



# My Clubs Training Guide

## Overview & Quick Steps

This Training Guide provides the steps to view information pertaining to a club on the **My Clubs** page if you are a Club Officer, Regional Director or in a Custom Role.

Each role has different permissions which are detailed within this Training Guide.

The President, Vice President Secretary and/or Treasurer must have a current CKC membership.

CKC membership numbers and/or the e-mail address on file with the CKC are required to make changes.

All updates must reflect the club's current executive. If updates are made on this page, the paper form is not required.

## Quick Steps

1

How To  
Log In

2

Navigating  
The My  
Clubs

3

About

4

Officers

5

Priority  
Dates

6

Approved  
Event  
Types



# Steps In Detail

## 1. How To Log In

The screenshot shows the 'members.ckc.ca' website. The main header includes the CKC logo, 'Member Portal', and navigation links like 'Home', 'My CKC', 'Events', 'About', 'Resources', and 'News'. A large banner reads 'RENEW YOUR MEMBERSHIP FOR 2025'. A dropdown menu is open under 'My CKC', with 'My Clubs' highlighted. A red box on the left contains a 'Login' form with fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgot Password' link. A red number '1.' is next to the form, a red '2.' is next to the 'My CKC' dropdown, and a red '3.' is next to the 'My Clubs' option.

If you are a current CKC member assigned as an **Officer** (President, Vice President, Secretary or Treasurer), **Regional Director** or the club has given you permissions in a **Custom Role** (Show Superintendent or Show Secretary), you will have access to the **My Clubs** page through your Membership Portal. To log in please follow the steps below:

1. Log into your **Member** Portal through the CKC website
2. Click on the **My CKC** page.
3. The **My Clubs** page will appear as an option.



## 2. Navigating My Clubs

members.ckc.ca/portal/my-ckc/my-clubs

Member Portal

français User Name

Home My CKC Events About Resources News Start New Application

### My Clubs

Club	2. Role	3. Last Renewal	4. Club Number
1 Test Club 1	Vice President		4671942
Test Club 2	President	Dec 31, 2025	4628325
Test Club 3	Secretary		4672573
Test Club 4	Regional Director	Dec 31, 2025	4672559

100 items per page 1 - 4 of 4 items

Once you have selected the **My Clubs** page you will see a list of clubs for which you are listed as either a club officer, regional director, or have been issued a custom role.

1. You can select each individual club by clicking on the club name (which is highlighted in blue).
2. The **Role Column** will display your position in the club.
3. The **Last Renewed Column** will display the end date of the club's current membership.
4. The **Club Number Column** displays the club number, which is a quick reference for applications etc.

Please note that the edit/add buttons will only display for you if you have permission to make changes. Each role has a different level of permissions to make changes that range from view only to the ability to make all available changes.



## 3. About

members.ckc.ca/portal/my-ckc/my-clubs/club-details?accountid=

Member Portal

français User Name

Home My CKC Events About Resources News Start New Application

< My Clubs

### 1. Test Club 2

About Officers Priority Dates Approved Event Types

2. Area of Operation  
100 mile radius of Ottawa

3. Contact  
Name: User Name of the Clubs Primary Contact  
Email: clubemail@ckc.ca  
Phone: (111) 111-1111

4. Website  
Website: www.testclub222.com

Edit

Once you select a club, it will open on the **About** page; then you can navigate to the **Officers** page, **Priority Dates** page or the **Approved Event Types** page by clicking on the page name. The page that is selected will have blue line underneath the page name. At any time you wish to navigate back to the **My Clubs** page click on the [<My Clubs](#) link located above the club name.

1. Link back to main **My Clubs** page
2. The description of your club's **Area of Operation** will be displayed.
3. Your designated **Primary Contact** will be displayed.
4. Your **Club Email** and **Club Phone Number** will be displayed; if your club does not have designated contact details, they will default to the Primary Contact's information.
5. Your **Club Website** address will be displayed. Please note only the President may make edits to this field.



## 4. Officers

members.ckc.ca/portal/my-ckc/my-clubs/club-details?accountid=

Member Portal francis User Name

Home My CKC Events About Resources News Start New Application

< My Clubs

Test Club 2

About Officers Priority Dates Approved Event Types

Officers Add

Roles	Name	Email
President	<a href="#">President User Name</a>	President@ckc.ca
Vice President	<a href="#">Vice President User Name</a>	VicePresident@ckc.ca
Secretary	<a href="#">Secretary User Name</a>	Secretary@ckc.ca
Treasurer	<a href="#">Treasurer User Name</a>	Treasurer@ckc.ca

Regional Director(s) Add

Roles	Name	Email
Regional Director	<a href="#">Regional Director 1 User Name</a>	RegionalDirector1@ckc.ca
Regional Director	<a href="#">Regional Director 2 User Name</a>	RegionalDirector2@ckc.ca

Other Add

Roles	Name	Email	Expiry
Event Secretary	<a href="#">Event Secretary User Name</a>	Eventsecretary@ckc.ca	Feb 11, 2026

The **Officers** page displays all the assigned roles, the name of the person assigned and their email address. If one of the Officer roles is vacant, it will appear empty and a place holder of ... will be displayed.

Below is a list of changes each role can make:

### President/Vice President

- Edit your club's website URL (address) that displays on the public website (President only)
- Update/Add/Delete other club Officers and Primary Contact information
- Update/Add/Delete Regional Directors
- Assign a Custom Role to a CKC Member who is not a Club Officer

### Secretary/Treasurer

- Update/Add/Delete other club Officers and Primary Contact
- Update/Add/Delete Regional Directors

### Regional Director(s)/Custom Role

View only permissions

1. To make changes to existing roles, click on the person's name which will be highlighted in blue.
2. To add a new role to the **Officers** page, click on the **Add** button. The **Add/Edit Club Officer** screen will appear. (Please see the next page)




If you are the person making changes and will be changing the role you currently hold, **please make the changes to your position last.**

The system will not allow you to make further changes if you have deleted yourself once you do any of the following:

- Log out
- Refresh your screen
- Time out of your current session

One of the Club Officers must be assigned as the Primary Contact for the club. This person is the main point of contact for the CKC.

1. Under the Membership # field, you can search for a member with either their **membership number** or by their **email address**.
2. Once you have entered that information, click on the  button which will populate the person's name and email address.
3. To change the Primary Contact, click on the check box

If there are any discrepancies or errors, please contact **Club Relations** via our customer service team at **1-855-364-7252** or by sending an email to: **clubrelations@ckc.ca**.



## 5. Priority Dates

The **Priority Dates** page is view only for all roles. If there are any discrepancies or errors, please contact an **Event Specialist** from **Shows and Trials** via our customer service team at **1-855-364-7252** or by sending an email to **information@ckc.ca**.

The screenshot shows the Member Portal interface for 'Test Club 2'. The page has a navigation bar with 'Home', 'My CKC', 'Events', 'About', 'Resources', and 'News', along with a 'Start New Application' button. The main content area is titled 'Test Club 2' and has tabs for 'About', 'Officers', 'Priority Dates', and 'Approved Event Types'. The 'Priority Dates' tab is active, displaying a table with one entry: 'Feb 07 - Feb 09, 2025' for 'Conformation' at 'Maxville, ON'. The page includes a search bar, a language selector for 'français', and a user profile icon. At the bottom, there is a pagination control showing '20 items per page' and '1 - 1 of 1 items'.

Date	Category	Location
Feb 07 - Feb 09, 2025	Conformation	Maxville, ON



## 6. Approved Event Types

The **Approved Event Types** page is view only for all roles. If there are any discrepancies or errors, please contact an **Event Specialist** from **Shows and Trials** via our customer service team at **1-855-364-7252** or by sending an email to **information@ckc.ca**.

Only the event types that the club is approved to hold in accordance with the CKC Rules and Regulations and/or CKC Policy will display. Please note that if you have completed the required sanction matches but not yet applied to host an event, the event type will be added at that time.

The screenshot shows a web browser window with the URL `members.ckc.ca/portal/my-ckc/my-clubs/club-details?accountid=`. The page is titled "Member Portal" and features a navigation menu with links for Home, My CKC, Events, About, Resources, and News, along with a "Start New Application" button. The main content area is for "Test Club 2" and includes tabs for About, Officers, Priority Dates, and Approved Event Types. The "Approved Event Types" tab is active, displaying a table with one row: "Conformation All Breed Show". The table has columns for "Event Type" and a vertical ellipsis menu. At the bottom, there is a pagination control showing "1 - 1 of 1 items" and a "20 items per page" dropdown.





## Troubleshooting & Error Messages

Below is an explanation of the error messages that you may encounter. If you are unable to trouble shoot these issues, please contact our Customer Service Team at **1-855-364-7252** or by sending an email to **information@ckc.ca**.

### Adding a Non CKC Member to a Role

If you are receiving this error message, the member you are trying to add does not have a current CKC membership, they may not have renewed to the current year, or their membership is attached to a different membership number.

### Adding a Member to an additional Role

The only roles that may be held by the same person are Secretary & Treasurer. The system will not allow a person to hold duplicate roles such as President & Regional Director.

#### Add/Edit Club Officer

Roles \*

Vice President

This person is not a CKC member and Vice President cannot be a non-member, Please search again.

Membership # \*

0022335

Name

Email

Is Primary Contact

#### Add/Edit Club Officer

Roles \*

President

This person already holds another position in the club. A person may only hold one position in a club, the only positions that may be held by the same person are Secretary and Treasurer.

Membership # \*

0011223

Name

Email

Is Primary Contact



### Incorrect Member # - Search via Email

If you have entered a member number that is incorrect (not attached to a CKC record) the system will give you the option to search for a member number via email. Please make sure the email you use to search is attached to their CKC member portal log in.

Add/Edit Club Officer

Roles \*

Treasurer

Please try searching by email address of the member.

Email \*

### Replace Primary Contact

If you are replacing an Officer, and they are assigned as the Primary contact, the system will not allow you to delete the person assigned as the primary contact until you have assigned that role to a different officer.

Add/Edit Club Officer

Roles \*

Secretary

Please assign an alternative primary contact prior to deleting.

Membership # \*

00011223

Name

Secretary User Name

Email

Secretary@CKC.ca

Is Primary Contact