



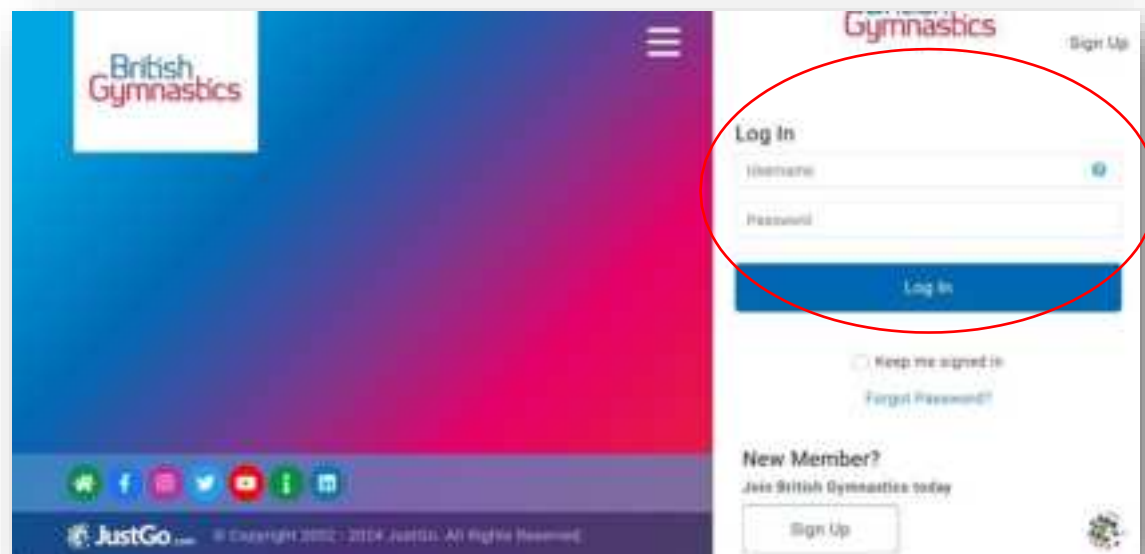
How do I manage club roles and permissions for my club?

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 'Log In' section is highlighted with a red circle. It includes a 'Username' field, a 'Password' field, and a 'Log In' button. Below the password field, there is a 'Keep me signed in' checkbox and a 'Forgot Password?' link. To the right of the login form is a 'Sign Up' link. At the bottom of the page, there is a 'New Member?' section with the text 'Join British Gymnastics today' and a 'Sign Up' button. The footer contains the 'JustGo' logo and copyright information: '© Copyright 2002 - 2014 JustGo. All Rights Reserved.'

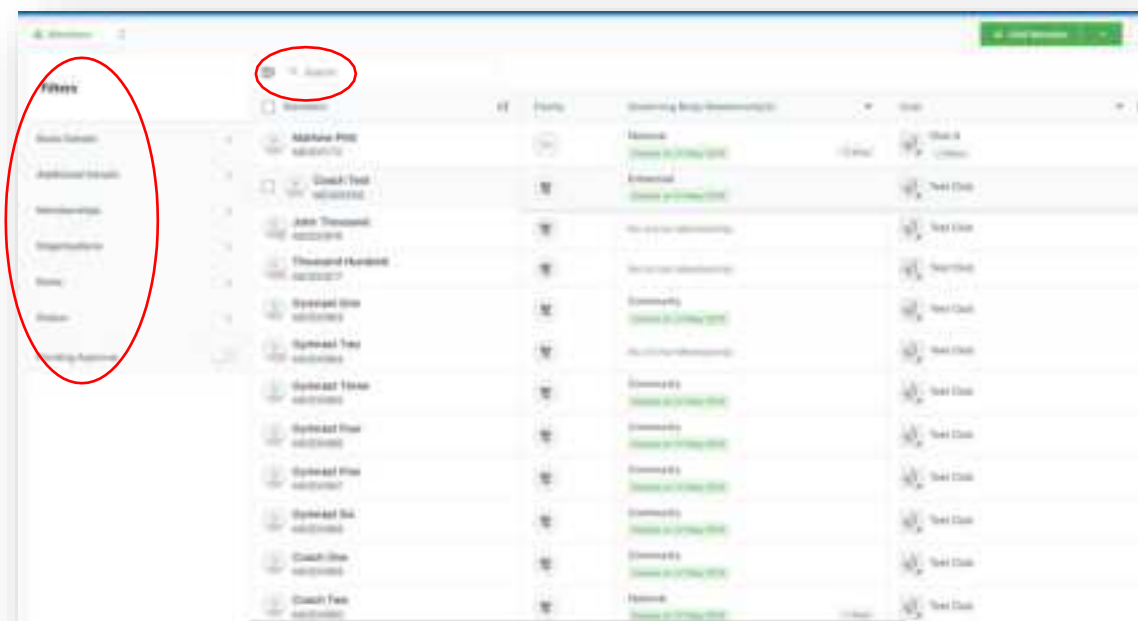
Once you have logged in, click on the ‘menu’ button in the top left corner and select ‘Members’



Here you will see a list of all the members linked to your club

Find the relevant member that you wish to add a club role for by using the search bar or the filters

Click on the relevant member




This will open the
member's record

Click the 'Club Role'
tab

Back To Members

Basic Details
Review and update your personal details [Members Details](#)



[Go To Membership 3](#)


[Basic Details](#)


[Emergency Contact](#)


Club Role


[Additional Details](#)


[Credentials](#)

 Coach Test


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 Prefer not to say

 21/03/2004

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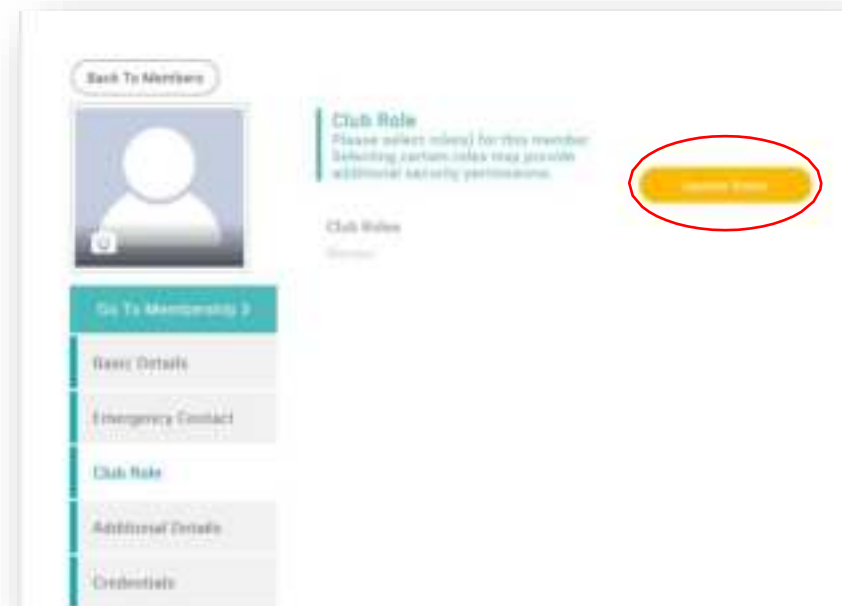
This will open a list of roles that the member currently has assigned to them

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

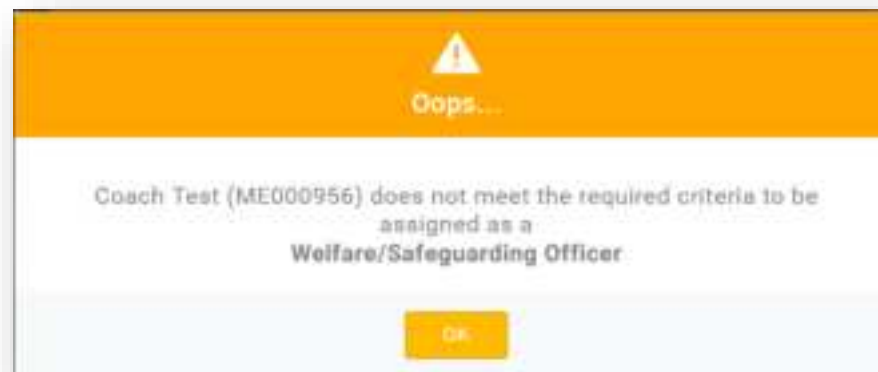
The screenshot shows a web interface for assigning roles to a member. On the left is a sidebar with navigation links: 'Go To Membership >', 'Basic Details', 'Emergency Contact', 'Club Role' (highlighted in teal), 'Additional Details', and 'Credentials'. The main area is titled 'Club Role' with a sub-header 'Please select roles for this member. Selecting certain roles may provide additional security permissions.' Below this is a list of roles with checkboxes: Manager, Administrator, Criminal Record Check Administrator, Event and Course Administrator, Welfare/Safeguarding Officer, Member (checked), My Leadership Academy Captain, Young Leader, Head Coach, Coach, Rise Gymnastics Administrator, and Finance. At the top right of the main area are 'Back To Members', 'Cancel', and 'Save' buttons.

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 assigning club roles to a member. On the left is a sidebar with a 'Back To Members' button at the top, a placeholder profile picture, and a 'Go To Membership >' button. Below these are menu items: 'Basic Details', 'Emergency Contact', 'Club Role' (which is 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. Below the title is a list of roles with checkboxes: Manager, Administrator, Criminal Record Check Administrator, Event and Course Administrator, Welfare/Safeguarding Officer, Member (checked), My Leadership Academy Captain, Young Leader, Head Coach (checked), Coach, Rise Gymnastics Administrator, and 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

