

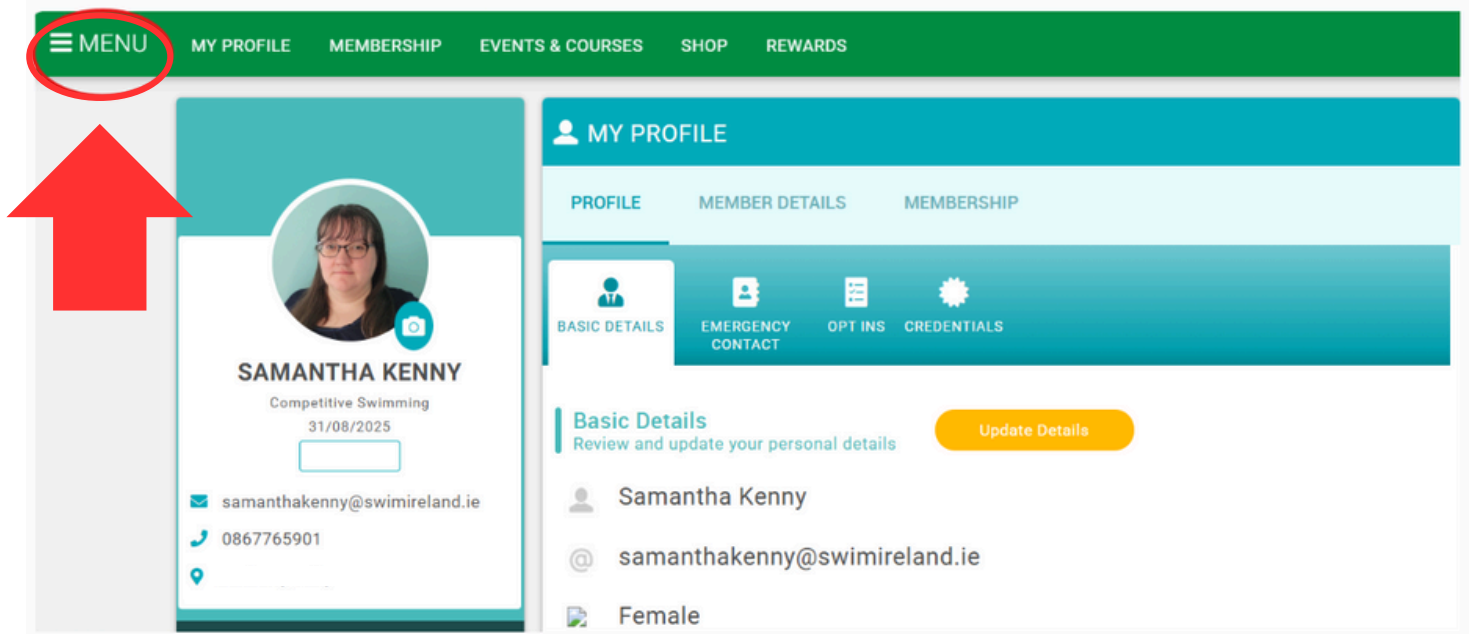
Adding a new member to JustGo

Step 1

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

Step 2

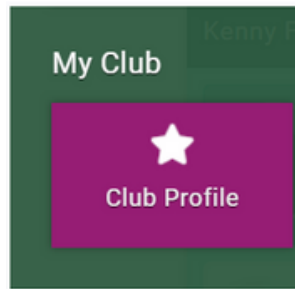
Once logged in, click on the three little lines in the top-left corner of the screen, as shown circled in red in the image below.



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Step 3

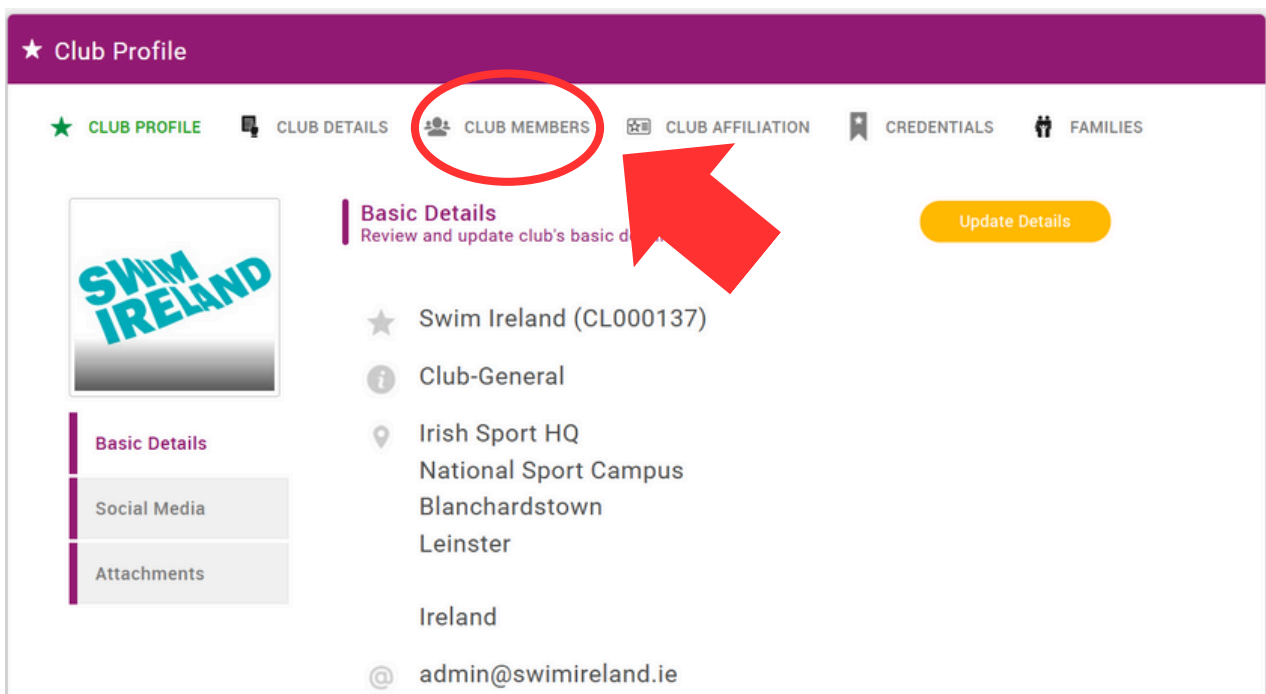
A menu will pop out, scroll to the bottom of the menu, locate the button shown in the image below and click it.



Step 4

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

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



Step 5

This will bring you to the club membership section of the profile. If you click on the button labelled Add new member, shown circled in red, this allows you to create a new membership profile for any club members who do not currently have an existing Swim Ireland profile.

The screenshot shows the 'Club Profile' interface. At the top, there is a navigation bar with '★ Club Profile' and several menu items: '★ CLUB PROFILE', '📄 CLUB DETAILS', '👤 CLUB MEMBERS', '📄 CLUB AFFILIATION', '📄 CREDEM...', and '👤 FAMILIES'. Below this, the 'Club Members' section is active, with a search bar and a 'Search' button. A red arrow points to the search bar. Below the search bar, there are two green buttons: 'Add Existing Member' and 'Add New Member'. The 'Add New Member' button is circled in red. Below the buttons, there is a 'Membership' dropdown menu and a 'Sort by Last Name' dropdown. A row of circular progress indicators shows the number of members in various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimmi... (46), Competitive Swimmi... (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), and Non-Competitive Sw... (19). A 'Summary by Membership' dropdown is located at the bottom left of the progress indicators.

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Step 6

A new section will appear on the right-hand side of the screen. Fill in the details for the new member, be sure to scroll down while entering the required details and click continue at the bottom of the screen as shown in the image below on the right.

SWIM IRELAND

Add member

First Name Last Name

Email Address

Contact Number

Date of Birth
Day Month Year

Gender

If answered yes, please detail the disability type (optional)

Physical Disability
 Deafness or Partial Hearing Loss
 Vision Loss or Impairment
 Long Term Medical Condition
 Intellectual or Learning Difficulty
 Prefer not to say
 Other

I, the Parent/Guardian hereby give permission for this member to use their personal e-mail address for all correspondence *Clubs must have written permission from the Parent/Guardian prior to adding the members details. Only applies to members under the age of 18 years. (optional)

No

I declare that I have permission to add, update and maintain this person's information on JustGo.

Continue

On completion of step 6, the new member will now appear under the club members section of the club profile.