How to assign member categories to members

1. Log in with your email and password

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	BOWLSLINK	
	SIGN IN	
	Vau have been successfully logged out.	
	Welcome to MemberPoint. To sign in please enter your credentials in the form below.	
	Email Address, Mobile Phone or National ID:	
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	Forget password Reset	
	Powered By MemberPoint TD.	

2. When selecting your profile selection, you need to ensure you are clicking the one that is club administrator access, this is the one that has club administration above it and should have "(SA)" in brackets after the club name. See below the one in green is the correct profile to select.

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	PROFILE SELECTION	
	You have access to more than one profile. Please select from the available options.	
	Profile Selection	
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	Club Administration	
	Freeling Bowling Club (SA)	
	My Clubs	
	Freeling Bowling Club	
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- 3. This will then show the membership of the club.
- 4. You can either scroll to find the member you are looking for, or you can search their name. To search, type their name in the search bar next to the blue filter button as shown below.

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- 5. Then you need to go into their profile, you can simply click on the members last or first name.
- 6. Once in their profile, the certifications section is on the right hand side, and any already there you will be able to see. It will look like this. *Note the grey box from here onwards is to block out personal data of the membership used.

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7. To add a certification – click the + in a circle symbol in the certifications box as shown below.

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BowlsLearn				
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		& MEMBER GROUPS ⊕		
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8. This will bring up a screen on the right for the certification details, will look like below.

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	Full ×			

- 9. For the certification, you will need to use the drop down box to scroll through, or use the search bar, for what you are trying to add. For example, a working with children check or responsible service of alcohol. Please note that there are multiple of these as one for each state, be sure to select the one with (SA) in the title.
 - Please note there are certain certifications that clubs can add, and certain certifications Bowls SA needs to add.
 - Club examples
 - o RSA's
 - \circ Police Checks / WWCC for Board/Committee members
 - Bowls SA
 - WWCC for Coach Accreditations
 - o Officials Accreditations (Marker, Measurer and Umpire)
 - Coach Accreditations
 - o Pennant Permits

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Competitions		• Active		Supporting Doc	mentation
🛗 Events			COVID-19 Double Vaccination (SA) ReferenceID: 260338	Choose file	lo file chosen
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😰 BowlsLearn				ADD	CANCEL
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<		There are no Member Groups's assign to this member.			

10. Now you can fill in the rest of the details.

- Date obtained this shows up in a calendar style, use the arrows on the calendar pop up to select the month, year and date obtained.
- Valid Until if there is a time limit on the certification, enter that date. If there isn't an expiry on the qualification like an RSA (responsible service of alcohol) just pick a date that is far away, for example 10 years would be fine. It won't let you not put one in so you have to make one up.
- You can choose to add any supporting documentation for example a photo or pdf copy of the certificate or email.
- You can also add a reference ID, for example if entering a working with children check for a member here you would add their reference SRN number which is in a 'xxxx-xxxx' format.
- The little auto-approve tick box is good to tick as it approves the certification and in another tab in bowlslink it will show the name of who approved it, which is who entered it. Good for quality checks.
- once all the details are entered, click the blue add button and the certification will show up. Then you are all done it saves as soon as you click add so you will be able to log out or change the page after doing so.