

BRITISHROWING

# How to view club member profiles

TEAMWORK | OPEN TO ALL | COMMITMENT

## How to view club member profiles

### Contents

How to view/approve/reject/hide club member profiles	Page 1
How to hide & remove members	Page 3
How to view and re-add lapsed members	Page 4

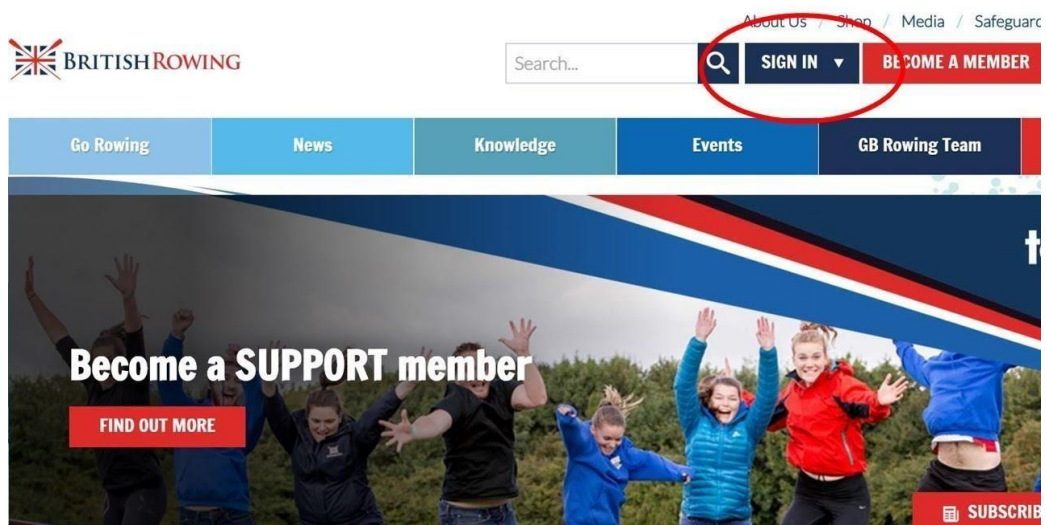
When someone creates a British Rowing profile they can add a maximum of 3 clubs to their profile. If someone adds your club to their profile you will receive a notification email, allowing you the option to either approve or decline that member.

Later, you may wish to “hide” a member (perhaps they have gone to University and may return), and to delete members (when they leave the club or pass away for example).

Assigning these member statuses is simple - here’s how:

### Section I: How to approve/decline members

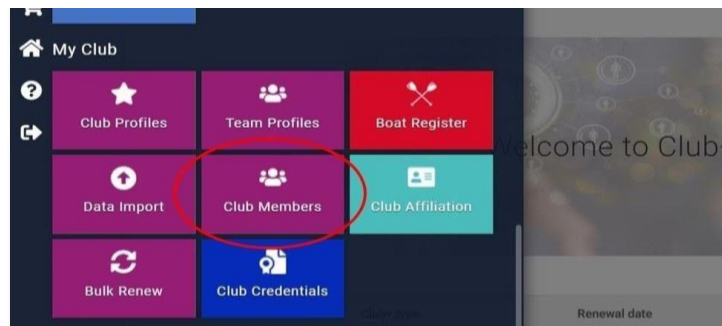
#### I. Sign into your British Rowing account



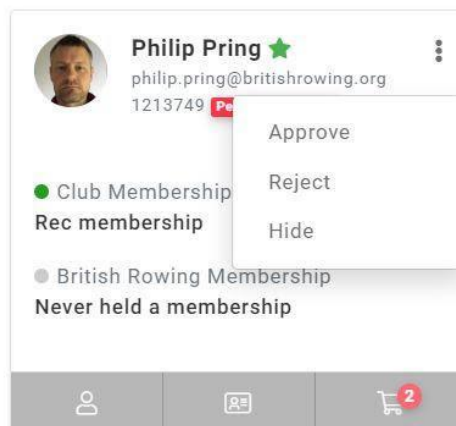
## 2. Select MENU



## 3. Select the CLUB MEMBERS tile

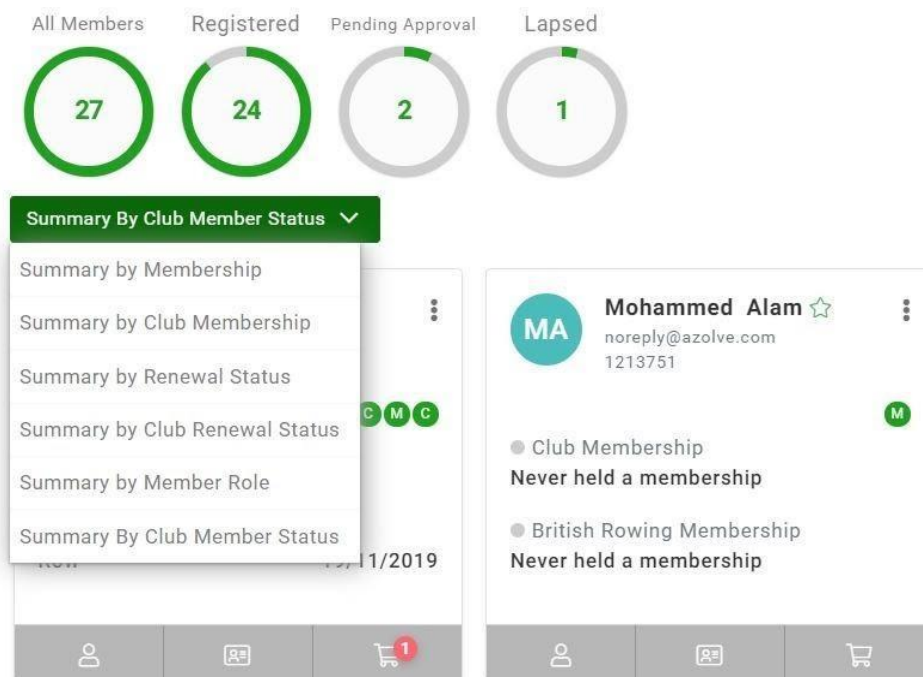


4. You will now be presented with your membership list, comprising a tile for each member. If you know the name of the member(s) in question go straight to their tile and select the 3 dots in the top right of their tile. You will then be given the option to either approve, reject or hide their profile.

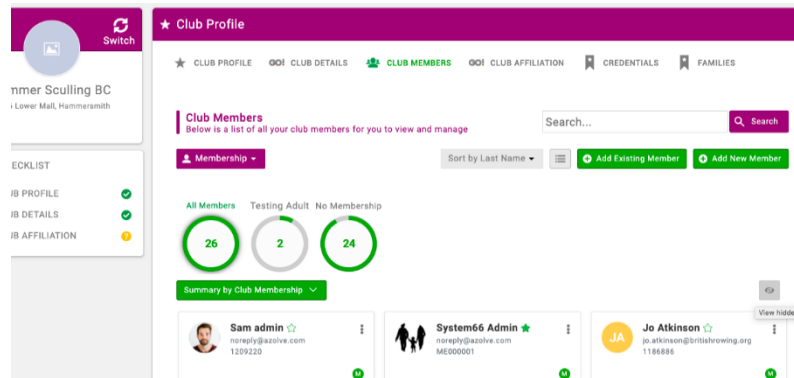


5. If you don't know the name of the member in question you can view a list of members pending approval by selecting the green dropdown menu, and then further selecting the option entitled SUMMARY BY CLUB MEMBER STATUS.

This will break your membership down into various sub-sets (of which, those members pending approval will be one). Select the green circle entitled PENDING APPROVAL and you will then be presented with a list of all members pending approval.



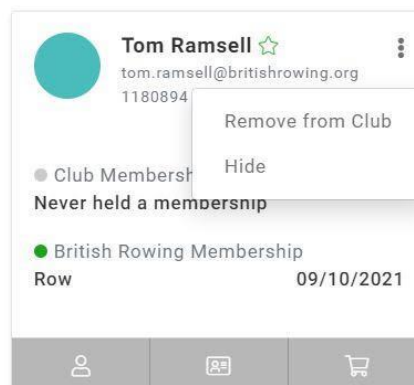
6. You can then approve, reject or hide, as shown before.
7. To view hidden members select the eye icon towards the right hand side of the screen. Once shown you can then approve, reject or hide as before



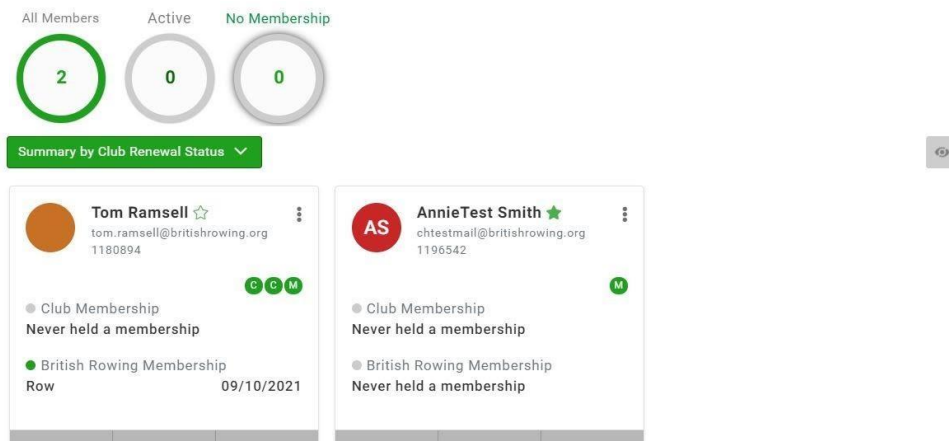
## Section 2: How to hide/remove members

- Once a member has either been approved or declined, it might be that at a later date you may wish to either “hide” them, (when an individual takes a break from rowing perhaps), or to remove them completely them (when an individual passes away for example).

Begin by signing into your account as before. This time, if you know the individual’s name go straight to their member tile and select the 3 dots in the top right of their tile, selecting the appropriate option as required.



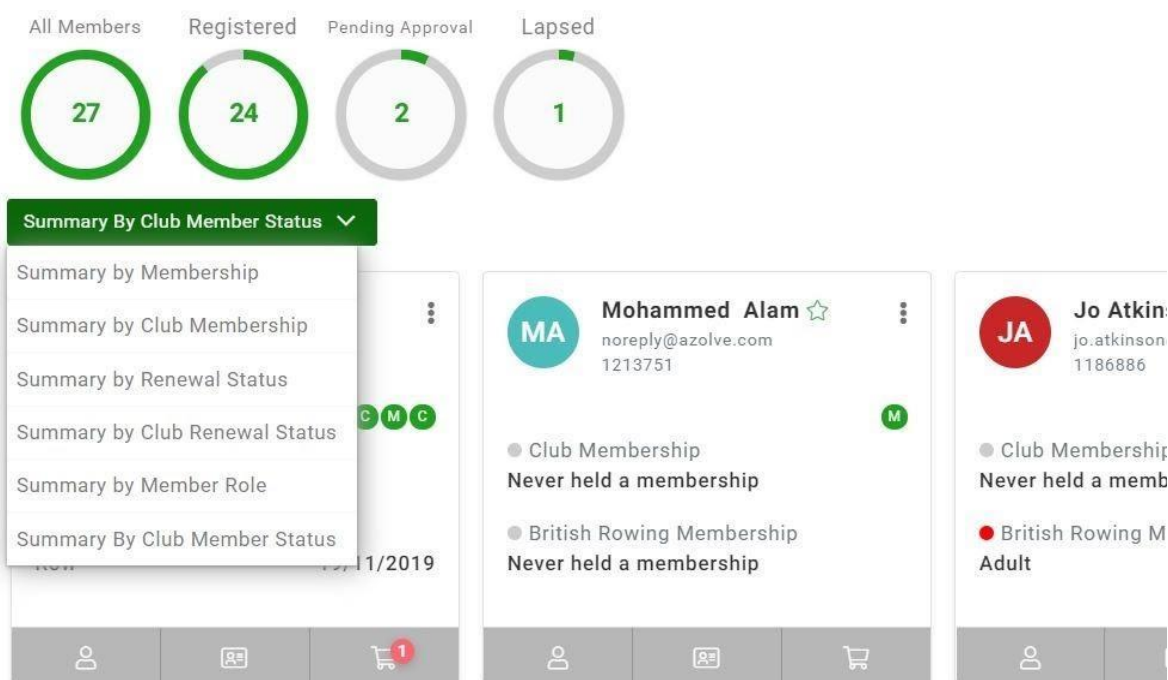
- If a member has previously been hidden you can view their member tiles by selecting the VIEW HIDDEN MEMBERS icon on the right hand of the page as shown below



### Section 3: How to view and re-add lapsed members

If a member has added your club to their profile, yet has not held a current membership for 3 months or more they will become “lapsed.” To manage these memberships you must first re-add them to your overall list.

10. Begin by selecting to view lapsed members using the green menus as before:



11. Then click on the 3 dots in the top right corner of their profile tile, selecting RE-JOIN CLUB. That member will now show up in your overall membership list

The screenshot displays a web interface for managing club members. On the left is a sidebar with navigation options: 'Sculling BC', 'Hammersmith', 'T', 'FILE', 'JLS', and 'ATION'. The main content area is titled 'Club Members' and includes a search bar, a 'Membership' dropdown, and sorting options. It features four circular progress indicators for member status: All Members (26), Registered (22), Pending Approval (1), and Lapsed (3). Below these are three member profile tiles. The first tile, for 'Sam admin', has a 'Re-join Club' menu open with options 'Inactive' and 'Hide'. The second tile is for 'System66 Admin' and the third for 'Claire Cann'. Each tile shows membership details and a bottom navigation bar with icons for profile, calendar, and shopping cart.

Status	Count
All Members	26
Registered	22
Pending Approval	1
Lapsed	3

Member Name	Membership Type	Status	Date
Sam admin	Club Membership	Inactive	Never held a membership
Sam admin	British Rowing Membership	Never held a membership	Never held a membership
System66 Admin	British Rowing Membership	Active	19/11/2019
Claire Cann	British Rowing Membership	Active	19/09/2021
Claire Cann	Volunteer	Active	19/09/2021