

6<sup>th</sup> October 2011

# The Clubhouse – Latest Updates

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Since the last document on 15<sup>th</sup> September 2011, The Clubhouse now contains the following new features and modifications:

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## Registration Process Improvements

### Register as a Non-Member (public)

When completing the Registration Process, it is no longer compulsory to request a membership subscription. This is to allow new users to register on the database for other purposes such as becoming a Parent Contact or just to be kept informed of club activities and social events.

#### How to:-

From the Menu page > Public Area > Register for Membership. Complete Steps 1 & 2. At Step 3 (Membership Details), the first question asked is: “Are you interested in membership at this time?”. If you select “No” a box appears “Please give your reason for registering e.g. ‘Parent’ or ‘Social events only’”. Click “Next >” to skip the rest of Step 3.

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### Password Not Required (existing members)

The Add New Member/Register Another Person feature no longer requires the user to supply a password. This will be randomly generated by the system and sent to the new user by email. If registering at the same time as another family member, you will still have the option to supply a password.

### **How to:-**

Sign in. From the Menu page, scroll down to Member Tasks > Register Another Person. Or club officials can also use Club Officials > Add New Member. Registration Step 1 now requires a username, but not a password.

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### **Registration Confirmation Email Optional (staff/officials)**

When staff or officials use Add New Member to register a new user, it is no longer compulsory to send out a confirmation email to the new user. This is to allow new clubs to set up all their members manually before notifying them using the New Site Launching Tools.

### **How to:-**

Sign in. From the Menu page, scroll down Club Officials > Add New Member. Complete registration Steps 1-4. The “Registration Complete!” page appears confirming the email has been sent to the Membership Secretary. Now click a link to send a confirmation email to the new user.

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### **Confirmation Email Improvements (public)**

The confirmation emails sent out to the new user and the Membership Secretary at the end of the registration process have seen a number of improvements:

- The wording has been better customized to suit the organization e.g. words such as: ‘club’, ‘official’ and ‘membership’ can all be substituted.
- The membership subscription details are only given where a membership application has been made. If no subscription has been requested, the reason for registration will be given.
- All questions and answers from the club’s own Registration Questionnaire are listed automatically without customization required by the club administrators.

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### **Member List Manager for Email/Mail Merge (staff/officials)**

On the Menu page, a single link to the Member List Manager replaces the two separate links to Email Distribution List Manager and Mail Merge Manager, which were essentially the same thing.

### **Edit Definition (Bug Fix)**

The Edit Definition page contained a bug in which some date fields were being validated even though they were hidden. E.g. if you selected Subscription and put an invalid date in the Start Date box then un-checked the Subscription box, your definition would not be saved because the Start Date was in-valid (even though you couldn’t see it). This has now been fixed so that all hidden validators are disabled. A similar fix has also been applied to the Event Details page of Event Manager.

### How to:-

From the Menu page > Staff/Officials > Member List Manager. Select a Member List from the table and click "Edit Definition" (or choose Add New). From the User Query Definition Editor select "Filtering Options" > "Subscription" > "Start Date" > enter "hello" in the year box. Click "Save" you will receive a validation error message: **Year must be in the range 1900 – 5000**. Now un-check Subscription (subscription options are hidden) > click Save, the page saves successfully.

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