

# Remember!

- Where JustGo says “**Club**”, think “**Provider organisation**”
- Where JustGo says “**Member**”, think “**Candidate**” – this can be your Course Directors, Admin staff, or the candidates on your courses.



# Roles on JustGo

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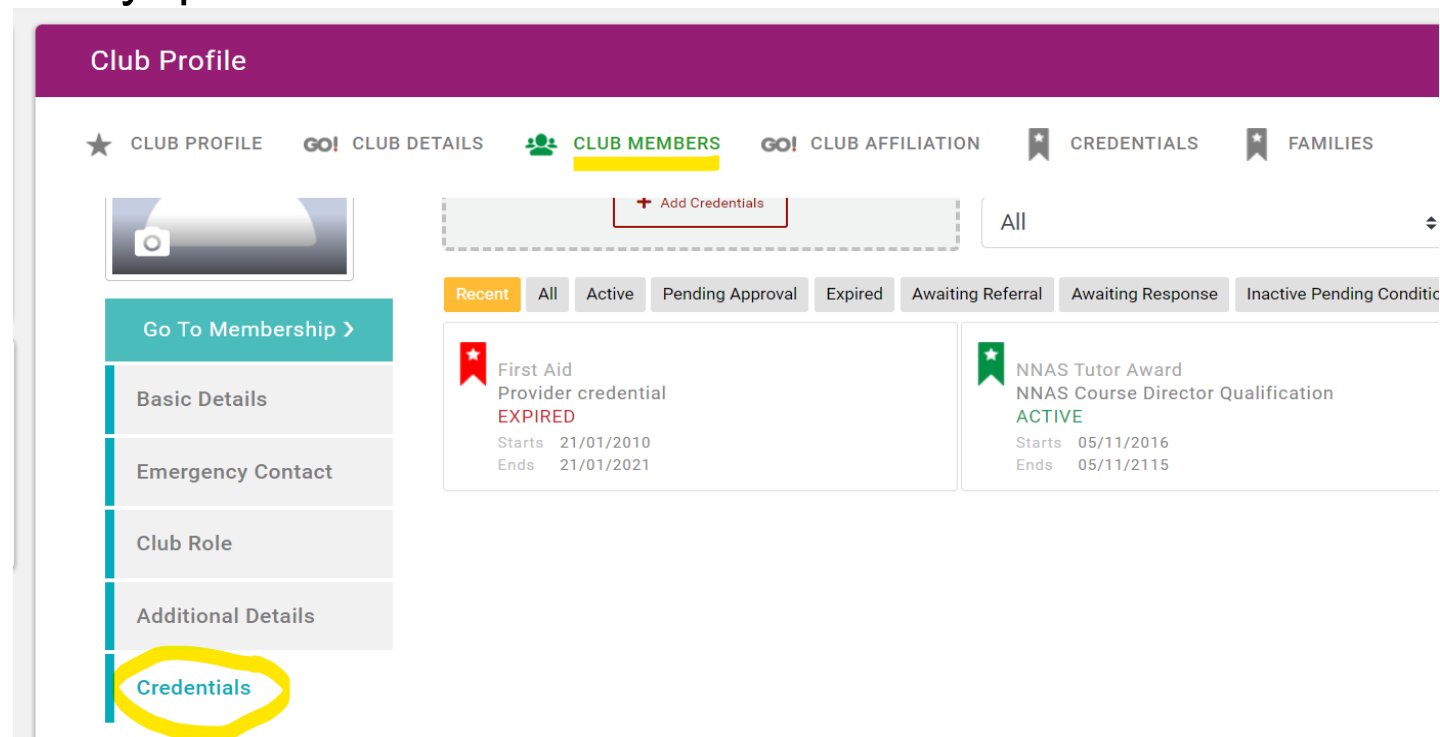
Provider admins will be linked to their Provider account by NNAS to allow them to complete the set up of their Provider account, including allocating Roles to other staff members.

With the migration of data from Tahdah to JustGo, all staff who had the manager role on Tahdah will have Administrator Roll on JustGo.

If you, as the main contact for NNAS within your Provider organisation, wish to remove Admin Role from any of your staff, please log in and amend these Roles, as show below. If you need some help from NNAS admin please get in touch.

## What does each Role do?

- **Member:** Just linked to Provider, can then be added as a booking to a course
- **Course director roles:** Here they are used so that Provider admins can see what staff they have and what level of NNAS course they can deliver. **Important:** ensure your staff have their directorship “credentials” attached to their profile so you can be sure they are correctly qualified to have this Role.

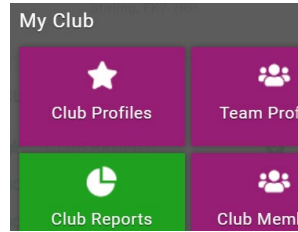


The screenshot displays a 'Club Profile' interface. At the top, a purple header contains the text 'Club Profile'. Below this, a navigation bar includes several tabs: 'CLUB PROFILE' (with a star icon), 'CLUB DETAILS' (with a 'GO!' icon), 'CLUB MEMBERS' (with a group icon and highlighted in yellow), 'CLUB AFFILIATION' (with a 'GO!' icon), 'CREDENTIALS' (with a star icon), and 'FAMILIES' (with a star icon). On the left side, there is a vertical menu with options: 'Go To Membership >', 'Basic Details', 'Emergency Contact', 'Club Role', 'Additional Details', and 'Credentials' (which is circled in yellow). The main content area features a '+ Add Credentials' button, a dropdown menu set to 'All', and a filter bar with tabs for 'Recent', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Condition'. Below the filter bar, two credential cards are visible: one for 'First Aid Provider credential' marked 'EXPIRED' with a red star icon, and another for 'NNAS Tutor Award NNAS Course Director Qualification' marked 'ACTIVE' with a green star icon. Both cards show start and end dates.

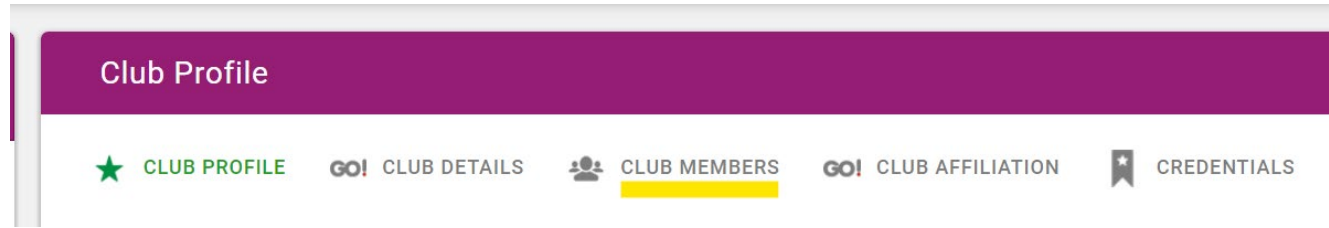
- **Event Promoter & Event Officer:** Tick these to allow a staff member to have access to the Event Management tile. This allows them to create courses, add bookings, complete the Quality Assurance form and mark a course as complete.
- **Administrator:** Has access to much more, so ensure you only give this Role to your staff members that need it:
  - Provider payment setup area
  - Provider registration renewal area
  - Provider credentials (e.g. Public Liability Insurance)
  - Data Import tile (where bulk upload of candidates can be made. Required fields are first name, last name, date of birth, email address)
  - Provider finance
  - Provider member area (Club members), with access to update members' details
  - Field Management, where Provider admins can create forms to add to their event tickets so they can personalise the questions asked of their candidates.

## Where do I find Roles?

- Click the Club Profile tile

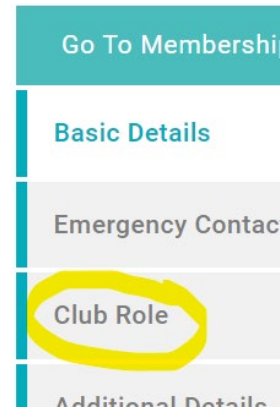


- Select Club Members



- Click the  under the member you wish to add a role to

- Click on Club Role



- Scroll up a little, then click  and tick the boxes to add Roles. **SAVE**

Once your course directors have their correct Roles given to them, it is useful for Provider Admins with a large number of course directors to use the filter to be able to view your course directors with their various roles.

