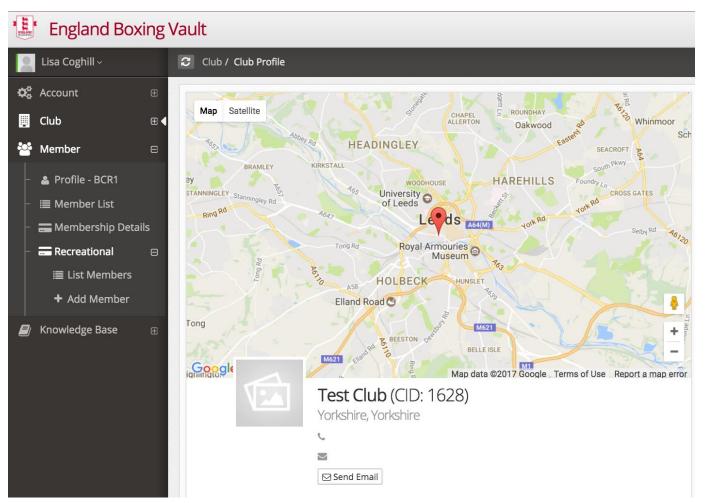# England Boxing - Recreational Members – User Guide

1. Club to log into club account using verified email and password.

Once logged in, to add a recreational member the club must select **Member>Recreational>Add Member**.

2. The club must then complete all fields marked with a blue star. Once **ALL** required fields are completed the club must then click Add Member. The recreational member is then registered to the club.

3. Clubs can then view their recreational members by clicking **Recreational>List Members**.

4. Recreational members can be deleted at club level only, to do this the club can click the red bin in the Action column for the member they wish to delete.

5. REGISTRARS can view Recreational Members is their region by selecting, **Recreational>List Members**.

6. The tables are exportable by clicking

7. Recreational members are permanent and do not need to be re-added in the new season.