



**PADDLE**

**ENGLAND**

*Using Reports on JustGo*

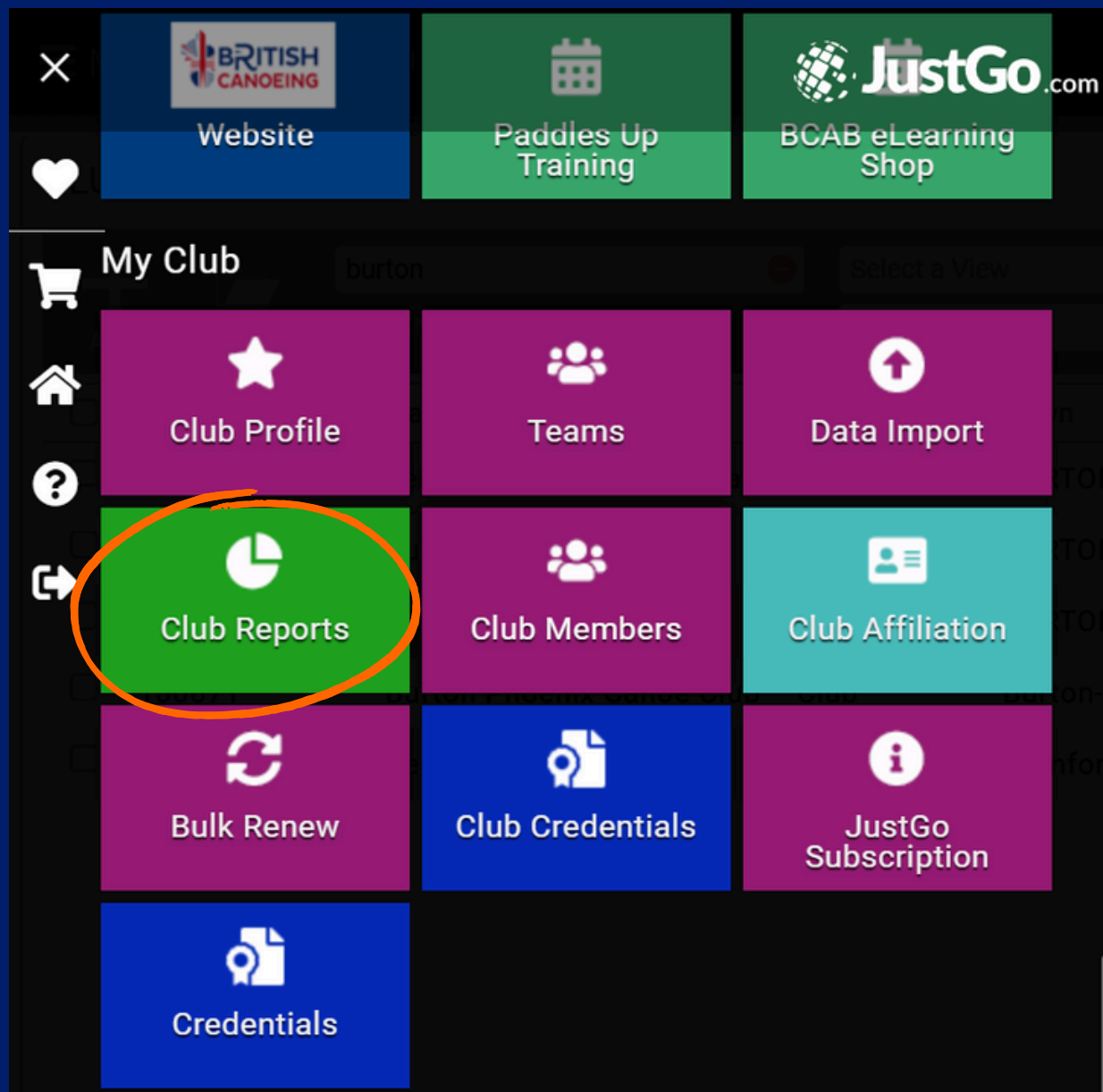
# **Step One:**

*Head over to the JustGo Portal and log on as you would to access your membership profile and Club Profile. (Don't forget, you can only access Club Reports if you have online administrator permissions for your club!)*

*Click [HERE](#) to head to JustGo!!*

# Step Two:

*Select the Menu (in the top right) and then scroll down to the Club Reports tile (circled below).*





# Step Three:

*Your Club Reports are split into different categories. You can see the Standard Reports categories below, you can find the Club category under the Customer Reports Tab.*

★ Club Reports

Report Summary

Club Reports | Select a category from the below list to see the reports available

Standard Reports

Customer Reports

Categories

Members3

Teams1

★ Club Reports

Report Summary

Club Reports | Select a category from the below list to see the reports available

Standard Reports

Customer Reports

Categories

Clubs8



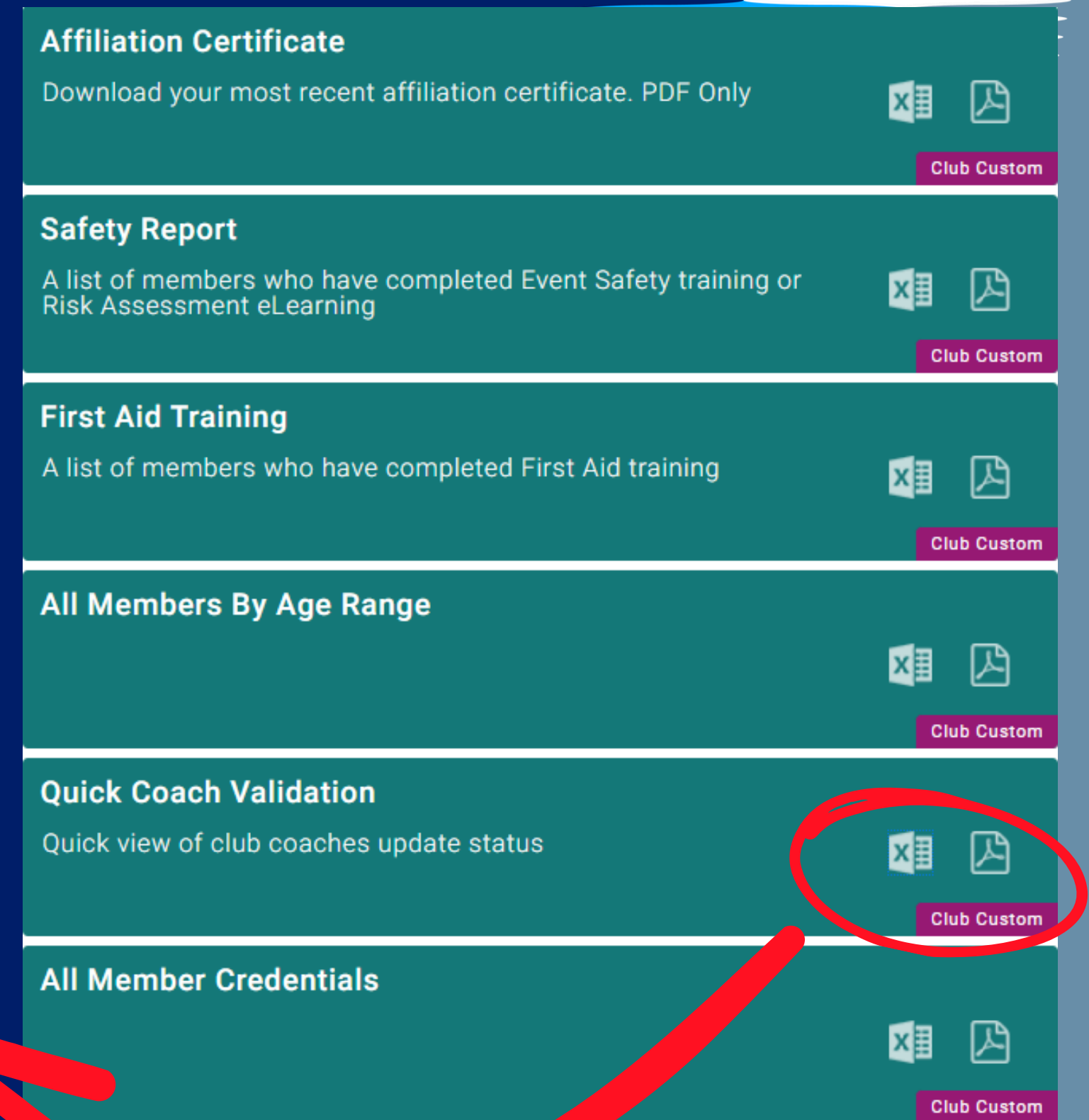
# Step Four:

Once you have selected the report category a list of reports will appear like this:

These are some of the options from the 'Clubs' category in the 'Customer Reports' tab:

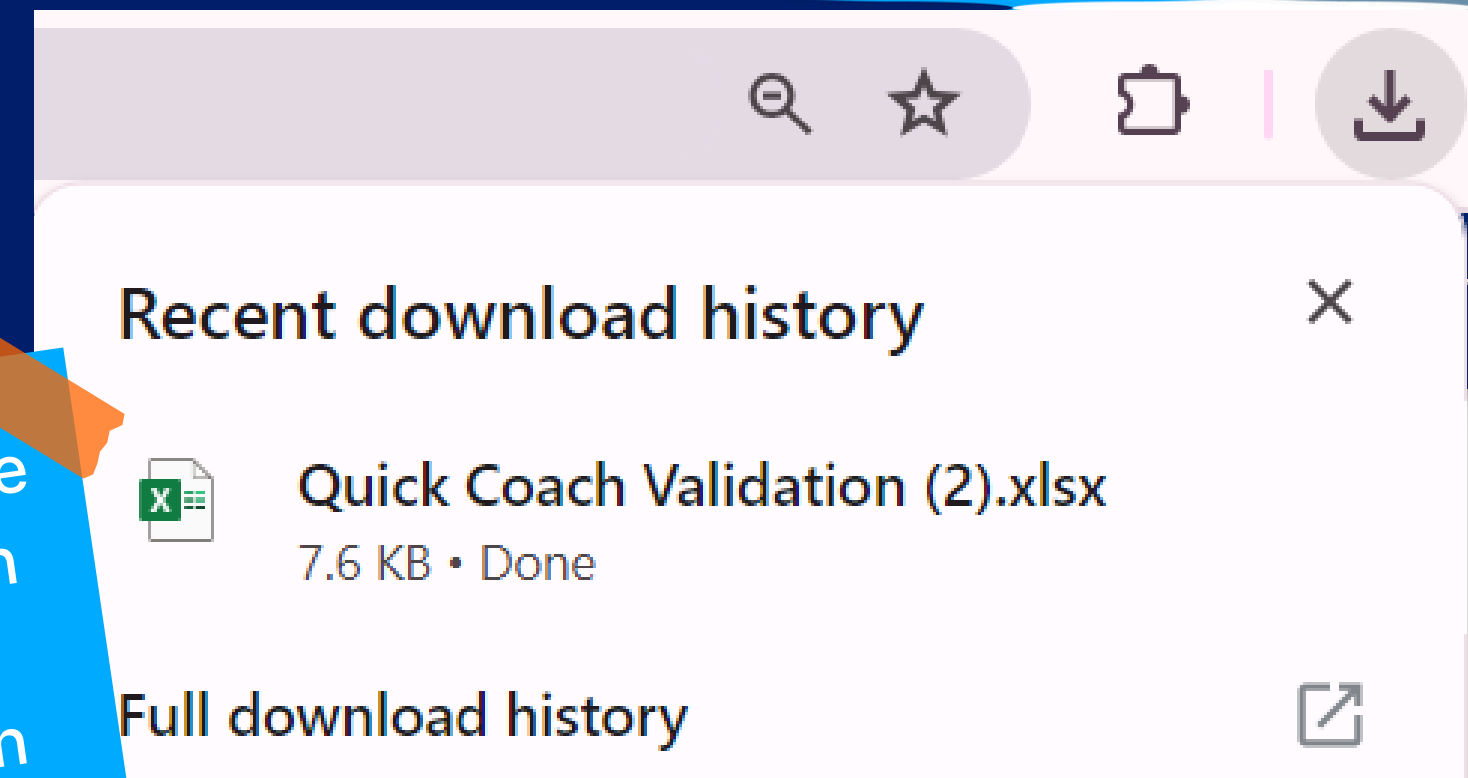
**Handy Tip:** many of the available reports have a brief description to explain what they are for!

You can download reports either in Excel or as a PDF! To download them click your preferred format icon.

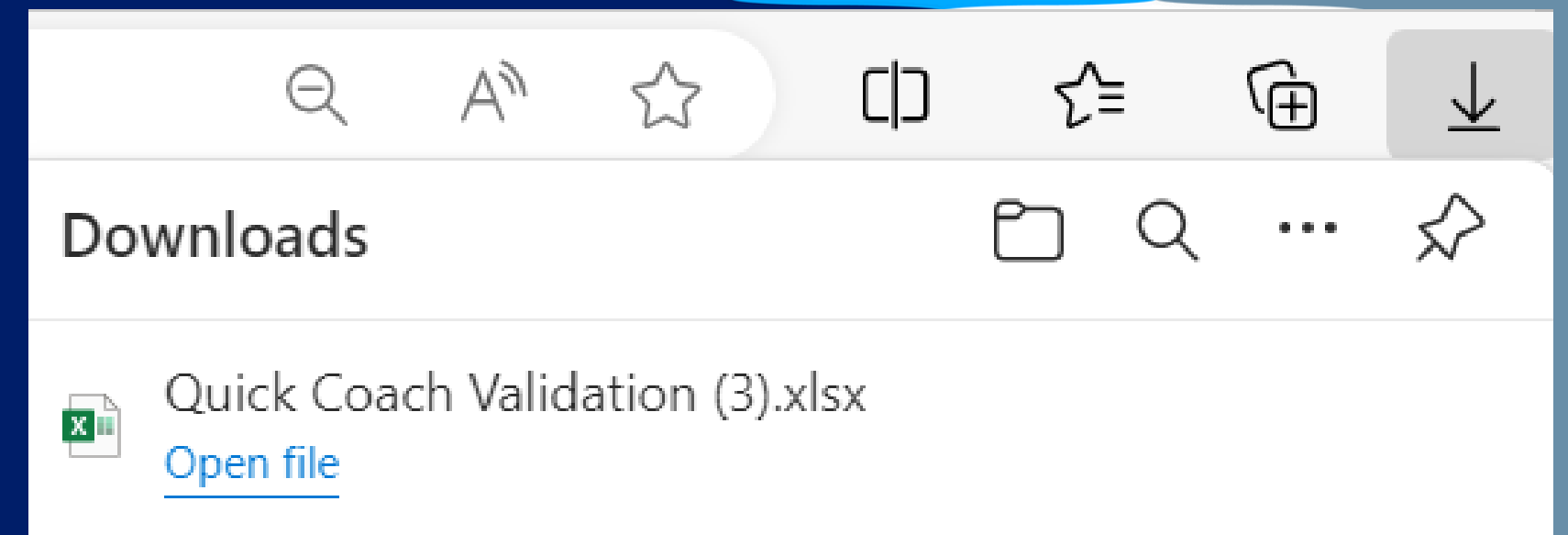


*If you are using Google Chrome you should see a pop up in the top corner as well as a small download icon like this:*

If you don't see the download icon on your chrome browser you can press Ctrl+J to see your downloads!



*If you are using Microsoft Edge your download will appear similarly as it does on Google Chrome:*



*Your report will pull through information from your clubs data.*

*This report is an example of the ‘Quick Coach Validation’ report:*

*It will show all of your members who have been identified as a club coach and whether they are updated or not.*

	A	B	C	D	E	F	G	H	I	J
	Membership Number	Firstname	Lastname	Membership Type	Membership Expiry	Safeguarding Expiry	First Aid Expiry	CPD Expiry	CPD Points	Valid Coach Update?
1				On the Water	16/10/2024	11/08/24	22/04/26	28/05/27	0	Valid
2				On the Water Young Person	09/08/2024	26/06/25	22/04/26	22/05/25	25	Valid
3				On the Water Young Person	17/12/2024	08/08/24	20/03/25	10/07/26	0	Valid
4				On the Water	17/12/2024		22/04/26	10/07/19	10	Not Valid
5				Adult ( Renews yearly )	04/04/2025	11/06/27	22/04/26	22/05/25	20	Valid
6				K1 Kayak Storage - Yearly subscription	04/04/2025	11/06/27	22/04/26	22/05/25	20	Valid
7				On the Water	20/07/2024	09/05/27	14/03/25	26/06/26	20	Valid
8				2nd Boat K1 storage - Yearly subscription	19/04/2025	13/07/26	11/07/26	28/05/27	0	Valid
9				Adult ( Renews yearly )	19/04/2025	13/07/26	11/07/26	28/05/27	0	Valid
10				K1 Kayak Storage - Yearly subscription	19/04/2025	13/07/26	11/07/26	28/05/27	0	Valid
11				On the Water	02/06/2025		22/04/26	13/01/22		Not Valid
12				On the Water	03/05/2025			08/01/25	0	Not Valid
13				On the Water	03/05/2025	27/05/27	10/10/26	07/01/23	100	Not Valid
14				On the Water	12/06/2025	27/11/24	23/11/25	05/03/14	10	Not Valid
15				On the Water	31/12/2024	26/05/27		03/04/14	20	Not Valid
16										

**Sometimes the data that appears isn’t what you expected, and that might be for a few reasons...**

- Check your members club role is identified on the portal, are they still a coach or are they a newly appointed coach?
- If your member has completed a qualification or training such as safeguarding training and it’s not appearing on the report they may not have added the certificate to the qualifications and credentials on their profile.