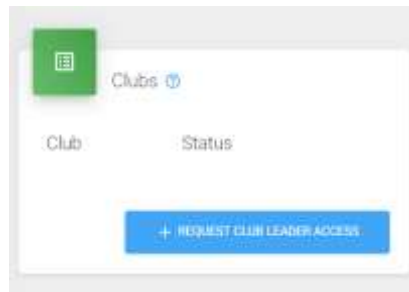


Accessing Club Management tools

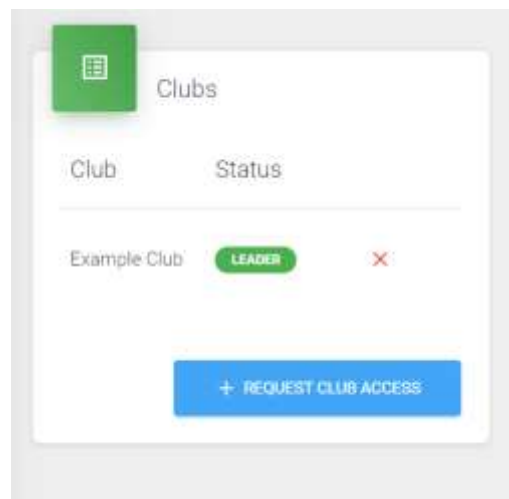
Club Leaders are exceptionally wonderful human beings, so we want to make sure that you have everything you need to make life easier.

1) If you want to be a leader you need to click the blue button to 'Request Club Leader Access'. This will notify your County Administrator that you want to be a club leader and they will approve or decline the request.

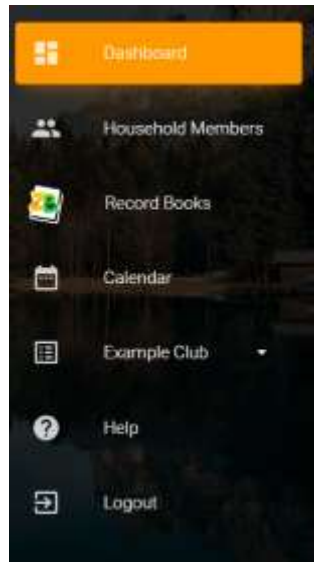


To go about this: once you have been approved to be a leader by your District Administrator your status will change from pending to leader.

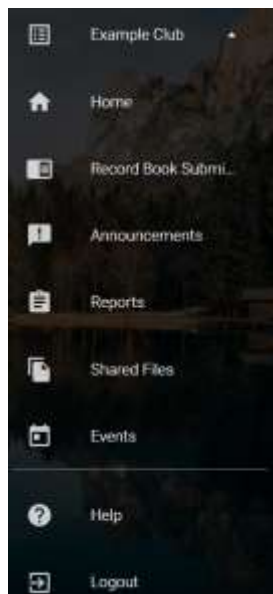
2) Check your status on the "Request Club Access".



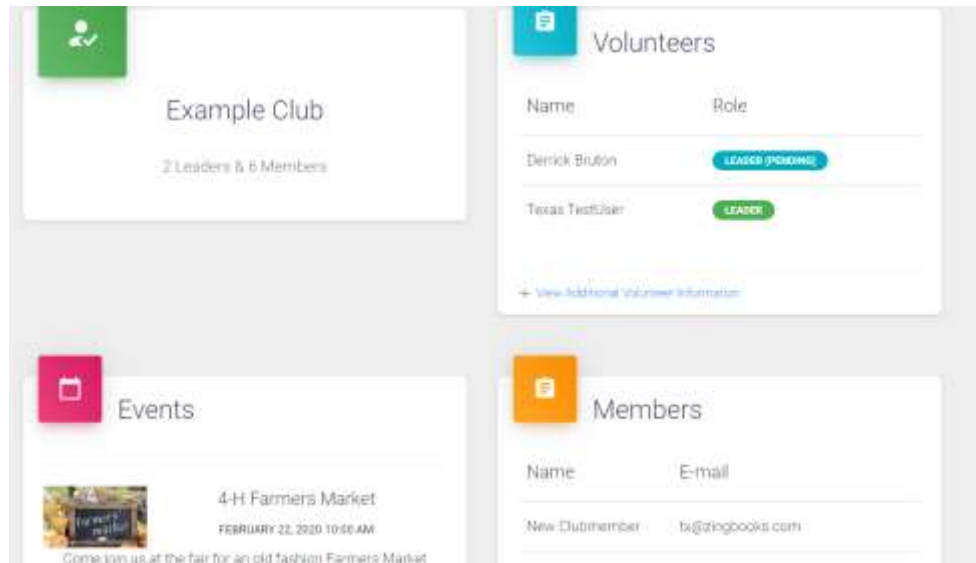
3) When you are approved as a club leader, your club will be in the navigation bar, you will see an arrow beside the club name.



4) When you click beside the arrow all of your club navigation information will be located below the club name.



5) When you click any of the tabs under your club name it will be your club data.



6) When you want to go back to your 'Household information', click dashboard at the top of the navigation bar. This will take you out of your club information and return you to your personal household information.

