



Club Profile



User Guide for JustGo

What's inside?

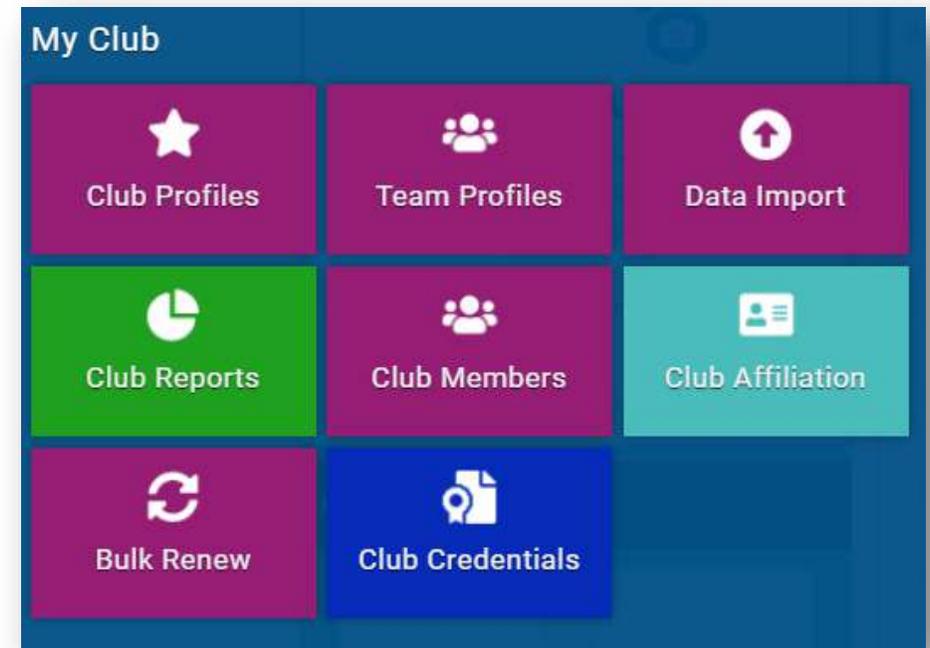
- [What is the Club Profile?](#)
- [How do I access my Club Profile?](#)
- [How do I edit my club details?](#)
- [Where can I purchase my club affiliation?](#)
- [What can I do for my club members?](#)
- [Can I filter or search specific club members?](#)
- [Can I bulk renew memberships?](#)
- [Can I remove, transfer or hide members?](#)

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.

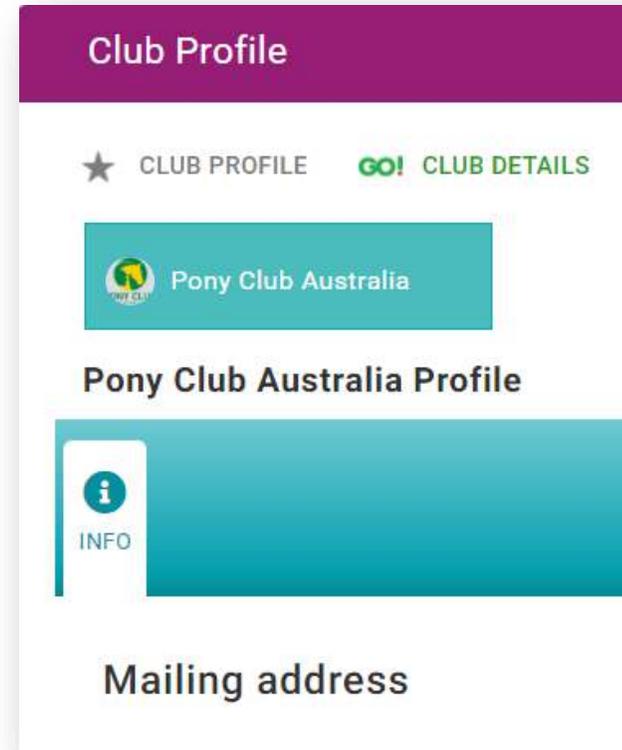
How do I access my Club Profile?

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?

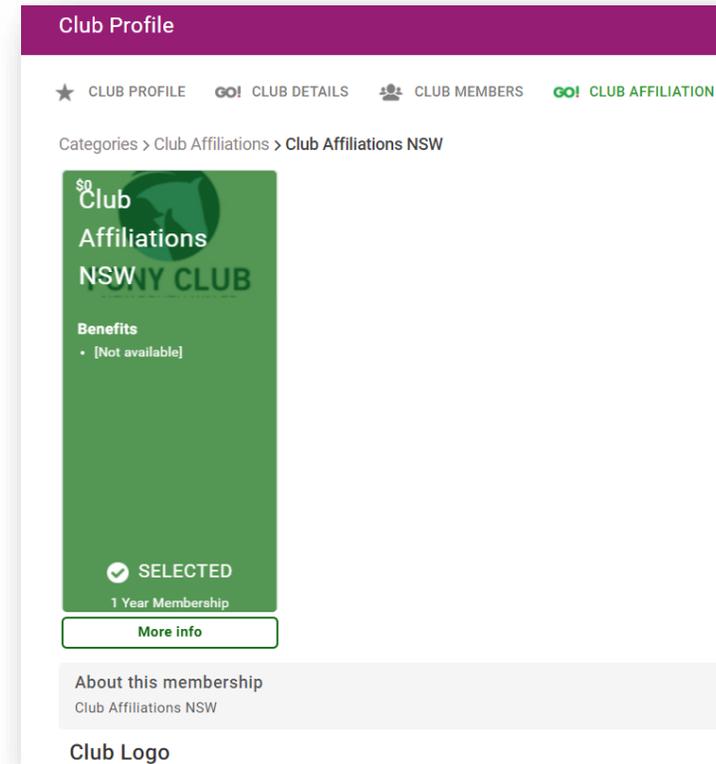
Once in your club's profile you can select the Club Details tab. This contains all of the additional details fields required either by your governing body or because you have created them in Field Management (with JustGo Essential/Basic)



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.

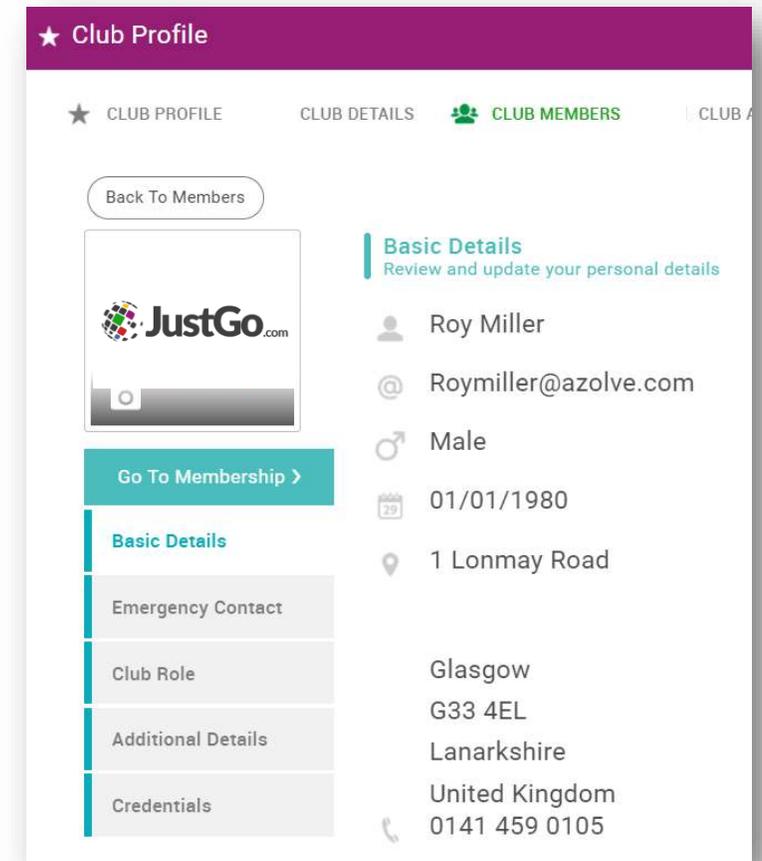


What can I do for my club members?

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.

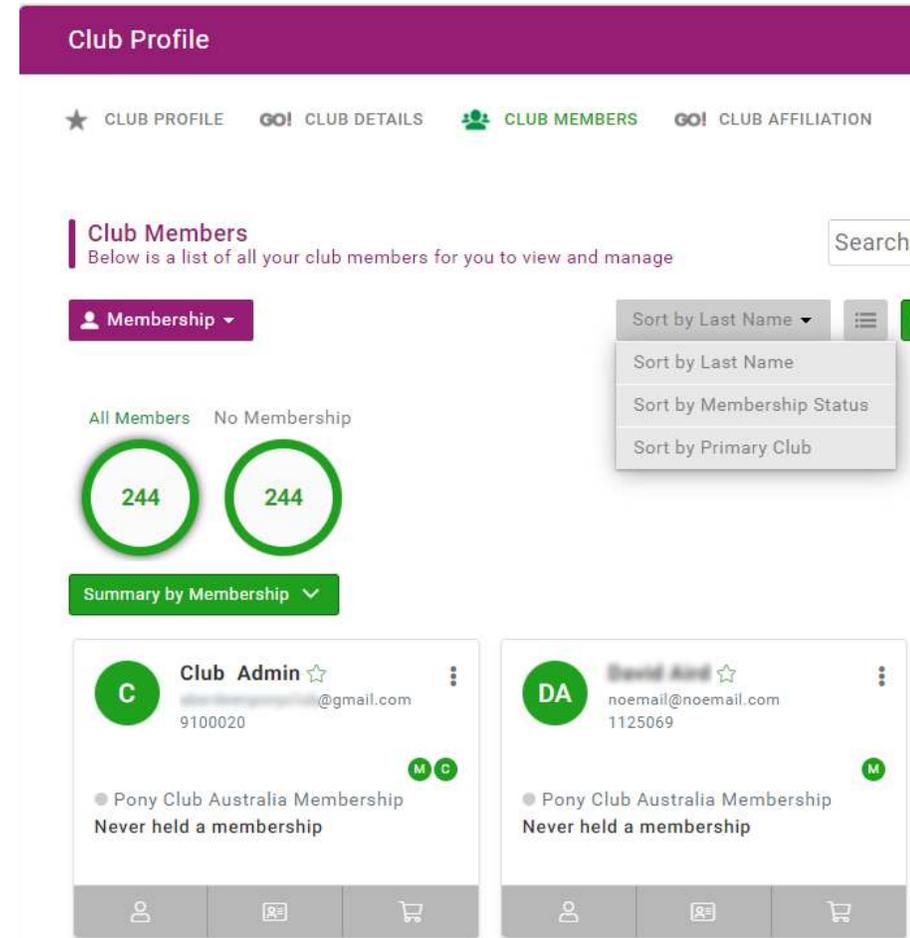


Can I filter or search specific club members?

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.

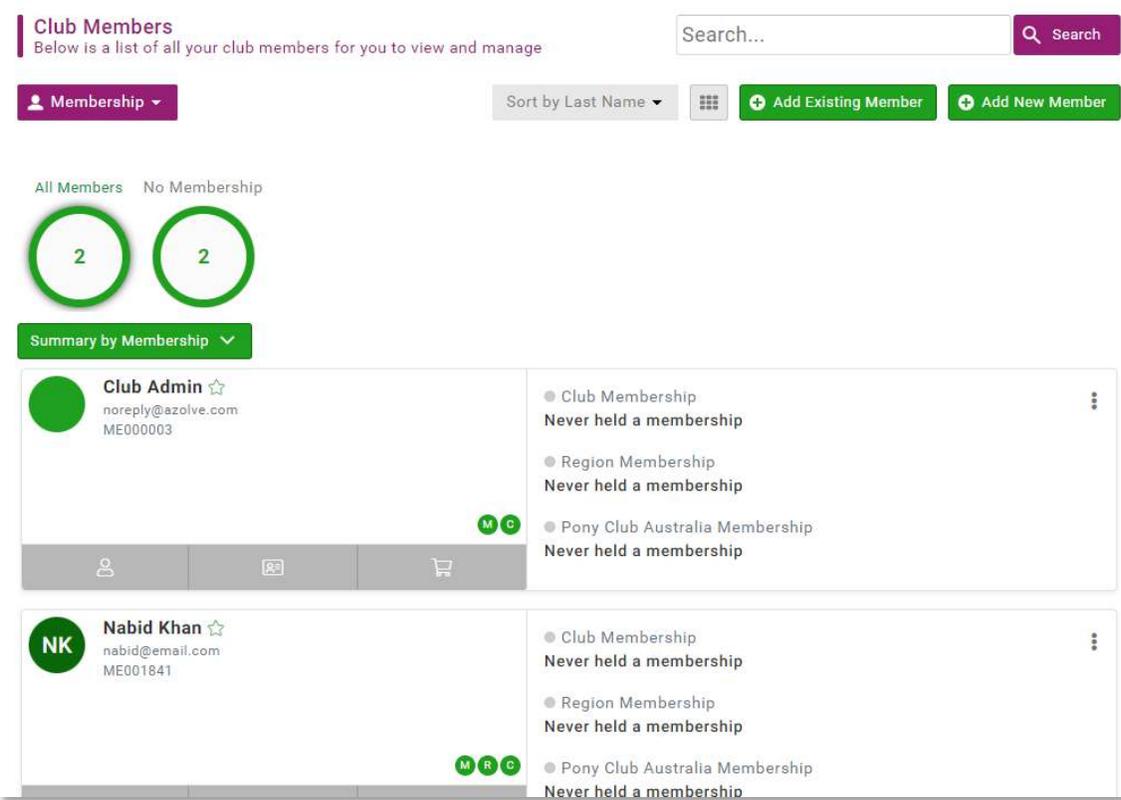


Can I bulk renew memberships?

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.



The screenshot shows the 'Club Members' management interface. At the top, there is a search bar and a 'Search' button. Below that, a 'Membership' dropdown menu is set to 'Membership'. There are buttons for 'Add Existing Member' and 'Add New Member'. Two circular indicators show '2' members under 'All Members' and '2' under 'No Membership'. A 'Summary by Membership' dropdown is visible. The main area displays a list of members with their details and membership status.

Member Name	Membership Status
Club Admin noreply@azolve.com ME000003	Club Membership: Never held a membership Region Membership: Never held a membership Pony Club Australia Membership: Never held a membership
NK Nabid Khan nabid@email.com ME001841	Club Membership: Never held a membership Region Membership: Never held a membership Pony Club Australia Membership: Never held a membership

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.

