



How to Assign club 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 Chair, Secretary and Treasurer, but can include any number of other roles depending upon your club activities.

In addition to managing and assigning positions to individuals, ClubHub enables you to set up varying levels of access to the data you store for your club members. This allows you to assign members the proper access and responsibilities within the system according to their roles and to keep track of those members as they join and leave the club.

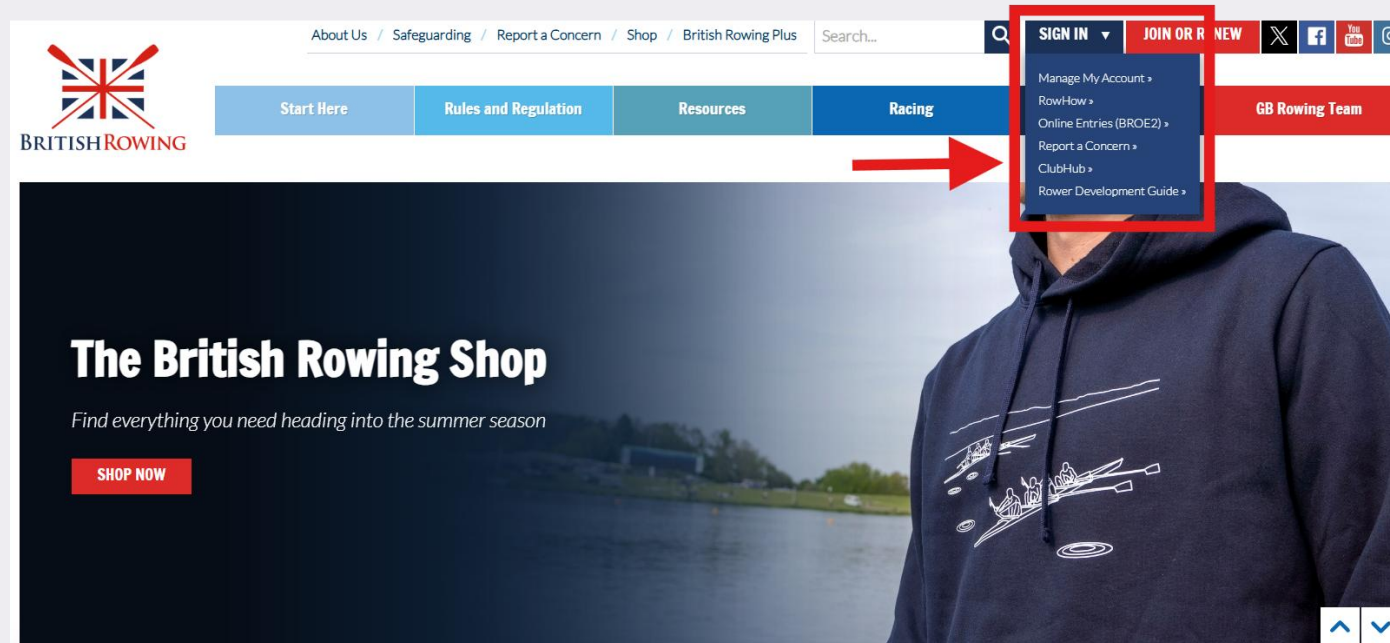
Access to your club profile, club details, member details and memberships, event management and other areas of ClubHub is restricted to those in the Secretary, Membership Secretary, Treasurer, and ClubHub Admin roles. Members holding other club roles such as Chair, Captain or Club Welfare Officer or Learn to Row Coordinator will not be able to access membership information for other club members, or event management, without the appropriate admin permissions assigned to their club role.

Note: There is no 'club login' for ClubHub. Login is by each individual username and password. This is the same username and password you use to manage your British Rowing membership online.

Club roles can be amended via the Members tile.

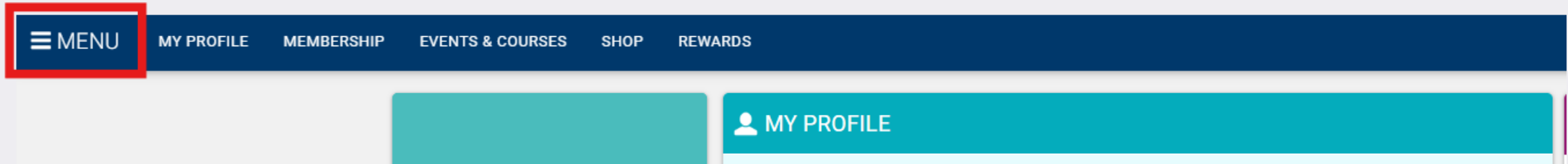
Assigning club member roles is simple - here's how:

1. Sign into ClubHub via your British Rowing account by entering your individual username and password.



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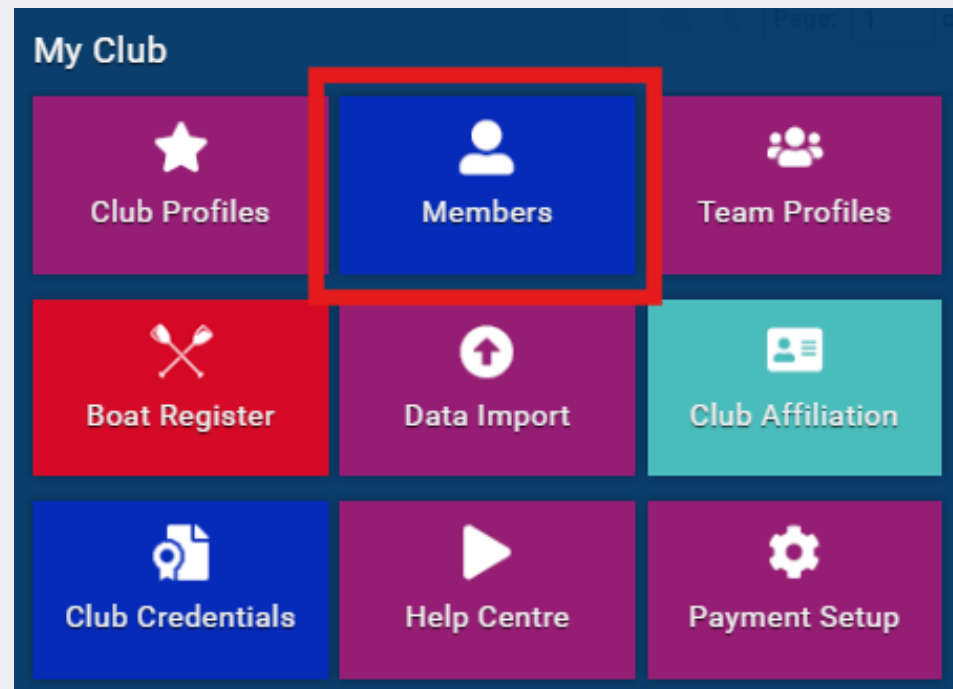
2. Select the Menu by clicking the top left button and scroll down past the “Member Area” to the "My Club" area.



Tip: if you cannot see the “My Club” area you may not have the correct online permission assigned to you so please email clubs@britishrowing.org

Club roles can be amended via the Members tile.

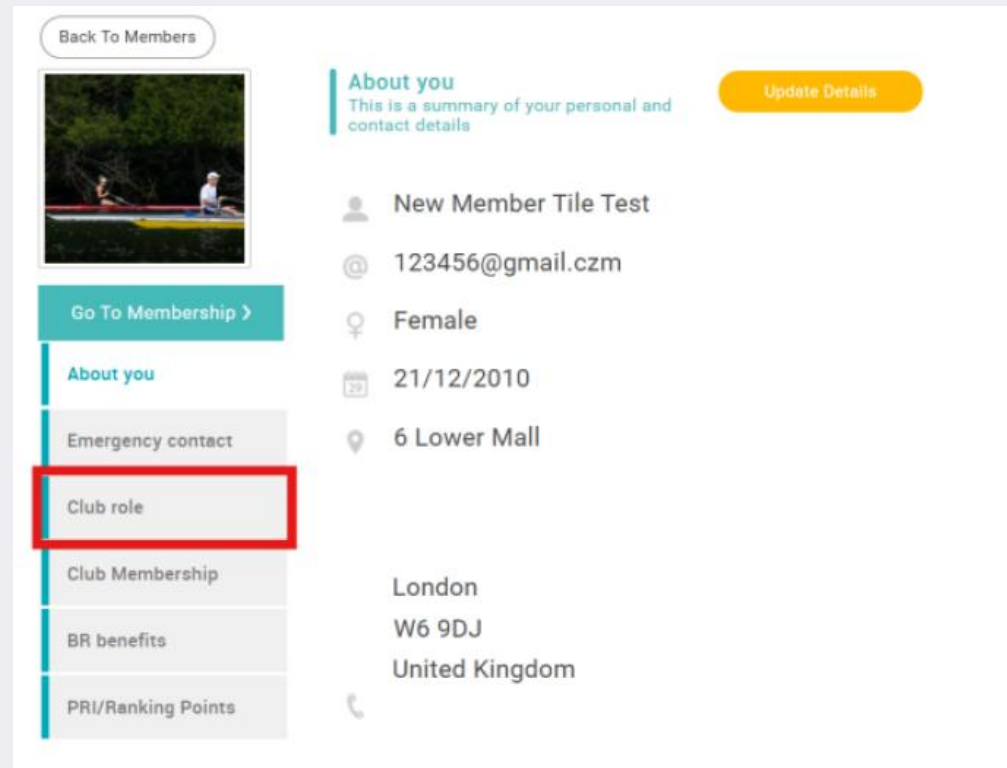
3. Click the Members tile and you will be presented with a member grid with your member's details.



Club roles can be amended via the Members tile.

4. To add or remove a club role from an individual, click on their name in the Members Grid and their profile will appear.

Select 'Club Role' from the menu, as outlined in the screenshot below and then click Update Roles.



Club roles can be amended via the Members tile.

5. Here you can select from a list of club roles available that the member holds in your club. To add or remove any individual role(s), tick or un-tick the role and save. Note: different roles will have different permissions within ClubHub which you can view below.

Back To Members

Club role
Please select which of the following roles the member holds in your club

Cancel Save

Note that different roles will have different permissions within the system. Click the icon for more.

☐ Assistant Club Welfare Officer	☐ Integrity & Ethics Officer
☐ Bar Manager	☐ Junior Coordinator
☐ Boat Manager	☐ Learn to Row Coordinator
☐ Club Captain	☒ Member
☐ Club Chair	☐ Membership Secretary
☐ Club Email	☐ Mens Captain
☐ Club Manager	☐ Online Entry Admin
☐ Club Rowing Safety Adviser	☐ President
☐ Club Secretary	☐ Recreational Coordinator
☐ Club Welfare Officer	☐ Social Secretary
☒ ClubHub Admin	☐ Squad Captain
☐ Coach	☐ Supervisor of Children
☐ Digital/Press Officer/Web	☐ Treasurer
☐ Entries Secretary	☐ Vice Captain
☐ Go Row Indoor Coordinator	☐ Vice President
☐ Incident Reporting Admin	☐ Volunteer Coordinator

Access

Full Administration: ClubHub Admin, Membership Secretary, Secretary, Treasurer

Ability to:

- Update committee positions
- Change key club information e.g. facilities, key contact details
- Upload Club Documents
- Access Club Reports
- Access Boat Registration & Management
- Access Team functionality

Boat Register Access: Boatman, Club Captain

Ability to:

- Access Boat Registration & Management
- Access Boat Reports

Team Administration: All Captains, Coach

Ability to:

- Access Team functionality
- Access Team Reports

BROE2 Access: Entries Secretary, Online Entries Admin

Incident Reporting Access: Club Rowing Safety Adviser, Incident Reporting Admin

To access email please add 'Club Email' role