



How to make a club email address

1

You first start off by creating a new Gmail address. Details for how to do this can be found [here](#).

2

Alternatively, if you already have a Gmail account that you don't really use anymore and want to repurpose it for your club, then you can change the name of the email address [here](#).

3

Once you have done that, you can start adding people. You can find all the steps on how to do that [here](#). The instructions are under the 'add delegate' section.

4

You're done! Make sure you share this with the Community team at the Association so that they can upload this for you onto your club page on the Association website.

Contact the Community team at the Association

