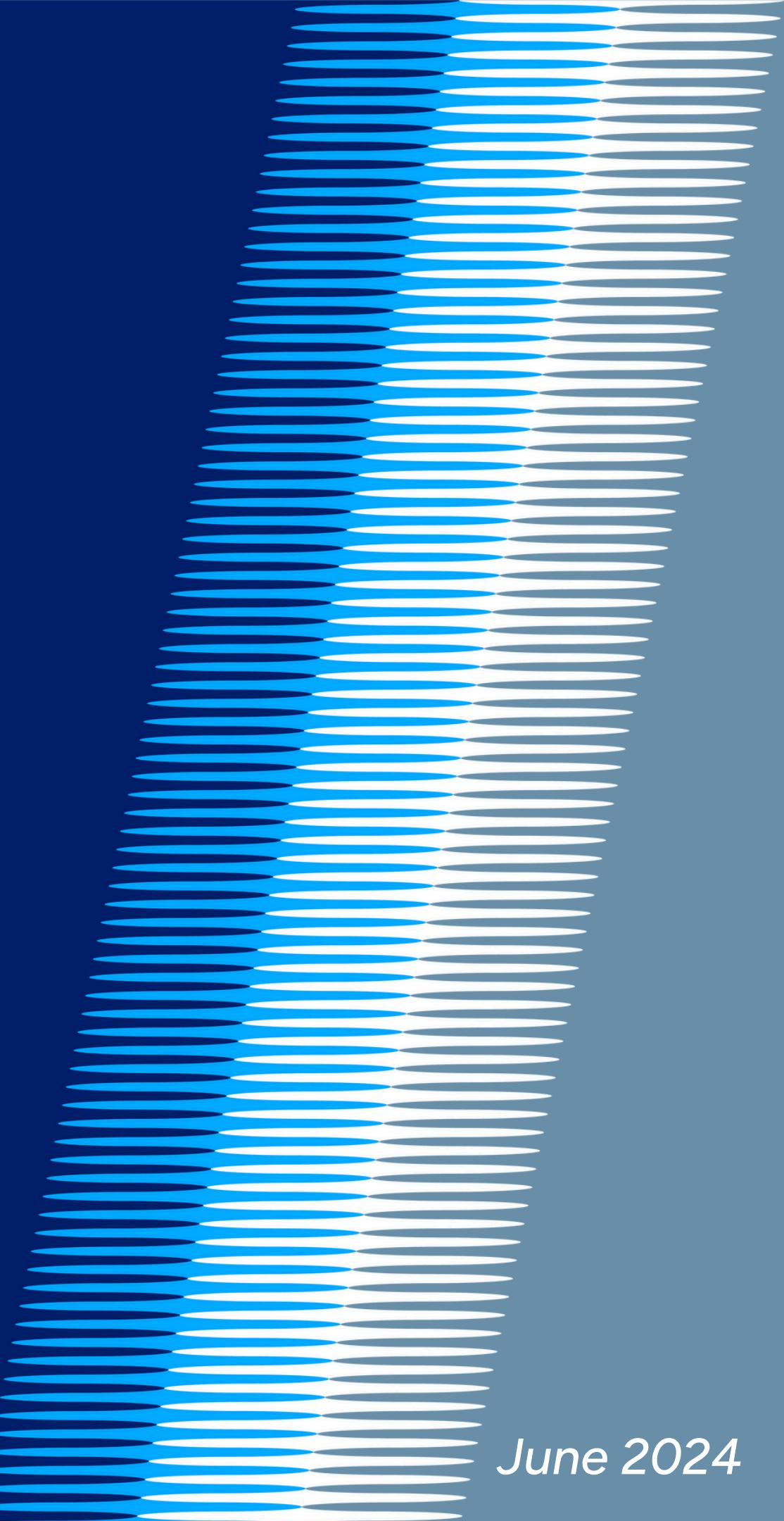


PADDLE ENGLAND

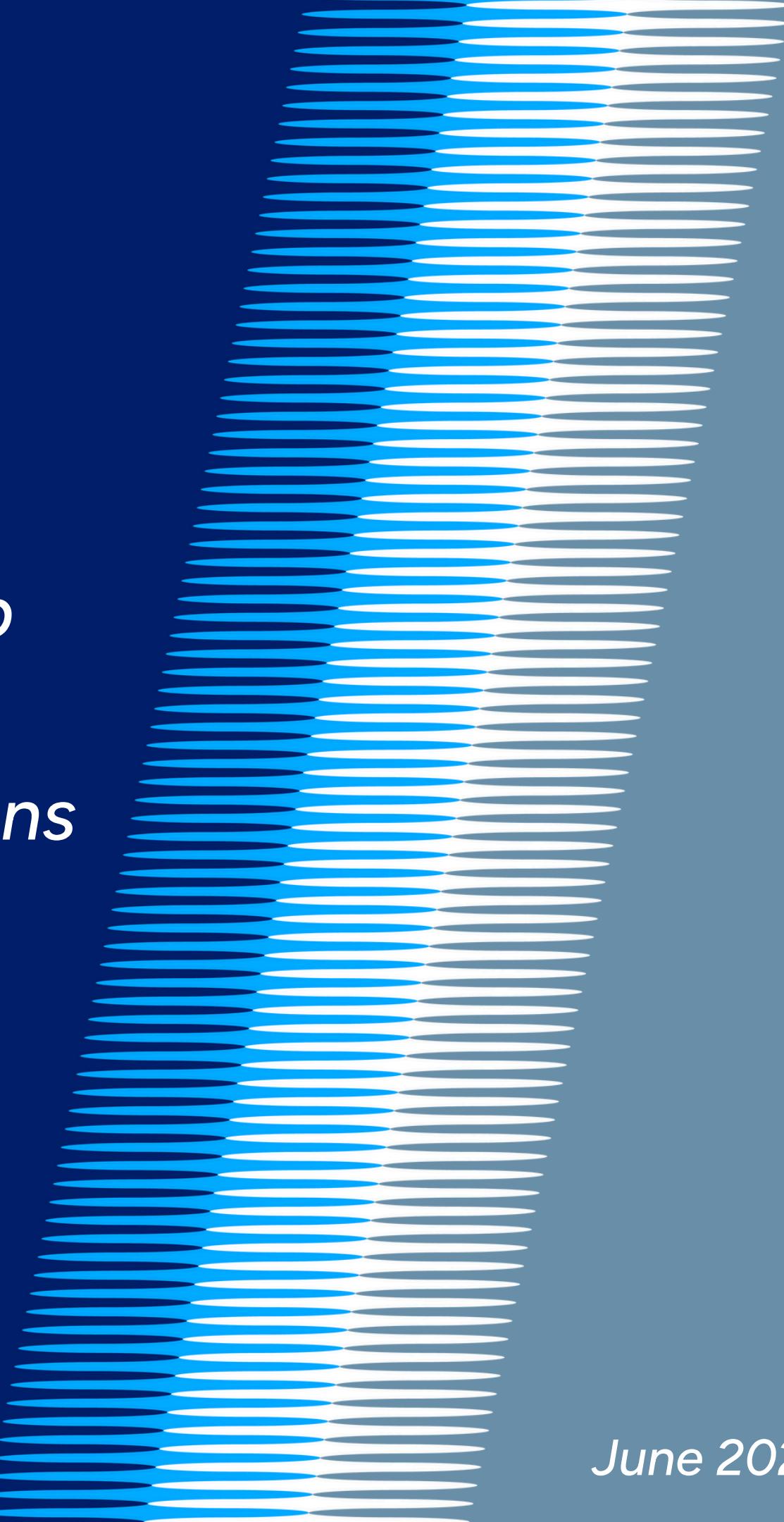
Using Reports on JustGo



Step One:

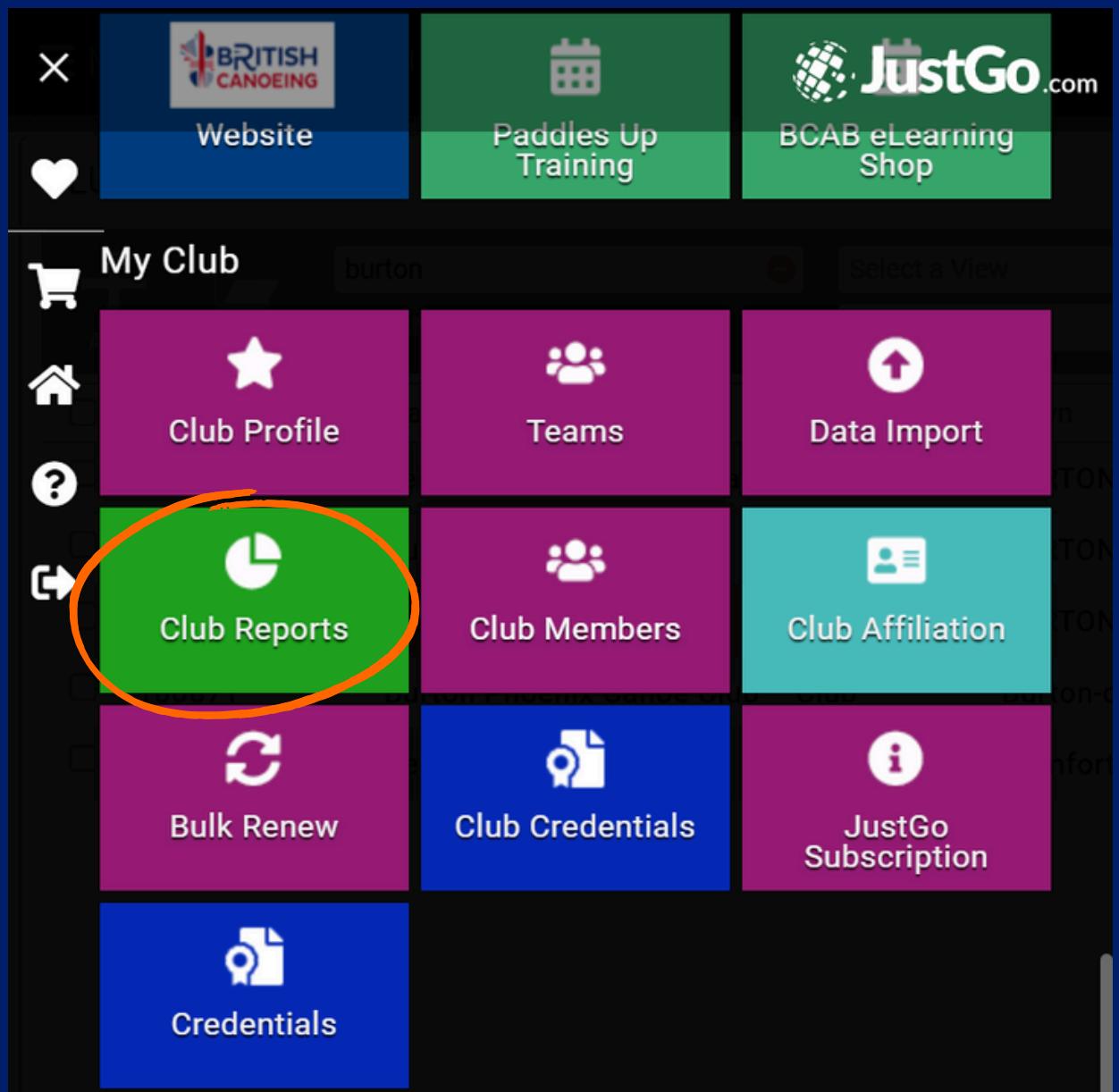
Head over to the JustGo Portal and log on as you would to access your membership profile and Club Profile. (Don't forget, you can only access Club Reports if you have online administrator permissions for your club!)

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

| | |
|---------|---|
| Members | 3 |
| Teams | 1 |

Club Reports

Report Summary

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

Standard Reports **Customer Reports**

Categories

| | |
|-------|---|
| Clubs | 8 |
|-------|---|

Step Four:

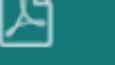
Once you have selected the report category a list of reports will appear like this:

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!

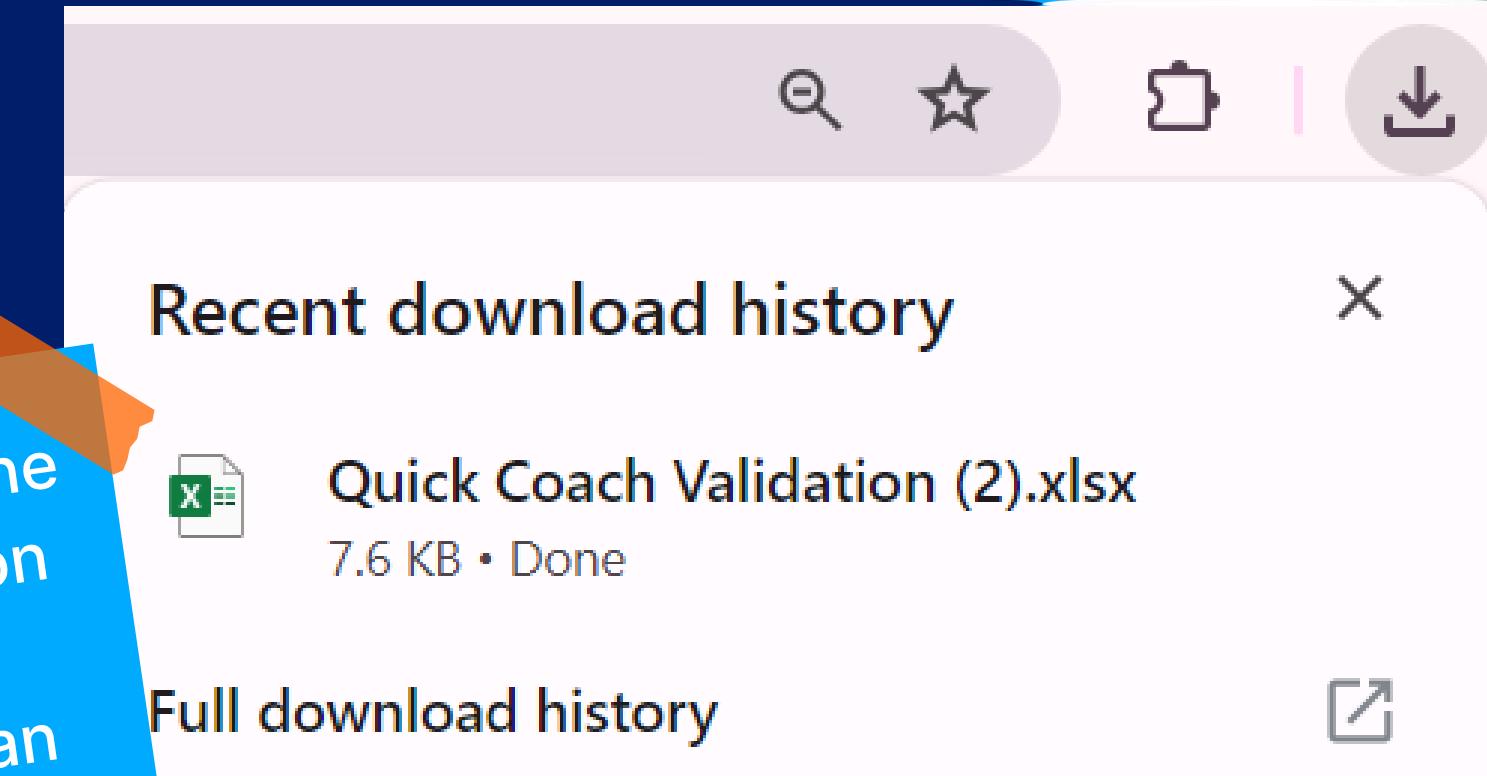
You can download reports either in Excel or as a PDF! To download them click your preferred format icon.



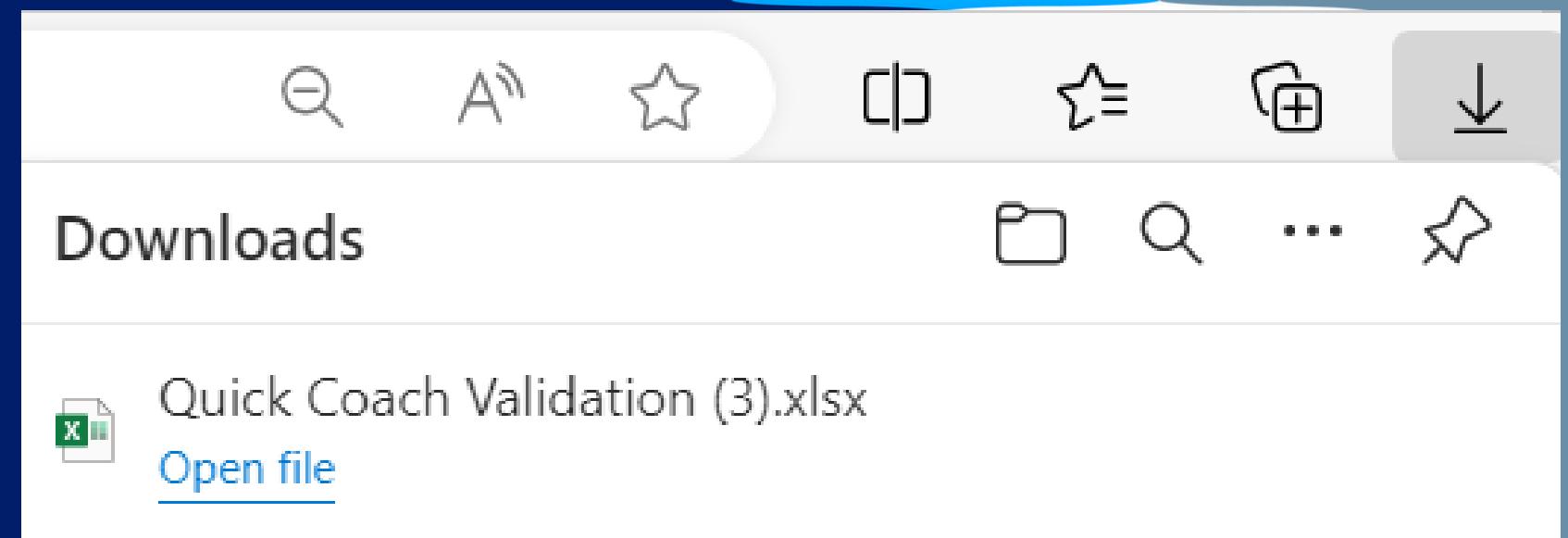
| | |
|---|--|
| Affiliation Certificate Download your most recent affiliation certificate. PDF Only |   Club Custom |
| Safety Report A list of members who have completed Event Safety training or Risk Assessment eLearning |   Club Custom |
| First Aid Training A list of members who have completed First Aid training |   Club Custom |
| All Members By Age Range |   Club Custom |
| Quick Coach Validation Quick view of club coaches update status |   Club Custom |
| All Member Credentials |   Club Custom |

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!



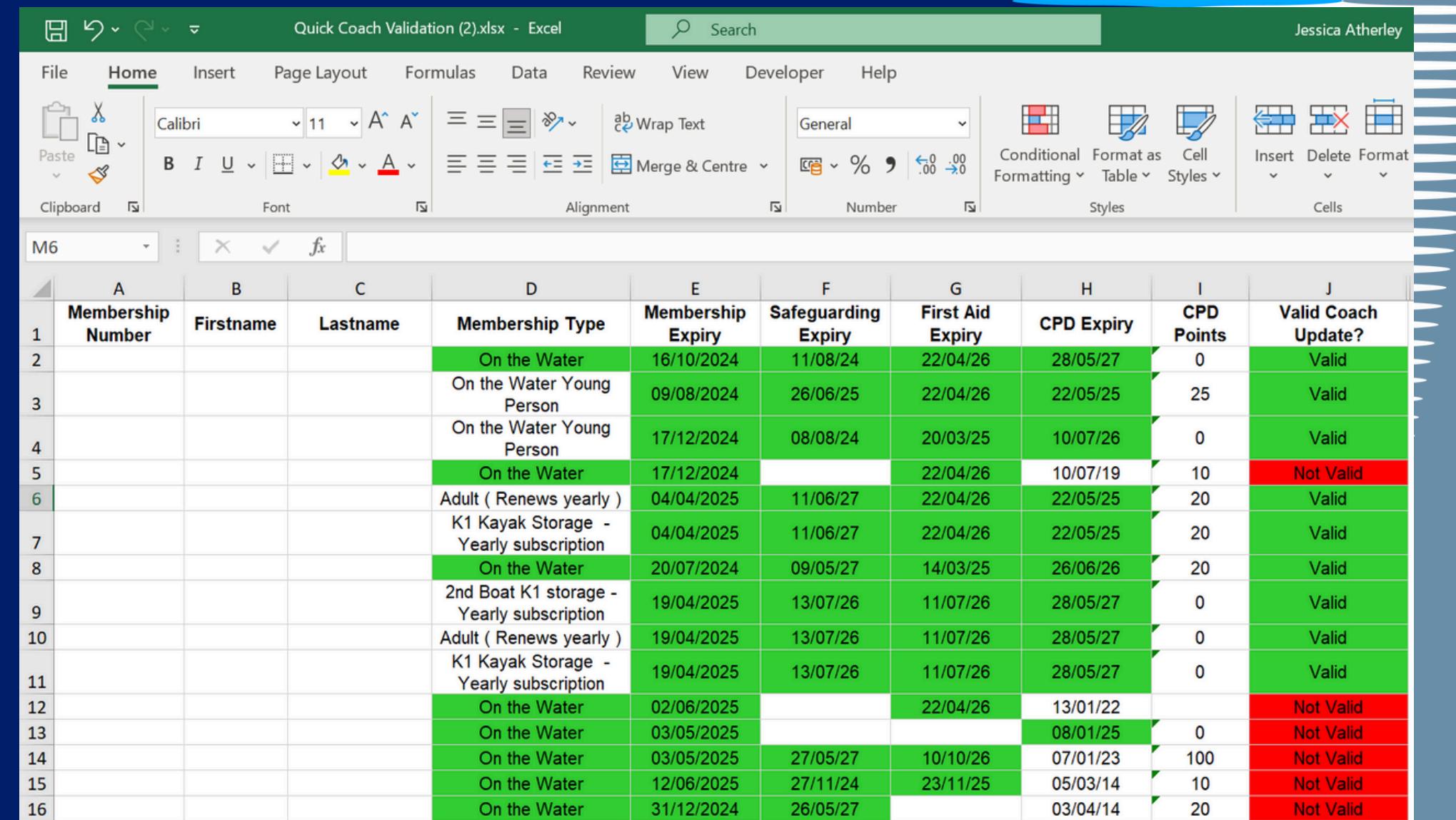
If you are using Microsoft Edge your download will appear similarly as it does on Google Chrome:



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.



The screenshot shows an Excel spreadsheet with the following data:

| 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.*