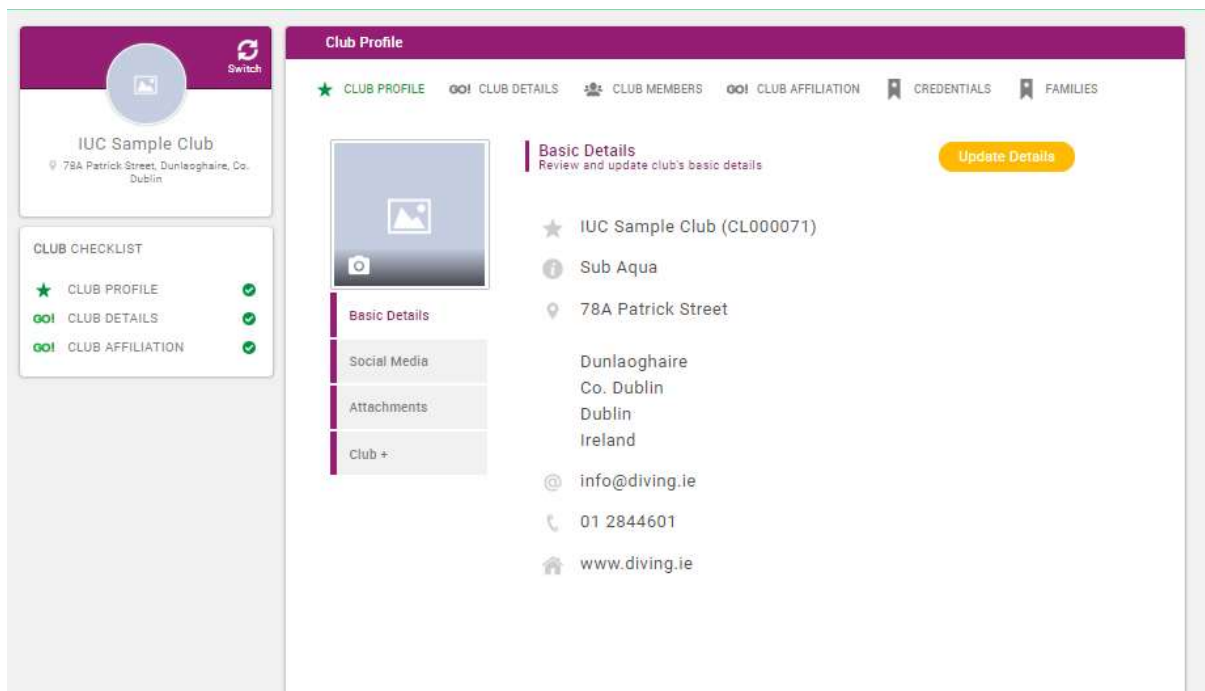


For Club Administrators – How to check the status of your members

When you Login click the menu button in the top left hand corner of the screen and select the **Club Profile Tile** as below:



This will bring you to the club admin page:

A screenshot of the "Club Profile" admin page. The page has a purple header with "Club Profile" and navigation tabs: "CLUB PROFILE", "CLUB DETAILS", "CLUB MEMBERS", "CLUB AFFILIATION", "CREDENTIALS", and "FAMILIES". On the left, there's a "Club Area" sidebar with a "Switch" button and a "CLUB CHECKLIST" showing "CLUB PROFILE", "CLUB DETAILS", and "CLUB AFFILIATION" all with green checkmarks. The main content area shows "Basic Details" for "IUC Sample Club (CL000071)", including address, contact info, and a "Social Media" section. A yellow "Update Details" button is visible.

Club Profile

★ CLUB PROFILE ○○ CLUB DETAILS 👤 CLUB MEMBERS ○○ CLUB AFFILIATION 📄 CREDENTIALS 📄 FAMILIES

IUC Sample Club
78A Patrick Street, Dunlaoghaire, Co. Dublin

Switch

CLUB CHECKLIST

- ★ CLUB PROFILE ✓
- CLUB DETAILS ✓
- CLUB AFFILIATION ✓

Basic Details
Review and update club's basic details [Update Details](#)

★ IUC Sample Club (CL000071)

📍 Sub Aqua

📍 78A Patrick Street

Dunlaoghaire
Co. Dublin
Dublin
Ireland

📧 info@diving.ie

☎ 01 2844601

🏠 www.diving.ie

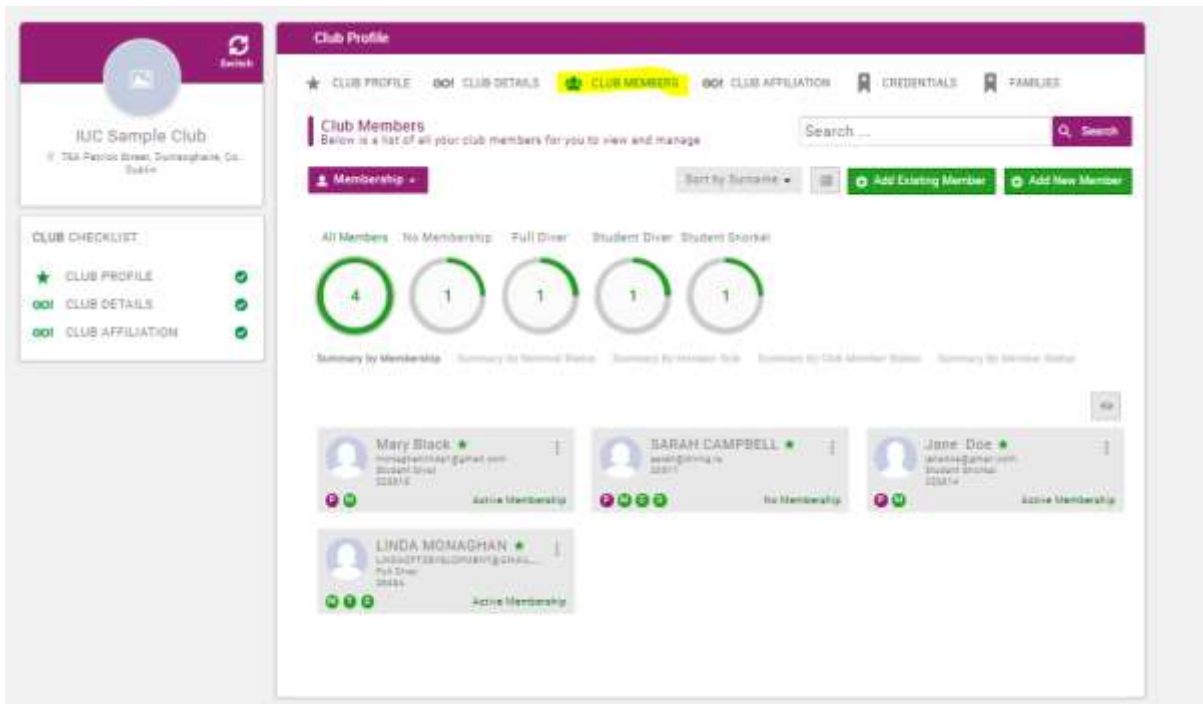
Basic Details

Social Media

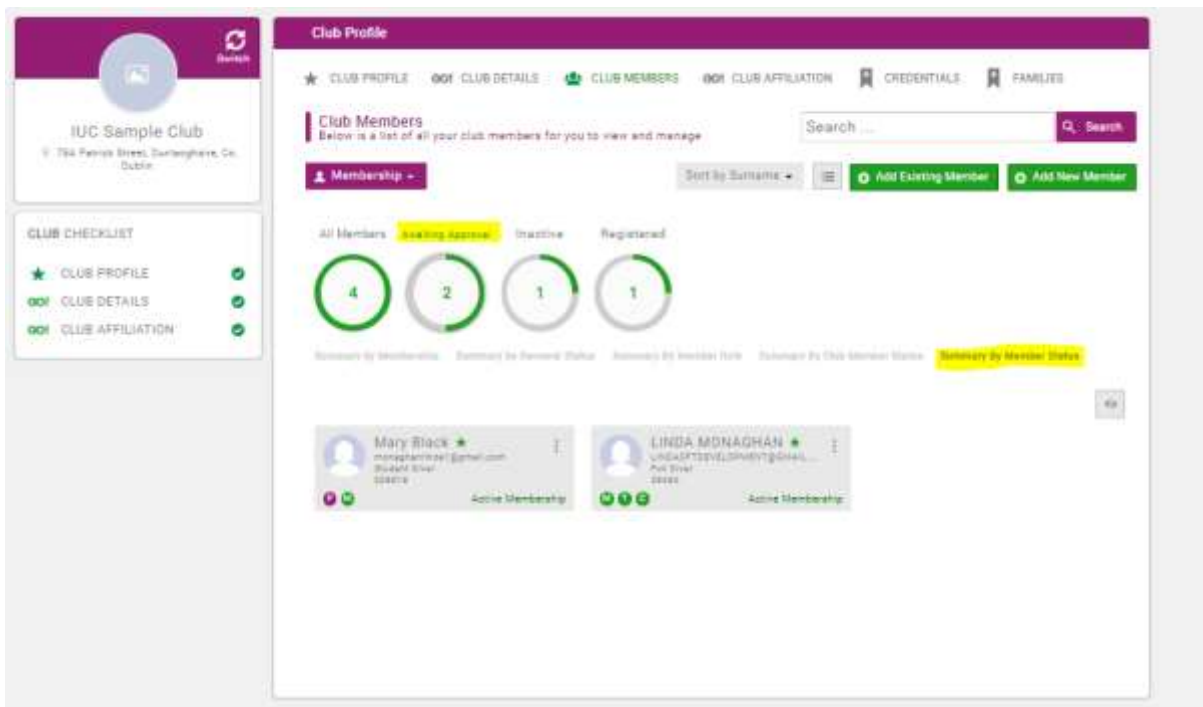
Attachments

Club +

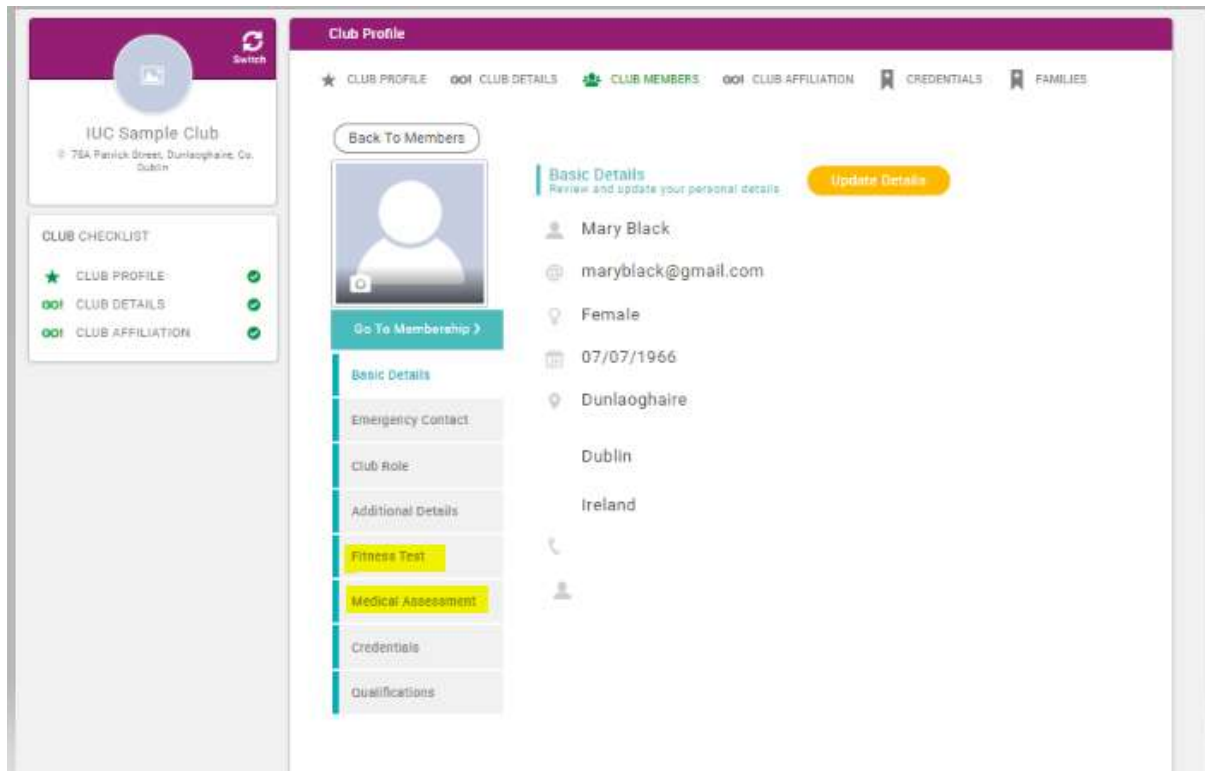
To see member's profiles, click onto the **club members** tab (highlighted below) which will bring you to the screen below:



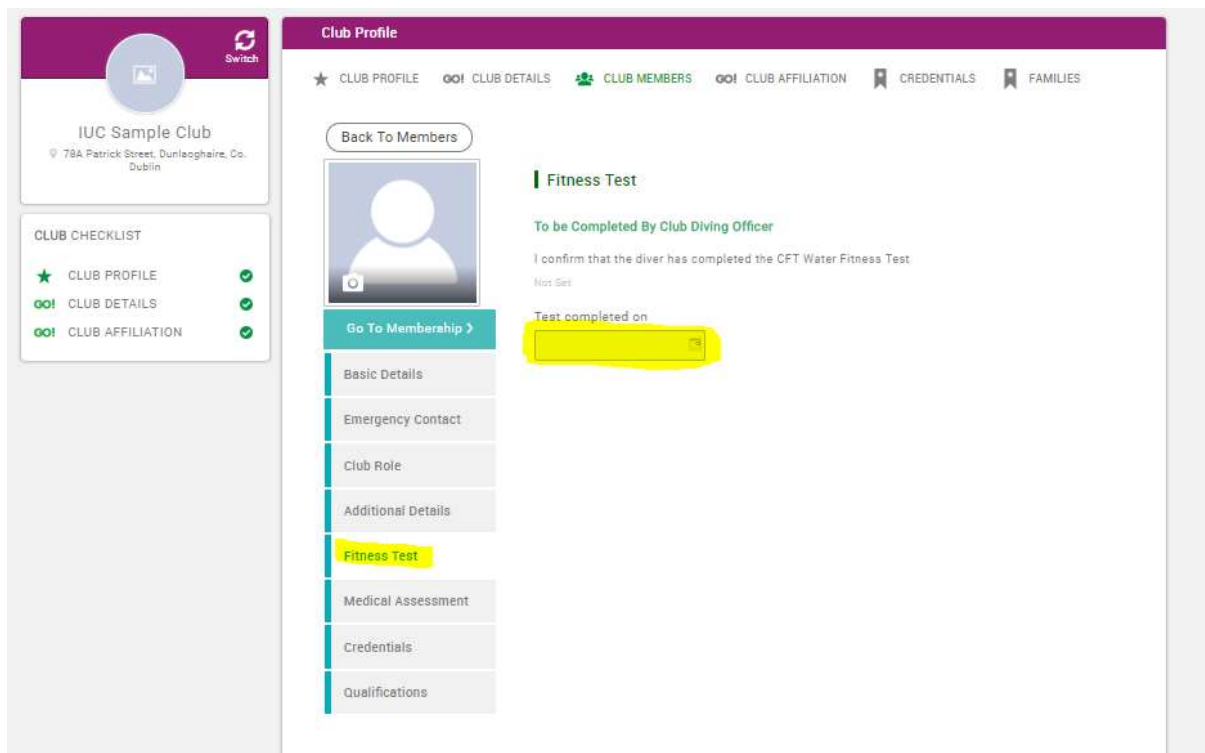
To view your members by their current status (Lapsed, Awaiting Approval, Registered) click onto the **Summary By Member Status** (highlighted on right) and then you can choose to view the **awaiting approval** members by clicking that circle (Highlighted left). All shown below:



To then view the individual members profile including their fitness to dive requirements double click on their membership name which will bring you to the screen below. You can see there are a number of tabs including the Fitness test and medical assessment tabs (highlighted).



If you click into these tabs you will see whether their fitness test or medical assessment is in date and where you can update it. Example of pool fitness test for Mary below:



Due to GDPR we are unable to make a tab for the medical disclaimer so if your member is still awaiting approval but has up to date pool fitness test and medical assessment it means they need to complete their annual medical disclaimer. If you ever need to know if a member has completed their medical disclaimer pop us an email and we can let you know but unfortunately it is not something the systems builders would allow anyone but the medical officer and the members to see.