

Multi-person member profiles

Clubmate makes it possible for a member to set up and manage additional member profiles from within their own member portal access (all under one email address).

Each profile will have its own member record created within Clubmate however it can only be accessed online via the main account holders member portal access.

It is for any member that wants to act on behalf of someone that doesn't have an email address or doesn't want to go online themselves e.g. the partner in a Husband & Wife joint membership.

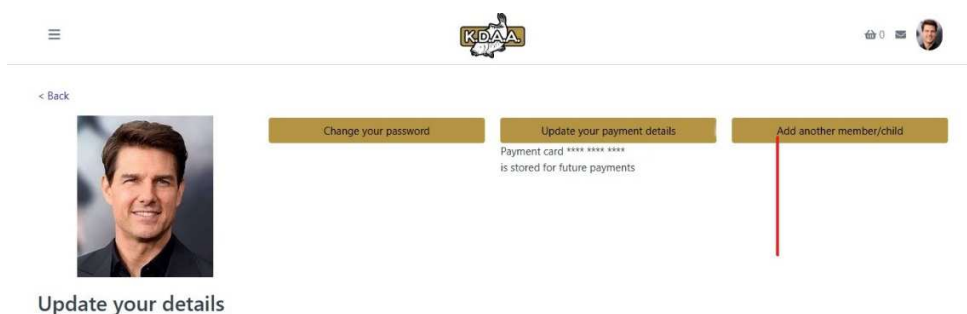
With this functionality, it is possible for a member to create an additional new member profile and manage their details in exactly the same way they manage their own details. They will be able to add personal details for their wife/partner and upload their photo.

Note

- *The additional member is created as a separate record within Clubmate but is linked to the main account holder by their email address.*
- *All communications for the additional member will be sent to the main account holders email address.*
- *There is no limit to the number of additional members that a member can add and manage.*

When a member logs-in to their own profile, they will see an option above their photo to **'Click to edit your profile'**. They need to click this to navigate to the 'Add a member' button.

To create an additional member profile (for a child, relative or friend) they then need to click on **'Add another member/child'**.



They will then be prompted to add the additional members name before confirming that they are aware that this member will be managed under the same email address.

Set up another member/child for Three Peaks Angling

First Name
Rocky

Last Name
2

Confirm you have permission
Once added you will only be able to access this member using your email address. Please confirm that you have permission to enter this members personal data.

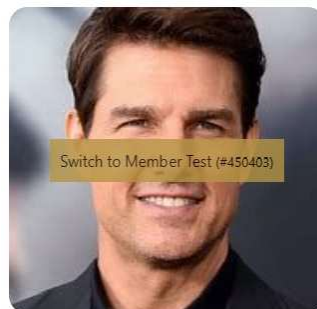
I confirm I have permission to store this members personal data and can act on their behalf and have read the privacy policy.

REGISTER...

After clicking register, they will be taken straight to the new members profile and will then be able to add the personal details of the new member and add a photo.

If they are creating a member profile for a joint membership, then they do not need to go any further.

Once the details have been added the lead member can then switch back to their own profile, purchase the Joint membership or sign out.



NOTE: Should the 'additional member' decide to take ownership of their account (e.g. a child becomes old enough to manage their own details, the Membership Secretary will need to update their email address manually within Clubmate first.

To log out - click on your profile photo top right

