

Club Credentials FAQs

	Page
How do I provide my club's credentials to the Governing Body?	2
How do I view my club's credentials that have previously been provided?	7

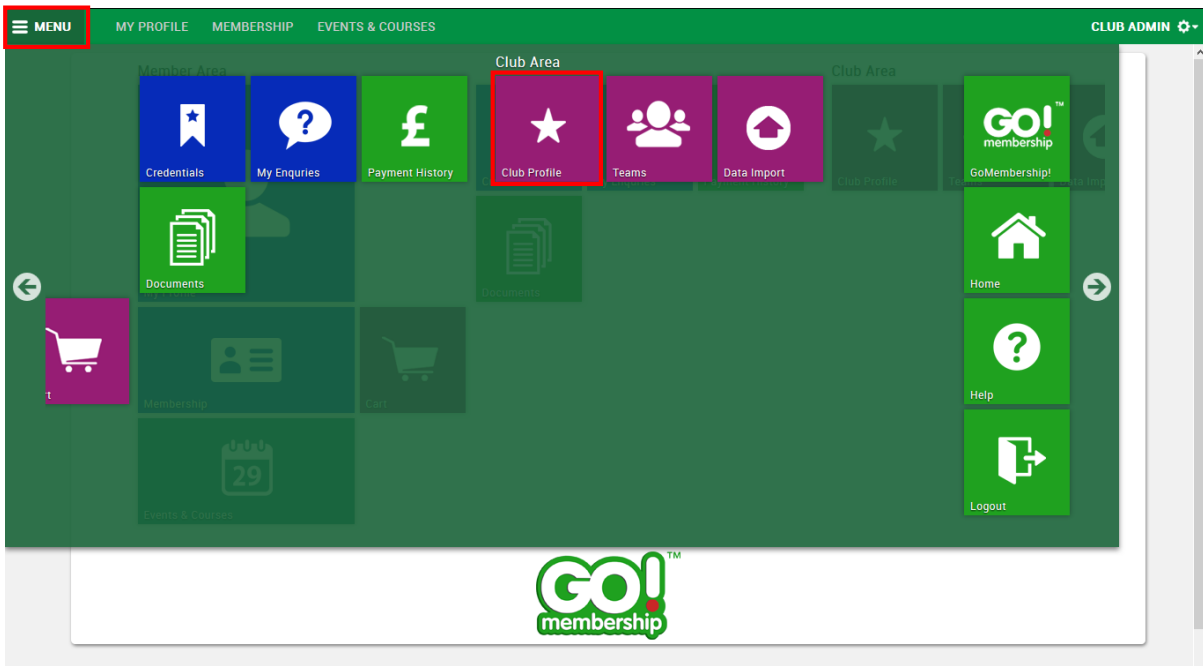
How do I provide my club's credentials to the Governing Body?

Some Governing Bodies require their clubs to provide Credentials to comply with the Club's affiliation to the Governing Body, for example you may need to provide your Club's Constitution, perhaps your Insurance certification or AGM Minutes.

Once you have logged in, in the Club Area click the Club Profile tile from either your Home page or from the Menu

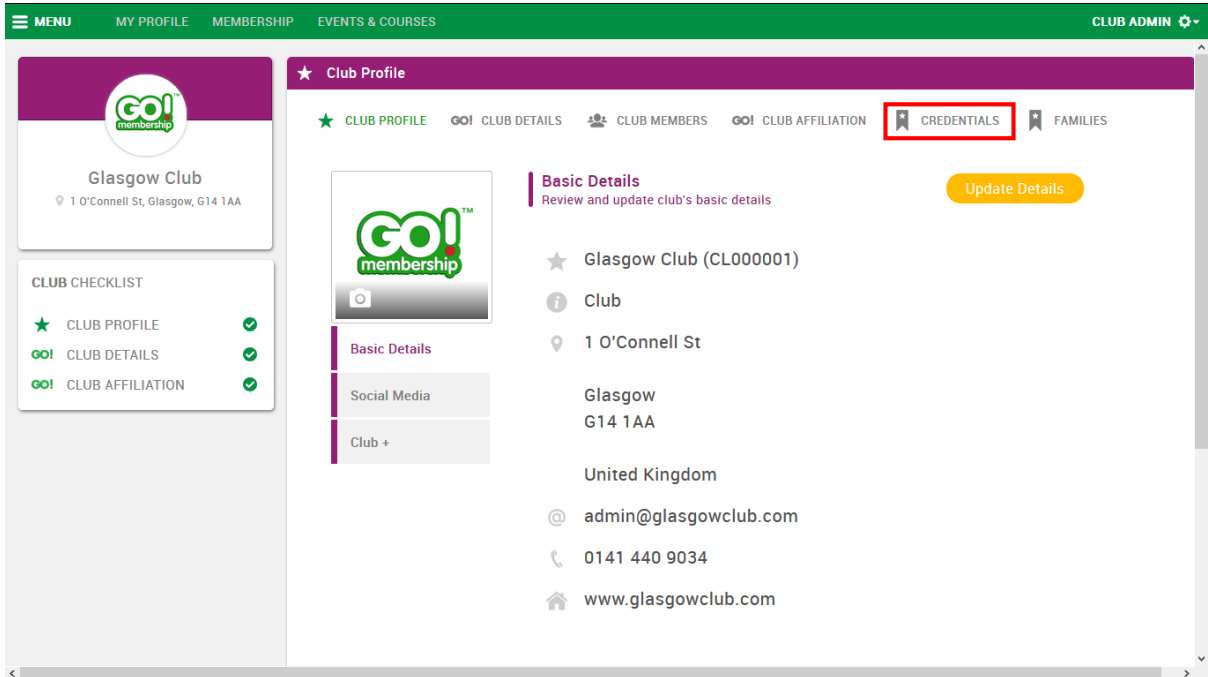


Home Page



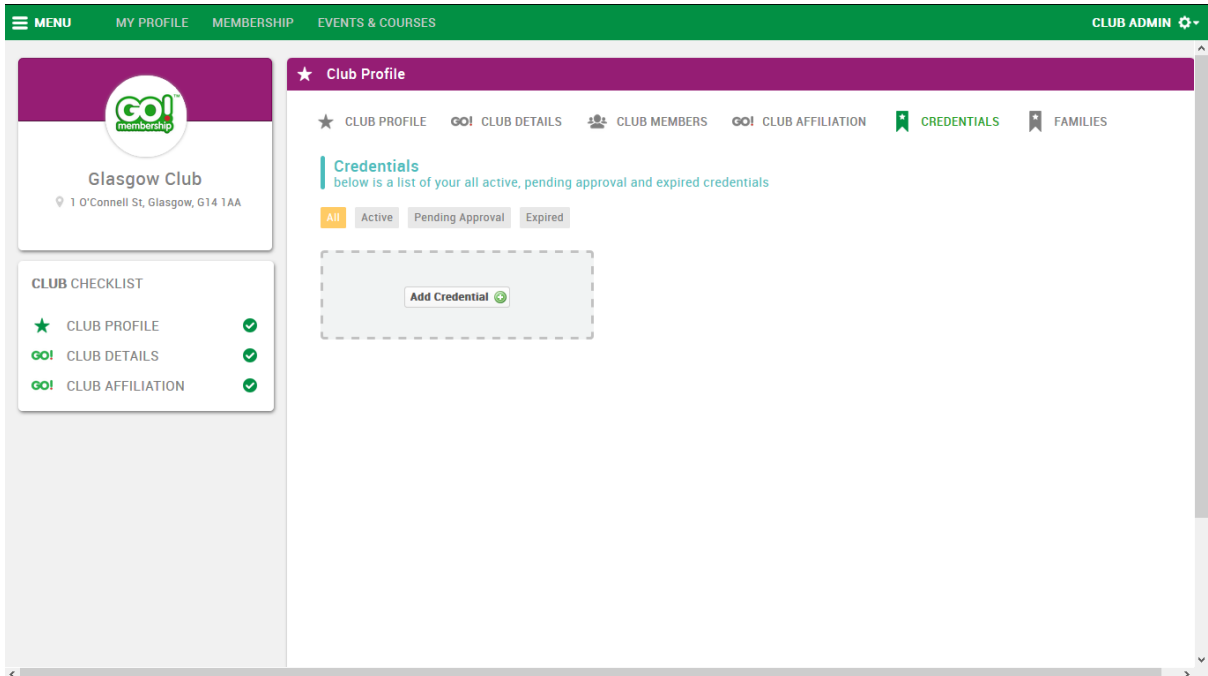
Menu

This will display your club's profile. To view or add Club Credentials click on Credentials.



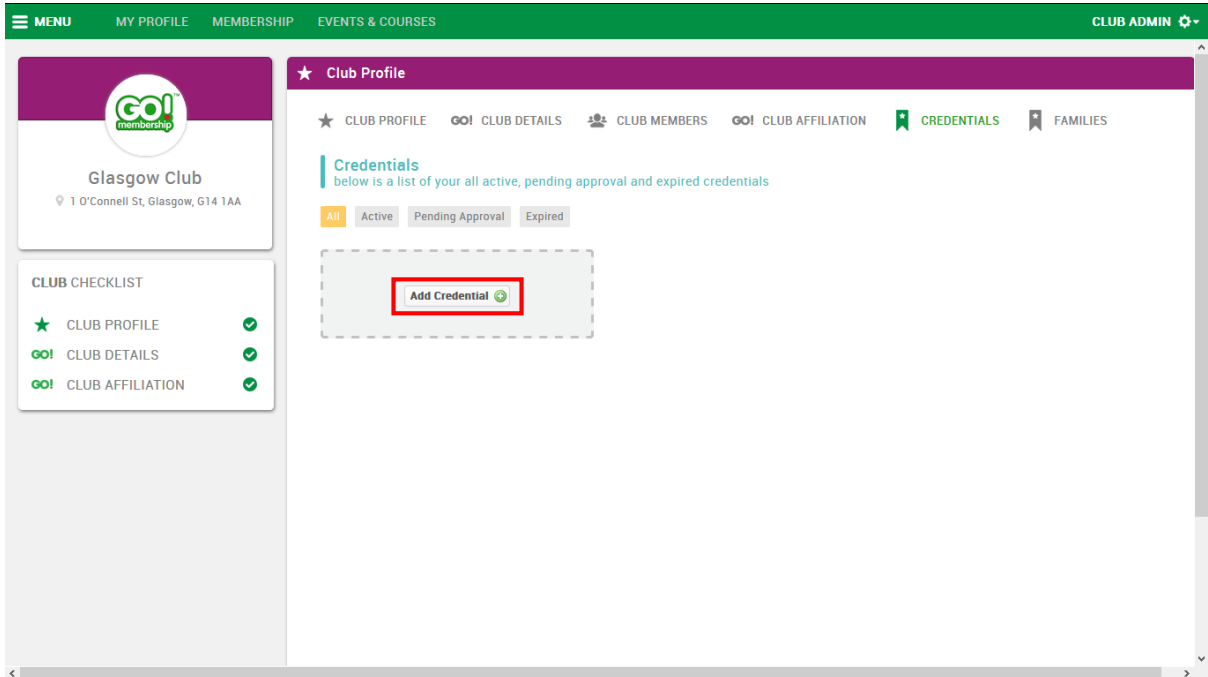
Club Profile – Basic Details

You will be presented with the Credentials page.



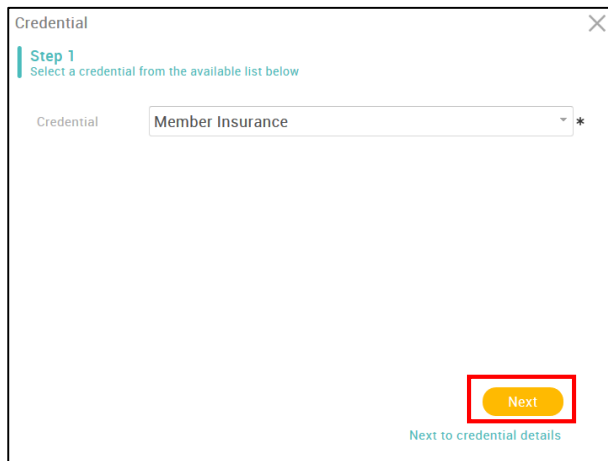
Club Profile - Credentials

Click Add Credential in the first card displayed.



Club Profile - Credentials

A credential form will pop open and you complete the fields provided. You are stepped through the form. First choose the type of Credential from the drop down list then click Next.



Credential Form – Step 1

Then enter the name of the Provider, the Start Date and Expiry Date and click Next.

Credential Form – Step 2

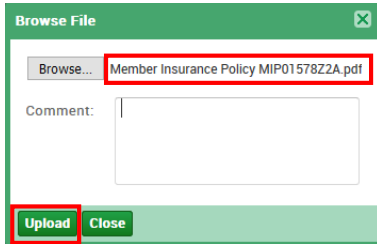
And finally upload supporting evidence for this credential. To upload a document or multiple documents to this credential click the Upload button.

Credential Form – Step 3 - Blank

You will see a standard browse window so that you can navigate to your file(s) for upload.

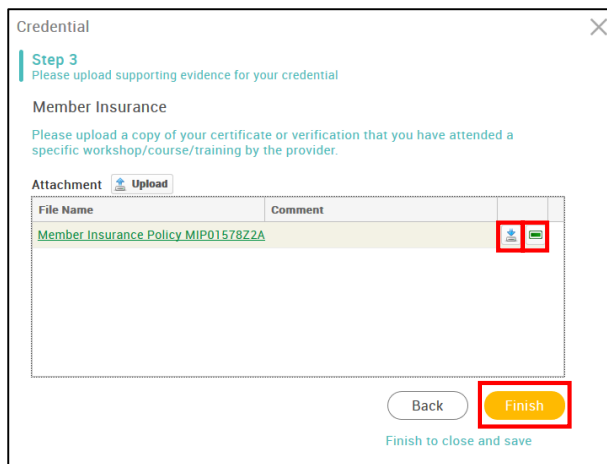
Browse File

Locate the file using standard file explorer steps and select it. You will see the file name in the browse window, click Upload. You have the option to add a comment if it is appropriate.



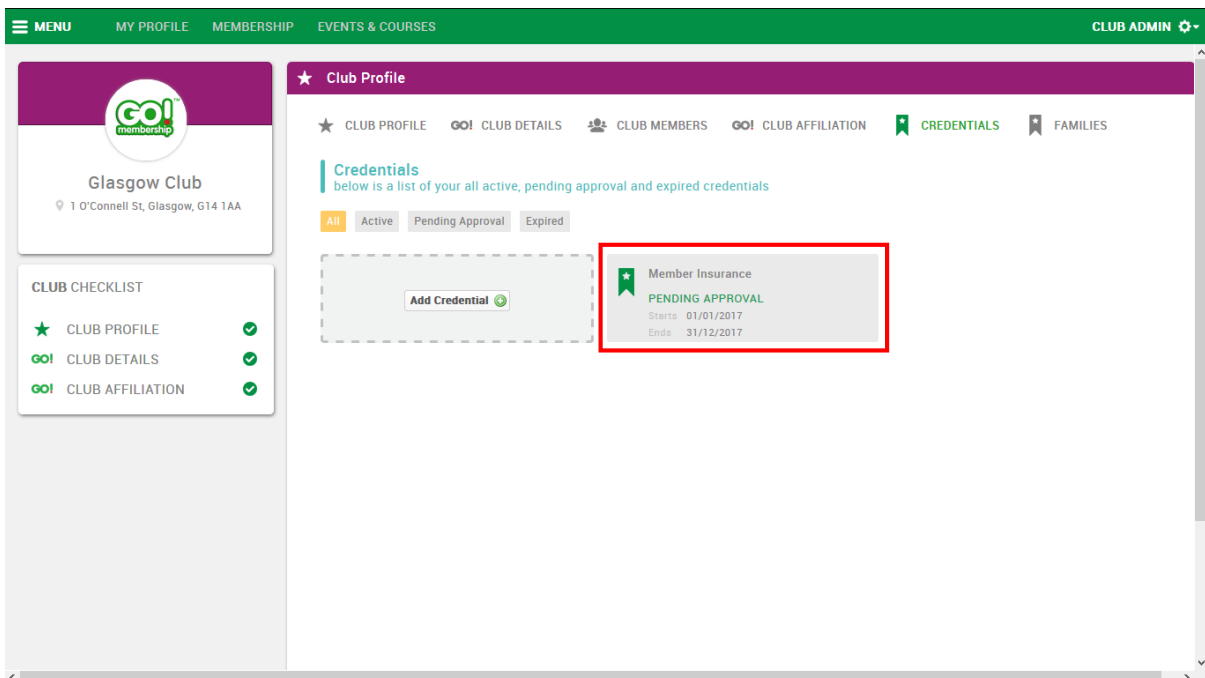
Browse File

The file is then uploaded to the credential you are submitting. You can download or remove the file using the buttons on the right of the file name. Once you are happy that you have provided all the details for this credential click Finish.



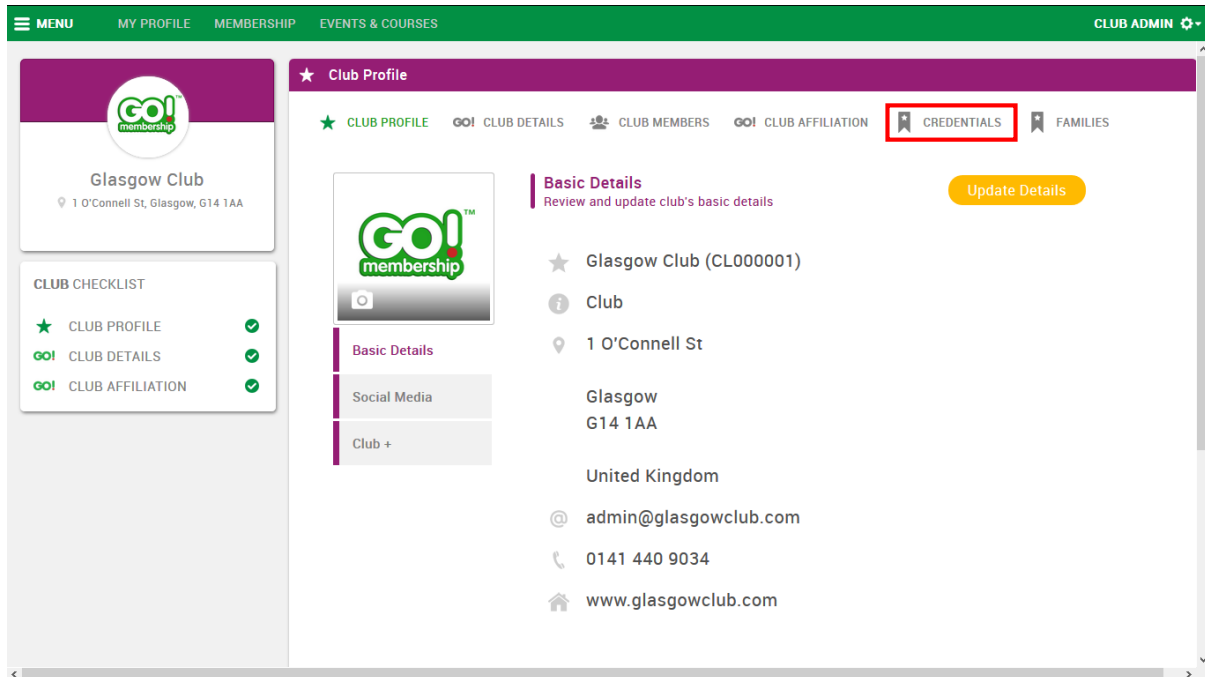
Credential Form – Step 3 - Complete

You will be able to see the credential that you have submitted and its status.



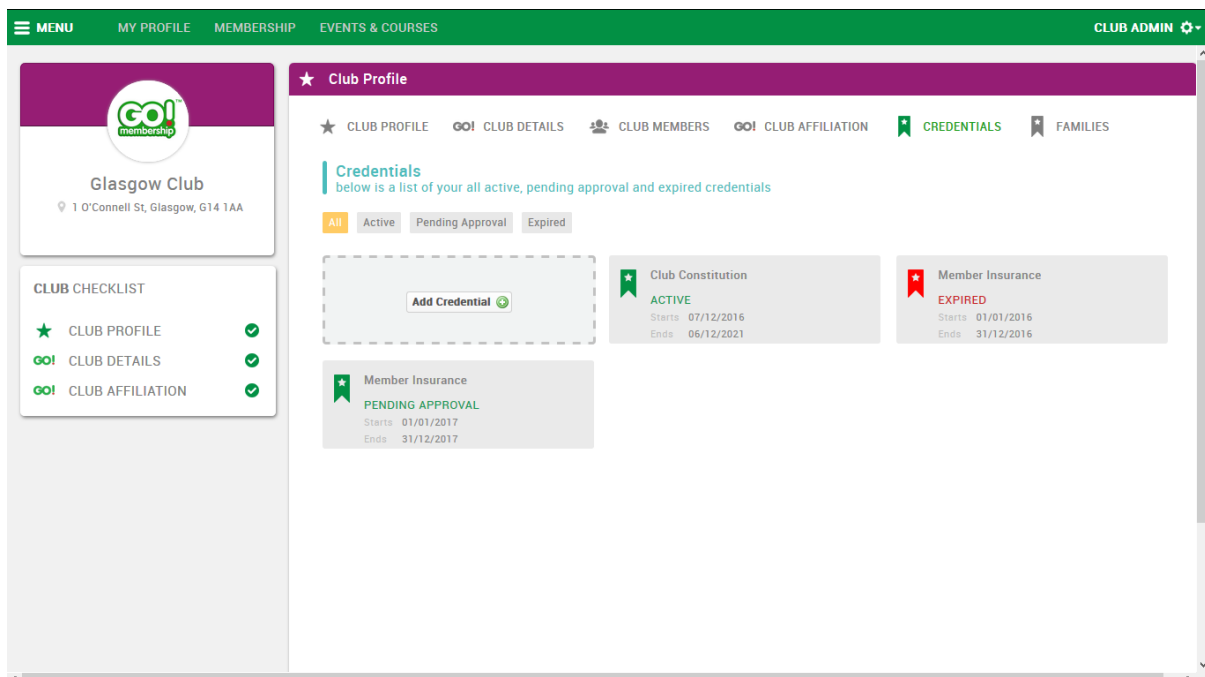
How do I view my club's credentials that have previously been provided?

On the Club Profile tile click Credentials at the top of the page.



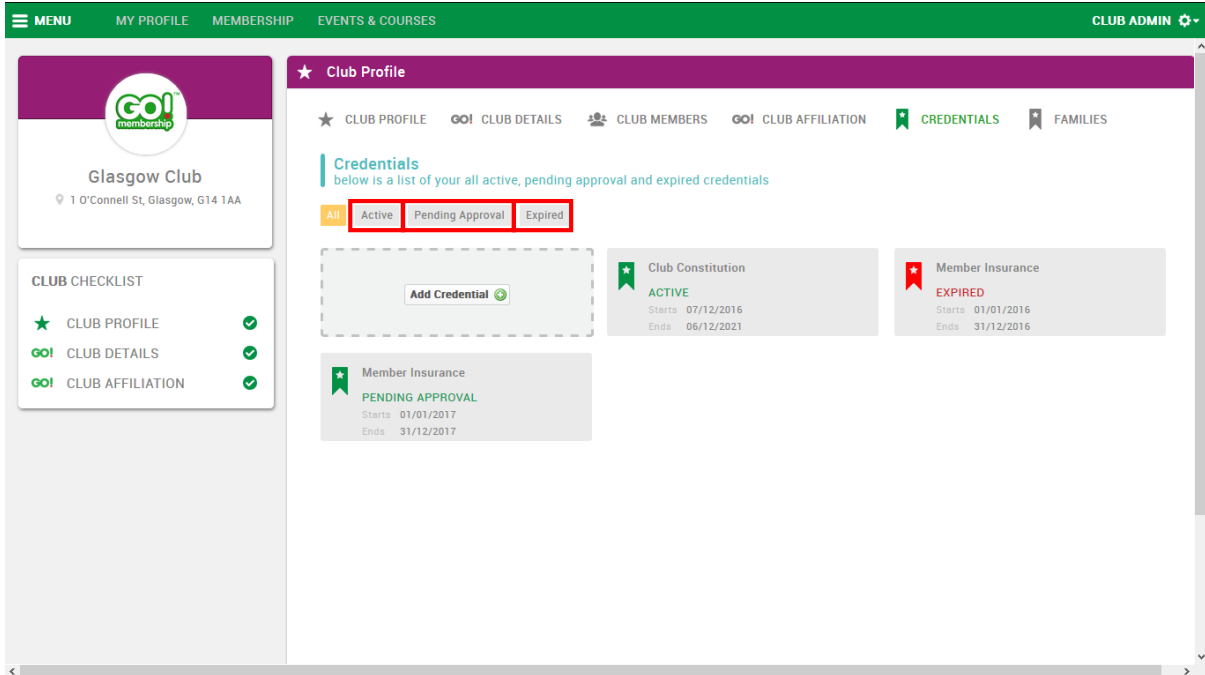
Club Profile – Basic Details

This will display all credentials that have been added for your club.



Club Profile - Credentials

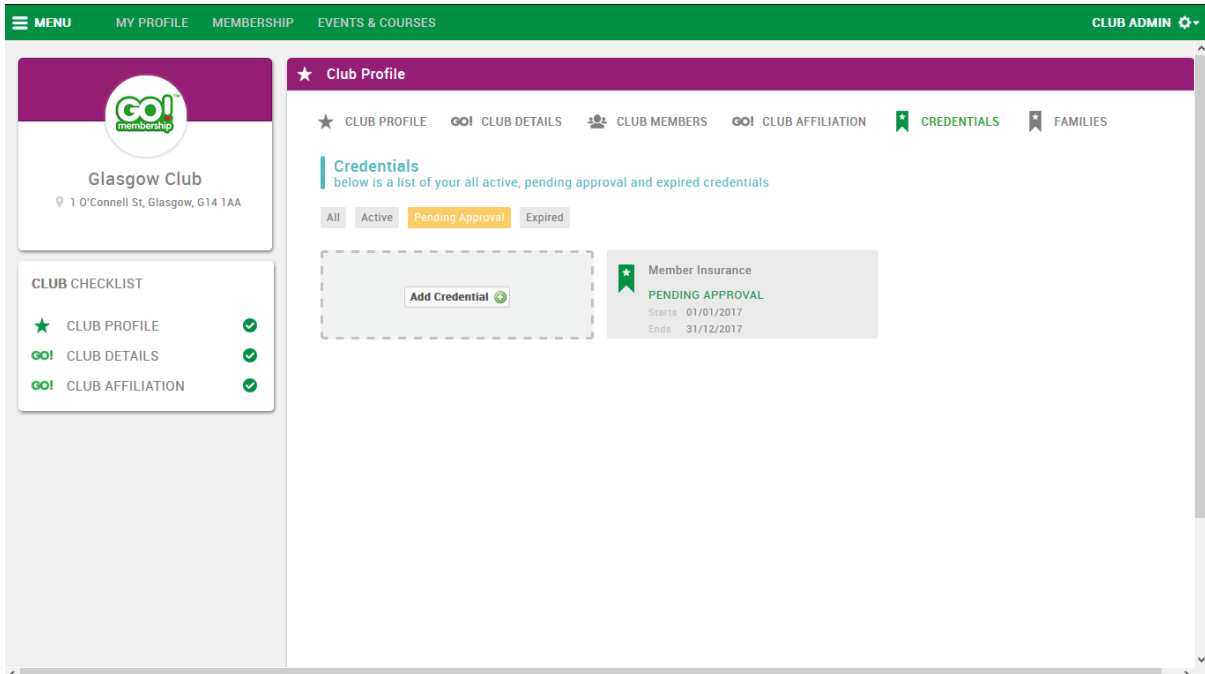
Credentials can be filtered to display only Active, Pending Approval or Expired by clicking the buttons for each status.



The screenshot shows the 'Club Profile' page for 'Glasgow Club'. The 'Credentials' section is active, displaying a list of credentials. The filters 'All', 'Active', 'Pending Approval', and 'Expired' are visible at the top. The 'Pending Approval' filter is highlighted in red. Below the filters, there is an 'Add Credential' button and a list of credentials. One credential, 'Member Insurance', is shown with a status of 'PENDING APPROVAL' and dates 'Starts 01/01/2017' and 'Ends 31/12/2017'. Another credential, 'Member Insurance', is shown with a status of 'EXPIRED' and dates 'Starts 01/01/2016' and 'Ends 31/12/2016'. A third credential, 'Club Constitution', is shown with a status of 'ACTIVE' and dates 'Starts 07/12/2016' and 'Ends 06/12/2021'.

Club Profile – Credentials - All

The credentials are filtered based on the status clicked.



The screenshot shows the 'Club Profile' page for 'Glasgow Club'. The 'Credentials' section is active, displaying a list of credentials. The filters 'All', 'Active', 'Pending Approval', and 'Expired' are visible at the top. The 'Pending Approval' filter is highlighted in orange. Below the filters, there is an 'Add Credential' button and a list of credentials. One credential, 'Member Insurance', is shown with a status of 'PENDING APPROVAL' and dates 'Starts 01/01/2017' and 'Ends 31/12/2017'.

Club Profile – Credentials – Pending Approval

Clicking All will show the default display of all credentials regardless of their status.

The screenshot shows the 'Club Profile' page for 'Glasgow Club'. The navigation menu includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'CLUB ADMIN'. The main content area is titled 'Club Profile' and contains sub-navigation for 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. Under the 'CREDENTIALS' section, there is a filter bar with 'All', 'Active', 'Pending Approval', and 'Expired' buttons. The 'All' button is highlighted with a red box. Below the filter bar, there is an 'Add Credential' button and a list of credentials. One credential is visible: 'Member Insurance' with a status of 'PENDING APPROVAL', starting on 01/01/2017 and ending on 31/12/2017. On the left side, there is a 'CLUB CHECKLIST' showing 'CLUB PROFILE', 'CLUB DETAILS', and 'CLUB AFFILIATION' all with green checkmarks.

Club Profile – Credentials – Pending Approval

The screenshot shows the 'Club Profile' page for 'Glasgow Club' with the 'All' filter selected. The layout is identical to the previous screenshot, but the 'All' button in the filter bar is highlighted with a yellow box. The list of credentials now includes three items: 'Club Constitution' (ACTIVE, starts 07/12/2016, ends 06/12/2021), 'Member Insurance' (EXPIRED, starts 01/01/2016, ends 31/12/2016), and 'Member Insurance' (PENDING APPROVAL, starts 01/01/2017, ends 31/12/2017). The 'CLUB CHECKLIST' on the left remains the same.

Club Profile – Credentials - All

To view the detail within a credential record click the card and a pop out window is displayed with the data that has been provided including any uploaded documents. If notes have been added by you or the Governing Body you can see these by clicking Notes at the top of the form.

The screenshot shows a 'Member Insurance' form with the following elements:

- Navigation tabs: Details, Notes (highlighted with a red box), Entity
- Start Date: 01/01/2017 *
- Expiry Date: 31/12/2017 *
- Provider: Towergate Insurance *
- Attachment section with an 'Upload' button and a table:

File Name	Comment
Member Insurance Policy.MIP0157	

A 'Save' button is located at the bottom right of the form.

Credential Detail

Note that once a credential has been approved by the Governing Body the Start Date, Expiry Date, Provider become read only. The ability to remove the attached file(s) is disabled.