

## How to update club credentials

TEAMWORK OPEN TO ALL COMMITMENT



## How to update club credentials

During the course of running your club you will need to maintain a record of various documents, some of which will expire and require updating from time to time. Examples might include your club's Constitution as well as insurance documents. The ClubHub system refers to such documents as "Credentials." Keeping these in one place helps create a more efficient system, especially as committee members move on and new ones take on their roles.

The process of uploading and viewing club credentials is simple, here's how:

I. Sign into your British Rowing account



2. Select MENU

<b>≡</b> MENU		e membership	EVENTS & COURSES			
Adn	ninistration Ar	ea				
	A Members	<b>Q</b> ualifications	Credentials	C Enquiries	<b>°</b> Family	the second secon
	Events	Bookings	Venue Management	Products	<b>Q</b> Qualification Management	Credential Management
	Q Chat	Documents	C Reports	Event Management	LE Membership Management	Boat Fees
в	atch Printing	Field Management	@ Email Management			
Men	nber Area					
	And the second s	ि Cart	E Payment History	∎≡ Membership	 Documents	Events & Courses

3. Select the CLUB PROFILES tile

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4. To view and edit your club credentials begin by selecting the CREDENTIALS tab near the top of the page

EMENU MY PROFILE MEMBERS	HIP EVENTS & COURSES		🏋 🛞 PHIL	
	★ Club Profile			
	CLUB PROFILE GO!	CLUB DETAILS 🔹 CLUB MEMBERS GO! CLUB AFFILIATION	CREDENTIALS FAMILIES	
Summer Sculling BC © 6 Lower Mall, Hammersmith		Club summary This is a summary of your club's location or the venue you row out of, and the main contact details for people interested in joining or visiting your club.	Update Details	
CLUB CHECKLIST		★ Summer Sculling BC (2389)		
🛨 CLUB PROFILE 🥥	Ô	Club		
GO! CLUB DETAILS	Club summary	<u> ۵</u>		
CLUB AFFILIATION	Social media	6 Lower Mall Hammersmith		
	Club documents	London		
		United Kingdom		
		o clubhubpilot@britishrowing.org		
		01234 567891		
		http://www.britishrowing.org		

5. You will then be able to view a list of previously uploaded credentials, and you can view them by type and status using the tabs shown. To add new credentials select the ADD CREDENTIAL tab



6. You can then add key information relating to each credential (document name, expiry date etc), and attach supporting documents such as certificates. Once uploaded your documents will be verified and given a status such as pending approval, expired etc.

MENU	MY PROFILE	MEMBERSHIP	EVENTS & COURSES	× Setup credential	
		S	★ Club Profile	Details Notes Entity	
Switch		Switch		Start Date:	
Summer Sculling BC • 6 Lower Mail, Hammersmith			🛨 CLUB PROFILE GO! CLUB DETAILS	s 01/01/2019 📑 *	
				End Date:	
			Credentials Below is a list of all your active, pendin	ng a 01/01/2020 🔤 *	
				Created:	
			+ Add Crede	ential 01/01/2019 🔤 *	
CLUB C	HECKLIST		l	Reviewed:	
🛨 CI	LUB PROFILE	0	Recent All Active Pending Approval	Expir 02/01/2019	
GO! CI	LUB DETAILS	0	Club Constitution	Follows BR Model Club Constitution:	
CLUB AFFILIATION		0	Credential	No *	
			ACTIVE Starts 01/01/2019	Notes:	
			L103 0170172020		