

How to assign club member roles

TEAMWORK OPEN TO ALL COMMITMENT



How to assign club member roles

Clubs are administered by committees which comprise a range of positions. Typical roles include Chairperson, Treasurer etc but can include any number of other roles depending upon your club activities.

As members come and go and roles change hands ClubHub enables you to keep a record of those members with positions within the club, and to assign them to individuals. This process provides those individuals certain access within the system as is appropriate to their roles.

Assigning club member roles is simple - here's how:

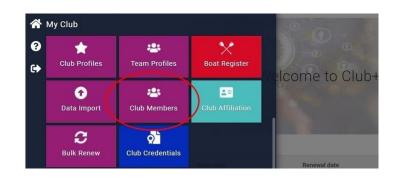
I. Sign into your British Rowing account



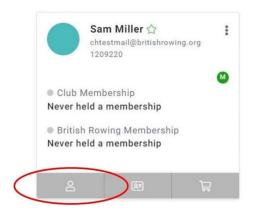
2. Select MENU

NU MY PROFIL		EVENTS & COURSES			
Members	Q ualifications	Credentials	D Enquiries	° Family	the clubs
Events	B ookings	Venue Management	Products	Q ualification Management	Credential Management
Q Chat	Documents	C Reports	Event Management	Membership Management	X Boat Fees

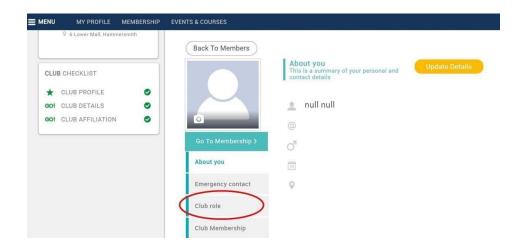
3. Select the CLUB MEMBERS tile



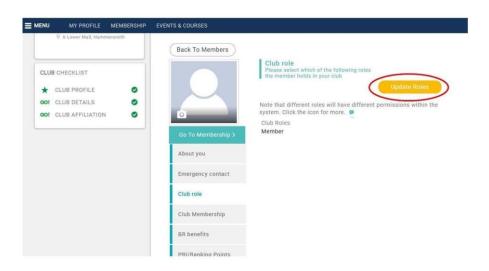
4. Select the club member in question by clicking on the VIEW PROFILE tab in their membership tile



5. Select CLUB ROLE



6. Select UPDATE ROLES. Note that at this point there is the option to view which roles provide what access within the system. To view this, click on the blue icon underneath UPDATE ROLES



7. Select the role you wish that person to have, then select SAVE

Back To Members	Club role Please select which of the following the second select is used which	roles
	the member holds in your club	Cancel Save
	system. Click the icon for more. =	□ Junior Coordinator
Go To Membership >	 Boat Manager Club Captain 	 Learn to Row Coordinator Member
About you	✓ Club Chair□ Club Email	 Membership Secretary Men's Captain
Emergency contact	Club Manager Club Rowing Safety Adviser Club Walface Officer	 Online Entry Admin President Reconstituted Coordinates
Club role	 Club Welfare Officer ClubHub Admin Coach 	 Recreational Coordinator Secretary Social Secretary
Club Membership	 Digital/Press Officer/Web Entries Secretary 	 Squad Captain Treasurer