

Club Members

User Guide

Club Members

Club Members

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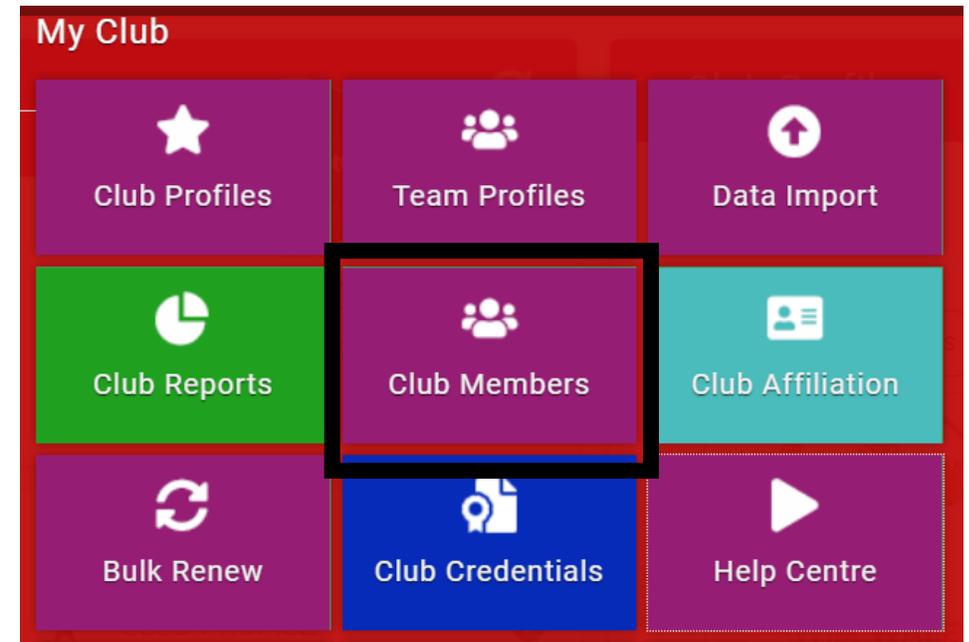
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Club Members

The Club Members page on the Club Profile provides a full overview of your members; their membership types, their details and credentials. You have the ability to update your members, view any members who don't have an active membership, remove those no longer in the club, approve new joiners and so much more!

Accessing

You can access your Club Members by selecting Menu, on the top left on your screen, followed by Club Members.



Viewing Membership Types

You are able to view the membership types your members hold and any members who don't have an active membership

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

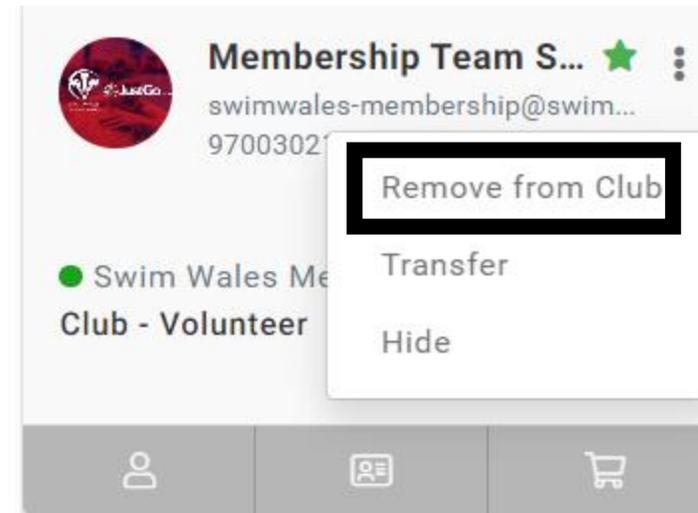
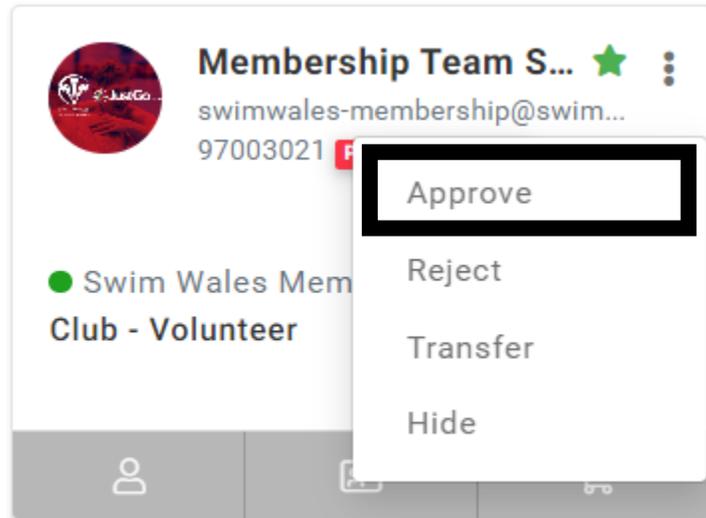
Search...

Membership | Sort by Last Name | |

Membership Type	Count
All Members	58
Club - Coach	1
Club - Competitive	37
Club - Training	5
Club - Volunteer	13
No Membership	2

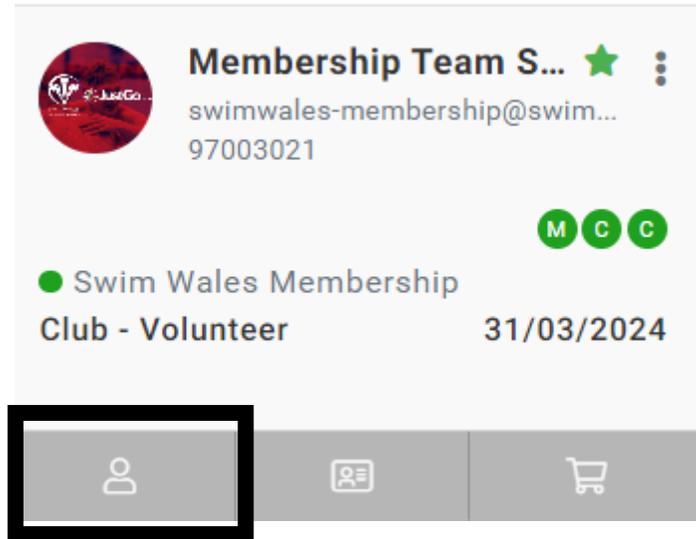
Updating Members

You can approve new members into the club and remove any members you are no longer apart of the club



Member's Details

Select the profile icon to view and update members'; Details, Emergency Contact, Club Role, Additional Details and Credentials



Membership Team S... ★ ⋮
swimwales-membership@swim...
97003021

M C C

● Swim Wales Membership
Club - Volunteer 31/03/2024

Profile icon button highlighted with a black box.



- [Go To Membership >](#)
- [Basic Details](#)
- [Emergency Contact](#)
- [Club Role](#)
- [Additional Details](#)
- [Credentials](#)

Basic Details

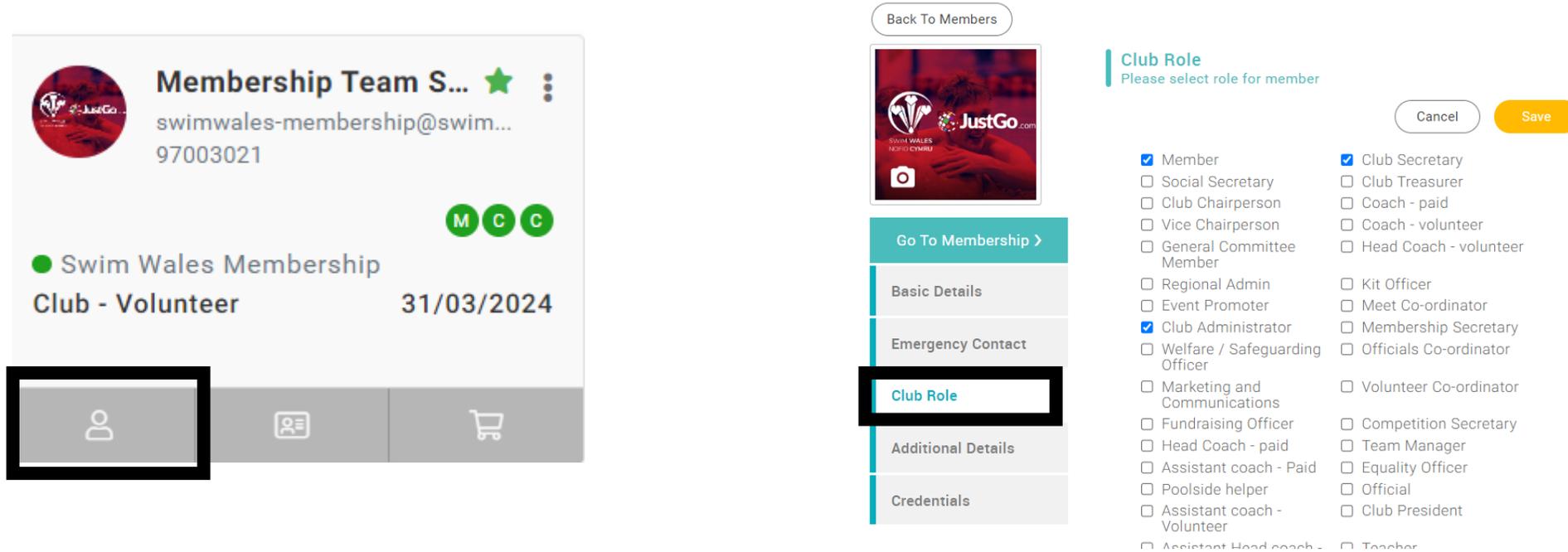
Review and update your personal details



- Membership Team Swim Wales
- swimwales-membership@swimming.or
- Male
- 01/01/1970
- Wales National Pool
- Sketty Lane
- Swansea
- SA2 8QG
- Swansea
- United Kingdom
- 01792 606134
- 123456

Member's Role

To update a member's role; select the profile icon, Club Role, Update, select the relevant role and Save



The screenshot shows a user interface for updating a member's role. On the left is a member profile card for 'Membership Team S...' with a 'Swim Wales Membership Club - Volunteer' role and an expiration date of '31/03/2024'. A black box highlights the profile icon at the bottom of the card. In the center is a navigation menu with a 'Club Role' option highlighted by a black box. On the right is a 'Club Role' selection form with a list of roles and checkboxes. The 'Member' and 'Club Administrator' roles are selected. 'Cancel' and 'Save' buttons are at the top right of the form.

Member Profile Card:

- Membership Team S... (with star and menu icons)
- swimwales-membership@swim... 97003021
- Swim Wales Membership Club - Volunteer (with M, C, C icons)
- 31/03/2024

Navigation Menu:

- Go To Membership >
- Basic Details
- Emergency Contact
- Club Role**
- Additional Details
- Credentials

Club Role Selection Form:

Club Role
Please select role for member

Cancel Save

- Member
- Social Secretary
- Club Chairperson
- Vice Chairperson
- General Committee Member
- Regional Admin
- Event Promoter
- Club Administrator
- Welfare / Safeguarding Officer
- Marketing and Communications
- Fundraising Officer
- Head Coach - paid
- Assistant coach - Paid
- Poolside helper
- Assistant coach - Volunteer
- Assistant Head coach -
- Club Secretary
- Club Treasurer
- Coach - paid
- Coach - volunteer
- Head Coach - volunteer
- Kit Officer
- Meet Co-ordinator
- Membership Secretary
- Officials Co-ordinator
- Volunteer Co-ordinator
- Competition Secretary
- Team Manager
- Equality Officer
- Official
- Club President
- Teacher