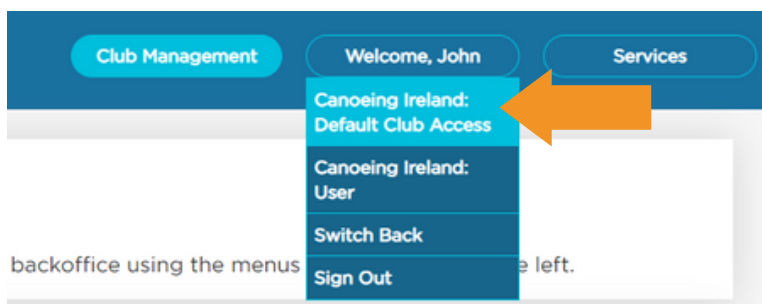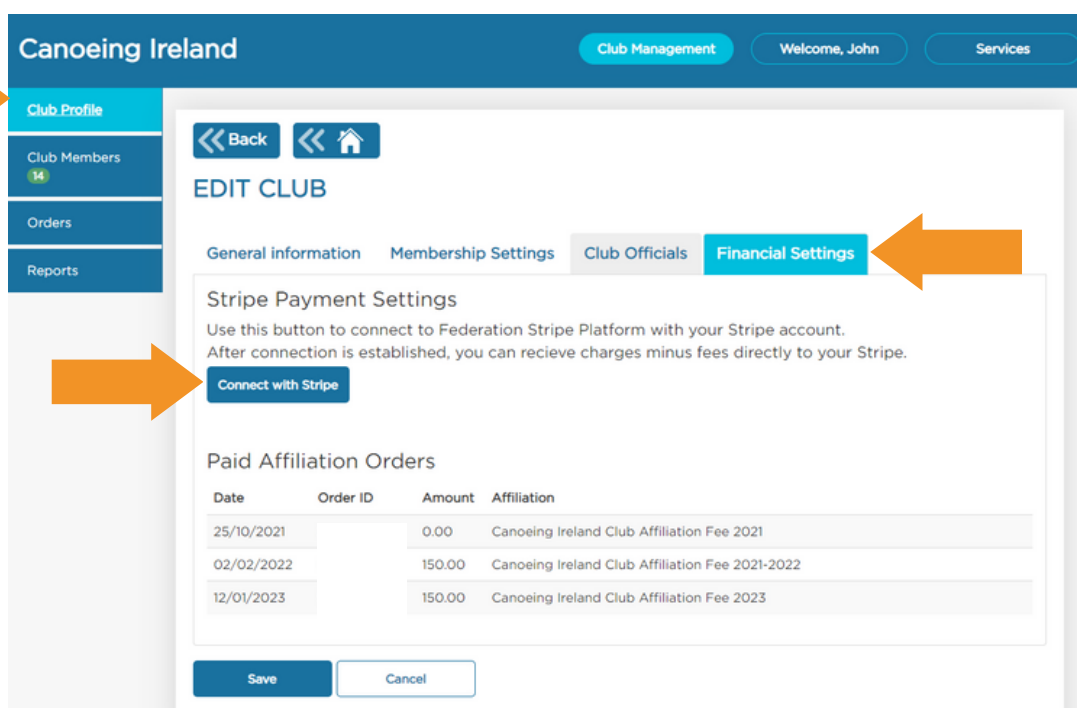# Club Administrator Help Sheet

How to Add Club Products

1 Log into the Canoeing Ireland membership system <u>HERE</u>

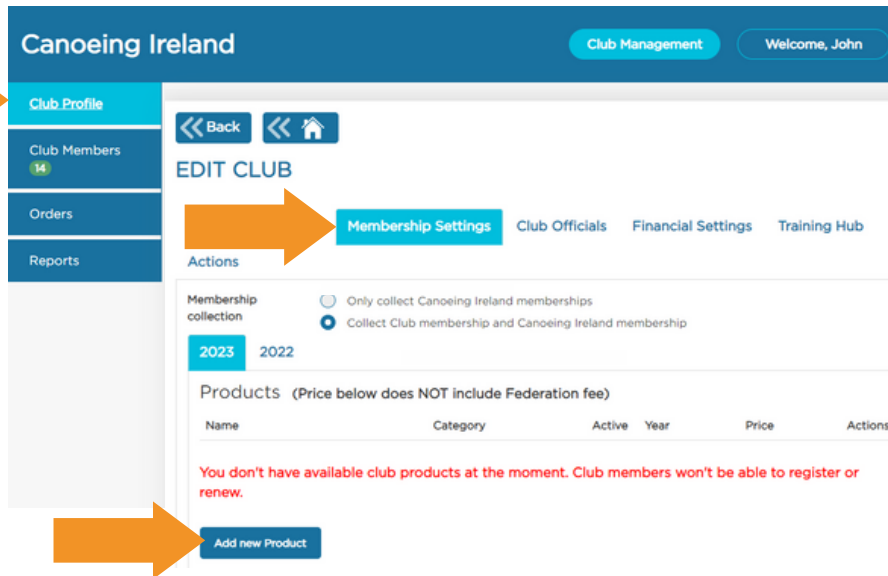**2** Scroll over where it says Welcome NAME, and select: **Club Access** for Club Administration

3 In order to take payments within the platform you will need to have your Stripe account linked in order to receive the payments. To do this, go to Club Profile, Select Financial Settings and Connect with Stripe.

How to Add Club Products

Canoeing Ireland

4 To add a product, in your **Club Profile** select **Membership Settings** and **'Add New Product'**

5 Enter in the New Product details and **Save**.

How to Add Club Products

6 If you made an error or need to update any products. This can be done in Club Profile, Membership Settings and selecting **Edit** on any of the listed products.