

# Adding an existing member to Club Profile

## Step 1

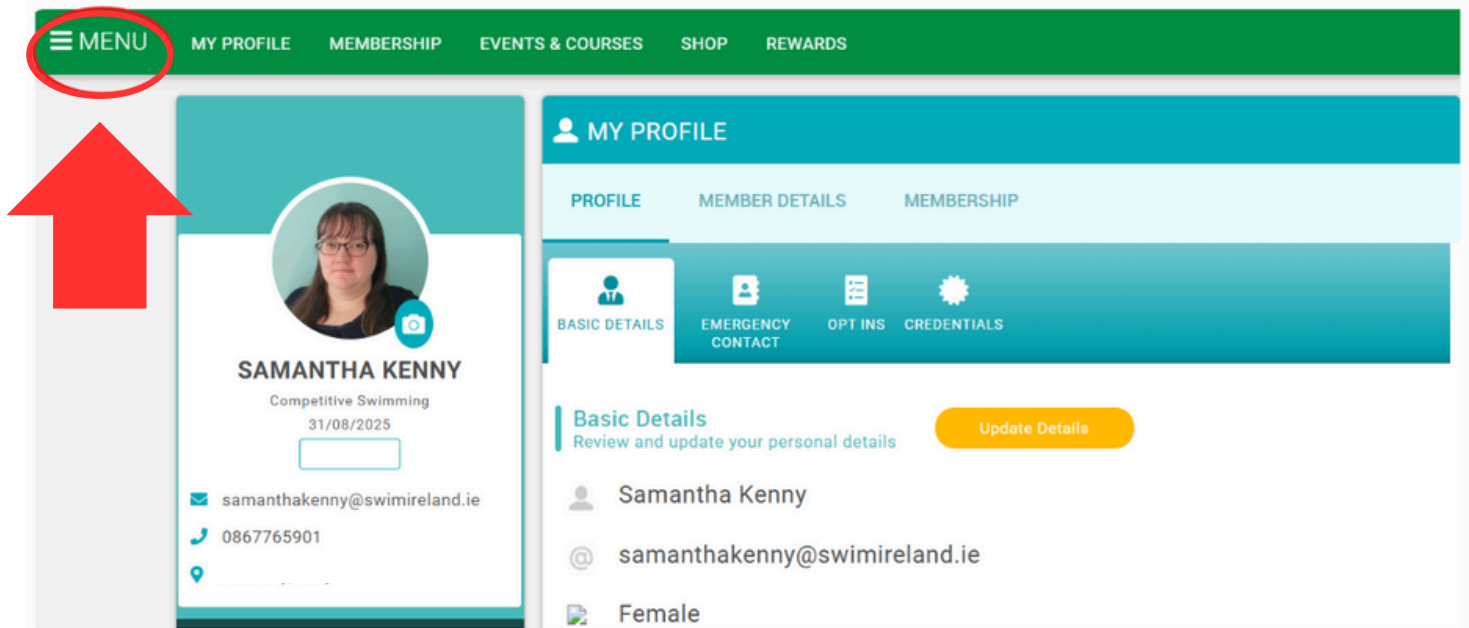
Ask the member for their membership number, and to confirm that the email address on their profile is correct and up to date.

## Step 2

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

## Step 3

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.

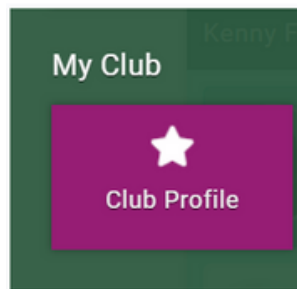


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## Step 4

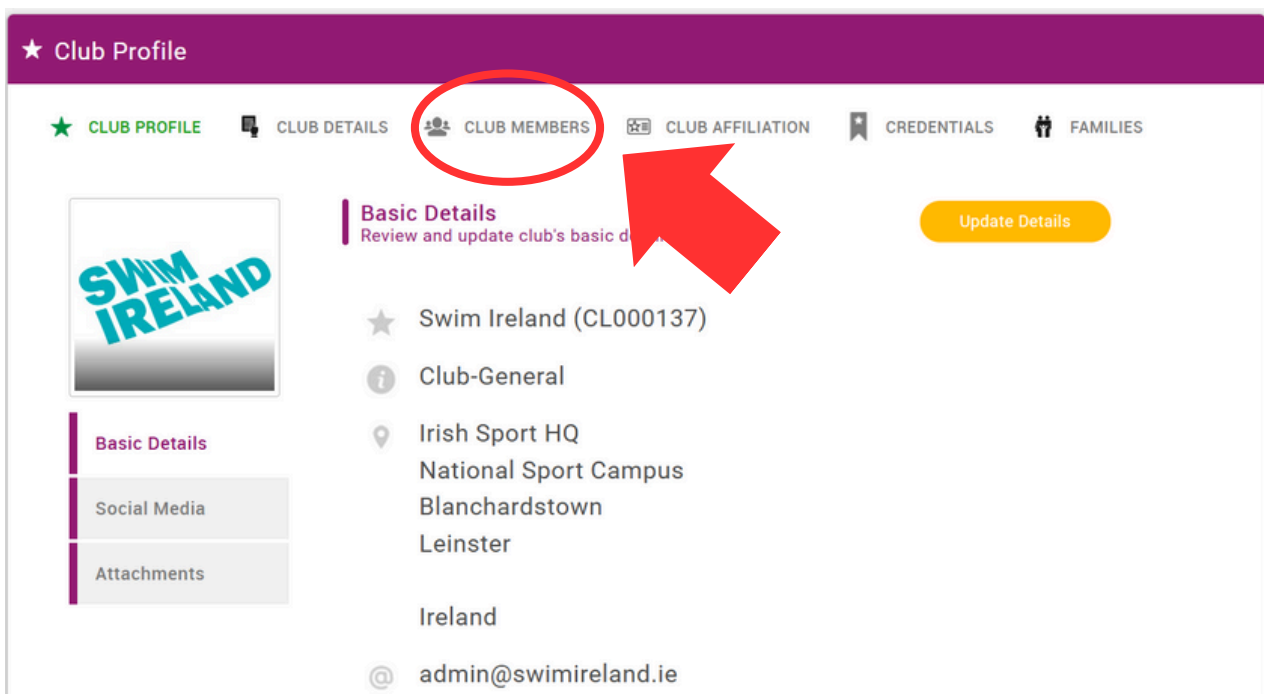
A menu will pop out, scroll to the bottom of the menu until you find the button shown in the image below and click it.



## Step 5

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.



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## Step 6

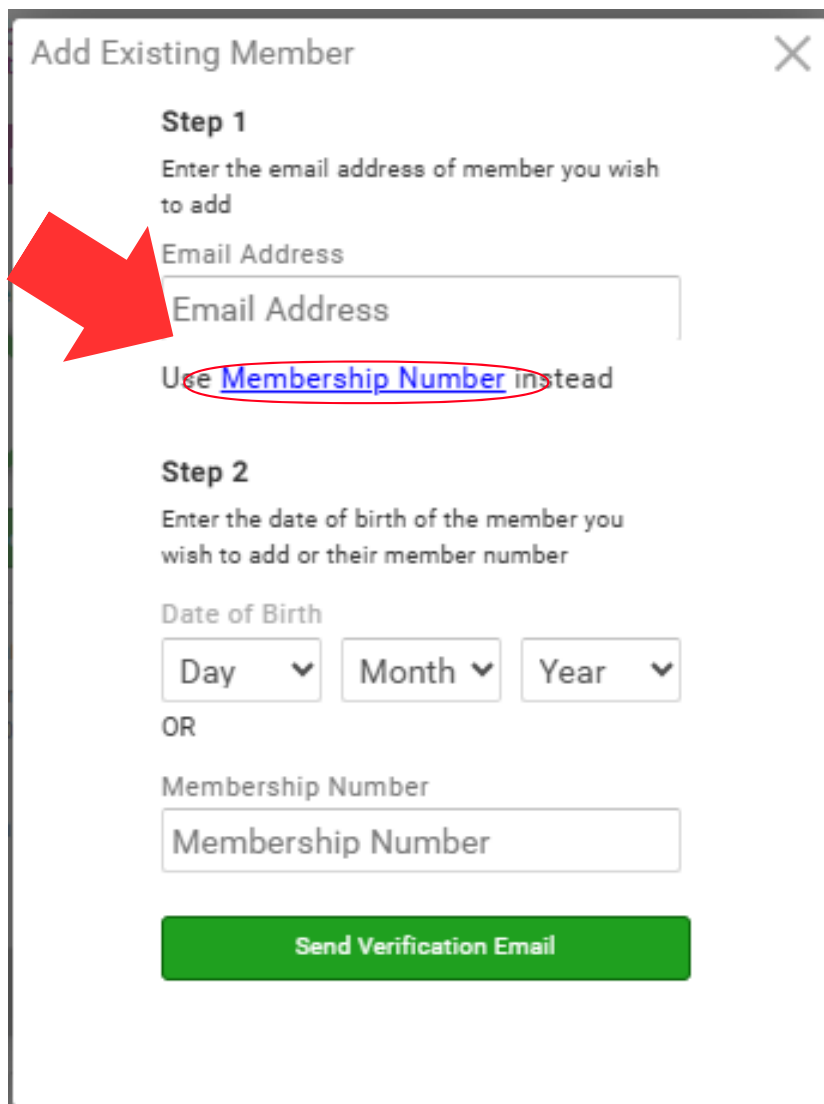
This will bring you to the club membership section of the profile. If you click on the button labelled Add new member, shown circled in red, this will allow you to add a member with an existing Swim Ireland membership.

The screenshot shows the 'Club Profile' page with a navigation bar at the top containing 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. Below the navigation bar, the 'Club Members' section is active, displaying a search bar and a 'Membership' dropdown menu. A red arrow points to the 'Add Existing Member' button, which is circled in red. To the right of this button is the 'Add New Member' button. Below these buttons, there is a summary of membership types represented by circular progress indicators with numbers inside: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimmi... (46), Competitive Swimmi... (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), Non-Competitive Sw... (19), and Non-Comp... (partially visible). A 'Summary by Membership' dropdown menu is located at the bottom left of the summary section.

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## Step 7

A pop-up menu will appear. Fill in the details requested in the appropriate box. If available use the membership number of the member instead of their email address or date of birth when adding them to the club profile. This can be done by clicking on the Membership Number section circled in red in the image below.



**Add Existing Member** [X]

**Step 1**  
Enter the email address of member you wish to add

Email Address  
[Email Address]

Use Membership Number instead

**Step 2**  
Enter the date of birth of the member you wish to add or their member number

Date of Birth  
[Day] [Month] [Year]

OR

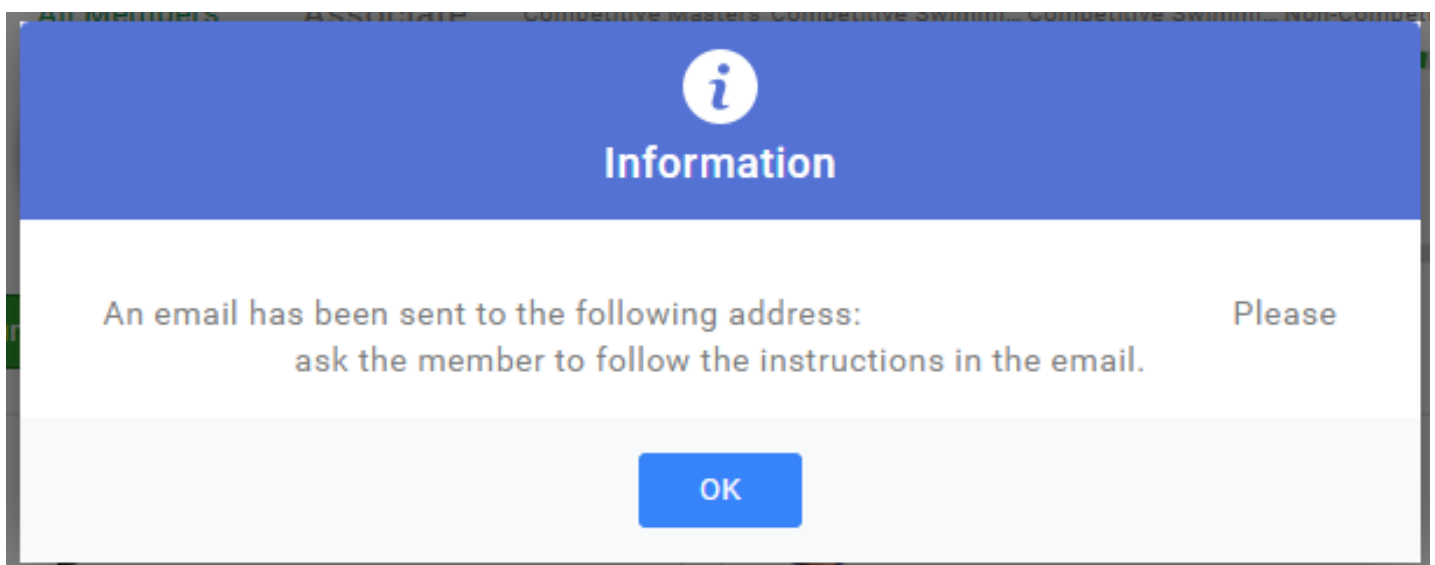
Membership Number  
[Membership Number]

**Send Verification Email**

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## Step 8

A pop up window will appear confirming that a verification email has been sent to the person you wish to add as a member of your club. Please ensure the person has access to the email address listed on their JustGo profile, as they will need it to verify their membership



Once the person has followed the instructions on the verification email, they will appear on the club profile as a club member.