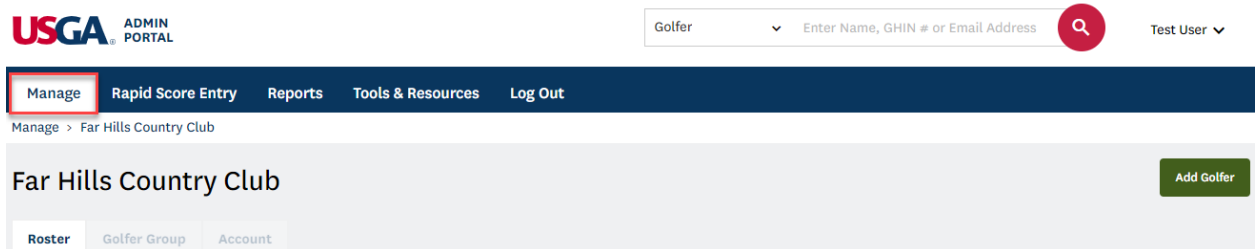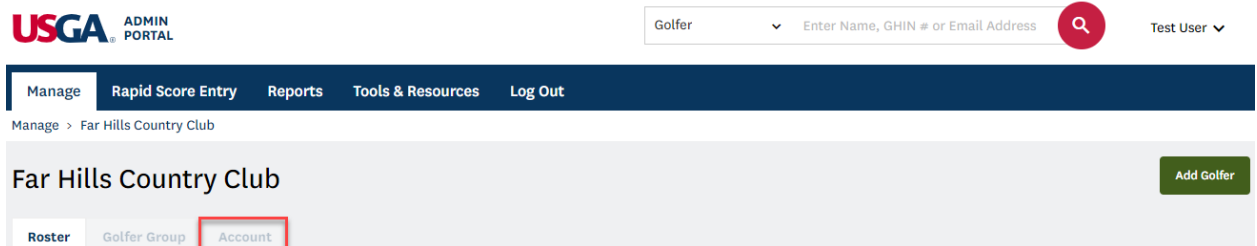# Club- Primary Account

The Club Primary Account section allows Club Users to view profile information, manage addresses and contacts, and upload a Club logo.
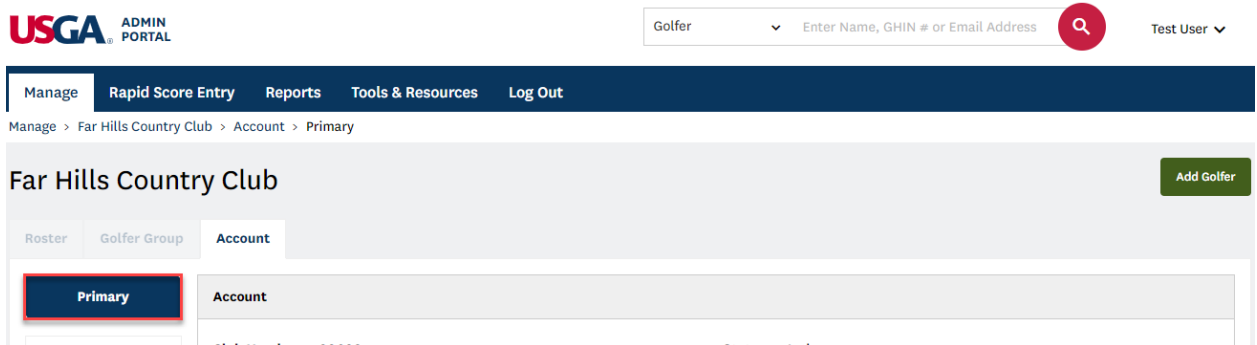
Accessing Primary Account

1. To access Primary Account, click "Manage" on the top navigation bar.

2. Click "Account" to access the Club Account tab.

3. Then click "Primary" to access the Primary account tab which includes Club account information, addresses and logo.

Account Information

Club Users can view their club profile information at the top of the page. To make any changes to this information, please contact your Association.

Addresses

Users can manage the Primary, Mailing and Billing addresses for their Club on the primary tab. Additionally, a contact can be assigned to each address type. The contact does not need to be an Admin Portal User.

1. To add or change an address or contact information, click "Edit" to the left of the address.

2. Fill out all required fields and click "Save" to update.

    Note: If the billing or mailing address/contact is the same as the primary address/contact, check "Same as primary" to pre-populate the form with the primary address/contact details.

Edit Billing Address Information

Address Information ☐ Same as primary

Country *

United States ⌄

Address 1 *

77 Liberty Corner Road

Address 2

City *	State *	Postal Code *
Liberty Corner	New Jersey ⌄	07938

Address Contact ☐ Same as primary

Prefix

First Name *   **Middle Name**

Last name *   **Suffix**
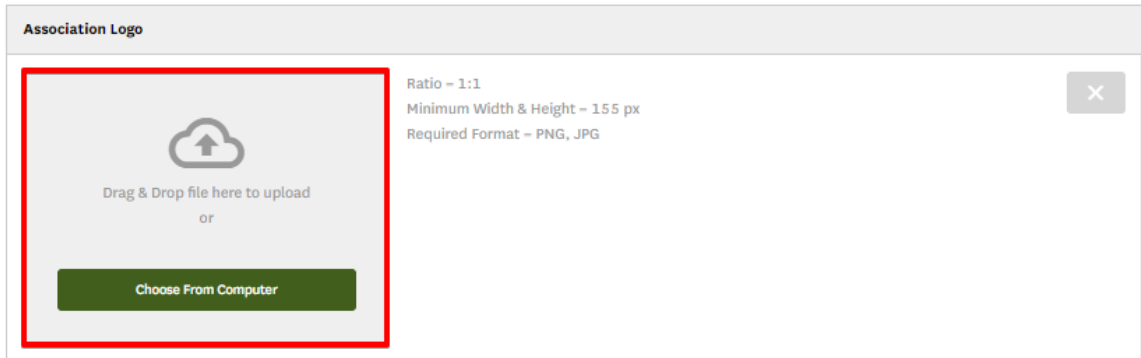
Email *   **Phone Number** *

Cancel   Save

Club Logo

At the bottom of the Primary tab, Club Users can manage their Club's logo. The logo will be displayed on reports.

1. To upload a logo, either drag and drop the file into the grey box or click "Choose from Computer."

Note: The image requirements are displayed in the upload window. If your logo does not fit these requirements, we suggest adding padding to achieve the proper ratio.

2. Once uploaded, the logo will display alongside the upload box.
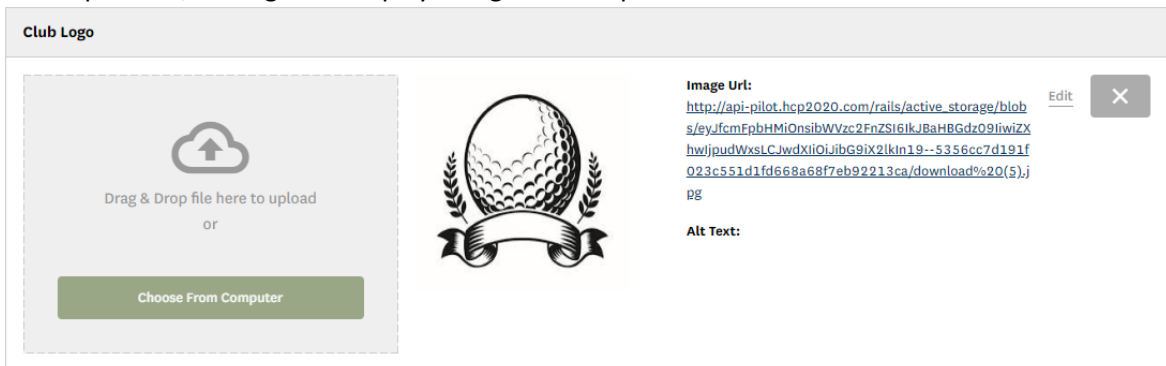
3. To delete the logo, click the "X" in the upper right-hand corner of the Club Logo section.
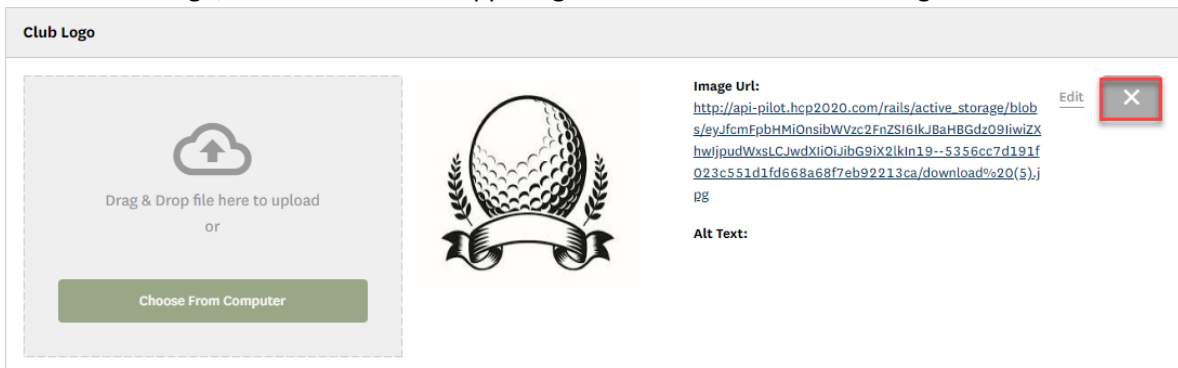
4. You will be presented with a message asking if you wish to continue. Click "Yes" to delete the image.