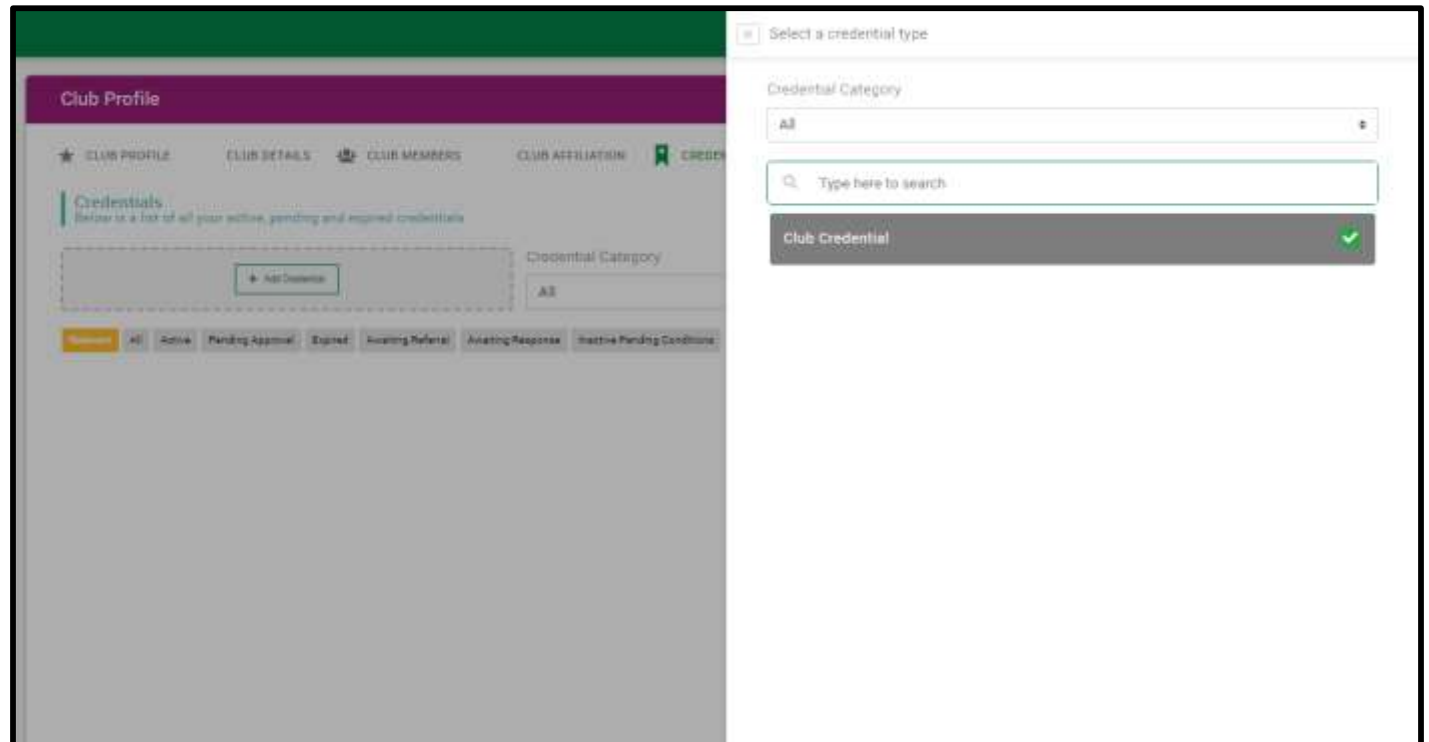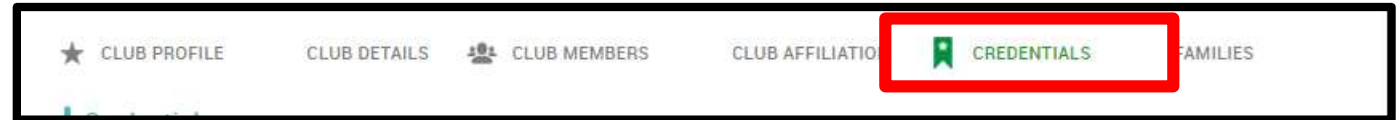# How to store club documents on JustGo?

1. Use "**Club Members or Club Profile** tile"

2. Then "**Credentials**" > "**Add Credentials**" > "**Club Credentials**"

- **Administrators can store multiple committee documents through the Club Credential document.**

- **Notes functionality is also available to record important events.**

- **Once saved, all documents will appear under the credentials tab.**

- **Uploaded documents** can be viewed by opening the credentials. **New Notes** can be added to the existing credentials.