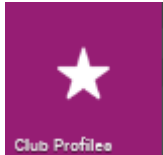


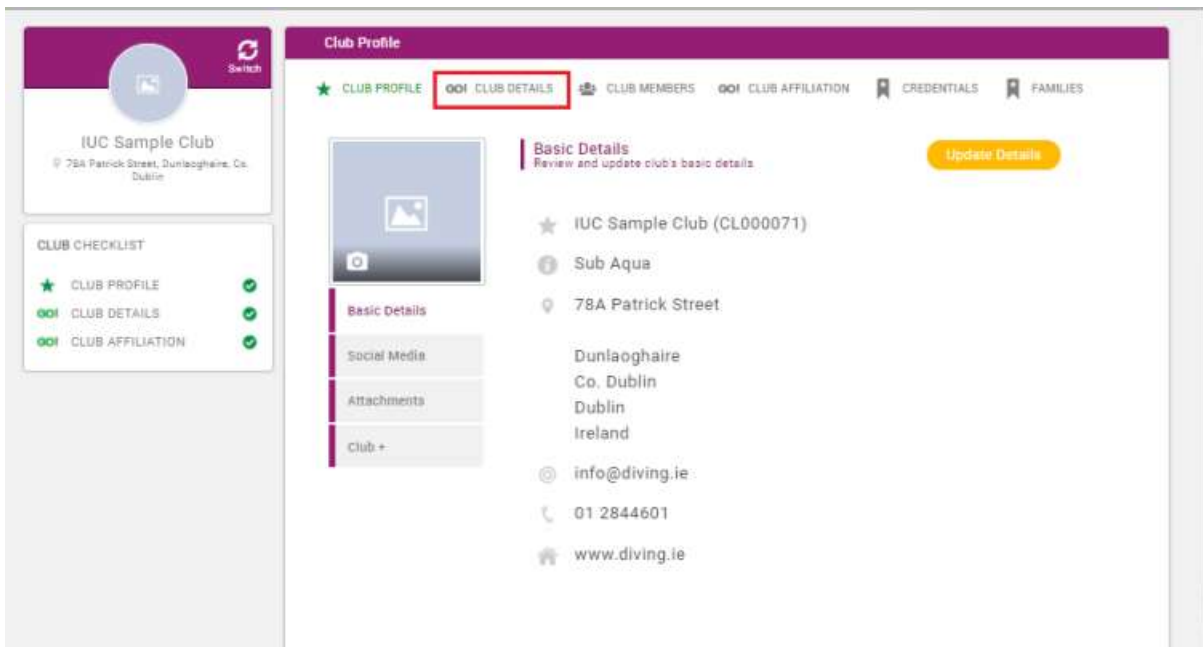
Checking Club Members Fitness to Dive

For Club Administrator checking club member's membership

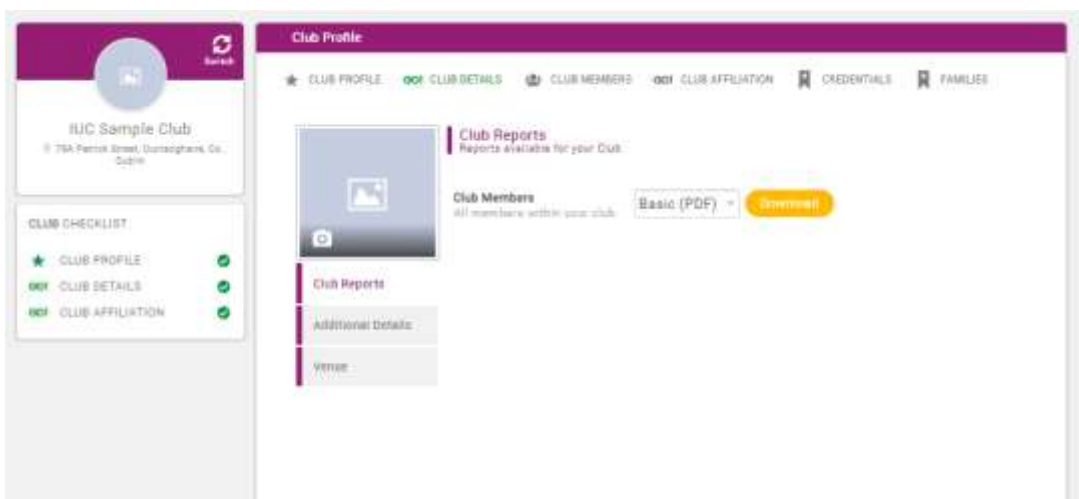
Once you sign into your Go Membership Profile click on the menu button in the top left hand corner. This will bring up the menu screen and you will need to click on the club profile tile (as indicated).



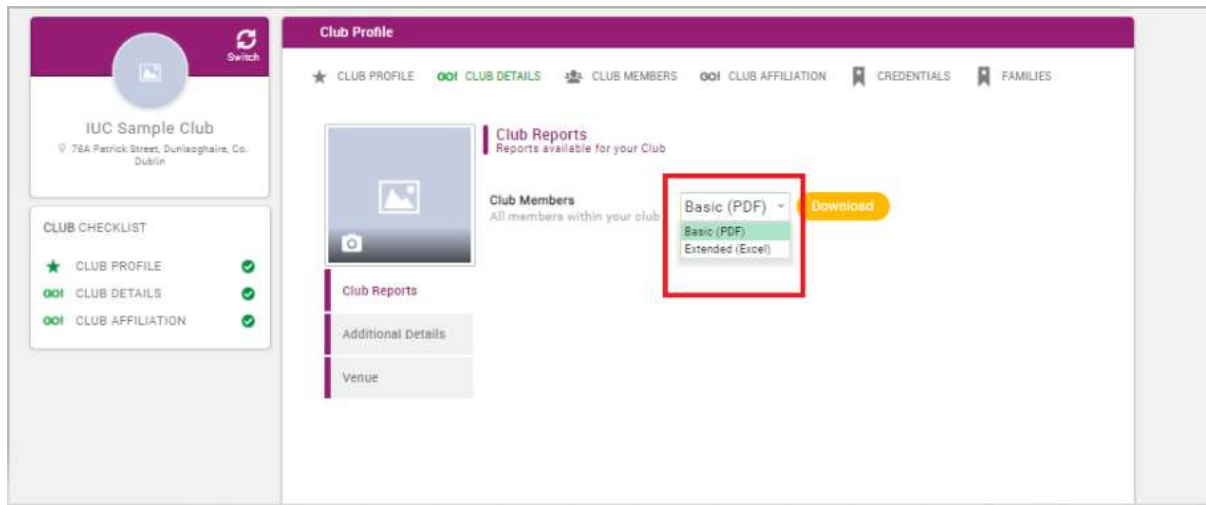
This will bring up the club admin page (below), to get to the club membership report please select the club details tab as indicated below.



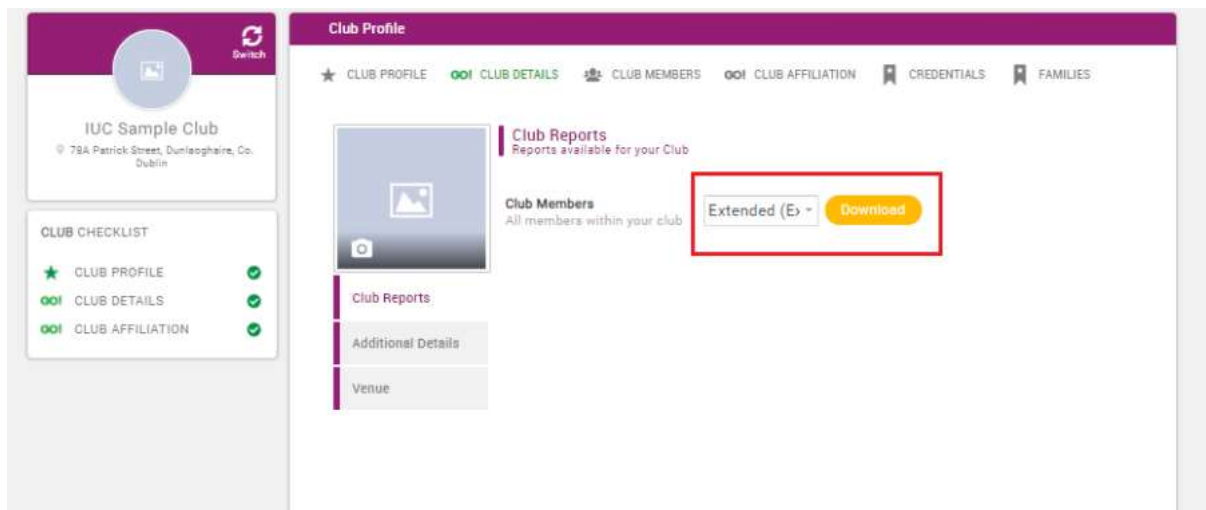
This will bring you to the page where you can see all your club additional details and reports, as below:



Click on the report drop down menu to see report options including basic and extended as below.



To view members full details and their fitness to dive requirements please select the Extended (Excel) report and click download, as below. Depending on how large your membership is this may take a few minutes to download.



The file once downloaded will be viewable through Microsoft excel. It will include the following information that has been entered onto a members profile on Go Membership.

- CFT Number
- First Name
- Surname
- DOB
- Gender
- Contact Number
- Emergency contact details
- Email Address
- Address
- Membership Category
- Membership license start and end date
- Membership state – Registered, Lapsed, Awaiting Approval
- Date of last Pool Fitness Test

- Date of last medical assessment
- Online Medical Disclaimer status

Please note that if a members pool fitness test or medical assessment is out of date a note will come

2006-08-18-Out of Date

up to say

It is exceptionally important that date of birth and emergency contact details are kept up to date. We have a number of members whose date of birth has been entered by the Club administration as the date they join the club. This will cause serious issues with the Code of Ethics as this often means that the members are considered U18.

Please note that only the Club Diving Officer can update the Pool Fitness Test and Medical Assessment Dates of their members.