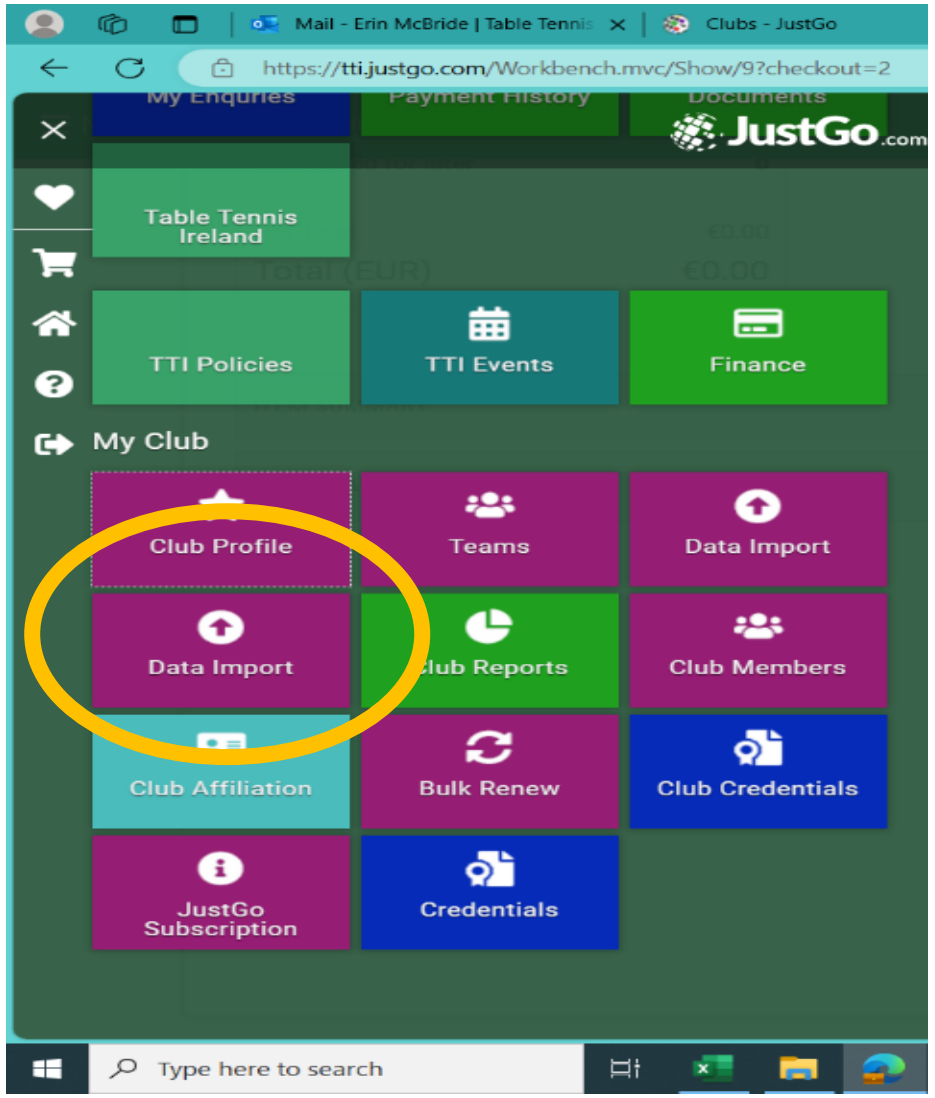
How to bulk upload members and pay fees

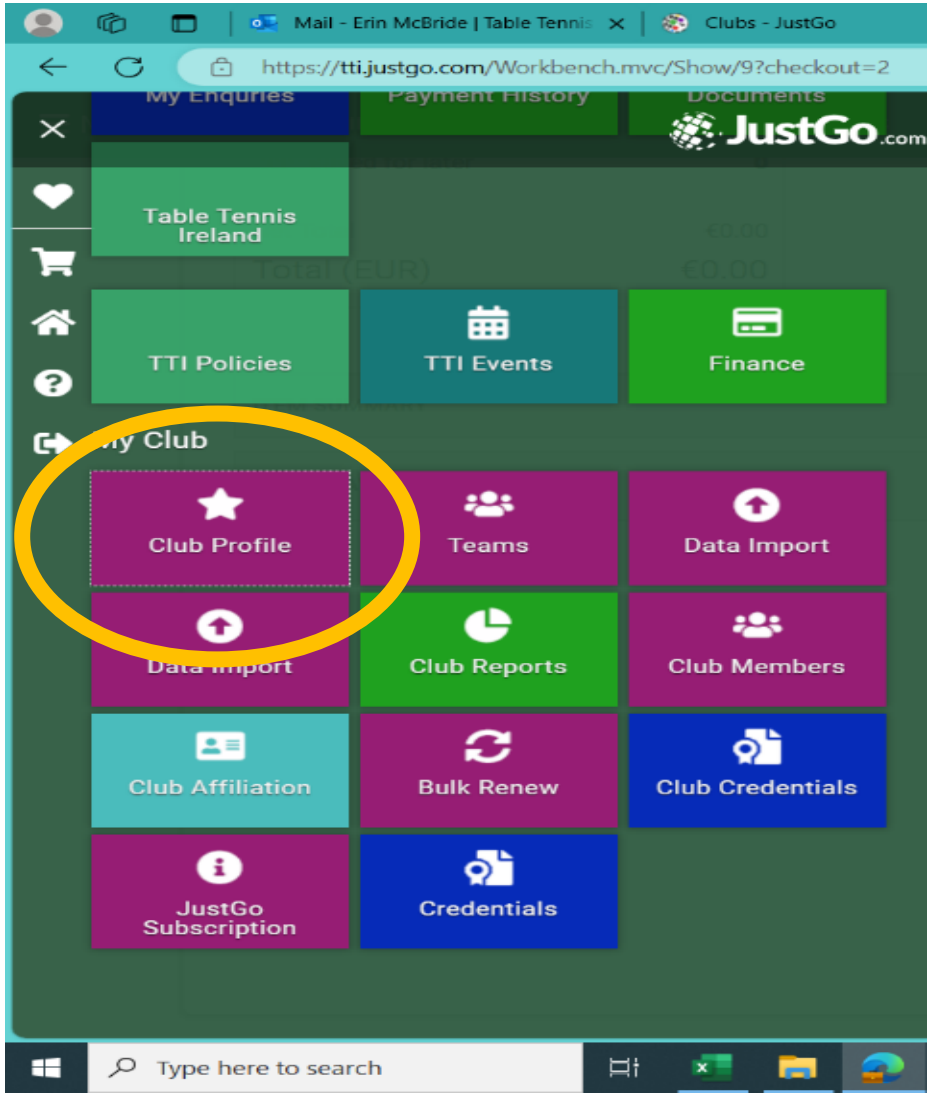
STEP 1

- Club Admin log into JustGo, click menu > scroll to My Club > click Data Import



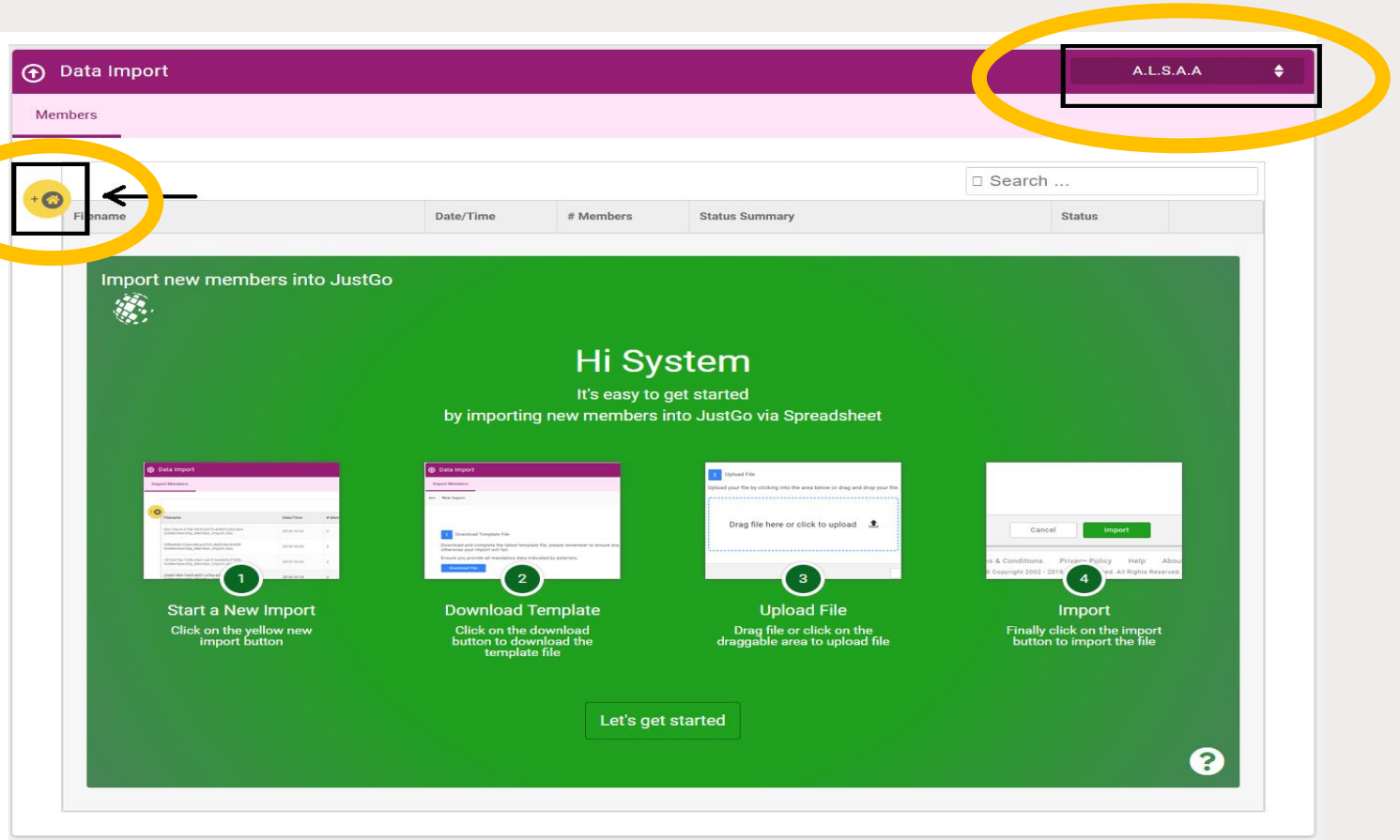
STEP 2

- Club Admin log into JustGo, click menu > scroll to My Club > click Club Profile



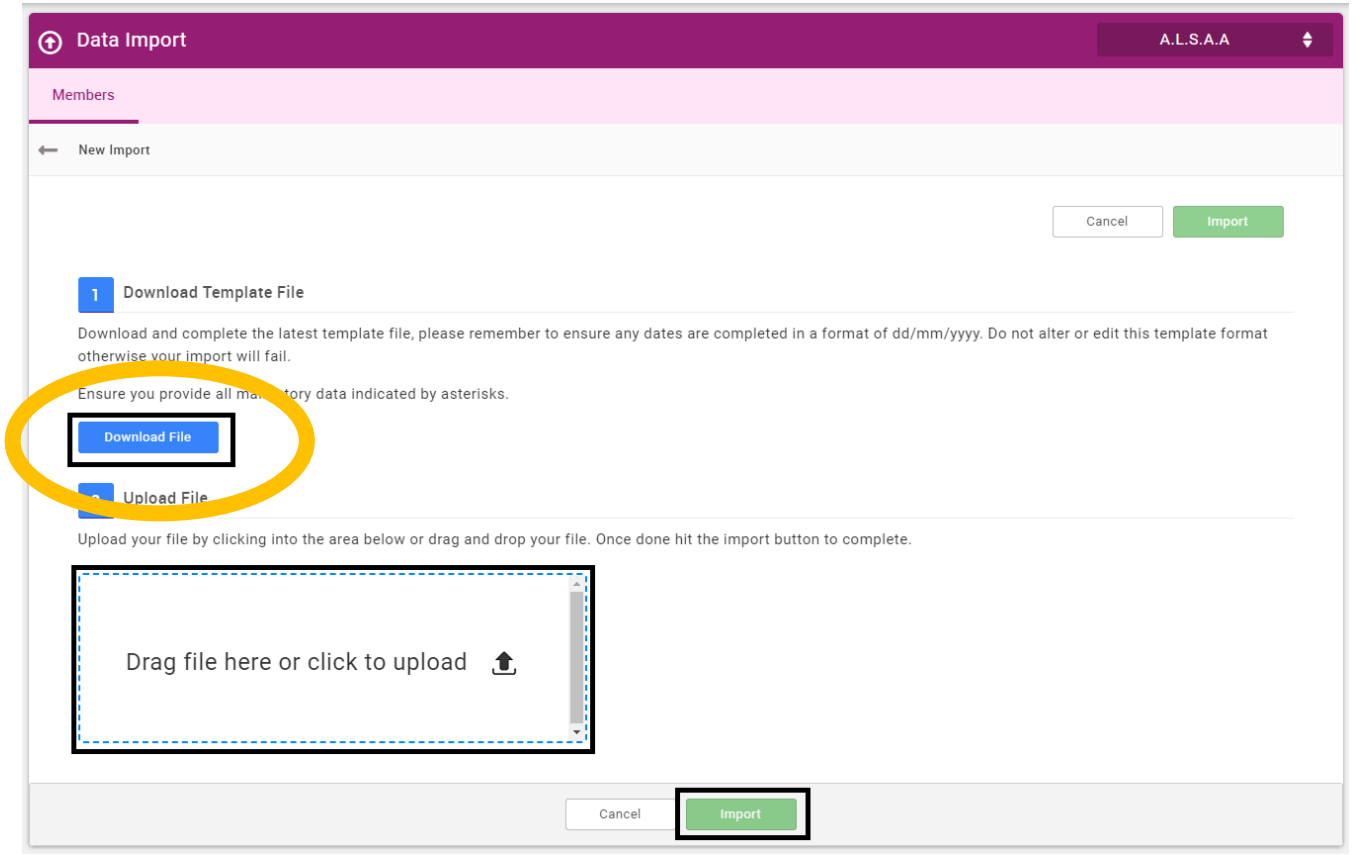
STEP 3

- Select the club you want to import the members into and then click on the new import



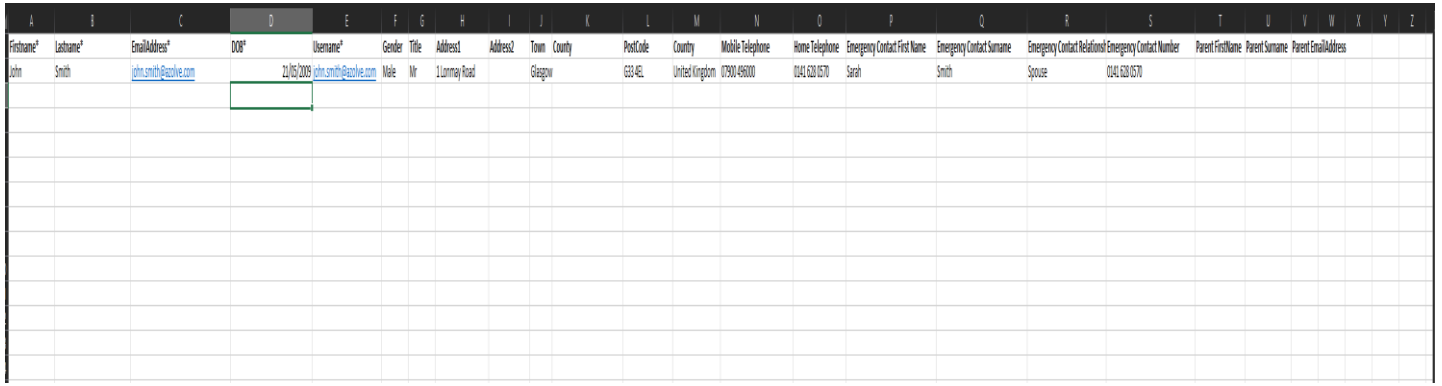
STEP 4

- Download the highlighted File

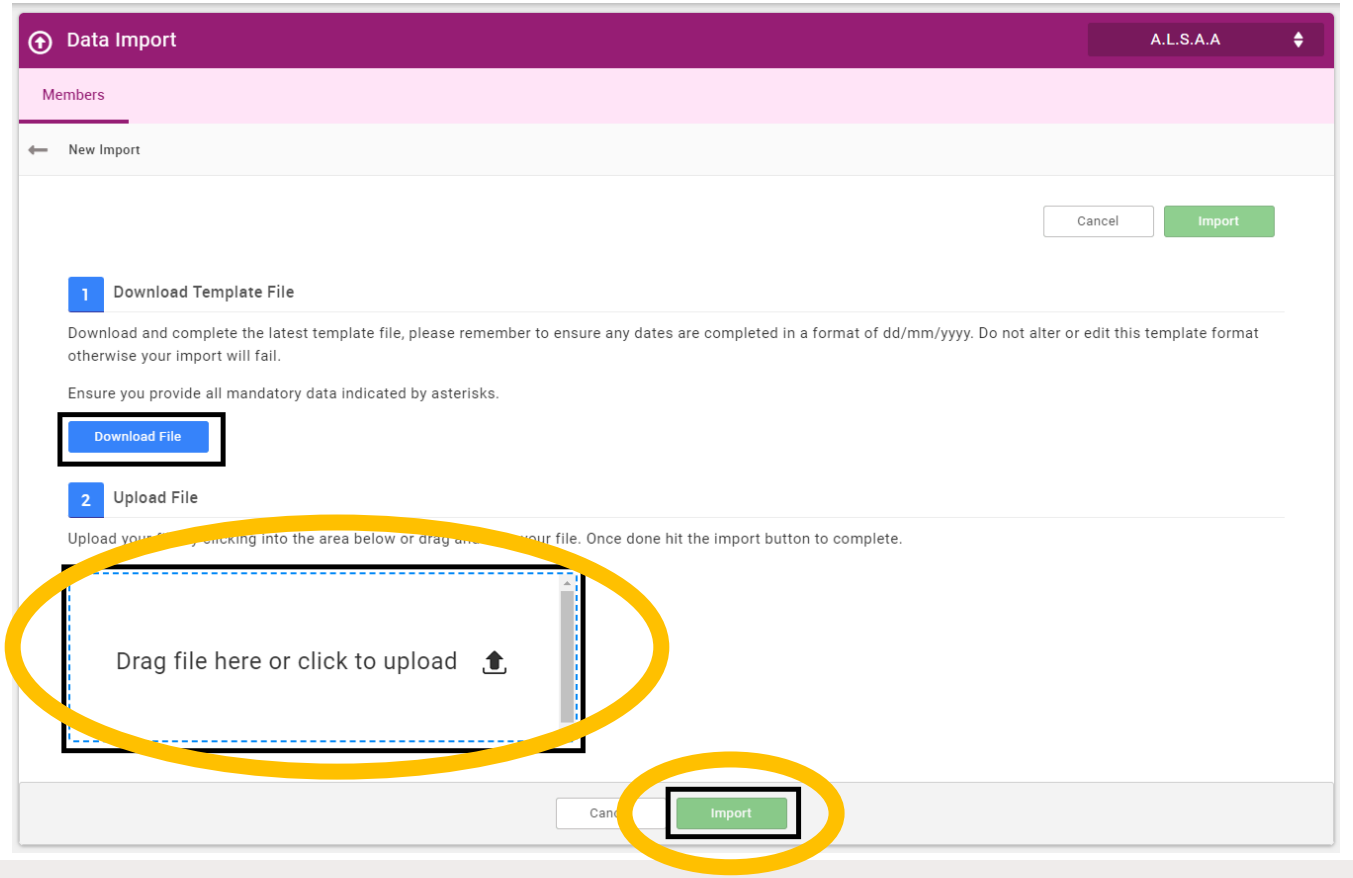


STEP 5

- Fill in the necessary information. MUST HAVE INDIVIDUAL USERNAMES!!!!



Firstname*	Lastname*	EmailAddress*	DOB*	Username*	Gender	Title	Address1	Address2	Town	County	PostCode	Country	Mobile Telephone	Home Telephone	Emergency Contact First Name	Emergency Contact Surname	Emergency Contact Relationship	Emergency Contact Number	Parent FirstName	Parent Surname	Parent EmailAddress
John	Smith	john.smith@azolve.com	22/05/2009	john.smith@azolve.com	Male	Mr	1 Lanmay Road		Glasgow		G33 4EL	United Kingdom	07900 496000	0141 628 0570	Sarah	Smith	Spouse	0141 628 0570			

STEP 6

- Upload the file and click the import button