1. Set Up

1. Navigate to the admin section the click on the ClubPASS Members tab

ClubPASS 💽	ClubPASS Members	All Patrons			SL
🖹 Sign-ins					
Dashboard	All Patrons				
ClubPASS Members	All Patrons 🙎 Banned	Patrons 🐵 Autho	rised Contacts		
Admins					
Venues					
ঠুঠি Legal terms	201	-			
	NAME	DOB	MOBILE	EMAIL	
	Jerome Bell	01/01/1990	+61412345678	jeromebell@gmail.com	View
	Wade Warren	01/01/1990	+61412345678	jeromebell@gmail.com	View
	Brooklyn Simmons	01/01/1990	+61412363278	jeromebell@gmail.com	View
	Showing 1 to 25 of 37 results				1 2 >

2. Select the tab Authorised Contacts. You can edit existing contacts and send test emails through this window. Select Add Contact

ClubPASS 💽	ClubPASS members	Authorised Contacts					JS
 Sign-ins Dashboard ClubPASS members Admins 	Authorised Contacts	 Authorised C 	ontacts				
🔝 Venues	Authorised Contacts receive notifi	cations when banned a	nd self excluded p	atrons attempt sigr	i-in to a venue		View Guide
ស្តីវិ Legal terms							
	Wade Warren contact@gmail.c	om 0423 085 658	Councellor	SMS, Email	Banned, Self Excluded	Send Test Email	Edit
	Jude Warren contact@gmail.c	om 0423 085 658	Councellor	SMS	Self Excluded	Send Test Email	Edit
						Ad	d Contact

3. Fill out the information to set up the club's responders to Bans and Self Exclusions

Clear 🗸
is sent
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