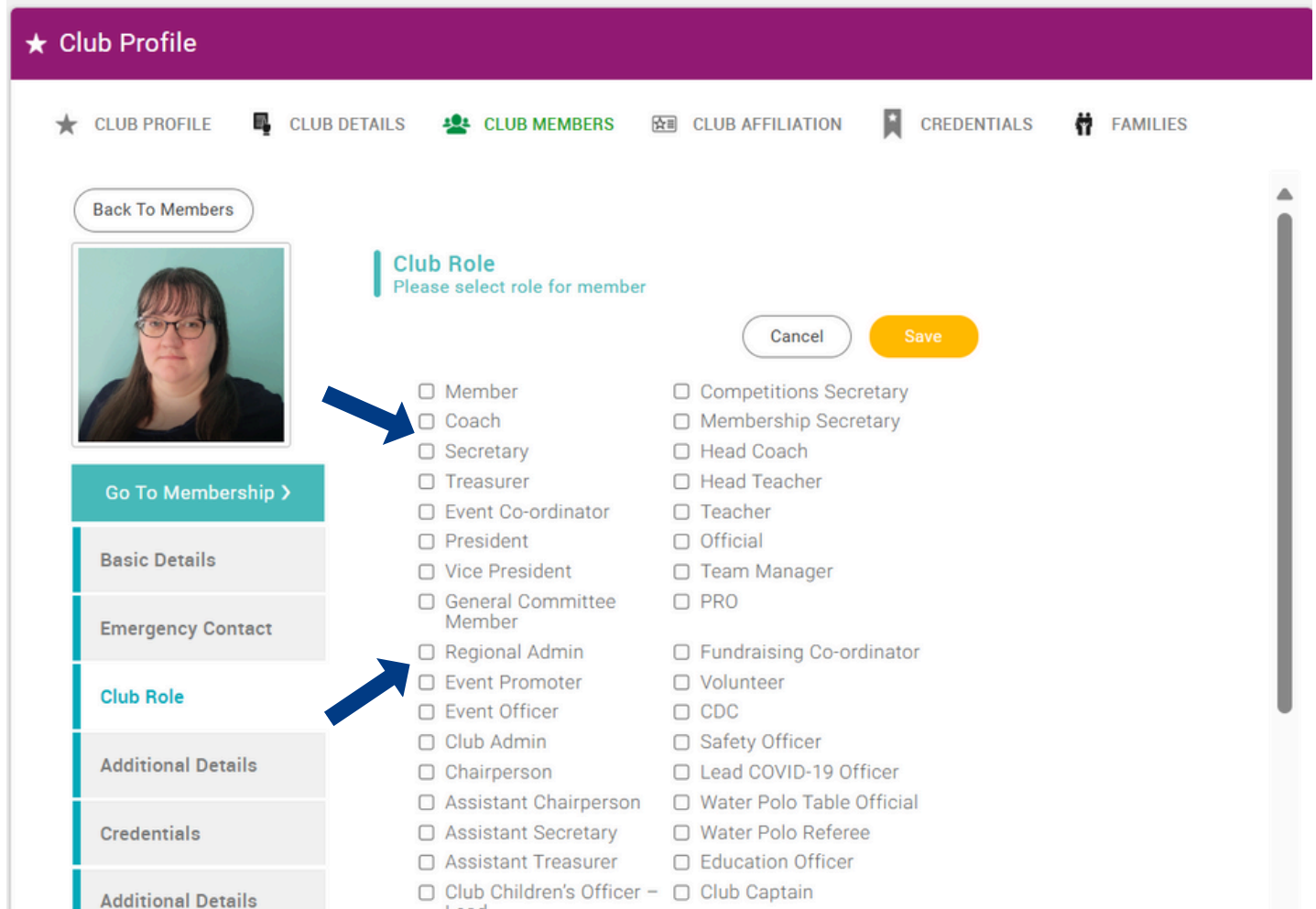
This will bring you to the option to update the role a club member is assigned in the system. Click on the yellow button labelled Update Roles. It is shown circled in red in the image below.



Adding Roles to Club Member Profiles

Step 9

The various roles that can be held within a club will appear on the screen. The roles can be selected by clicking on the boxes beside each of the listed roles as shown in the image below by the blue arrows. Multiple roles can be selected.



Adding Roles to Club Member Profiles

Step 10

Once the various roles have been selected click on the save button shown in the image below circled in red

The screenshot shows the 'Club Profile' page with a navigation bar at the top containing: CLUB PROFILE, CLUB DETAILS, CLUB MEMBERS (highlighted), CLUB AFFILIATION, CREDENTIALS, and FAMILIES. On the left, there is a 'Back To Members' button and a profile picture of a woman. Below the photo is a 'Go To Membership >' button and a list of menu items: Basic Details, Emergency Contact, Club Role (highlighted), Additional Details, Credentials, and another Additional Details. The main content area is titled 'Club Role' with the instruction 'Please select role for member'. It features a grid of role options, each with a checkbox. The 'Member' and 'General Committee Member' roles are selected. A 'Cancel' button and a 'Save' button (circled in red) are located at the top right of the role selection area. A large red arrow points to the 'Save' button.

| | |
|--|--|
| <input checked="" type="checkbox"/> Member | <input type="checkbox"/> Competitions Secretary |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Membership Secretary |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Head Coach |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Head Teacher |
| <input type="checkbox"/> Event Co-ordinator | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> President | <input type="checkbox"/> Official |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Team Manager |
| <input checked="" type="checkbox"/> General Committee Member | <input type="checkbox"/> PRO |
| <input type="checkbox"/> Regional Admin | <input type="checkbox"/> Fundraising Co-ordinator |
| <input type="checkbox"/> Event Promoter | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Event Officer | <input type="checkbox"/> CDC |
| <input type="checkbox"/> Club Admin | <input type="checkbox"/> Safety Officer |
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Lead COVID-19 Officer |
| <input type="checkbox"/> Assistant Chairperson | <input type="checkbox"/> Water Polo Table Official |
| <input type="checkbox"/> Assistant Secretary | <input type="checkbox"/> Water Polo Referee |
| <input type="checkbox"/> Assistant Treasurer | <input type="checkbox"/> Education Officer |
| <input type="checkbox"/> Club Children's Officer - Lead | <input type="checkbox"/> Club Captain |

Once the Save button has been clicked, the club member role will be updated and they will now be assigned that role in the system going forward.