



# **ONLINE REGISTRATION SYSTEM CENTRE TRAINING MANUAL**



**July, 2008**



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# **ONLINE REGISTRATION CENTRE USER MANUAL**

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# **SECTION ONE**

## **CENTRE ADMINISTRATION**

## CENTRE ADMINISTRATION

### CENTRE DETAILS

*This section is where the particulars of your centre are entered and saved including Centre contact details (eg Secretary or Registrar), user name, password and bank account details for credit card payments. Most of this information will have already been entered by VLAA however they will need to be updated as changes occur. For security reasons bank account details can only be changed by IMG eCommerce on lodgement of approved paperwork.*

1. Go to the clubs online website  
<https://www.clubsonline.com.au/console>
2. Enter Centre Username and Password. Contact VLAA if these have been forgotten.
3. Click on **Administration** and then **Details**.
4. Check all current details and alter as necessary

The screenshot shows the ClubsOnline website interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a menu with options: Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration (highlighted), and Log Off. On the left, a sidebar lists various functions: Details, Users, Membership Data Import, Custom Fields, Credit Card Gateway, Club, and Noticeboard. The main content area is titled 'Centre Details' and contains a form with fields for Centre Name, Centre Code, Title, First Name, Last Name, Address, Suburb, State, and Postcode. The form is pre-filled with 'VLAA Test Centre' for the name, 'Miss' for the title, 'Jo' for the first name, 'Blow' for the last name, '2/95 Salmon Street' for the address, 'Port Melbourne' for the suburb, 'Victoria' for the state, and '3207' for the postcode. There are 'Update' and 'Cancel' buttons at the top of the form. A blue box with a red arrow points to the form fields, containing the text 'Check all current details and alter as necessary'.

5. Under Security details you can either change username and password or leave it as provided, **however it must be unique**. The system will not allow any duplicate usernames or passwords.
6. **Bank account detail** is a secure area which can only be updated by IMG eCommerce. To amend bank account detail a **Bank Details Authority Form** must be completed with details to be amended and signed by two officers of the centre. This ensures that bank account details cannot be altered without the authority of the centre.

Access Information

Username: ♦

Testdrive

Password: ♦

Ready

Change username and password or leave it as provided

Bank Account Details

The following information is only required for direct transfer payment of accounts.

Account Name: ♦

Bank: ♦

Branch: ♦

Bank Sort Code (BSB): ♦

Account Number: ♦

Update

Cancel

If bank account details are incorrect please complete a Bank Details Authority and send to IMG eCommerce.

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7. Click **Update** and the following screen will appear for checking. If changes are required click on **edit** and correct errors.

clubsONLINE

Home | Support | Contact Us |

Website | Members | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Details

Users

Membership Data Import

Custom Fields

Credit Card Gateway

Club

Noticeboard

Centre Details

Edit

Organisation ID (Internal Use Only):

1610

Centre Name:

VLAA Test Centre

Centre Code:

Name:

Miss Jo Blow

Address:

2/95 Salmon Street

Suburb:

Port Melbourne

State:

Victoria

Postcode:

3207

Country:

Australia

Username:

Testdrive

Password:

Ready

This completes the Centre details section.

## USER DETAILS

The Centre can determine how many administrators (users) will have access to the online registration system. The centre can also control access rights to what sections of the system each user will have (eg Administration, Membership Options, Subscriptions etc.). A unique username and password must be provided for each user.

1. Click on **Administration** and then **User**.
2. Click on **Add**
3. Enter name, username, password and access rights.

4. Click on **Update** and following screen will appear for checking.

Website | Members | Registration Fees | Shop | Registrations | Results | Tools | **Administration** | Log Off

Details  
Users  
Membership Data Import  
Custom Fields  
Credit Card Gateway  
Club  
Noticeboard

## Users

Record successfully added to system

[Listing](#) [Edit](#) [Add](#) [Delete](#)

**Name:** Rob TESTY  
**Title:**  
**Email Address:**  
**Telephone:**  
**Website Contact:** No  
**Console Access:** No

5. If changes are required click on **Edit** and correct errors.
6. If another user is required click **Add** and repeat steps 1 to 5

This completes Adding User Details.

### COPY USER DETAILS

*If a Centre wishes to have multiple users with the same or similar access rights the copy function can be used.*

1. Click on **Administration** and then **Users**.
2. Click on **Copy** and select name of user to be copied

**clubs**ONLINE Home | Support | Contact Us

Website | Members | Registration Fees | Shop | Registrations | Results | Tools | **Administration** | Log Off

Details  
Users  
Membership Data Import  
Custom Fields  
Credit Card Gateway  
Club  
Noticeboard

## Users

[Add](#) [Copy](#)

Name	Contact Access	Edit	View	Delete
Adriana	Yes No			
Fred Flintstone	No No			
Jo Blow	No No			

3. Click on **Copy User**.

**clubs**ONLINE Home | Support | Contact Us

Website | Members | Registration Fees | Shop | Registrations | Results | Tools | **Administration** | Log Off

Details  
Users  
Membership Data Import  
Custom Fields  
Credit Card Gateway  
Club  
Noticeboard

## Users

Existing Users:

[Copy](#) [Cancel](#)

Select Record To Copy  
 Select Record To Copy  
 Adriana  
**Fred Flintstone**  
 Jo Blow  
 Nunawading Little Aths Test User  
 Rob TESTY  
 VLAA TEST TREASURER

4. Click on drop down box and select name of existing user to be copied  
 5. Click on Copy User

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4. The following screen will display with (Copy) following name of user just copied. Click on **Edit** and change name, user name, password and any access rights.

The screenshot shows the 'Users' management interface. The top navigation bar includes 'Website', 'Members', 'Registration Fees', 'Shop', 'Registrations', 'Results', 'Tools', 'Administration', and 'Log Off'. The left sidebar lists 'Details', 'Users', 'Membership Data Import', 'Custom Fields', 'Credit Card Gateway', 'Club', and 'Noticeboard'. The main content area is titled 'Users' and displays a message 'Record successfully copied in system'. Below this are buttons for 'Listing', 'Edit', 'Add', and 'Delete'. The 'Edit' button is highlighted with a red arrow. The form fields are as follows:

Name:	Fred Flintstone (Copy)
Title:	
Email Address:	
Telephone:	
Website Contact:	No
Console Access:	No
Username:	G6IUmlEG
Password:	NSdPPOPI

Below the form are 'Update' and 'Cancel' buttons. The 'Update' button is highlighted with a red arrow. The form fields are as follows:

Name:	Fred Flintstone (Copy)
Title:	
Email Address:	
Telephone:	
Website Contact:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Console Access:	<input type="radio"/> Yes <input checked="" type="radio"/> No
UserName:	G6IUmlEG
Password:	NSdPPOPI

Below the form is a 'Website' section with the following fields:

Website:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Basic Information:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Information:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Club Directory:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Members Section:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Members Directory:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Subpay:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Popup Message:	<input type="radio"/> Yes <input checked="" type="radio"/> No

A blue box on the right contains the following text: 'Change name', 'Change User name', 'Change password', 'Change access rights as required'. Red arrows point from this box to the 'Name', 'Username', 'Password', and 'Website Contact' fields.

5. Click on **Update** and following screen will display.

The screenshot shows the 'Users' management interface. The top navigation bar includes 'Website', 'Members', 'Registration Fees', 'Shop', 'Registrations', 'Results', 'Tools', 'Administration', and 'Log Off'. The left sidebar lists 'Details', 'Users', 'Membership Data Import', 'Custom Fields', 'Credit Card Gateway', 'Club', and 'Noticeboard'. The main content area is titled 'Users' and displays a message 'Record successfully updated in system'. Below this are buttons for 'Listing', 'Edit', 'Add', and 'Delete'. The 'Edit' button is highlighted with a red arrow. The form fields are as follows:

Name:	Wilma Flintstone
Title:	
Email Address:	
Telephone:	
Website Contact:	No
Console Access:	No
Username:	pebbles
Password:	bambam

6. If changes are required click on **Edit** and correct errors.  
7. To return to the list of approved users, click on **Listing**.

This completes Copy User Details.

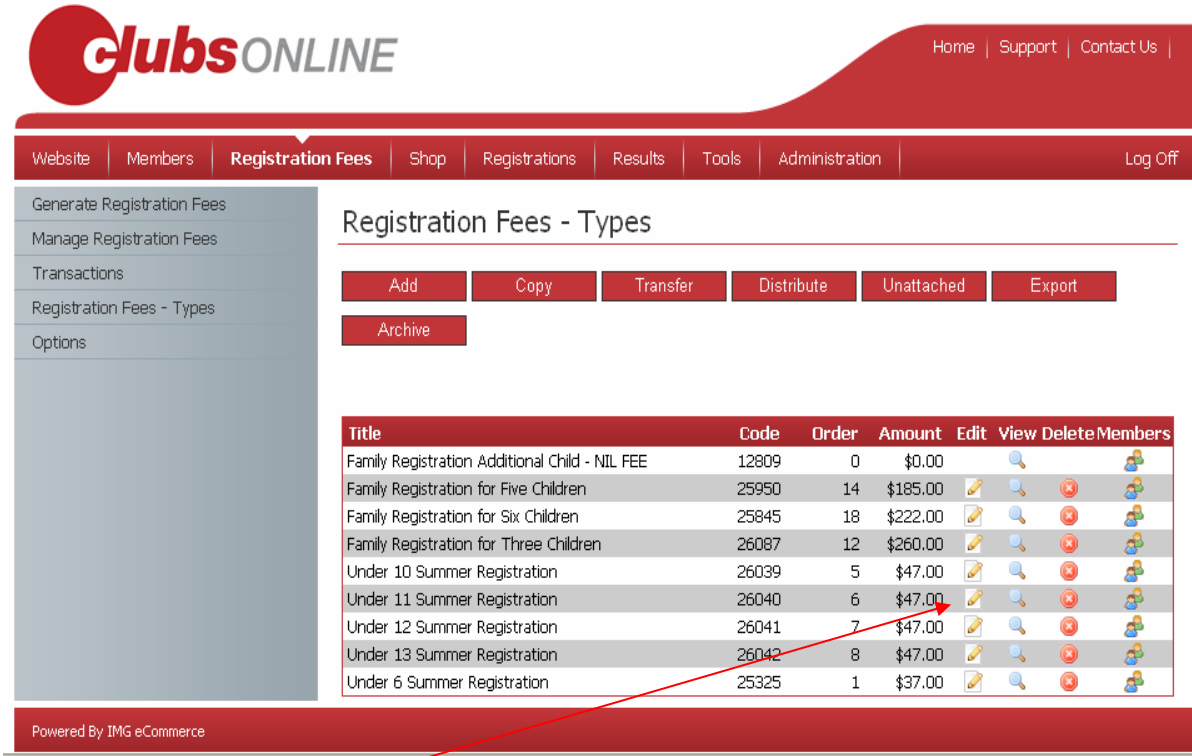
## **REGISTRATION FEES - Types**

The Association's Registration fees, set at the VLAA Annual General Meeting for each age group, will be loaded into the online registration system. The amounts loaded are only those applicable to VLAA (Association Fee) and each Centre is required to add their Centre's fee to the system before proceeding.

### **ADD CENTRE REGISTRATION FEE**

This must be done for the Centre to record manual payments correctly and receive online credit card payments.

1. Click on **Registration Fees**.
2. Click on **Registration Fees Types**.



The screenshot shows the 'clubsONLINE' interface. The top navigation bar includes 'Home', 'Support', and 'Contact Us'. The main navigation bar has 'Website', 'Members', 'Registration Fees', 'Shop', 'Registrations', 'Results', 'Tools', 'Administration', and 'Log Off'. The left sidebar contains 'Generate Registration Fees', 'Manage Registration Fees', 'Transactions', 'Registration Fees - Types', and 'Options'. The main content area is titled 'Registration Fees - Types' and features buttons for 'Add', 'Copy', 'Transfer', 'Distribute', 'Unattached', 'Export', and 'Archive'. Below these buttons is a table with the following data:

Title	Code	Order	Amount	Edit	View	Delete	Members
Family Registration Additional Child - NIL FEE	12809	0	\$0.00				
Family Registration for Five Children	25950	14	\$185.00				
Family Registration for Six Children	25845	18	\$222.00				
Family Registration for Three Children	26087	12	\$260.00				
Under 10 Summer Registration	26039	5	\$47.00				
Under 11 Summer Registration	26040	6	\$47.00				
Under 12 Summer Registration	26041	7	\$47.00				
Under 13 Summer Registration	26042	8	\$47.00				
Under 6 Summer Registration	25325	1	\$37.00				

At the bottom of the page, it says 'Powered By IMG eCommerce'.

3. Click **Edit** to add Centre registration fee and the following screen will appear.

**Registration Fees - Types**

Update Cancel

**Title:** ♦  
Under 11 Summer Registration

**Detail:**  
You are considered Under 11 if you were born between 1 October 1996 and 30 September 1997.  
A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Total Amount:** ♦  
57.00

**Club:**  
10.00

**Centre:**  
10.00

**Association:**  
37.00

Click in this box, enter Centre fee, Club fee plus Association fee.

Click in this box, enter your Club fee only. (If applicable)

Click in this box, enter your Centre fee only.

4. Click in **Total Amount** box and enter the total registration fee for the Association, your Centre and Clubs if applicable. eg Association fee is \$37.00 (amount already shown in Association box) plus centre fee of \$10.00 and Club fee of \$10.00, enter 57.00 in total amount box (\$ sign is not required).
5. Click in **Centre box** and enter your Centre fee eg 10.00 using above example.
6. If applicable click in **Club box** and enter your Club fee eg 10.00 using above example
7. Check that the Centre, Club and Association amount agree with the **Total Amount**

Transactions  
Registration Fees - Types  
Options

Update Cancel

**Title:** ♦  
Under 11 Summer Registration

**Detail:**  
You are considered Under 11 if you were born between 1 October 1996 and 30 September 1997.  
A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Total Amount:** ♦  
57.00

**Club:**  
10.00

**Centre:**  
10.00

**Association:**  
37.00

Check that  
Total Amount equals  
Club fee plus  
Centre fee plus  
Association fee

8. Click on **Update** to finishing adding Centre registration fee for age group selected.
9. Click on **Listing** to select next age group and repeat steps 3 to 8 until all age groups have been updated with centre registration fee



## REGISTRATION FEES DETAILS

As for registration fees all age groups have a sample wording which provides sufficient information to enable the online user to select the correct age group.

Centres, if satisfied with the sample wording, need not update this section. However it can be a useful tool in distributing information such as payment options, date, time and location of Registration Day and Registrar's details.

## UPDATE (AMEND) SAMPLE WORDING

1. Click on **Registration Fees**.
2. Click on **Registration Fees Types**.

The screenshot shows the 'clubsONLINE' interface. The top navigation bar includes links for Home, Support, and Contact Us. The main navigation bar lists various sections: Website, Members, Registration Fees (selected), Shop, Registrations, Results, Tools, Administration, and Log Off. A left sidebar contains links for Generate Registration Fees, Manage Registration Fees, Transactions, Registration Fees - Types (selected), and Options. The main content area is titled 'Registration Fees - Types' and features a set of buttons: Add, Copy, Transfer, Distribute, Unattached, Export, and Archive. Below these buttons is a table with the following data:

Title	Code	Order	Amount	Edit	View	Delete	Members
Family Registration Additional Child - NIL FEE	12809	0	\$0.00				
Family Registration for Five Children	25950	14	\$185.00				
Family Registration for Six Children	25845	18	\$222.00				
Family Registration for Three Children	26087	12	\$260.00				
Under 10 Summer Registration	26039	5	\$47.00				
Under 11 Summer Registration	26040	6	\$47.00				
Under 12 Summer Registration	26041	7	\$47.00				
Under 13 Summer Registration	26042	8	\$47.00				
Under 6 Summer Registration	25325	1	\$37.00				

The footer of the page indicates it is 'Powered By IMG eCommerce'.

3. Click **Edit** to update/amend sample wording and the following screen will appear.

[Generate Registration Fees](#)  
[Manage Registration Fees](#)  
[Transactions](#)  
[Registration Fees - Types](#)  
[Options](#)

## Registration Fees - Types



**Title:** ♦

Under 11 Summer Registration

**Detail:**

You are considered Under 11 if you were born between 1 October 1996 and 30 September 1997.

A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Total Amount:** ♦

- Click in the **Details box** and change wording where appropriate ie Registrar name, date, time and location of registration days. Standard word processing editing tools/commands can be used to make changes.

---



---

Other Options

**Order:**

**Archive:**  ▼

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- Click on **Update** to finish Updating/Amending Centre information.

6. Click on **Listing** to select next age group and repeat steps 3 to 6 until all age groups have been updated with Centre registration information

The screenshot shows the 'clubsONLINE' web interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a secondary navigation bar with links for Website, Members, Registration Fees (highlighted), Shop, Registrations, Results, Tools, Administration, and Log Off. On the left is a sidebar menu with options: Generate Registration Fees, Manage Registration Fees, Transactions, Registration Fees - Types (selected), and Options. The main content area is titled 'Registration Fees - Types' and displays a message: 'Record successfully updated in system'. Below this message are four buttons: Listing, Edit, Add, and Delete. The 'Listing' button is highlighted with a red arrow pointing to it from the instruction above. Below the buttons, the following details are shown:

Code:	26040
Title:	Under 11 Summer Registration
Detail:	You are considered Under 11 if you were born between 1 October 1996 and 30 September 1997. A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.
Total Amount:	\$57.00
Club:	\$10.00

This completes Update/Amend Sample Wording for Centre Registration Fee details.

**NB:** The **Centre Registration Fee** and **Detail Wording** can be updated at the one time for each registration fee type by completing steps 3 to 8 for Centre Registration Fee and 3 to 6 for Update (amend) Sample Wording.

If your Centre is satisfied with the updated wording and has added your Centre and Club portion of the registration fee to all age groups you have completed all the necessary administrative function for the online registration system.

No other changes or additions are required unless your Centre wishes to add customised declarations or add additional registration fee types such as family registrations, discounts or levies that are applied by your Centre. If this is the case please follow instructions below for OPTIONAL CUSTOMISATION otherwise proceed to MEMBER REGISTRATION

## OPTIONAL CUSTOMISATION

### CUSTOMISED DECLARATIONS

Additional customised declaration statements can be added to the online system which will only appear on your Centre's Online system. There are two types of declarations that can be added –

**a. Generic** declarations which will appear on all online registrations for your Centre irrespective of the age group selected. There are 3 additional declarations that a Centre can create and add to the system.

**b. Specific** declarations which will only appear on the age group selected. Only one declaration can be created for each age group.

### ADD GENERIC DECLARATION

1. Click on **Members**.
2. Click on **Registration Declarations**.
3. Click on **Edit**
4. Click in **Declaration Title** and type in the title of the declaration.

The screenshot shows a web application interface for 'Registration Declarations'. At the top, there is a navigation bar with links: 'Home', 'Support', 'Contact Us', 'In Fees', 'Shop', 'Registrations', 'Results', 'Tools', 'Administration', and 'Log Off'. Below this, the main heading is 'Registration Declarations'. There are two buttons: 'Update' and 'Cancel'. Under 'Declaration 1', there is a 'Title:' field containing 'Parent Helper'. Below the title field is a 'Declaration:' section with a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, list, link, etc.) and a text area containing the text: 'It is a requirement of this Centre that one parent assist in the conduct of events 1 week in every 3. A roster will be prepared and presented to all families by October 4th 2008.' Three red arrows point from text boxes to the interface: one from 'Type in declaration title' to the title field, one from 'Type in wording of declaration here' to the text area, and one from 'Use editing/formatting tools provided' to the toolbar.

4. Click in **Declaration** and type in declaration wording. Edit/format tools can be utilised from the section immediately above the declaration wording area.



**Confirmation:** I agree to assist with the conduct of events as stated above

Type in wording of declaration

5. Click in **Declaration Confirmation** and type in statement indicating acceptance of the declaration.
6. If you wish to add a further generic declaration for your Centre repeat steps 3 to 5 under **Declaration 2**. You can create up to 3 declarations, all of which will appear on all online registrations for your Centre. Remember each declaration confirmation will have to be accepted by the online registrant for them to proceed.

**Declaration 2**

**Title:**

**Declaration:**

Style  Format  Font  Size

**Confirmation:**

7. Once you have finished creating your declaration scroll to bottom of form and click on **Update** and the following screen will appear for checking. If changes are required click on **Edit** and correct errors.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Registration Declarations

**Declaration 1**

**Title:** Parent Helper

**Declaration:** It is a requirement of this Centre that one parent assist in the conduct of events 1 week in every 3. A roster will be prepared and presented to all families by October 4th 2008.

**Confirmation:** I agree to assist with the conduct of events as stated above

**Declaration 2**

**Title:** N/A

This completes Generic Customised Declarations.

## ADD AGE SPECIFIC DECLARATION

1. Click on **Registration Fees**.
2. Click on **Registration Fees Types**.

clubsONLINE

Home | Support | Contact Us

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Registration Fees - Types  
Options

### Registration Fees - Types

Add Copy Transfer Distribute Unattached Export Archive

Title	Code	Order	Amount	Edit	View	Delete	Members
Family Registration Additional Child - NIL FEE	12809	0	\$0.00				
Family Registration for Five Children	25950	14	\$185.00				
Family Registration for Six Children	25845	18	\$222.00				
Family Registration for Three Children	26087	12	\$260.00				
Under 10 Summer Registration	26039	5	\$47.00				
Under 11 Summer Registration	26040	6	\$47.00				
Under 12 Summer Registration	26041	7	\$47.00				
Under 13 Summer Registration	26042	8	\$47.00				
Under 6 Summer Registration	25325	1	\$37.00				

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3. Click **Edit** for age group that specific declaration is to be added.
4. Click in **Declaration Title** and type in title of declaration.

Declaration Information

**Declaration Title:**

**Declaration:**

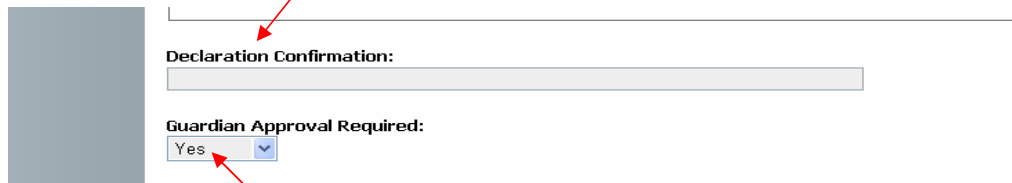
Use editing/formatting tools provided

Type in declaration title

Type in wording of declaration here

5. Click in **Declaration** and type in declaration wording. Edit/format tools can be utilised from the section immediately above the declaration wording area.

6. Click in **Declaration Confirmation** and type in confirmation wording eg I accept and agree to this policy.



Declaration Confirmation:

Guardian Approval Required:  
Yes

7. Select if **Parent/Guardian Approval** is required.

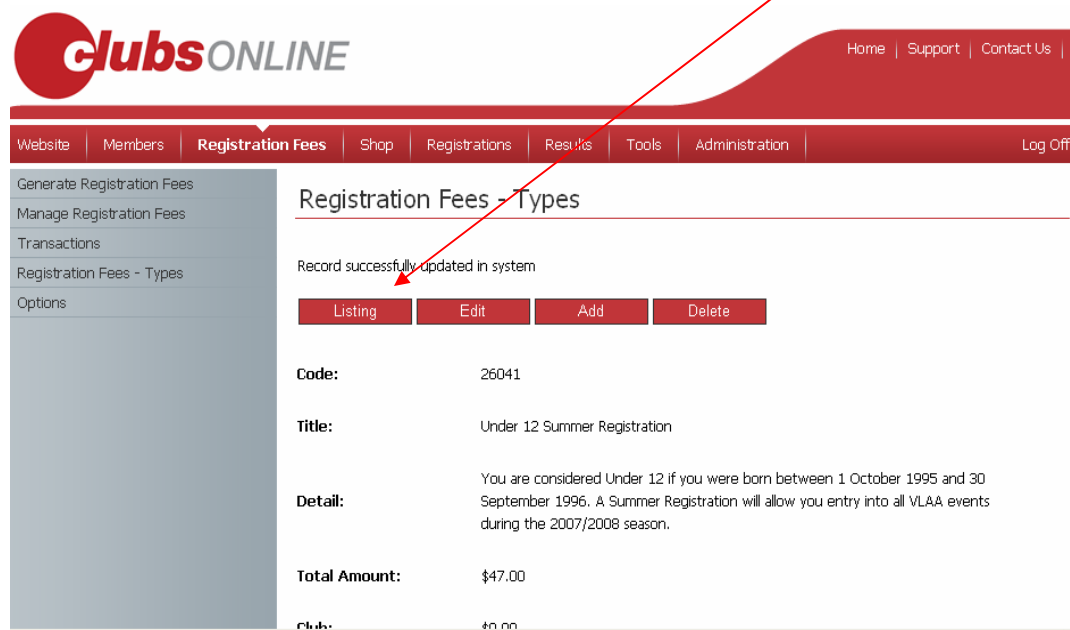


Archive: NU

Update Cancel

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8. Click on **Update** to finish customised age group declaration.
9. If another specific declaration is required click on **listing** to select appropriate age group and repeat steps 3 to 8.



clubsONLINE

Home | Support | Contact Us |

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Registration Fees - Types  
Options

### Registration Fees - Types

Record successfully updated in system

Listing Edit Add Delete

**Code:** 26041

**Title:** Under 12 Summer Registration

**Detail:** You are considered Under 12 if you were born between 1 October 1995 and 30 September 1996. A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Total Amount:** \$47.00

**Club:** \$0.00

This completes Specific Age Group Customised Declarations.

## CREATING CUSTOMISED REGISTRATION FEE TYPE

If your Centre has a special registration fee you can create a Customised Registration Fee and add it to the online system for your Centre. This Customised Registration Fee Type will appear in addition to those already provided by VLAA

1. Click on **Registration Fees**.
2. Click on **Registration Fees Types**.

The screenshot shows the ClubsOnline interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a secondary navigation bar with links for Website, Members, Registration Fees, Shop, Registrations, Results, Tools, and Administration. The left sidebar contains a menu with options: Generate Registration Fees, Manage Registration Fees, Transactions, Registration Fees - Types, and Options. The main content area is titled 'Registration Fees - Types' and features a toolbar with buttons: Add, Copy, Transfer, Distribute, Unattached, and Export. Below the toolbar is a table listing various registration fee types. A red arrow points from the 'Add' button in the toolbar to the 'Add' button in the list.

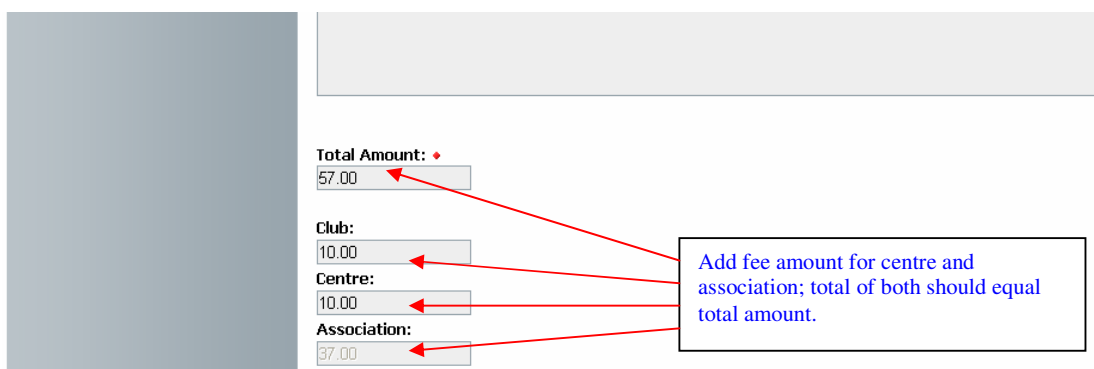
Title	Code	Order	Amount	Edit	View	Delete	Members
Family Registration Additional Child - NIL FEE	12809	0	\$0.00				
Family Registration for Five Children	25950	14	\$185.00				
Family Registration for Six Children	25845	18	\$222.00				
Family Registration for Three Children	26087	12	\$260.00				
Under 10 Summer Registration	26039	5	\$47.00				
Under 11 Summer Registration	26040	6	\$47.00				
Under 12 Summer Registration	26041	7	\$47.00				
Under 13 Summer Registration	26042	8	\$47.00				
Under 6 Summer Registration	25325	1	\$37.00				

3. Click **Add** to create new registration fee.
4. Click in **Title** and type in the title of the registration type

The screenshot shows the ClubsOnline interface with the 'Registration Fees - Types' page. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Add' form. It has a toolbar with 'Update' and 'Cancel' buttons. Below the toolbar are two text input fields: 'Title' and 'Detail'. A red arrow points from the 'Add' button in the previous screenshot to the 'Title' field in this screenshot.

5. Click in **Details Box** and add appropriate wording for the registration type.

6. Click in respective boxes and add Total Amount, Club, Centre and Association fees ensuring that the total amount agrees with Centre plus Club plus Association amount. Also ensure that the association fee equates to that advised by VLAA.



Total Amount: 57.00

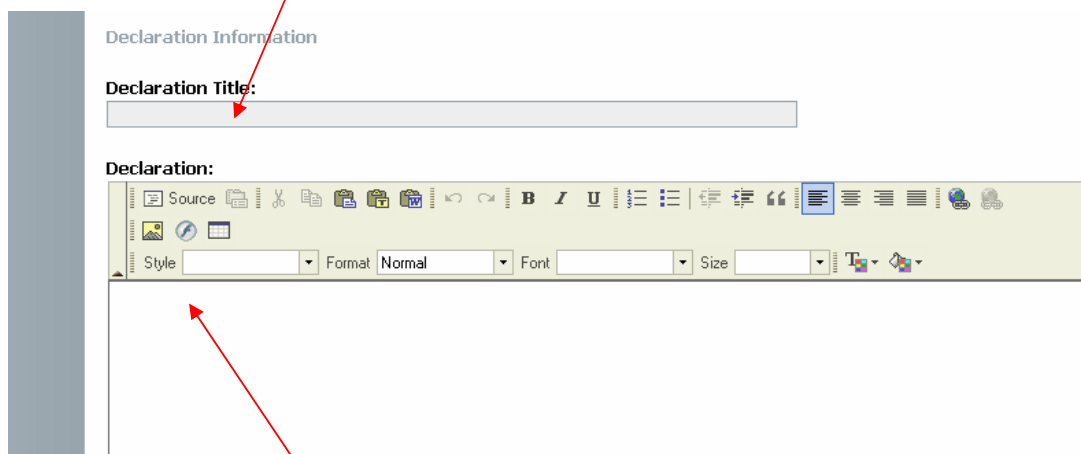
Club: 10.00

Centre: 10.00

Association: 37.00

Add fee amount for centre and association; total of both should equal total amount.

7. If possible try and maintain the same requirements for other fields as for the standard age group registration fees. If a declaration is required go to step 8, if no declaration is to be entered go to step 12.
8. Click in **Declaration Title** and type in title of declaration.

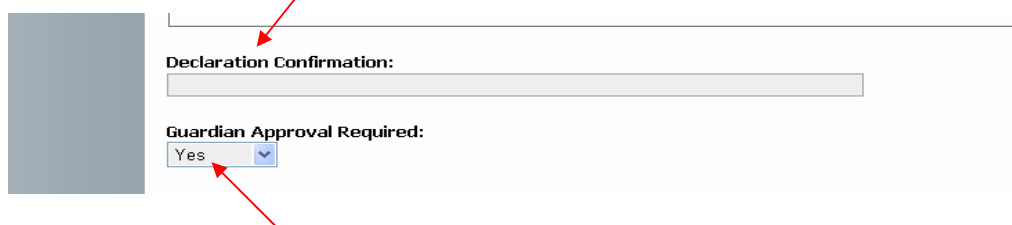


Declaration Information

Declaration Title:

Declaration:

9. Click in **Declaration** and type in declaration wording. Edit/format tools can be utilised from the section immediately above the declaration word area.
10. Click in **Declaration Confirmation** and type in confirmation wording eg I accept and agree to this policy.



Declaration Confirmation:

Guardian Approval Required:  
Yes

11. Select if **Parent/Guardian Approval** is required.

12. Type in **Order**, this being the number of the order you want the registration fee to appear. You may have to amend the association loaded registration fee order numbers to maintain correct order sequence.

Other Options

Order:

Archive:

Powered By IMG eCommerce

13. Click on **Update** to finishing creating Customised Registration Fee Type.

## Custom Fields

Custom Fields allows you to add additional fields to the system, which require information to be entered. The fields are inserted on the registration section and can be questions, date, yes/no, number and list box data entry points. This allows you to customise the details that you want to extract from members in addition to that requested by VLAA. Your Customized Fields will only appear on your Centre registrations.

1. Click on **ADMINISTRATION**
2. Click on **CUSTOM FIELDS** and the following screen will appear.

Question	Show	Required	Register	Member	View	Edit	Default
Text Box	No	No	No	No	No	No	No

3. Click on **Edit**. Enter/Change any of the text in the fields and change the drop down box displays to read either YES or NO depending on what status you require.

Question 1: School (eg Mount Bank Primary School)

Show: ☒ Yes ☐ No

Required: ☒ Yes ☐ No

Register: ☒ Yes ☐ No

Member: ☒ Yes ☐ No

View: ☒ Yes ☐ No

Edit: ☒ Yes ☐ No

Question 2: Please Specify any disability

Show: ☒ Yes ☐ No

Required: ☐ Yes ☒ No

Register: ☒ Yes ☐ No

Member: ☐ Yes ☒ No

View: ☒ Yes ☐ No

Edit: ☒ Yes ☐ No

Refer below for explanation of the YES/NO status for each heading.







# **SECTION TWO**

## **REGISTRATION**

# MEMBER REGISTRATION

## MANUAL PAPER REGISTRATION

Member attends registration day and completes the entire registration process by completing the paper registration form and pays the registration fee manually. Centre registrar will issue registration number and other necessary items and add member into the online registration system as follows.

1. Click on **Members**
2. Click on **Members Listing**
3. Click on **Add**

**clubs**ONLINE

Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

**Members Listing**

**Add** **Copy** **Merge**

Search For:   
In:  **Search**

Member Status: All  
Financial Status: All

Club:

All Records    A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Cadwallader	Percy									
Cadwallader	Pippa									
Cadwallader	Poppy									

4. Complete the **Members Details** fields displayed on screen. All fields marked with an ● are mandatory. Check that athlete has been entered in correct age group, confirm proof of age has been sited and select yes from drop down box

## Member Details

Update

Cancel

**Title:** ♦ Master  
**First Name:** ♦ Percy  
**Other Names:** ♦  
**Initial:** P  
**Last Name:** ♦ Cadwallader

**Address:** ♦ 100 Smertonsmree Rd  
**Suburb:** ♦ Numurkah  
**State:** ♦ VIC

**Postcode:** ♦ 3636  
**Country:** ♦ Australia

Business:	Area Code:	Number:
Direct:		
Private:	03	5864 1125
Mobile:		0419 641 125
Facsimile:	03	9999 9990

**Emergency Contact Person:** Lady Ismelda Cadwallader  
**Emergency Contact Number:** 0419 641 125

**Date Of Birth:** ♦ 17 Dec 2001

**Gender:** ♦ ☐ Male ☒ Female

**Occupation:** ♦  
**Email Address:** cadwallader@dododo.com.au  
**Email Format:** ♦ ☒ HTML ☐ Plain Text

### Access Information

**Username:** ♦ ERC647IM  
**Password:** ♦ Rh48slqP

### Membership Information

**Club:** VLAA Test Centre  
**Centre Number:** 137  
**Competition Number:** 103

Complete all fields from information supplied on paper registration form.

Complete all fields from information supplied on paper registration form.

Age Groups: ♦ Under 7 Athlete ▾

Default Registration Fees Type: ♦ Family Registration for Three Child ▾

Member Data Available To League / Association: ♦ ☒ Yes ☐ No

Financial: ♦ ☐ Yes ☒ No

Financial End Date: ♦ ▾ ▾ ▾

#### Other Options

Directory: ♦ ☐ Yes ☒ No

Mailing List: ♦ ☒ Yes ☐ No

Publish: ♦ ☐ Yes ☒ No

#### Centre Custom Fields

Registration Type (eg New, Re-Registering) ♦ New Registration ▾

Proof of Age Sighted ♦ Passport ▾

Duty Roster preference (No guarantee can be given) ♦ Starter ▾

#### Association Custom Fields

School Name St Trinians

Medical problems/allergies-if none type N/A ♦ N/A

Parent/Guardian Name ♦ Ismelda Cadwallader

Parent/Guardian Occupation Socialite

Permission to seek medical treatment if required? ☒ Yes ☐ No

Do you have ambulance cover? ☒ Yes ☐ No

DO NOT USE New Reg ☐ Yes ☒ No

DO NOT USE Age Proof ☐ Yes ☒ No





























Where did you find out about Little Athletics? Returning Member ▾

(Office Use) Is this a new registration? ♦ No ▾

(Office Use) Has proof of age been sighted? ♦ Yes ▾

Sight proof of age and confirm by selecting Yes from drop down box.

#### Centre Comments

Source                            

Style ▾ Format ▾ Font ▾ Size ▾ T ▾

Update Cancel

- Click on the **Update** button at the bottom of the Member Details screen to upload inputted information and the following screen will appear. If changes are required click on **edit** and correct errors.

ClubsONLINE Home | Support | Contact

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Detail

Record successfully updated in system

Listing Edit Groups History **Subscription** Email  
Relationship Merge Seating

**Title:** Master  
**First Name:** Percy  
**Other Names:**  
**Last Name:** Cadwallader  
**Initials:** P  
**Address:** 100 Smerdonsmear Rd  
**Suburb:** Numurkah

Check all details have been entered correctly and click on edit if changes necessary

- If all details are correct click on **Subscription** this will generate a registration fee to allow you to create payments and record payment record.
- The following screen will display, indicating the payment record created for this member This should be the age group of the athlete just entered or the specific registration type eg Family Registration for Three Children.  
(If a Family Registration is used only the first child's subscription should show the "Family Registration Type" all subsequent family members should select Family Registration Additional Child – Nil Fee.)

8. Click on **Continue** if registration type is correct, if not click on the **drop down box** and select the correct registration type and then click on continue. (This last action should not be necessary as system should select correct age group charge based on the details entered). The following screen will appear.

9. Do not change any data and click on **Generate** and the following screen will display.

## Generate Registration Fees

[Listing](#)
[Post](#)

Transaction record successfully generated in the system.

**Title:** Under 10 Summer Registration

**Details:** You are considered Under 10 if you were born between 1 October 1997 and 30 September 1998. A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Amount:** \$47.00 (Includes GST Of \$3.36)

(This amount of \$47.00 includes Transaction Fee of \$43.64, GST of \$3.36 and Administration Charge of \$0.00)

**Instalments:** 1

10. Click on **Post** to record amount against member and the following screen will display.

## Generate Registration Fees

[Listing](#)
[Payment](#)

Transaction record has been successfully posted in the system.

11. Click on **Payment** to record method of payment and receipt number. The following screen will appear.



Registration Fees - Types  
Options

**Title:** Under 10 Summer Registration

**Details:** You are considered Under 10 if you were born between 1 October 1997 and 30 September 1998. A Summer Registration will allow you entry into all VLAA events during the 2007/2008 season.

**Total:** \$47.00

**Payment Method:** Cash

**Payment Reference:**

The financial end date of the member will be updated to 30 Sep 2008.

Process Payment
Cancel
Offline Credit Card Payment

Enter Payment Method from drop down box ie Cash, Cheque.

Enter Number from receipt issue when payment was made.

12. Enter Payment Method from drop down box and the receipt number of receipt issued when payment was made. Click on **Process Payment** to finalise the adding of a member and recording payment details. The following screen will display.

Home | Support | Contact Us

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Registration Fees - Types  
Options

### Payment Confirmation

Member Listing
Member
Transactions Unpaid
Transactions Paid

Transaction successfully paid in the system.

13. Click on **Member Listing** to return to Members list (refer screen below). The athlete just entered will now appear on the list in alphabetical order with status of active

Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Members Listing

Add Copy Merge

For:  Search  
In: Name ▼ Search

**Member Status:** ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending  
**Financial Status:** ☒ All ☐ Unfinancial ☐ Financial

Club: All Club

All Records    A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Abca	Betty									
acland	Bill									
Allen	Samuel									
anna	ala									
B	Nicko									
bbb	f									
bbbbb	aaaa									
BENNETTS	GARY									
bishop	jayden									
Burke	Greg									
Cadwallader	Percy									
Cadwallader	Pippa									

New athlete just added appears in list with status flag of active

This completes adding a member from manual paper registration.

## ONLINE REGISTRATION – CREDIT CARD PAYMENT

Member completes the entire registration process online by entering their particulars and electing to submit payment online via their credit card. The Registration Fee is generated, completed and the system updated with payment details. On registration day member presents receipt emailed immediately credit card payment approved as proof of online payment together with proof of age documentation.

Centre registrar will issue registration number and other necessary items and update member registration with registration number issued, proof of age sighted etc by the following steps.

1. Click on **Members**
2. Click on **Listing**

The screenshot shows the ClubsOnline website interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a secondary navigation bar with links for Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration, and Log Off. The main content area is titled 'Members Listing' and features a sidebar with various options like Members Listing, Age Groups, Member Groups, Send Email, Export, Registration Declarations, Members Portal, and Options. The main area contains filters for Member Status (All, Inactive, Active, Online, Pending) and Financial Status (All, Unfinancial, Financial). A table lists members with columns for Last Name, First Name, Code, Edit, View, Delete, Status, Groups, History, Subs, and Email. A red arrow points from the 'Online' radio button in the Member Status section to the 'Edit' icon in the table for the member 'Greg'.

3. Set **Member Status** to Online by clicking on the hyper linked titles until the status of Online appears. Only those new members that registered via the web will appear.

The screenshot shows the ClubsOnline website interface, similar to the previous one. The main area contains filters for Member Status (All, Inactive, Active, Online, Pending) and Financial Status (All, Unfinancial, Financial). A table lists members with columns for Last Name, First Name, Code, Edit, View, Delete, Status, Groups, History, Subs, and Email. A red arrow points from the 'Edit' icon in the table for the member 'Greg' to the 'Edit' button in the table for the member 'mckenzie'.

4. Locate the member's name and Click on **Edit**

5. Scroll to **Membership Information** and enter **registration number** issued.

**Membership Information**

Club:

Centre Number:

Competition Number:

Age Groups:

Default Registration Fees Type:

Member Data Available To League / Association: ☒ Yes ☐ No

Financial: ☐ Yes ☒ No

Financial End Date:

6. Check that athlete has been entered in correct **age group** by comparing date of birth and age group entered with VLAA Registration Ages sheet for the current season.
7. Scroll to **Centre Custom Fields** and complete any relevant fields your Centre has established. Eg in the case below select type of documentation sighted for proof of age from drop down box. Use *previously sighted* if a re-registration at your Centre. Select registration type from drop down box. Note down their preference for Parent Duty Roster.

**Other Options**

Directory: ☐ Yes ☒ No

Mailing List: ☐ Yes ☒ No

Publish: ☐ Yes ☒ No

---

**Centre Custom Fields**

Registration Type (eg New, Re-Registering)

Proof of Age Sighted

Duty Roster preference (No guarantee can be given)

Select registration type from drop down box.

Select type of documentation sighted for proof of age from drop down box.

Note their choice of duty

8. Click on **Update**

9. The following screen will appear showing updated member details. If changes are required click on **Edit** and correct errors.

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Detail

Record successfully updated in system

[Listing](#) [Edit](#) [Groups](#) [History](#) [Subscription](#) [Email](#)  
[Relationship](#) [Merge](#) [Seating](#)

**Title:** Ms  
**First Name:** Greg  
**Other Names:**  
**Last Name:** Burke  
**Initials:** P  
**Address:** 12 Burke St  
**Suburb:** Nurkville  
**State:** Victoria  
**Postcode:** 3119  
**Country:** Australia

11. If no changes are required click on **Listing** and the following screen will display
12. Change member status to **active** by clicking on the status button for the member just updated.

clubsONLINE Home | Support | Contact Us

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Members Listing

[Add](#) [Copy](#) [Merge](#)

**Member Status:** ☐ All ☐ Inactive ☐ Active ☒ Online ☐ Pending  
**Financial Status:** ☒ All ☐ Unfinancial ☐ Financial

**Club:** All Club

All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Allen	Samuel									
Burke	Greg									
Daniel	Jessica									

13. To update another member from an Online Registration with credit card payment repeat steps 1 to 12.

This completes updating a member from an Online Registration with credit card payment.

## ONLINE REGISTRATION – INVOICE/MANUAL PAYMENT

Member completes the registration process online by entering their particulars and elects to manually pay on registration day. An invoice for the registration fee will be produced which the member should print on completing the online registration details.

On registration day member presents invoice as proof of online registration, the amount due together with proof of age documentation. Centre officers will issue receipt for payment, registration number and other necessary items following which they will update member registration with registration number issued, proof of age sighted and payment details etc by the following steps.

1. Click on **Members**
2. Click on **Listing**

The screenshot shows the 'clubsONLINE' website interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a main menu with options like Website, Members, Registration Fees, Shop, Registrations, Results, Tools, and Administration. The 'Members' section is expanded, showing a sidebar with options like Members Listing, Age Groups, Member Groups, Send Email, Export, Registration Declarations, Members Portal, and Options. The main content area is titled 'Members Listing' and contains several filters and a table of member records.

**Members Listing**

Buttons: Add, Copy, Merge

Search: For: [text input], In: Name [dropdown], Search [button]

**Member Status:** ☐ All ☐ Inactive ☐ Active ☒ Online ☐ Pending

**Financial Status:** ☒ All ☐ Unfinancial ☐ Financial

**Club:** [All Club dropdown]

All Records: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Daniel	Jessica		[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
mckenzie	tyler scott		[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Rodgers	Grace		[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Rodgers	Tyler		[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]

3. Set **Member Status** to Online by clicking on the hyper linked titles until the status of Online appears. Only those members that registered via the web will appear. Any member who is returning from the previous season and has reregistered will appear in the Member Status – Active list.

4. Locate the member's name and click on **Edit**
5. Scroll to **Membership Information** and enter **registration number** issued.

6. Check that athlete has been entered in correct **age group** by comparing date of birth and age group entered with VLAA Registration Ages sheet for the current season. (Ready Reckoner)
7. Scroll to **Centre Custom Fields** and complete any relevant fields your Centre has established. Eg in the case below select type of documentation sighted for proof of age from drop down box. Use *previously sighted* if a re-registration at your centre. Select registration type from drop down box.

Other Options

Directory: ☒ Yes ☐ No

Mailing List: ☒ Yes ☐ No

Publish: ☒ Yes ☐ No

---

Centre Custom Fields

Registration Type (eg New, Re-Registering) ☒ New Registration

Proof of Age Sighted ☒ Passport

Duty Roster preference (No guarantee can be given) ☒ Starter

Select registration type from drop down box.

Select type of documentation sighted for proof of age from drop down box.

Note their choice of duty

8. Click on **Update**

9. Following screen will appear showing updated member details. If changes are required click on **Edit** and correct errors.

Website **Members** Registration Fees Shop Registrations Results Tools Administration Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Detail

Record successfully updated in system

**Title:** Ms  
**First Name:** Greg  
**Other Names:**  
**Last Name:** Burke  
**Initials:** P

**Address:** 12 Burke St  
**Suburb:** Nunawilkie  
**State:** Victoria  
**Postcode:** 3119  
**Country:** Australia

10. If no changes are required click on **Listing** and the following screen will display.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing

Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Members Listing

Add Copy Merge

Search  
For:   
In: Name  Search

Member Status: ☐ All ☐ Inactive ☐ Active ☒ Online ☐ Pending

Financial Status: ☒ All ☐ Unfinancial ☐ Financial

Club:

All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Daniel	Jessica									
mckenzie	tyler scott									
Rodgers	Grace									
Rodgers	Tyler									

11. Click on **Registration Fee**.

12. Click on **Transactions** and finally **Unpaid**

Website | **Members** | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
**Transactions**  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions

Date Range Selection: 01-Jan-2006 To 31-Dec-2007

Transaction Status	Records	Total
Unpaid	19	1,570.00
Paid	67	5,120.00
Cancelled	1	100.00
Refunds	0	0.00

13. The following screen will display. Locate the member's name just completed and click on symbol to update payment details.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Unpaid (01-Jan-2006 To 31-Dec-2007)

Filter Report Export  
Template Cancel All

Search For:   
In: Name  Search

Ref	Date	Member	Total	View	Pay	Cancel	Remind
433151	17 Aug 2007	s, katie	\$180.00				
433152	17 Aug 2007	s, david	\$0.00				
436380	21 Aug 2007	aa, aa	\$100.00				
437155	22 Aug 2007	sch, katie	\$180.00				



Select **Payment Method** from the drop down box and enter the number of the receipt issued to member in the **Payment Reference** box.

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transaction Payment - Manual

**Member:** Greg Burke  
**Title:** Under 6  
**Details:**  
**Total:** \$47.00

**Payment Method:** Cash  
**Payment Reference:**

Select method of payment from the drop down box.  
Enter Receipt number issued.

Process Payment | Cancel | Offline Credit Card Payment

14. Click on **Process Payment** to update payment details. The following screen will display indicating that member has now paid.

clubsONLINE Home | Support | Contact Us

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types

### Payment Confirmation

Transactions Unpaid | Transactions Paid

Transaction successfully paid in the system.

15. Click on **Transactions Unpaid** and the following screen will display showing remaining unpaid members, absent the member just completed. This member has been transfer from Transactions Unpaid to Transactions Paid.

[Generate Registration Fees](#)
[Manage Registration Fees](#)
[Transactions](#)
[Unpaid](#)
[Paid](#)
[Cancelled](#)
[Refunds Listing](#)
[Payments Received](#)
[Club Payments](#)
[Settlements](#)
[Export Templates](#)
[Registration Fees - Types](#)
[Options](#)

## Transactions Unpaid (01-Jan-2006 To 31-Dec-2007)

[Filter](#)
[Report](#)
[Export](#)

Search For:

[Template](#)
[Cancel All](#)

In:

Name

[Search](#)

Ref	Date	Member	Total View	Pay	Cancel	Remind
433151	17 Aug 2007	s, katie	\$180.00			
433152	17 Aug 2007	s, david	\$0.00			
436380	21 Aug 2007	aa, aa	\$100.00			
437155	22 Aug 2007	sch, katie	\$180.00			
437156	22 Aug 2007	sch, david	\$0.00			
445673	30 Aug 2007	uss, jess	\$100.00			

16. To view Transactions Paid list, click on **Paid** in the Transactions menu.

17. To update another member from an Online Registration with manual payment repeat steps 1 to 16.

This completes updating a member from an Online Registration with manual payment.



# **SECTION THREE**

## **MEMBER ADMINISTRATION**

## MEMBER ADMINISTRATION

### MEMBER DETAILS

#### VIEW MEMBER

1. Click on **Members**
2. Click on **Members Listing**
3. Set **Member Status** to either Active, Online, Pending, Inactive or All by clicking on the hyper linked titles until the status that you want appears. It is recommended that you set this to All to ensure you search all member listings if you don't know the status of the member

The screenshot shows the ClubsOnline website interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a red navigation bar with links for Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration, and Log Off. The left sidebar contains a list of links: Members Listing, Age Groups, Member Groups, Send Email, Export, Registration Declarations, Members Portal, and Options. The main content area is titled 'Members Listing' and features buttons for Add, Copy, and Merge. There are search filters for Member Status (All, Inactive, Active, Online, Pending) and Financial Status (All, Unfinancial, Financial). A 'Club' dropdown menu is set to 'All Club'. Below the filters is a table of member records with columns for Last Name, First Name, Code, Edit, View, Delete, Status, Groups, History, Subs, and Email. The table lists four members: Daniel mckenzie, Rodgers, and Rodders.

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Daniel	Jessica									
mckenzie	tyler scott									
Rodgers	Grace									
Rodders	Tyler									

**Active:** all members who have been approved, lodged and paid for applications.

**Online:** all applications submitted online regardless of whether payment has been lodged.

**Pending:** lodged at club level, awaiting approval by the Centre.

**Inactive:** Members who have not paid subscriptions.

**All:** all members contained in the system regardless of status.

4. Set **Financial Status** to Financial, Un-financial or All by clicking on hyper linked titles until the status that you want appears. It is recommended that you set this to All to ensure you search all member listings if you don't know the financial status of the member.

5. A list of all of the member names will appear on screen according to your member and financial status selections. They will appear listed in alphabetical ascending order.
6. You can perform a **Search** if you know the member's name, address, membership number or email address by typing in the details in **Search For** and selecting the field from the **drop down menu** of where to search

7. Click on **Search**.
8. The member's detail will appear in the list **view** on screen.

9. Click on the **view** icon aligned with the name to see all of the Member Data for that particular member.

## Member Detail

[Listing](#)
[Edit](#)
[Delete](#)
[Groups](#)
[History](#)
[Subscription](#)  
[Email](#)
[Relationships](#)
[Merge](#)
[Event](#)
[Seating](#)

**Title:** Ms  
**First Name:** Greg  
**Other Names:**  
**Last Name:** Burke  
**Initials:** P  
**Address:** 12 Burke St  
**Suburb:** Nurkville  
**State:** Victoria  
**Postcode:** 3119  
**Country:** Australia

10. Click on **Listing** to exit from member details and click on **Clear Search** to return to the full member listing.

## Members Listing - Search Results

[Add](#)
[Copy](#)
[Merge](#)

[Clear Search](#)


**Member Status:** ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending

**Financial Status:** ☒ All ☐ Unfinancial ☐ Financial

**Club:**

All Records [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Burke	Greg									

11. Alternatively, if you don't know the exact spelling of the member name or do not have information on hand of their address or membership number, you can **click on the letter which commences the member's surname** which is displayed across the screen:  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
12. A list of all members' surnames, which commence with the selected letter, will appear on screen.
13. Scroll down the screen until you recognize the member's name (first and last).
14. Click on the view  icon aligned with the name to see all of the Member Data for that particular member.

15. You can at any time display all members by clicking on **All Records**

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Members Listing - Search Results

**Add** **Copy** **Merge** **Clear Search**

**Member Status:** ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending

**Financial Status:** ☒ All ☐ Unfinancial ☐ Financial

**Club:**

**All Records** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Burke	Greg									

This completes how to View a Member saved in the system.

## EDIT MEMBER

1. Locate the member's name that you require from the **Member Listing** by following the steps for viewing member detail above.
2. Click on the **Edit icon** aligned with the member's name.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Members Listing

**Add** **Copy** **Merge** **Search For:**  **In:**  **Search**

**Member Status:** All  
**Financial Status:** All

**Club:**

**All Records** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Cadwallader	Percy									
Cadwallader	Pippa									
Cadwallader	Poppy									
Cancian	Aidan									

3. A screen will appear which displays all of the current member data in field boxes. Go through and edit or delete any incorrect information or add additional information.



**Title:** ♦ Master  
**First Name:** ♦ Percy  
**Other Names:**  
**Initial:** P  
**Last Name:** ♦ Cadwallader

**Address:** ♦ 100 Smertonsmee Rd  
**Suburb:** ♦ Numurkah  
**State:** ♦ VIC  
**Postcode:** ♦ 3636  
**Country:** Australia

	Area Code:	Number:
<b>Business:</b>		
<b>Direct:</b>		
<b>Private:</b>	03	1234 5678
<b>Mobile:</b>		0404040404
<b>Facsimile:</b>	03	9999 9990

4. Click on **Update**.

Update Cancel

5. Following screen will be displayed with the member information that was just updated. If further corrections are required click on **edit** and repeat steps 1 to 4.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Detail

Record successfully updated in system

Listing Edit Groups History Subscription Email  
Relationship Merge Seating

**Title:** Master  
**First Name:** Percy  
**Other Names:**  
**Last Name:** Cadwallader  
**Initials:** P  
**Address:** 100 Smertonsmee Rd  
**Suburb:** Numurkah  
**State:** VIC  
**Postcode:** 3636  
**Country:** Australia

6. To return to member list click on **Listing**.

This completes how to Edit Member Data in the system.

## MEMBER HISTORY

1. Locate the member's name that you require from the **Member Listing** by following the steps for viewing member detail above.
2. Click on the **History** Icon aligned with the member's name.

**clubsONLINE** Home | Support | Contact Us |

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing

Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

**Members Listing**

Add Copy Merge

For: BURKE  
In: Name Search

Member Status: ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending

Financial Status: ☒ All ☐ Unfinancial ☐ Financial

Club: All Club

All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Cadwallader	Percy									
Cadwallader	Pippa									
Cadwallader	Poppy									
Cancian	Aidan									

3. A screen will appear which displays all of the items that Member History can be viewed such as financial and email communications.
4. Select item for which history is sought (e.g. Transactions Paid) Click on **View**.

### Member History

**Listing**

Registration Fees

Unpaid:	0	\$0.00	<b>View</b>
Paid:	1	\$260.00	
Cancelled:	0	\$0.00	

Shop Orders

Outstanding:	0	\$0.00
Completed:	0	\$0.00
Cancelled:	0	\$0.00

Communication

Email Messages: 0

5. The following screen will display with history of the paid transactions for the member selected.

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member History - Paid Registration Fees

Menu

Ref	Date	Title	Total	Payment Date	View
922566	26 May 2008	Family Registration for Three Children	\$260.00	26 May 2008	

Powered By: TMG eCommerce

6. To return and view other history items click on **Menu** and select other item to view. If finished with history click on **listing** to return members listing.

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member History

Listing

Registration Fees

Unpaid:	0	\$0.00	
Paid:	1	\$260.00	<a href="#">View</a>
Cancelled:	0	\$0.00	

Shop Orders

Outstanding:	0	\$0.00
Completed:	0	\$0.00
Cancelled:	0	\$0.00

This completes how to View Member History in the system

## MERGE MEMBERS

*Clubs Online allows you to merge member records if a duplication occurs. A duplicate member prompt has now been installed into the system and should be observed to alleviate the problem of duplication. Merging records will transfer any orders, event registrations and subscription payments into the one record. The member's personal details are not merged so the administrator needs to consider whether to merge the older record into the newer, or vice versa. (Note the members added date will be that of the 'merge to' record and should be considered when deciding which record to merge from)*

1. Click on **Members**
2. Click on **Members Listing**
3. Locate the member record that you are planning to merge from. Click on **Edit** icon and edit as required. ( We recommend editing the from record as it will automatically be deleted after the merge)
4. Click on **Update** then **Listing**.

The screenshot shows the Clubs Online interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a red navigation bar with links for Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration, and Log Off. The left sidebar contains links for Members Listing, Age Groups, Member Groups, Send Email, Export, Registration Declarations, Members Portal, and Options. The main content area is titled 'Members Listing' and features buttons for Add, Copy, and Merge. A search bar is located to the right of the Merge button. Below the search bar, there are filters for Member Status (All) and Financial Status (All). A dropdown menu for Club is set to 'All Club'. Below these filters is a table of member records. The table has columns for Last Name, First Name, Code, Edit, View, Delete, Status, Groups, History, Subs, and Email. The first three rows of the table are: Fitzwilliam Gertrude, Fitzwilliam Leopold, and flinstone fred. A red arrow points from the 'Merge' button in the top navigation bar to the 'Merge' button in the main content area.

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Fitzwilliam	Gertrude									
Fitzwilliam	Leopold									
flinstone	fred									
Flinstone	fred									

5. In Member Listing click on the **Merge** Button. The following screen will display

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Merge

Merge From Member:

Merge To Member:

Powered By IMG eCommerce

6. Select from the menu the record you wish to merge **FROM**.
7. Select from the menu the record you wish to merge **TO**.
8. Click the **MERGE** button.
9. The member's records will be merged, and the from record will be deleted. The following screen will display.

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

### Member Merge

Member merge successfully completed in the system.

10. Click on Listing and repeat steps 3-8 for any additional records that need to be merged.

## TRANSFER MEMBERS

For a member that has transferred from one Little Athletics Centre to another please follow these procedures.

1. Once the transfer has been approved and fully processed the paperwork will be held by VLAA.
2. The 'FROM' club which should have already registered and paid for that member will keep them in their Clubs Online active database until the end of the season.
3. The 'To' club will do nothing online until the following season when they can add the athlete to their database.

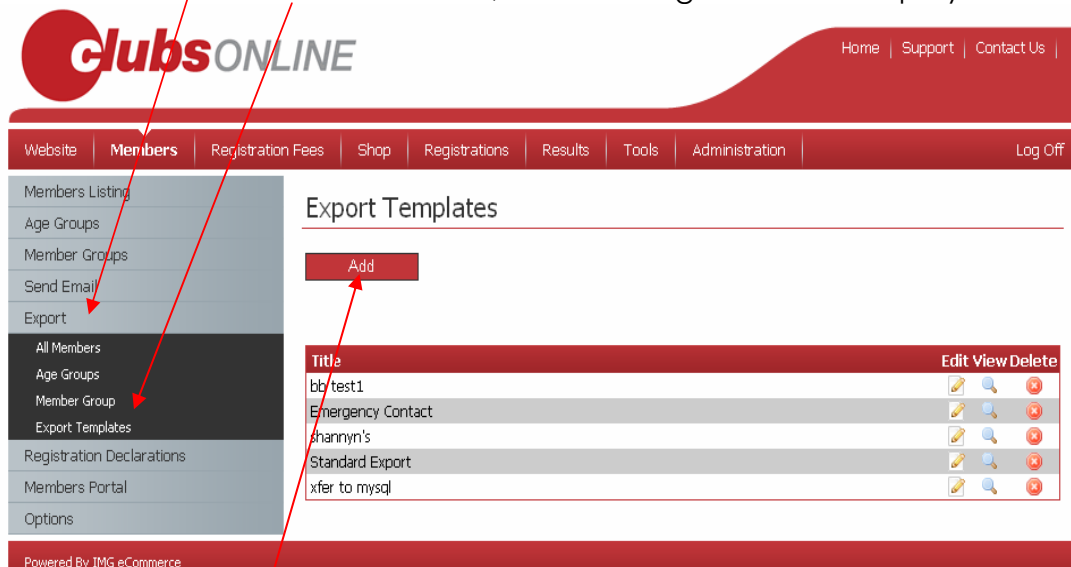
This is simply an administration procedure. The athlete can still run and represent the 'TO' club for the current season provided applicable approval from Victorian Little Athletics Association has been granted.

## EXPORT

The system enables data stored to be exported for use in Microsoft Excel and allows the content to be categorized for merging with other applications such as Microsoft Word.

### CREATE EXPORT TEMPLATE

1. Click on the **MEMBERS**.
2. Click on **EXPORT**
3. Click on **EXPORT TEMPLATES**, the following screen will display



4. Click on the **ADD** button.
5. Type in a **Title** that the export template will be known as.

Export Template

Update Cancel

Title: Age Groups

System Member ID: ☒ Yes ☐ No

Title: ☐ Yes ☒ No

First Name: ☒ Yes ☐ No

Initial: ☐ Yes ☒ No

Last Name: ☒ Yes ☐ No

Company Name: ☐ Yes ☒ No

Telephone: ☒ Yes ☐ No

Email Address: ☐ Yes ☒ No

Address: ☒ Yes ☐ No

Suburb: ☒ Yes ☐ No

State: ☒ Yes ☐ No

Postcode: ☒ Yes ☐ No

Country: ☐ Yes ☒ No

Date Of Birth: ☒ Yes ☐ No

Gender: ☒ Yes ☐ No

Occupation: ☐ Yes ☒ No

Select YES if data field IS to be included in export

Select NO if data field IS NOT to be included in export.

Complete for all data fields displayed

6. Select each data field and indicate by **YES** or **NO** if field is to be included in the export
7. Click on **UPDATE** to save template. The following screen will display indicating template has been successfully saved in system

- Members Listing
- Age Groups
- Member Groups
- Send Email
- Export
  - All Members
  - Age Groups
  - Member Group
  - Export Templates
- Registration Declarations
- Members Portal
- Options

## Export Templates

Record successfully added to system

[Listing](#)
[Edit](#)
[Add](#)
[Delete](#)

**Title:** Age Groups  
**Title:** No  
**First Name:** Yes  
**Initial:** No  
**Last Name:** Yes  
**Company Name:** No  
**Telephone:** Yes  
**Email Address:** No  
**Address:** Yes  
**Suburb:** Yes

8. Click on **Add** and repeat steps 1 to 7 to create another template or click on **Listing** to view all export templates.

This completes the Creating Export Template section.

## EXPORT DATA

1. Click on **MEMBERS**.
2. Click on **EXPORT**
3. Click on **ALL MEMBERS**, the following screen will display
4. Select from the **Club** drop down box the Club required and from the **Export Template** drop down menu the export template required(eg Age Groups)

clubsONLINE

Home | Support | Contact Us

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
All Members  
Age Groups  
Member Group  
Export Templates  
Registration Declarations  
Members Portal  
Options

Export - All Members

Club: VLAA Test Centre

Export Template: All Fields  
All Fields  
Age Groups  
bb test1  
Emergency Contact  
shannyn's  
Standard Export  
xfer to mysql

Member Status: All  
Financial Status: All

Next >>

Powered By IMG eCommerce

5. Click on **NEXT**, the following screen will display.

clubsONLINE

Home | Support | Contact Us

Website | **Members** | Registration Fees | Shop | Registrations | Results | Tools | Administration | Log Off

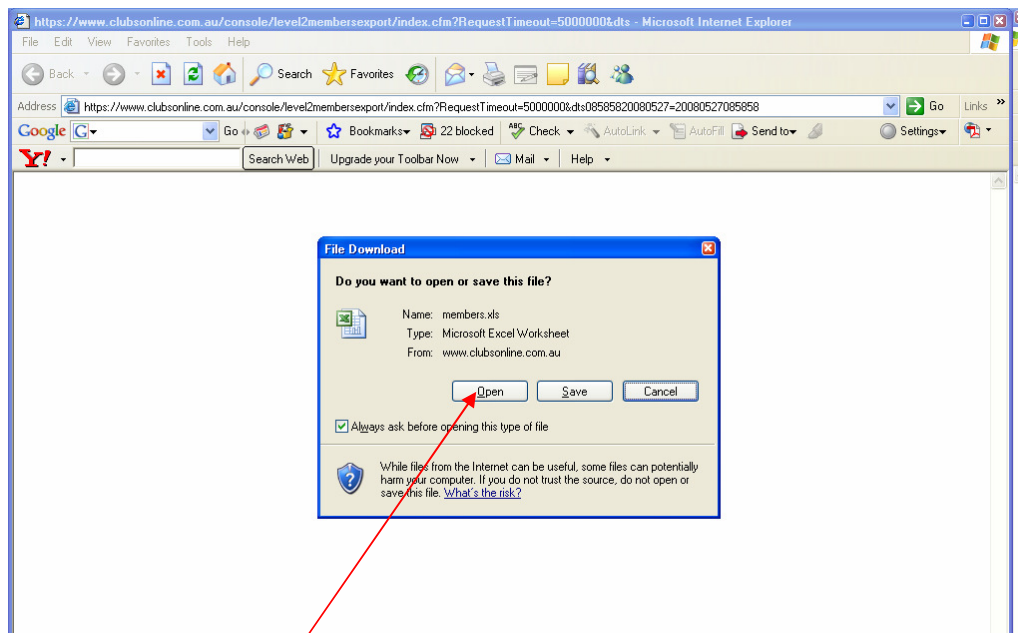
Members Listing  
Age Groups  
Member Groups  
Send Email  
Export  
All Members  
Age Groups

Export - All Members

Export << Previous

6. Click on **EXPORT**, the following screen will display.

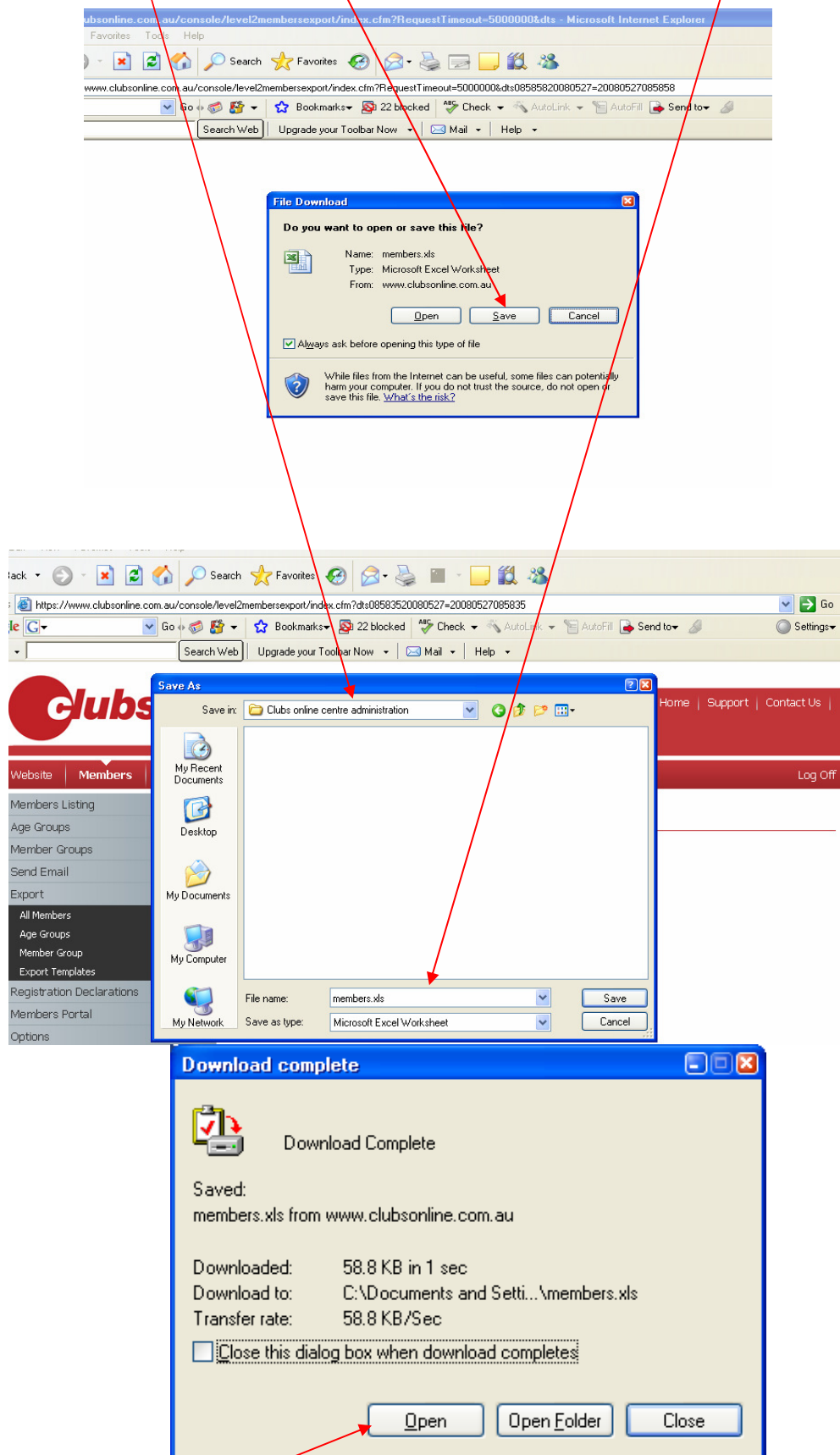




- Click on **Open** to load exported data into excel. Data can then be saved as an excel worksheet in the normal manner.

	A	B	C	D	E	F	G	H	I	J	
	First Name	Last Name	Address1	Address2	Suburb	State	Postcode	Business	Direct	Private	Mo
1	Betty	Abca	aa	a	a	A.C.T	300	a a	a a	a a	
2	Bill	acland	aa	a	a	A.C.T	300	a a	a a	a a	
3	Samuel	Allen	7 Evelyn Drive		Sale	Victoria	3850	03 51431640			
4	ala	anna	aa	aa	aa	aa	9999	9999			
5	Nicko	B	here		theer	Victoria	3960			7777	
6	f	bbb	bbb		bb	Victoria	33	88888888			
7	aaaa	bbbbbb	53 james st		Benalla	Victoria	3672	03 55555555			
8	GARY	BENNETTS	11 Active Street		TAYLORS LAKES	VIC	3038			5656 5656	
9	Jayden	bishop	67 first avenue		cockatoo	Victoria	3781			59689630	
10	Greg	Burke	12 Burke St		Nurkville	Victoria	3119		03 997 8899		
11	Pippa	Cadwallader	100 Smertonsmee Rd		Numurkah	VIC	3636			03 5864 1125	041
12	Poppy	Cadwallader	100 Smertonsmee Rd		Numurkah	VIC	3636			03 5864 1125	041
13	Percy	Cadwallader	100 Smertonsmee Rd		Numurkah	VIC	3636			03 1234 5678	
14	Aidan	Cancian	12 Cavendish st		portland	Victoria	3305	03 55231635			
15	cccccccccc	cccccccccc	cc		cccccccccc	vic	3333				
16	Jessica	Daniel	3 Catalina Pl		Ashburton	Victoria	3175			1234 5678	
17	Roger	Doger	12 New St		camberwell	Victoria	3101				
18	Test	Entry	Testing		Test	Victoria	3000	03 77777777	03 77777777		
19	Leopold	Fitzwilliam	22 The Road		Camberwell	VIC	3124			03 98225700	041
20	Beryl	Fitzwilliam	22 The Road		camberwell	vic	3124			03 98225700	041
21	Gertrude	Fitzwilliam	22 The Road		Camberwell	VIC	3124			03 98225700	041
22	fred	Flinstone	marble st		bedrock	Victoria	3333			03 69601432	
23	Little	Girt	here		kl	Victoria	8809				
24	angela	goodwin	36 High st		rye	vic	3941		5656 5656		
25	hermione	Granger	C/- Hogwarts school		Shepparton	VIC	3630	03 58300000			
26	j	j	j	j	j	vic	j	j	j j	j j	
27	BETTY	JONES	111 ONE ROAD		ONESVILLE	Victoria	3686			03 11111111	

6. Alternatively click on **Save** to save exported data to a **file name** and **directory** of your choice.



7. Click on **open** to display exported data in excel.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A1 First Name

members.xls

	A	B	C	D	E	F	G	H	I	J
47	Albus	Potter	Womping Willow		Godrics Hollow	VIC	3600			
48	James	Potter	Womping Willow		Godrics Hollow	VIC	3600			
49	Lily	Potter	Womping Willow		Godrics Hollow	VIC	3600			
50	Tyler	Rodgers	4 Gladstone Street		Warrnambool	Victoria	3280			03 55620537
51	Tyler	Rodgers	4 Gladstone Street		Warrnambool	Victoria	3280			03 55620537
52	Zhane	Rodgers	4 Gladstone Street		warrnamboolcity	Victoria	3280			03 55620537
53	Grace	Rodgers	4 Gladstone Street		warrnamboolcity	Victoria	3280			03 55620537
54	katie	s		11	nuna	Victoria	3131	087 8977666		
55	j	s	1 addr		sunbrun	Other	9876			
56	david	s	overthere in the corner		nuna	Other	3131	my dad		
57	david	sch	11 AZdr		nuna	Victoria	9875	03 98880527		
58	katie	sch	11tr aves		nunbawe	Victoria	9000			
59	david	schul	11 addr		nunawading	Victoria	3131			
60	katie	schul	11 addr		nuna	Victoria	3131			
61	Sue	Smith	123 Ham St		Geelong	Victoria	3333	03 55555555		
62	John	Smith	a	a	A.C.T.	a	a	a	a	a
63	david	smith	11 addr		nuna	Victoria	3131			
64	vince	smith	23 david st		glenroy	Victoria	3046			
65	Scott	Smith	123 Ham St		Geelong	Victoria	3333	03 55555555		
66	Edward	Smith Jones	12A Railway Cuttings		Anyplace	Victoria	2000	01 1234 5678	01 9876 5432	99 9999 9999
67	david	smithy	11a adder		nuna	Victoria	3131			
68	dd	sssss	1 ddrl		sub	Other	67899			9984444
69	Joe	van	8 Ralph		Altona	Victoria	333			
70	Rachael	Ward	10 Popin St		Villawood	Victoria	3222			03 999 9999 9999
71	Ginny	Weasley	C/- The Burrow		Godric's Hollow	Vic	3640			
72	Ron	Weasley	The Burrow		Godric's Hollow	VIC	3640	03 5862 1100		

members /

Draw AutoShapes

This completes Export Data section.

*\*\* Using the same steps to the above, data can be extracted for a single member and specific age groups by selecting the appropriate tab in the MEMBERS, EXPORT area.*

# **SECTION FOUR**

## **FINANCIALS**

## FINANCIAL

By inputting payment information and completing transactions using the system, the payments are allocated immediately and are live to all users. This simplifies all transaction procedures by allowing the history of transactions to be searched with up-to-date results, receipts to be printed and reports to be performed immediately.

### TRANSACTIONS UNPAID

1. Click on **REGISTRATION FEES**
2. Click on **TRANSACTIONS** and **UNPAID** and following screen will display.

clubsONLINE Home | Support | Contact Us |

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Unpaid (01-Jan-2006 To 31-Dec-2007)

Filter Report Export  
Template Cancel All

Search For:   
In: Name

Ref	Date	Member	Total	View	Pay	Cancel	Remind
433151	17 Aug 2007	s, katie	\$180.00				
433152	17 Aug 2007	s, david	\$0.00				
436380	21 Aug 2007	anna, ala	\$100.00				
437155	22 Aug 2007	sch, katie	\$180.00				
437156	22 Aug 2007	sch, david	\$0.00				

3. If there are transactions unpaid in the system a **LIST** will appear with the Reference, Date, Member, Total amount outstanding. You will have the option to use the icons aligned with each member transaction to **VIEW, PAY, CANCEL** or email the **REMIN**.
4. You can use the **FILTER** to obtain unpaid transactions, which fall within certain parameters such as **ORDER** numbers, **DATES** or **AMOUNTS**.

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Unpaid - Filter Selection

Order:  To:   
Transaction Date:    To:     
Amount:  To:

[Cancel Chnges](#)

5. Enter the minimum and maximum or from and to for one or all of the **REFERENCE**, **DATE** or **AMOUNT** fields.

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Unpaid - Filter Selection

Order:  To:

Transaction Date:    To:

Amount:  0.00 To:  100.00

[Display](#) [Clear Filter](#) [Cancel](#)

6. Click **DISPLAY**
7. A **LIST** of the **UNPAID TRANSACTIONS** according to the search criteria will appear on screen.

### Transactions Unpaid - Filtered

[New Filter](#) [Clear Filter](#) [Report](#) [Export](#) [Template](#)

Ref	Date	Member	Total View	Pay	Cancel	Remind
433152	17 Aug 2007	s, david	\$0.00		433151433151	
436380	21 Aug 2007	anna, ala	\$100.00			
437156	22 Aug 2007	son, david	\$0.00		437155437155	
442574	30 Aug 2007	bbb, f	\$0.00		442573442573	
443863	31 Aug 2007	smith, david	\$100.00			
443875	31 Aug 2007	smithy, david	\$100.00			
445346	02 Sep 2007	schul, katie	\$0.00		445345445345	
450121	09 Sep 2007	B, Nicko	\$47.00			
508253	17 Oct 2007	Granger, hermione	\$57.00			
512153	25 Oct 2007	Weasley, Ginny	\$0.00			
517224	31 Oct 2007	allen, Samuel	\$47.00			

8. Any list displayed on screen can be printed as a report by clicking on the **Report** button.

## Transactions Unpaid Listing

Reference	Date	Member	Title	Amount
433152	17-Aug-2007	s, david	Family Registration for Two Children	0.00
436380	21-Aug-2007	anna, ala	Under 11 Summer Registration	100.00
437156	22-Aug-2007	sch, david	Family Registration for Two Children	0.00
442574	30-Aug-2007	bbb, f	Family Registration for Two Children	0.00
443863	31-Aug-2007	smith, david	Under 10 Summer Registration	100.00
443875	31-Aug-2007	smithy, david	Under 10 Summer Registration	100.00
445346	02-Sep-2007	schul, katie	Family Registration for Two Children	0.00
450121	09-Sep-2007	B, Nicko	Under 10 Summer Registration	47.00
508253	17-Oct-2007	Granger, hermione	Under 15	57.00
512153	25-Oct-2007	Weasley, Ginny	Family Registration Additional Child - NIL FEE	0.00
517324	31-Oct-2007	Allen, Samuel	Under 12 Summer Registration	47.00
				461.00

8. Click on **Export** to export the data as an excel document. This can be **viewed** or **saved as** in the Export section above.

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Unpaid - Filtered

New Filter
Clear Filter
Report
Export
Template

Ref	Date	Member	Total	View	Pay	Cancel	Remind
433152	17 Aug 2007	s, david	\$0.00				433151433151
436380	21 Aug 2007	anna, ala	\$100.00				
437156	22 Aug 2007	sch, david	\$0.00				437155437155
442574	30 Aug 2007	bbb, f	\$0.00				442573442573
443863	31 Aug 2007	smith, david	\$100.00				
443875	31 Aug 2007	smithy, david	\$100.00				
445346	02 Sep 2007	schul, katie	\$0.00				445345445345
450121	09 Sep 2007	B, Nicko	\$47.00				
508253	17 Oct 2007	Granger, hermione	\$57.00				
512153	25 Oct 2007	Weasley, Ginny	\$0.00				
517324	31 Oct 2007	Allen, Samuel	\$47.00				

This completes the transactions unpaid section.

## TRANSACTIONS PAID

1. Click on **REGISTRATION FEES**
2. Click on **TRANSACTIONS** and **PAID** and following screen will display.

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
**Paid**  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Paid (01-Jan-2006 To 31-Dec-2007)

Filter Report Export

Search For:   
In: Name   
Search

Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
373564	11 Apr 2007	BENNETTS, GARY	\$50.00	11 Apr 2007			
397118	29 May 2007	acland, Bill	\$60.00	29 May 2007			
399818	06 Jun 2007	Me, You	\$60.00	11 Oct 2007			
412262	29 Jun 2007	Merlo, Shannyn	\$60.00	29 Jun 2007			
431616	14 Aug 2007	Linford, Josh	\$37.00	04 Sep 2007			
432857	17 Aug 2007	acland, Bill	\$100.00	11 Oct 2007			
433118	17 Aug 2007	s, j	\$180.00	01 Nov 2007			
433119	17 Aug 2007	sssss, dd	\$0.00	01 Nov 2007			433118
433514	18 Aug 2007	Rodgers, Tyler	\$100.00	18 Aug 2007			

3. If transactions have been paid in the system a **LIST** will appear with the Reference, Date, Member, Total and Payment Date. You will have the option to use the icons aligned with each member transaction to **VIEW**, **CANCEL** or email the **RECEIPT**.
4. You can use the **FILTER** to obtain paid transactions, which fall within certain parameters such as **ORDER** numbers, **DATES** or **AMOUNTS**.

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
**Paid**  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Transactions Paid - Filter Selection

Order:  To:   
Transaction Date:    To:     
Payment Date:    To:     
Amount:  0.00 To:  100.00  
Display Clear Filter Cancel



- Enter the minimum and maximum or from and to for one or any of the **ORDER**, **DATE** or **AMOUNT** fields.

Generate Registration Fees

Manage Registration Fees

Transactions

- Unpaid
- Paid
- Cancelled
- Refunds Listing
- Payments Received
- Club Payments
- Settlements
- Export Templates

Registration Fees - Types

Options

### Transactions Paid - Filter Selection

**Order:**

**Transaction Date:** 1 Sep 2007

**Payment Date:**

**Amount:** 0.00

**To:**

**To:** 31 Oct 2007

**To:**


**To:** 100.00

Display

Clear Filter

Cancel

- Click **DISPLAY**
- A **LIST** of the **PAID TRANSACTION** according to the search criteria will appear on screen.



[Home](#) | [Support](#) | [Contact Us](#)

[Website](#) | [Members](#) | [Registration Fees](#) | [Shop](#) | [Registrations](#) | [Results](#) | [Tools](#) | [Administration](#) | [Log Off](#)

Generate Registration Fees

Manage Registration Fees

Transactions

- Unpaid
- Paid
- Cancelled
- Refunds Listing
- Payments Received
- Club Payments
- Settlements
- Export Templates

Registration Fees - Types

Options

### Transactions Paid - Filtered

New Filter

Clear Filter

Report

Export

Template

Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
445536	02 Sep 2007	Burke, Greg	\$47.00	26 May 2008			
445952	03 Sep 2007	Smith, Sue	\$0.00	03 Sep 2007			445951
446157	03 Sep 2007	Daniel, Jessica	\$47.00	03 Sep 2007			
446620	03 Sep 2007	Merlo, Shannyn	\$47.00	03 Sep 2007			
447791	04 Sep 2007	Merlo, Shannyn	\$47.00	04 Sep 2007			
447804	04 Sep 2007	acland, Bill	\$0.00	04 Sep 2007			447803
447805	04 Sep 2007	Abca, Betty	\$80.00	04 Sep 2007			
447806	04 Sep 2007	acland, Bill	\$70.00	04 Sep 2007			
448337	05 Sep 2007	withers, gemma	\$47.00	05 Sep 2007			

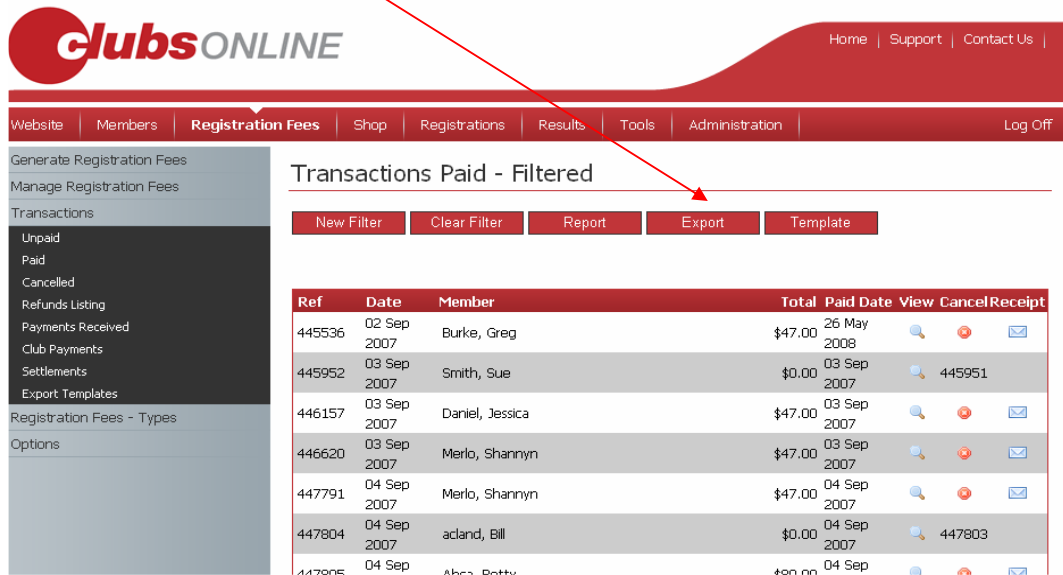
- Any list displayed on screen can be printed as a report by clicking on the **Report** button.

VLAA Test Centre 27 May 2008

### Transactions Paid Listing

Reference	Date	Member	Title	Payment Date	Amount
445536	02-Sep-2007	Burke, Greg	Under 6	26-May-2008	47.00
445952	03-Sep-2007	Smith, Sue	Family Registration for Two Children	03-Sep-2007	0.00
446157	03-Sep-2007	Daniel, Jessica	Under 9	03-Sep-2007	47.00
446620	03-Sep-2007	Merlo, Shannyn	Under 13 Summer Registration	03-Sep-2007	47.00
447791	04-Sep-2007	Merlo, Shannyn	Under 10 Summer Registration	04-Sep-2007	47.00
447804	04-Sep-2007	acland, Bill	Family Registration for Two Children	04-Sep-2007	0.00
447805	04-Sep-2007	Abca, Betty	Under 10 Summer Registration	04-Sep-2007	80.00
447806	04-Sep-2007	acland, Bill	Under 12 Summer Registration (Family	04-Sep-2007	70.00
448337	05-Sep-2007	withers, gemma	Under 10 Summer Registration	05-Sep-2007	47.00

9. Click on **Export** to export the data as an excel document. This can be **viewed** or **saved** as in the Export section above.



The screenshot shows the clubsONLINE web application interface. The top navigation bar includes links for Home, Support, and Contact Us. Below this is a secondary navigation bar with links for Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration, and Log Off. On the left side, there is a sidebar menu with options like Generate Registration Fees, Manage Registration Fees, Transactions, Unpaid, Paid, Cancelled, Refunds Listing, Payments Received, Club Payments, Settlements, Export Templates, Registration Fees - Types, and Options. The main content area is titled 'Transactions Paid - Filtered' and contains a table of transaction data. Above the table is a filter bar with buttons for New Filter, Clear Filter, Report, Export, and Template. A red arrow points from the 'Export' button in the top navigation bar to the 'Export' button in the filter bar.

Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
445536	02 Sep 2007	Burke, Greg	\$47.00	26 May 2008			
445952	03 Sep 2007	Smith, Sue	\$0.00	03 Sep 2007		445951	
446157	03 Sep 2007	Daniel, Jessica	\$47.00	03 Sep 2007			
446620	03 Sep 2007	Merlo, Shannyn	\$47.00	03 Sep 2007			
447791	04 Sep 2007	Merlo, Shannyn	\$47.00	04 Sep 2007			
447804	04 Sep 2007	adland, Bill	\$0.00	04 Sep 2007		447803	
447805	04 Sep	Alex, Betty	\$0.00	04 Sep			

This completes the transactions paid section.

## REMITTING ASSOCIATION FEES RECEIVED

1. Click on **REGISTRATION FEES**
2. Click on **TRANSACTIONS** and **PAYMENTS RECEIVED** and the following screen will display.

clubsONLINE Home | Support | Contact Us |

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Payments Received (01-Jan-2006 To 31-Dec-2007)

Filter Report Export

Search For:   
In: Name

Template Summary  
Centre Association

Category:  
All Payment Types

Date	Member	Amount	View	Cat	Settle
11 Apr 2007	BENNETTS, GARY	\$50.00		C	N
29 May 2007	acland, Bill	\$60.00		C	N
29 Jun 2007	Merlo, Shannyn	\$60.00		M	
18 Aug 2007	Redden, Tyler	\$100.00		C	N

3. Click on **FILTER**
4. Enter the **start** and **finish** date for the period you wish to remit Association registration fees received.

clubsONLINE Home | Support | Contact Us |

Website | Members | **Registration Fees** | Shop | Registrations | Results | Tools | Administration | Log Off

Generate Registration Fees  
Manage Registration Fees  
Transactions  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Club Payments  
Settlements  
Export Templates  
Registration Fees - Types  
Options

### Payments Received - Filter Selection

Payment Date: 01 Sep 2007 To 31 Oct 2007

Username: All Users

Display Clear Filter Cancel

Powered By: IMG eCommerce

5. Click on **DISPLAY**. The following screen will display showing the names of members whose registration fees you have received within the time frame that you selected.

Registration Fees - Types  
Options

Clear Filter

New Filter

Report

Export

Template

Summary

Centre

Association

Category:  
All Payment Types

Date	Member	Amount	View	Cat	Settle
03 Sep 2007	Smith, Scott	\$130.00		C	N
03 Sep 2007	Smith, Sue	\$0.00		C	N
03 Sep 2007	Daniel, Jessica	\$47.00		C	N
03 Sep 2007	Merlo, Shannyn	\$47.00		C	N

- The VLAA requires a report to be printed for each payment type used i.e. manual payments, online credit card payments or offline credit card payments. Choose the relevant payment type from the **drop down box**. To obtain the registration fee reports for VLAA click on the **ASSOCIATION** button. Repeat this step for each payment type used.

Sign

VLAA Test Centre

28 May 2008

Payments Received

Reference	Date	Member	Title	Payment Date	Amount
412262	29-Jun-2007	Merlo, Shannyn	Under 12 Part Year Registration	29-Jun-2007	26.00
436344	21-Aug-2007	acland, Bill	Family Registration for Two Children	21-Aug-2007	74.00
436347	21-Aug-2007	Abca, Betty	Family Registration for Two Children	21-Aug-2007	74.00
431616	14-Aug-2007	Linford, Josh	Under 11 Summer Registration	04-Sep-2007	37.00
447805	04-Sep-2007	Abca, Betty	Under 10 Summer Registration	04-Sep-2007	37.00
447806	04-Sep-2007	acland, Bill	Under 12 Summer Registration (Family	04-Sep-2007	37.00
448755	06-Sep-2007	Entry, Test	Under 12 Summer Registration	06-Sep-2007	37.00
448762	06-Sep-2007	Cancian, Aidan	Family Registration for Two Children	06-Sep-2007	74.00
448764	06-Sep-2007	Abca, Betty	Under 10 Summer Registration (First	06-Sep-2007	37.00
448765	06-Sep-2007	Cancian, Aidan	Under 10 Summer Registration (Family	06-Sep-2007	37.00
452325	13-Sep-2007	Flinstone, Fred	Family Registration for Two Children	13-Sep-2007	74.00
452364	13-Sep-2007	Jones, Ruby	Under 6	13-Sep-2007	37.00
453020	13-Sep-2007	Merlo 130907, Shannyn	Under 10 Summer Registration	13-Sep-2007	37.00
453025	13-Sep-2007	Abca, Betty	Family Registration for Two Children	13-Sep-2007	74.00
453028	13-Sep-2007	Abca, Betty	Under 10 Summer Registration	13-Sep-2007	37.00
453029	13-Sep-2007	acland, Bill	Under 10 Summer Registration (Part of	13-Sep-2007	37.00
453486	14-Sep-2007	oooooooooooo, ooooooooooooo	Under 13 Summer Registration	14-Sep-2007	37.00
459926	22-Sep-2007	B, Nicko	Under 10 Summer Registration	22-Sep-2007	37.00
504513	11-Oct-2007	Merlo 111007, Shannyn	Under 10 Summer Registration	11-Oct-2007	37.00
504514	11-Oct-2007	Merlo, Bernie	Under 8	11-Oct-2007	37.00

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Clubs Online

This will display a list of those members for whom registration fees have been received for the period selected, their membership details, received date and total amounts received.

The Online Credit Card Payments amount will have already been received by VLAA who will verify names and amounts from this Centre report to that received from IMG eCommerce for each Centre.

7. Print two (2) copies of the reports, one (1) for your Centre Records and one (1) for the Association. This report should then be sent to the Association along with the cheque for the **Manual Payments** amount only and the VLAA Registration Reconciliation Form.

*It is important that you keep copies of each report or a list of the dates on which you have remitted registration fees; otherwise you will run the risk of either missing or doubling up on payments to VLAA.*

8. To reconcile **Centre Fees** for same period, choose the relevant payment type from the **drop down box**. To obtain the registration fee reports for VLAA click on the **CENTRE** button. Repeat this step for each payment type used.

Registration Fees - Types  
Options

Clear Filter New Filter Report Export Template Summary

Centre Association

Category:  
All Payment Types

Date	Member	Amount	View	Cat	Settle
03 Sep 2007	Smith, Scott	\$130.00		C	N
03 Sep 2007	Smith, Sue	\$0.00		C	N
03 Sep 2007	Daniel, Jessica	\$47.00		C	N
03 Sep 2007	Merlo, Shannyn	\$47.00		C	N

9. The following report will display showing Centre fees received for the period selected.

VLAA Test Centre 28 May 2008

Payments Received

Reference	Date	Member	Title	Payment Date	Amount
412262	29-Jun-2007	Merlo, Shannyn	Under 12 Part Year Registration	29-Jun-2007	34.00
436344	21-Aug-2007	acland, Bill	Family Registration for Two Children	21-Aug-2007	106.00
436347	21-Aug-2007	Abca, Betty	Family Registration for Two Children	21-Aug-2007	106.00
447805	04-Sep-2007	Abca, Betty	Under 10 Summer Registration	04-Sep-2007	43.00
447806	04-Sep-2007	acland, Bill	Under 12 Summer Registration (Family	04-Sep-2007	33.00
448755	06-Sep-2007	Entry, Test	Under 12 Summer Registration	06-Sep-2007	10.00
448762	06-Sep-2007	Cancian, Aidan	Family Registration for Two Children	06-Sep-2007	76.00
448764	06-Sep-2007	Abca, Betty	Under 10 Summer Registration (First	06-Sep-2007	43.00
448765	06-Sep-2007	Cancian, Aidan	Under 10 Summer Registration (Family	06-Sep-2007	33.00
452325	13-Sep-2007	Filinstone, fred	Family Registration for Two Children	13-Sep-2007	76.00
452364	13-Sep-2007	Jones, Ruby	Under 6	13-Sep-2007	20.00
453020	13-Sep-2007	Merlo 130907, Shannyn	Under 10 Summer Registration	13-Sep-2007	10.00
453025	13-Sep-2007	Abca, Betty	Family Registration for Two Children	13-Sep-2007	76.00
453026	13-Sep-2007	Abca, Betty	Under 10 Summer Registration	13-Sep-2007	43.00
453029	13-Sep-2007	acland, Bill	Under 10 Summer Registration (Part of	13-Sep-2007	33.00
453486	14-Sep-2007	oooooooooooo, oooooooooo	Under 13 Summer Registration	14-Sep-2007	57.00
459926	22-Sep-2007	B, Nicko	Under 10 Summer Registration	22-Sep-2007	20.00
504513	11-Oct-2007	Merlo 111007, Shannyn	Under 10 Summer Registration	11-Oct-2007	10.00
504514	11-Oct-2007	Merlo, Bernie	Under 8	11-Oct-2007	10.00
448654	06-Sep-2007	Giri, Little	Under 8	11-Oct-2007	10.00

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9. Click on **Report** to obtain a list of payments which includes both the Association fees as well as the Centre fees.
10. Click on **Export** to export the data as an excel document. This can be viewed or saved as in the Export section above.
11. Click on **Summary** and the following screen will display. This is a report that summarizes payments received by Member type and subscription type. This report can be used to help reconcile the manual VLAA Registration Reconciliation Form

Generate Registration Fees	Payments Received Report		
Manage Registration Fees			
Transactions			
Unpaid			
Paid			
Cancelled			
Refunds Listing			
Payments Received			
Club Payments			
Settlements			
Export Templates			
Registration Fees - Types			
Options			
	<div>Listing Print</div> <div>Filter: 01/Sep/2007 - 31/Oct/2007 Category: All Payment Types Username: All Users</div>		
	Association		
	Member Type	Count	Amount
	Under 10 Athlete	22	\$776.00
	Under 12 Athlete	5	\$252.00
	Under 13 Athlete	3	\$123.00
	Under 15 Athlete	2	\$30.00
	Under 16	1	\$76.00
	Under 6 Athlete	3	\$106.00
	Under 8 Athlete	2	\$20.00
	Under 9 Athlete	2	\$20.00
			\$1,403.00

This completes **Remitting Association Fees** Section.



# **SECTION FIVE**

## **EMAIL**



## EMAILING MEMBERS

Emails can be sent to members in your Clubs Online **MEMBER LISTING** once Email templates have been created. Emails can be sent to members on mass, individual members, specific age groups or member groups.

### EMAIL TEMPLATES

1. Click on **Tools**
2. Click on **Email Templates** and the following screen will be displayed.

clubsONLINE

Home | Support | Contact Us |

Website | Members | Registration Fees | Shop | Registrations | Results | **Tools** | Administration | Log Off

Email Templates  
Email Databases  
Donations  
Reserved Seating  
Media Matrix  
Membership Cards

### Email Templates

Add Copy Archive

Title	Edit	View	Delete	HTML	Text	Test
111007 - Email with Username and Password						
130907 Standard Username and Password						
40907 VLAA Training with Username						
Shannyn's test						
Standard Username and Password						
Standard Username and Password - to use						
Username and Password - 060907						

Powered By IMG eCommerce

3. Click on the Add button and the following screen will display

clubsONLINE

Home | Support | Contact Us |

Website | Members | Registration Fees | Shop | Registrations | Results | **Tools** | Administration | Log Off

Email Templates  
Email Databases  
Donations  
Reserved Seating  
Media Matrix  
Membership Cards

### Email Templates

Update Cancel

Title:

Subject:

Archive:  
No

Update Cancel

Powered By IMG eCommerce

4. Click in **Title** and enter the title for your email template. The title field is for internal use and will help identify the template in the list.

5. Click in **Subject** and enter the subject of the email. The subject field is the subject line that will appear in the email when sent to members. This can be changed prior to sending and therefore is not a mandatory field.
6. The Archive field is used for email template management and will allow the template to be archived when no longer used. When creating the template leave as NO.

**clubsONLINE** Home | Support | Contact Us |

Website | Members | Registration Fees | Shop | Registrations | Results | **Tools** | Administration | Log Off

Email Templates  
Email Databases  
Donations  
Reserved Seating  
Media Matrix  
Membership Cards

### Email Templates

[Update](#) [Cancel](#)

**Title:**

**Subject:**

**Archive:**

[Update](#) [Cancel](#)

Powered By IMG eCommerce

7. Click **Update**. The following screen will display to confirm the template has been successfully added to the system.

**clubsONLINE** Home | Support | Contact Us |

Website | Members | Registration Fees | Shop | Registrations | Results | **Tools** | Administration | Log Off

Email Templates  
Email Databases  
Donations  
Reserved Seating  
Media Matrix  
Membership Cards

### Email Templates

Record successfully added to system database

[Listing](#) [Edit](#) [Add](#) [Delete](#)

**Title:** Membership Renewal

**Subject:** Little Athletics Membership Renewal

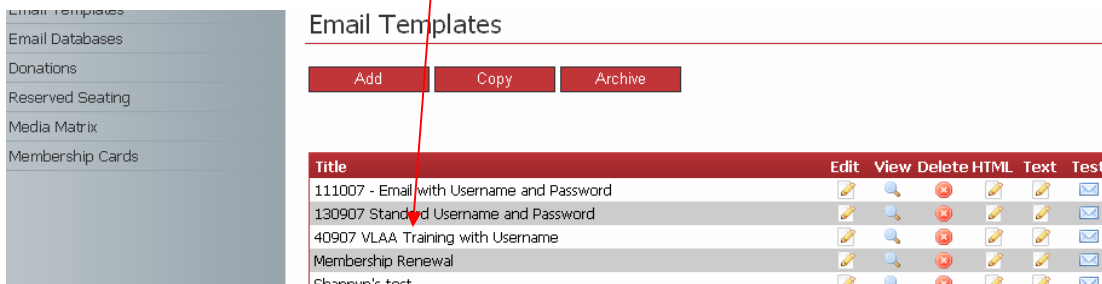
**Archive:** No

**Web Version Link:** [http://www.clubsonline.com.au/clubconsolepopups/dsp\\_email\\_viewer.cfm?EmailTemplateID=1781&OrgID=1610](http://www.clubsonline.com.au/clubconsolepopups/dsp_email_viewer.cfm?EmailTemplateID=1781&OrgID=1610)

Powered By IMG eCommerce

8. If changes are required click on **Edit** and correct errors.
9. To create another new Email Template click on **Add**. Clicking on Delete will remove the newly created template from the system.

- To return to the list of Email Templates click on **Listing**. The following screen will display. The new template now appears in the templates list.



The **Edit** icon allows for the edit of the Title and Subject. The **View** icon simply allows the view of the data. The Delete icon will delete the email template.

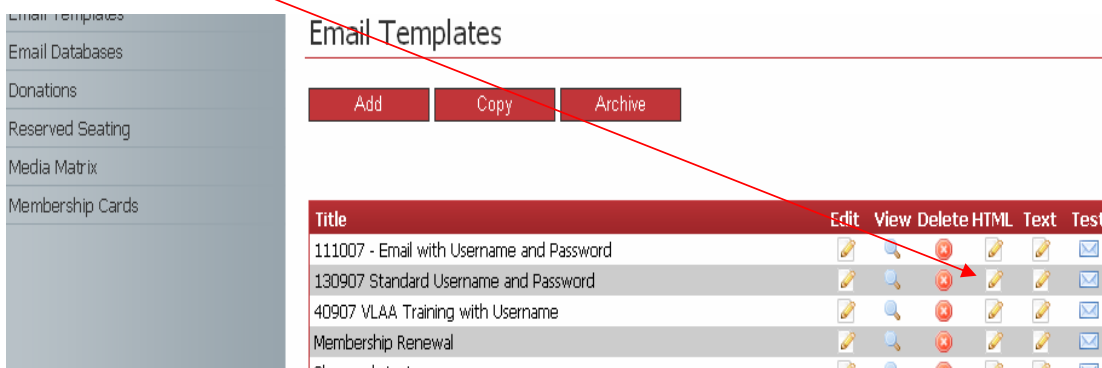
*The Clubs Online system sends members a HTML and PLAIN TEXT version of the email template. If their system can read HTML, they will see a HTML version: if they can only accept PLAIN TEXT they will see the plain text version. The difference between HTML and PLAIN TEXT is that in a PLAIN TEXT version, any pictures, colours, heading styles, hyperlinks or any other formatting will not be seen. Only text in plain formatting will be seen by the member.*

*The system has been programmed to send emails in this way because quite often members who could only read plain text would get the HTML version, where all the HTML code could be seen which caused unnecessary confusion for members.*

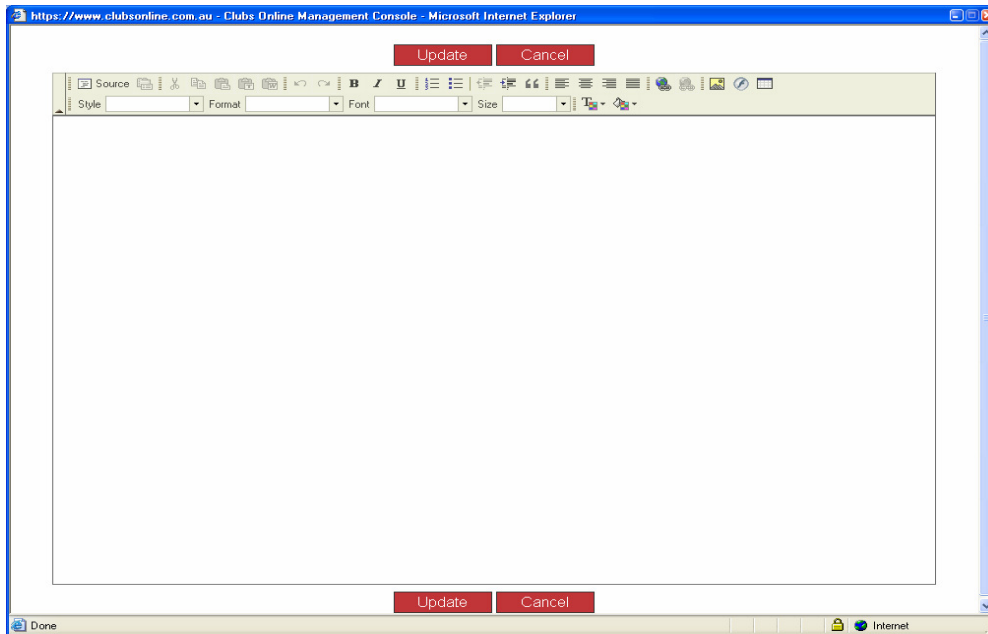
**Therefore when setting up your email templates, you will need to create two versions. A HTML version and a second, PLAIN TEXT version.**

## PREPARING THE HTML VERSION

- Click the **HTML icon** aligned with the Email Template.



2. The new window will take a few seconds to load and open.



3. The editing area allows the use of different heading styles, the adding of images and tables to give your email colour and movement. (If you have access to HTML codes and are competent in executing the procedures you can click on the SOURCE button to support the programming of HTML text.) Using HTML allows organisation to prepare complex and visually appealing emails.



## ADDING TEXT

The recommended way to prepare the text is to create it in MS Word, and paste into the editing area. The system can email merge fields such as the member's first name, surname, username and password.

To create the merge fields, the field MUST be in capital letters and spelt as detailed below.

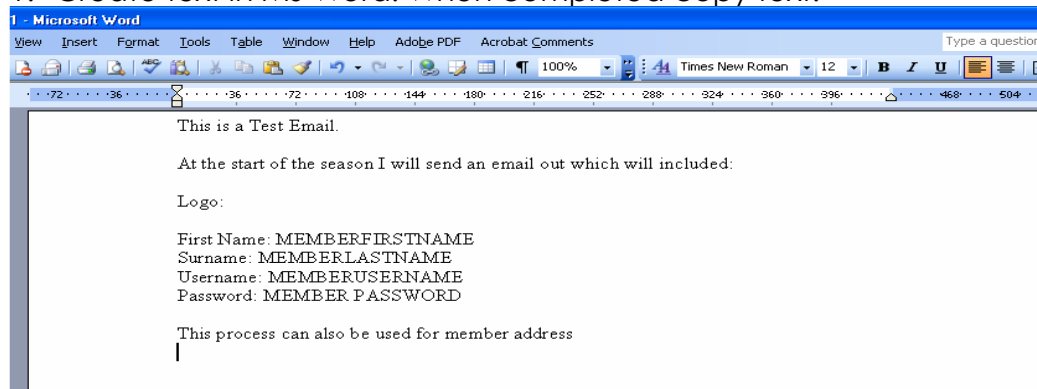
First Name	MEMBERFIRSTNAME
Surname	MEMBERLASTNAME
User name	MEMBERUSERNAME
Password	MEMBERPASSWORD

Other fields within the database are also supported, such as:

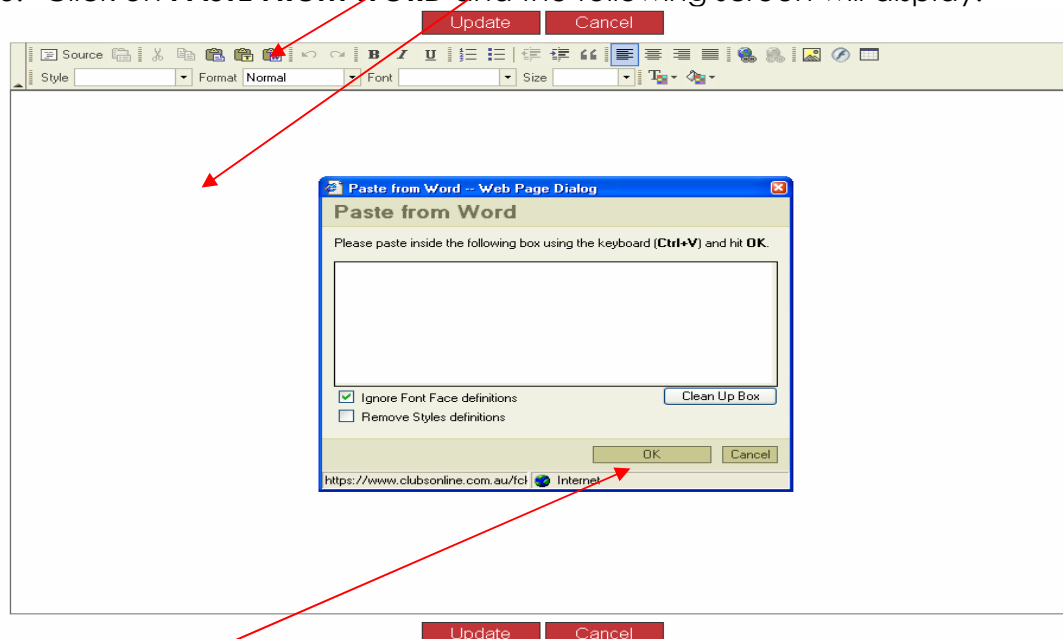
MEMBERADDRESS1  
MEMBERADDRESS2  
MEMBERSUBURB  
MEMBERSTATE  
MEMBERPOSTCODE  
MEMBERCOUNTRY

This content can simply be added within the text and the Clubs Online system will automatically merge the data into it.

1. Create text in MS Word. When completed copy text.



2. In the clubs online window. Click on the **TEXT** area and this will activate the editing tools available at the top of the screen.
3. Click on **PASTE FROM WORD** and the following screen will display.



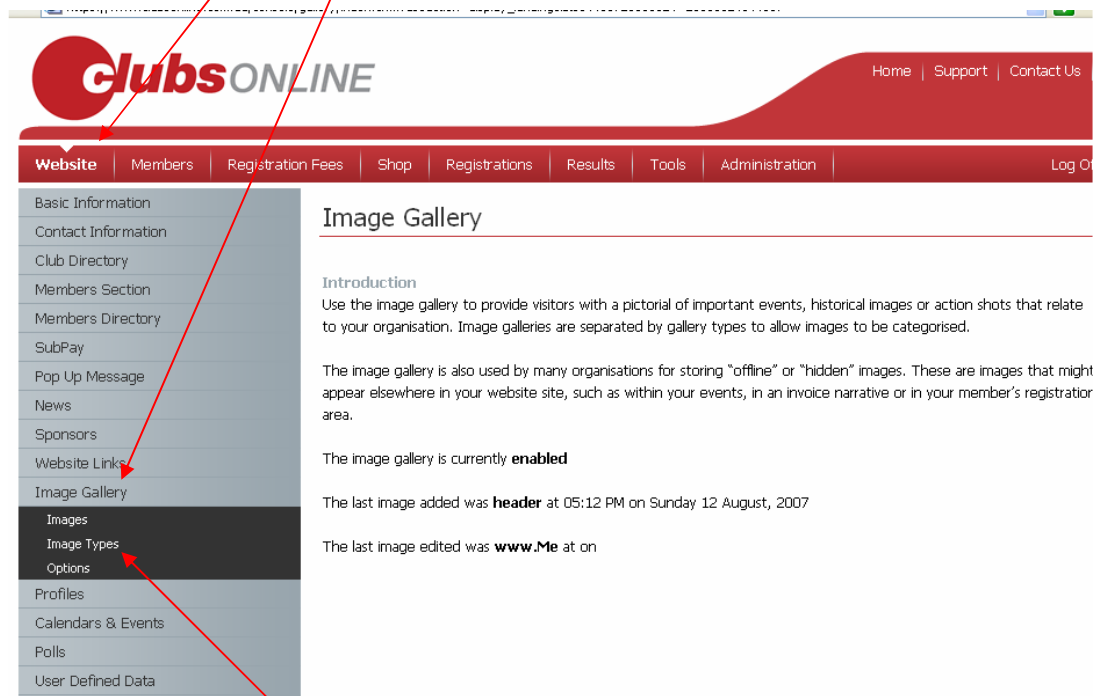
4. Using the **(Ctrl+V)** function, paste the text in the window and click on **OK**.

## ADDING PICTURES

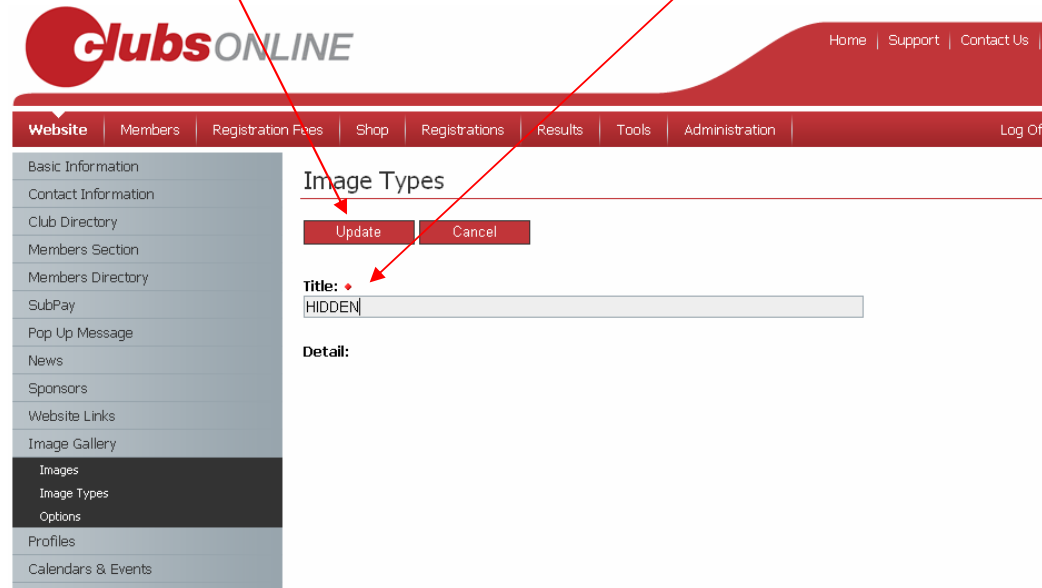
The editing area also supports the addition of images. To insert an image, the image must first be added to the Clubs Online **IMAGE GALLERY** (as part of the **WEBSITE** menu.) Each image that is uploaded to the GALLERY is given a unique URL, which can then be inserted into the editing box. (More detailed information about the image gallery can be viewed in the Clubs Online Website Manual)

To insert the image

1. Click on **WEBSITE**.
2. Click on **IMAGE GALLERY**.



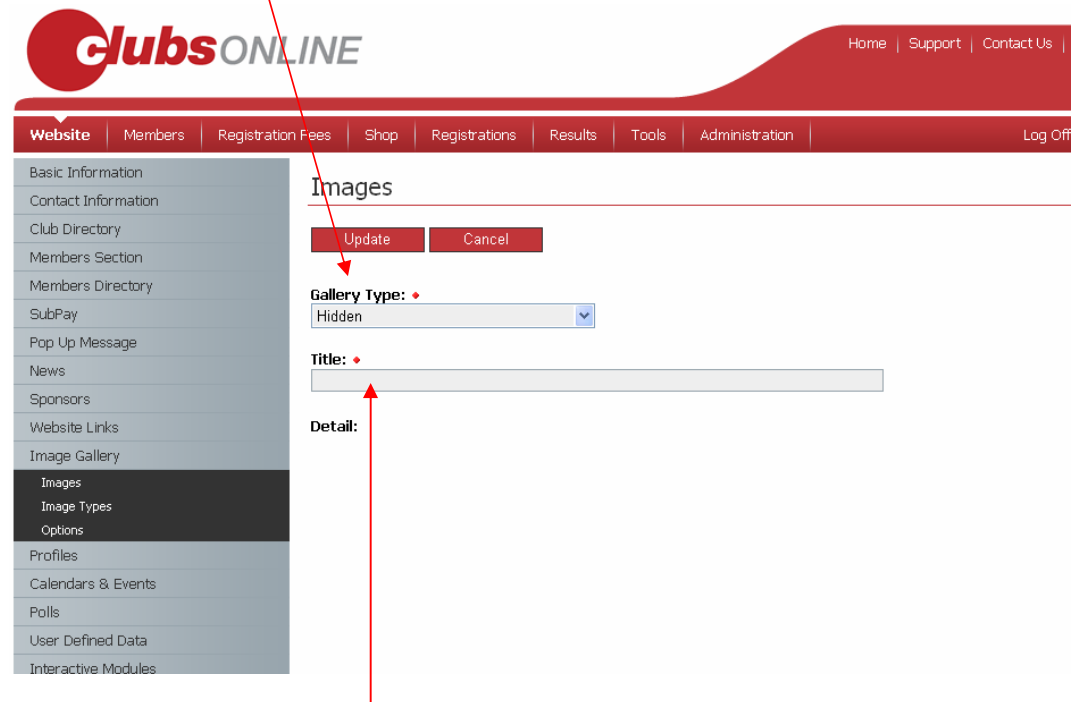
3. Click on **IMAGE TYPE**
4. Click on **ADD** to add an image type called **HIDDEN**.
5. Click **UPDATE**



6. Click on **IMAGES**



7. Click on the **ADD** button. The drop down menu will automatically select **HIDDEN** (the TYPE previously defined.)



8. Give the image a **TITLE** for easy identification.

9. In **IMAGE** click on the **BROWSE** button. Find the image within your computer drives and double click.

Image:  Browse...

Random Image:  
No

Random Image Link URL:

Random Image Location:  
Left Column - Website

Random Image Order:  
0

Update Cancel

10. Do not complete any other fields, they are not necessary.

11. Click the **UPDATE** button.

Basic Information  
Contact Information  
Club Directory  
Members Section  
Members Directory  
SubPay  
Pop Up Message  
News  
Sponsors  
Website Links  
Image Gallery  
Images  
Image Types  
Options  
Profiles  
Calendars & Events  
Polls  
User Defined Data  
Interactive Modules  
RSS  
Design Options

### Images

Record successfully added to system

Listing Edit Add Delete

Type: Hidden

Title: test

Detail: N/A

Image:

Dimensions: 800 Width X 600 Height

Random Image: No

Link URL:

Location: Left Column - Website

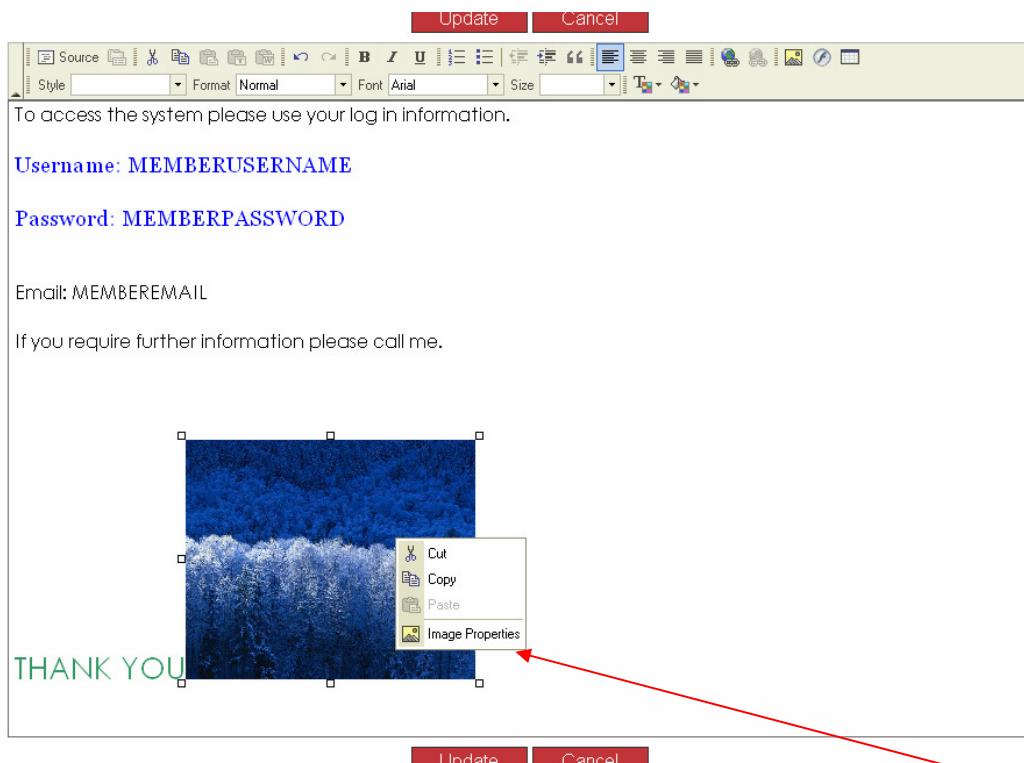
Order: 0

File URL: <https://www.clubsonline.com.au/console/gallery/images/Winter.jpg>

12. When the image is updated there will be a file image URL at the bottom of the page. Copy the entire address.
13. Go back to the Editing box for your Email template.







19. If the image is too large, right click on the image and open the **IMAGE PROPERTIES** menu. Re-size the image by entering in a different width or height in the relevant box.

## ADDING TABLES TO EDITING BOXES

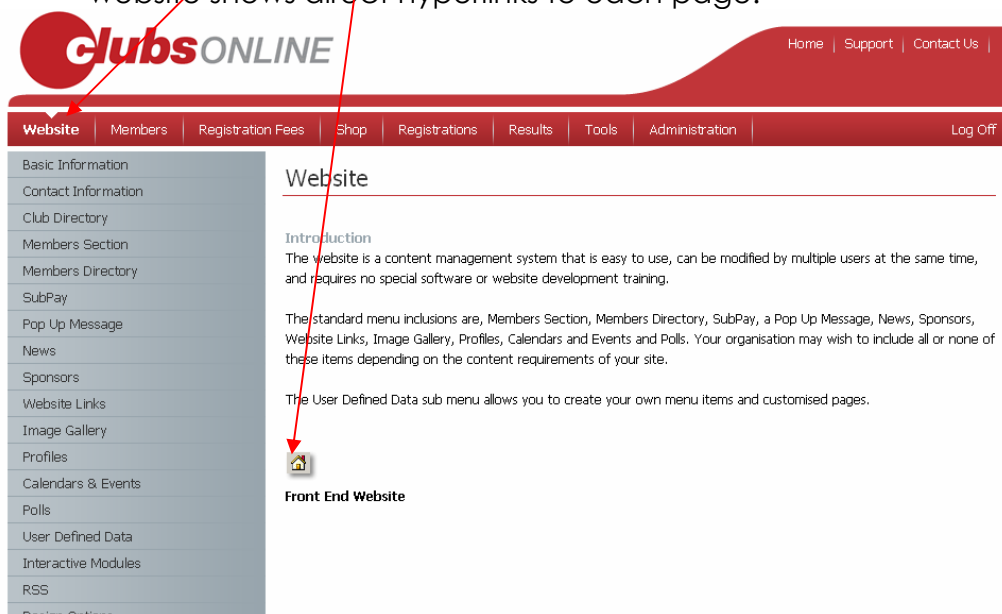
It is advisable that tables should be created in MS Word and copied and pasted into the editing box in the same manner as text is. The tables feature in the editing box can be used however columns can be restrictive to varying column widths and heading formats.

## HYPERLINKING IN THE EDITING BOXES

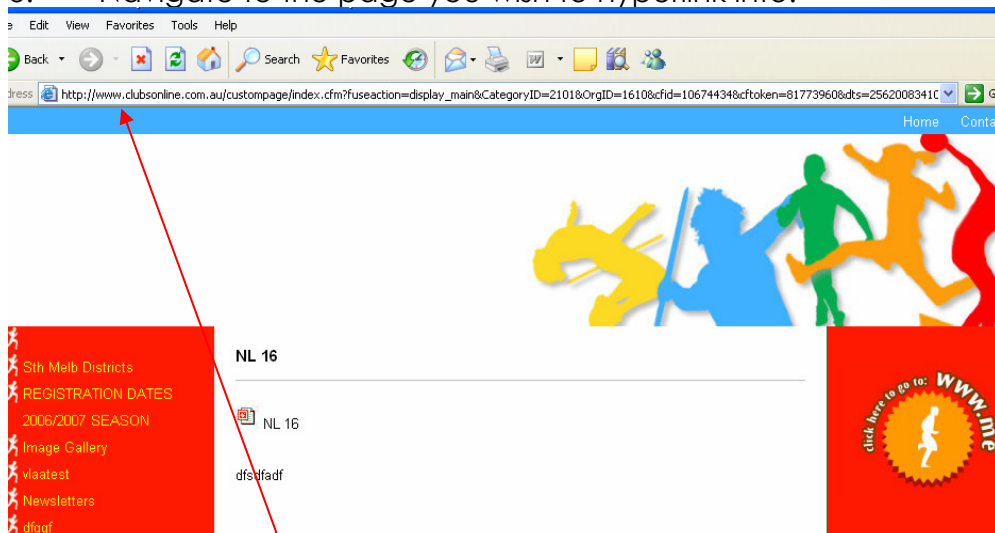
Hyperlinks can be created to link words or images to other parts of your Clubs Online Website or External Website.

To Hyperlink to other areas of your Clubs Online website.

1. Click on **WEBSITE**.
2. Click on the **FRONT END WEBSITE** button. This version of the website shows direct hyperlinks to each page.



3. Navigate to the page you wish to hyperlink into.

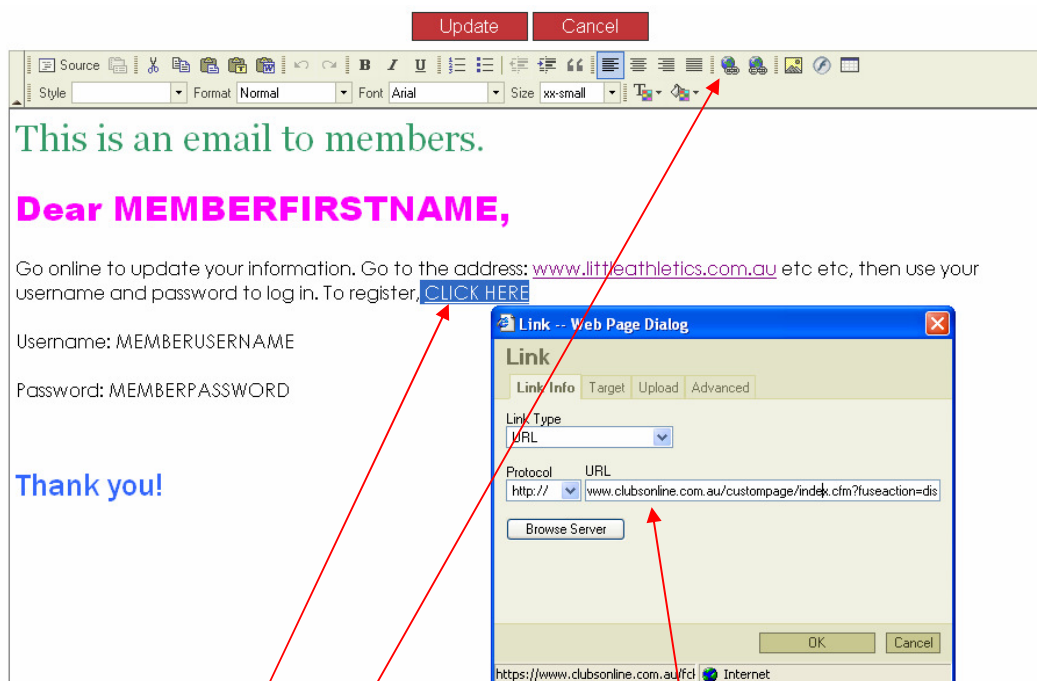


4. Copy the hyperlink – EXCLUDING the token references. The last part of the hyperlink will look similar to this:

.....main&origid=1  
&cfid=134872&cftoken=43145155&dts=2032007261

Your organisations unique organisation ID number  
– Every hyperlink will end with this reference.

This section is called “token references” and **MUST** be deleted. Not deleting this Information can cache member personal Information



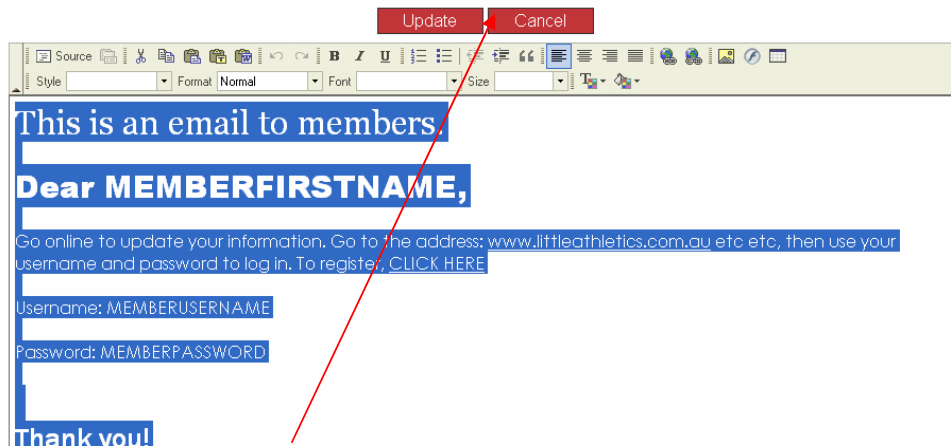
5. Go to the editing box you wish the hyperlink to appear in.
6. Highlight the word or image that you would like to hyperlink.
7. Click the **INSERT / EDIT LINK** icon.
8. Paste the address that you copied into the URL box.
9. Click **OK**. The item that you highlighted will now house that hyperlink.
10. If you have hyperlinked on an image, and a blue border has appeared, right click on the image. Go to **IMAGE PROPERTIES** and in the **BORDER** field enter the number “0”.

To link to an **EXTERNAL WEBSITE** follow steps 5 to 10, however instead of pasting the Clubs Online URL, enter the relevant webpage.

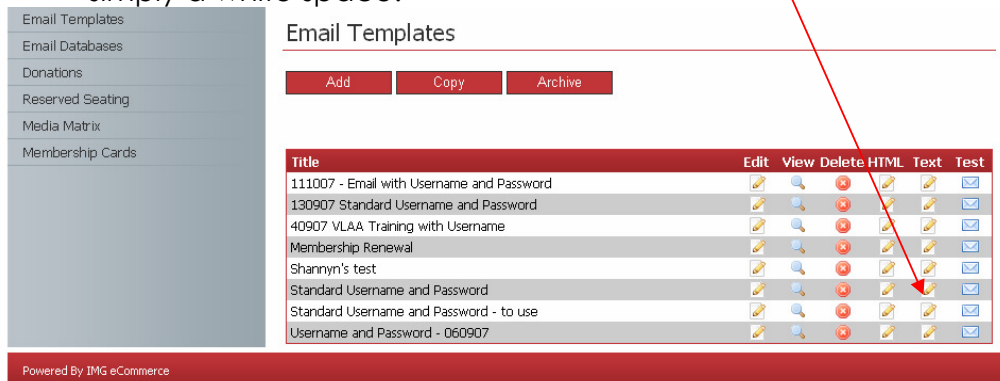
## PREPARING THE PLAIN TEXT VERSION

Once the finishing touches have been made to the HTML version, follow these steps:

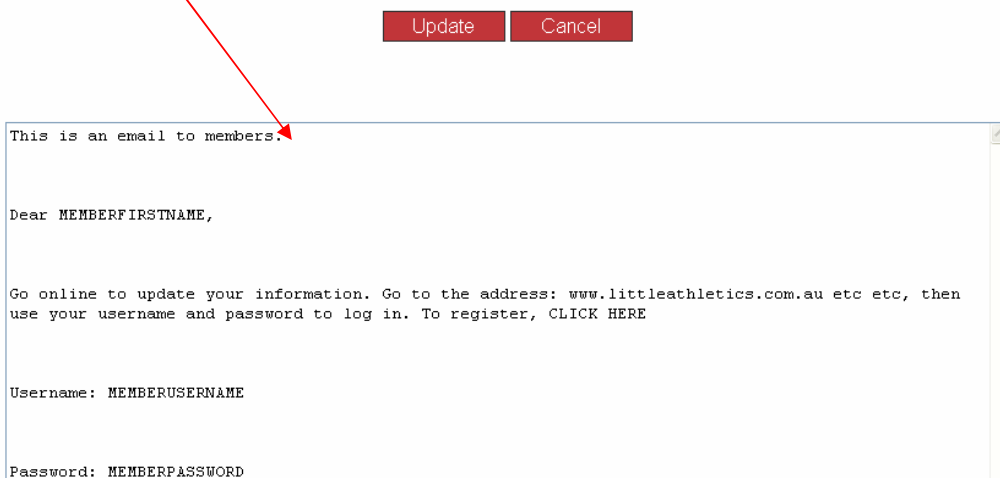
1. Select all the text from the editing box of the HTML version and copy it.



2. Click the **CANCEL** button.
3. In the **EMAIL TEMPLATE LISTING** select the **TEXT** icon aligned with the email template you have created. This will open a PLAIN TEXT editing window. Notice that there are no editing icons – it is simply a white space.



4. Paste the text into this area. Any differences in font size, bolding or formatting will have been removed.



5. If the information in the HTML version has hyperlinked words such as "Click Here" going to an external website or to a member's area of your website, it will appear just as "Click Here" without any link. You will need to modify you text to make it simple for your members to go to the link. For example in the Plain Text version you may write something along the lines of: "To renew your membership, go to our website, [www.littleathletics.com.au](http://www.littleathletics.com.au) and click on members area in the left menu" OR "to renew your membership, copy the following link into your internet browser to go directly to our membership portal ( ensure you copy from the "h" to the "l":  
[https://www.clubsonline.com.au/reistrationclubportal/index.cfm?fuseaction=display\\_logoff&orgid=1](https://www.clubsonline.com.au/reistrationclubportal/index.cfm?fuseaction=display_logoff&orgid=1)
6. The spacing and headings may need to be spaced and capitalised to ensure easy readability for your members.
7. Click on **Update**.

## TEST THE TEMPLATE

Before sending any emails to members it is recommended that a version is sent to yourself.

There are two ways that this can be done.

Click on the **TEST** icon in the **EMAIL TEMPLATE** listing. This will send an email to the email address that is saved in Centre's Details. (To check this email address is correct go to **ADMINISTRAION**. Click on **DETAILS** to check and adjust if necessary.)

The screenshot shows a web interface for managing email templates. On the left is a sidebar menu with items: Email Templates, Email Databases, Donations, Reserved Seating, Media Matrix, and Membership Cards. The main area is titled 'Email Templates' and has buttons for 'Add', 'Copy', and 'Archive'. Below these is a table with columns: Title, Edit, View, Delete, HTML, Text, and Test. The table lists several templates, including '111007 - Email with Username and Password', '130907 Standard Username and Password', '40907 VLAA Training with Username', 'Membership Renewal', 'Shannyn's test', 'Standard Username and Password', 'Standard Username and Password - to use', and 'Username and Password - 060907'. A red arrow points from the word 'TEST' in the preceding text to the 'Test' icon in the 'Test' column of the 'Membership Renewal' row.

Title	Edit	View	Delete	HTML	Text	Test
111007 - Email with Username and Password	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
130907 Standard Username and Password	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
40907 VLAA Training with Username	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Membership Renewal	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Shannyn's test	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Standard Username and Password	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Standard Username and Password - to use	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Username and Password - 060907	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]

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If this email address is not appropriate, we suggest adding yourself to the **MEMBERS LISTING** as a member. This way too, you will ensure success in the email out when you receive the batch email. Once you have added yourself as a member follow these steps.

1. Click on **MEMBERS**

Website **Members** Registration Fees Shop Registrations Results Tools Administration Log Off

Members Listing

Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

Members Listing

Add Copy Merge

Search For:   
In: Name

Member Status: All  
Financial Status: All

Club:

All Records    A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Abca	Betty									
acland	Bill									
Allen	Samuel									
anna	ala									
B	Nicko									

2. Click on **MEMBER LISTING**

3. Find your name. Click the **EMAIL** icon aligned with your name on the far right.

4. From the drop down box on the next screen select the relevant email template.

ClubsONLINE Home | Support | Contact Us |

Website **Members** Registration Fees Shop Registrations Results Tools Administration Log Off

Members Listing

Age Groups  
Member Groups  
Send Email  
Export  
Registration Declarations  
Members Portal  
Options

Send Email

Email Templates:

- Blank Template
- 111007 - Email with Username and Password
- 130907 Standard Username and Password
- 40907 VLAA Training with Username
- Membership Renewal
- Shannyn's test
- Standard Username and Password
- Standard Username and Password - to use
- Username and Password - 060907

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5. Click **CONTINUE**

6. Scroll down to the bottom of the page and click the red **SEND** button.

Plain Text:

Go online to update your information. Go to the address: [www.littleathletics.com.au](http://www.littleathletics.com.au) etc etc, then use your username and password to log in.

Username: MEMBERUSERNAME

Password: MEMBERPASSWORD

Thank you!

Note: When the email comes into your box, you will only ever see ONE version of the email, depending on what your email system reads. That is if your system reads HTML you will see the HTML version, if your system reads only Plain text, you will receive the Plain text version.

If you need to make any changes return to the **EMAIL TEMPLATE** to update accordingly. Remember to update both the HTML and the Plain text version.

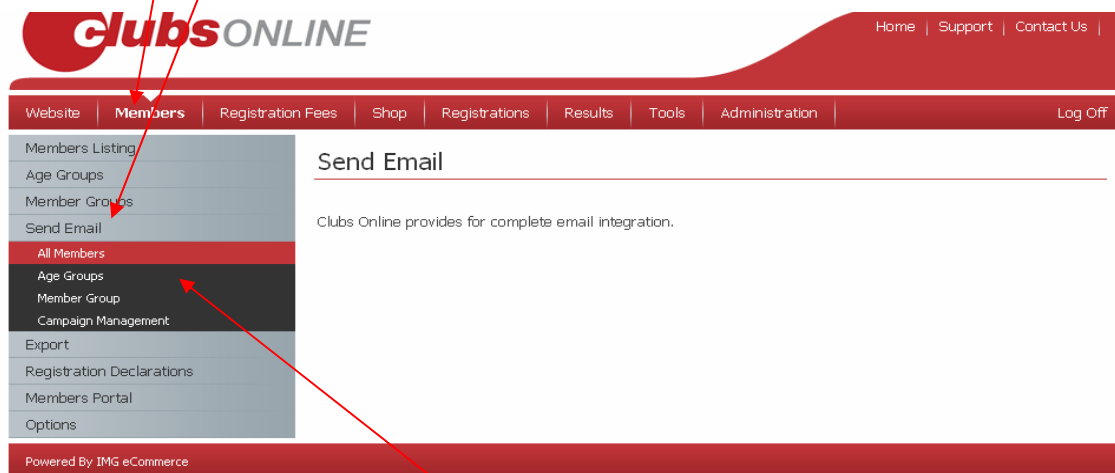


## SENDING AN EMAIL TO MEMBERS

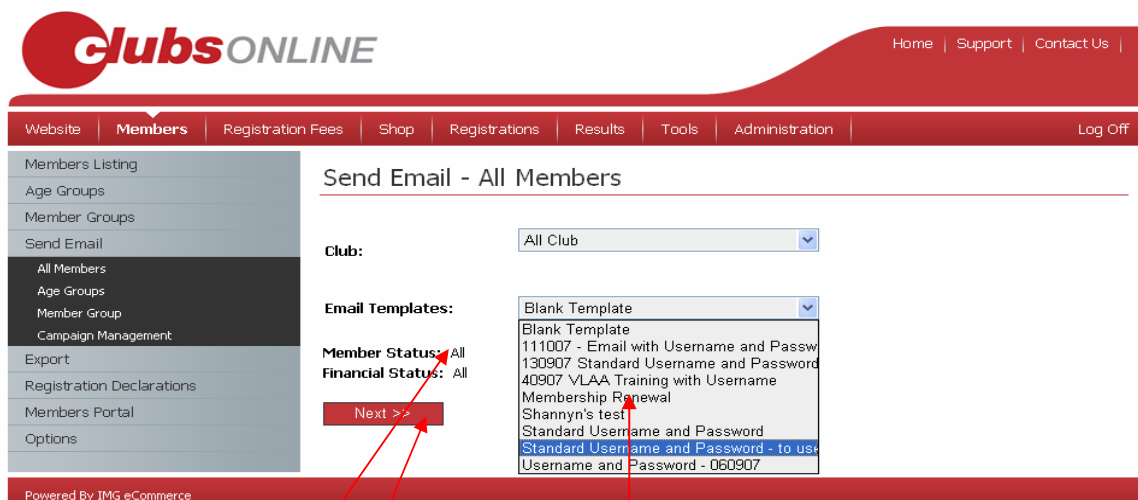
Sending emails to members can be separated out by ALL MEMBERS, by MEMBER TYPE and by MEMBER GROUPS, all with the capacity to filter on MEMBER STATUS and FINANCIAL STATUS. This way targeted communications can be made to members.

The process of sending an email blast is the same for ALL MEMBERS, MEMBER TYPE AND MEMBER GROUP.

1. Click on **MEMBERS**
2. Click on **SEND EMAIL**



3. Select ALL MEMBERS or MEMBER TYPE or MEMBER GROUP.  
If MEMBER TYPE or MEMBER GROUP has been selected, choose the relevant TYPE or GROUP from the drop down list.



4. Select the email template from the drop down list.
5. Modify the **MEMBER STATUS** or **FINANCIAL STATUS** by clicking on the hyperlinked word ( Active, Inactive, Online, Pending, All and Financial, Unfinancial, All)

6. Click the red **NEXT** button.
7. The email template will appear.

The screenshot shows the 'clubsONLINE' website interface. The top navigation bar includes links for Home, Support, and Contact Us. The main menu has options like Website, Members, Registration Fees, Shop, Registrations, Results, Tools, Administration, and Log Off. On the left, a sidebar lists various functions including Members Listing, Age Groups, Member Groups, Send Email, All Members, Age Groups, Member Group, Campaign Management, Export, Registration Declarations, Members Portal, and Options. The main content area is titled 'Send Email - All Members' and contains the following form fields:

- Campaign Title:** A text input field.
- Sender Name:** A text input field containing 'VLAA Test Centre'.
- Sender Email Address:** A text input field containing 'office@vlaa.asn.au'.
- Subject:** A text input field containing 'Your Information as Requested - to use'.

Below the form fields is an HTML editor section. It includes a toolbar with various formatting options and a preview area showing the email content:

**HTML:**

This is an email to members.

Dear MEMBERFIRSTNAME,

8. Fill in the required fields:

**Campaign Title** The Campaign Title is the name that will be stored in the CAMPAIGN MANAGEMENT for that particular send.

**Sender Name This** is the name that will appear in the members email box.

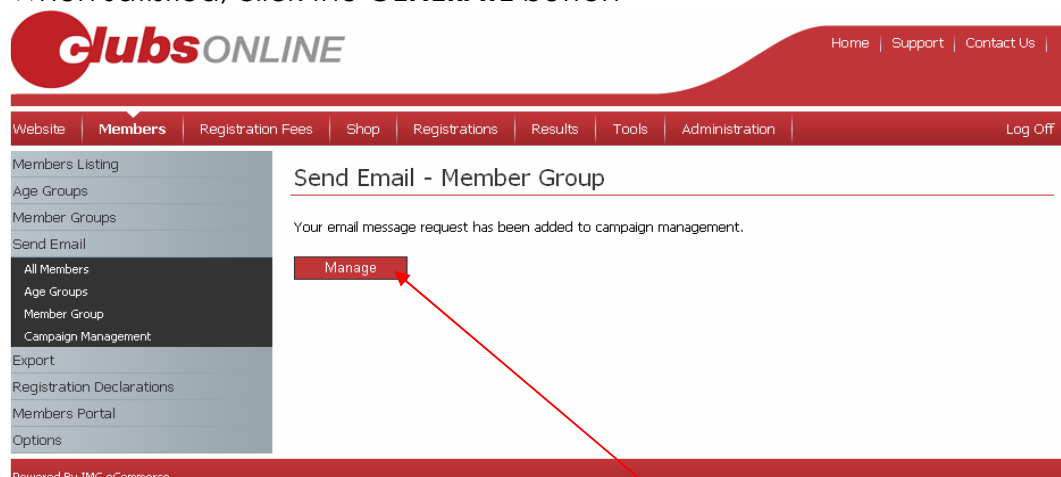
**Sender Email Address** If the member responds to email, the response will go to this email address. In addition, any soft email bounces will be sent to this email address.

**Subject** The subject is the subject line that was entered when creating the email template. If the subject line is more appropriate as something different, change it here. This does not automatically change the subject line in the email template. The subject is the title of the email as the member sees it in their members listing.

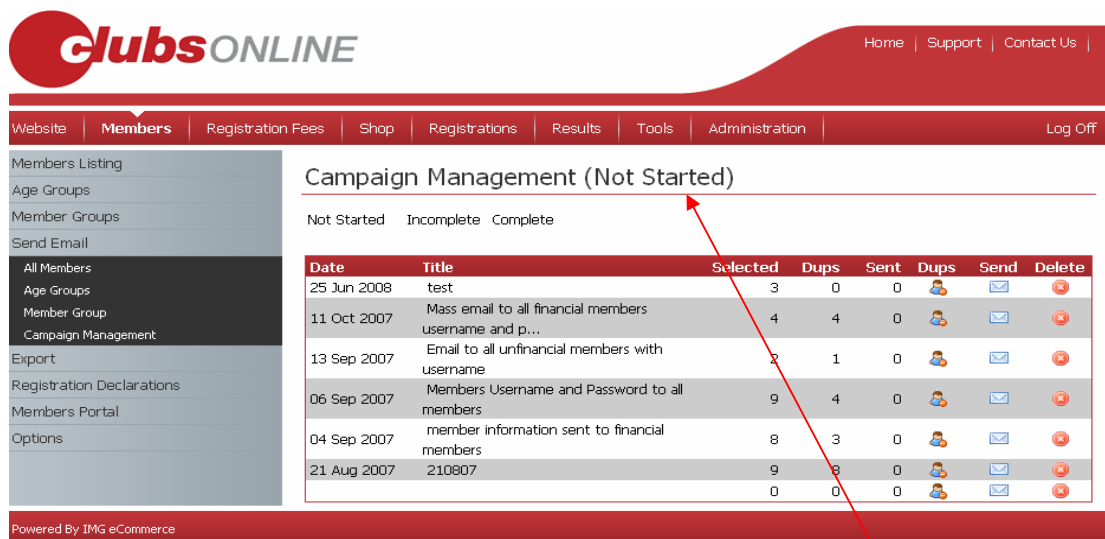
**HTML** The HTML Section Shows what the email looks like in the HTML version.

**Plain Text** Plain Text is the version received by members who can only receive plain text emails.

9. When satisfied, click the **GENERATE** button



10. After the campaign has been generated, click on **MANAGE**.



11. The following screen will display. It will automatically show the 'Not Started' campaigns.
12. The following columns can be seen
- Selected** The number of members that are on the mailing list, have an email address and were within the filtered range that you selected (Active, Financial, Member Type etc).
  - Dups** Begins as a '0' value but will display how many members within the send range have duplicate emails ( which would be the case for family members) is pressed before the send.
  - Sent** When the campaign has been sent the number of emails sent will be displayed. This is helpful for the organisations that have thousands of members where the email campaign may take a long time to send, the administration can determine the status of the send.

**Dups( )** When sending a generic email to members, such as a newsletter or an update, it is worthwhile 'de-duplicating' the email send to prevent members with the same email from receiving multiple copies of the email, in the instance of members of a family all having the same email address. If your organisation is mailing usernames and passwords, this feature would not be used to ensure that each member received their log in information.

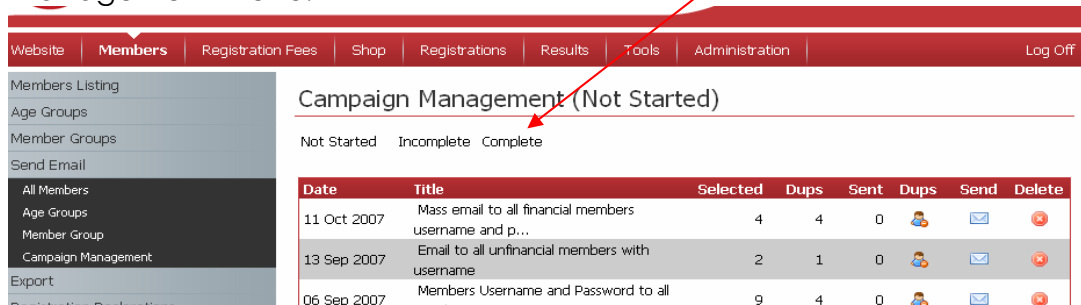
**Send** The send icon should be clicked when the campaign is ready to be sent.

**Delete** If the details of the send are incorrect, or the number selected does not appear correct you may wish to cancel the campaign. Click the delete icon to delete the whole campaign. This does not change the email template or any member information.

13.If happy and ready to commence click the **SEND** icon.

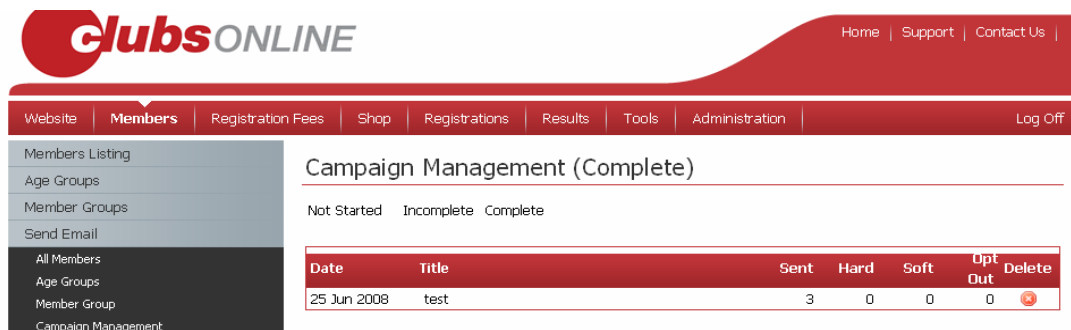
## CHECK THE RESULTS OF THE SEND

Once the email campaign has been sent, the results of the send are able to be seen through the console by going to the **COMPLETED** campaign management menu.



Campaign Management (Not Started)							
Not Started Incomplete Complete							
Date	Title	Selected	Dups	Sent	Dups	Send	Delete
11 Oct 2007	Mass email to all financial members username and p...	4	4	0			
13 Sep 2007	Email to all unfinancial members with username	2	1	0			
06 Sep 2007	Members Username and Password to all	9	4	0			

The Following screen will appear.



Campaign Management (Complete)							
Not Started Incomplete Complete							
Date	Title	Sent	Hard	Soft	Opt Out	Delete	
25 Jun 2008	test	3	0	0	0		

**Sent** Is the number of emails that were sent.

**Hard** A hard bounce back is where the email address does not exist. The spelling could be incorrect or the member's email may have been cancelled. A hard bounce back email will automatically be deleted from the email database.

**Soft** A soft bounce back is where the member's mail box may be full or the email has been prevented because of spam filters, or server restrictions. Soft bounces will not be deleted from the database. The server will attempt to resend the email for 72 hours.

**Opt Out** This shows how many members clicked the unsubscribe button on the email that was sent, these opt out members are automatically deleted from the database.

**Delete** Deletes the history of the campaign being sent.