**Adding a new role on the Clubs Web Site**

**The following instructions should be followed**

**Anyone needing to add a new role needs to check their Profile on the site to check their current roles and if required apply for a new role to be added.**

**To do this follow the next steps**

**To do this you need to sign into the web site using your Email address and Password**

**Then at the top of the screen you should see your Name**

**Click/Select your name and a drop down menu should appear.**

**Select “MEMBERSHIP”**

**SELECT “NEWARK RUFC”**

**You can then apply for the new role by selecting the appropriate membership category and following the prompts**

**REMEMBER TO SAVE WHEN FINISHED**

Ok that’s the job done and your application for the new role will be submitted for approval