How to create teams

**How to create teams**

Within your overall club membership you will naturally have different sub-sets. These might include individuals with different types of membership (adult, junior, recreational etc), and can also include different squads within membership types.
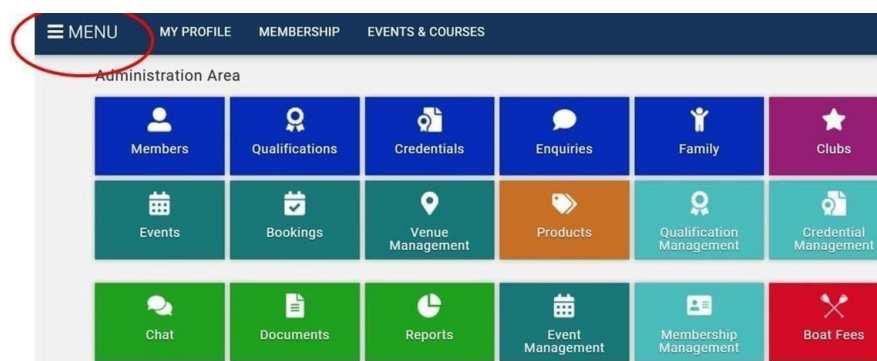
ClubHub allows you to create and manage teams so that you can identify distinct groups within your overall membership, and also enables you to communicate with them using the CLUB EMAIL function.
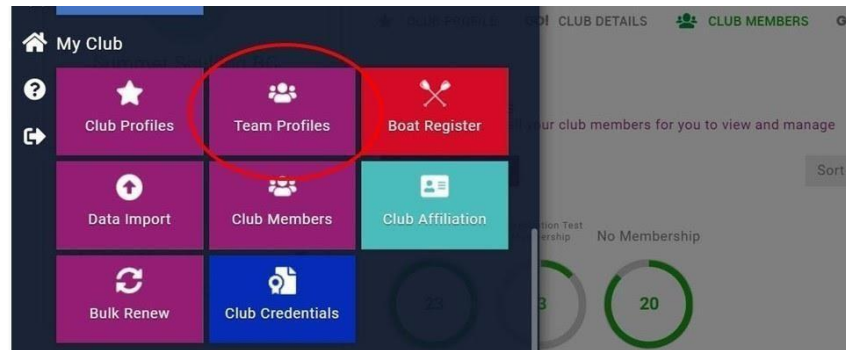
Creating teams is simple – here's how:
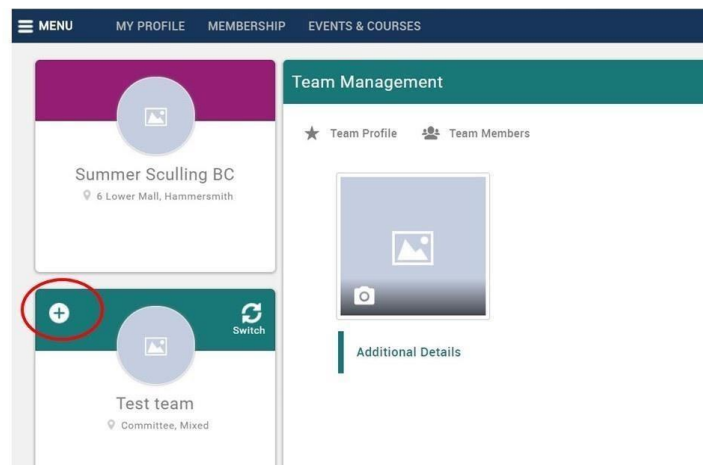
1. Sign into your British Rowing account
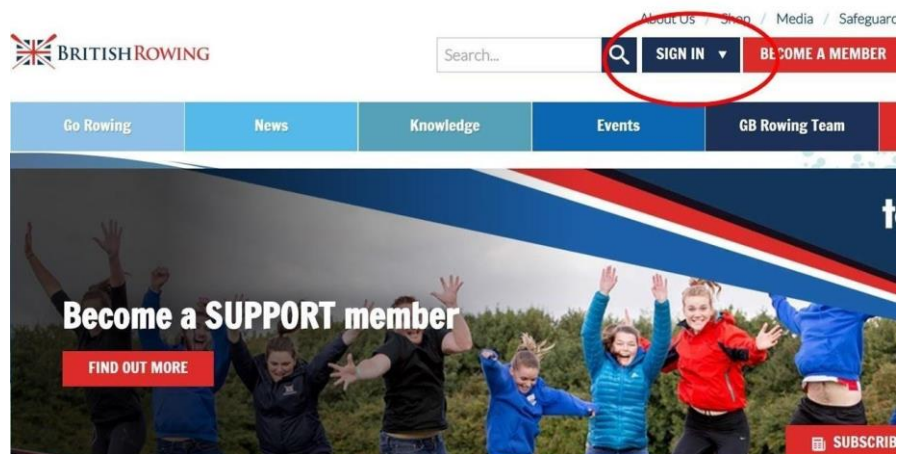

2. Select MENU

3. Select the TEAM PROFILES tile

4. From here you can view existing teams, changing from one to another by using the SWITCH button. You can also create new teams, giving them specific names and by adding members as you wish


5. Remember to select SAVE before logging out

6. Once you have created a team you can then communicate with it by using the CLUB EMAIL tile. To do this, sign into your account and then select MENU as before, and then select the CLUB EMAIL tile
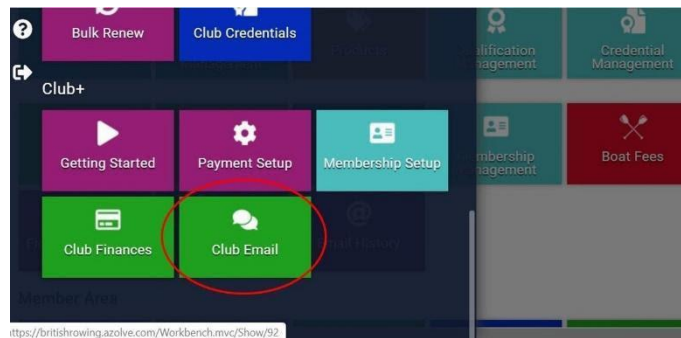
7. You will then be presented with the club email "dashboard" where you will be able to view a list of sent emails. To compose a new email, begin by selecting the mail icon

8. Then, by selecting the arrow in the FROM box, you can select from whom you wish your email to be sent.
You will be given 2 options: 1. The email associated with your own profile, and 2. The email associated with the club (to edit this email please refer to guidance document HOW TO EDIT CLUB DETAILS)
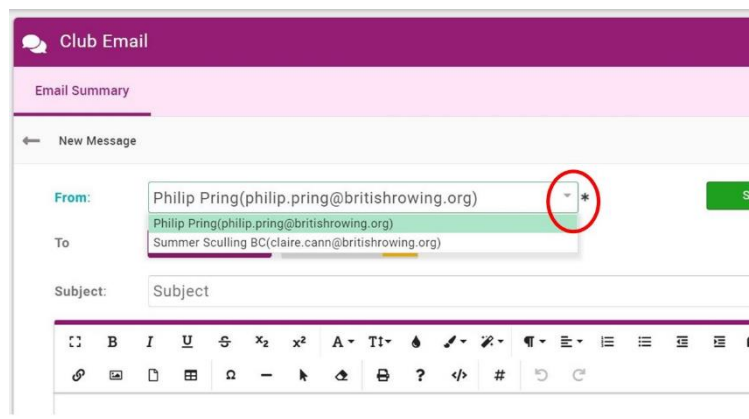

9. From here you can choose who you want to send your email to (recipients). You can select individuals, multiple individuals and teams. The first step is to press SELECT MEMBERS as shown below
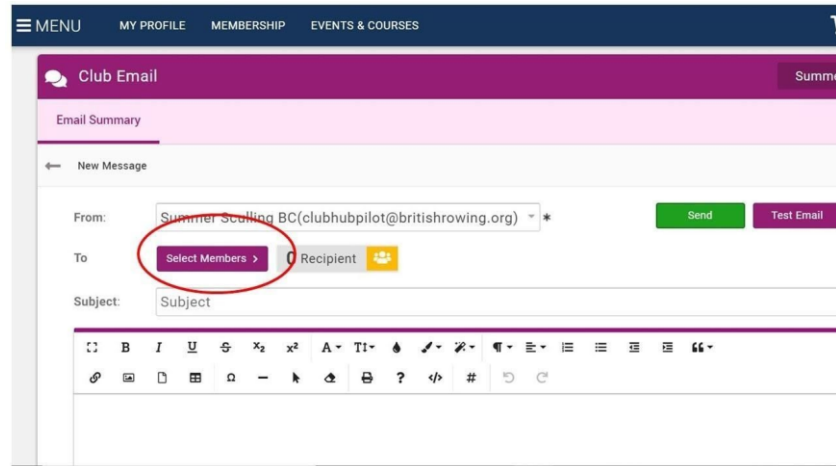
10. A useful tool when selecting individuals or groups of individuals is the SUMMARY BY… button. Here you can display members broken down by club membership, NGB membership, member role and teams. You can further break down these lists by using the green circles as shown below
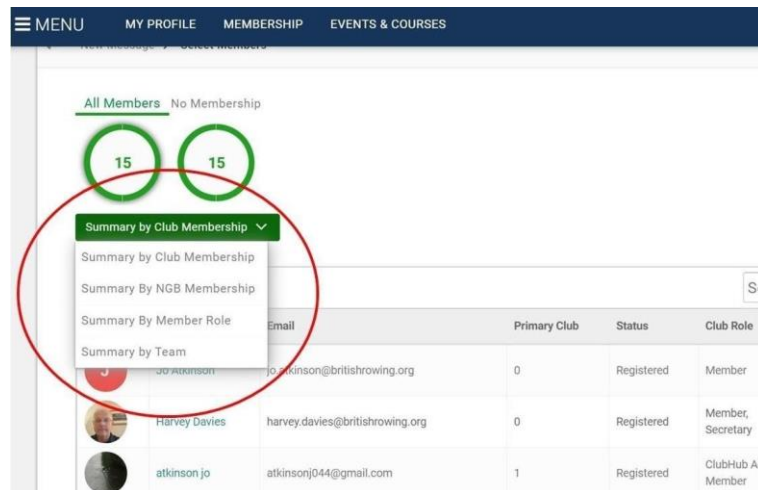

11. Once you have selected how you wish your members to be presented, you can now select individual members to whom you wish to send your email. If you wish to send your email to all members within a given group, you can select the ALL MEMBERS box as shown below. Remember to select CONFIRM once you have made your selections
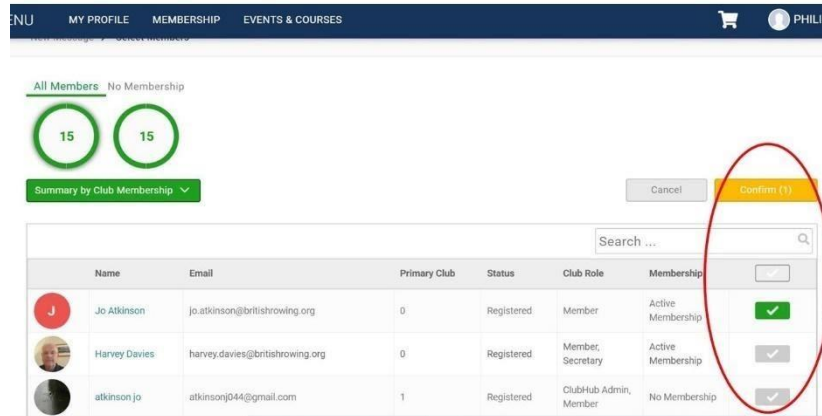
12. You can now give your email a title and add the text of your message as shown below
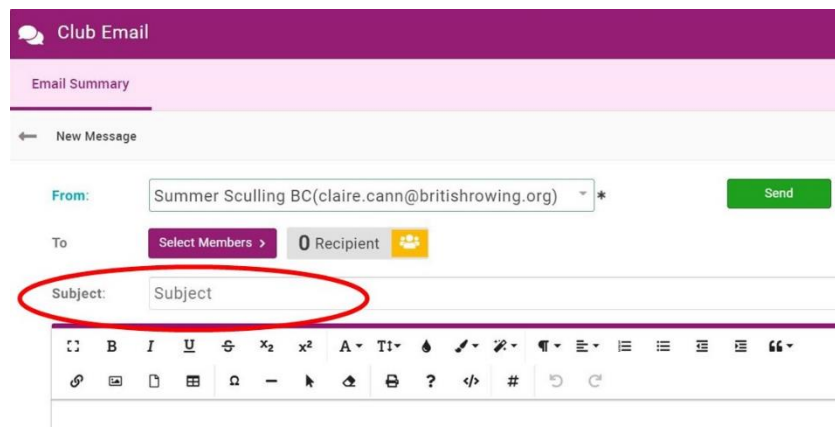
13. To add attachments scroll to the bottom of the page and select the button as shown here
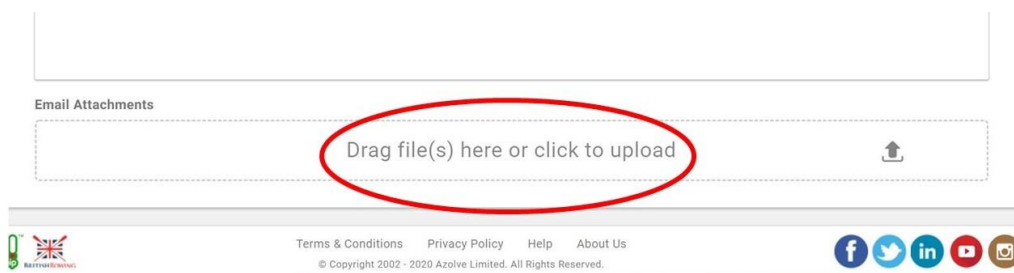
14. Finally, you can now select whether to SAVE your email draft, TEST the email (in which case you will be given the option to enter a test email address to send your draft email to), or to SEND it to your chosen recipients
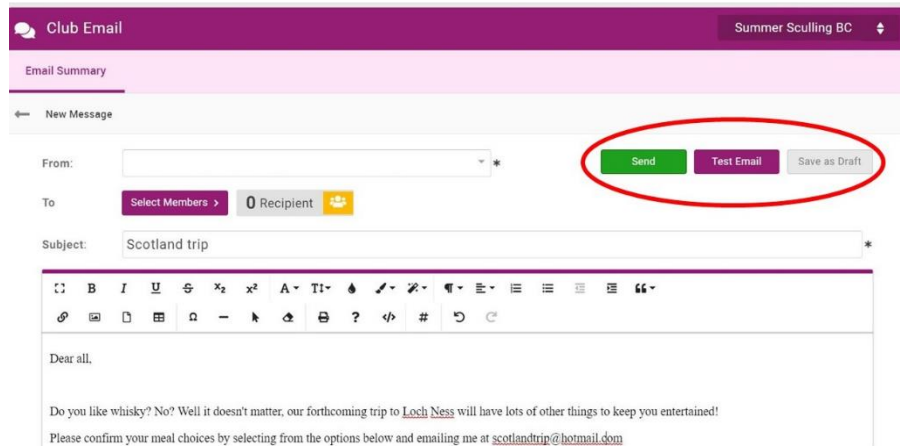
15. If, after sending an email using the Club Email feature within ClubHub, you wish to receive replies, make sure to add a reply email within the body of your email.