

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.



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1. To view and update members of your Club

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

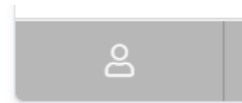


You can change from grid to list view



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;





[Go To Membership >](#)

Basic Details

Emergency Contact

Club Role

Additional Details

Optin

Credentials



Click '**Credentials**', '+ Add Credentials'

Credentials

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

[+ Add Credentials](#)

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



✕ Select a credential type

Credential Category

All



pvg



PVG - Club volunteer



✓ Save

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

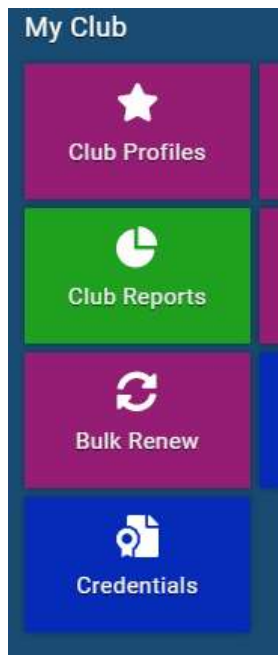
Cancel

Send for Approval

Send Email

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

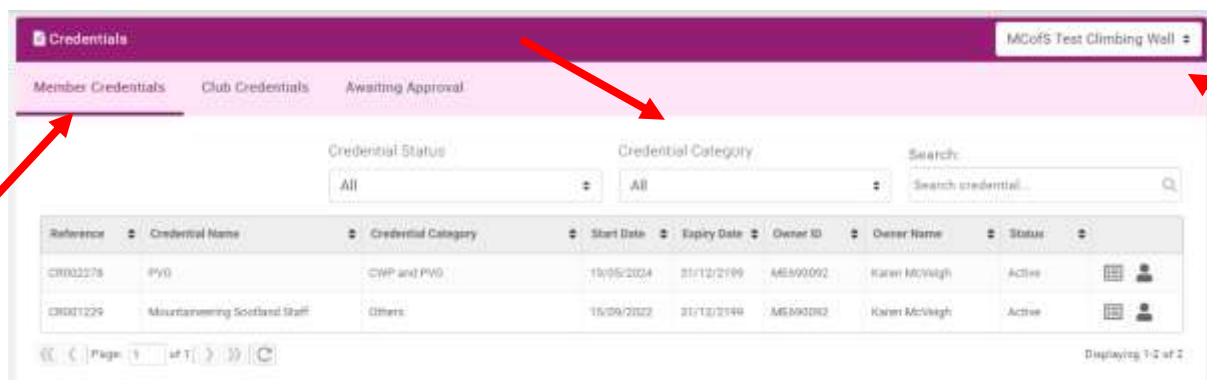
Select 'Credentials' from the main menu



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.



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

Updated July 2025