

Updating LIFE Member Roles



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

This guide will explain the steps required to set up a life member field within your Club and update their role to show their life member position within your Club. This will allow you to give that life member a membership discount and/or any other benefits.

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.

Table of Contents

Administrator Access	2
Update Life Member Roles.....	2

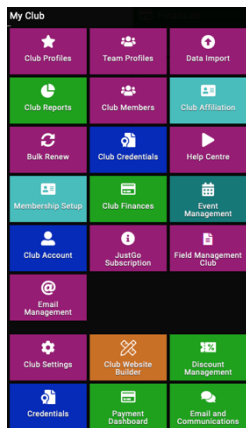
Help Centre



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 Life 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 Additional Details

On the Left-hand side of the members details, under the profile image space, you will see several tabs. Click on “ADDITIONAL DETAILS”.

Update the Field

Click on your Club name from the Club form area and then go to the Life Member Details form.

If a Life Member Details form does not exist you can create one - (see field management Club Support Guide).

Depending on how you have set up this field (drop-down selection or tick box) update the field to reflect that the member is a life member.

Discount Rule Set Up

Refer to the Membership Set-up guide to ensure you have your Life Member Discount Rule set on any relevant memberships. You will need to add this Discount rule into the membership

