



How to add a club DBS ID Verifier



Step 1 – Log in

- ✓ Go to - <https://www.britishtriathlon.org/clubs/club-management/login>
- ✓ Log in to the Club Management System



LOG IN

Login to the Club Management System.

🔍 Club Username (Club Affiliation No: C****)*







Password *

SIGN IN

Forgotten your password?. Reset it here.

Step 2 – Club Details

✓ Click on Edit Details in the Club Details box

<p>CLUB DETAILS</p> <p> Update your club details, club activities and club management details</p> <p>EDIT DETAILS</p>	<p>CLUB ACCREDITATION</p> <p> Check out the amazing benefits you get from being an accredited club.</p> <p>APPLY</p>	<p>CLUB MEMBERS</p> <p> View the current British Triathlon members who have affiliated their membership to your club.</p> <p>VIEW MEMBERS</p>
<p>CLUB AFFILIATION</p> <p> test is unaffiliated for 2021. Click below to affiliate today.</p> <p>PAY NOW</p>	<p>CERTIFICATE & LOGOS</p> <p> View and download your club affiliation and accreditation certificates and logos.</p> <p>VIEW CERTIFICATE & LOGOS</p>	<p>CLUB INVOICE HISTORY</p> <p> View your club's invoice history.</p> <p>VIEW INVOICE HISTORY</p>

Step 3 – Club Profile

- ✓ Scroll down to the Club DBS ID Verifier box
- ✓ Click on the white cross in the Club DBS ID Verifier box

Club Activity	+
Club DBS ID Verifier	+
Club Open Water Activity	+
Direct-Debit Details	+

Step 4 – Add Club DBS ID Verifier

- ✓ Enter the Club DBS ID Verifier details
- ✓ Click Add Verifier. Your club DBS ID verifier must be a committee member, e.g. Welfare Officer or Secretary and have received approval from the club committee/management to take on the role. Clubs are permitted to have more than one DBS ID verifier
- ✓ Club DBS ID Verifier will receive an email notifying them that they have been added by the club to be a DBS ID Verifier and to accept Ts&Cs

Club DBS ID Verifier ✕

Club DBS ID verifiers

NAME	EMAIL	T&CS ACCEPTED	REMOVE
No verifier added			

Add Club DBS ID Verifier

Fill in the details of your club DBS ID verifier. They will be sent a Terms and Conditions confirmation email to accept and become the Club DBS ID verifier. Your club DBS ID verifier must be a committee member, e.g. Welfare Officer or Secretary and have received approval from the clubs committee/management to take on the role. Clubs are permitted to have more than one DBS ID verifier. The club DBS ID verifier will have 30 days to accept your request and click on the link in the email they receive before it expires. Once it has expired you will have to fill in their details again and send another confirmation email to them.

First Name *

Last Name *

Email *

[ADD VERIFIER](#)

Step 5 – Verifier added, changes saved

- ✓ Club DBS ID Verifier successfully added



- ✓ View the Club DBS ID Verifier added

Club DBS ID Verifier



Club DBS ID verifiers

NAME	EMAIL	T&CS ACCEPTED	REMOVE
VERIFIER FIRST NAME VERIFIER LAST NAME	dbs@britishtriathlon.org	Waiting	REMOVE

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Step 6 – Verifier to accept T&Cs

- ✓ Club DBS ID Verifier status will remain as 'Waiting' until they have accepted the Ts&Cs in the email they receive. Whilst their status remains as 'Waiting' they will **not** be able to carry out DBS ID verification

Club DBS ID Verifier



Club DBS ID verifiers

NAME	EMAIL	T&CS ACCEPTED	REMOVE
VERIFIER FIRST NAME VERIFIER LAST NAME	dbs@britishtriathlon.org	Waiting	REMOVE

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Step 7 – Verifier accepted T&Cs

- ✓ Club DBS ID Verifier has accepted Ts&Cs and status is 'Yes – Accepted'. Club DBS ID Verifier is now set up to complete online DBS ID verification for the online system launching in autumn 2021

Club DBS ID Verifier ✕

Club DBS ID verifiers

NAME	EMAIL	T&CS ACCEPTED	REMOVE
VERIFIER FIRST NAME VERIFIER LAST NAME	dbs@britishtriathlon.org	Yes - Accepted	REMOVE

Add Club DBS ID Verifier

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Step 8 – Removing Club DBS ID Verifier

- ✓ To remove a DBS ID Verifier from your club DBS ID Verifier list click on 'Remove'. A club may do this because DBS ID Verifier may have left the club or no longer performs this role for the club
- ✓ Please note: When the DBS ID Verifier has been removed they will no longer be able to complete online DBS ID verification for the club. You should notify DBS ID Verifier they are being removed

Club DBS ID Verifier ✕

Club DBS ID verifiers

NAME	EMAIL	T&CS ACCEPTED	REMOVE
VERIFIER FIRST NAME VERIFIER LAST NAME	dbs@britishtriathlon.org	Yes - Accepted	REMOVE

Add Club DBS ID Verifier

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