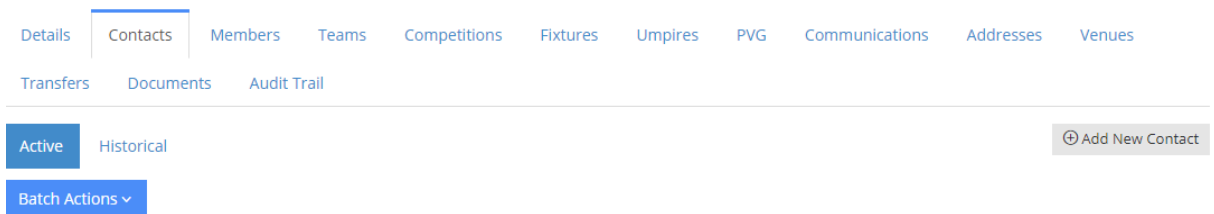


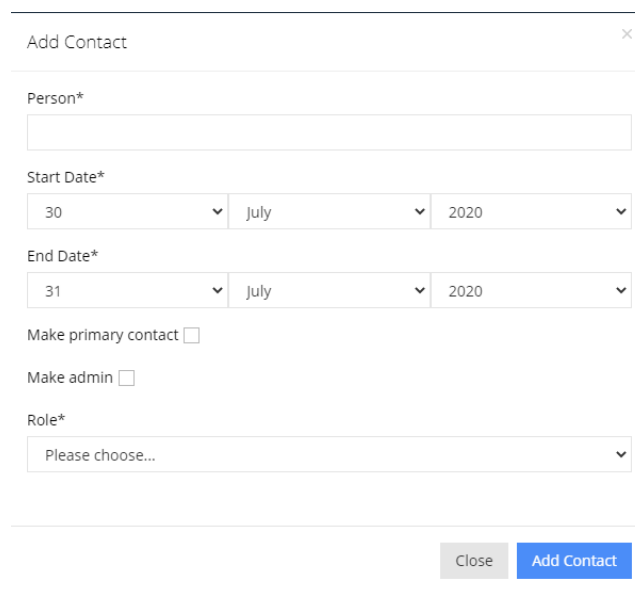
Scottish Hockey CORE Database – Trustee Setup

To enable correct communications around AGM's and voting, each club must provide their list of trustees by following the below steps

1. **Club Admin** logs in to **CORE** as usual
2. Click on the **contacts** tab and on the right you will see the **add new contact** button



3. Click the **add new contact** button and you will see the box as shown below

A screenshot of the 'Add Contact' form. The form is titled 'Add Contact' and has a close button in the top right corner. It contains several fields: 'Person*' is a text input field; 'Start Date*' is a date picker showing '30', 'July', and '2020'; 'End Date*' is a date picker showing '31', 'July', and '2020'; 'Make primary contact' is a checkbox; 'Make admin' is a checkbox; 'Role*' is a dropdown menu with 'Please choose...' selected. At the bottom right, there are 'Close' and 'Add Contact' buttons.

4. In the **Person** field start typing the name of the club member and they will show, then click **Save**
5. In the **Role** field, select **Trustee 1**
6. Repeat points **3-5** for **Trustee 2** and **Trustee 3** where applicable