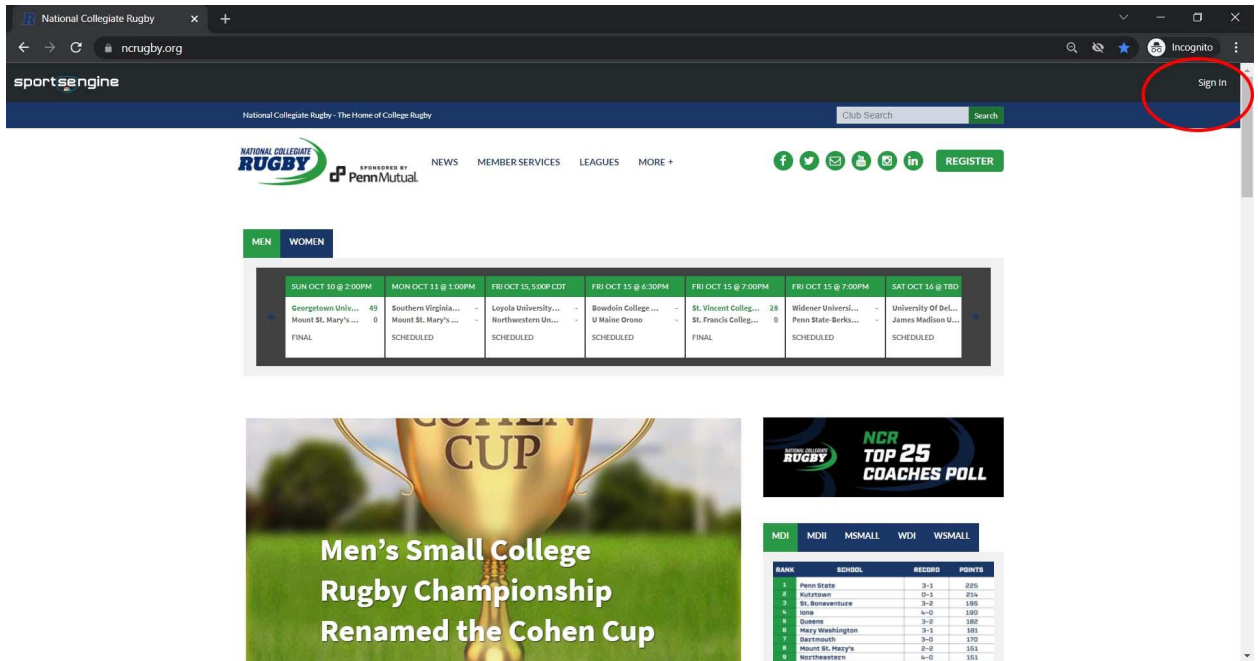
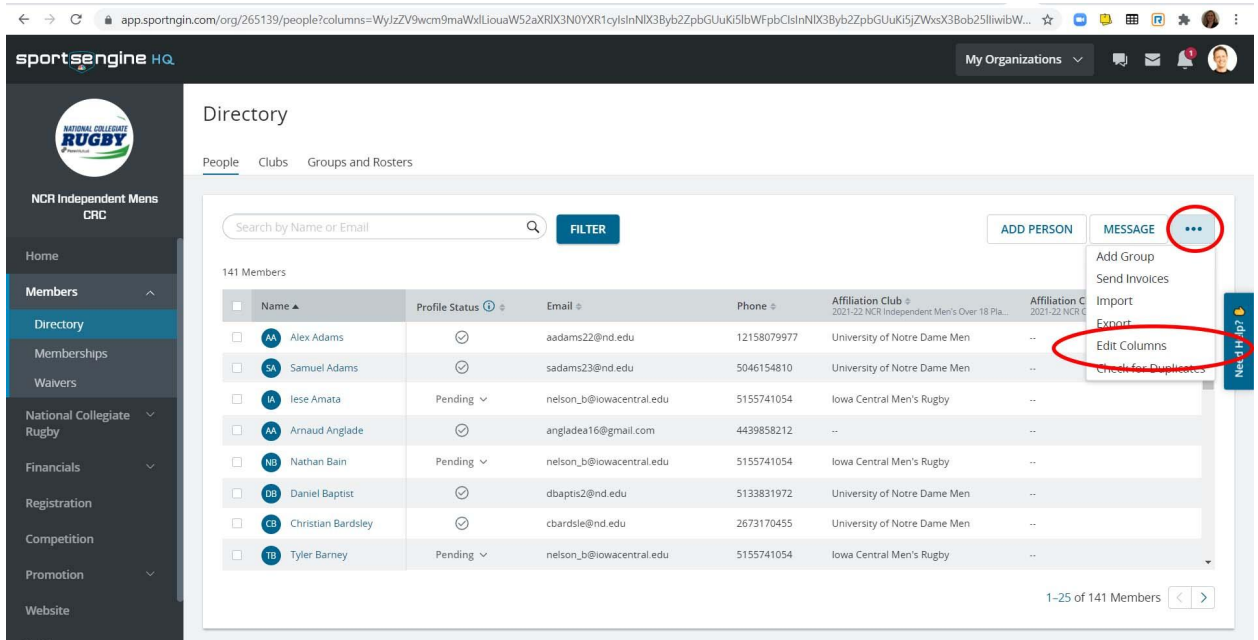


1. Go to ncrugby.org and sign in



2. Once you are signed in, click on **Members** and **Directory** to generate a list of members in your conference.
3. On the next page click on **the three dots** on the right hand side of the page, then select **Edit Columns**



4. On the next page, go to the **Sports Engine profile** drop down select **Membership**

The screenshot shows the SportsEngine HQ interface. On the left is a navigation menu for 'NCR Independent Mens CRC'. The main area is titled 'Directory'. A dropdown menu is open, showing 'SportsEngine Profile' selected, with 'Membership' highlighted. Below this is a list of fields to be added to a profile, each with an 'Add' button: 'Additional Phone', 'Address 1', 'Address 2', 'City', 'Country', 'Country of Birth', and 'Date Of Birth'. To the right, a 'Shown Columns' panel lists fields already added to the profile, each with a 'Remove' button: 'Name', 'Profile Status', 'Email', 'Phone', and two 'Affiliation Club' entries. A 'DONE' button is located at the bottom right of the main content area.

5. Under the **Choose Source** drop down, select **Over 18 Player Membership**.

The screenshot shows the SportsEngine HQ interface. The 'Membership' dropdown is open, and the 'Choose Source' dropdown is also open, showing a list of membership options. The option '2021-22 NCR Independent Men's Over 18 Player Membership' is highlighted. The 'Shown Columns' panel on the right is visible, showing the same fields as in the previous screenshot. A 'DONE' button is located at the bottom right of the main content area.

6. Next to the **Affiliation Club** select (+) and then select **DONE**.

The screenshot shows the SportsEngine HQ interface for the NCR Independent Mens CRC organization. The main content area is titled 'Directory' and shows a list of columns for customization. The columns are:

- Activation Date (2021-22 NCR Independent Men's Over 18 Player Members...)
- Affiliation Club ID (2021-22 NCR Independent Men's Over 18 Player Members...)
- Affiliation Conference (2021-22 NCR Independent Men's Over 18 Player Members...)
- Affiliation Conference ID (2021-22 NCR Independent Men's Over 18 Player Members...)
- Expiration Date (2021-22 NCR Independent Men's Over 18 Player Members...)
- Membership ID (2021-22 NCR Independent Men's Over 18 Player Members...)
- Membership Received (2021-22 NCR Independent Men's Over 18 Player Members...)

Each column has an 'Add' button. To the right, the 'Shown Columns' panel displays the following columns in order:

- Name
- Profile Status (SportsEngine Profile)
- Email (SportsEngine Profile)
- Phone (SportsEngine Profile)
- Affiliation Club (2021-22 NCR Independent Men's Over 18 PL...)
- Affiliation Club (2021-22 NCR Coach Membership)

A 'DONE' button is located at the bottom right of the interface.

7. The next screen will give you all players who are affiliated to your conference and the club they are affiliated to. You can export the list to see how many are affiliated to each club.