

6th February 2012

The Clubhouse – Latest Updates

Since the last document on 6th October 2011, The Clubhouse now contains the following new features and modifications:

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Member List Manager (Staff/Officials)

Subscriptions

The lists can now be made more flexible by searching on the following subscription criteria:-

Multiple categories may now be selected under Membership Categories and NOT Membership Categories.

Renewal/First Subscription may be specified.

Current Subscription Status can be selected as follows: All subscriptions, Current Paid subscriptions, Current subscriptions (paid/unpaid), Last Season Paid subscriptions. This allows us to select all current “Full” members (for example) without having to enter fixed dates.

Lists for each Membership Category can now also be created automatically using **Membership Category Manager** (Admin Only), see below.

How To:-

From the Main Menu select **Member List Manager** from the Club Officers (staff/officials) panel. Click Add New > Enter Name and Descriptions > Click Save & Edit Definition. In the Member List Definition Editor select Filtering Options > Subscription > the new subscription options appear.

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Membership Categories Manager (Admin Only)

Added a link button, ‘Member Lists’, at the top to convert any of the categories selected in the grid to a Member List available for email or mail merge. Each list will return all members with a current, paid-up, subscription of the given category at the current time. It is equivalent to selecting the Membership Category and Current Paid subscription status in the Member List Manager (Definition Editor).

How To:-

From the Main Menu select **Edit Membership Categories** from the Club Administration panel > Select the categories you want in the Select column of the table > click Member Lists link button (top right). Your lists will be created for email and mail merge. You will now be able to find them in the **Member List Manager**.

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Subscription Renewal Reminders (Admin only) *New*

The Clubhouse can now remind administrators when there are member subscriptions shortly due for renewal. To set this up administrators should click on **Edit General Club Settings** from the Club Administration panel.

General Club Settings

These reminders are to alert administrators when their members’ subscriptions are shortly due to expire. This is to help administrators contact members in time with renewal options. The reminders are not sent directly to your members.

You can set up your preferred notice period for reminders in weeks. This determines how long (before and after expiry) the subscriptions will remain in the expiring subscriptions table. It also determines when administrators will receive login alerts and email alerts.

Administrators may opt to switch reminders off.

If reminders are switched on, administrators may opt to receive reminders by email.

You may select which administrator level Club Roles are to receive the email reminders.

How to:-

From Club Settings click the Subscription Details link to take you to the Subscription section. Under Subscription Expiry enter your preferences as detailed above.

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Alert on Login

If switched on, Administrators will receive a red message to the top of the page when they log in to The Clubhouse. This tells them how many subscriptions are due to expire and includes a link to the Expiring Subscriptions table.

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Expiring Subscriptions Page

Expiring subscriptions appear here x weeks before their expiry date and remain until a new, more recent, subscription has been created for the member (whether paid or not) or until the subscription has expired by more than x weeks. (Set number of weeks in General Club Settings, see above.)

Click the 'Renew' links to renew selected subscriptions. This creates a new, unpaid, subscription for the member, starting from the day after expiry and removes the expiring subscription from the list.

New subscriptions (renewals) can be found in the Pending Subscriptions Table.

How to:-

You can reach the Expiring Subscriptions table from Club Administration Panel > Subscription Management > Table of Expiring Subscriptions.

You can also follow the link from your email alert or login alert message.

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Questionnaire Manager (Staff/Officials)

Security Settings

Officials can now set which users are allowed to **View Answers** and who it allowed **Edit Answers** according to their **security access level**. This can be overridden for the user in question so they can view and edit their *own* questionnaires, regardless of access level.

Staff/Officials cannot change a questionnaire setting which has been set to Administrators only (if security is to be relaxed an administrator must do this).

These security settings are implemented throughout the site wherever users can view or edit questionnaire answers.

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Minor Improvements

Club Name in Header (on every page)

For clarity, the header of each Clubhouse site now shows “The Clubhouse for << Your Club Name >>”.

Username / Password Reminders & Unsubscribe Page

The Forgotten Details and Unsubscribe pages now give more helpful information and a link to email club administrators for help when a user cannot match his/her Forename, Surname and Email address to the system.

Send An Email (Staff/Officials only)

In Advanced Options, manually typed email addresses can now be separated by commas (as well as semi-colons).

Member Directory Bug Fix

View Directory Member pop-up was not always working. It now works every time.

Club Role Manager Bug Fix (Admin only)

The user selector pop-up did not always close correctly and club roles table did not always update to show new users in the role. This was partly dependent on which browser was used. Now fixed and tested in IE, Firefox and Chrome.

Redrawing Bug Fixes (IE8 and earlier)

In Internet Explorer 8 and earlier versions, Register Step 3 and Member List Definition Editor (amongst other pages) had some issues with redrawing the page after checkboxes had been checked/unchecked and objects displayed or hidden. These pages now redraw correctly in older browsers though they may be slow to do so. Redraws in IE9, Firefox and Chrome are unaffected (and much faster).

Registration Completed Bug Fix

There was an Oops message on the final page of the registration process when the user had not applied for a subscription. This did not affect the user’s successful registration or email confirmation messages. The problem has now been corrected.

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