



# The Photographic Alliance of Great Britain

## CENTRAL ENTRIES SYSTEM – HOW DO I ?

### 4. Club Officer

Officer means a member of the committee or any others authorised to act by the committee.

#### 4.1 Obtaining Club Officer Approval

Use the Registrations menu to request Club officer approval.

Fill in and click 'Add New Record'. Your request will need to be approved by your Club. If the Club is not able to do that, your Federation can assist. Your request can be refused.

#### 4.2 Explaining Club Officer Approval Levels

If you are also a Federation officer, then your Club officer approval level and whatever access that gives you is independent of any Federation officer approval level.

All Club related functions in the system use the Club officer approval level to determine access. Approval is available at three levels:

- Limited approval allows for viewing data such as club members, but not changing anything. Limited approval also allows entering to PAGB events.
- Normal approval adds some editing of member details, such as distinctions, and allows making members active or inactive. Normal approval also adds submitting forms.
- Advanced approval adds editing of club information such as venue and postcode.

Every Club should have at least one officer with Advanced approval.

Club officers can be flagged as Competitions Officer and/or Data Manager. These are communications preferences used to circulate relevant information and do not define roles.

#### 4.3 Changing Club Officer Approval Level

Use the Memberships menu and the entry for your Club.

A Club officer can change the approval level of another officer but only up to their own level.

To approve a Club officer registration request, change the approval level from Unapproved to one of the approval levels.

A Club without an officer at Advanced approval level should discuss with their Federation as the Federation Data Manager can set any approval level for a Club officer.

When a Club officer retires, their Club officer record should be deleted (bin icon). This does not delete the account or club membership: only the officer approval