

# Club Credentials

User Guide

# Club Credentials

## Club Credentials

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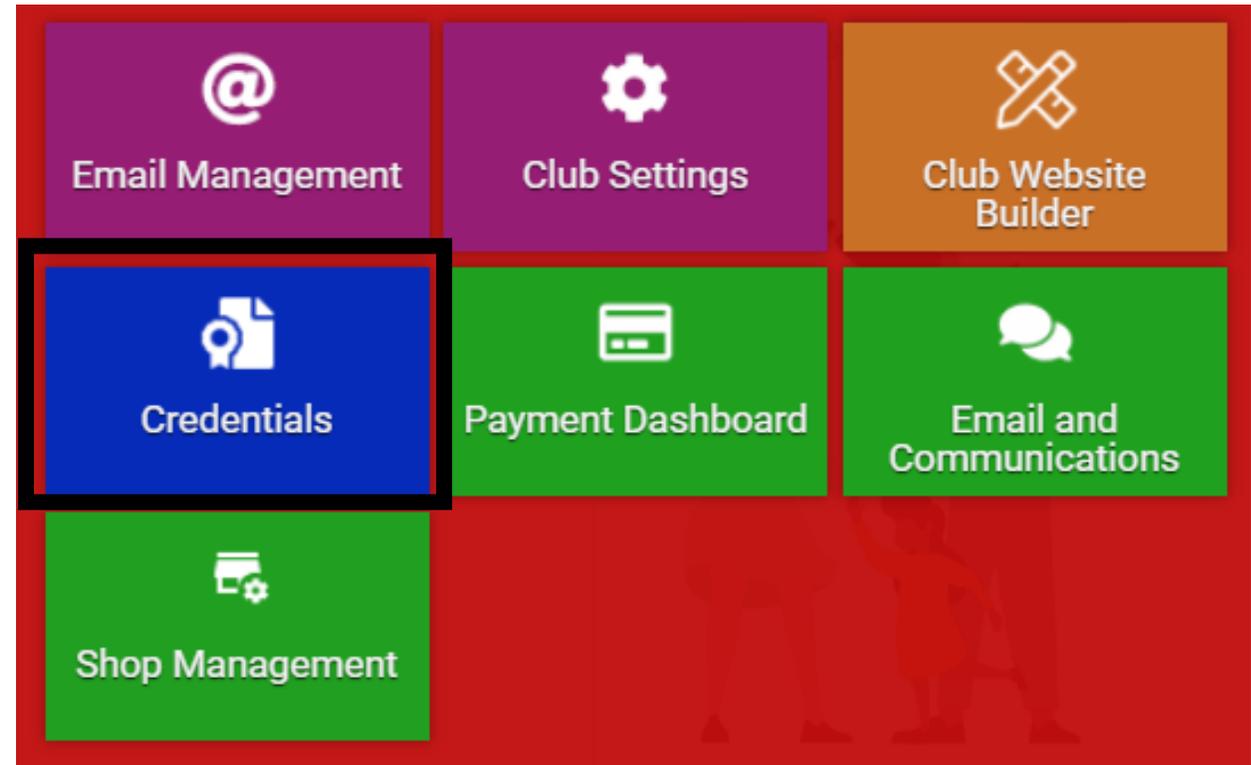
# Club Credentials



The Club Credentials feature allows you to view the various credentials that your club members hold as well as tracking when they are due to expiry

# Accessing

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



# Credentials

**Member Credentials** - Shows all your member's credentials

**Club Credentials** - Shows all your club's credentials

**Awaiting Approval** - Shows both yours member's and club's credentials

 Credentials

Member Credentials

Club Credentials

Awaiting Approval

# Credentials Status

**Pending Approval** - Shows credentials which awaiting Swim Wales approval

**Active** - Shows your current credentials

**Expired** – Shows any credentials which have now expired

**Awaiting Referral** – Shows any credentials which have been referred to a different Swim Wales department

**Awaiting Response** – Swim Wales is waiting on an update on the credentials from yourself

**Inactive Pending Conditions** – A member does not hold a membership for the credential to show as active

# Credentials Category

Credentials allow you to view your members credentials by the category for example; Coaching, Teaching and Safeguarding.

Credential Category

All

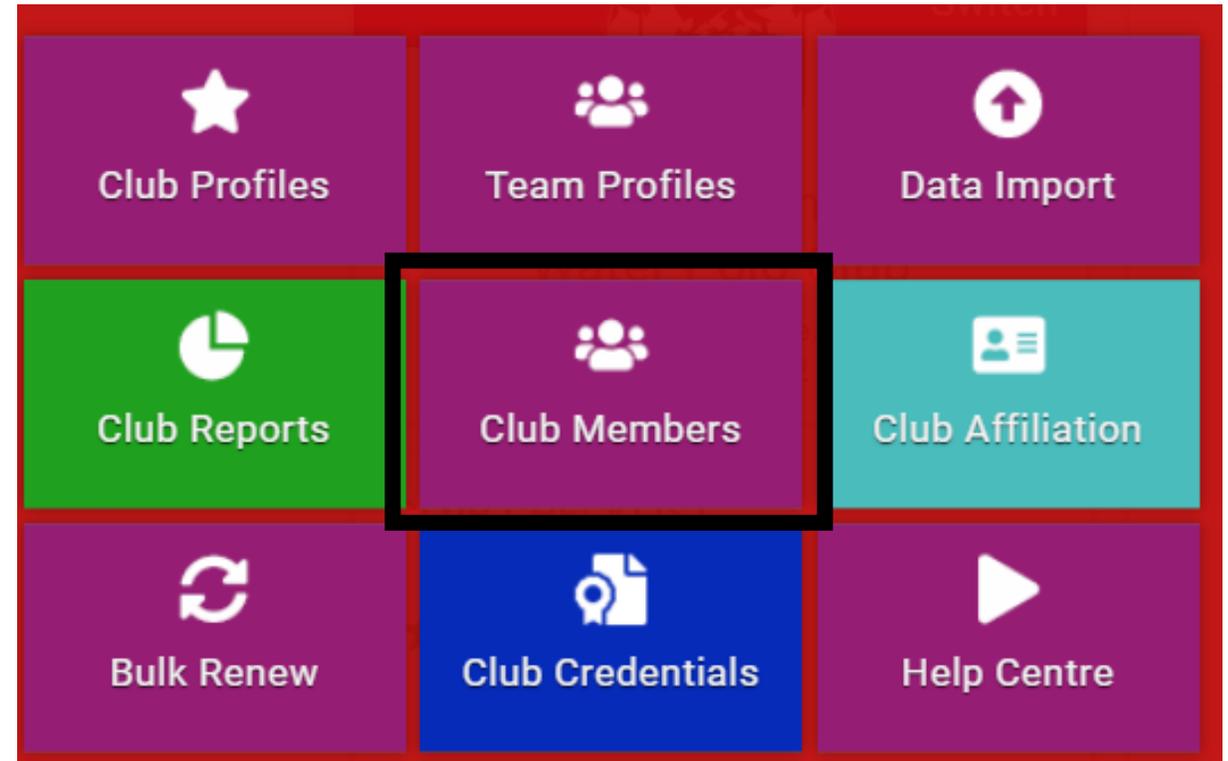


# Adding Member's Credentials

All members have access to upload their credentials, however as a club administrator you may decide to upload a credential on behalf of your members.

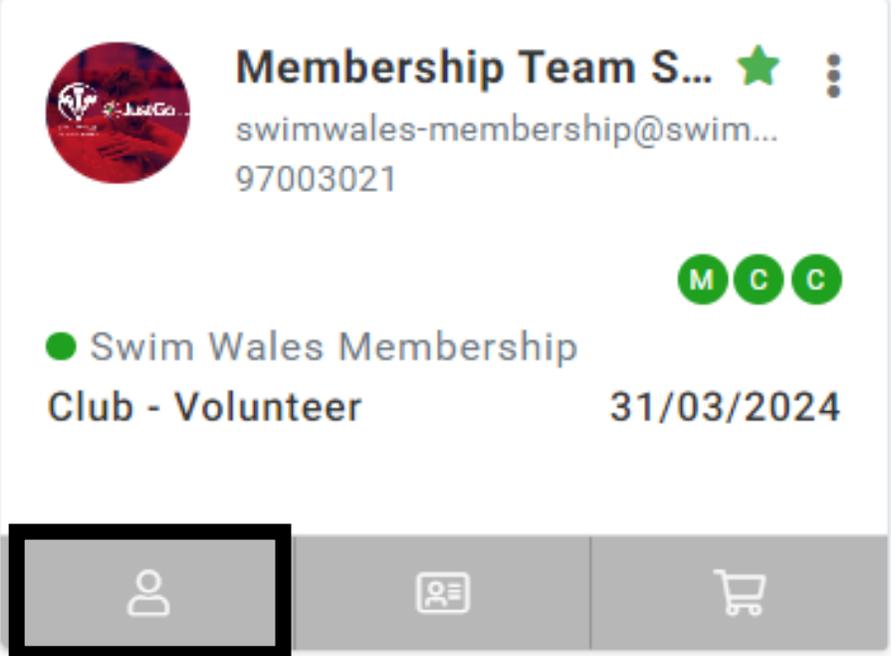
# Accessing

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



# Accessing

Select the member who you would like to upload a credential on their behalf, followed by the profile icon on their account.



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

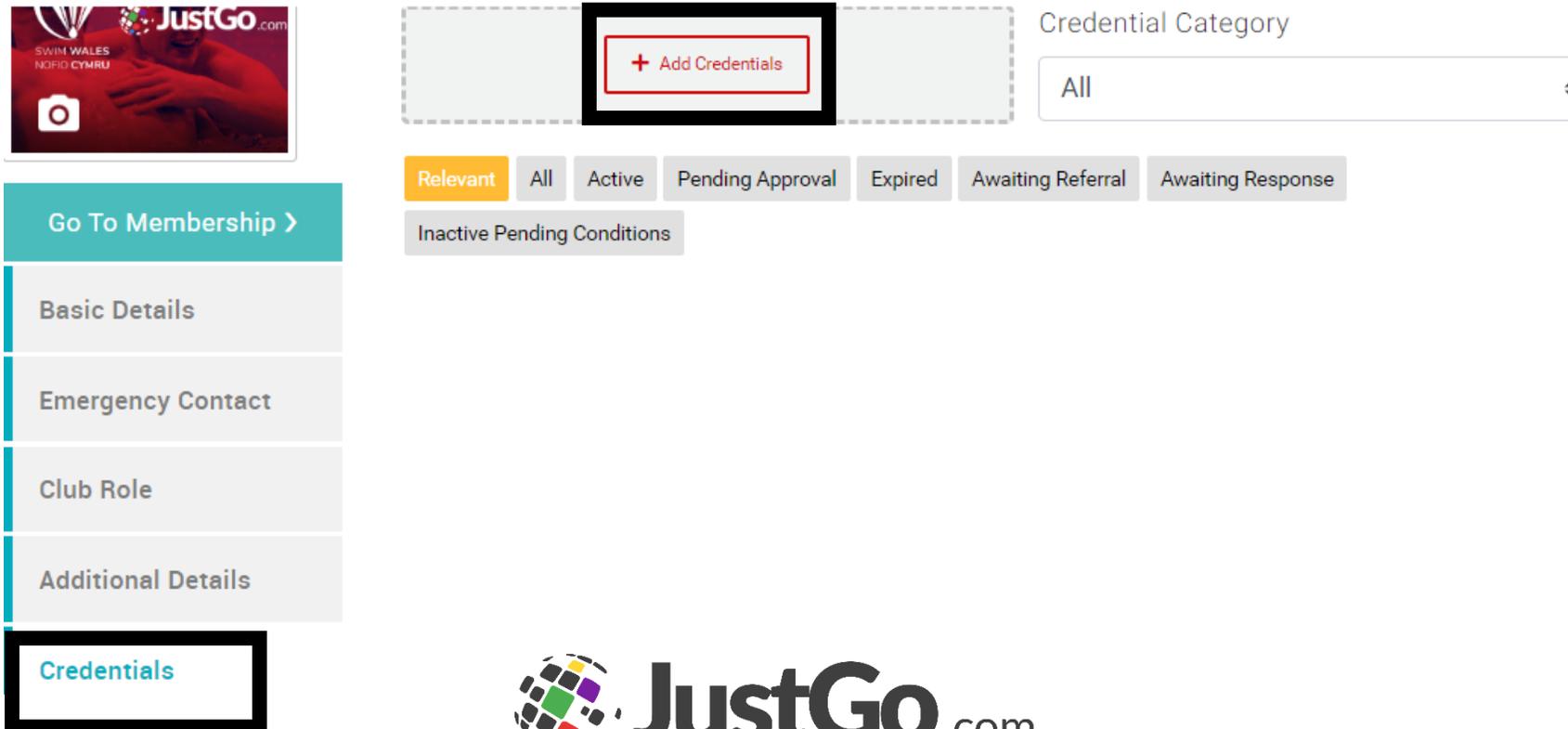
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● Swim Wales Membership  
Club - Volunteer 31/03/2024

# Uploading

Select credentials, followed by 'Add Credentials' to upload a member's credentials.



The screenshot displays the JustGo.com user interface. On the left, a vertical navigation menu includes options: 'Go To Membership >', 'Basic Details', 'Emergency Contact', 'Club Role', 'Additional Details', and 'Credentials' (which is highlighted with a black border). The main content area features a '+ Add Credentials' button, also highlighted with a black border. To the right of this button is a 'Credential Category' dropdown menu currently set to 'All'. Below these elements is a row of filter buttons: 'Relevant' (highlighted in orange), 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', and 'Awaiting Response'. A separate button for 'Inactive Pending Conditions' is located below the filter row. The JustGo.com logo is visible at the bottom center of the interface.