



## How do I log in to ClubFlow?

You can log in to Clubflow to see your account by going to <https://clubflow.io> and then clicking on the **login** button at the top right of the page - on a mobile phone you would just click the **menu** button and then **member area** to go to the login page.

## I forgot my password, how can I get a new password?

If you have forgotten your password or just want to setup a new password on the login page <https://clubflow.io/login> click on the blue **forgot password** link which is above the Login button. (See below)

The image shows a screenshot of the ClubFlow login page. The page has a white background with a light gray border. At the top center, the word 'Login' is written in a bold, black font. Below this, there are two input fields. The first field is labeled 'Email\*' and has a small blue icon of a person on the right side. Below the field, the text '\*Required' is written in a small, gray font. The second field is labeled 'Password\*' and also has the same blue icon on the right. Below this field, the text '\*Required' is written in a small, gray font. Below the password field, there is a blue link that says 'Forgot password?'. At the bottom center of the form, there is a blue button with the word 'Login' written in white. At the very bottom of the form, there is a line of red text that says 'Don't have an account? Contact your club administrator for an email invite.'



This will bring you to a new page where you can enter your email address.

## Forgot Password?

\*Required

[Confirm](#)

You will then receive an email with the subject **Password Reset** asking you to click on a link and then enter a new password on the page that is displayed. This new password will then allow you to login along with your email.

## How can I pay any outstanding payment request from my club?

To pay for any outstanding payment requests which you may have been emailed about by your club. First log in.

Then on your member homepage just scroll down to the **Payment Requests Outstanding** section where you can see any outstanding payment requests. (See below)

### Payment Requests Outstanding

Total Outstanding: €10

[Pay For Payment Request/s](#)

Joe Bloggs

Cork Head 2023 - €10  
March 18, 2023

Then click on the **pay for payment request** button to open up the card payment page. There you can enter your payment details and the amount will be then debited from your credit or debit card.

If the payment request you are being charged for is incorrect please contact a club administrator to update this for you.

# Lee Rowing Club

Club Flow Guide V1 (14/06/2023)



## How can I logout of Clubflow?

To logout of Clubflow simply click on the logout button on the top left of your screen (while you are logged in). For security reasons you will be automatically logged out after 60 minutes in case you forget to log out.

## Where is my club's online shop?

To access your clubs online shop simply log in and then click the club shop button at the top of the webpage. You will then be able to see the items that your club has available for purchase.