Club Assistant How to Use

Practical guide for members club administrators and system administrators

Product position as at 15 September 2026

WHAT THIS GUIDE COVERS

Club Assistant brings club membership attendance and finance work into one club scoped system. This guide explains the workflows that are currently available the access needed to use them and the boundaries that still require manual or supervised processes.

Guide detail	Value
Audience	Members club administrators restricted data administrators and system administrators
Scope	Access navigation club setup members attendance finance permissions and support
Operating rule	Confirm the active club before viewing or changing a record
Feature boundary	Deferred capabilities are listed in Section 12

Important Always confirm the active club before working with members attendance invoices or payments. Changing clubs changes the records and actions available to you.

1 Who should use this guide

- **Members** use Club Assistant to access their own club services, including member-facing attendance and attendance tokens when enabled.
- **Club administrators** configure their club, manage membership types and members, administer attendance and carry out finance tasks allowed by their capabilities.
- **Restricted-data administrators** may be given additional access to sensitive member or licence information. General member administration does not automatically include this access.
- **System administrators** manage cross-system access requests, provisioning and other system-level support areas. These functions are not part of normal club administration.

2 Sign in register and request access

SIGN IN TO AN EXISTING ACCOUNT

1. Open the Club Assistant address supplied by your club.
2. Choose **Sign in**.
3. Enter the credentials associated with your Club Assistant account.
4. Complete any authentication prompt shown by the service.
5. After sign-in, confirm your name and the active club shown in the navigation.

Note: Signing in proves who you are. It does not by itself give you access to a club or an administrative function. Club access and capabilities must also be assigned.

REGISTER A NEW ACCOUNT

1. From the sign-in page, choose the registration option when it is available.
2. Enter your details accurately. Use an email address that you can continue to access.
3. Complete the registration prompts and any verification requested by the service.
4. Sign in with the new account.
5. If the club you need is not available, submit an access request as described below.

Warning: Do not create a second account merely because a club or menu is missing. The likely issue is club access or permissions, not registration. Duplicate accounts make membership matching and support harder.

REQUEST ACCESS TO A CLUB

1. Sign in to Club Assistant.
2. Open the access-request area presented to users who do not yet have the required club access.
3. Select or identify the club you need.
4. Provide the requested information so an administrator can identify you and understand the access required.
5. Submit the request.
6. Return later to check the request status. Do not repeatedly submit the same request.

Access requests move through these states:

Status	Meaning	What you should do
PENDING	The request has been submitted and is waiting for review.	Wait for an administrator to review it. Update the administrator outside the system only if the request is urgent.
PROVISIONING	The request was accepted for processing and Club Assistant is creating or assigning the necessary access.	Wait for provisioning to finish. Avoid submitting a duplicate request.
APPROVED	Provisioning completed and the requested club access was approved.	Sign out and back in if the club or menus do not appear immediately. Then confirm the active club.
REJECTED	The request was declined. This may be because the request could not be verified or the requested access was not appropriate.	Contact the reviewing administrator if you need the reason or believe the request should be reconsidered.

Note: PROVISIONING is a real processing state, not final approval. Access should be treated as ready only when the request is **APPROVED** and the club is available to the user.

3 Navigate Club Assistant and switch clubs

UNDERSTAND THE MAIN NAVIGATION

After sign-in, the navigation shows only areas available to your account and current club. Depending on your capabilities, these may include:

- club configuration and membership types;
- member administration;
- attendance administration and reports;
- member-facing attendance;
- finance, invoices and payments;
- access requests or system administration.

An absent menu normally means one of three things: you are in the wrong club, your account lacks the required capability, or the feature is not enabled or available in the current product.

SWITCH BETWEEN CLUBS

1. Locate the active club name or club selector in the navigation.
2. Open the selector.
3. Choose the club you want to work with.
4. Wait for the page to refresh.
5. Confirm the club name before opening a member, session, invoice or payment.

Warning: Never assume that returning to a page has also returned you to your usual club. Check the active club after signing in, using a saved link, opening a public or shared link, or switching between administrative tasks.

Use saved links carefully

A saved or shared link can take you directly to a record or task, but it does not expand your permissions. Club Assistant should still apply the active tenant and capability checks. If a link opens the wrong context or shows an access error, return to the main navigation, select the correct club and reopen the task from there.

4 Configure a club and membership types

Only users with the relevant club-configuration capability should change club settings.

Review club configuration

1. Switch to the club you intend to configure.
2. Open the club configuration or settings area.
3. Review the club details and the options currently presented.
4. Change only information you are authorised to maintain.
5. Save the changes.
6. Reopen the page and confirm the saved values before relying on them in another workflow.

Finance settings can affect the payment instructions captured on invoices when they are issued. Review bank and payment information carefully before issuing invoices.

Create or update a membership type

Membership types describe the categories under which people belong to the club and can be used by renewal and finance workflows.

1. Open **Membership Types** for the active club.
2. Review existing types before creating another one.
3. Choose the action to add a type, or open an existing type to edit it.
4. Enter the name and the other currently available settings.
5. If the type includes a fee or renewal-related value, check the amount and its intended use carefully.
6. Save the membership type.
7. Test it on a suitable member or draft workflow before using it broadly.

Warning: Avoid changing the meaning of a membership type that is already in use merely to create a new category. Create a separate type where a distinct category is required. Historical records should remain understandable.

Before changing finance related club details

1. Confirm the correct club.
2. Check the new payment instructions with the club's authorised finance officer.
3. Update the club details.
4. Create and review a draft invoice.
5. Issue the invoice only after confirming the displayed instructions.

Issued invoices keep an immutable issue-time snapshot of the bank details or payment instructions. A later change to club configuration does not rewrite an invoice that has already been issued.

5 Administer members

Find a member

1. Confirm the active club.
2. Open the member administration area.
3. Search using the information available to you, such as the member's name or membership identifier.
4. Open the matching record.
5. Confirm that you have the correct person before making a change.

Add or update member information

1. Open the member record or choose the action to add a member.
2. Enter or correct the ordinary club membership information you are authorised to maintain.
3. Assign the appropriate membership type where required.
4. Review active, renewal or other membership information presented by the system.
5. Save the record.
6. Reopen or refresh the record and confirm the change.

Warning: Use the minimum personal information needed for the task. Do not copy sensitive or licence information into notes, invoice descriptions or other unrestricted fields as a workaround.

Understand ordinary sensitive and licence access

Club Assistant separates different levels of member access:

- **Ordinary member administration** covers the member and membership information required for normal club operations.
- **Sensitive-data access** is an additional distinction for personal information that should not be available to every administrator.
- **Licence access** is separately restricted. A user who can maintain members may still be unable to view or change licence details.

If restricted fields are hidden or read-only, do not ask another user to paste the information into an unrestricted field. Ask an authorised administrator to assign the correct capability or perform the task.

Good practice for member changes

- Confirm the member and club before saving.
- Change only the fields needed for the current task.
- Treat licence numbers and sensitive personal details as restricted information.
- Do not share screenshots containing sensitive details unless the recipient is authorised and the sharing method is approved.
- If you suspect that you have been given more access than you need, stop using the restricted area and report it to a system administrator.

6 Administer attendance

Attendance is divided into operational views and setup/reporting areas. The available actions depend on the club, your capabilities and the current session or station state.

Use Todays Attendance

Use **Today's Attendance** for the current day's operational work.

1. Confirm the active club and today's date.
2. Open **Today's Attendance**.
3. Review the members and attendance entries already recorded.
4. Add, correct or manage an entry only if your capabilities allow it.
5. Check the member, time and attendance context before saving.
6. Refresh the view and confirm that the entry appears as expected.

Note: Today's Attendance is the first place to confirm whether a check-in succeeded. If an entry appears more than once, do not delete or alter records without first establishing which event is valid.

Review recent attendance

Use **Recent Attendance** to investigate activity beyond the current-day view.

1. Open **Recent Attendance**.
2. Apply the available date, member or activity filters.
3. Open an entry when more detail is required.
4. Compare the result with the relevant session, station or match context.
5. Record or escalate a correction according to the club's process.

Recent Attendance is useful when a member says a check-in is missing, today's page no longer contains the relevant date, or staff need to confirm a recent pattern.

Manage sessions

Sessions provide an attendance context for a defined period or activity.

1. Open **Sessions** in attendance administration.
2. Review existing sessions before creating another one.
3. Create or open the relevant session.
4. Enter or check the currently available session details.
5. Make the session available for the intended attendance workflow.
6. Monitor attendance while the session is current.
7. Close or finish the session when the activity is complete, where that action is available.

Warning: Avoid creating multiple overlapping sessions for the same activity unless the club's operating procedure specifically requires them. Members and staff can otherwise select or use the wrong context.

Manage check in stations

Check-in stations support attendance capture at a club location or activity.

1. Open **Check-in Stations**.
2. Confirm that the station belongs to the correct club.
3. Review or create the station using the options currently available.
4. Associate or use the appropriate current session where required by the workflow.
5. Test one authorised check-in before the activity opens.
6. Keep the station supervised while it is operating.
7. At the end of the activity, check Today's Attendance or Recent Attendance and secure the station.

Current caveat: The unattended-station authentication model is due for redesign. Treat the current station workflow as supervised. Do not leave an administrator's authenticated session available on an unattended shared device, and do not treat a station URL or token as a replacement for proper user authentication.

WORK WITH THE CURRENT STATION AND CURRENT SESSION

Some member-facing attendance actions depend on which station and session are currently active or selected.

1. Before opening check-in, confirm the station and session shown by the system.
2. If the context is missing or incorrect, return to attendance administration and select or prepare the intended station/session.
3. Perform a test check-in.
4. Verify the result in Today's Attendance.
5. If you switch club, session or station, repeat the test.

Warning: Do not assume the previous station or session context is still current after a browser refresh, sign-out, club switch or change of operator. When the context is unclear, stop check-in and have an administrator re-establish it.

MANAGE CLUB MATCHES

Use **Club Matches** to maintain the match context used by attendance where applicable.

1. Open **Club Matches** for the active club.
2. Search for the match before creating a new record.
3. Add or update the currently available match details.
4. Save the match.
5. Confirm the correct match is selected or associated when recording related attendance.

Note: A club match and an attendance session can represent related but different operational records. Use the fields and relationships provided by the current screen; do not create duplicate records simply to make names match.

RUN THE MEMBER ATTENDANCE REPORT

1. Open **Member Attendance Report**.
2. Confirm the active club.
3. Select the member and the available reporting period or filters.
4. Run the report.

5. Review the dates and attendance contexts for completeness.
6. If a result looks wrong, compare it with Today's Attendance, Recent Attendance and the relevant session or match before asking for a data correction.

The report shows recorded attendance. It does not yet determine whether the member has satisfied a configurable Participation Complete rule because that rules capability is not available.

7 Member facing attendance and tokens

Members may be given an attendance token or member-facing action that lets them record attendance in the club's current attendance context.

USE AN ATTENDANCE TOKEN

1. Open the member-facing attendance page or check-in process provided by the club.
2. Confirm that the page identifies the intended club, station, session or activity where those details are shown.
3. Present, scan or enter the token using the method offered by the current page.
4. Wait for the confirmation result.
5. If confirmation is not shown, do not make repeated rapid attempts. Ask the supervising administrator to check Today's Attendance.

PROTECT THE TOKEN

- Treat the token as an attendance credential for the intended workflow.
- Do not post it publicly or share it with another member.
- Do not use another person's token.
- Report a lost, exposed or repeatedly rejected token to a club administrator.
- A token does not grant general Club Assistant access and should not be treated as an account password.

Current caveat: Member check-in depends on the club's current station/session setup. If no valid context is available, or the station is in the wrong club or session, the member should ask the supervising administrator rather than trying to correct administrative setup.

8 Finance invoices and payments

The finance workflow separates preparation, issue and payment. A draft can be changed; an issued invoice is a formal record and captures the payment instructions that applied when it was issued.

UNDERSTAND THE INVOICE LIFECYCLE

Status	Meaning	Typical next action
DRAFT	The invoice is being prepared and has not been issued.	Review customer details, lines and totals; adjust or issue it.

Status	Meaning	Typical next action
UNPAID	The invoice has been issued and no allocated payment has reduced the outstanding balance.	Wait for payment, send a manual reminder if appropriate, or record and allocate a payment.
PART_PAID	One or more payments have been allocated, but a balance remains.	Confirm allocations and follow up for the remaining amount.
OVERDUE	The invoice is issued, still has an outstanding balance and is past its due date.	Review the account and send a manual reminder or record payment.
PAID	Allocated payments cover the amount due.	No collection action is required; retain the record.
VOID	The invoice has been cancelled from the collectible workflow.	Do not collect against it. Create the correct replacement record if needed.

Warning: Do not use **VOID** merely to hide a mistake without considering the audit and replacement needed. Issued financial records should remain understandable.

Review a renewal created draft invoice

When a supported renewal action creates an invoice, it creates a **DRAFT** first.

1. Complete the individual renewal action that produces the draft.
2. Open the member's finance area or the invoice list.
3. Locate the new **DRAFT** invoice.
4. Confirm the member, membership period, line description, amount and due information shown.
5. Adjust the draft if authorised and necessary.
6. Issue it only when the invoice is correct.

Note: Bulk renewal invoicing and multi-year renewal workflows are not yet available. Process supported renewals individually and do not assume a draft was created until you have verified it.

Create a manual draft invoice

1. Confirm the active club.
2. Open the finance or invoice area.
3. Choose the action to create an invoice.
4. Select the member or payer using the options provided.
5. Add the required invoice line or lines.
6. Review descriptions, quantities or units, adjustments and amounts.
7. Save the invoice as **DRAFT**.
8. Reopen it and check the total before issue.

Adjust draft invoice lines

1. Open the **DRAFT** invoice.

2. Add, edit or remove lines using the actions available on the draft.
3. Apply any authorised line adjustment and provide a clear description where the system permits it.
4. Check the recalculated subtotal and total.
5. Save the draft.
6. Have another authorised person review unusual adjustments under the club's finance process.

Warning: Make line changes before issue. Do not rely on being able to rewrite an issued invoice as though it were still a draft.

Issue an invoice

1. Open the **DRAFT** invoice.
2. Confirm the member or payer details.
3. Check every line, adjustment, total and due information.
4. Review the payment instructions and bank details that will appear on the invoice.
5. Choose **Issue** or the equivalent action.
6. Confirm the issue action when prompted.
7. Verify that the invoice is no longer **DRAFT** and that its issued details and public payment link are available as expected.
8. Check the notification result or history where it is presented.

Important: At issue time, Club Assistant stores an immutable snapshot of the bank details or payment instructions on that invoice. Updating the club's bank details later affects future issue actions, not invoices already issued.

Use payment instructions and public payment links

An issued invoice can provide payment instructions and a public payment link that can be used without giving the payer administrative access to Club Assistant.

1. Open the issued invoice.
2. Copy the invoice's public payment link using the provided action.
3. Send the link only to the intended payer through an approved channel.
4. Ask the payer to use the reference and instructions shown on that invoice.
5. If bank details have changed since issue, do not tell the payer that the old invoice has silently changed. Follow the club's correction or replacement process.

Warning: A public link is intended for payment information, not administration. Treat it as shareable only with the intended recipient. Do not post it to a public group or website.

Note: A public payment link does not mean online card checkout is live. Stripe or another online checkout is not available unless it is separately shown as live in the product. The current process may still require the payer to make a bank transfer or follow the displayed instructions.

Record a payment

Recording a payment creates the payment record. Allocation links some or all of that payment to one or more invoices.

1. Confirm that the money has actually been received using the club's approved evidence.

2. Open the payments area or the member's finance record.
3. Choose the action to record a payment.
4. Enter the payer, received date, amount, reference and other available details accurately.
5. Save the payment.
6. Allocate the payment to the correct invoice or invoices.
7. Check the unallocated amount, invoice balances and resulting statuses.

Warning: Do not record a promised payment as received. Club Assistant's payment status should follow actual receipt and allocation.

Allocate a payment

1. Open the recorded payment.
2. Review invoices eligible for allocation.
3. Select the correct invoice.
4. Enter or confirm the amount to allocate.
5. Save the allocation.
6. If money remains unallocated, decide whether it belongs to another invoice or requires finance review.
7. Confirm that the invoice moved to **PART_PAID** or **PAID** as appropriate.

Examples:

- No allocation against an issued invoice normally leaves it **UNPAID** or **OVERDUE** depending on the due date.
- An allocation below the outstanding balance results in **PART_PAID**.
- Allocations covering the amount due result in **PAID**.

Correct payment or allocation problems

1. Stop before entering a second payment for the same receipt.
2. Check the payment amount, reference and allocations.
3. Determine whether the problem is the payment record, the invoice selected or the allocation amount.
4. Use only the correction actions available to your capability and the current payment state.
5. If the required correction is unavailable, ask an authorised finance or system administrator to resolve it while preserving the audit trail.

Send a manual reminder

Reminders are manual; an overdue status should not be assumed to have contacted the member automatically.

1. Open the issued invoice.
2. Confirm that a balance is still outstanding.
3. Check recent payments and allocations so you do not remind someone who has already paid.
4. Review the recipient and invoice details.
5. Choose the reminder or notification action available on the invoice.

6. Confirm that the notification was accepted or recorded by the system.

Warning: Do not repeatedly send reminders while investigating an unallocated payment or email-delivery problem.

Understand invoice notifications

Invoice notifications communicate an issue or reminder event using the channels currently configured by the service. Before relying on a notification:

- check the intended recipient;
- confirm the invoice has the correct status;
- review the notification result or history shown by Club Assistant;
- remember that a recorded send action does not always prove delivery to the recipient's inbox;
- use the public payment link from the correct issued invoice when a manual follow-up is required.

If notifications fail consistently, stop repeated sends and escalate the configuration or delivery issue to a system administrator.

9 Permissions capabilities and club isolation

Club Assistant uses capabilities rather than assuming that every club administrator can do everything.

What capabilities mean

A capability authorises a class of action, such as club configuration, member administration, restricted member data, attendance administration, finance or system administration. Your menus and available actions are shaped by the capabilities assigned to your account for the relevant context.

Practical rules:

- Seeing a club does not mean you can administer every part of it.
- Being able to edit ordinary member details does not imply access to sensitive or licence details.
- Attendance access does not imply finance access.
- Club administration does not imply system administration.
- A public invoice link provides limited invoice/payment information and does not confer club access.

Club tenant isolation

Each club is treated as a separate tenant. Members, attendance, configuration, invoices and payments belong to a club context. Club Assistant should apply that boundary even if one person works for several clubs.

For users, this means:

1. Select the club before starting a task.
2. Expect searches and lists to be limited to that club.
3. Do not copy records between clubs unless an authorised workflow explicitly supports it.
4. Treat an unexpected cross-club record as a security issue. Stop work, capture only non-sensitive diagnostic details and report it to a system administrator.

Request the least access needed

When asking for access, describe the tasks you need to perform rather than requesting the broadest role. Restricted member, licence, finance and system capabilities should be assigned only where needed.

10 Administer access requests

This section is for authorised reviewers or system administrators.

Review a pending request

1. Open **Access Requests**.
2. Filter or locate requests in **PENDING**.
3. Confirm the requester's identity using the organisation's approved process.
4. Confirm the requested club and the tasks the person needs to perform.
5. Choose the appropriate approval/provisioning action or reject the request.
6. Record a useful reason where the interface provides one.

Follow provisioning

1. After accepting a request for processing, confirm that its state changes to **PROVISIONING**.
2. Wait for the system to create or assign the club access and capabilities.
3. Confirm that the request reaches **APPROVED**.
4. If it remains in **PROVISIONING**, investigate the provisioning result before asking the user to submit again.

Reject a request

1. Confirm that the request should not be approved in its current form.
2. Choose **Reject** or the equivalent action.
3. Record the reason if supported and appropriate.
4. Confirm the final state is **REJECTED**.
5. Tell the requester how to correct the request through the club's normal support process, without disclosing restricted administrative information.

Warning: Approval should assign only the club and capabilities that have been verified. Do not use access-request approval to grant broad cross-club or sensitive-data access by convenience.

11 System administration

System administration is for authorised staff supporting Club Assistant across clubs. The exact areas visible depend on the deployment and the administrator's capabilities. Typical system-level work includes:

- reviewing access requests and provisioning results;
- managing or supporting user-to-club access and capabilities;
- supporting club records and cross-system configuration where exposed;
- investigating stuck workflow states and notification or operational failures;

- confirming that tenant boundaries and restricted-data permissions are working as intended.

SAFE SYSTEM ADMINISTRATION ROUTINE

1. Confirm that the task genuinely requires system-level access.
2. Identify the user, club and record involved.
3. Use the narrowest available action.
4. Avoid opening sensitive member or financial data unless it is needed for the support task.
5. Verify the result from the affected club context.
6. Record or communicate the outcome through the approved support process.

Warning: System administrators can have broader visibility than club administrators. Never use that visibility to bypass the club's authorisation process or to perform routine work that an appropriately authorised club user should complete.

12 What is not yet available

The following items should be treated as deferred unless they are visibly released after the date of this guide:

Capability	Current position	Use instead for now
Participation guidelines and **Participation Complete** rules	Not yet available as a configurable rules workflow.	Review recorded attendance and apply the club's policy outside the automated rule engine.
Bulk renewal invoicing	Not yet available.	Process supported renewals individually and confirm each draft invoice.
Multi-year renewals	Not yet available as a supported renewal workflow.	Use the supported single-period process and follow the club's approved manual procedure for exceptions.
Stripe or online checkout	Do not assume it is live merely because an invoice has a public payment link.	Use the bank or payment instructions shown on the issued invoice unless an online checkout is explicitly available.
Club branding and colour schemes	Not yet available as club-controlled branding.	Use the standard Club Assistant presentation.
Unattended station authentication redesign	Not yet complete.	Operate check-in stations under supervision and secure authenticated devices.

Warning: Do not advertise, document locally as available, or design club procedures around a deferred capability until it is confirmed in the live product.

13 Troubleshooting

I CAN SIGN IN BUT CANNOT SEE MY CLUB

1. Open the club selector and check whether the club is listed.

2. Check the status of your access request.
3. If it is **PENDING** or **PROVISIONING**, wait for the workflow to complete.
4. If it is **APPROVED**, sign out and back in.
5. If the club is still missing, ask an administrator to check the assigned club and capabilities.

I CAN SEE THE CLUB BUT NOT THE MENU OR ACTION I NEED

1. Confirm the active club.
2. Refresh the page.
3. Ask an administrator to confirm the capability required for the task.
4. Remember that sensitive and licence information can require separate access.
5. Check whether the feature appears in the not-yet-available list.

A MEMBER CHECK IN DID NOT APPEAR

1. Stop repeated token attempts.
2. Check Today's Attendance.
3. Check Recent Attendance for the relevant time.
4. Confirm the current club, station and session.
5. Test with an authorised supervised check-in.
6. Escalate the missing entry with the member, time and non-sensitive context.

THE WRONG STATION OR SESSION IS SHOWN

1. Stop member check-in.
2. Return to attendance administration.
3. Confirm the active club.
4. Select or prepare the intended station and session.
5. Run one test check-in and verify it in Today's Attendance before reopening the station.

AN INVOICE SHOWS OLD BANK DETAILS

If the invoice was already issued, this can be correct: issued invoices keep the issue-time bank snapshot. Check the issue date and the club's correction process. Do not assume that changing club settings will rewrite the issued invoice.

AN INVOICE STATUS LOOKS WRONG AFTER PAYMENT

1. Confirm the payment was recorded.
2. Open the payment and check its allocations.
3. Compare the allocated total with the invoice balance.
4. Correct the allocation if authorised.
5. If the payment or allocation cannot be safely corrected, ask an authorised finance or system administrator to preserve and repair the audit trail.

A REMINDER OR INVOICE NOTIFICATION WAS NOT RECEIVED

1. Confirm the recipient shown on the invoice.
2. Review the notification result or history.
3. Ask the recipient to check filtered or junk mail.
4. Do not send repeated reminders until the cause is understood.
5. Provide the correct public payment link through an approved manual channel if necessary.
6. Escalate repeated delivery failures to a system administrator.

AN ACCESS REQUEST IS STUCK IN PROVISIONING

1. Do not submit a duplicate request.
2. Ask an authorised administrator to inspect the provisioning result.
3. Confirm the intended club and capabilities.
4. Have the administrator complete or retry the supported provisioning process.
5. Treat access as ready only after the request is **APPROVED** and the club appears for the user.

I CAN SEE DATA FROM THE WRONG CLUB

Stop immediately. Do not browse, copy, edit or share the record. Confirm the active club, then report the issue to a system administrator with only the minimum non-sensitive information needed to investigate.

14 Quick operating checklist

Before any administrative task:

1. Confirm your signed-in account.
2. Confirm the active club.
3. Confirm you have the capability needed for the task.
4. Confirm the member, session, invoice or payment before changing it.
5. Treat sensitive, licence and financial information according to its restricted access.
6. Verify the result after saving.
7. Escalate unexpected cross-club data, stuck provisioning or notification failures.

This guide reflects the known Club Assistant functionality as at **15 September 2026**. Later releases may change screen labels, available actions or feature status.