Getting ready for Affiliation

Are you the Club Administrator?

If so, please have the following documents ready saved to your computer so you can affiliate.

- **Range Safety Certificate**
- **Club Role list –** Who is your Secretary, Treasurer, Correspondent, President, Chairman, Child Protection Officer (if applicable). This is a perfect time to check you have the right people with the correct Club roles.
- **Membership list – Please see relevant section**
- **Constitution**
- **Bylaws**

Please note items in red do not have to be uploaded on the day of affiliation but will need to be added within 3 months from the date of affiliation.
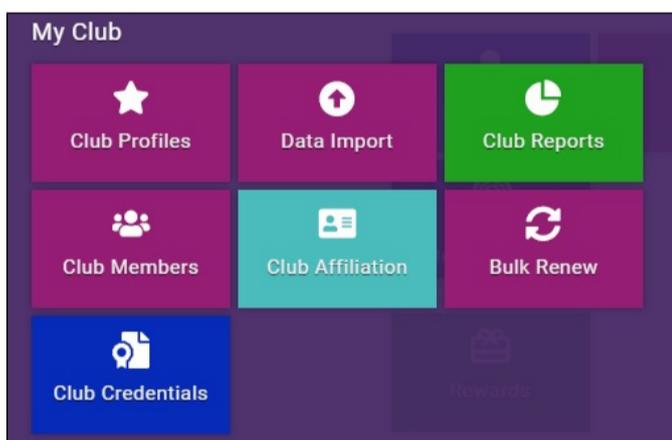
If you are not the Club Administrator, add the role to the person who is going to be the Club Administrator and then take the role off your own profile.

How to change the club Administrator
1. Sign in to Go Membership
2. Next click on Menu
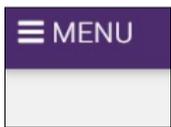
3. Go to the bottom section titled My Club
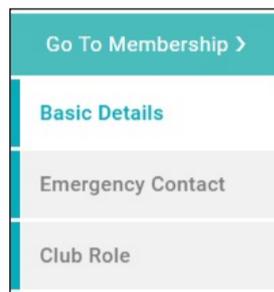

4. Click on Club Profiles

5. If you are an administrator for more than one club make sure you are checking the right club by using the Switch button
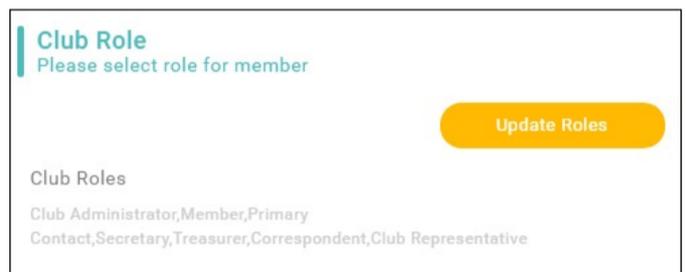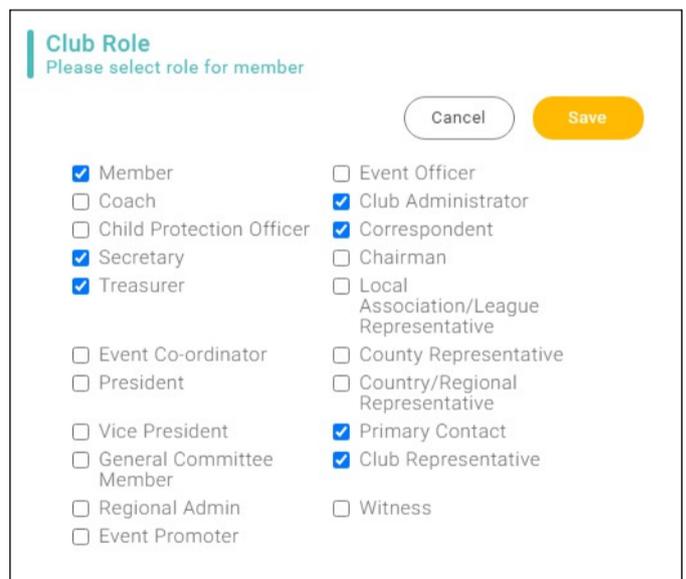

6. Click on Club Members

7. Find your own membership tile and click on Club Role

8. You will see this

9. Click on Update Roles and tick or untick which role is relevant to you and press Save

10. To add the new Club Administrator, go back to Club Profile and click on Club Members

Please view the next page for how to create a new person by adding a member tile and importing a membership list ▶

Getting ready for Affiliation

How to create a new person by adding a member tile.

1. Click on Add Member

2. From the right an Add Member form will appear

Add member

First Name

Last Name

Email Address

Contact Number

3. COMPLETE ALL FIELDS UNTIL YOU GET TO THE BOTTOM OF THE FORM

4. Click the declaration and press continue

5. The person will automatically link to the club and then you will be able to click in to the member tile and follow the same procedure you did for removing a role but you will be adding a role instead. This is when you can check all your Club Roles are under the relevant people.

6. An email will follow on how to Import the members information, but it is important for you to be aware of who is already inputted on to the system against your club as duplicates will make the import unsuccessful. You will only need to import members who are not showing in this area.

7. Please take screenshots of your members list from Go Membership for future reference to avoid duplication when importing the list.

Membership List
Reminder: your membership list needs to be uploaded within 3 months of affiliation. It is not required to affiliate today.

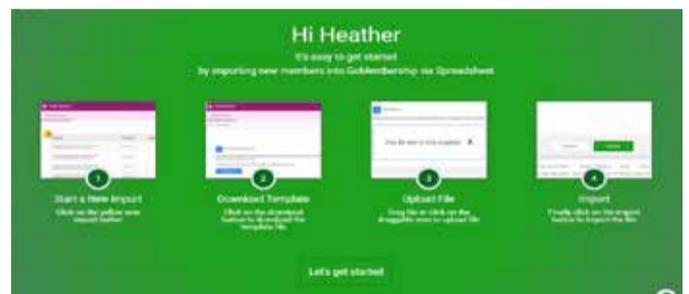**1.** To complete a membership list, click on Menu

2. Go down to my club and click on Data Import

3. If you have more than one club, go to the top right hand corner and double click on the arrows to make sure you are in the right club. If not search using the search function which pops up.
Your screen should look like this:

4. Click on the Let's Get Started button and this screen will appear

5. Click on the Download File button

6. An excel spreadsheet will appear in the bottom left corner of your screen. Double click so the whole spreadsheet appears. Please do not change but delete example before filling out. Please complete the asterisks fields and only enter on to the spreadsheet people who are not already on the Club members tile and save the spreadsheet to your desktop.

7. Now you are ready to upload the file.
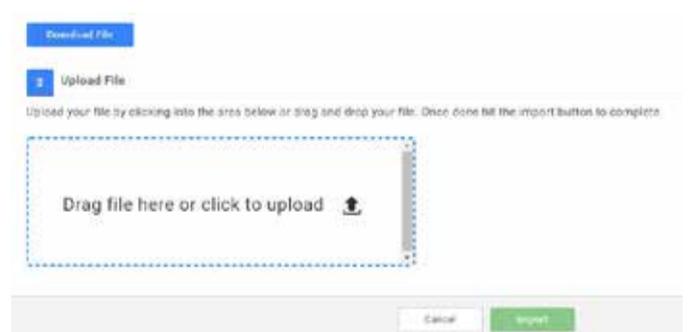
8. Please follow instructions and click on Import and another box will appear which you have to agree to before you can proceed.

9. If the Import fails, the Status will tell you and click on the eye to find out the reason why. Reasons for failure could be duplications, Mandatory fields empty. By the side of it will be the members name for you to be able to check against the spreadsheet and correct.