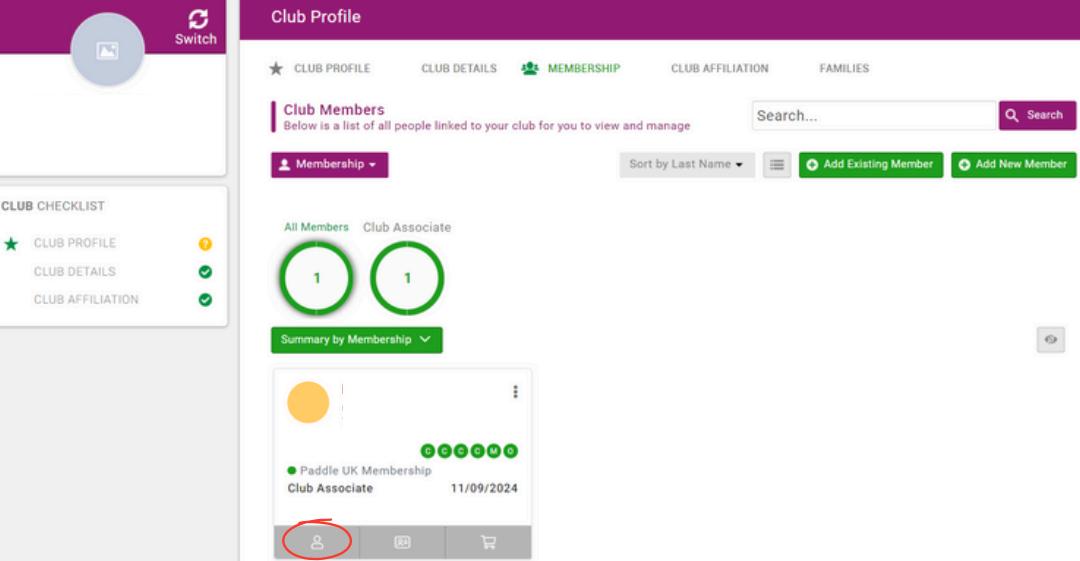


Updating Club Roles on JustGo:

Log into JustGo [HERE!](#) and head to the 'Membership' section of your club portal.



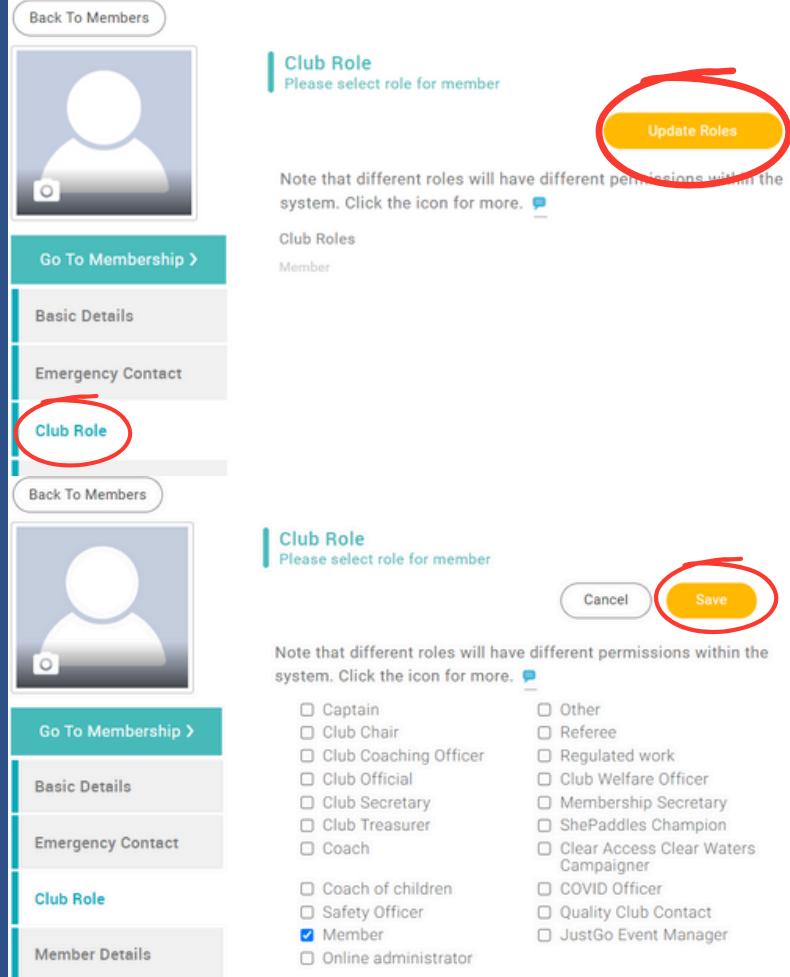
Find the member you wish to update by scrolling down or using the search bar and then select the small person icon in the bottom left hand corner of their membership tile.

Select 'Club Role' from the appearing menu and then the yellow 'Update Roles' circled to your right.

Then from the tick box list you can add or remove relevant roles for each member.

Don't forget Online Administrator gives a volunteer access to your clubs information. Be sure when you recruit volunteers your Club Online Administrators are up to date!

Once you have finished updating roles select the yellow 'Save' button circled to your right and you are finished!



Club Role
Please select role for member

Update Roles

Note that different roles will have different permissions within the system. Click the icon for more.

Club Roles

Member

Club Role
Please select role for member

Save

Note that different roles will have different permissions within the system. Click the icon for more.

<input type="checkbox"/> Captain	<input type="checkbox"/> Other
<input type="checkbox"/> Club Chair	<input type="checkbox"/> Referee
<input type="checkbox"/> Club Coaching Officer	<input type="checkbox"/> Regulated work
<input type="checkbox"/> Club Official	<input type="checkbox"/> Club Welfare Officer
<input type="checkbox"/> Club Secretary	<input type="checkbox"/> Membership Secretary
<input type="checkbox"/> Club Treasurer	<input type="checkbox"/> ShePaddles Champion
<input type="checkbox"/> Coach	<input type="checkbox"/> Clear Access Clear Waters Campaigner
<input type="checkbox"/> Coach of children	<input type="checkbox"/> COVID Officer
<input type="checkbox"/> Safety Officer	<input type="checkbox"/> Quality Club Contact
<input checked="" type="checkbox"/> Member	<input type="checkbox"/> JustGo Event Manager
<input type="checkbox"/> Online administrator	