

Non-Fishing Guest 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 a Non Fishing Guest.

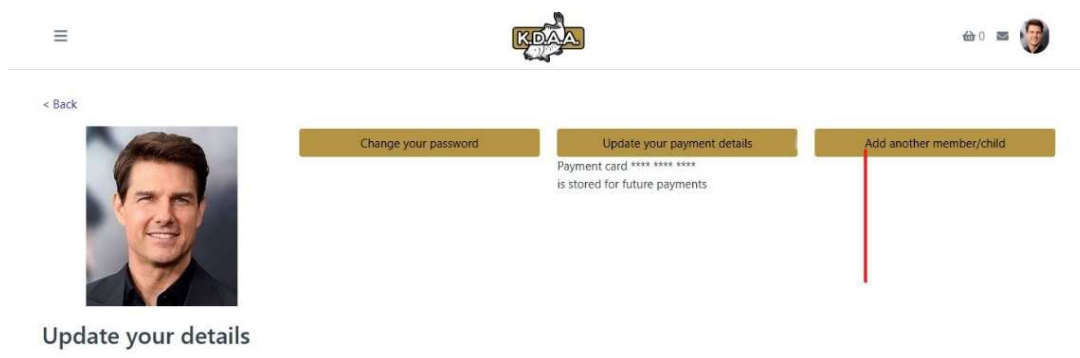
With this functionality, it is possible for a member to create an additional new member profile and manage their details in exactly the same way they manage their own details. They will be able to add personal details for the Non Fishing Guest and upload their photo.

Note

- *The additional member is created as a separate record within Clubmate but is linked to the main account holder by their email address.*
- *The Non-Fishing Guest is referred to as a 'member' for the purposes of registering them in Clubmate.*

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 Non-Fishing Guest they then need to click on **'Add another member/child'**.

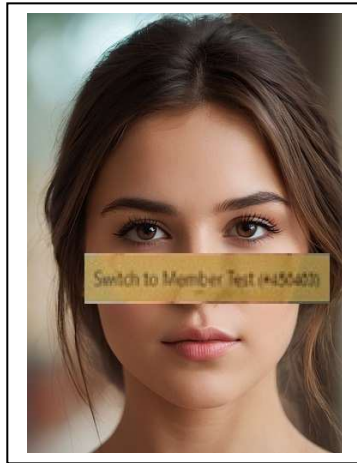


They will then be prompted to add the additional 'members' name before confirming that they are aware that this member will be managed under the same email address.

A screenshot of a web form titled 'Set up another member/child for Three Peaks Angling'. The form has two input fields: 'First name' with the value 'Ricky' and 'Last name' with the value 'D'. Below these fields is a section titled 'Confirm you have permission' with a paragraph of text: 'Once added you will only be able to create this member using your email address. Please confirm that you have permission to add this member's personal data.' There is a checkbox labeled 'I confirm I have permission to create this member's personal data and will act on their behalf and have read the privacy policy.' which is checked. At the bottom of the form is a blue button labeled '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 Non-Fishing Guest and add a photo.

Once the details have been added and saved, the lead member can then switch to the Dashboard of the Non-Fishing Guest click on the 'Start a new Membership' tile and select, the Non Fishing Guest membership plan. There is no membership fee to pay.



NOTE: Should the Non-Fishing Guest 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 Guest's Profile with their email address manually within Clubmate first. Or the lead member can purchase a fishing membership plan within the Guest'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

