

BRITISH ROWING

How to update club credentials

TEAMWORK | OPEN TO ALL | COMMITMENT

How to update club credentials

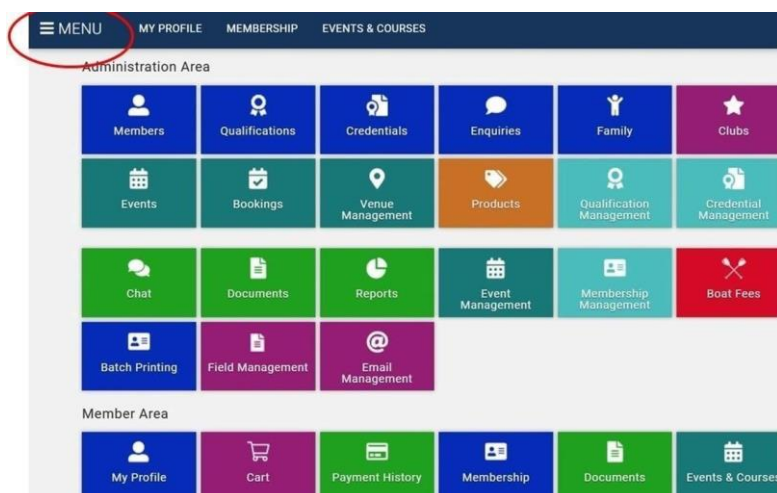
During the course of running your club you will need to maintain a record of various documents, some of which will expire and require updating from time to time. Examples might include your club's Constitution as well as insurance documents. The ClubHub system refers to such documents as "Credentials." 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:

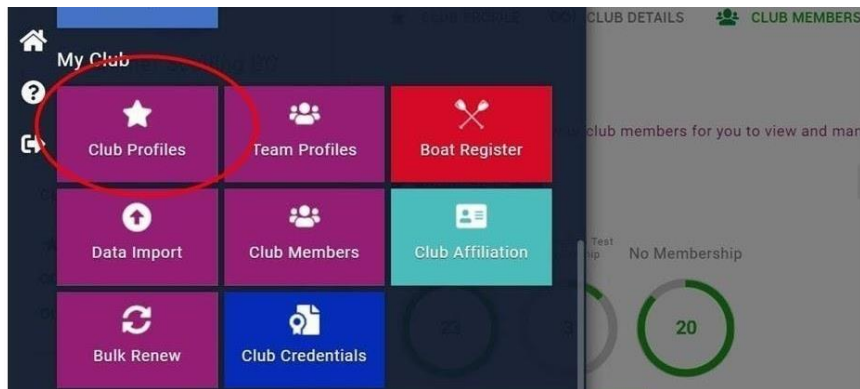
1. Sign into your British Rowing account



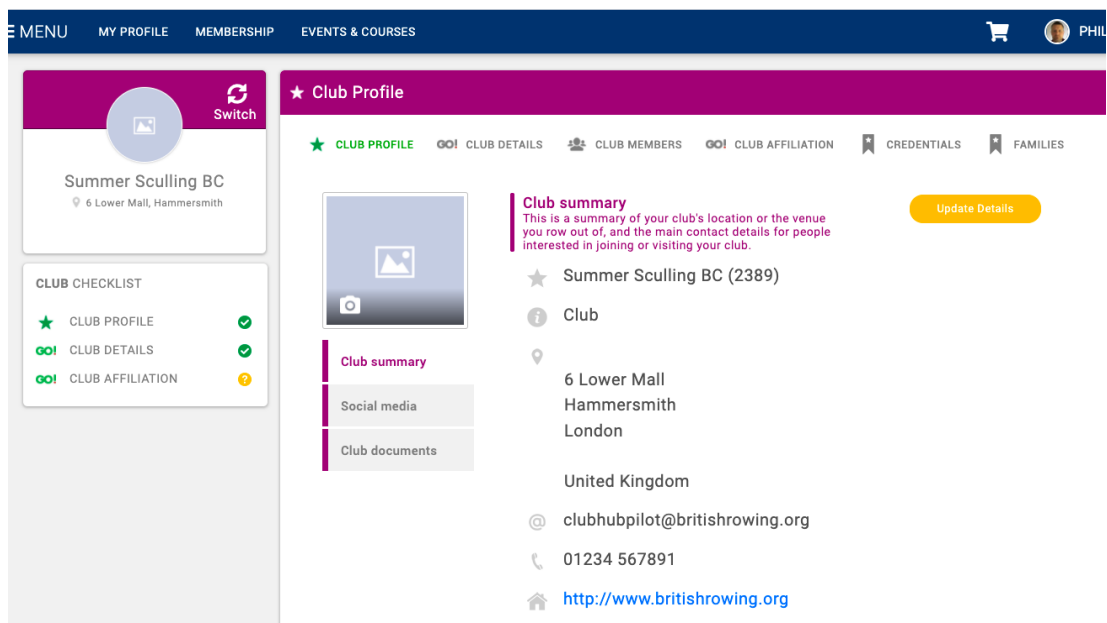
2. Select MENU



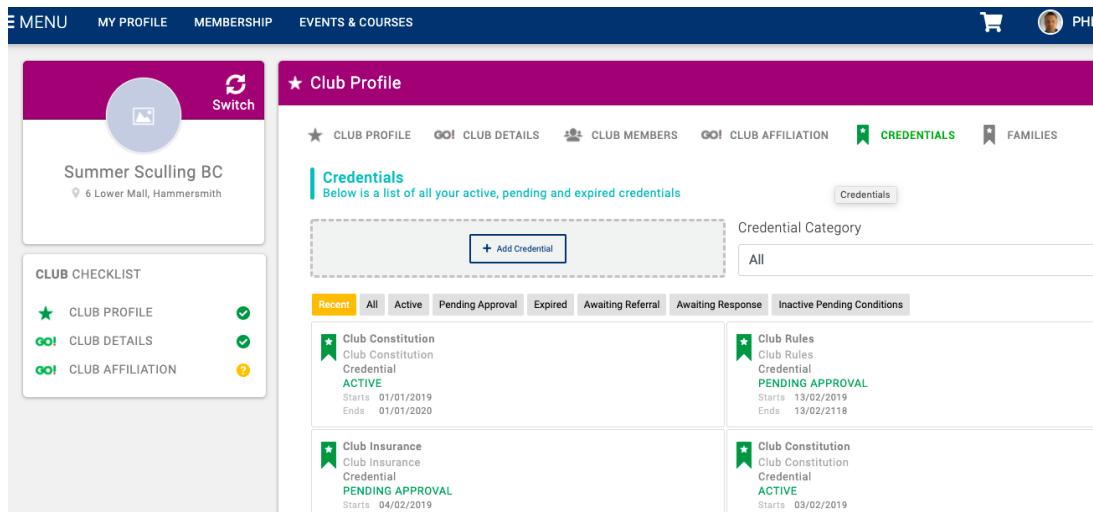
3. Select the CLUB PROFILES tile



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



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



- 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.

