Club Administrator's User Manual

When you click on Club Administrator you will be presented with a screen that looks something like the above. You will only see the clubs to which you have been assigned. The number of members and SABF subs paid through your club are important as these should balance with the fees submitted to your union.

The first thing you can try out is clicking on the number of members shown against the club. This will present you with a number of options the meanings of which I really have no idea, but if you stick to the first or second it will create a screen which will look something like this (if you can't find the screen, search the top bar for it as it may be up there).

You will be presented with a full list of members; I have simplified the example above by entering JAMES in the filter. Apart from admiring all your members, there are two activities you can carry out on this screen.

1) Each member will have an indicator Pay Subs which means he has not paid sabf subs through your club (but he may have paid elsewhere), or Reverse Subs which means he has paid sabf subs through your club. You can change the status of this indicator simply by clicking on it (you will see it underline itself), then clicking on SUBMIT During the course of the year this is the easiest way to update a late payment of sabf subs from one of your members. And of course if you have incorrectly recorded a member as having paid sabf subs to you when he hasn't you can reverse this by simply clicking on Reverse Subs.

2) You can edit a member's details. There is nothing you can change here that the member couldn't do himself if he just took the trouble to log in, but just remember, there are people out there who are even more technically challenged than you and I. And please, don't forget to hit the SAVE button when you are finished. You will find it in the bottom left hand corner of your screen.

Let's move on. You can try clicking on SABF Subs Paid and this will give you a screen listing or Excel spreadsheet if you prefer, of all players who have paid sabf fees through your club. Because we have confused ourselves no end in the past, there is a field telling us whether the player is still a member of your club. If this contains a NO then you have managed to pay sabf fees for him but he is not a member of your club. How did you do this? Please let me know if it happens again……answers on a postcard please.

Allocate SABF number

You can have hours of fun with this one.

Click on Fetch open SABF number

The computer will find a random unused sabf number. But this is where the computer will have some fun with you. It knows perfectly well that Ann Sturrock has a special range of numbers reserved for overseas visitors. It also knows that the Links bridge club has certain numbers reserved for its own special use. This doesn't stop it pulling up one of these numbers randomly. When you click on Check if SABF number is available it will tell you that it isn't and you will have to try again. It's only a matter of time until these computers take over the world.

If you are successful a screen will appear where you will be asked to fill in all relevant data about the new member. The most important fields to enter correctly are First name, Surname and Email address (see below).If the member has no email address I suggest you give serious thought about signing him up, but if you insist then enter

noemail@sabfonline.co.za as this field is mandatory. The computer assumes the new member is joining your club but if this is not the case untick this field. SABF subs can also be entered on this screen. Wait a minute, maybe this is one of the answers to the question above? (see question above)

When you hit REGISTER a rather spiffing email will be sent to the member along with his password which will be sabfNNNN where NNNN is his new sabf number. If he rings you up later saying he has forgotten his password (many of our new members are getting on in years) you might suggest he tries this before you start panicking. Ann Sturrock will also receive an email with details of the new member so you no longer have to inform her of your actions.

Export Members

This option allows you to create an Excel spread sheet of your members and apart from the usual boring stuff, it tells you

Column H   Has he chosen to receive email from you?

Column I   Did he pay SABF subs through your club?

Column J   Has he ever logged in to the site? (if not, why not?)

This is also a useful spread sheet to have around at the beginning of the year as it is in the correct format for the upload (see below)

Send Emails to Members

Choose a header, write the message and if you want attach a file.

What could be easier?

Upload File

At the beginning of each year you will be expected to upload a list of your members. There is no need to include information that is already on the website as the upload will only add data if the field is blank on the database, or change data if the member has never logged on. The upload will not change data if the member has logged on to the site (registered), on the basis that he should know better than you what data is correct. The Excel file you use must be xlsx else you will see a very complex and unintelligible error message on your screen. It must contain a header line though you can put gobbledegook here as it wants a header line but doesn't read it. If you fail to have a header line you will see a very complex and unintelligible error message on your screen.

The simplest way of performing this annual task is as follows

1) Export members and save this file. This is a current list of all your members at the end of the year.
2) Delete the contents of columns H onwards but keep the headings
3) As your members sign on again for a new year delete those you have lost and add those you have gained. You can add these at the end as the programme doesn't care what order they are in.
4) Place a Y in column I if the member has paid sabf subs thru your club.
5) When this list is more or less complete log in, click on Club Administrator, then click on Remove all members, then click on Upload file

If you have late comers or a couple of members are late payers of sabf fees just make the necessary adjustments to the file and Upload file again. You can do this as often as you like as the information, including sabf fees, will not be duplicated.

Column I contains a Y or blank depending on whether the member paid SABF fees at the club or not. If a Y has been entered in error, this may be corrected by submitting the run again with an N in its place.

The upload takes place in two parts. In the first stage a validation of the data takes place. Don't be taken in by the message Success! File has been uploaded into staging

If the programme has encountered serious errors it will tell you so and list them for you and you will be unable to proceed to the final stage until you have corrected them on the spreadsheet and started again. If the programme encounters only warning errors you may proceed under caution. Warning errors arise when the surname on the database does not exactly match the surname on the spread sheet (another good reason for using the export file as your base!).Sometimes this may simply be a spelling mistake, but sometimes it will be because you are using the wrong sabf number, you noodle!

To complete this exercise hit the SUBMIT button.

When you have successfully completed the run above

a) The fields Number of Members and SABF subs paid for 2018 will correspond to your own numbers
b) Your members will see when they log on that they are members of your club
c) Those that have paid SABF subs will see that they have paid and where they have paid

But BEFORE you submit your first run make sure you have run Remove all Members which will clear out last year's list and set the fields Number of Members and SABF subs paid for 2018 for your club to zero. If you have forgotten to do that do it now and start again.

And if you are super efficient and have already created your new list of members before Christmas, please wait until the new year before you start this exercise else the computer will think you are paying subs for 2017.

Remove all Members

This is exactly what will happen and temporarily until you upload new members you will have no members in your club. Too late now to think that Exporting Members (see above) and saving the file might have been a good idea.

When you take this option it will remove members from you club in anticipation of you uploading a fresh list, but it doesn't remove data that is stored against every individual member, nor as I have explained above, is this data required when you Upload File . So why bother with it at all? The reason is that for the time being this is the only way we can remove members from your club and it sets your sabf subs back to zero.

Export Members Spread Sheet

If you print this out it contains useful information that you should act upon.

First of all you will see for which members we have no email address. This means even if we want to we cannot communicate with them electronically. We can send sms's to members if we have their cell phone number but this is quite expensive and so far not an option we have used extensively. This is an ideal opportunity for you to fill in missing data and include it in the upload. Just so that you know, if data is missing for a member then whatever you put in these fields will be accepted, however if data is wrong and you submit the corrected data this will only replace the incorrect data if the member has never registered (logged on to the site). The way then to fix this is to click on to the Number of Members field and use the Edit Members option.

As time goes by you will also see which of your members have not paid SABF subs anywhere. Do not confuse this field with SABF subs paid at your club which you can view by clicking on Number of Members

Finally you will see which of your members have never logged on to the site. Encourage them to do so.

Union Requirements

Why are we doing all this extra stuff when the union treasurer is asking us for the same information but in a different format to boot? And now we come to the heart of the matter. If we all do this properly we will no longer have to send this information to the treasurer. He or she has no interest in who joined your club, only on how many members you have? Similarly he has no real interest in who has paid SABF subs only how many paid at your

club? Historically he wanted a list of those who had paid SABF fees as he needed to send this on to the webmaster who would not issue blue points to those who had not signed up; but now this information is readily available on the website so the webmaster no longer requires a list. SABF also want lists of paid up members for each union so they can balance their books but they can simply download this information electronically for themselves now. Everyone now gets to sing from the same hymn sheet as it were.

What Can Go Wrong?

Before I close I want you to know that there is very little that you can do that can't be easily fixed by your union administrator, so be brave. Will there be errors you encounter, options unexplored, situations arising not covered in this document? Of course there will be, but why spoil all your fun?