

Updating Club Member Roles



This guide has been designed to assist you in the process for managing member roles on the Canoe Racing New Zealand (CRNZ) Club Membership & Paddler Portal.

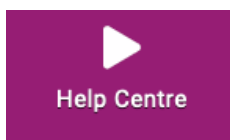
This guide will explain the steps required to locate a member profile within your Club and update their roles to show their position within your Club. Including President, Secretary, Treasurer & Committee Members. Clubs are reminded to update Member roles as changes happen within the Club, especially with regards to administrative access.

To get started please create a user profile, complete the two credentials and email membership@crnz.org. Once you complete this our team will connect with you to set up your Administrator Access.

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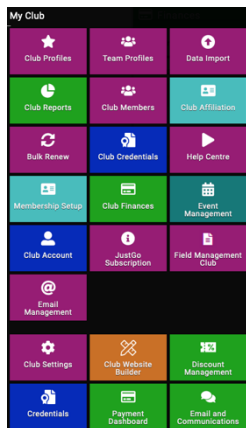
Help Centre



There are helpful videos and resources available to club administrators additional to the Administrator Guides provided by CRNZ.

If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org

Administrator Access



To manage club roles the person must hold the Club Administrator access.

Once administrator access is given you will be able to access more tiles (Functions) to the left hand side of your menu screen.

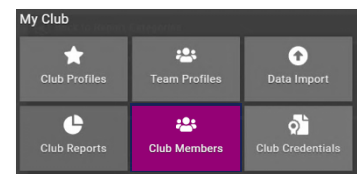
Each of these tiles will give you access to either set up or manage club activity.

There is further information how to manage each of the following features and functions in the additional Administrator Guides.

Update Member Roles

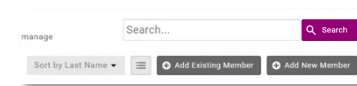
Club Members

From the menu on the left-hand side, locate and click on the “Club Members” tile



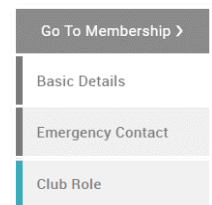
Locate Club Members

Using the search feature or just scrolling through the member list, locate the relevant individual. Once located, click on the small icon to the bottom left of their profile to open into their profile details.



Select Club Role

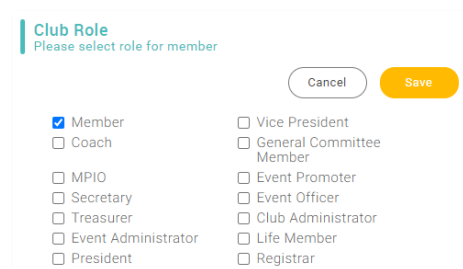
On the Left-hand side of the members details, under the profile image space, you will see several tabs. Click on “Club Role”. Once selected, click on the yellow “Update Roles” button.



Select Role and Save Profile

Tick the box next to the relevant role/s for the individual and when complete, click on the “Save” button.

- Selecting **Club Administrator** will give the member FULL administrative access to the Club and Members within the system.
- Selecting **Event Administrator** will give the member administrative access to the **Event Management** area and the **Field Management** area allowing them to set-up and administer events for your Club and create and edit forms.



All other roles are titles only and do not give any special or permissions access to the database.