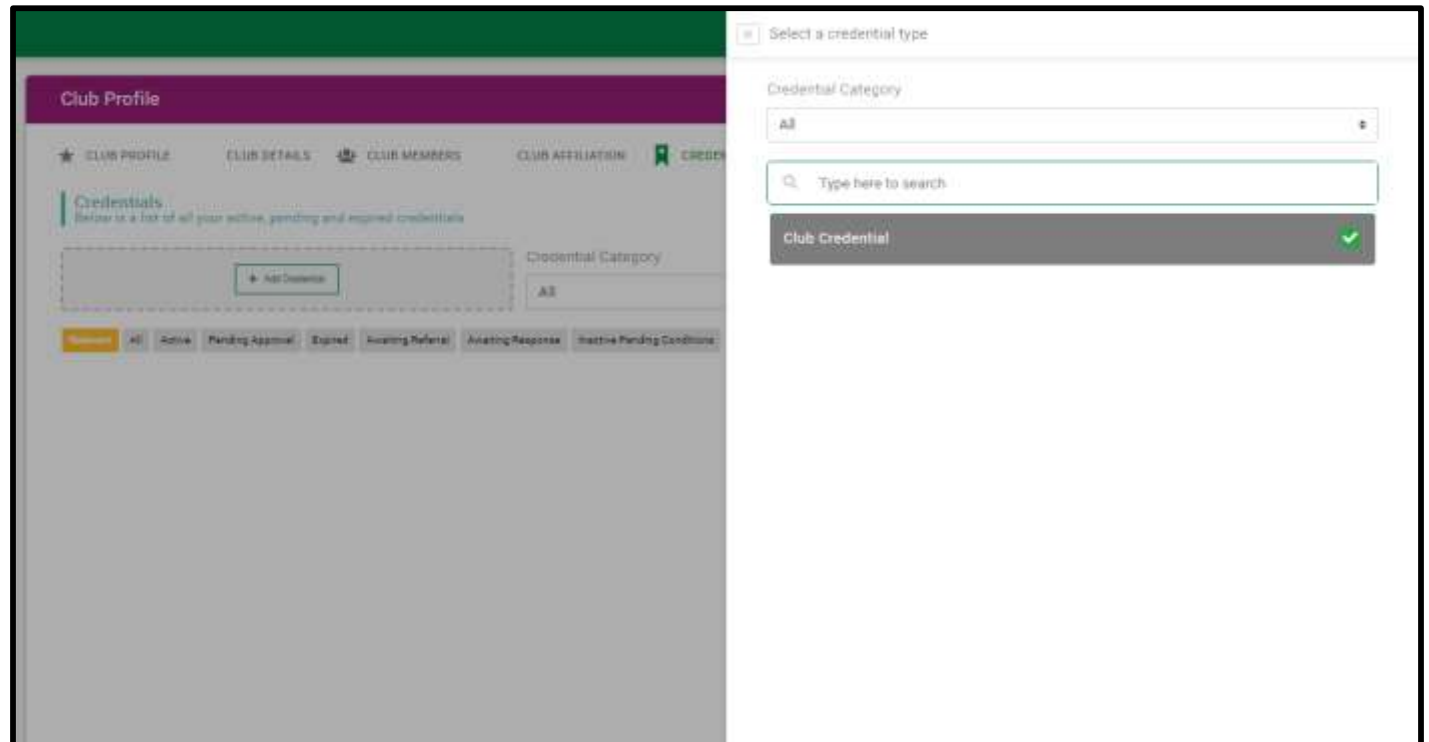
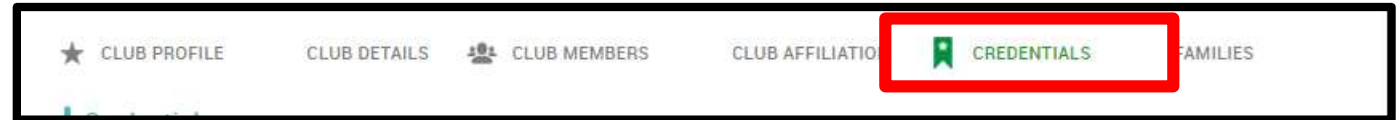


How to store club documents on JustGo?

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.

The screenshot shows the 'Setup credential' form in the 'OVERVIEW' tab. At the top right is a 'Save' button with a checkmark. Below the title 'Club Credential' are two tabs: 'OVERVIEW' (active) and 'NOTES'. A descriptive paragraph states: 'Club credential can be used by clubs to store all the important club documents which then can be easily passed on to the new committee'. Below this is a 'Start date' field with a calendar icon, containing the date '07/08/2023'. Underneath is an 'Upload documents here' section with the text 'No record found.' and a dashed border box containing the instruction 'Drag file(s) here or click to upload'.

The screenshot shows the 'Setup credential' form in the 'NOTES' tab. A red arrow points to the 'NOTES' tab. Below the tabs is a large text area with a '+ Add New Note' button at the top left. The 'Save' button is visible in the top right corner.

- 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.

Club Profile

★ CLUB PROFILE CLUB DETAILS CLUB MEMBERS CLUB AFFILIATION **CREDENTIALS** FAMILIES

Credentials
Below is a list of all your active, pending and expired credentials

+ Add Credential

Credential Category
All

Relevant All Active Pending Approval Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

Club Credential 346111
Club Credential
ACTIVE
Starts: 07/08/2023
Ends: 31/12/2199

Club Credential Active

OVERVIEW **NOTES**

+ Add New Note

Monil Shah
7 August 2023 at 11:16 am
Test