

Introduction

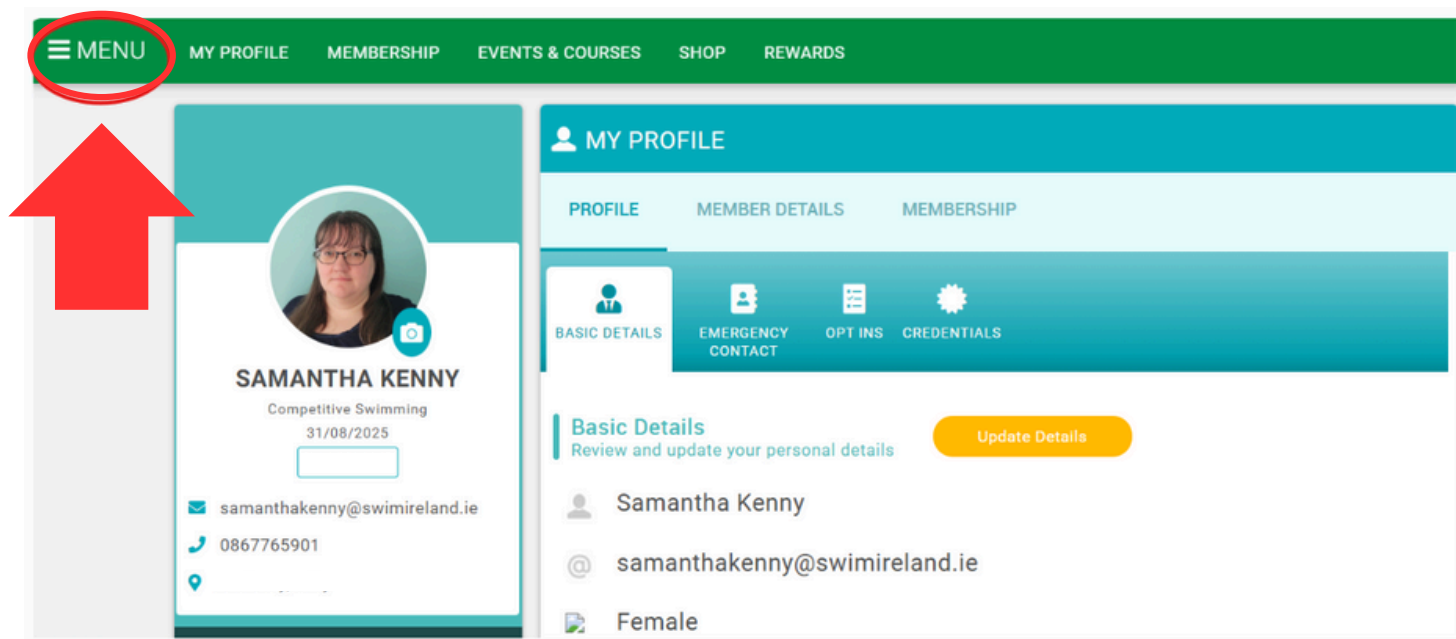
Credentials are required for certain roles within the club. In order to check what credentials a member has, please follow the steps below.

Step 1

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

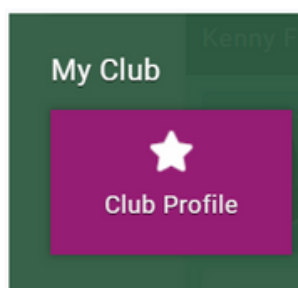
Step 2

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.



Step 3

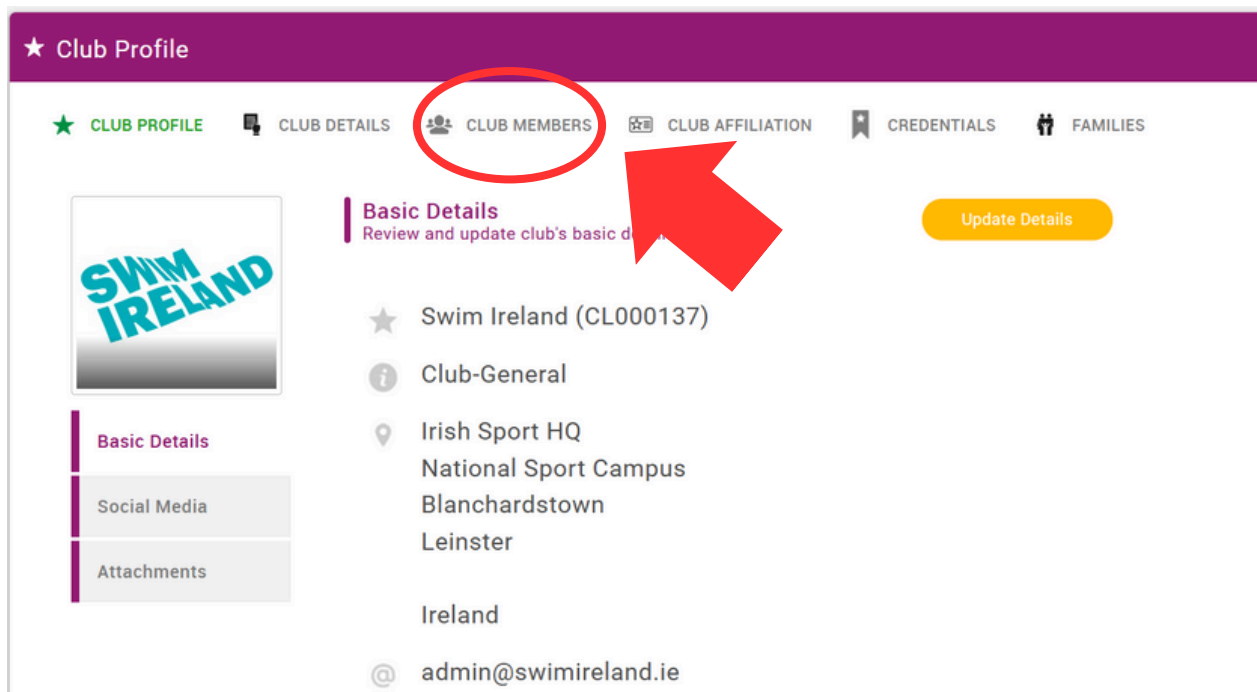
A menu will pop out, scroll to the bottom of the menu until you find the button shown in the image below and click it.



Step 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.



Step 5

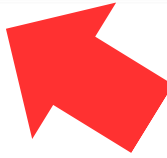
Search for the member whose credentials you wish to view by typing their name in the search bar and clicking on the button labelled Search.

The screenshot shows the 'Club Profile' page with a navigation bar containing 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CREDENTIALS', and 'FAMILIES'. The 'CLUB MEMBERS' tab is active. Below the navigation bar, there is a search bar with the text 'Samantha' and a 'Search' button circled in red. A red arrow points to the search bar. Below the search bar, there are buttons for 'Add Existing Member' and 'Add New Member'. A summary section shows membership counts for various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimming (46), Competitive Swimming (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), and Non-Competitive Sw... (19). Below this, there is a 'Summary by Membership' dropdown and a profile card for 'Samantha Kenny' with a star icon and email address 'samanthakenny@swimireland.ie'. The profile card also shows 'Swim Ireland Membership' for 'Competitive Swimming' with an expiration date of '31/08/2025' and '+1 more' details.

Step 6

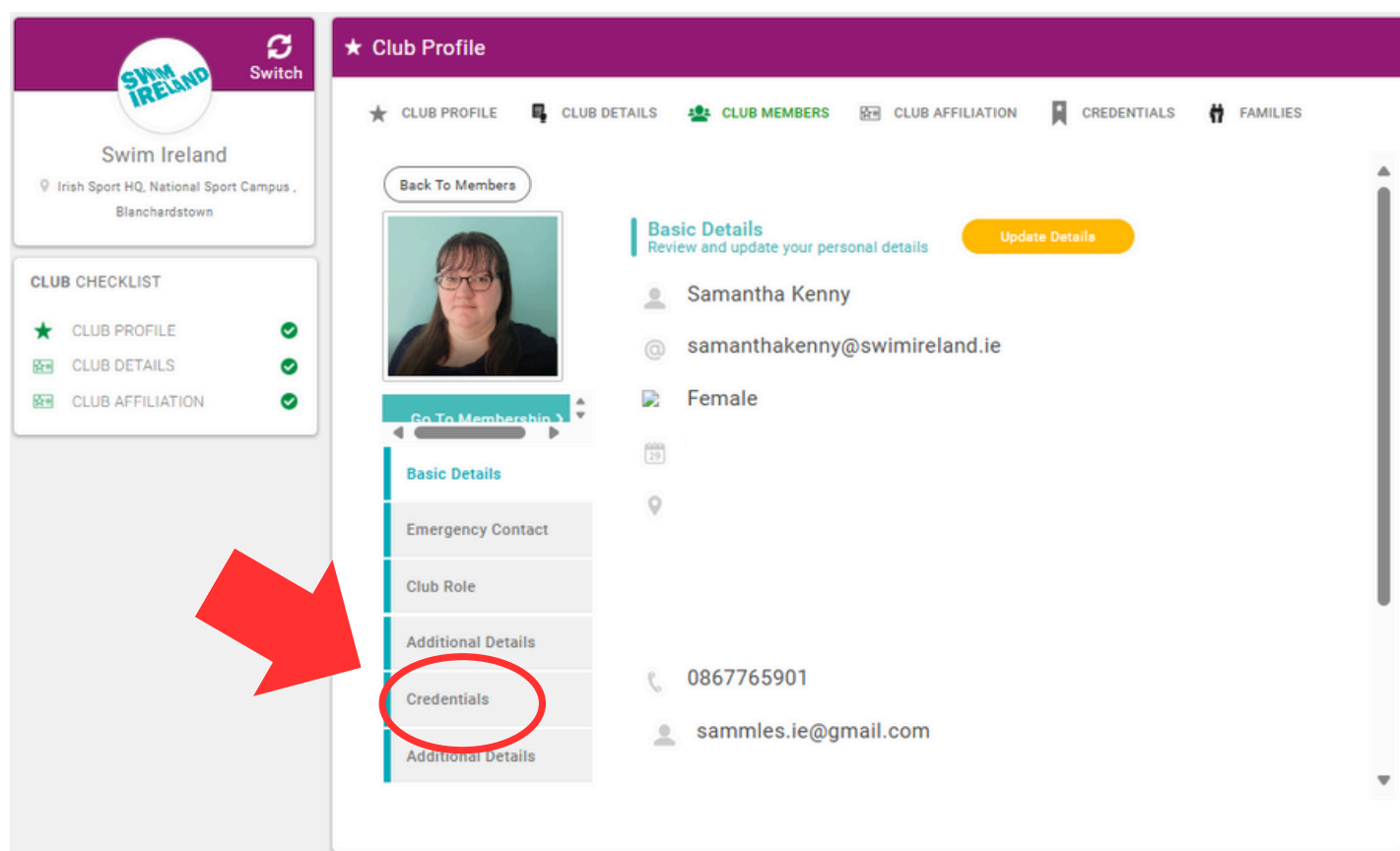
Click on the three dots in the top-right corner of the profile as shown circled in red in the image below.

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. The 'Club Members' section is active, displaying a search bar with 'Samantha' and a 'Search' button. Below the search bar are buttons for 'Membership', 'Sort by Last Name', 'Add Existing Member', and 'Add New Member'. A horizontal bar shows membership counts for various categories: All Members (58), Associate (1), Competitive Masters (3), Competitive Swimmer (46), Competitive Swimmer (1), Non-Competitive Div... (1), Non-Competitive Ma... (8), Non-Competitive Sw... (19), and Non-Comp... (19). A 'Summary by Membership' dropdown is visible. The member profile card for Samantha Kenny is shown, including her name, email (samanthakenny@swimireland.ie), membership type (Competitive Swimming), and expiry date (31/08/2025). A red circle highlights the three-dot menu icon in the top-right corner of the profile card.



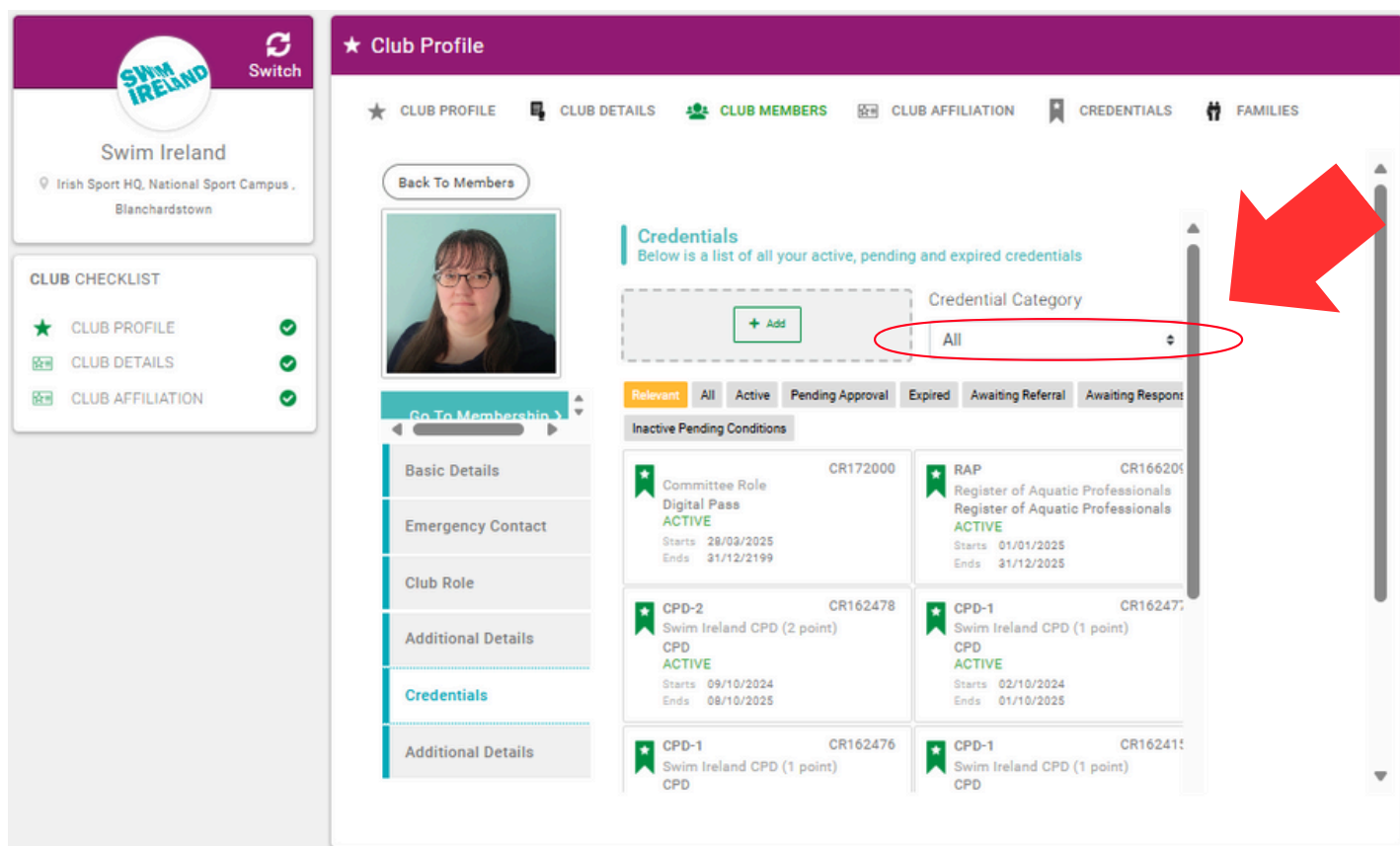
Step 6

This will bring up the individual member profile. Click on the credentials button shown circled in red in the image below.



Step 7

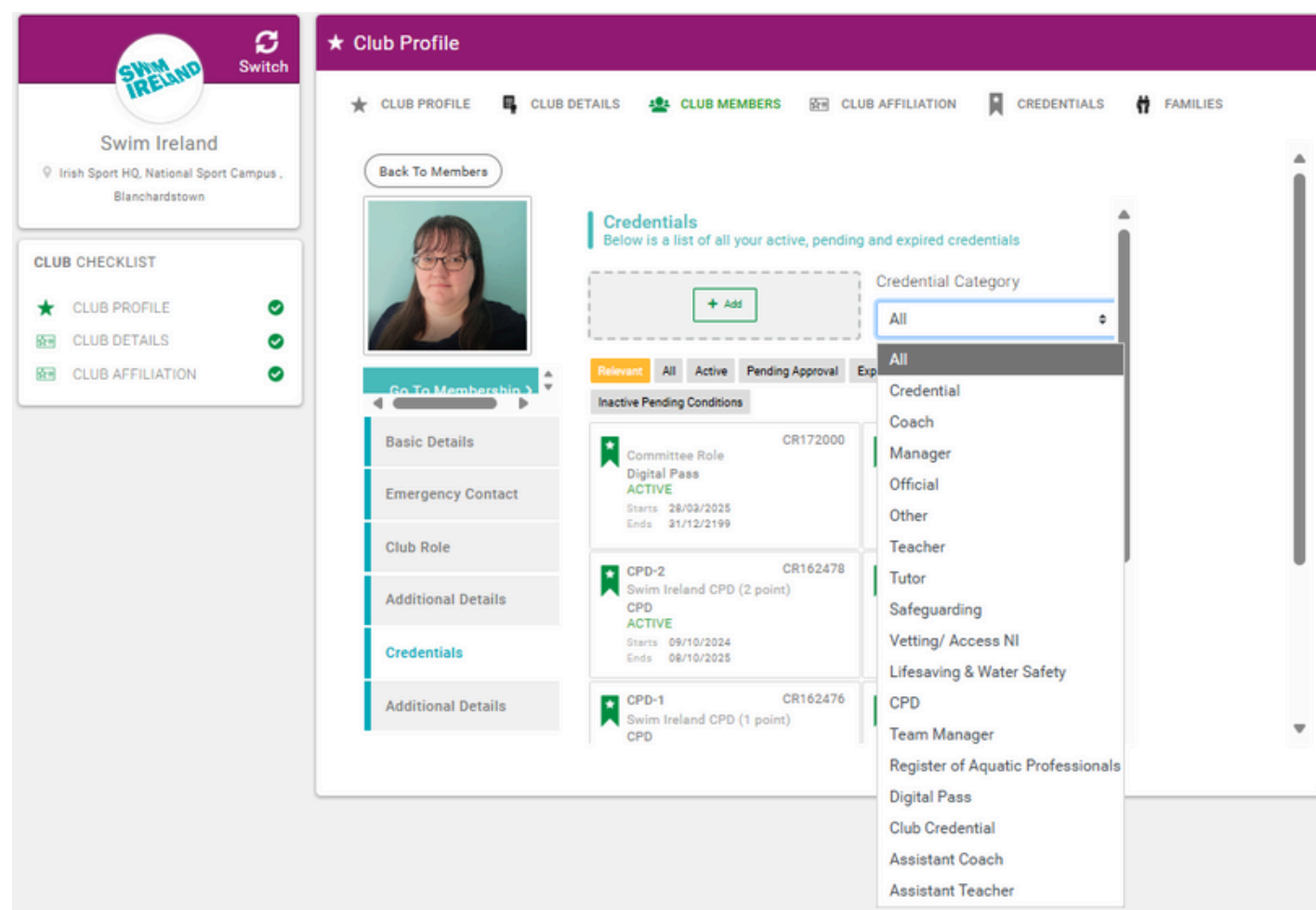
This will bring you to the credentials for that member. The credentials can be filtered by credential type by clicking on the credential category selector as shown circled in red in the image below.



Club Member Credentials

Step 8

A drop-down menu will appear. Select the category type for the credential you are searching for by clicking on the appropriate option on the list.



Step 9

The credentials displayed are all of that type, as shown in the example below.

The screenshot shows the 'Club Profile' page for 'Swim Ireland'. The left sidebar contains a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (checked), 'CLUB DETAILS' (checked), and 'CLUB AFFILIATION' (checked). The main content area is titled 'Club Profile' and includes a navigation bar with 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. Below the navigation bar is a 'Back To Members' button and a profile picture of a woman. The 'Credentials' section is active, showing a list of credentials. A 'Credential Category' dropdown is set to 'CPD'. Below the dropdown are tabs for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', and 'Awaiting Response'. The 'Inactive Pending Conditions' section displays a grid of credentials:

Star	CPD ID	CPD Description	Points	Status	Starts	Ends
★	CR162478	Swim Ireland CPD (2 point)	2	ACTIVE	09/10/2024	08/10/2025
★	CR162477	Swim Ireland CPD (1 point)	1	ACTIVE	02/10/2024	01/10/2025
★	CR162476	Swim Ireland CPD (1 point)	1	ACTIVE	04/10/2024	03/10/2025
★	CR162411	Swim Ireland CPD (1 point)	1	ACTIVE	21/10/2024	20/10/2025
★	CR162414	Swim Ireland CPD (1 point)	1	ACTIVE		
★	CR146051	Swim Ireland CPD (1 point)	1	Expired		

Club Member Credentials



The credentials can also be filtered by whether they are active, expired or pending approval. This can be done by selecting the appropriate tab above the credentials, as shown in the image below by the orange arrows.

