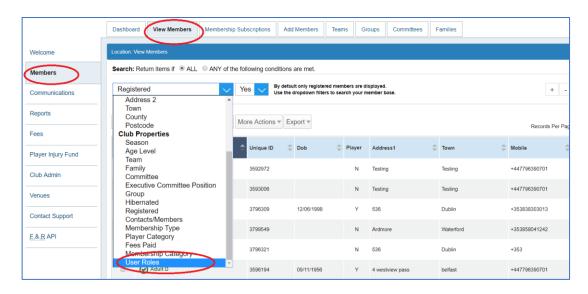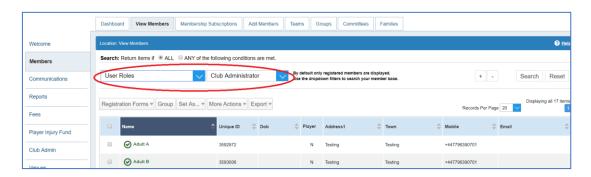**Process to verify Club Admin access to the Servasport (membership) system in your club**

1. Logon the Servasport system by vising http://people.gaa.ie and entering your username and password

2. Go to the Members section and select the View members tab. On the Search options select the 'User Roles' option
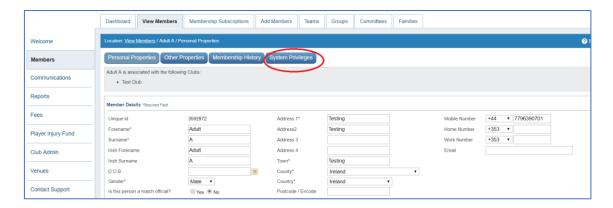

3. Set the User Roles = Club Administrator and hit search

4. This returns all of the club admins for your club.

5. If any of the individuals listed no longer requires access to the system, click on the relevant member and select the System Privileges tab

6. Privileges can be revoked by setting the User Level to None and click Submit