

CLUB REP GUIDE

Keeping your club page up to date

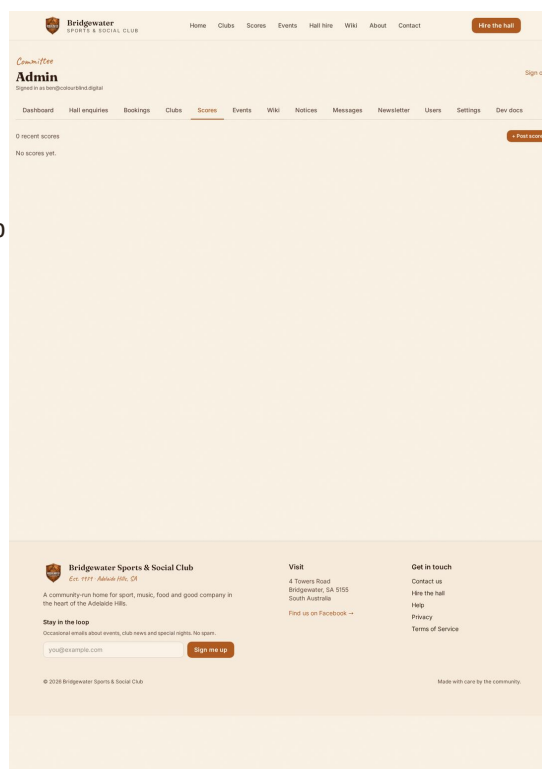
A quick reference for club representatives — signing in, posting scores, and editing your club's page.

Signing in

- Go to bridgewaterssc.org/admin (link in the footer).
- Sign in with the email an admin invited.
- You'll only see the tabs your role allows — Scores and Clubs for club reps.

Posting a match score

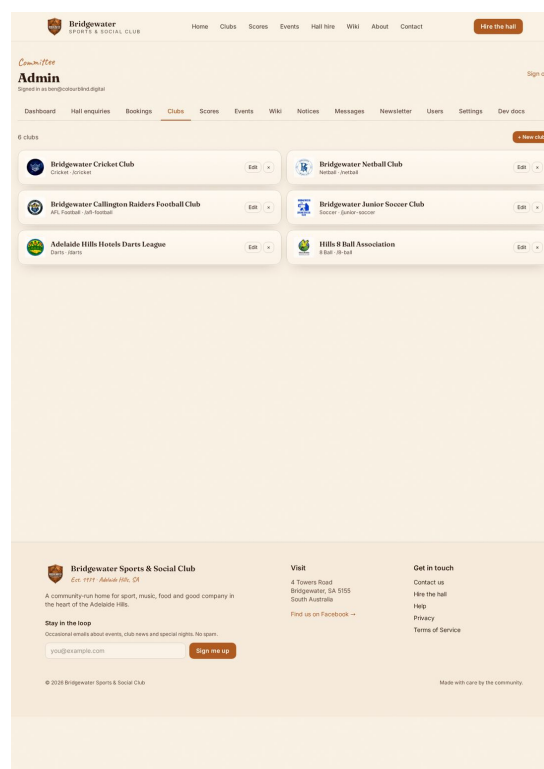
- Scores tab → New score.
- Pick your club, enter the opponent and the score.
- Optional: add a short note (player of the match, weather, etc.).
- Saves immediately to the public Scores page and your club page.



Scores admin

Editing your club page

- Clubs tab → your club.
- Edit the description, contact details, meeting times.
- Upload a cover photo by dragging it onto the image area.
- Public page updates as soon as you save.



Clubs admin

If something goes wrong

- Forgot password — use **Reset password** on the sign-in form.
- Image won't upload — make sure it's a JPG or PNG under 5 MB.
- Anything else — message the committee chair.