How to Update Your Club Profile

1. Click on ‘Club Maintenance’ then ‘list’

2. Click on the blue ‘edit’ button to update the club details.

3. Review and edit your club information. All boxes with an * need to be populated. Once completed scroll to the bottom of the page and click ‘submit’.

4. Scroll down the page to ‘Club Roles’ to view which roles have been assigned.

5. To add more roles:
   - Scroll down to ‘Assignments’.
   - Type in the name of your member.
   - Select their role and click ‘Add New Assignment’.

Please note, the roles that have the ability to administrate the club (including entering competitions) are:
- Club Secretary
- Club Chair
- Club Treasurer