



BRITISHROWING

How to assign club member roles

TEAMWORK | OPEN TO ALL | COMMITMENT



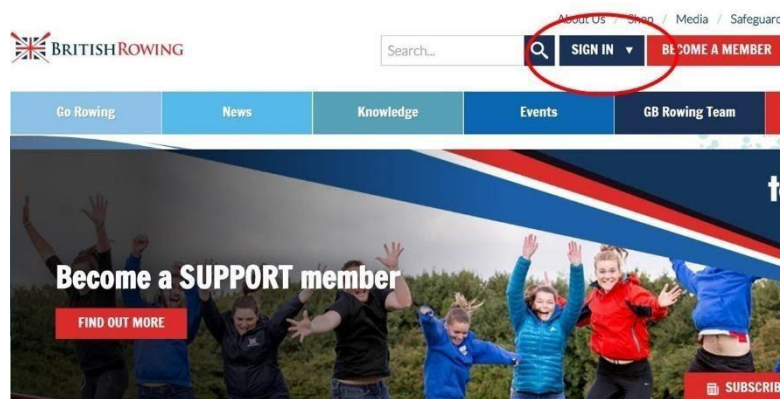
How to assign club member roles

Clubs are administered by committees which comprise a range of positions. Typical roles include Chairperson, Treasurer etc but can include any number of other roles depending upon your club activities.

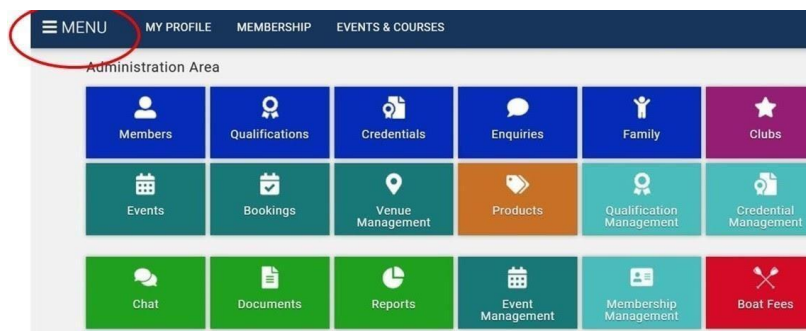
As members come and go and roles change hands ClubHub enables you to keep a record of those members with positions within the club, and to assign them to individuals. This process provides those individuals certain access within the system as is appropriate to their roles.

Assigning club member roles is simple – here's how:

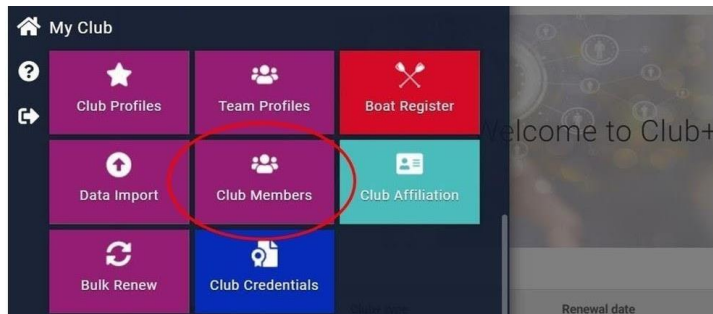
1. Sign into your British Rowing account



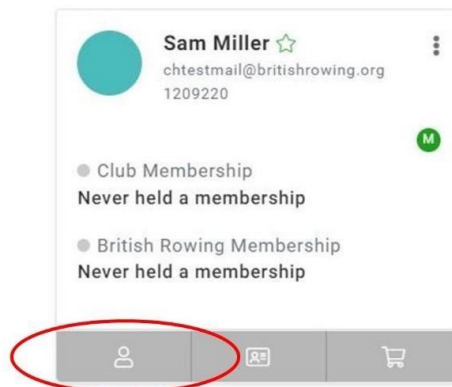
2. Select MENU



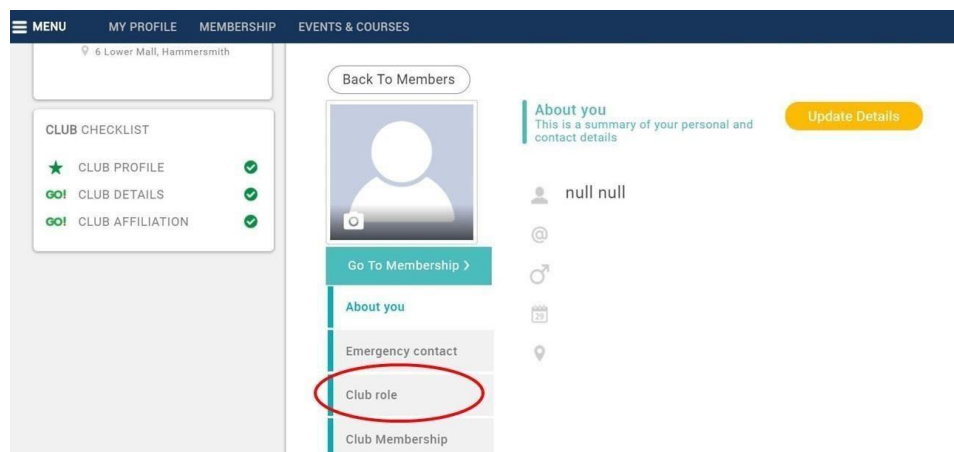
3. Select the CLUB MEMBERS tile



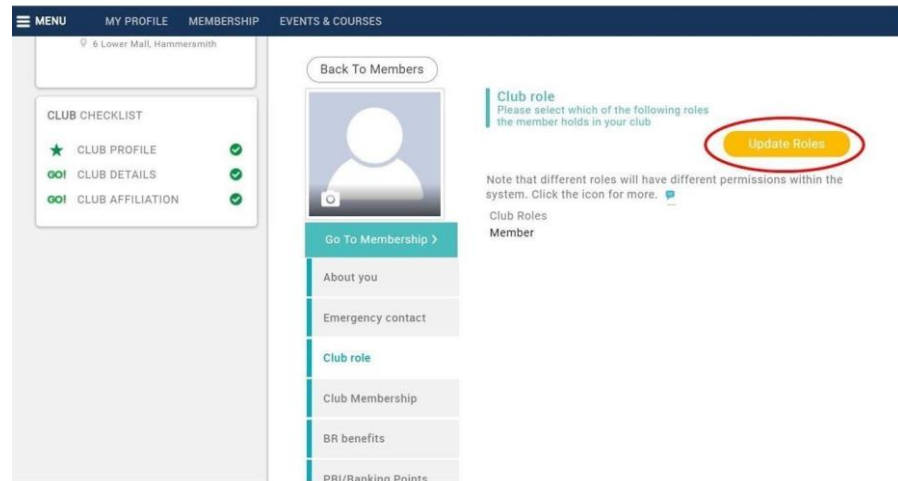
4. Select the club member in question by clicking on the VIEW PROFILE tab in their membership tile



5. Select CLUB ROLE



- Select UPDATE ROLES. Note that at this point there is the option to view which roles provide what access within the system. To view this, click on the blue icon underneath UPDATE ROLES



- Select the role you wish that person to have, then select SAVE

