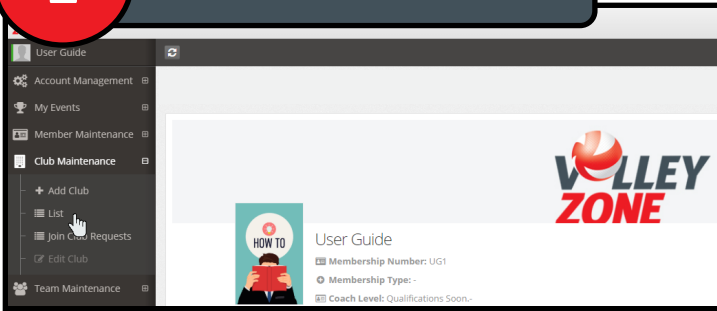


### HOW TO UPDATE YOUR CLUB PROFILE

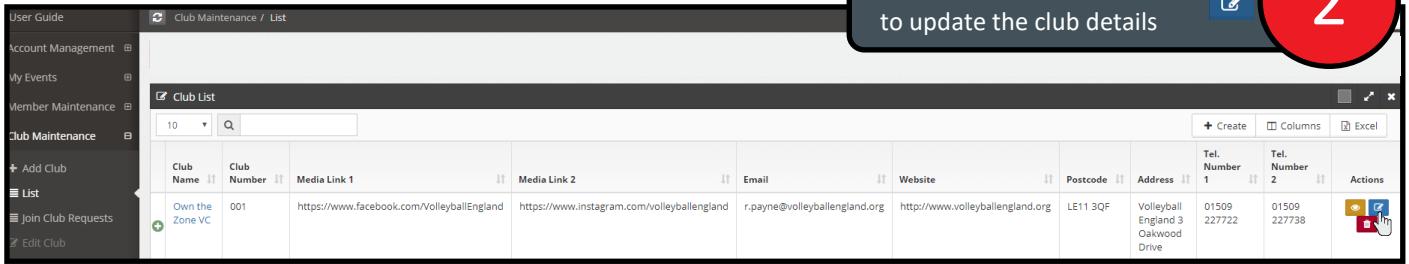
1

Click on 'Club Maintenance then 'list'



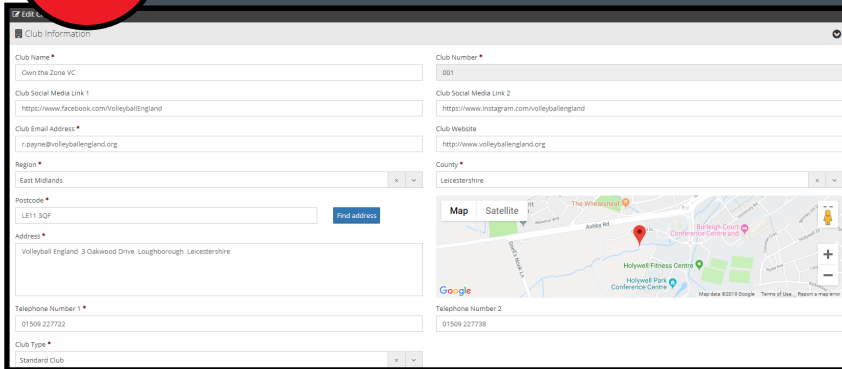
2

Click on the blue 'edit' button to update the club details



3

Review and edit your club information. All boxes with a '\*' need to be populated. Once completed scroll to the bottom of the page and click 'submit'



Submit

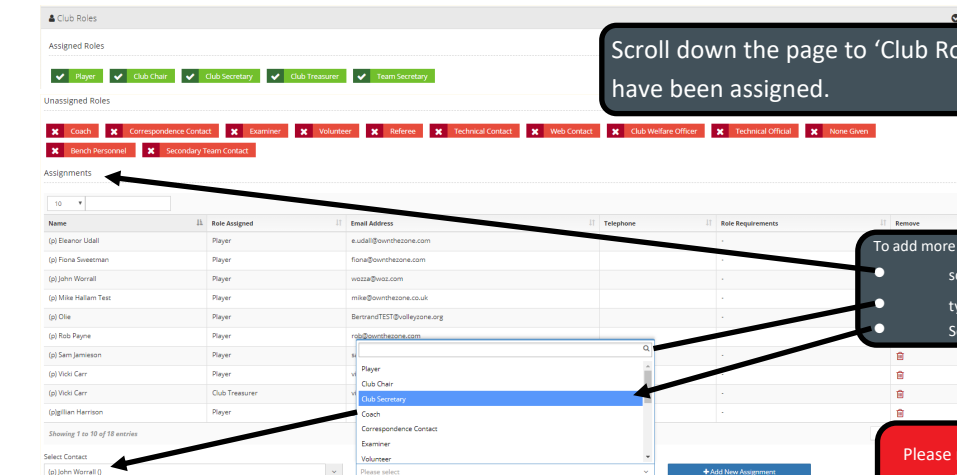
4

Scroll down the page to 'Club Roles' to view which roles have been assigned.

5

To add more roles

- scroll down to 'Assignments'
- type in the name of your member
- Select their role and click 'Add New Assignment'



Please note, the roles that have the ability to administrate the club (including entering competitions) are; Club Secretary, Club Chair and Club Treasurer