

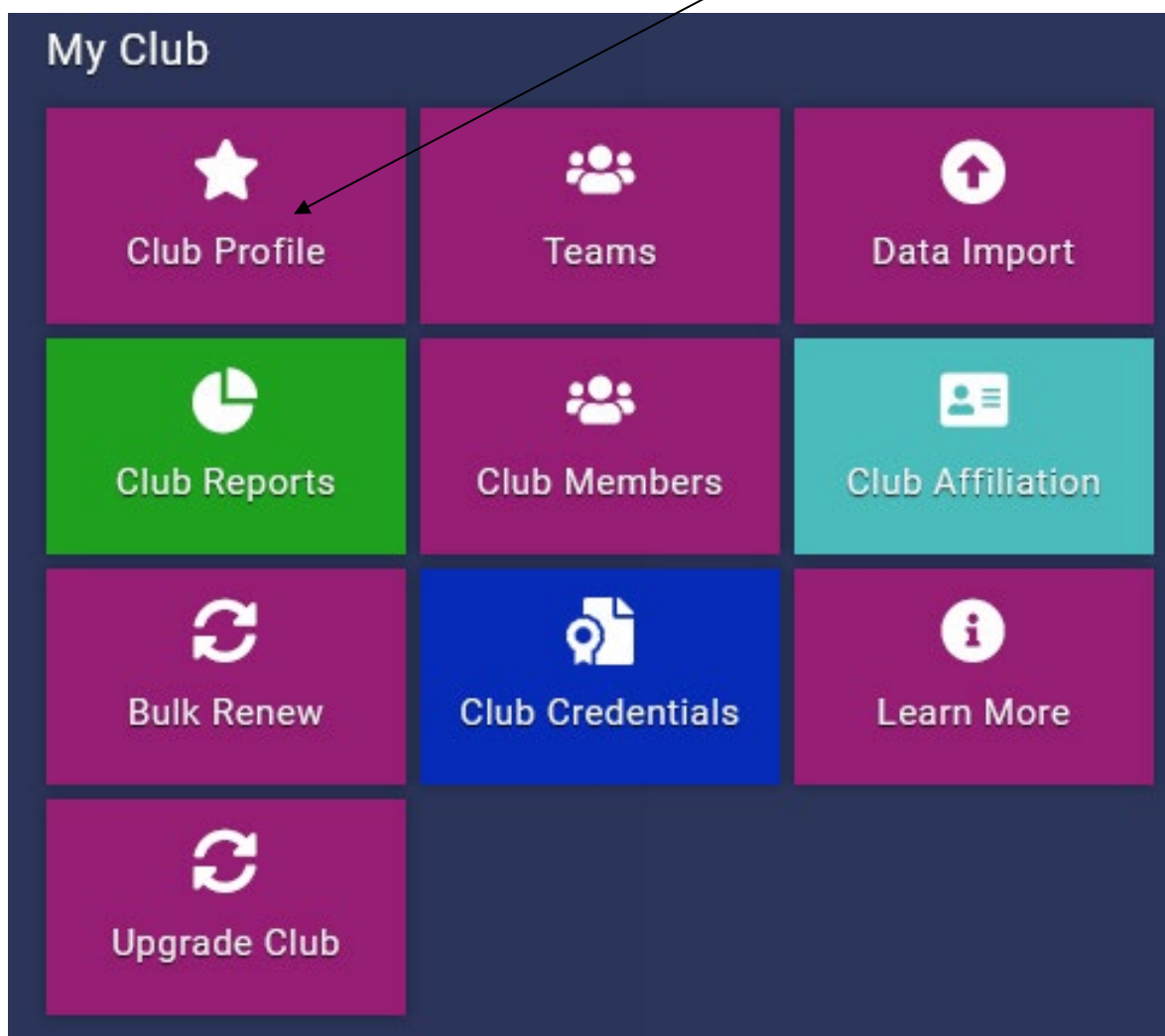
BAFA National Leagues

Hide function



As a Club Admin you are able to hide club members who have left your club and are not transferring to another club – for example, players or coaches who have retired from the sport. This is part of good club housekeeping and means your club view, and rosters, only show your active members.

Login to the JustGo registration system and then click on the purple 'Club Profile' tile.



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Select Club Members

The screenshot shows the 'Club Profile' page for 'test club'. The navigation bar includes 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'CLUB FAMILY'. The 'CLUB MEMBERS' tab is selected. The main content area shows 'Basic Details' for the club, including its name (test club (CL000312)), league (National Leagues), address (1 Test Steet, Testerton, Testershire, TE5 7ER, United Kingdom), and email (test@test.com). A 'CLUB CHECKLIST' on the left shows 'CLUB PROFILE' as complete and 'CLUB DETAILS' and 'CLUB AFFILIATION' as pending.

Then click on the three dots next to the tile of the member you wish to hide and they will be removed from the screen and placed in the hidden area.

The screenshot shows the 'Club Members' page. It features a search bar, a 'Sort by Last Name' dropdown, and two circular progress indicators showing 2 members in 'All Members' and 2 in 'No Membership'. Below, there are two member tiles. The first tile is for 'BAFA Test' (test@test.com, 004020) with a red dot indicating 'BAFA Membership Adult Contact' and a green 'C' icon, and the status 'Expired'. The second tile is for 'test test' (test@test.com, 412409) with a grey dot indicating 'BAFA Membership' and the status 'Never held a membership'. Both tiles have a three-dot menu icon in the top right corner. An arrow points to this menu icon for the 'BAFA Test' member. At the bottom, there is a pagination control showing 'Page: 1 of 1' and a 'Displaying 1-2 of 2' message.

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To unhide, click on the eye icon at the top right of the member area. This will take you into your hidden area.

The screenshot shows the 'Club Profile' page for 'test club'. The 'Club Members' section is active, displaying a search bar, a 'Sort by Last Name' dropdown, and two circular indicators for 'All Members' and 'No Membership', both showing '1'. Below this is a member tile for 'test test' with a star icon, email 'test@test.com', and phone number '412409'. The tile indicates 'BAFA Membership' and 'Never held a membership'. At the bottom right of the member area, there is an eye icon. An arrow points from the text above to this eye icon.

To unhide a member, simply click on the three dots next to their member tile and select 'unhide'.

The screenshot shows the 'Club Profile' page for 'test club'. The 'Club Members' section is active, displaying a search bar, a 'Sort by Last Name' dropdown, and a circular indicator for 'All Members' showing '1'. Below this is a member tile for 'BAFA Test' with a star icon, email 'test@test.com', and phone number '004020'. The tile indicates 'BAFA Membership' and 'Adult Contact'. A dropdown menu is open next to the member tile, showing options 'Lapsed' and 'UnHide'. An arrow points from the text above to the three dots menu, and another arrow points to the 'UnHide' option.

Sometimes members may be accidentally hidden, or you may have hidden them off previously if they had left your club or sport for a time. If you are expecting to see a member registered and you cannot find them, please always check in your hidden members first before contact registrations.