15th September 2011

The Clubhouse – Latest Updates

Since the last document on 23rd June 2011, The Clubhouse now contains the following new features and modifications:

Contents

HTML Editor for Emails *New Feature* (staff/officials)

The Send An Email page now uses an HTML editor to allow you to format your emails before sending out. Emails in the Send An Email table will also be displayed with HTML formatting. This feature is a work in progress and an update to allow more advanced features (image uploading etc.) is expected soon.

How to:-

From the Menu page scroll down to Staff/Officials panel > Send an Email.

Follow the wizard as usual. When you come to Your Message you will see there is a toolbar at the top of the Message Body box for you to apply formatting and other features. There is also a quick formatting menu on the right-hand side to allow you to use formatting similar to the styles available on your clubhouse site.

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Sent Emails Updates (staff/officials)

A few handy features:

Previous / Next links *New Feature*

In the email viewer, click the '<< Previous | Next >>' links to move on to the previous/next email in the list without having to go back to the Sent Emails table.

Resend this Email link *New Feature*

In the email viewer, click the link at the top: 'Resend this Email (cannot resend attachments)' to immediately resend the email to the same addresses. Warning: You will not get the option to edit the email or recipients. Attachments cannot be resent as they are not permanently saved to the server.

Resend to Failed Addresses link *New Feature*

In the email viewer, sometimes there can be failed addresses. This can happen if there is a problem with the mail server or with invalid addresses. Note: the failed addresses are not non-deliveries or 'bounced' emails; they are addresses to which the email was never sent. Any email with failed addresses will have a 'Resend to Failed Addresses (cannot resend attachments) … ' link after it. Click this to resend immediately, without the option to edit.

How to:-

From the Menu page, scroll down to Staff/Officials panel > Sent Emails.

The default view shows a table of the most recent emails sent. Click Select against any email to see details in the email viewer.

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New Club Role Manager *New Feature* (admin)

The old Edit Club Roles page has been replaced by a new Club Roles Manager. This allows you to set up new club roles, edit club roles, search for club roles and delete them. In addition you can now see which members belong to which club roles and assign members to roles – all in one place!

How to:-

From the Menu page administrators scroll down to Club Administration panel > Edit Club Settings section > click Edit Club Roles.

The default view displays a table of all the club roles. There is a column to click "Display Members" and "Edit". You can also copy, delete and add new club roles. You can click Search for Roles to filter the results.

At the beginning of a new season, this is a one-stop shop for all staff/admin changes. Use the Members column to display the members for each role. Click Add ... to select new members for the role (from a pop-up window) and click the cross to delete members from the role. Certain restrictions are in place to ensure compulsory roles are always filled and system generated roles cannot be edited but you can change their names.

Upcoming Match Fixtures *New Feature* (public)

This shows a quick snapshot of future club matches with a Quick Date Filter for "Next 6 Days", "Next 30 Days", "This Month", "Next Month", "This Year" and "Next Year".

How to:-

From the Menu page click Upcoming Match Fixtures from the Public Area panel.

The default view displays all fixtures for the next 6 days in a table. You can click the links in the Players column to see who has confirmed. Click the Details link for more information (login required). Advanced Search allows you to filter the table using additional criteria.

Facebook Link Update

The Facebook plugin now allows you to link to any Facebook page starting with www.facebook.com. So now clubs that have Facebook "groups" rather than "pages" can also use this feature.

How to:-

From the Menu page administrators scroll down to Club Administration panel > Edit Club Settings section > click Edit General Club Settings.

Click the Site Header shortcut and scroll down to Facebook Plugin. Under Facebook Page/Group ID enter your Facebook URL (just enter the part that goes after "www.facebook.com/"). Click Save.

Upgrade to New Server

We have upgraded to IIS7/Windows 2008 hosting server. This should provide faster processing and more advanced programming options.

Upgrade to Mail Server

We are now using SendGrid (mail server) to send out all emails from The Clubhouse sites. SendGrid provides email tracking and greatly improves the reliability of your emails reaching their destination (without ending up in Junk email folders). For more information please visit www.sendgrid.com.