



Club Profile



User Guide for JustGo

What's inside?

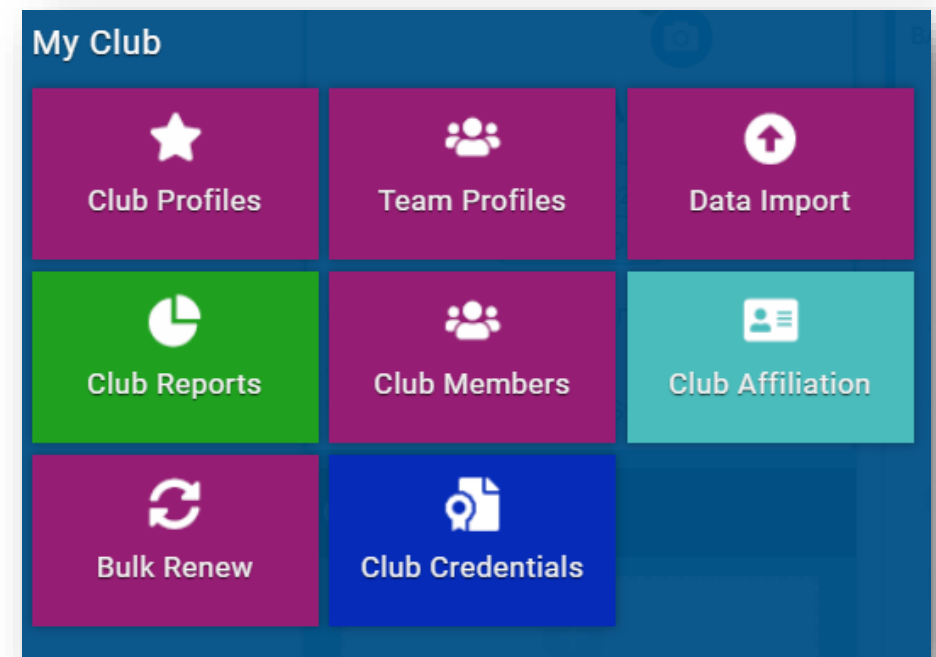
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What is the Club Profile?

The Club Profile gives you a full overview of your clubs members. You also have the ability to update club information, pay for your club affiliation (if integrated within your governing bodies system and required) and view and edit member information as required.

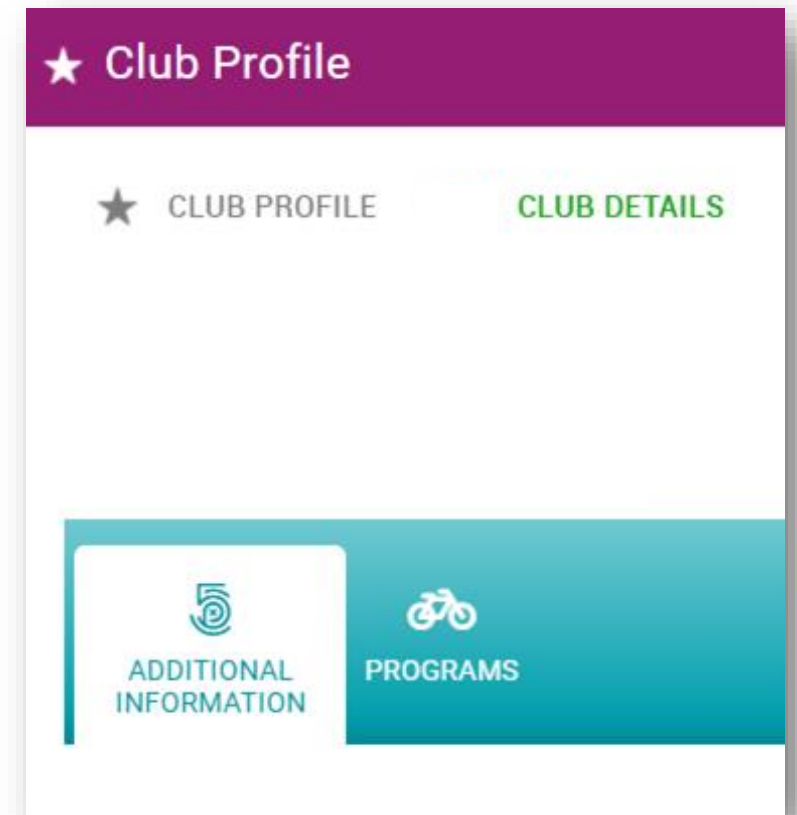
How do I access my Club Profile?

You can access your club profile by simply navigating to the Club Profile tile in the Menu of your system.



How do I edit my club details?

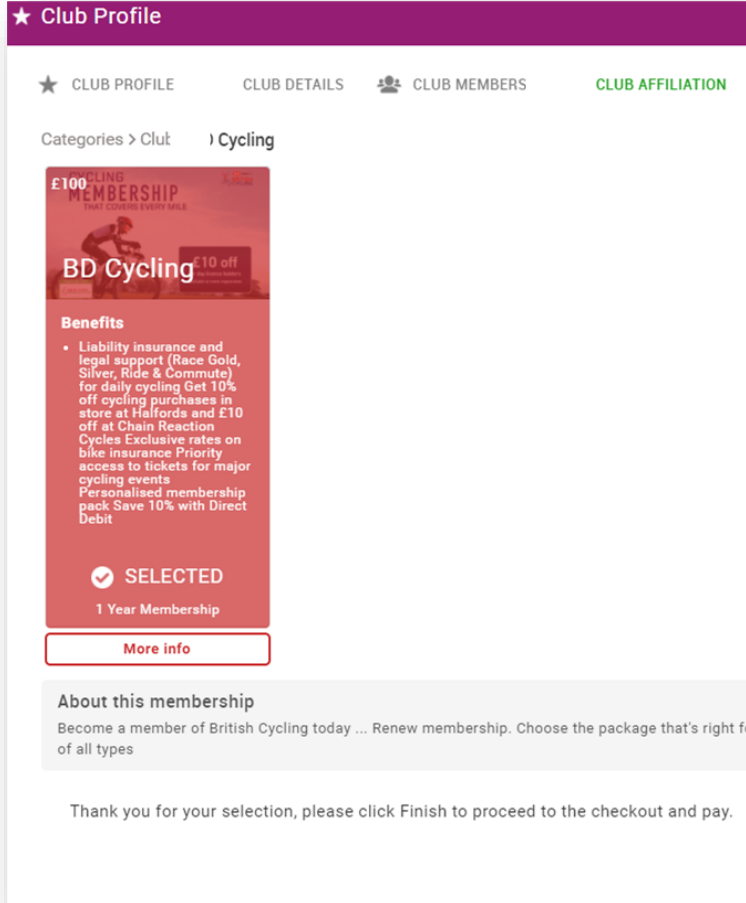
Once in your club's profile you can select the Club Details tab. This contains all of the additional details fields required either by your governing body or because you have created them in Field Management (with JustGo Essential/Basic)



Some Screenshots and info may differ depending on the subscription type

Where can I purchase my club affiliation?

If your club is integrated within your governing body system and they require you to purchase a club affiliation you can do so through the Club Affiliation tab in the Club Profile.



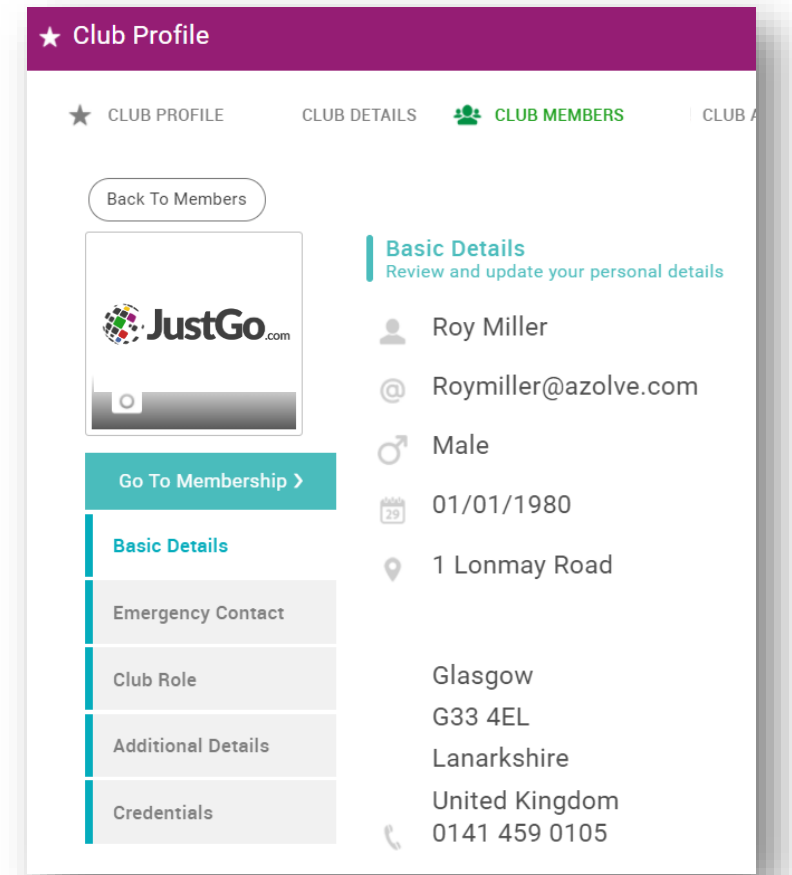
The screenshot shows the 'Club Profile' page with the 'CLUB AFFILIATION' tab selected. The page displays a membership offer for 'BD Cycling' with a price of £100. The offer includes a list of benefits such as liability insurance, legal support, and discounts. A 'SELECTED' button with a checkmark is visible, indicating the membership has been chosen. Below the offer is a 'More info' button and a section titled 'About this membership' with a brief description. At the bottom, a message says 'Thank you for your selection, please click Finish to proceed to the checkout and pay.'

What can I do for my club members?

From within your club profile you can access your member information through the club members tab.

From here you can open each individual record and amend their details or purchase them a membership.

Note: Members have access to their own profiles so it is recommended you let them manage their own data. This will also save you time on administration.

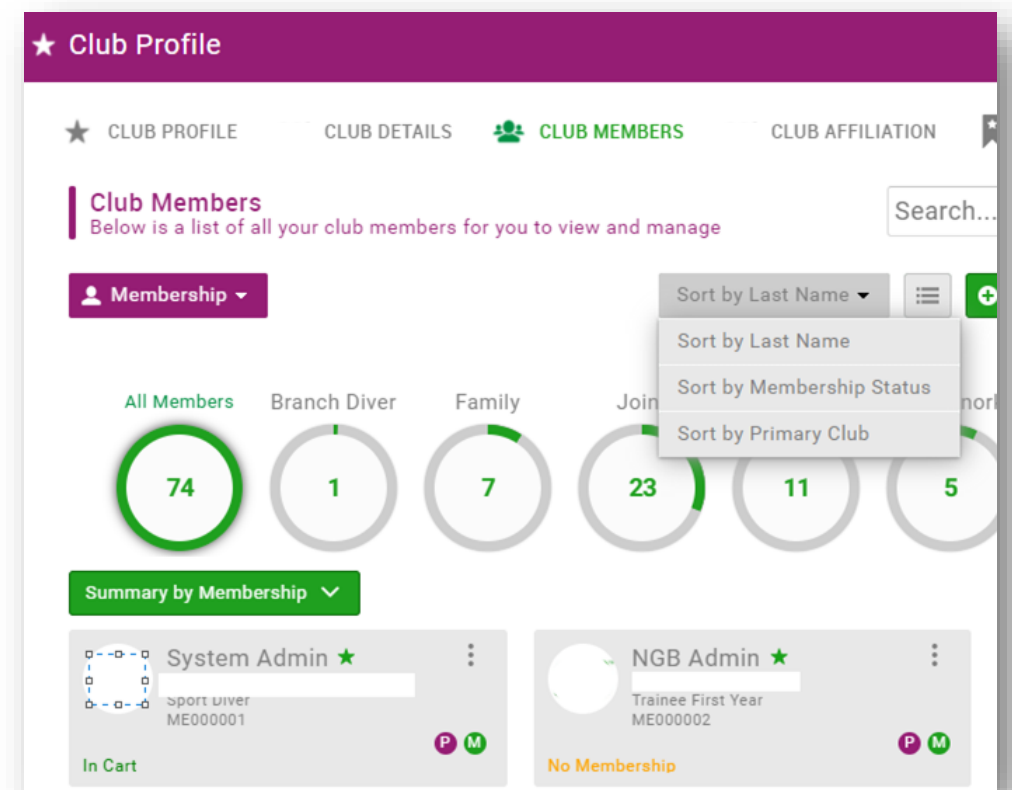


Can I filter or search specific club members?

You can filter members in the Club Members tab by simply selecting the 'Sort by' drop down or using the radials showing specific membership types.

Using the search box you can also search for a specific member.

Note: The radials are dynamic so will only show when you have a member who meets the criteria of the radial. Eg, A member with an active Branch Diver membership.

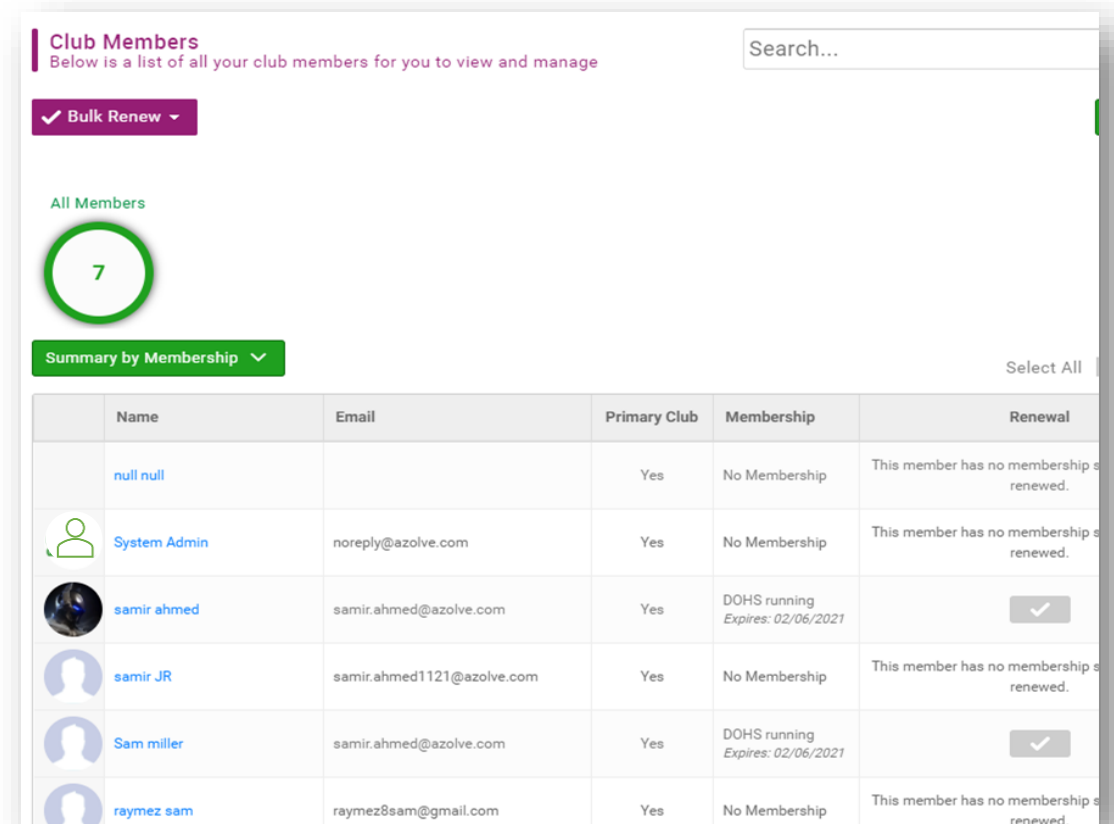


Can I bulk renew memberships?

Within the Club Members tab you can change the view to Bulk Renew. This shows you which members are eligible to be renewed in bulk.

You can simply tick the box next to the members you wish to renew and then select the green Renew button.

Note: If a member has never held a membership in the system before there is nothing to renew.



Club Members
Below is a list of all your club members for you to view and manage

Search...

✓ Bulk Renew

All Members

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Summary by Membership

	Name	Email	Primary Club	Membership	Renewal
	null null		Yes	No Membership	This member has no membership s renewed.
	System Admin	noreply@azolve.com	Yes	No Membership	This member has no membership s renewed.
	samir ahmed	samir.ahmed@azolve.com	Yes	DOHS running Expires: 02/06/2021	<input checked="" type="checkbox"/>
	samir JR	samir.ahmed1121@azolve.com	Yes	No Membership	This member has no membership s renewed.
	Sam miller	samir.ahmed@azolve.com	Yes	DOHS running Expires: 02/06/2021	<input checked="" type="checkbox"/>
	raymez sam	raymez8sam@gmail.com	Yes	No Membership	This member has no membership s renewed.

Can I remove, transfer or hide members?

You can remove, transfer and hide members from the Club Members tab in your club profile.

Simply hover over the three dots beside the members name and select the appropriate action.

Note: If you have already hidden a member you can see the hidden member by selecting the eye icon on the right hand side of the screen.

