



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.

This document deals only with approvals. See Chapter 6 of this documentation for services available to Club officers over and above those for basic accounts (see Chapter 1) and Club member accounts (see Chapter 2).

4.1 Obtaining Club Officer Approval

Always provide a postcode. There are certain functions in the system which require distance calculations using postcodes. A postcode must be in the correct format, including the space, and the postcode must exist within the public postcodes database. Make sure you have entered your postcode in your personal details. Use the Edit menu to check.

Use the Registrations menu to request Club officer approval.

Choose your Club. You can only make a new Club officer request for a Club of which you are already an approved member. Fill in your officer role description. Click 'Add New Record'.

Your request will need to be approved by your Club.

- Increasingly, Clubs have an officer, with Advanced permission level, who can approve your request.
- If the Club is not able to do that, your Federation or a system manager can assist.

Your request can be refused.

4.2 Explaining Club Officer Approval Levels

All Club related functions in the system use the Club officer approval level to determine access. A level is set as part of approval but can be changed later.

There are three approval levels:

- Limited approval allows for viewing club members, but not changing anything. Limited approval also allows entering competitions; view buy and download lectures; and view speaker Activities.
- Normal approval adds making members active or inactive; and submitting forms.
- Advanced approval adds editing of club information such as venue and postcode, and the ability to vary the approval level of other club officers.

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 which may be used to circulate relevant information.

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.