

Editing Club Profile and Setting Primary Contacts

This guide shows the process for editing a club profile and setting your clubs primary contacts, ensuring effective management of club roles.

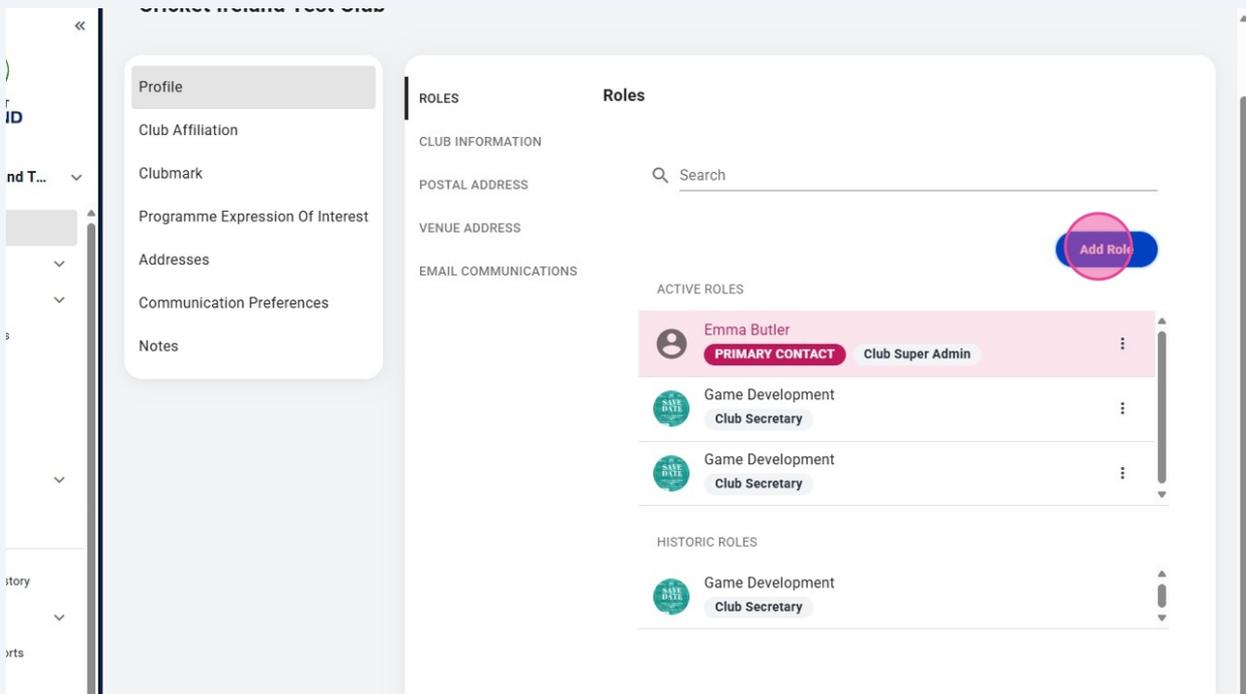
1

Log in to your Clubs Sport80 account. Upon log in the account will open on your clubs profile.

The screenshot displays the Clubs Sport80 user interface. On the left, a sidebar contains a 'Profile' dropdown menu with options: Profile, Club Affiliation, Clubmark, Programme Expression Of Interest, Addresses, Communication Preferences, and Notes. The main content area is titled 'Roles' and is divided into two sections: 'ACTIVE ROLES' and 'HISTORIC ROLES'. The 'ACTIVE ROLES' section features a search bar, an 'Add Role' button, and a list of roles. The first role is Emma Butler, designated as the 'PRIMARY CONTACT' and 'Club Super Admin'. Below her are two 'Game Development Club Secretary' roles. The 'HISTORIC ROLES' section shows one 'Game Development Club Secretary' role. A red asterisk at the bottom right indicates that an asterisk (*) denotes a required field.

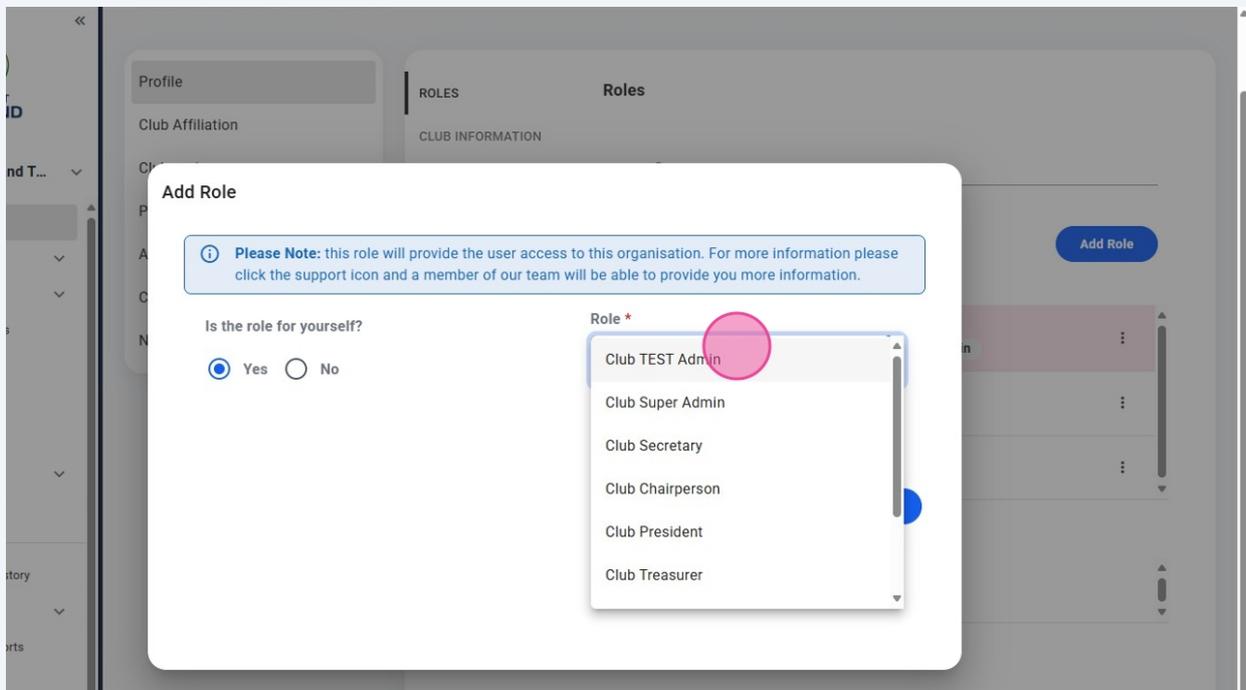
2

If you want to make the Primary Contact someone who does not currently have a roll- click 'Add Role'.



3

Click the new role you want to add.



4 Click "Submit"

Add Role

Please Note: this role will provide the user access to this organisation. For more information please click the support icon and a member of our team will be able to provide you more information.

Is the role for yourself?
 Yes No

Role *
Club TEST Admin

* indicates required field

Cancel Submit

Previous Next Cancel Save

TEST SITE (40)

5 To change the Primary Contact, click the three dots on the right hand side of the name of the chosen person.

Clubmark
Programme Expression Of Interest
Addresses
Communication Preferences
Notes

POSTAL ADDRESS
VENUE ADDRESS
EMAIL COMMUNICATIONS

Search

Add Role

ACTIVE ROLES

- Emma Butler
PRIMARY CONTACT Club Super Admin
- Game Development
Club Secretary
- Game Development
Club Secretary
- Liam Foulkes
Club TEST Admin

HISTORIC ROLES

- Game Development
Club Secretary

* indicates required field

Previous Next Cancel Save

TEST SITE (40)

File added successfully

6 Click 'Set as Primary Contact'.

The screenshot shows a user management interface. On the left, a sidebar menu is open, highlighting 'Addresses'. The main content area is divided into sections: 'POSTAL ADDRESS', 'VENUE ADDRESS', 'EMAIL COMMUNICATIONS', 'ACTIVE ROLES', and 'HISTORIC ROLES'. The 'ACTIVE ROLES' section lists three roles: Emma Butler (Club Super Admin), Game Development (Club Secretary), and Game Development (Club Secretary). A pink callout box is positioned over the 'Set Primary Contact' button in the context menu for Emma Butler. A green notification bubble at the bottom left states 'File added successfully'. At the bottom right, there are buttons for 'Previous', 'Next', 'Cancel', and 'Save'. A yellow 'TEST SITE (40)' badge is visible at the bottom center. A footer note indicates '* indicates required field'.

7 Click 'OK'.

The screenshot shows the same user management interface as in step 6, but with a 'Confirmation' dialog box overlaid in the center. The dialog box contains the text 'Confirmation' and 'Do you wish to continue?'. It has two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a pink circle. The background interface is dimmed, showing the same 'ACTIVE ROLES' list and navigation buttons as in the previous screenshot.

8

The person you selected will now be the Primary Contact for the club.

The screenshot shows a user interface for managing club roles. On the left is a sidebar with a search bar and a list of menu items: Clubmark, Programme Expression Of Interest, Addresses, Communication Preferences, and Notes. The main content area is divided into sections: POSTAL ADDRESS, VENUE ADDRESS, EMAIL COMMUNICATIONS, and ACTIVE ROLES. The ACTIVE ROLES section lists several roles, with 'Liam Foulkes' as the 'PRIMARY CONTACT' and 'Club TEST Admin'. Other roles include 'Emma Butler' as 'Club Super Admin' and two 'Game Development' roles as 'Club Secretary'. A 'Historic Roles' section at the bottom shows a previous 'Game Development' role as 'Club Secretary'. At the bottom right, there are buttons for 'Previous', 'Next', 'Cancel', and 'Save'. A yellow label 'TEST SITE (40)' is visible at the bottom left, and a note '* indicates required field' is at the bottom right.

9

Click 'Save'.

This screenshot is identical to the previous one, but the 'Save' button in the bottom right corner is highlighted with a red circle, indicating the next step in the process. The rest of the interface, including the sidebar, role lists, and navigation buttons, remains the same.