

Club Profile FAQs

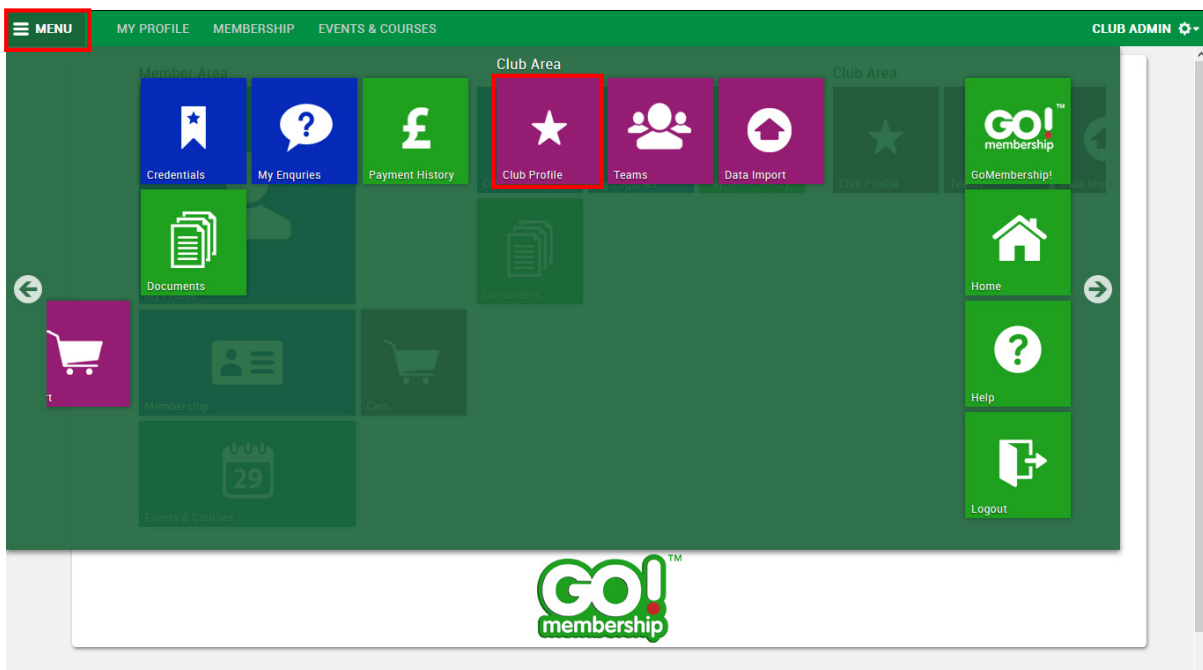
	Page
How do I see my club's profile?	2
How do I update my club's profile?	3
How do I add/change my club's picture?	5
How do I add Social Media links to my club's profile?	6
How are my club's contact details used?	8
My Governing Body requires me to provide additional information about my club that is not displayed on my Basic Details in Club Profile - where do I provide that information?	9
Can I administer more than one club?	10
I have been working in another area of my Club Profile (i.e. updating Club Members) how do I return to my Club Profile Basic Details?	11
How do I know my Club Profile has been completed with the required information?	12

How do I see my club's profile?

Once you have logged in, in the Club Area click the Club Profile tile from either your Home page or from the Menu

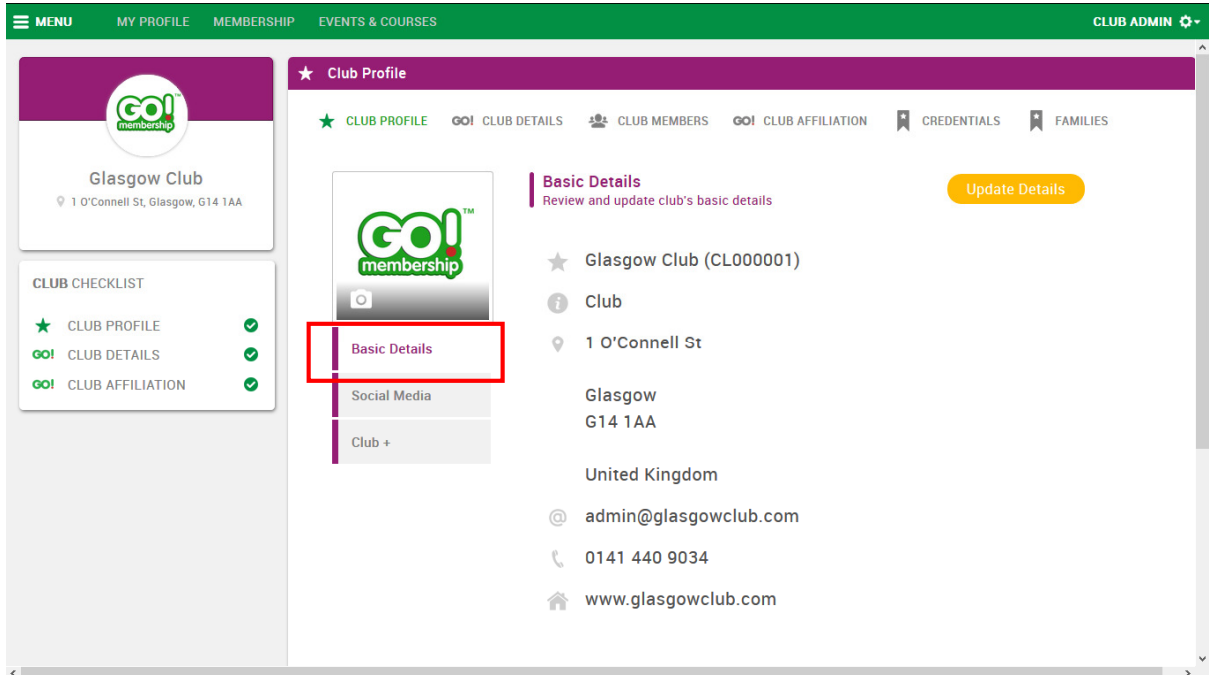


Home Page



Menu

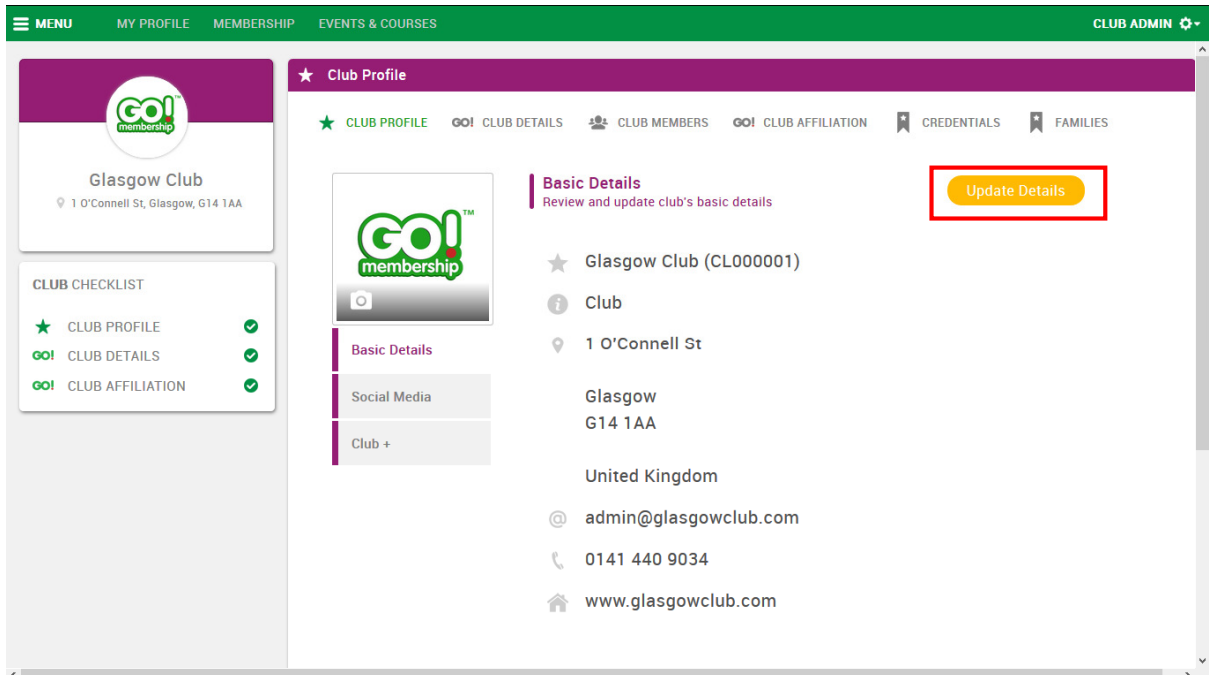
This will display your club's profile. The default view is on Basic Details



Club Profile – Basic Details

How do I update my club's profile?

Click the Update Details button at the top right of the Club Profile page, this makes the fields available for editing.



Club Profile – Basic Details

Make the necessary changes and ensure you click Save to save those changes to the Club Profile.

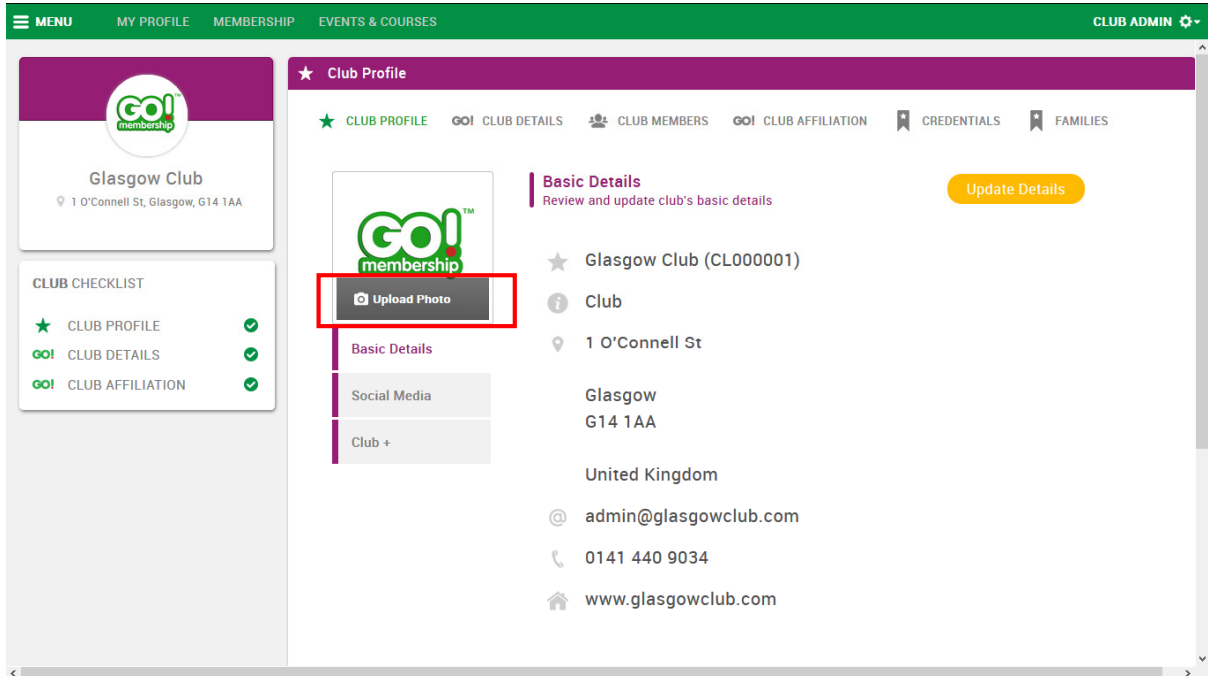
The screenshot displays the 'Club Profile - Basic Details - Edit Mode' interface. The top navigation bar includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'CLUB ADMIN'. The main content area is titled 'Club Profile' and contains a sub-menu with 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. The 'Basic Details' section is active, showing a 'Review and update club's basic details' message and a 'Save' button highlighted with a red box. The form fields are as follows:

Club Name	Glasgow Club	Club Type	Club
Address			
1 O'Connell St			
Line 2			
Town	Glasgow	County	
Postcode	G14 1AA	Country	United Kingdom
Email address			
admin@glasgowclub.com			

Club Profile – Basic Details – Edit Mode

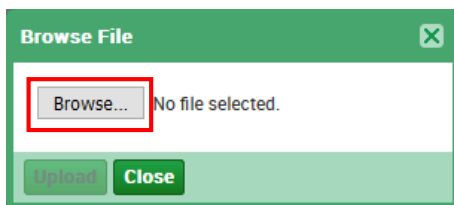
How do I add/change my club's picture?

Click the bottom quarter of the picture window (where the camera icon is) the Upload Photo tip will be displayed. When you click here a pop out window will appear that directs you to browse to the file that you want to use for your Profile Photo.



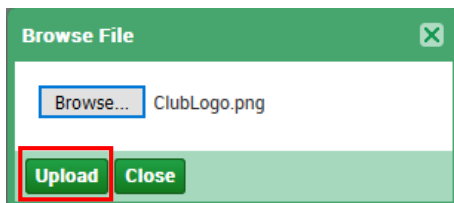
Club Profile – Basic Details

Click Browse and using standard file browser steps, locate and select the image file that you want.



Browse File

Then click the Upload button to complete.

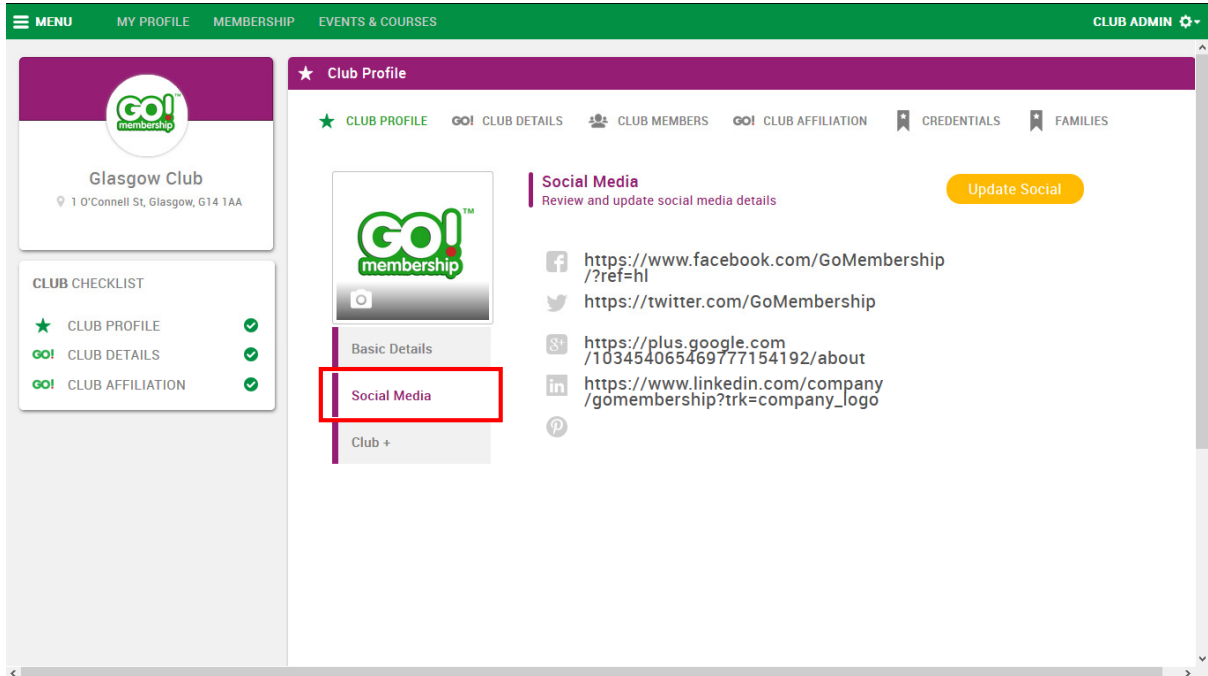


Browse File

This will update the Profile Photo for your club. Note that you cannot remove a photo, you can only replace it with another photo.

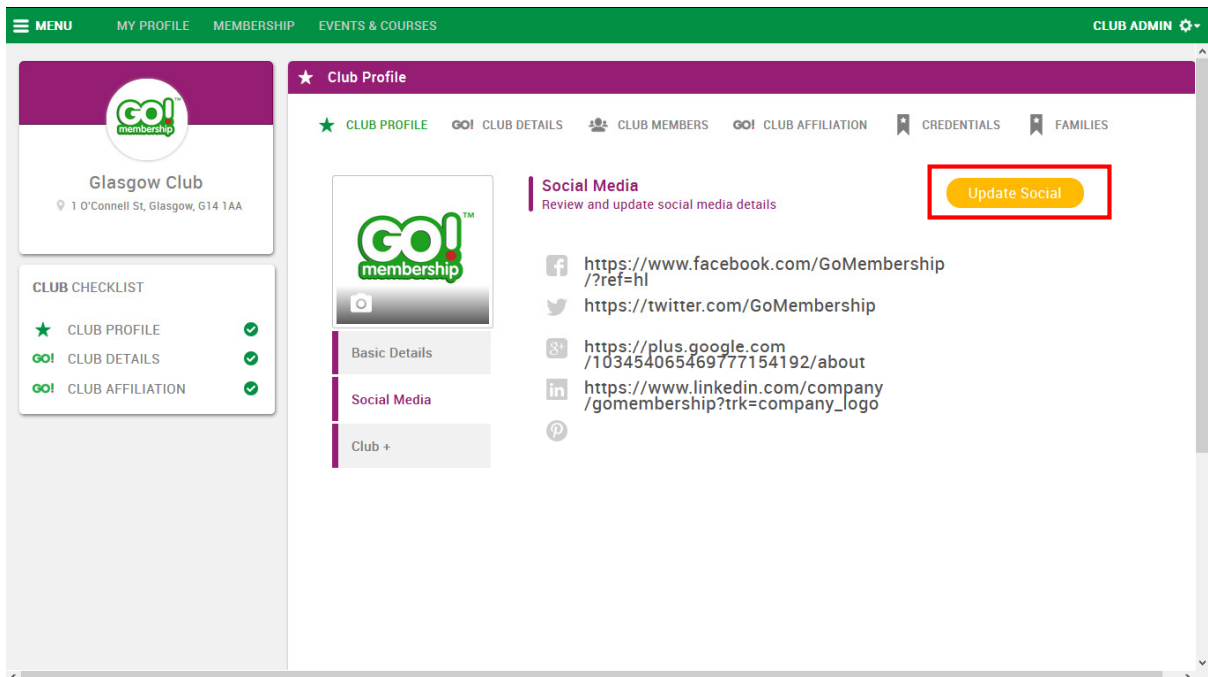
How do I add Social Media links to my club's profile?

Open your club's profile by clicking on the Club Profile tile, below the Club Photo is a Social Media section. Clicking on Social Media will display your club's Social Media links if they have already been entered.



Club Profile – Social Media

To update these links click the Update Social button at the top right of the Social Media page. This makes the fields available for editing.



Club Profile – Social Media

Make the necessary changes and ensure you click Save to save those changes to the Social Media links

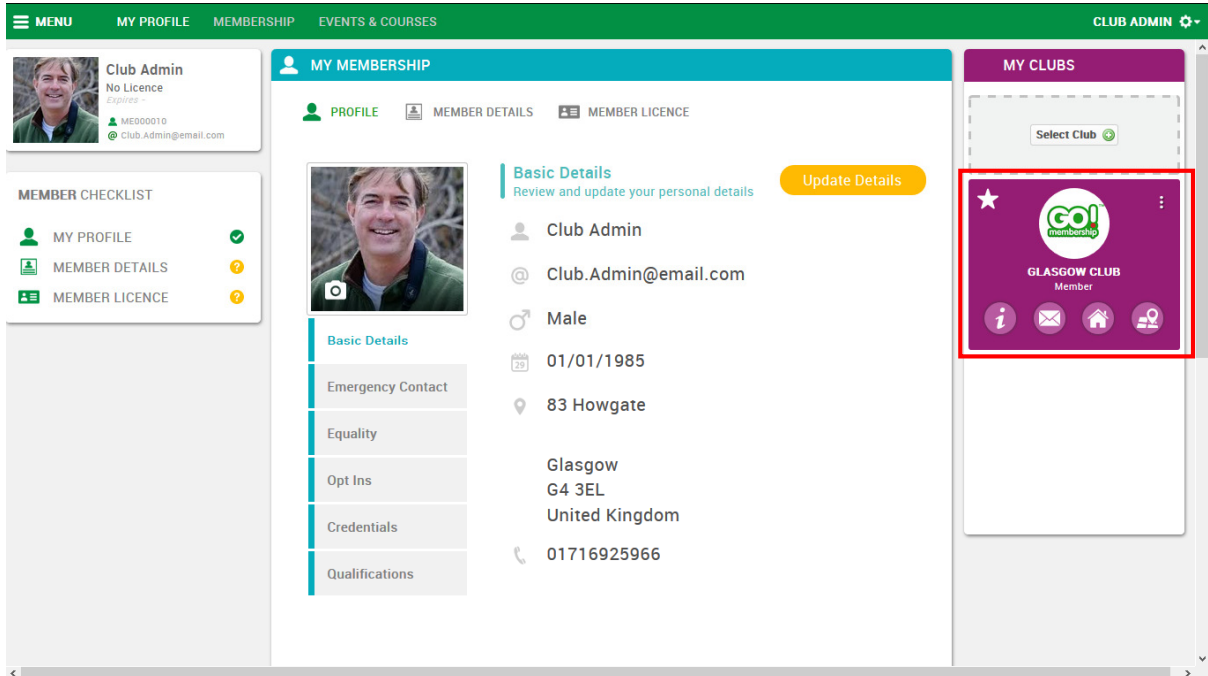
The screenshot shows the 'Club Profile' page for 'Glasgow Club'. The left sidebar contains a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (checked), 'CLUB DETAILS' (checked), and 'CLUB AFFILIATION' (checked). The main content area is titled 'Social Media' and includes a 'Review and update social media details' section. A red box highlights the 'Cancel' and 'Save' buttons. The social media links are as follows:

- Facebook:
- Twitter:
- LinkedIn:
- GooglePlus:
- Pinterest:

Club Profile – Social Media - Edit

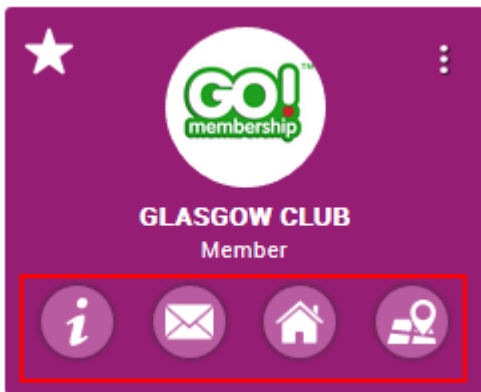
How are my club's contact details used?

By providing your club's address, email address and website in your Club Profile club members can access it from their own profile page.



Member's My Profile

The 4 icons at the bottom of the Member's Club Card are hyperlinks to display the relevant information about your club.



Member's Club Card

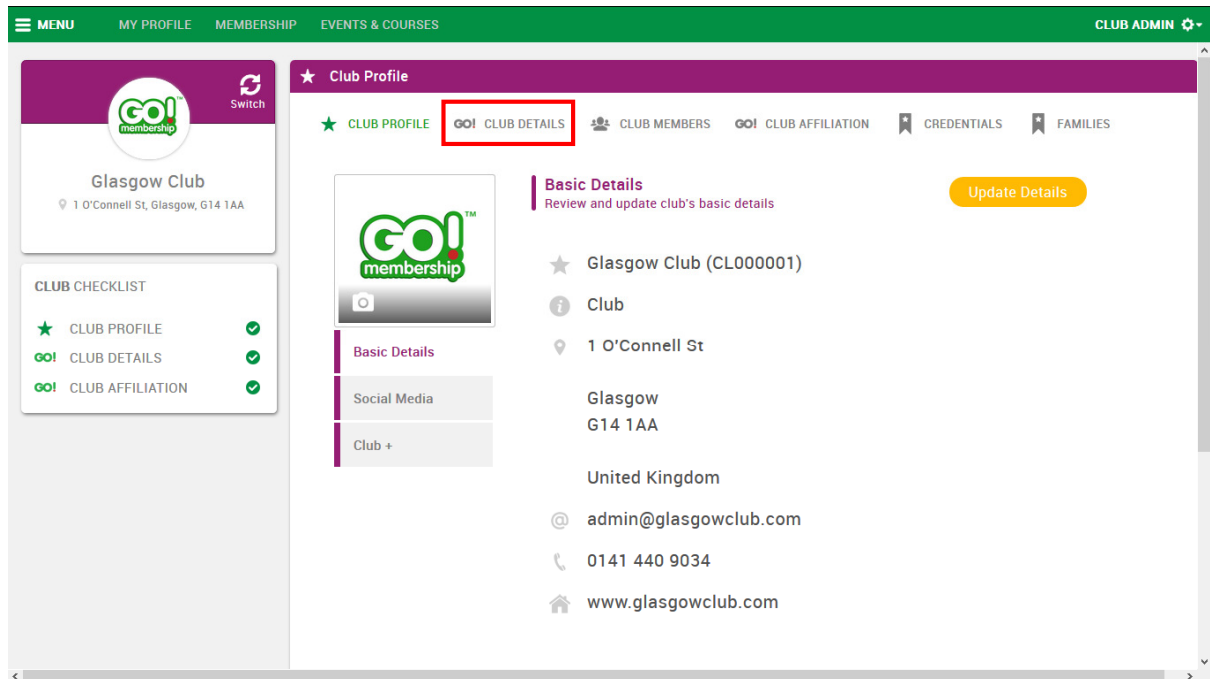
- The information icon gives the contact details
- The email icon launches an email form prepopulated with the club's email address
- The home icon hyperlinks to the club's website
- The map icon launches Google Maps using the club's address.

If your Governing Body has also signed up to the Club Finder feature of GoMembership this information can be accessed through your Governing Body's public website.

My Governing Body requires me to provide additional information about my club that is not displayed on my Basic Details in Club Profile - where do I provide that information?

Some Governing Bodies require their clubs to provide additional information about the club, its activities and perhaps facilities, this varies for each Governing Body.

If your Governing Body has this requirement the fields will be held on the Club Details section that you can access by clicking on Club Details at the top of the Club Profile



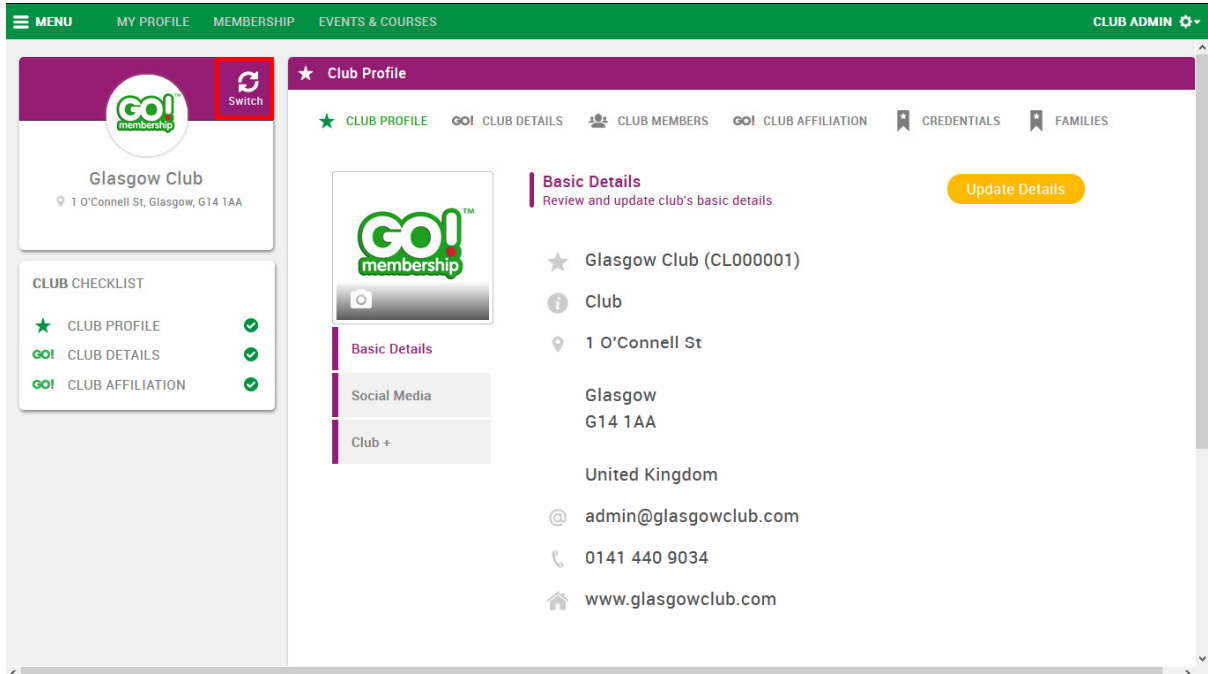
If you have not fully completed the information required the icon on Club Details in the Club Checklist will remain a yellow indicator that further information should be provided.

In the same way you update your Club Profile you click the Update Details button at the top right and the fields will then be available for editing. Ensure you click Save to save any changes made.

Can I administer more than one club?

Yes, you can be responsible for and administer more than one club.

In Club Profile, if you have more than one club that you are permitted to administer you can see a switch button (at the top right of the Club card)



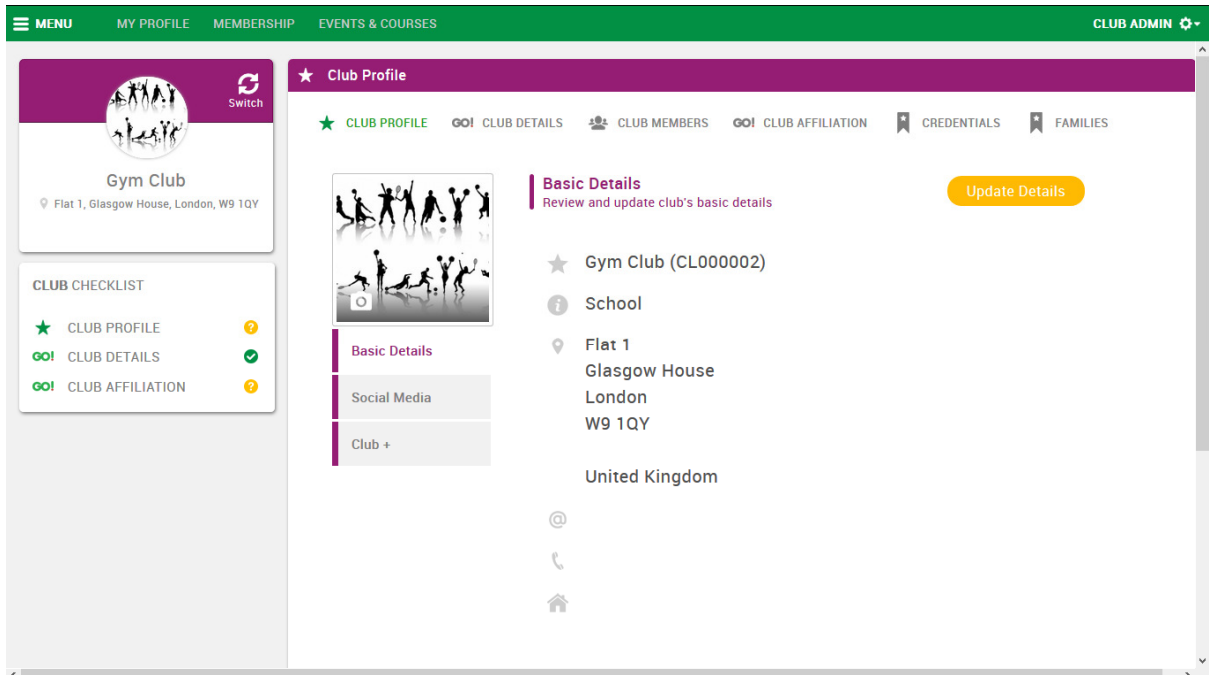
Club Profile – Basic Details

Choose which club you want to switch to.



Club Profile – Club Selector

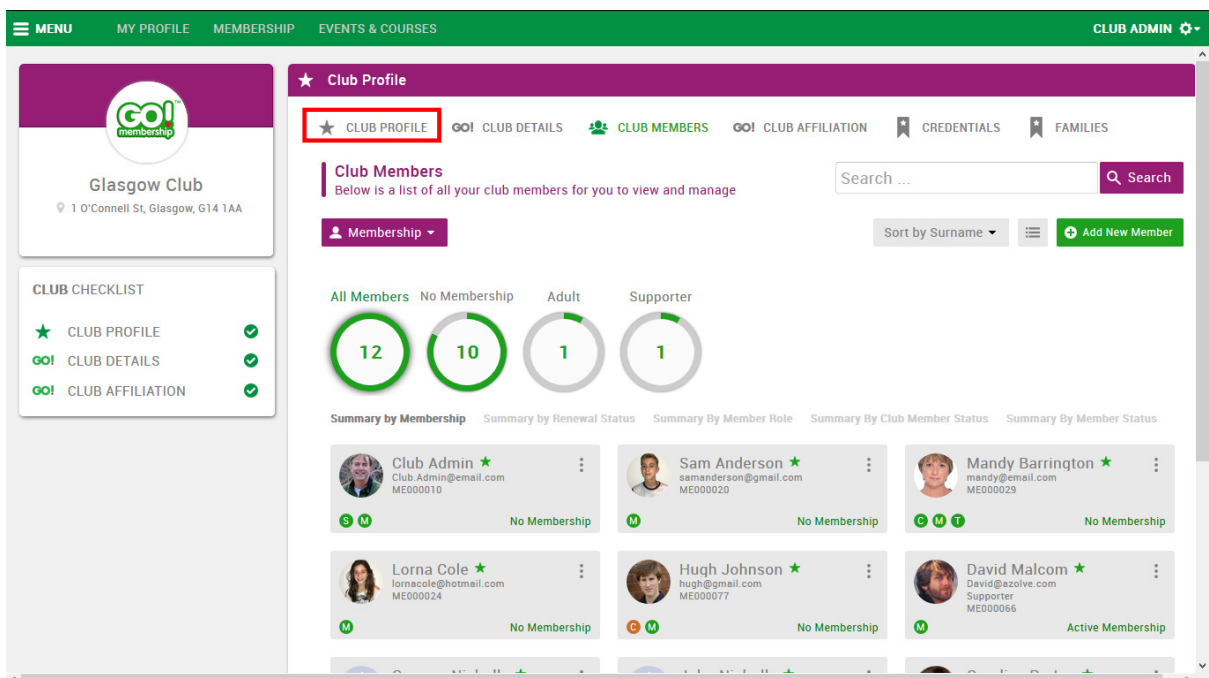
The data presented to you in the Club Profile tile is appropriate to the Club that you have chosen.



Club Profile – Basic Details

I have been working in another area of my Club Profile (i.e. updating Club Members) how do I return to my Club Profile Basic Details?

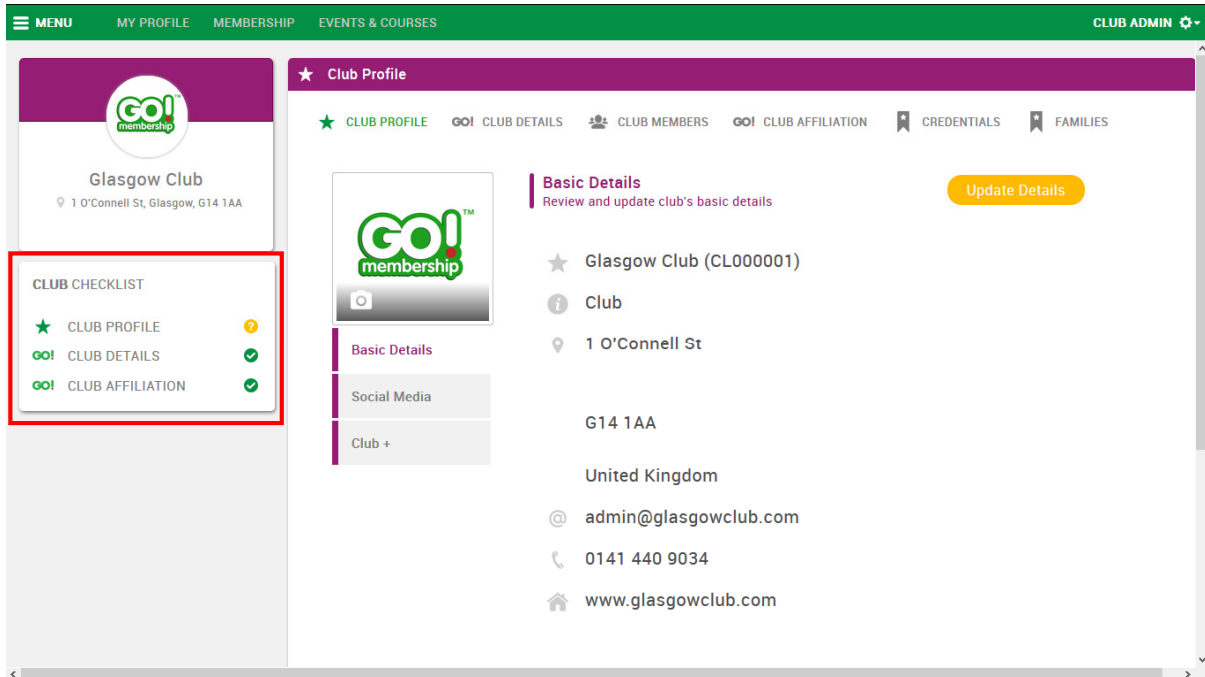
As there are several functions you can perform within the category of Club Profile, ie Club Members, Credentials, Families, etc. you may need to return to your Club Profile Basic Details or Social Media information, to do this click on Club Profile at the top of the Club Profile page.



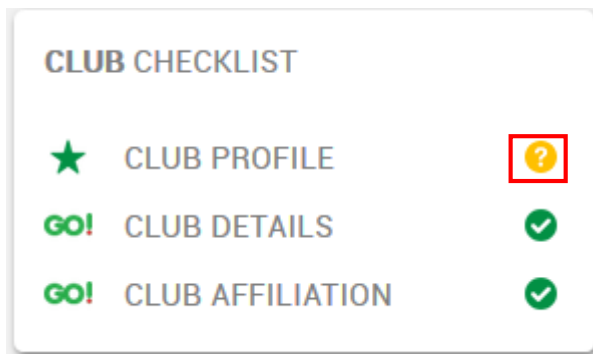
Club Profile – Club Members

How do I know my Club Profile has been completed with the required information?

The Club Checklist, below the Club Card, indicates where data or process is outstanding, when you first complete your Club Profile, if not all required fields have been populated the Club Profile will display a yellow indicator.



Club Profile – Basic Details



Club Profile – Club Checklist

This is the same for Club Details, if your Governing Body requires you to provide additional information that isn't part of the standard Basic Details in GoMembership.

Club Affiliation will display a yellow indicator when a valid affiliation is not in place, for example if your club is new and has not yet paid for affiliation or if your affiliation expires and needs renewed.