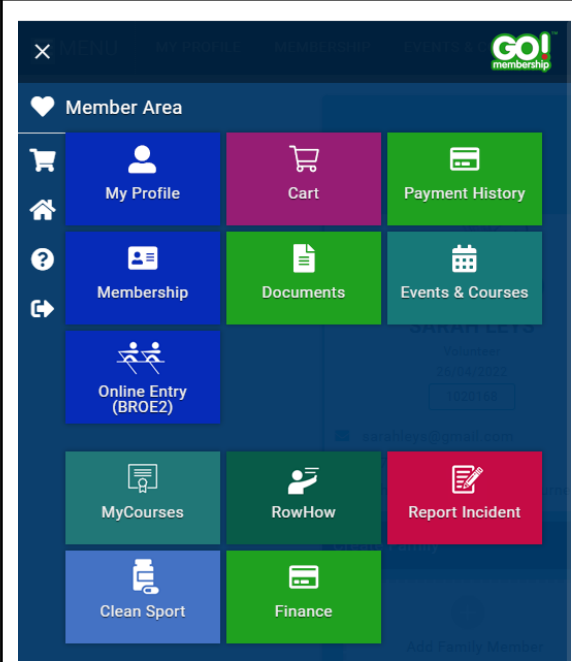


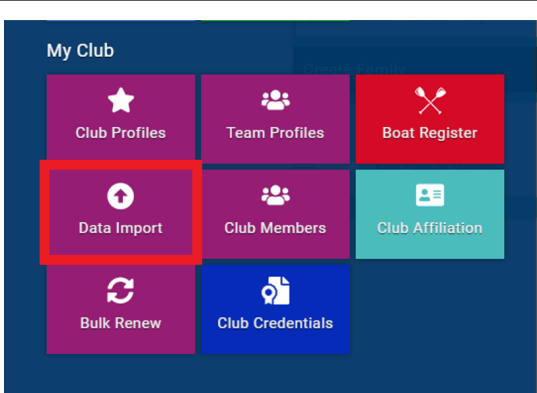
How to bulk upload new members

To upload new members to your club profile, either those who are new to your Club or new to the Member Management System (ClubHub), you can follow the four steps outlined below. To avoid duplicate accounts, if you know that any new rowers already have an online account, let us know and we will add your club to their account so a new account does not need to be created.

Step 1: Go to the Member Management System (ClubHub) and login at <https://britishrowing.justgo.com/> using your individual username and password.

Step 2: Once you have logged in, click 'MENU' and scroll down past your 'Member Area' to the 'My Club' area and click 'Data Import'.





Note: If you can't see the 'My Club' Area on your screen then you may not have permission to access this part of the system. Please contact us so we can help.

Step 3: **Download, complete and upload your file.**

Once you have selected 'Data Import', click on the yellow new import circle or the 'Let's get started' button this will open up the screen on the next page where you can download a template file to complete, ready for your upload.

If you have any issues with the file upload there will be an error message, but you can also cross-check that you have the following columns filled in:

- All columns marked with * must be filled
- Email address (should be that of the individual rowers so they can access their account). If the rower does not have an email address then a duplicate email address can be used but be aware that the Username must be different, see: Username.
- Date of Birth - must be in this format DD/MM/YYYY
- Username (if left blank their username will automatically be their email address)
- NGB Membership Type - if BR Junior Memberships are required, column **AA** must be filled in during this upload*
- Profile photo - If a member wants to have a profile photo on their card then this will need to be updated by the individual through their online account once this has been created and before cards are sent to be printed. The data import does not include a process for photo uploading.
- The sample file does include extra columns, please complete these as required.

*If this file is uploaded without the NGB membership type filled in, user accounts will still be created for each of your rowers but the BR RACE Junior membership (& profile photo) will need to be added individually once the payment process has been completed. This means you will need to upload photos when adding the new membership. For schools we suggest using the school or boat club logo if individual photos are not available.

Once this file has been successfully uploaded each club member can access their own individual account, using either their email address or the username that you have set up for them. When they first log in they will be asked to create a new password.

When ready, click 'Download file'

Data Import School Boat Club

Members

New Import

Cancel Import

1 Download Template File

Download and complete the latest template file, please remember to ensure any dates are completed in a format of dd/mm/yyyy. Do not alter or edit this template format otherwise your import will fail.

Ensure you provide all mandatory data indicated by asterisks.

Download File

2 Upload File

Upload your file by clicking into the area below or drag and drop your file. Once done hit the import button to complete.

Drag file here or click to upload

Cancel Import

Note: This will help reduce the number of duplicate accounts and allow rowers to have individual access to their account.

Step 4: **Paying options for memberships**

Once all of the memberships have been created you will not need to pay for these individually, all the memberships will be added to your 'ITEM SUMMARY', which is shown on the next page.

There are three different ways to pay 'Request Invoice'; 'Pay via Bank' or 'Pay with Card' for your memberships, as outlined below. These are all standard processes for payment.

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary
Total items 1
Item saved for later 0
Sub Total £29.00
Total £29.00

Request Invoice **Pay via Bank** **Pay with Card**

Remove All

ITEM SUMMARY	PRICE	QTY	TOTAL
 British Rowing As a British Rowing RACE member, you'll receive a Race Licence for a year, allowing you to compete in hundreds of British Rowing affiliated competitions nationwide. You'll have online access to your own RACE profile, allowing you to review your Personal Ranking Index and your racing history. Note that Race - Junior membership is only available to those currently a Junior rower as defined by the Rules of Racing. Save for Later Remove	£29.00	1	£29.00

ITEMS SAVED FOR LATER (0) Hide saved items: [icon]

Note: If you wish to delay paying for one of the memberships in this transaction you can click 'Save for Later'. If you want to remove any of the memberships then select 'Remove'. In either of these scenarios there will not be an active membership for these individuals until payment is completed.

Once you have paid for the memberships then they will immediately be able to access all of the relevant benefits, including BR Plus and your RACE members can be entered into British Rowing affiliated competitions. The membership cards and packs will then be processed and sent to you within three weeks of receiving payment.

If you didn't finalise all of the memberships then you will be notified through your account under 'Membership' that there are memberships ready for payment. You can then select 'CHECKOUT' to go back to the payment process.

MY MEMBERSHIP

PROFILE MEMBER DETAILS MEMBERSHIP

Notifications

You have Memberships in your cart ready for payment

CHECKOUT

Alternatively you can access the 'Cart' tile in Member Area under the 'MENU' button. To see a history of payments made for your club, you can click on the 'Payment History' tile under the 'MENU' button which will show every transaction.

If you have any questions please don't hesitate to contact us on membership@britishrowing.org