



BRITISH ROWING

# How to upload club documents

TEAMWORK | OPEN TO ALL | COMMITMENT

## How to upload club documents

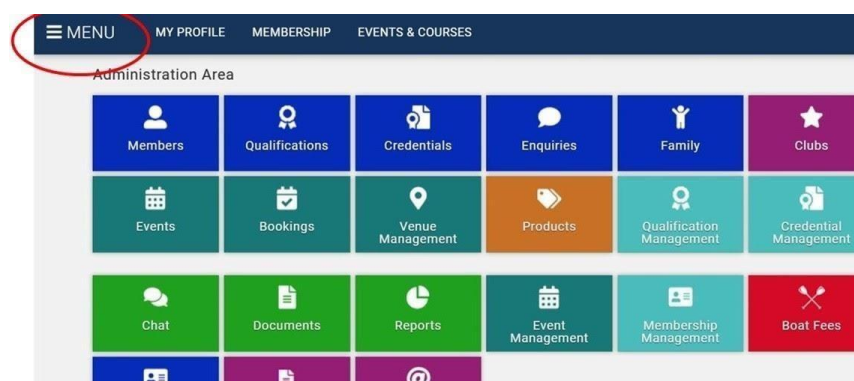
In the process of running your club you will need to keep create and update certain documents, policies, AGM minutes etc. ClubHub allows you to upload and store such documents so that they are accessible to key role holders and so that they can be shared with the wider membership when necessary.

To upload and view club documents simply follow these steps:

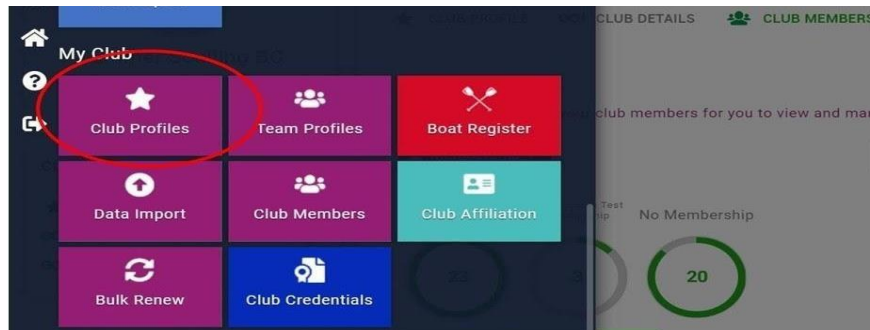
### 1. Sign into your British Rowing account



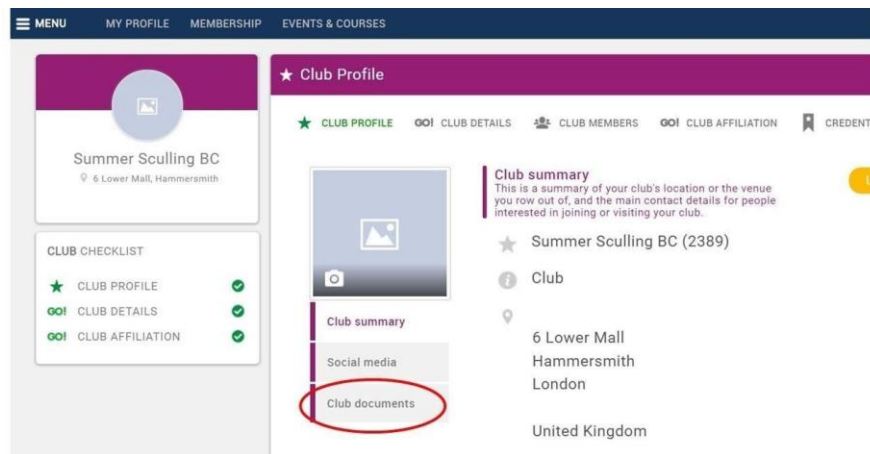
### 2. Select MENU



3. Select the CLUB PROFILES tab



4. Select CLUB DOCUMENTS



5. From here you can upload new documents by selecting the UPLOAD button, and view documents by selecting the appropriate document from the list shown. Remember to select SAVE before logging off.

### ★ Club Profile

★ CLUB PROFILE   GO! CLUB DETAILS   👤 CLUB MEMBERS   GO! CLUB AFFILIATION   📌 CREDE

**Summer Sculling BC**  
📍 6 Lower Mall, Hammersmith

CLUB CHECKLIST

- ★ CLUB PROFILE
- GO! CLUB DETAILS
- GO! CLUB AFFILIATION

**Club documents**  
This is where you can upload and store club documents, eg. club rules, meeting minutes, circulation and safety plans, etc.

Attachment

File Name	Comment		
<a href="#">Rower Development Guide v</a>			

- Club summary
- Social media
- Club documents