

## Husband and Partner membership 👨👩

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

Each profile will have it's own member record created within Clubmate, however, it can only be accessed online via the main account holders member Dashboard.

It is for any member that wants to act on behalf of someone such as the Partner in a Husband and Partner membership.

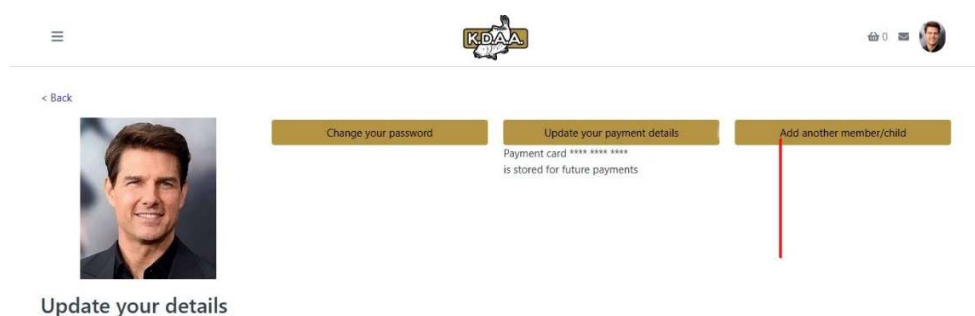
With this functionality, it is possible for a member to create an Partner's profile and manage their details in exactly the same way they manage their own details. They will be able to add personal details for the Partner and upload their photo.

### Note

- *The additional member is created as a separate record within Clubmate but is linked to the main account holder by their email address.*

When a member logs-in to their own profile, they will see an option above their photo to **'Click to edit your profile'**.

To create an additional member profile for the Partner they then need to click on **'Add another member/child'**.

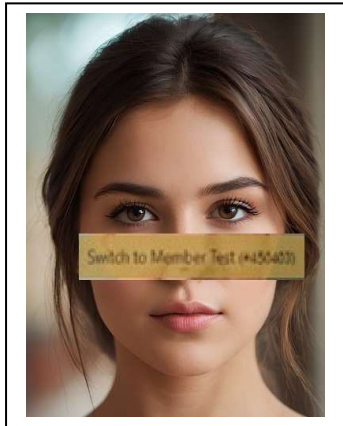


They will then be prompted to add the additional 'Partner members' name before confirming that they are aware that this member will be managed under the same email address.

A screenshot of a form titled 'Set up another member/child for Three Peaks Angling'. The form has two sections. The first section is for 'Personal details' and includes fields for 'First name' (with the value 'Ricky') and 'Last name' (with the value '2'). The second section is titled 'Confirm you have permission' and contains a message: 'Once added you will only be able to create this member using your email address. Please confirm that you have permission to create this member's personal data.' Below this message is a checkbox labeled 'I confirm I have permission to create this member's personal data and can act on their behalf and have full privacy policy.' and a blue 'NEXT' button.

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

Once the details have been added and saved there is no further action. The Partners tile profile will be shown in the Lead Member's Profile bottom right corner and in their Dashboard.



**NOTE:** Should the Partner decide to take ownership of their account to manage their own details and purchase a fishing membership plan, the Membership Secretary will need to update the Partner's Profile with their email address manually within Clubmate first. Or the Lead member can purchase a fishing membership plan within the Partner's Dashboard, thereby, continuing with the linking of the new plan to the Lead member's Profile.

**To log out** - click on your profile photo top right

