

How to add a club DBS ID Verifier





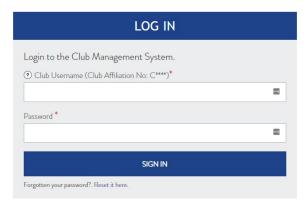




Step 1 - Log in

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





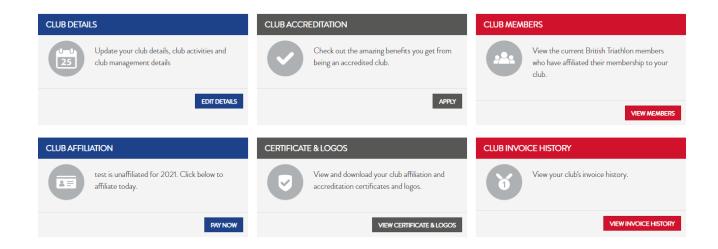






Step 2 – Club Details

✓ Click on Edit Details in the Club Details box

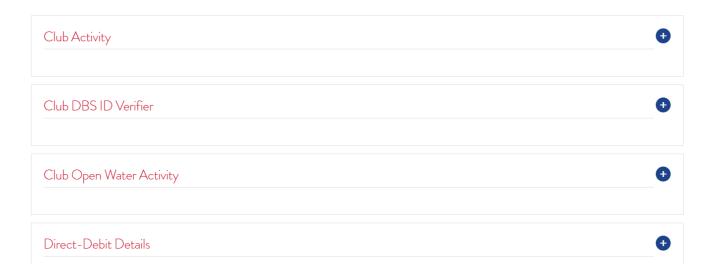






Step 3 – Club Profile

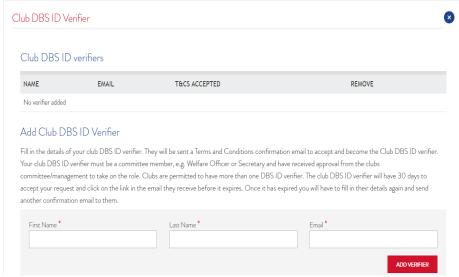
- ✓ Scroll down to the Club DBS ID Verifier box
- ✓ Click on the white cross in the Club DBS ID Verifier box





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









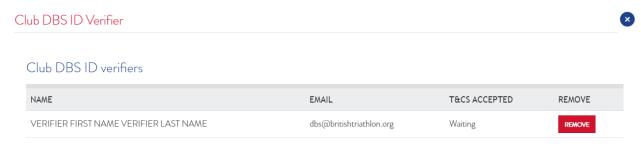


Step 5 – Verifier added, changes saved

✓ Club DBS ID Verifier successfully added



✓ View the Club DBS ID Verifier added



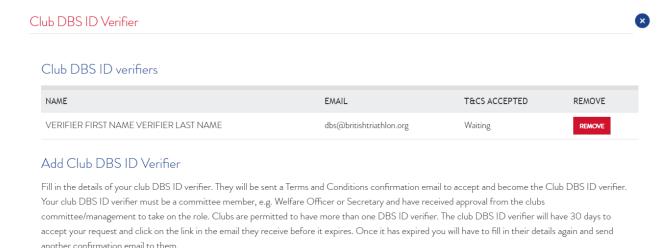
Add Club DBS ID Verifier

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.



Step 6 – Verifier to accept T&Cs

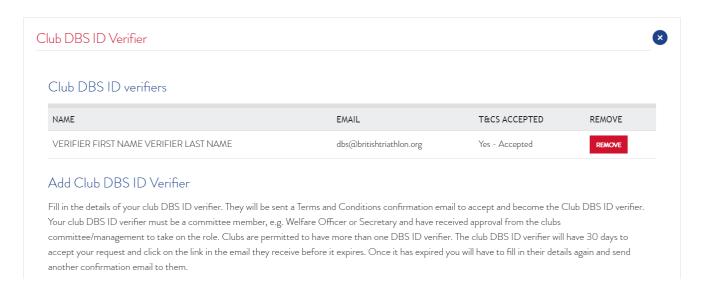
✓ Club DBS ID Verifier status will remain as 'Waiting' until they have accepted the Ts&Cs in the email they receive. Whilst their status remains as 'Waiting' they will **not** be able to carry out DBS ID verification





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







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

