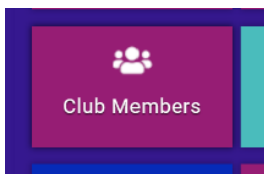


## Add a Club Administrator

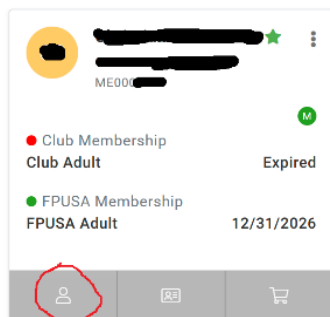
1. Go to <https://fpusa.justgo.com> or scan the QR code below



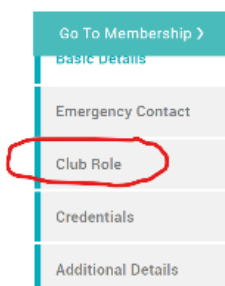
2. From the Menu Click on the Club Members tile.



3. Find the member and click on View Profile icon as shown (circled in red) in the screenshot below.

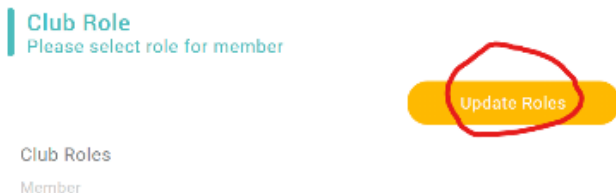


4. Click on Club Role



## Assign Club President Role to a Member

5. Click on Update Role



6. Put a checkmark for "Club Administrator" and click Save

Club Role  
Please select role for member

Cancel Save

<input checked="" type="checkbox"/> Member	<input type="checkbox"/> Regional Admin
<input type="checkbox"/> Coach	<input type="checkbox"/> Event Promoter
<input type="checkbox"/> Child Protection Officer	<input type="checkbox"/> Event Officer
<input type="checkbox"/> Secretary	<input checked="" type="checkbox"/> Club Administrator
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Associate Member
<input type="checkbox"/> Event Co-ordinator	<input type="checkbox"/> Tournament Director
<input type="checkbox"/> President	<input type="checkbox"/> Umpire
<input type="checkbox"/> Vice President	<input type="checkbox"/> Sport Director
<input type="checkbox"/> General Committee	<input type="checkbox"/> Board Member

Member

For questions or further assistance, please contact us at:

[membership@usapetanque.org](mailto:membership@usapetanque.org).

Alain Gimenez

FPUSA Membership Secretary