



BRITISHROWING

How to add new members to your club

TEAMWORK | OPEN TO ALL | COMMITMENT

How to add new members to your club

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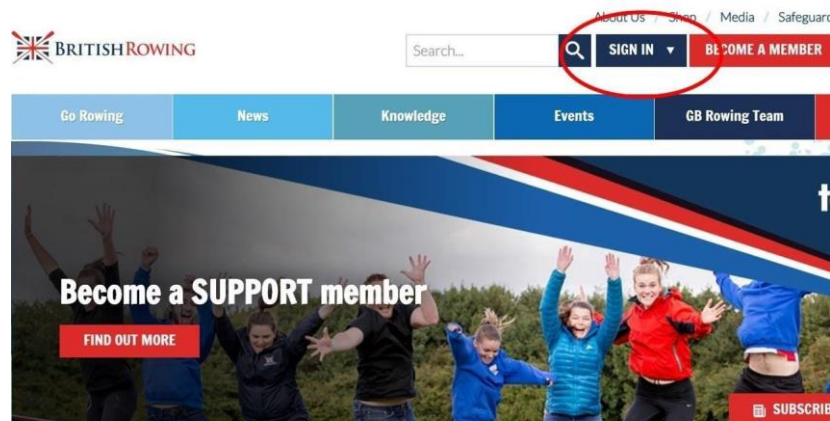
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For individuals to show up in your overall membership list they will each need to have a ClubHub profile linked to your club. In most cases the individual will do this themselves, by first creating their own profile, and by them linking it to your club. However, it is possible for the Club Admin to do this for them. This can be done on behalf of individuals and also for groups, following a Learn 2 Row course for example.

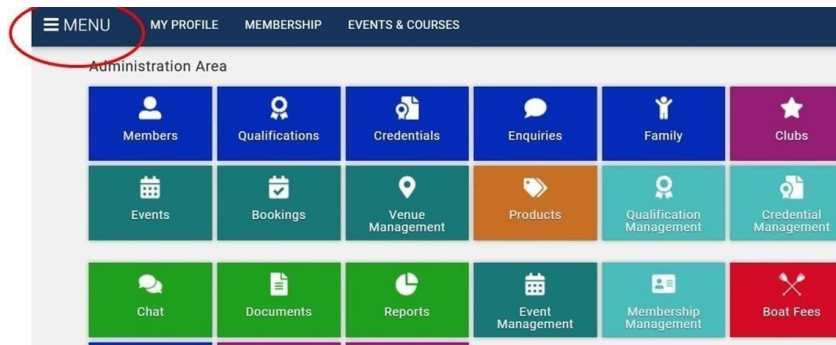
The process is simple, here's how:

Section 1: Adding brand new people to your club

1. Sign into your British Rowing account



2. Select MENU



3. Select the CLUB MEMBERS tile



4. Select the ADD NEW MEMBER tab on the right hand side of the screen

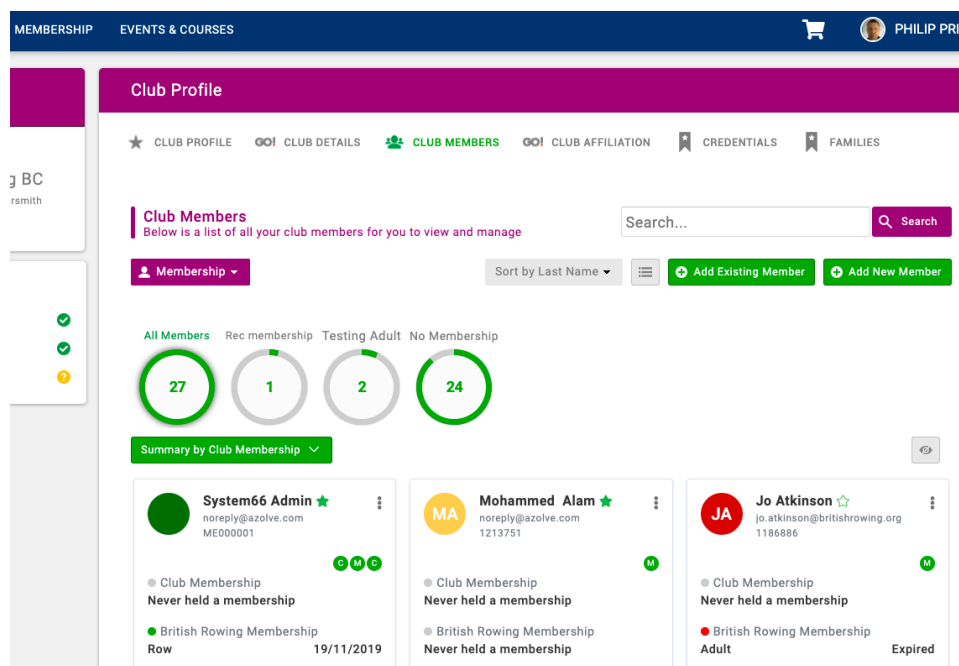
The screenshot shows the 'Club Profile' page for 'Summer Sculling BC'. The top navigation bar includes 'MEMBERSHIP', 'EVENTS & COURSES', and a user profile for 'PHILIP PR'. The main content area is titled 'Club Profile' and contains a navigation menu with 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. Below this, the 'Club Members' section is active, displaying a search bar and buttons for 'Add Existing Member' and 'Add New Member'. A summary section shows four categories: 'All Members' (27), 'Rec membership' (1), 'Testing Adult' (2), and 'No Membership' (24). A 'Summary by Club Membership' dropdown is visible. The member list includes three entries: 'System66 Admin' (Club Membership: Never held a membership; British Rowing Membership: Row, 19/11/2019), 'Mohammed Alam' (Club Membership: Never held a membership; British Rowing Membership: Never held a membership), and 'Jo Atkinson' (Club Membership: Never held a membership; British Rowing Membership: Adult, Expired).

5. You can now enter key information relating to an individual. Once you have confirmed your entries the individual will show up in your overall membership list. At their end they will receive a confirmation email whereupon they will be able to set a password for their account

The screenshot shows the 'Add member' form overlaid on the Club Profile page. The form is titled 'Add member' and features the British Rowing logo at the top right. The form fields include: 'First Name' and 'Last Name' (text input), 'Email Address' (text input), 'Contact Number (optional)' (text input), 'Date of Birth' (Day, Month, Year dropdowns), 'Gender' (Male/Female radio buttons), 'Username' (text input), and 'Address' (text input). The background shows the Club Profile page with the membership statistics and member list.

Section 2: Adding existing ClubHub profile holders to your club

6. If an individual already has a ClubHub profile you can add them to your club by following the same steps initially. This time, once you have opened the CLUB MEMBERS tile, select ADD EXISTING MEMBER

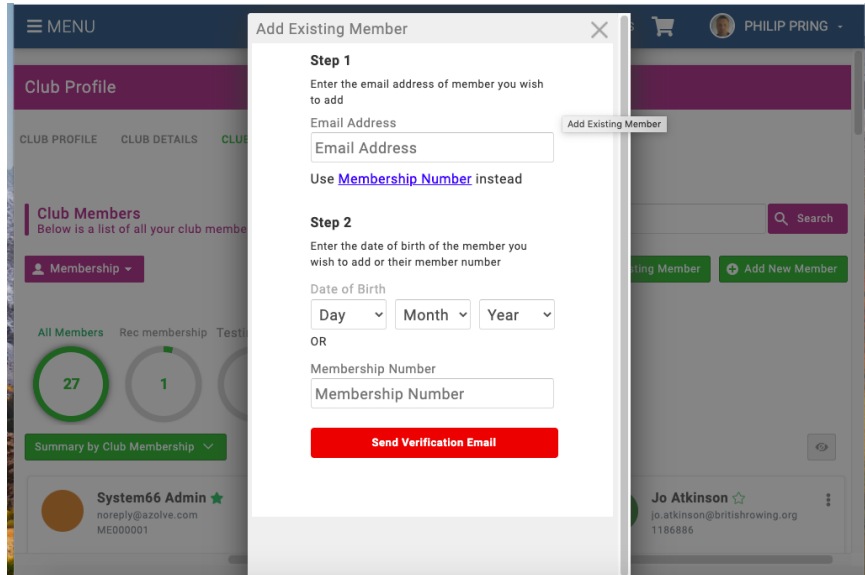


The screenshot displays the ClubHub interface for a club profile. The top navigation bar includes 'MEMBERSHIP' and 'EVENTS & COURSES'. The main header is 'Club Profile'. Below this, there are tabs for 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. The 'CLUB MEMBERS' tab is active. A search bar is present with the text 'Search...'. Below the search bar, there are buttons for 'Add Existing Member' and 'Add New Member'. A 'Membership' dropdown menu is set to 'Membership'. A 'Sort by Last Name' dropdown is also visible. The membership statistics are shown as four circular gauges: 'All Members' (27), 'Rec membership' (1), 'Testing Adult' (2), and 'No Membership' (24). Below the gauges, there is a 'Summary by Club Membership' dropdown. The main content area shows a list of members with their profiles, including names, email addresses, and membership details.

Membership Type	Count
All Members	27
Rec membership	1
Testing Adult	2
No Membership	24

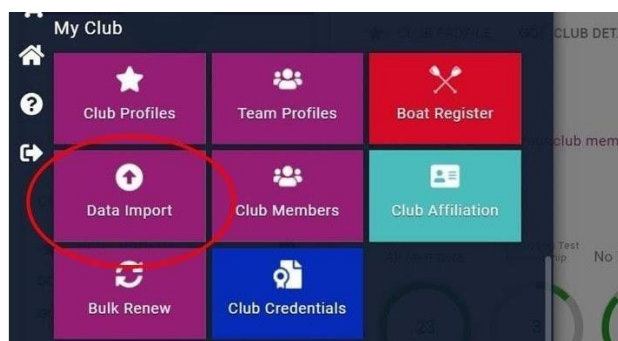
Name	Email	Membership Status	Membership Type	Membership Date
System66 Admin	noreply@azolve.com	Never held a membership	British Rowing Membership	19/11/2019
Mohammed Alam	noreply@azolve.com	Never held a membership	British Rowing Membership	Never held a membership
Jo Atkinson	jo.atkinson@britishrowing.org	Never held a membership	British Rowing Membership	Adult Expired

7. Providing you know the email address, DOB and membership number of the individual in question you will be able to add them to your club at this point, whereupon they will receive a confirmation email



Section 2: Adding groups of individuals to your club

It might be that occasionally you will wish to add a group of individuals to your club, following a Learn 2 Row course for example. Sign into your account and select MENU as before, then select the DATA IMPORT tile



8. When you first use the DATA IMPORT tile you will see the intro page. Click on LET'S GET STARTED or the yellow NEW IMPORT button.

filename	Date/Time	# Members	Status Summary	Status
GoMembership_Member_Import.xlsx	2019-07-24	2	File successfully imported, members imported (2)	Success
GoMembership_Member_Import.xlsx	2019-07-24	2	File successfully imported, members imported (2)	Success
Claire_Guildford_test1.xlsx	2019-07-23	2	File successfully imported, members imported (2)	Success
DATA IMORT 29 MAY.xlsx	2019-05-29	2	File successfully imported, members imported (2)	Success
GoMembership_Member_Import.xlsx	2019-04-23	2	File successfully imported, members imported (2)	Success
GoMembership_Member_Import.xlsx	2019-04-23	2	File failed to import, no members imported. Number of members failed the validation check (1)	Failed
GoMembership_Member_Import.xlsx	2019-04-23	2	File successfully imported, members imported (2)	Success
GoMembership_Member_Import.xlsx	2019-04-23	2	File successfully imported, members imported (2)	Success

- The next step is to click **DOWNLOAD FILE**. You need to download the excel template in which you will input your members' details
Open the document in Excel. Remove the example 'John Smith'. Then fill out the information for the users you wish to set up.

The tabs with * are compulsory fields which need to be completed to complete the upload. The users need to have their personal email addresses to create their accounts and any duplicated addresses will be rejected by the system. The country and county fields should be filled with one of the options on the dropdown page.

10. **Club Membership**

If your club is using ClubHub to manage it's memberships and these users have already purchased their membership then you can allocate them to the right category by filling out the **CLUB MEMBERSHIP TYPE**, **CLUB MEMBERSHIP START DATE** and **CLUB MEMBERSHIP END DATE** fields.

11. **British Rowing Membership**

If you want to purchase British Rowing junior memberships in bulk then put **JUNIOR** in the **NGB MEMBERSHIP TYPE** tab. Once the memberships have uploaded, they will sit in the basket waiting for you to complete the checkout.

12. **Uploading the file**

Once you have completed all the compulsory fields and input all of the information you would like to add to the profiles you need to save that document. Upload it into the blue box DRAG FILE HERE or CLICK TO UPLOAD. Once you have done this and the file is in the box, click the green IMPORT button.

Once this is completed, your users will be sent a confirmation email in order to set up their passwords. These users will now show up in your club members list and you can go on to purchase British Rowing memberships on their behalf or instruct them to do it individually.