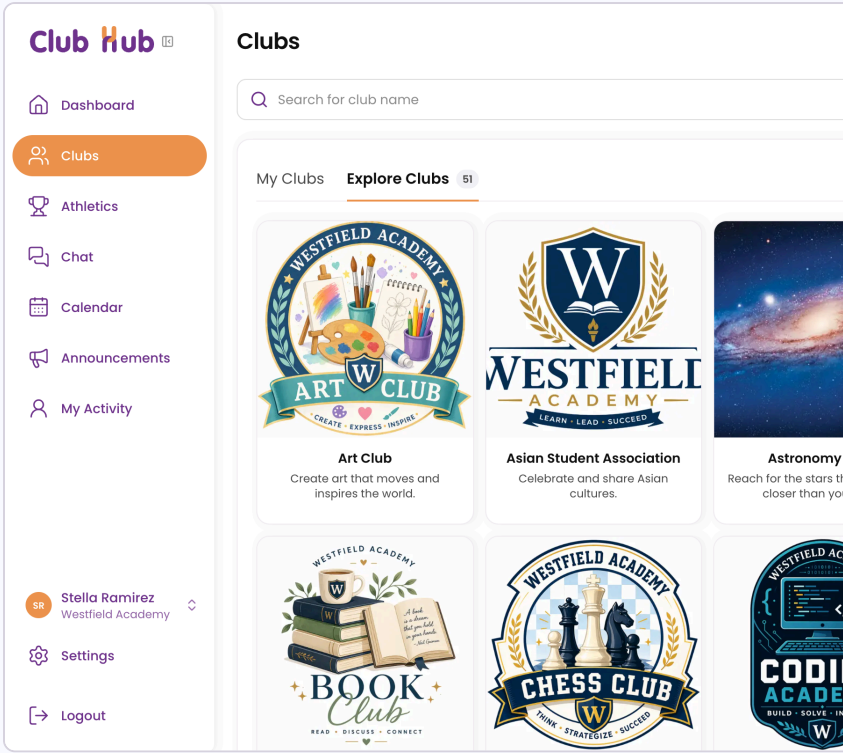
Club Hub

CLUB LEADER GUIDE

Getting Set Up on Club Hub

Everything you need to create your club and welcome your first members.



Why Club Hub Exists

Club Hub was built to support club leaders. Running a club should be about the club, not the paperwork.

FOR CLUB LEADERS

- Attract members
- Communicate
- Take attendance
- Automated reminders
- Track the roster
- Schedule events
- Share events with students
- Create group chats

FOR ADMINISTRATORS

- Get every student involved in clubs
- Make clubs more active
- Support club leaders
- Club continuity: renewing clubs and graduating seniors
- Budgets
- Feedback
- College counselor and advisor access

Four Steps to Get Started

01



Create your account

Sign in with your school Google or Microsoft account, or an email code.

02



Complete your profile

One page: name, school, role, graduation year, and interests.

03



Create your club

A three-step form, then approval from your school.

04



Run your club

Invite members, post announcements, schedule events.

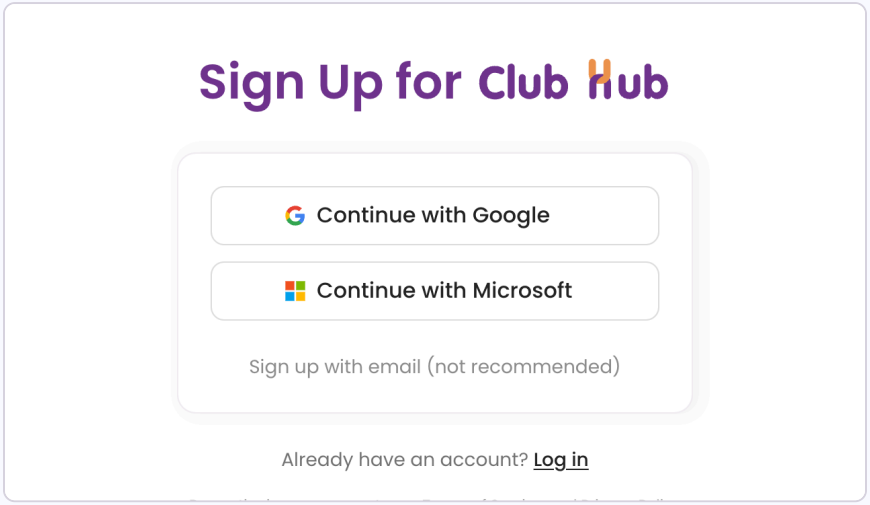
01

Create Your Account

About two minutes

STEP 01 · CREATE YOUR ACCOUNT

Sign Up With Your School Email



Scan to sign up, or go to

clubhub.co

1. Click **Sign Up** on the Club Hub homepage.
2. Choose **Continue with Google** or **Continue with Microsoft**.
3. Pick your school account, not a personal one. Or use **Sign up with email** for a six-digit code.

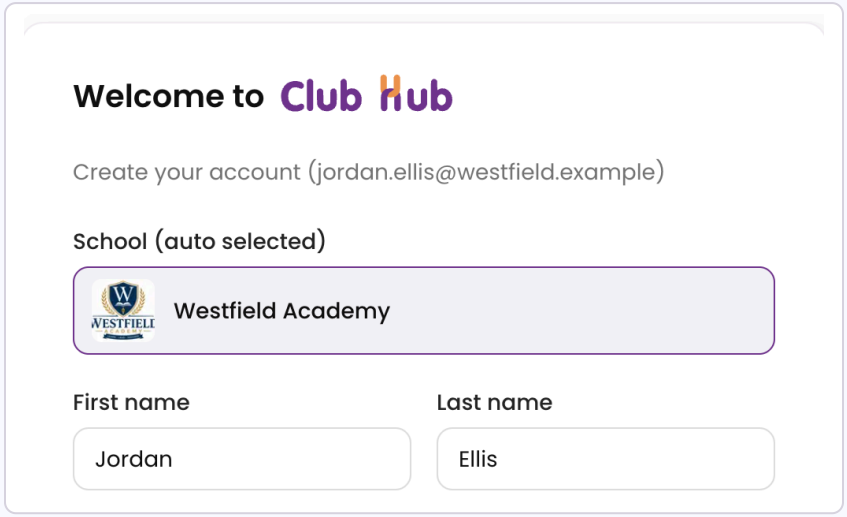
02

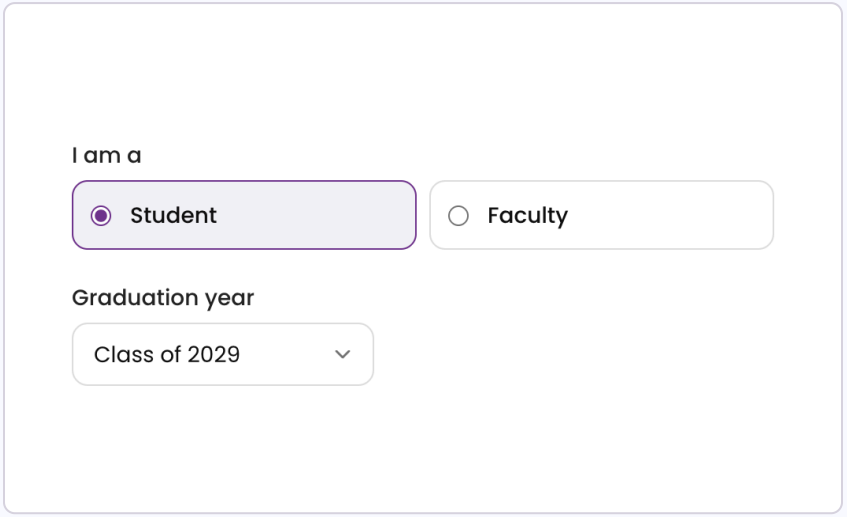
Complete Your Profile

One short page

STEP 02 · COMPLETE YOUR PROFILE

Your Name, School, and Role



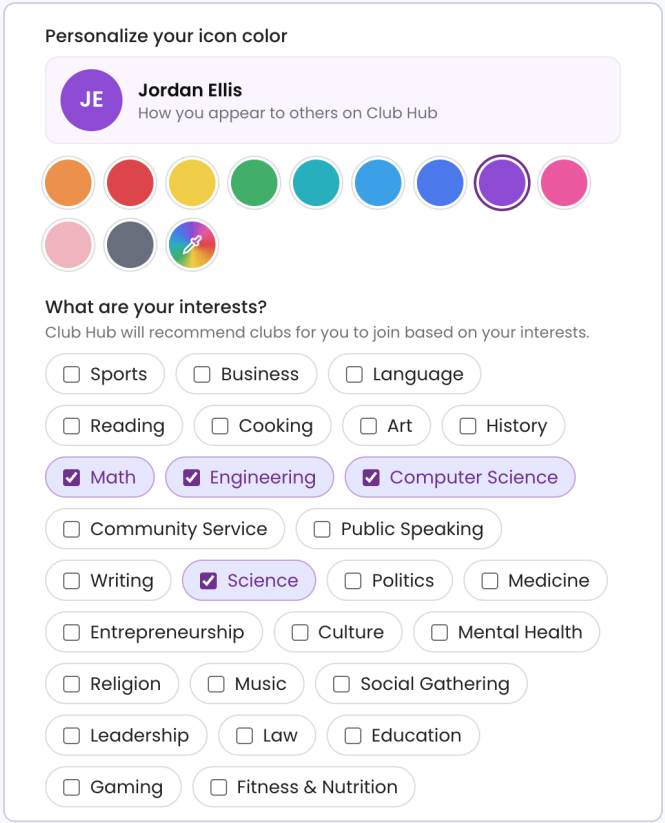


1. Your school is filled in from your school email. If it isn't, search for your school and select it.
2. Check your first and last name as they appear on the school roster.
3. Choose **Student** and your graduation year.

STEP 02 · COMPLETE YOUR PROFILE

Your Interests

1. Pick an icon color and select any interests that describe you.
2. Club Hub uses these to recommend clubs to students, including yours.
3. Add a parent email if your school asks for one, then click **Continue**.



03

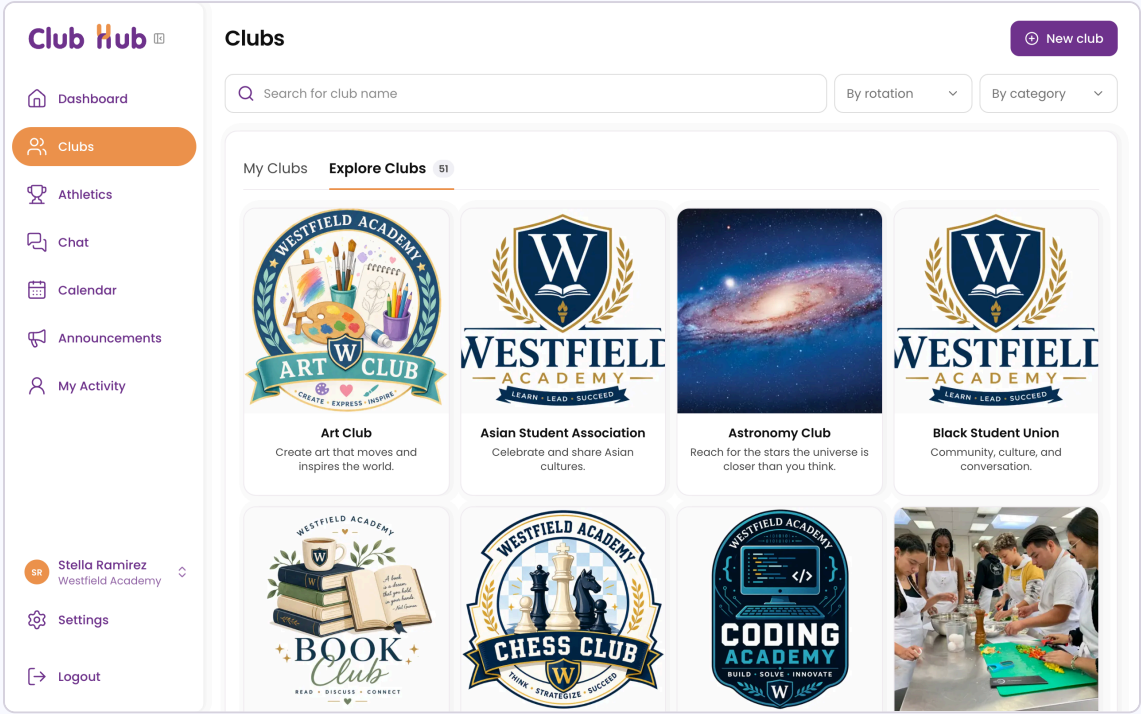
Create Your Club

A three-step form, about ten minutes

STEP 03 · CREATE YOUR CLUB

The New Club Button

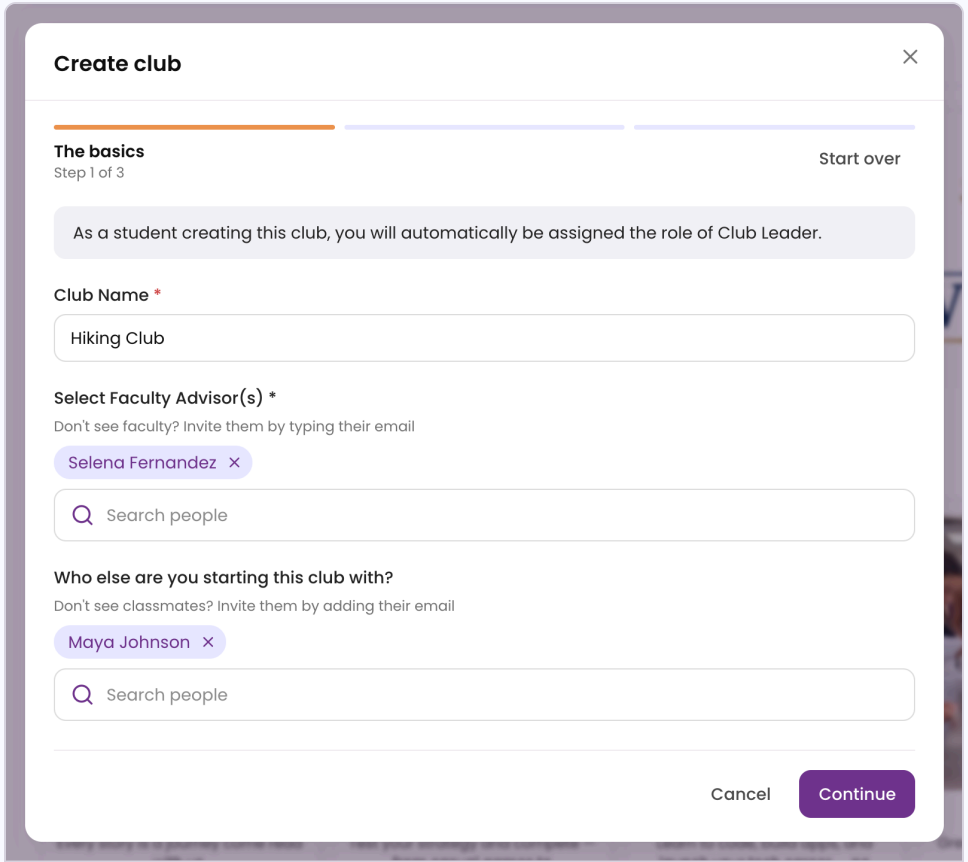
1. Open **Clubs** from the left menu.
2. Check **Explore Clubs** first. If your club already exists, ask your advisor to add you as a leader.
3. Otherwise, click **New club** in the top right.



STEP 03 · CREATE YOUR CLUB

Step 1 of 3 — The Basics

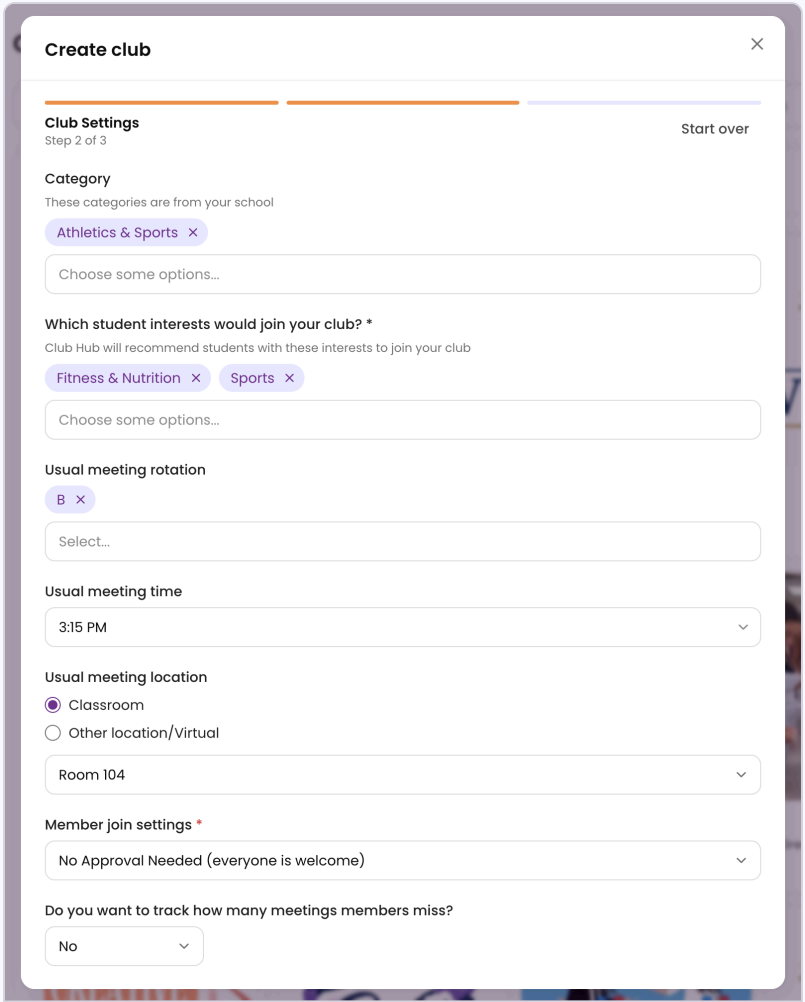
1. Club name, and whether it existed at your school before if your school asks.
2. Select your faculty advisor. Type a name, or an email to invite them.
3. Add co-leaders. You are assigned Club Leader automatically.



STEP 03 · CREATE YOUR CLUB

Step 2 of 3 — Club Settings

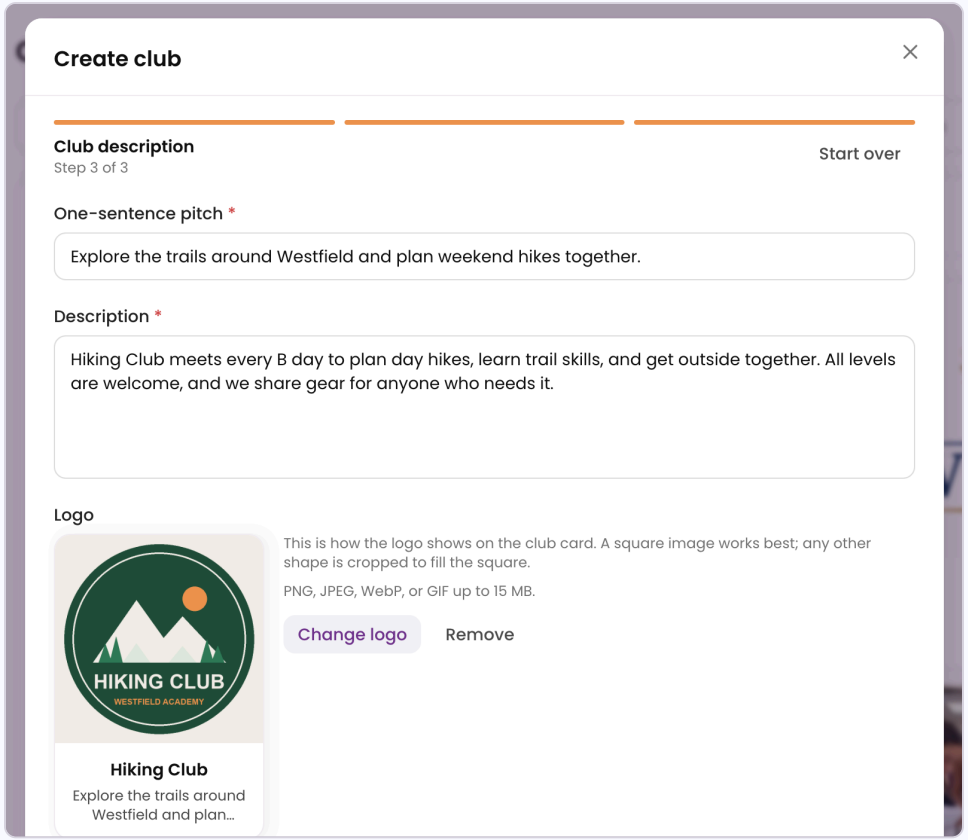
1. Category comes from your school's list.
2. Student interests decide who Club Hub recommends your club to.
3. Usual meeting day or rotation, time, and room, plus whether joining needs approval.



STEP 03 · CREATE YOUR CLUB

Step 3 of 3 — Description and Logo

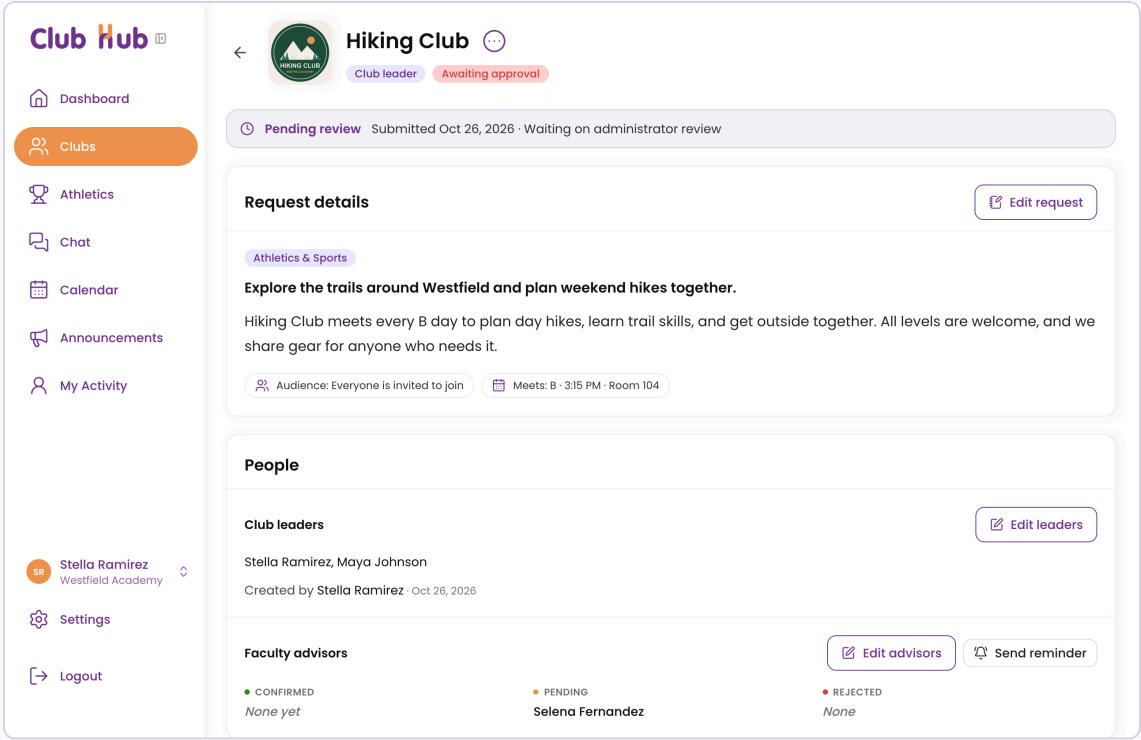
1. One-sentence pitch. It appears on your card in the Clubs directory.
2. Description: what you do, who should join, what to expect.
3. Upload a square logo and answer any questions your school adds, then click **Create Club!**



STEP 03 · CREATE YOUR CLUB

Approval From Your School

1. Your club shows as **Pending review** until an administrator approves it.
2. If your school asks faculty advisors to confirm, their status is shown here. **Send reminder** nudges them.
3. Use **Edit request** to change anything while you wait.



04

Run Your Club

Members, events, and announcements

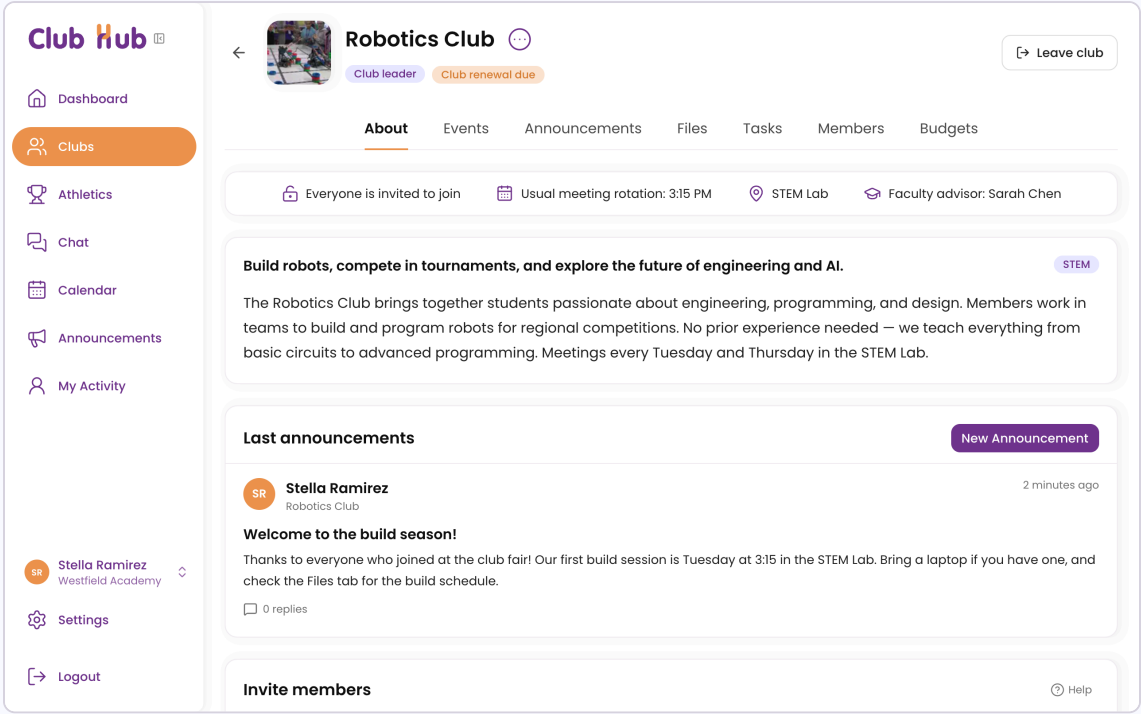
STEP 04 · RUN YOUR CLUB

Your Club Page

1. Tabs: About, Events, Announcements, Files, and Members, plus Tasks and Budgets when they are on.

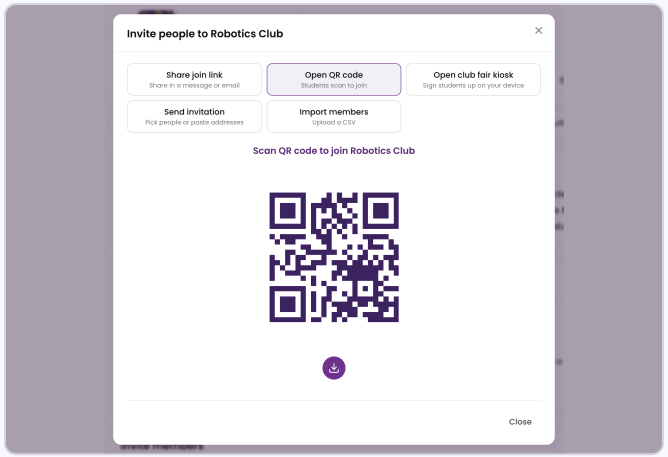
2. Invite members from the **Invite members** panel, or from the ⋯ menu next to your club's name.

3. **New Announcement** and **New Event** buttons live here too.

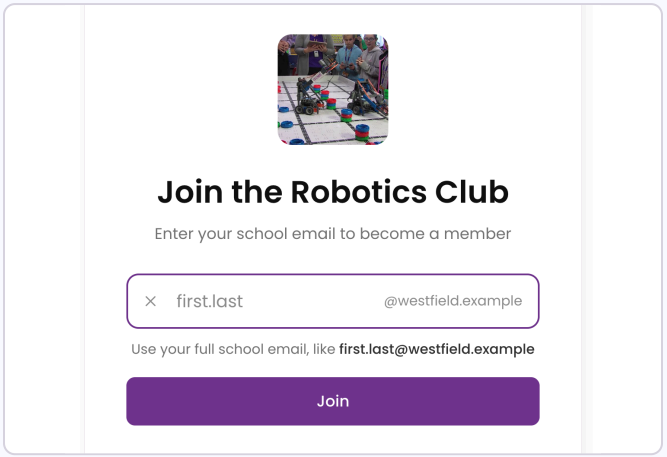


STEP 04 · RUN YOUR CLUB

Three Ways to Invite Members







Club fair QR code

Download QR code gives a page to print and post. Students scan to join.

Join link

Share join link, then paste it in a message or email.

Club fair kiosk

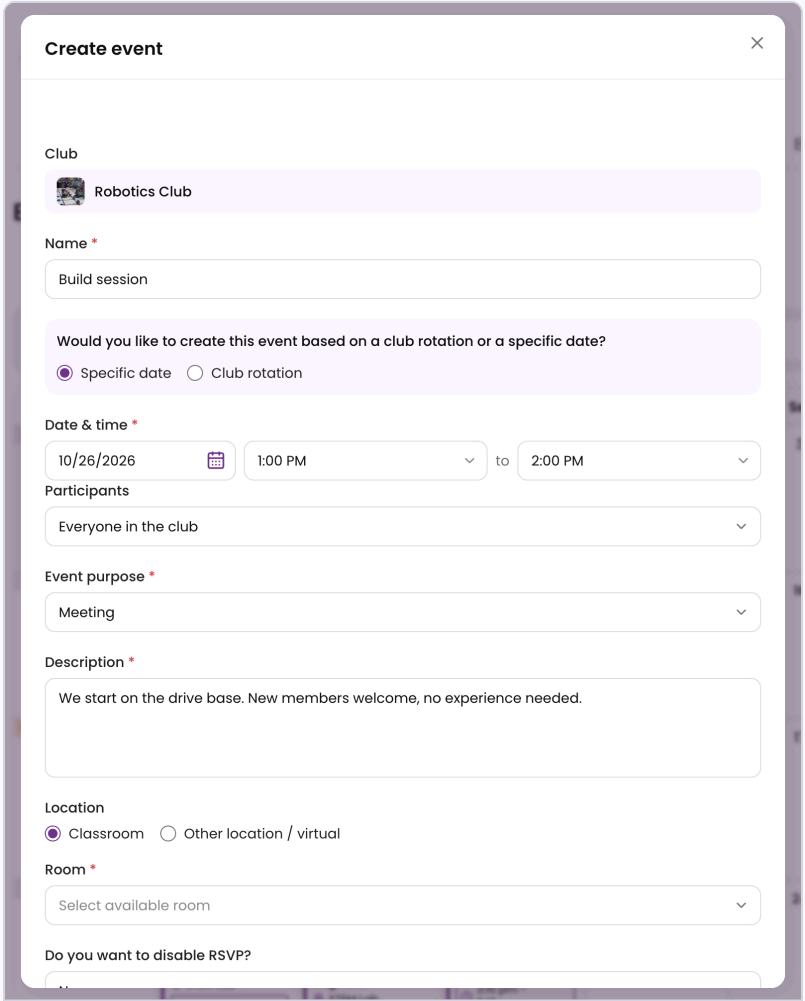
Open it on a tablet at your table. Students type their school email and tap Join.

All three are under **Invite members** on your club page. **Send invitation** also emails anyone you pick at your school.

STEP 04 · RUN YOUR CLUB

Your First Event

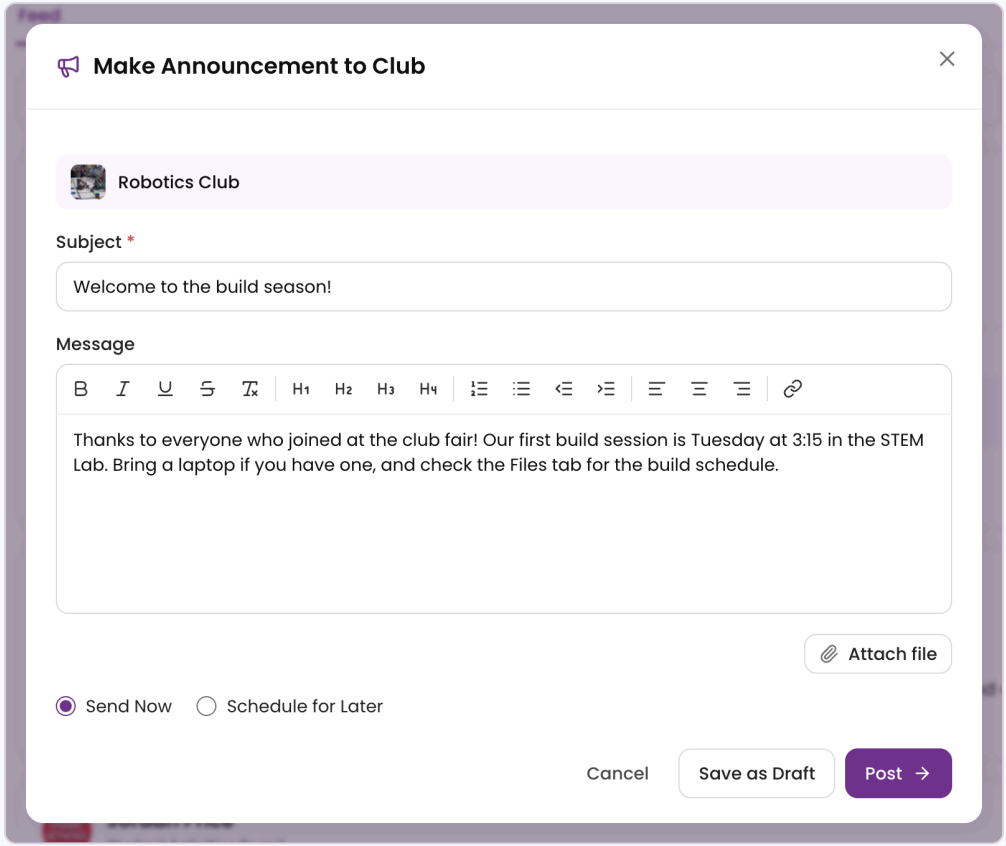
1. Click **New event** on your club's Events tab or on Calendar, or **New Event** on your club page.
2. Set the name, date, time, and purpose: Meeting, Competition, Trip, Presentation, and more.
3. Choose an available room. RSVPs are on unless you disable them, and an event can repeat.



STEP 04 · RUN YOUR CLUB

Your First Announcement

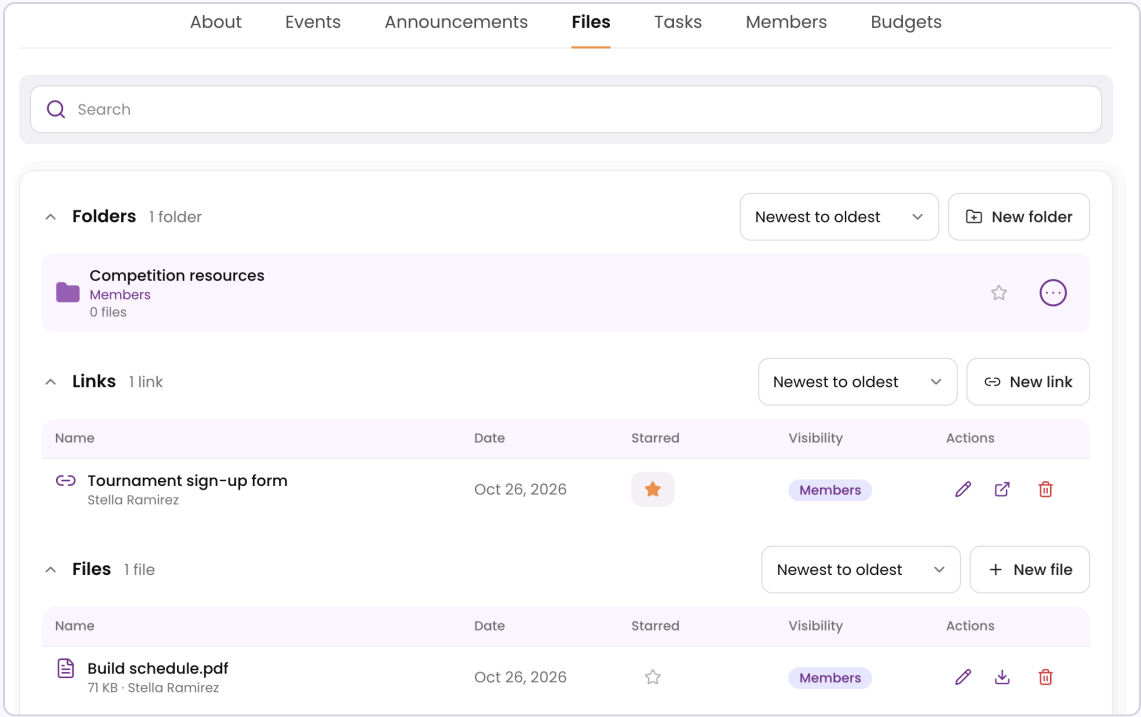
1. Open **Announcements** in the left rail and click **New announcement**.
2. Select your club, add a subject and message, and attach files if needed.
3. **Send Now** or **Schedule for Later**, then **Post**. Every member is notified.



STEP 04 · RUN YOUR CLUB

Files, Links, and Folders

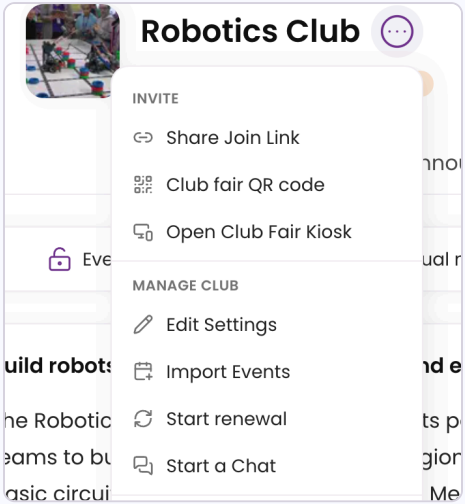
1. **New folder** groups files and sets who can see them: members or club leaders only.
2. **New link** adds Google Docs, Forms, or any URL your members need.
3. **New file** uploads a document. Star the ones members should find first.

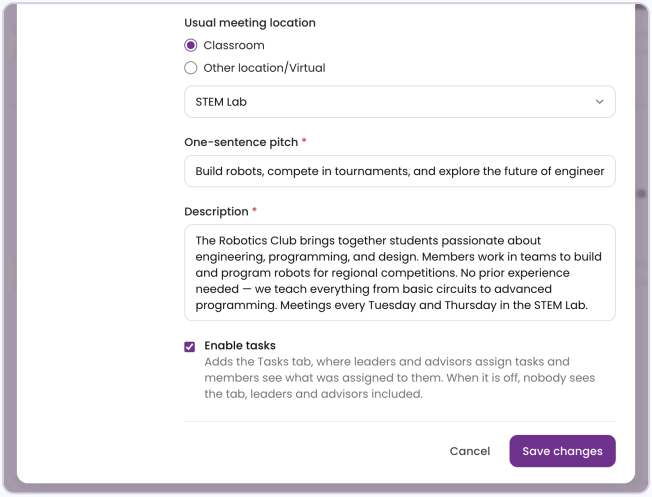


STEP 04 · RUN YOUR CLUB

Turn On Tasks

1. Tasks are off by default. Open the ⋯ menu next to your club name and choose **Edit Settings**.
2. Under Club information, select **Enable tasks**.
3. Click **Save changes**. A Tasks tab now appears on your club page.





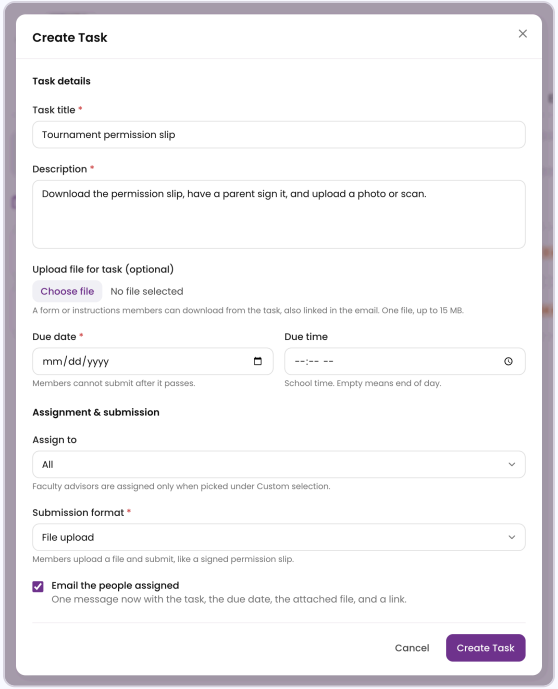
STEP 04 · RUN YOUR CLUB

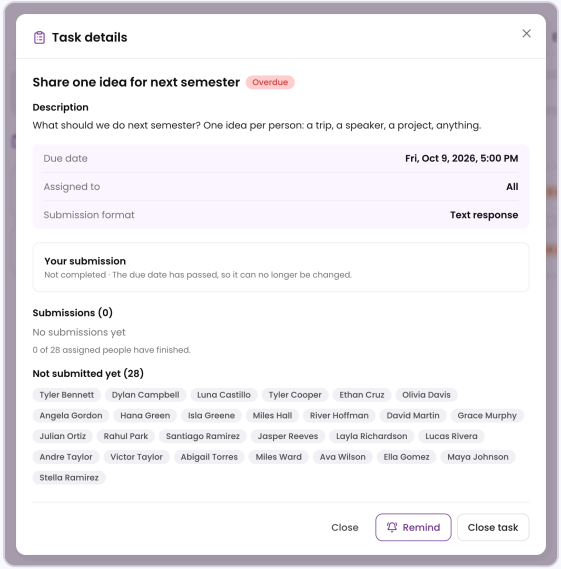
Create and Review Tasks

1. Use tasks to collect waivers, submitted work, feedback, or information from members.

2. Click **New task**: a title, description, optional file, due date, who it's assigned to, and the format (Checkbox only, Text response, or File upload).

3. Open a task to review submissions and send a **Remind** to anyone who hasn't turned it in.



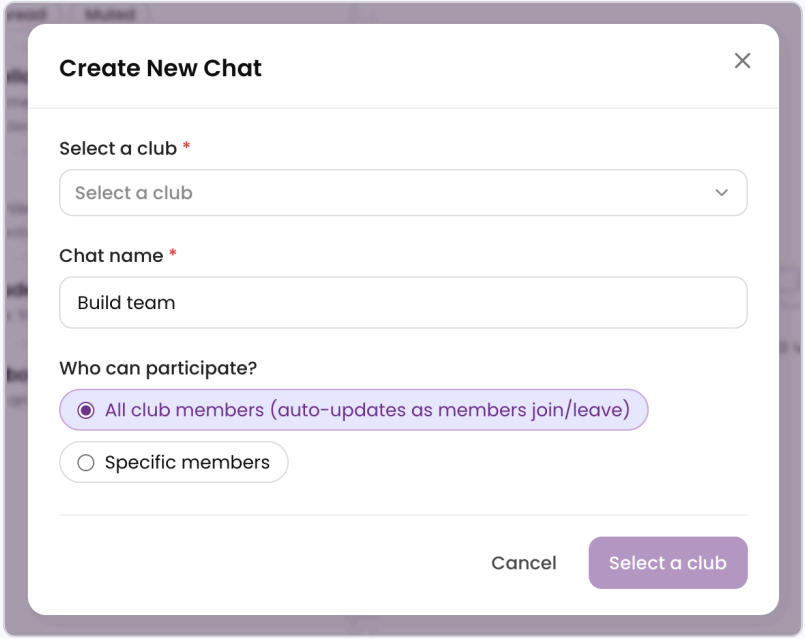


STEP 04 · RUN YOUR CLUB

Schools that have turned on chat

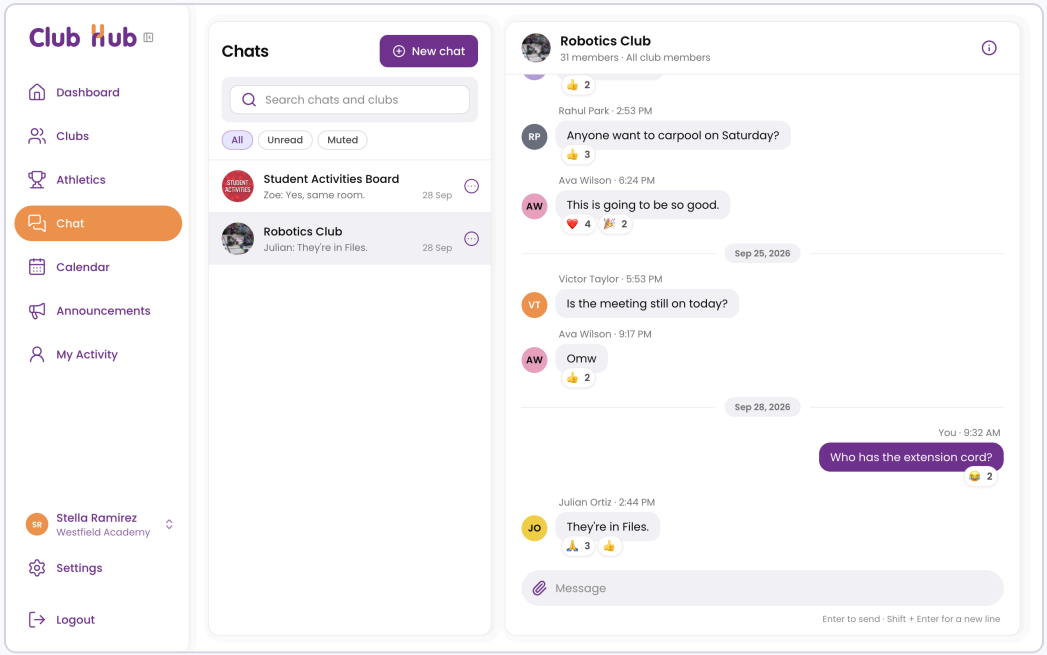
Create a Group Chat

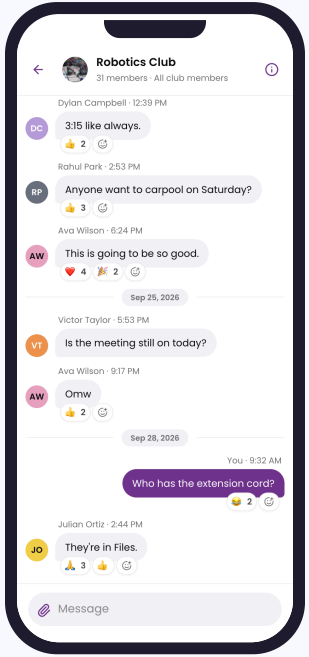
1. Open **Chat** and click **New chat**. Select your club and name the chat.
2. **All club members** adds and removes people automatically as the roster changes. **Specific members** makes a custom group, like just the club leaders.
3. Every chat includes at least one of your faculty advisors, and administrators can view every chat.



STEP 04 · RUN YOUR CLUB

Chats Reach Members Where They Are





Members see unread messages in Club Hub and get mobile app notifications.

Pin a chat from its ··· menu (swipe on a phone) to keep it at the top of your list.

Mute a chat to stop notifications without leaving it.

STEP 04 · RUN YOUR CLUB

Download the Mobile App

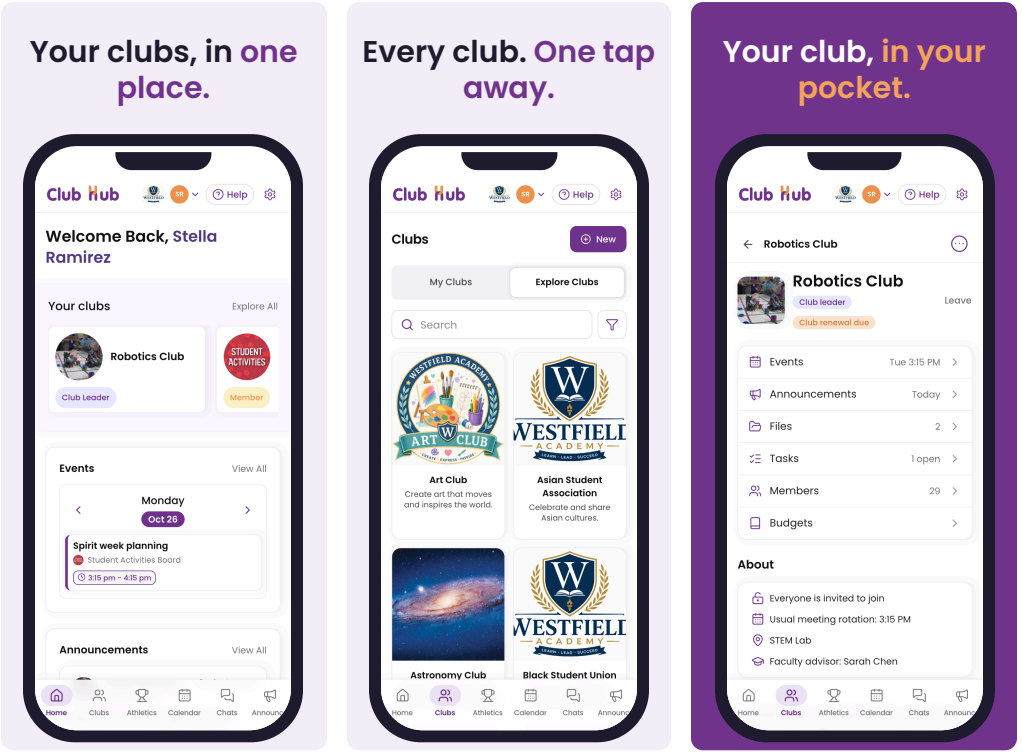
- Quick access to your clubs, meetings, and events from your pocket.
- Notifications for announcements, reminders, and group chat messages.

Scan or visit

clubhub.co/app

App Store

Google Play



Setup Checklist

- Account created with your school email
- Profile completed: name, school, year, interests
- Pitch, description, and logo added
- Club created with an advisor and co-leaders
- QR code downloaded and printed for the club fair
- First meeting scheduled and announced

Questions? Use the chat bubble in the bottom-right corner of Club Hub on a computer, or the **Help** button at the top of the app on a phone, to reach the support team.

Club Hub