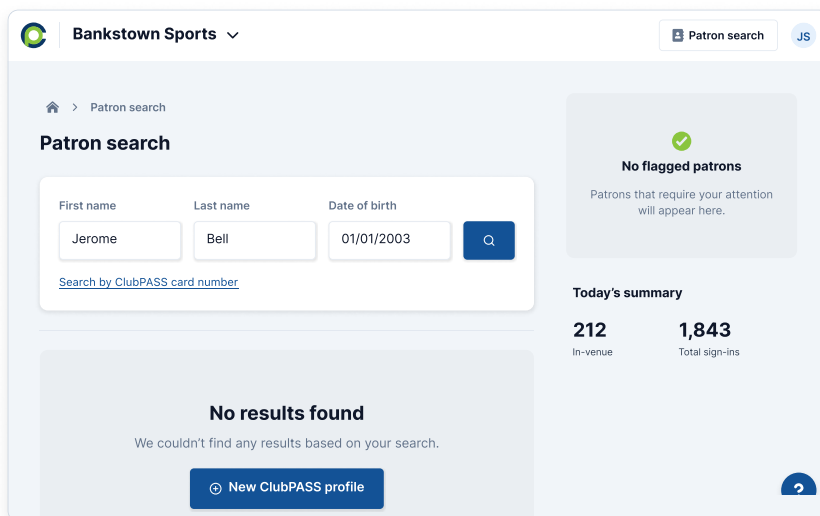


# Manual Guest Sign-In

## Step 1: Manual Entry



If a guest arrives and doesn't have the ClubPASS app, you can admit them manually by clicking on Patron Search within your 'Sign-In' Tab. If no profile is found, a New ClubPASS pop up will direct you to fill out patrons details



Bankstown Sports

Patron search

Patron search

First name Last name Date of birth

Jerome Bell 01/01/2003

Search by ClubPASS card number

No results found

We couldn't find any results based on your search.

New ClubPASS profile

No flagged patrons

Patrons that require your attention will appear here.

Today's summary

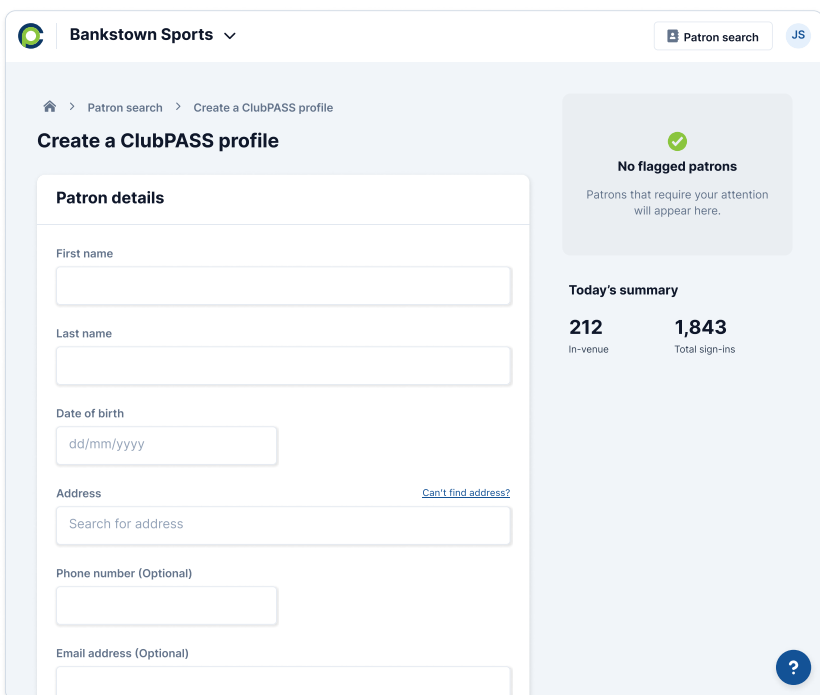
212 In-venue 1,843 Total sign-ins

## Step 2: Finalise details



We create a profile for this user where we input their name, address, DOB and email/mobile as optionals. A profile photo is also taking to add to the database. The member will also need to sign a Terms and Conditions upon entry.

- These can be downloaded from the Clubs NSW website, you should also have copies sent out with your welcome pack
- T@Cs file here: <https://tinyurl.com/4mnzmxxf>



Bankstown Sports

Patron search

Create a ClubPASS profile

Create a ClubPASS profile

Patron details

First name

Last name

Date of birth

dd/mm/yyyy

Address

Can't find address?

Search for address

Phone number (Optional)

Email address (Optional)

No flagged patrons

Patrons that require your attention will appear here.

Today's summary

212 In-venue 1,843 Total sign-ins

## Step 3: Save and send back T&Cs



The last page of the signed T&C's will need to be scanned and emailed back to Clubs NSW or sent via post at:

E: [clubpass@clubsnsw.com.au](mailto:clubpass@clubsnsw.com.au)

Address: Level 8/51 Druitt St, Sydney NSW 2000,

Attn: ClubPASS Administrator