

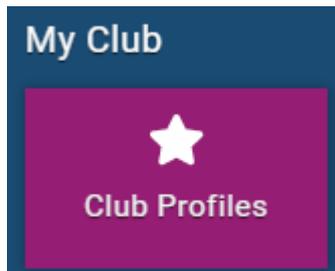
Mountaineering Scotland Members Portal

Quick reference guide to Secure PVG Record Keeping

1. Introduction

The purpose of this document is to provide Club Officials with a guide to processing PVG Credentials within their club's Mountaineering Scotland membership on the Members Portal. As a Club Official you have access to details of your club and of members of your Club. Any questions, please get in touch on 01738 493 943 or membership@mountaineering.scot

Access your club information by clicking the Club Profiles tile

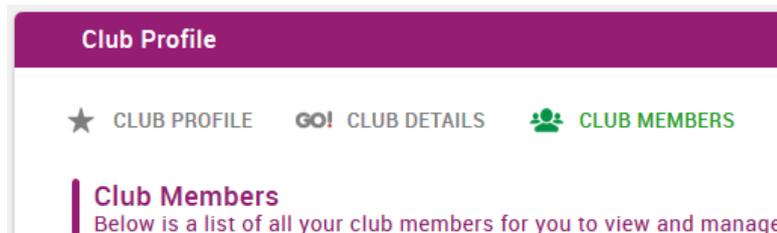


Click Menu (at the top left) then scroll down to view this tile.

1. [Introduction](#)
2. [To view and update members of your Club](#)
3. [To view and update members of your Club](#)
4. [To cancel or expire a PVG on a members profile](#)
5. [To find a list of your members within your club with PVG Credentials](#)

1. To view and update members of your Club

To **view and update members** of your Club click **CLUB MEMBERS**

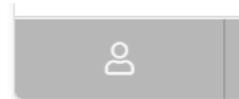


You can change from grid to list view



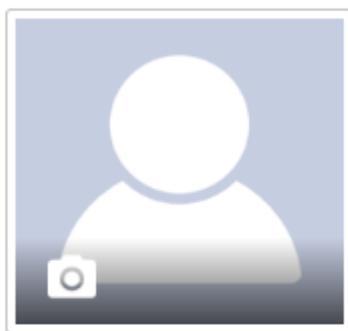
2. To add PVG credentials to member's profile

You can also Search for a particular member.



Click on the person symbol to view and edit the member's details.

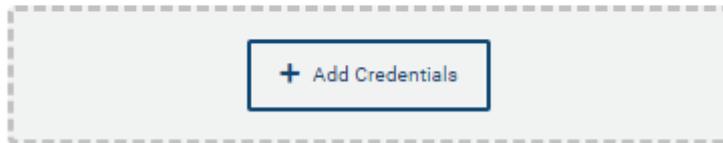
And you will see the screen below;



Click 'Credentials', '+ Add Credentials'

Credentials

Below is a list of all your active, pending and expired



Select 'PVG' from the list or type 'PVG' in the search bar and click on the



Select a credential type

Credential Category

PVG



Enter the 'Start Date' this is the date the PVG was accepted, then click

Setup credential

Save



PVG

Active

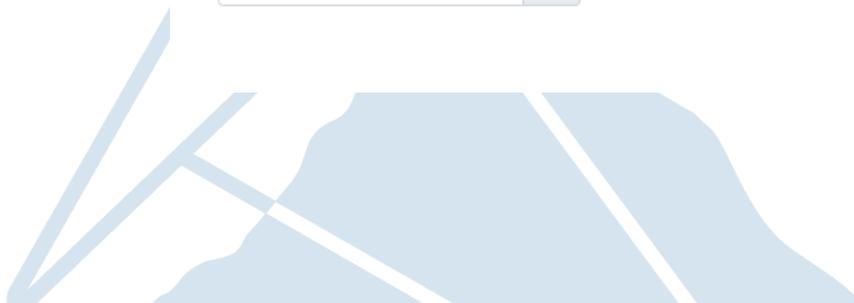
OVERVIEW NOTES

Confirmation of PVG Scheme registration through club

CR002278

Start date

19/05/2024



Setup credential Save

PVG Active

OVERVIEW NOTES

+ Add New Note

Karen McVeigh ▼
22 May 2024 at 4:45 pm

PVG Membership Number:
Disclosure Number:
Name:
Date of Birth:
Date of Issue:

Cancel Save Save & Email

You must then record the following information from the PVG as a 'note' as shown above;

- **PVG Membership Number:**
- **Disclosure Number:**
- **Name:**
- **Date of Birth:**
- **Date of Issue:**

3. To cancel or expire a PVG on a member's profile

*****Please note this does not cancel or expire the PVG with Disclosure Scotland this is only in reference to who in your club holds a PVG. To cancel your PVG with Disclosure Scotland, please go to: <https://www.mygov.scot/manage-pvg/leave> *****

To cancel or expire a credential from a member's profile, click on the 3 dots at the top right-hand corner and select 'expire' or 'cancel'

Setup credential Save

PVG

OVERVIEW NOTES

+ Add New Note

Expire

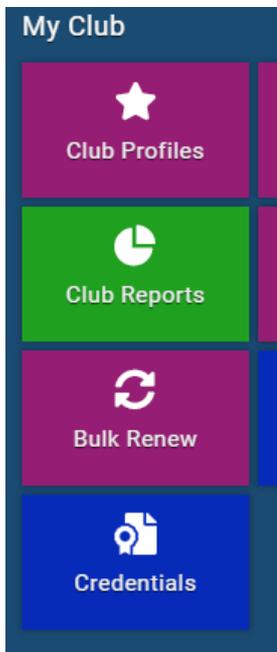
Cancel

Send for Approval

Send Email

4. To find a list of your members within your club with PVG Credentials

Select 'Credentials' from the main menu



This will give you a list of members that hold credentials in your club (ensure you have selected the correct club and if you are a member of multiple clubs.) select '**member credentials**' and not '**club credentials**.'

You can use the filter boxes at the top to filter by '**credential status**' and '**credentials category**' or by a particular member's name.

The screenshot shows the 'Credentials' page for 'MCofS Test Climbing Wall'. It has tabs for 'Member Credentials', 'Club Credentials', and 'Awaiting Approval'. Below the tabs are filter boxes for 'Credential Status' (set to 'All') and 'Credential Category' (set to 'All'), along with a search box. A table lists two credentials:

Reference	Credential Name	Credential Category	Start Date	Expiry Date	Owner ID	Owner Name	Status	
CR002278	PVG	CWP and PVG	19/05/2024	31/12/2199	ME690092	Karen McVeigh	Active	 
CR001229	Mountaineering Scotland Staff	Others	15/09/2022	31/12/2199	ME690092	Karen McVeigh	Active	 

At the bottom, there are navigation controls: 'Page: 1 of 1' and 'Displaying 1-2 of 2'.

You can view the credential here by clicking on the note icon 