

# How to assign a club member a role in your club

This user guide will take you through the steps on how to assign club officers a role on your club account.

1

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

The screenshot displays the user interface for the 'Cricket Ireland Test Club' profile. On the left is a navigation menu with categories like 'Account', 'Members', 'Teams', 'Competitions', 'Courses', 'Camps', 'Leagues', 'Charts', 'Resources', 'Purchase History', 'Admin', 'Queued Reports', 'Validation', 'Event Creation', and 'Events Admin'. The main content area is titled 'Cricket Ireland Test Club' and features a profile card with a placeholder icon and an 'Edit Profile' button. Below this is an 'Information' section with sub-sections for 'PRIMARY CONTACT' (showing a placeholder icon and empty fields for phone and mobile), 'GENERAL INFORMATION' (showing the address: 'Unit 15c Kinsealy Business Park, Kinsealy, Republic of Ireland, K36CD70'), and 'ADDITIONAL INFORMATION'. To the right is a 'Roles' section with a search bar and a list of 'ACTIVE ROLES' including 'Emma Butler' (Club Super Admin) and 'Game Development' (Club Secretary).

2 To assign a role to a club member, select 'Edit Profile'.

The screenshot shows the profile page for 'Cricket Ireland Test Club'. On the left is a navigation menu with options like Profile, Club Affiliation, Clubmark, Programme Expression Of Interest, Addresses, Communication Preferences, and Notes. The main content area is divided into three sections: a profile header with a placeholder icon and an 'Edit Profile' button (highlighted with a pink circle), an 'Information' section for primary contact details, and a 'Roles' section listing active roles: Emma Butler (Club Super Admin) and Game Development (Club Secretary). The top right of the page features a search bar and user icons.

3 Click 'Add Role'.

The screenshot shows the 'Roles' management page for 'Cricket Ireland Test Club'. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Roles' and includes a search bar. Below the search bar are sections for 'ACTIVE ROLES' and 'HISTORIC ROLES'. The 'ACTIVE ROLES' section shows Emma Butler with roles 'PRIMARY CONTACT' and 'Club Super Admin'. A blue 'Add Role' button is highlighted with a pink circle. The 'HISTORIC ROLES' section shows Game Development as 'Club Secretary'. A footer note states '\* indicates required field'.

4 If the role is for you select 'Yes' if the role is for someone else select 'No'.

**Cricket Ireland Test Club**

**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 \*  
Select a role

\* indicates required field

Cancel Submit

5 Complete each field, beginning with selecting the relevant 'Role'.

**Cricket Ireland Test Club**

**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 \*  
Select a role

Membership Number

Email \*

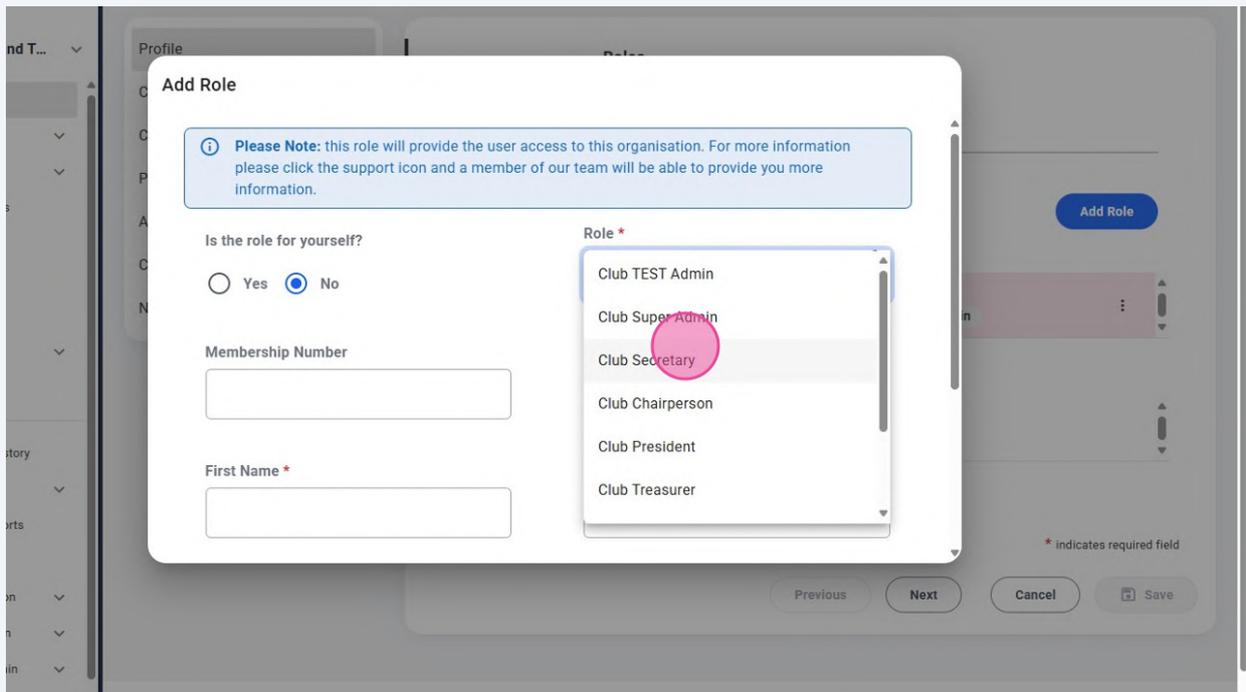
First Name \*

Last Name \*

\* indicates required field

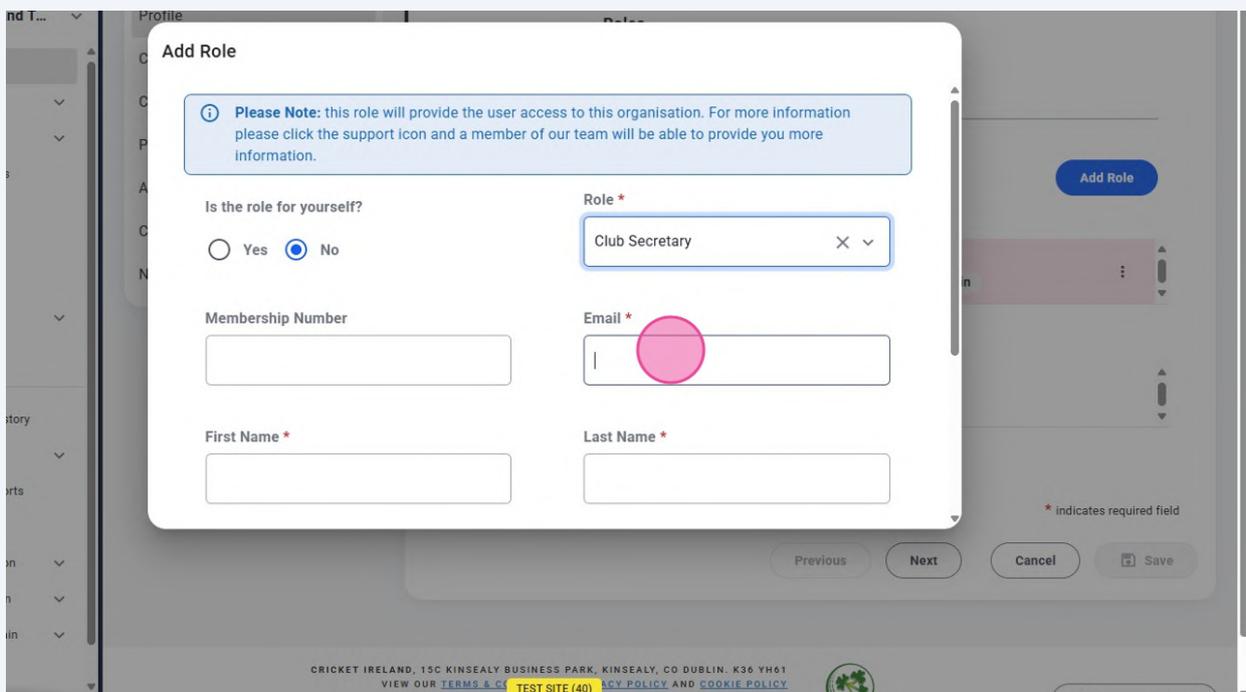
Previous Next Cancel Save

6 A drop down list of club roles will appear.



7 Enter the individuals Email address and Name. The membership number can be added if you have this to hand.

\*Please note it is not mandatory to enter the individuals membership number.



8

Once you have submitted all relevant details for the individual, please select 'Submit'.

The screenshot shows a modal window titled "Add Role" overlaid on a blurred background. The form contains the following fields and options:

- Email: development@cricketireland.ie
- First Name\*: Game
- Last Name\*: Development
- Gender\*:  Male  Female
- Date of Birth: DD-MM-YYYY

At the bottom right of the modal, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a pink circle. A note below the form states "\* indicates required field".

9

The individual's name and their assigned role will now be visible on the club profile.

The screenshot shows the "Roles" section of a web application. The left sidebar has a "Profile" menu with options like "Club Affiliation", "Clubmark", "Programme Expression Of Interest", "Addresses", "Communication Preferences", and "Notes".

The main content area is titled "Roles" and includes a search bar and an "Add Role" button. It displays two sections:

- ACTIVE ROLES:** A list showing Emma Butler with roles "PRIMARY CONTACT" and "Club Super Admin". Below this, "Game Development" and "Club Secretary" are listed. The "Club Secretary" role is highlighted with a pink circle.
- HISTORIC ROLES:** A list showing "Game Development" and "Club Secretary".

At the bottom right, there are "Previous", "Next", "Cancel", and "Save" buttons. A note below the form states "\* indicates required field".

10

To ensure all information is successfully saved please progress through the remaining edit profile areas. These areas are:

- Club Information
- Postal Address
- Venue Address
- Email Communications

Please remember to select 'Save' once you have gone through the above areas.

Club Affiliation

Clubmark

Programme Expression Of Interest

Addresses

Communication Preferences

Notes

CLUB INFORMATION

POSTAL ADDRESS

VENUE ADDRESS

EMAIL COMMUNICATIONS

By selecting your communications preferences, you agree that we may communicate with you and use your information as indicated by our policies [https://mycricket.s80testing.co.uk/policies/privacy\\_policy](https://mycricket.s80testing.co.uk/policies/privacy_policy).

If you decide at any time that you no longer wish to receive specific types of promotional communications, please update your preferences or follow the unsubscribe links in the specific email to update your preferences.

**IMPORTANT:** You cannot opt out of non-promotional emails, such as important membership information, and we may use your information to contact you with membership, policy or account notifications.

Our Communications \*

Yes  No

\* indicates required field

Previous Next Cancel Save

CRICKET IRELAND, 15C KINSEALY BUSINESS PARK, KINSEALY, CO DUBLIN. K36 YH61  
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POWERED BY SPORT:80

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TEST SITE (40)

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