

GO MEMBERSHIP

How to update club affiliation

1. You need to be registered on Go Membership with your own password.
[See notes on GFA web page which shows how to do this <https://tinyurl.com/GFA-GM-INFO>]
2. When you open Go Membership you should find a menu with a series of coloured tiles.
3. One section will be labelled **Member Area** and includes your individual Profile, Payments, Credentials etc.
4. If you are an administrator for your club you will find another section called Club Area.
5. This will show the name of your club and contact information.
6. Across the top of the page you will see a purple heading called Club Profile. Beneath this you will see a series of headings/buttons – the 4th one is Club Affiliation. Click on this.
7. You will see a box called Club/Region affiliation – Valid to 31/10/2019
8. To the left of this is a box which says Click to Renew. – click it!
9. You will now see a green box called Club/Region affiliation, and it says Selected.
10. Below that is some info about your AW and Ops audits
11. Bottom right corner of the page you will see a yellow box called Checkout. Click it!
12. It may ask you to pay the account for zero dollars. Just say OK. All done
13. If you go back to club affiliation it will now show a 2020 date

How to update club details

1. Select club Details from the menu across the top.
2. Club details will show what we currently know about you. Please make sure this is correct.
3. Click on the heading **Additional Details** and you will that you can update club officers and location etc etc.
4. You should update details if there have been changes.