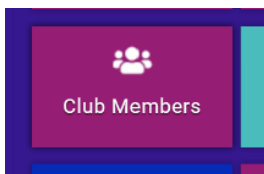


How to add a club administrator

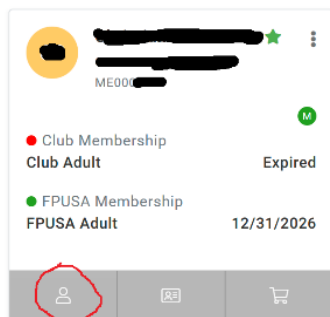
1. Go to <https://fpusa.justgo.com> or scan the QR code below



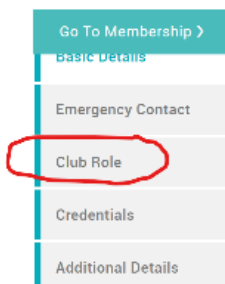
2. From the Menu Click on the Club Members tile.



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

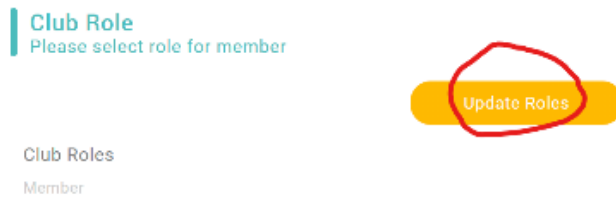


4. Click on Club Role



How to add a club administrator

5. Click on Update Role

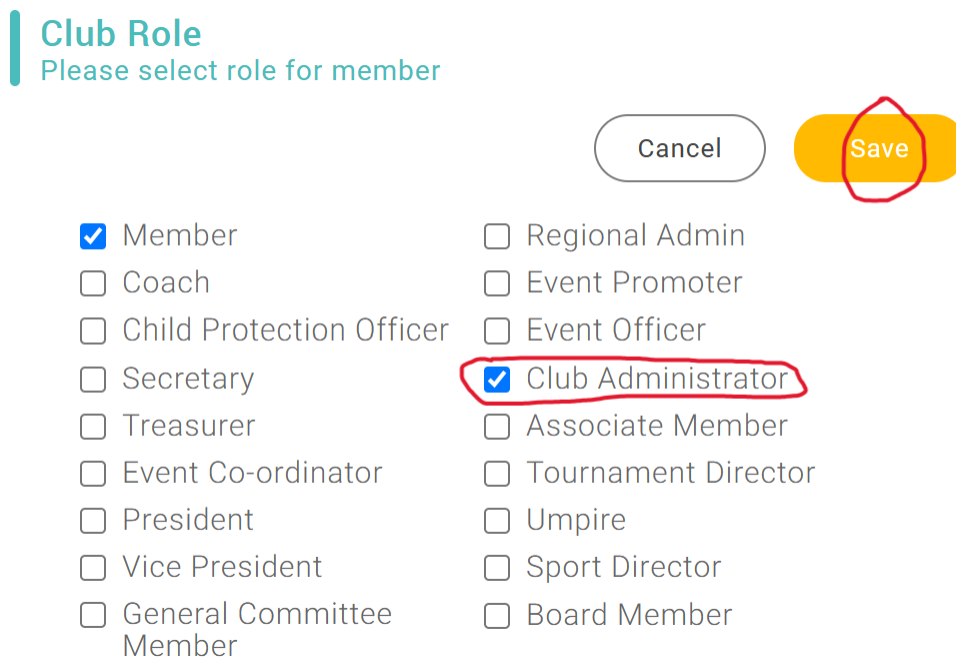


Club Role
Please select role for member

Club Roles
Member

Update Roles

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



Club Role
Please select role for member

Cancel Save

☒ Member	☐ Regional Admin
☐ Coach	☐ Event Promoter
☐ Child Protection Officer	☐ Event Officer
☐ Secretary	☒ Club Administrator
☐ Treasurer	☐ Associate Member
☐ Event Co-ordinator	☐ Tournament Director
☐ President	☐ Umpire
☐ Vice President	☐ Sport Director
☐ General Committee Member	☐ Board Member

For questions or further assistance, please contact us at:

membership@usapetanque.org.

Alain Gimenez

FPUSA Membership Secretary