



How do I manage club roles and permissions for my club?

This guide will show you how add and manage specific roles within your club to provide the relevant permissions

This guide will cover:

- How to log in
- How to add club roles
- How to remove club roles
- How to filter by role

Log into your 'My BG
account' using your
email
address/username
and password

The screenshot shows the British Gymnastics website's login interface. The header features the 'British Gymnastics' logo on the left and a 'Sign Up' link on the right. The main content area is divided into two sections. The left section is a large blue and purple gradient area with a 'JustGo.com' logo and social media icons at the bottom. The right section is a white sidebar containing the login form. The login form is titled 'Log In' and includes fields for 'Username' and 'Password'. A red circle highlights the entire login form area, including the 'Log In' button, the 'Keep me signed in' checkbox, and the 'Forgot Password?' link. Below the login form is a 'New Member?' section with a 'Sign Up' button. The footer of the page includes the 'JustGo.com' logo and copyright information: '© Copyright 2002 - 2024 JustGo. All Rights Reserved.'

British Gymnastics

Sign Up

Log In

Username

Password

Log In

☐ Keep me signed in

[Forgot Password?](#)

New Member?

Join British Gymnastics today

Sign Up

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Once you have logged in, click on the ‘menu’ button in the top left corner and select ‘Members’



Click on the relevant member

Members

Filters

- Basic Details
- Additional Details
- Memberships
- Organisations
- Roles
- Status
- Pending Approvals


Search

Members	Family	Governing Body Membership(s)	Club
Mathew Phill ME000772	(FA)	National <i>Expires on 31 May 2025</i>	Club A +2 More
Coch Test ME000956	(Gymnast)	Enhanced <i>Expires on 31 May 2025</i>	Test Club
John Thousand ME000976	(Gymnast)	No Active Membership	Test Club
Thousand Hundred ME000977	(Gymnast)	No Active Membership	Test Club
Gymnast One ME000983	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Gymnast Two ME000984	(Gymnast)	No Active Membership	Test Club
Gymnast Three ME000985	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Gymnast Four ME000986	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Gymnast Five ME000987	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Gymnast Six ME000988	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Coch One ME000989	(Gymnast)	Community <i>Expires on 31 May 2025</i>	Test Club
Coch Two ME000990	(Gymnast)	National <i>Expires on 31 May 2025</i>	Test Club +1 More

This will open the
member's record

Click the 'Club Role'
tab

[Back To Members](#)



[Go To Membership >](#)

[Basic Details](#)

[Emergency Contact](#)

[Club Role](#)


[Additional Details](#)


[Credentials](#)


Basic Details


Review and update your personal details


[Update Details](#)

 Coach Test


 coach1@test.com

 Prefer not to say

 21/03/2004

 Lilleshall NSC

Newport
TF10 9AT
Shropshire
United Kingdom
123

 coach1@test.com

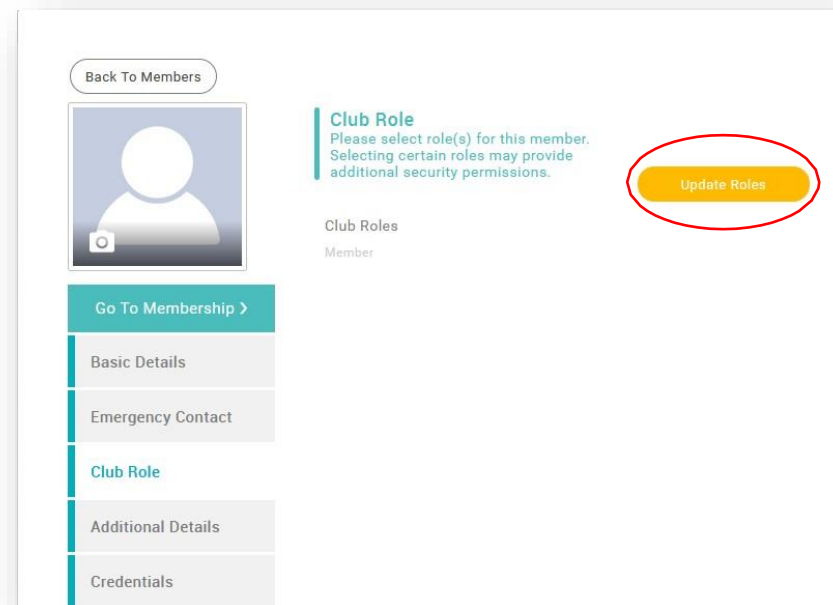
This will open a list of roles that the member currently has assigned to them

Every individual will automatically have **'Member'** assigned to them

Anyone with secretary access in GymNet will automatically be given **'Administrator'** access

This means they have full administration rights for the club

Click **'Update'** to assign a new role



Before you start to assign additional roles, please use the ‘**Club roles & permissions**’ resource, available on the [membership modernisation webpage](#), to understand the prerequisites for each role and what permissions the role provides

It is also important to ensure that if you assign roles with access to additional permissions, that those individuals understand their roles with regards to data protection and have been appropriately trained

The screenshot displays a web interface for assigning roles to a member. On the left, a sidebar contains a 'Back To Members' button, a placeholder for a member's profile picture, and a 'Go To Membership >' button. Below these are navigation tabs: 'Basic Details', 'Emergency Contact', 'Club Role' (which is highlighted in teal), 'Additional Details', and 'Credentials'. The main content area is titled 'Club Role' and includes the instruction: 'Please select role(s) for this member. Selecting certain roles may provide additional security permissions.' At the top right of this area are 'Cancel' and 'Save' buttons. A list of roles is presented in two columns, each with a checkbox:

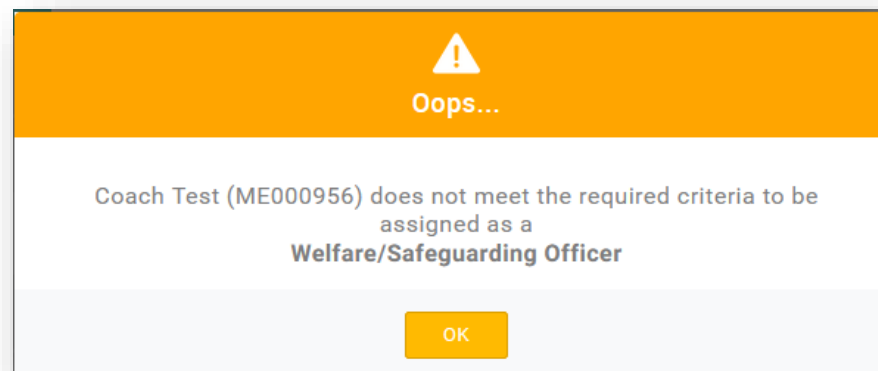
Role	Role
<input type="checkbox"/> Manager	<input type="checkbox"/> My Leadership Academy Captain
<input type="checkbox"/> Administrator	<input type="checkbox"/> Young Leader
<input type="checkbox"/> Criminal Record Check Administrator	<input type="checkbox"/> Head Coach
<input type="checkbox"/> Event and Course Administrator	<input type="checkbox"/> Coach
<input type="checkbox"/> Welfare/Safeguarding Officer	<input type="checkbox"/> Rise Gymnastics Administrator
<input checked="" type="checkbox"/> Member	<input type="checkbox"/> Finance

Click on the role you wish to assign

If the individual does not have the relevant prerequisites for the role, a notification will pop up to inform you

Once you've assigned your roles, click 'save'

If the role assigned has additional permissions linked to it, the member will now have access to this functionality via their individual profile



It is important to keep your Club Roles up to date to ensure that individual cannot access data for any longer than is necessary

To remove a role from an individual, follow the same process as above, but untick the relevant role

The screenshot shows a web interface for managing a member's club roles. At the top left is a 'Back To Members' button. Below it is a placeholder for a member's profile picture. To the right of the profile picture is a 'Go To Membership >' button. Below this is a vertical sidebar with menu items: 'Basic Details', 'Emergency Contact', 'Club Role' (highlighted in teal), 'Additional Details', and 'Credentials'. The main content area is titled 'Club Role' with a subtitle: 'Please select role(s) for this member. Selecting certain roles may provide additional security permissions.' There are 'Cancel' and 'Save' buttons at the top right of the main area. Below the title is a list of roles with checkboxes:

<input type="checkbox"/> Manager	<input type="checkbox"/> My Leadership Academy Captain
<input type="checkbox"/> Administrator	<input type="checkbox"/> Young Leader
<input type="checkbox"/> Criminal Record Check Administrator	<input checked="" type="checkbox"/> Head Coach
<input type="checkbox"/> Event and Course Administrator	<input type="checkbox"/> Coach
<input type="checkbox"/> Welfare/Safeguarding Officer	<input type="checkbox"/> Rise Gymnastics Administrator
<input checked="" type="checkbox"/> Member	<input type="checkbox"/> Finance

To easily find those who are assigned a role, you can utilise the **'Roles'** filter on the left-hand side of the member list, then select the relevant role by which you wish to filter

This is particularly useful for a quick list of those you've assigned as coaches

