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In the **Membership** section of BowlsLink you will be able to find all information related to the members of your club. The membership section is further divided into Members, Groups & Categories, Certifications, Transfers and Exports.

You may view Webinar 1 on the Bowls Victoria YouTube channel.

#### **Members**

When you are in the **Members** section you will be provided with a list of all the members currently in your club.

The list is divided into three sections (tabs) - Active, Pending and Archived.

#### **Active Members**

In the Active tab of your members list you will be able to perform the following actions:

- 1. You will be able to click onto the club members' name to retrieve additional information about this member.
- 2. You will be able to search for a particular member by name.

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Transfers Exports		6.11R	1, thember Search							Rees	100	
P cuts	-	Last Name	First Name	Manikarship Nombar :	Category	Financial Until 1	Mamber Since	Primary Chill	Data Of Birth		ander i	Actions
L General		Began	Nayali	1957					1-Jan			2
₽ Competitions		0'Samel	Taylor	947	- In all		lub memb		t Jan			•
😫 Email Campaigns	1.0	Frani	Litte	277			n the men		t-Jan			-
D finances	0.	Lesch	Janmay	677	-	1205-1147-2019		THS Club 1	1-dan			-
		Schultz	Kelai	142		12th Mar 2019		DIS Club 1	t-Jan			-
		Schulist	Hildsgard	317		1205-114-2019		185 Club-1	1-Jan			22

3. You will be able to sort the list of members differently by clicking on the different column headers.

Atembership     Croups & Categories     Certifications	Membe	Providence	g 73 members Archived								В АОО НЕНВ
Transfers Exports	_	ana Q	Member Search							Rows 100	•
ou can sort the list of membe lifferently by clicking on these		Last Name :	First Name	Menbership Number :	Category	Financial Until /	Mamber Since	Primary Club	Date Of Birth	Gender I	Actions
olumn headers		Bugan	Nayali	1957		13th Har 2019		TAS Club 1	t-Jan	3	-
Y Competitions	100	O'Consell	Taylor	997		12th Mar 2019		TAS Club 1	t-lan	а С	۲
Croal Campaigns		Frami	Lilla	277		12th Mar 2019		TAS-Club-1	t-Jan		-
O finances		Lesth	Jarmay	877		12th Mar 2019		TAS-Club 1	1-Jan	8	-
		Schultz	Kelui	127		121h Mar 2019		TAS Club 1	1-Jan	<u></u>	-
		Schuliet	Hildegard	337		12th Mar 2019		TAS Club 1	t Jan	<u>_</u>	4



- 4. You will be able to apply specific filters to only find members matching your search criteria. You will be able to filter the following parameters:
  - 1. Groups
  - 2. Gender
  - 3. Category
  - 4. Financial To
  - 5. Member Since

Nembo	ers Digitiying					11 Filters	×
Active				you can filter on to find	•	GROUPS	
				certain members in your club		GENDER	
	Q e					CATEGORY	
	Stat River i	Plint Hanne -	Manharitig Number - Calego	y (Pointial Dell) (Mandor Since )	Print	FINANCIAL TO	
	Bogan	mayeli				MEMBER SINCE	
	O'Connell	Terler				APPLY CANCEL	
	Frank	LUIA		(215-1)ar 2010			
	Laich	Jamey		12th Har 2019			
	Schultz	Ketal					

5. You will be able to change the number of rows displayed in your member table.

ictive	Pending	Archived						
	C P	lember Search			The number of rows defaults to 25, you can increase this through this drop down	Nows:	15 .	121)
	Last Name :	First Name 1	Membership Number (	Category Financial Until :	menu	Date Of Birt	25	Actions
	Bopan	Napeli	1987	13th Mar 2019	TAS Club 1	1-245	50	141
	0'Connelli	Taylor	997	12th Har 2019	TAS Club 1	1-Jan	100	120
	Frami	Lilla	227	12th Mar 2019	1A5 Club 1	1-Jan	40	-
	Lesch	Jermey	877	120h Mar 2019	TAS Club 1	1.346	1. A	-
	Schultz	Kelai	127	12th Mar 2019	TAS Club 1	1-Jan	4	-
	Schuliet	Hidegard	317	120h Mar 2019	145 Club 1	1-Jan	40	



- 6. You will be able to perform additional actions for individual members.
  - 1. **Manage Groups** You will be able to add or remove the selected user from member groups that have been created.
  - 2. **Manage Fee Packages** You will be able to add or remove fee packages for the selected member. Please be aware that fee packages need to be created first before they can be assigned (Check Finance section for more details).
  - 3. **Create Invoice** You will be able to create an invoice for the selected member if they have been assigned the required fee package (refer to the Finance section for more details).
  - 4. Archive Member You will be able to archive a selected member.

ive	Pending	Arthhed								
	nini (Q.a	lender Search								
	Last Name (	First Name :	Membership Number (	Cabagory	Financial Until (	Member Since 1	Primary Club	Cate	Clicking on this icon be the additional actions member	
	Began	Napell	5967		1385 Har 2019		TAS Club 1	1-Jan		۷
	O'Connell	Taylor	997		1201 Har 2019		TAS Club 1	1-Jan		9
	Frami	Lilla	217		1201104/2019		TAS CHE 1	1.345		
	Lasch.	Jacmey	877		12th Har 2019		TAS Club 1	1-Jan	Archive Member	
	Schultz	Kelal	127		1201104/2019		TAS Club 1	1-Jan		-
	Schullet	Hibdepard	313		1301104-3019		TAS Club 1	1,145		-
	Bergnaum	Charlty	9427		12th Har 2018		TAS Club 1	1-Jan	12	1

- 7. You will be able to bulk select all or a select group of members to perform additional actions.
  - 1. **Create invoice** You will be able to create and send bulk invoices if the selected members have been assigned the required fees.
  - 2. Add to Group You will be able to add the selected members to a particular group that has already been created.
  - 3. Update the Financial To Date You will be able to update the financial membership date for multiple users to the same new date.

	м	emb	ers Displaying	73 members								() 400 - 00-80
	*	tive W	you can ch	ple members s loose one of th or all the selec	ese					Bines 25	•	
					spectra disense ind the Sector		-					
			Lot Name :	First Name :	Mambership Number :	Category	Financial Until 1	Member Silve :	Rvimary Club	Dute Of Birth	Gender :	Actions
			Bogan	Nayell	THEP.		1301-042-20119		145 Club 1	1.46	12	
			0'Connell	Taylor	997		1213 Har 2019		TAS Club 1	1-Jan	11	-
Check the boxes next to names to select multiple members at	Þ		Prami	Lilla	177		1205 1406 2019		145 Club 1	1.an	1.6	-
ance		8	Lench	Jermay	477		12th Har 2019		185 Club 1	1-Jan	8	150
		•	Schultz	Rafai	427		12th Har 2019		145 Club 1	5-Jan	14	-
			Schuliet	Hidepard	337		1205-1146 2019		TAS Club 1	1-Jan	14	•
			Bergnaum	Charley	19.27		1215 1141 2019		TAS Club 1	1.Jan	12	-



#### **Pending Members**

In the **Pending** tab of your members list you will be able to see all members that are currently pending review. Many functions work the same as in the **Active** members tab. There are two main actions you need to perform in this list:

- 1. Approve Membership You will be able to approve the membership for the selected member.
- 2. **Deny Membership** You will be able to deny the membership for the selected member.

	Pending /	lember Search	-	Sorting Mem	e Filter, Searchin bers and Changi te same as in the ers screen	ng			Rows: 25	
1	Last Name 1	First Name :	Membership Number :	Category	Financial To :	Member Since i	Primary Club	Date Of Birth	Gender :	Actions
	Barrows	Rashewn	1694					1-Jan	×	
	Segaer	805	3637					1-Jan-1900	Male	-
	Little	Tracey	3220				Q	2-Feb	Female	1028

## **Archived Members**

In the **Archived** tab of your members list you will be able to see all members that are currently archived. Many functions work the same as in the **Active** members tab.

1. **UnArchive Member** - You will be able to unarchive the selected member and make them an active member of the club again.

we Pendir	Q. Member Sear		Sorting Memb	Filter, Searching, bers and Changing e same as in the ers screen					
TR FILIER	Set solaring and	to .						Rows: 25	
Last Name :	First Name	Membership Number :	Category	Financial To :	Member Since (	Primary Club	Date Of Birth	Gender (	Action
Sipes	Dena	1747		12th Mar 2019			1-Jan	× .	-
Dooley	Rickie	397		12th Mar 2019		2	1-Jan	2	152



#### How to add a Member

When you click the "Add Member" button in the member overview you will be able to add a new member to your club by providing all the relevant information or alternatively you can also add an already existing member.

1. Select "Add Member"

BOWLSLINK	TAS Cub 1										CHRIS CLARKE
Membership Members Groups & Categories Certifications Transfers	Memb	Produg	g 73 members Archived						The ADO M button is in right of scn	the top	E ADD HEHRER
Exports		anta Q	Hember Search						Rows	25 •	
P Clubs	0	Last Name	First Name	Membership Number :	Category	Financial Until	Mambar Since	Primary Club	Date Of Birth	Gender	Actions
E Greens		Bogan	Nayeli	1987		13th Mar 2019		TAS Club 1	1 Jan		-
Competitions		O'Connell	Taylor	997		12th Mar 2019		TAS Club 1	1-Jan	¥1	4
🔒 Email Campaigns		Frami	Lilla	277		12th Mar 2019		TAS Club 1	t-Jan	÷.	4
5 Finances	0	Lench	Jarmay	877		12th Har 2019		TAS Club 1	1-Jan	12	2

2. You will then be asked to provide personal details for the new member. Please enter the new member's personal information:

- 1. Last Name
- 2. Email Address
- 3. Mobile Number
- 4. DOB
- 5. Gender

Note: The email and mobile phone number entered here are both the sign-in and contact details for the member. These details need to be unique, and two members cannot have the same email address.

Personal Details	O Persent	O Address	0 04	Details.	0.44	Please make sure all fields are filled in, except for	Ins & Cond	itions -
Personal Details New	enter the new m	mber's personal in	formation			duplicate email an mobiles	vd	
First Name*				Last Na	me*			
mail Address								
Mobile Number								
Birth Day*	Birth M	onth*		Birth Year		Gender		



- 3. Next you will be asked to create a password. Please select a strong password.
  - 1. Your password needs to fulfill certain requirements to be considered strong.
  - 2. When you re-enter your password it needs to match your initial password.

Personal Details     Password	O Adda	es 🛛 O Club Detail	O AddRiseal Club Details	O Terms & Conditions
Password Please select a strong password				
reseword				
	_			
<ul> <li>Must contain at least 8 characters</li> <li>Must contain at least one capital letter</li> <li>Must contain at least one number</li> <li>Must contain at least one number</li> </ul>		hen your passwon eets the requirem e ticks will appear een.	ents	
Password must match				
MEXT BACK				

- 4. Once you have set up a password you will be required to enter the new member's address details. Please enter the member's home address.
  - 1. Address Lines
  - 2. Suburb
  - 3. State
  - 4. Postcode
  - 5. Country

Personal Details	Ø Passaird	O Address	0 040	0	Additional (July Del	un 0	Terms & Conditions	
ddress neeve enter t	the member's home	oddress.						
ddress Line One								
ddress Line Two								
						-	The extra addre can be used for	
ddress Line Three							like Unit number Floor numbers	er, Flat or
uburb	Stat			Postcade				
autory								
euntry								

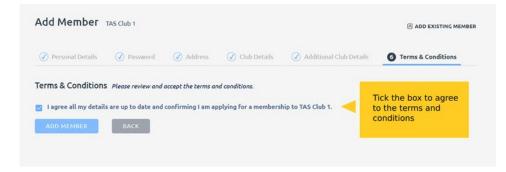
- 5. The fourth step is to provide club details for the new member. This information will be helpful when it is necessary to create invoices against a member. Please enter the member's Club information.
  - 1. Financial Until
  - 2. Member Since

Orevanal Details     Orevanand     Orev	will br	ig in this bo ing up a ca lect the requ	lend		e	odk	iom	
Club Details Please enter the member's Club information.								
Select Date								6
Member Since			¢	Au	201	19	,	*
Select Date		Sun	Man	Tue 1	wed	the	m	540
						*	2	2
NEXT BACK			5	4	7		2	10
		- 11	12	13	18	15	16	17
		- 14	19	20	24	22	23	24
		25	26	17	28	29	36	33

6. Should any additional club details be required, this can be provided in this step after providing the member's club details.

Add Member	TAS Club 1				ADD EXIST	ING MEMBEI
Personal Details	Password	Address	Club Details	Additional Club Details	🙆 Terms & Cond	itions
dditional Club De		tails requested by t	he club.	Any details on unique to your will appear for your club requ	club. Fields information	×
NEXT B/	лск					

7. In the last step you need to confirm that you have permission to add a new member to your club. Once confirmed you will be able to add the member to your club.



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8. If you have provided all details correctly you will receive a notification confirming the new member. If some details are already in the system (e.g. mobile number or email) the system will bring up an error message. This usually indicates that a member already exists.

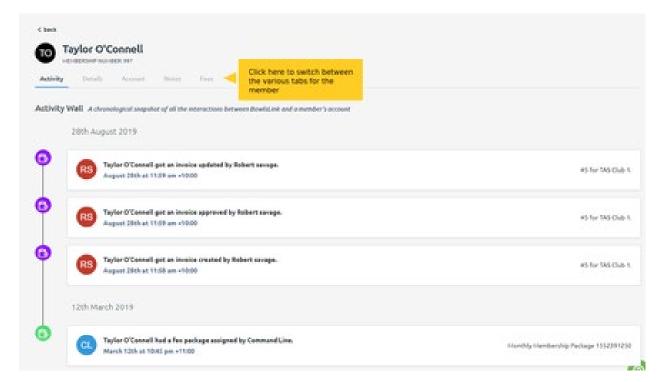
	TAS Club 1	CHRIS CLARKE +
Membership Members Groups & Categories	Add Member TAS Club 1	S ADD EXISTING MEMBER
Certifications Transfers	New Member Added	
Exports	Bob Segaer has been added to your club's pending membership list. To view the member and edit their membership details Click here	
P clubs		
A Creens		
♀ Competitions		
🙆 Email Campaigns		
C Finances		

#### Edit an Existing Members' details

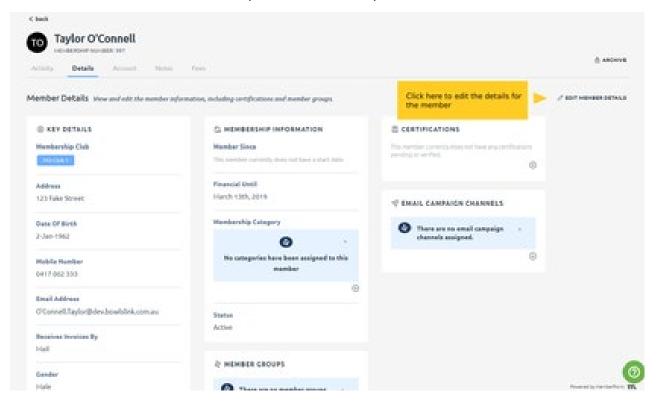
If you click on a member in your member list, you will see a detailed view of the member. You will be able to retrieve additional information about the member as well as being able to perform additional administrative actions.

The detailed member profile is divided into five sections (tabs) - activity, details, account, notes and fees.

1. The first tab is the Activity tab where you will be able to see any activity against a members' profile.



2. The second tab is the **Details** tab where you will find most of your member's information.



Click Edit Member Details and you will be able to edit:

- 1. Key Details
- 2. Personal Information
- 3. Membership Details
- 4. Additional Details

Edit Member	Taylor O'Connell			
Key Details Press	and Information Membership Details	Additional De		Click through the tabs here to access the various details for the member
Key Details option	the key details for the member's occurre.			
First Name*				
Taylor				
Last Neve*				
O'Cornell				
Email Address				
O'Connell/Taylor@idex	bowhlink.com.av			
Mobile Number				
9417 002 333				
Birth Day*	Birth Manth*	Birt	h Year	
2	<ul> <li>January</li> </ul>		6.2	

3. The third tab is the **Account** tab where you will be able to view all the invoices associated to this particular member.

1,470.00	The account the member	balance for					
VOICES	Date based	Sant	Ove Date	Tatas	Amount	Advent Publ	
•	2005 Aug 2019		11nd Aug 2019	(Differentiation)	\$3,479.00	56-86	-

4. The fourth tab is the **Notes** tab where you will be able to write and view notes as a quick way to track information about a member.

Click here to access the notes for this member	
Member Notes series and view notes as a quick way to track information about a member.	Click here to add a new note for this member
Chris Clarke           Taylor has agreed to be a contact for any school group coaching we undertake at the club until the end of the sesson.	HEHRKYSER 🔹 September 3nd, 2019
	Click here to archive an existing note for a member

5. The last tab is the **Fees tab** where you will be able to see all allocated fees the member has to pay to the club.

Unity Details Account Notes Fees					here to assigr e member	n a new fe
ra - lenningle nie fee berringes rositiven in rus weinner.						ASSIGN FEE
Title	Туре	Next Bill Date	valid for	Price Ind GST	GST	
Monthly Membership Package 1552391250		1st May 2019	1 month	\$245.00	\$22.27	Θ
Honthly Hembership 1552391250	Ø MEMBERSHIP 155239	1250		\$185.00	\$16.82	<b>A</b>
Club Shirt	Ø CLUB SHIRT				k here to rem	



### **Groups & Categories**

When you are in the **Groups & Categories** section you will be provided with a list of all the groups and categories you have already created for your club.

Membership Members	Member Group	\$ TAS Club 1		2 ADD 3	ADMBER CROUP
Groups & Categories	Click here to se and categories				
liansfers Deports	Member Groups on	ups allow clubs to arganise members into flexible sets that can be used for email communication			
P clubs	Name	Gescription	Email Channel	Members	Actions
R Greens	Club Newsletter	Oub-Newsletter		1 member	- 24
	Club Board	Club Board		1 member	10
Competitions	Petrant Team	Pestual Team		1 member	
C Email Campaigns					

The list is divided into two sections (tabs) - Member Groups and Member Categories.

BOWLSLINK	TAS-Club 1				0	HRIS CLARKE -
A Membership Members	Member Group	DS TAS Club 1			<i>≷ 400 8</i>	IEMBER GROUP
Groups & Categories Certifications	Member Groups	Member Categories				
Transfers Exports	Member groups	and member	mbers into flexible sets that can be used for email communication			
P cues	categories			Email Channel	Mambers	Actions
品 Creens	Club Newsletter	Club Newslatter		•	1 member	- X .
<b>P</b> Competitions	Club Board	Club Board		•	1 member	10
🔒 Emeil Cempeigns	Pennant Team	Pennant Team		•	1 member	5
C Finances						



## **Member Groups**

In the **Member Groups** tab of your list you will be able to see all member groups that have already been created. You will also be given an overview of some of the groups' details. Furthermore, you will be able to perform the following actions:

- 1. You will be able to add new member groups.
- 2. You will be able to edit or delete existing member groups (Attention: Groups can only be deleted when no members are associated to this category).

Member Group	25 TAS Club 1	Click here to add a new member group
Member Groups	Aember Categories	
Member Groups Gro	oups allow clubs to organise members into flexible sets that can be used for email communication	Click here to edit or delete an existing member group
Name	Description	Email Channel Members Actions
Club Newsletter	Club Newsletter	• 1 member
Club Board	Club Board	1 me Delete Group
Pennant Team	Pennant Team	• 1 member

3. Details that can be edited for a member group

Member Groups	TAS Club 1			× & Edit a Member Group Fill in the form below to edit the member group.
Member Groups				Group Name*
Member Groups Grou	ips allow clubs to organise members into flexible sets that can be used for email communication	Details for a member	Þ	Club Newsletter
Name	Description	group which can be updated		Description*
Club Newsletter		upuated		Club Newsletter
Club Board				UPDATE CANCEL
Pennant Team	Pennant Team			



#### **Member Categories**

In the **Member Categories** tab of your list you will be able to see all member categories that have already been created. You will also be given an overview of some of the categories' details. Furthermore, you will be able to perform the following actions:

- 1. You will be able to add new member categories.
- 2. You will be able to edit or delete existing member categories (**Attention:** Categories can only be deleted when no members are associated to this category).

Member Categories TAS CM		Click here to ad member catego		
	s age the club categories, membership or otherwise, that b	est reflects your club's needs		
Name	Description	Playing Rights	Assigned Members	ck here to edit or delete existing member category
Full Member	Full Member	•	1 member	
Social member	Social member	•	0 members	
				Edit Category

3. Details that can be edited for a member category

Member Categories TAS Club 1				× & Edit Member Category
Member Groups Member Categories Member Categories Create and manage the club of	ategories, membership or otherwise, that best reflects your club	's needs	Details for a member category which can be	Name* Social member Description*
Name	Description		updated	Social member
	Full Member	•	1 member	
	Social member	•	0 members	Includes Playing Rights SAVE CANCEL



### Certifications

When you are in the certifications section you will be provided with a list of all the members currently holding a certification in your club.

	TAS Club 1					CHRIS CLARKE V
A Membership Members	Certifications					
Groups & Categories Certifications Transfers Exports	Click here to select the certifications for your club		cations			
P Clubs	<b># FILTER</b> Q Search Certifications				Rows: 25	•
<b>丹</b> Greens	Name 0	Certification 0	Status 0	Approved By $\varphi$	Valid Until ()	
${f Q}$ Competitions	Nayeli Bogan	Club Coach	PENDING		31st Mar 2020	
🙆 Email Campaigns	Taylor O'Connell	RSA (Alcohol Service)	APPROVED	Chris Clarke	18th Aug 2020	
	Taylor O'Connell	Club Coach	PENDING	-	•	
💭 Finances	kelvin rodgers	Club Coach	PENDING	Robert savage	31st Mar 2020	

The list is divided into two sections (tabs) - Members and Manage.

Membership       Certifications         Members       Members         Groups & Categories       Members         Certifications       Members         Transfers       Members certification and manage         Exports       Members certifications         P       Chances         Cub       Members (a your club, or club group, who hold qualifications         Rewr       25		TAS Club 1				CHRIS CLARKE
C Lubs         Name 1         Certification 1         Status 1         Approved By 1         Valid Unit 1         2         -           2 creeps         Name 1         Certification 1         Status 1         Approved By 1         Valid Unit 1         -	Membership     Members     Groups & Categories     Certifications     Transfers     Exports     N	Members Manage	d <sup>ill members in your club, or club group, who hold qualifica</sup>	tions		
P competitions     Neyeli Bogan     Club Coach     TENDING     -     31st Mar 2020       Taylor O'Connell     RSA (Alcohol Service)     Remonstance     Chris Clarke     18th Aug 2020       Taylor O'Connell     Club Coach     REsource     -     -     -	P Clubs		ns			Rows: 25 -
Competitions     Taylor O'Connell     RSA (Atoholo Service)     Keewoods     Chris Clarke     18th Aug 2020       Enall Campaigns     Taylor O'Connell     Club Coach     ressource     -     -	A Greens	Name 🖗	Certification $\phi$	Status 🔶	Approved By $\phi$	Valid Until 0
Image: Space of the space o	♀ Competitions	Nayeli Bogan	Club Coach	PENDING		31st Mar 2020
Taylor O'Connell Club Coach FROM -		Taylor O'Connell	RSA (Alcohol Service)	APPROVED	Chris Clarke	18th Aug 2020
Club Coach PRIMARC Robert savage 31st Mar 2020	🖂 Email Campaigns	Taylor O'Connell	Club Coach	PENDING		0
	C Finances	kelvin rodgers	Club Coach	PENDING	Robert savage	31st Mar 2020



#### **Members**

For each member listed here you will be able to retrieve their certification status, the validity of their certification and the certification type. You will be able to perform the following actions:

- 1. You will be able to search for a particular certification by name.
- 2. You will be able to change the number of rows displayed in your certifications table.

Certifications				
Members Manage	Search for a certification by entering a member or certification name	iold qualifications		
	Certifications	iola qualy icacions	Number of ro to 25, this ca through this	an be changed <a> Rows: 25</a>
Name 🗄	Certification $\Leftrightarrow$	Status 🔶	Арр	• • • • • • • • • • • • • • • • • • •
Nayeli Bogan	Club Coach	PENDING	-	31st Mar 2020 50
Taylor O'Connell	RSA (Alcohol Service)	APPROVED	Chris Clarke	18th Aug 2020 100
Taylor O'Connell	Club Coach	PENDING		•
kelvin rodgers	Club Coach	PENDING	Robert savage	31st Mar 2020

#### Manage

In the manage section of certifications you will be able to approve, extend and revoke certifications you have permission to manage. If there are any certifications that require review by you they will be listed here.

- 1. You will be able to search for a particular certification by name.
- 2. You will be able to change the amount of rows displayed in your certifications table.
- 3. Filter functions are also available, functioning the same as the Members Certification tab.

rifications Manage ge Certifications	Search for a certificati by entering a member certification name					
W FILTER Q S	Search Certifications	Attachment	Status +	Approve	Number of rows defaults to 25, this can be changed through this menu	Rows: 25 -
io records found.						



#### Transfers

The transfer section is used to manage the approval or rejection of transfers from your club, to be primary members of other clubs. It also provides a history of transfers to your club, where dual members have become a primary member of your club.

	TAS	Club 1							CHRIS	CLARKE ~
Membership     Members     Groups & Categories     Certifications     Transfers	Clic	Transfers k here to select isfers for your cl	the							
Exports								Rows:	25	•
P Clubs		Name o	BA Number	From Club	To Club	Requested On $\oplus$	Approved By	Actions		
品 Greens		No records found.								
🙆 Email Campaigns										
C Finances										

#### Exports

This function allows you to export a report of your club and membership in a format that is suitable for opening in a spreadsheet program such as Microsoft Excel.

Currently the membership report includes the following information:

- Name
- Email
- Mobile Phone
- ID
- Birth date
- Gender
- Address
- Membership status

BOWLSLINK	Membership Ex	<b>Ports</b> Generate an export of your members.		CHRISCLARKE - to open the menu - rnload report to file to your
Certifications	Report Name	Description		Actons
Transfers Exports	Membership Report	A report which contains users basic information such	as personal details, address and club membership.	↔
P Click exports to				
abla   Competitions				
🙆 Email Campaigns				
C Finances				

1. Select the exports option in the membership menu. The available reports will appear, with the membership report as the only current report. Other reports may be added over time. Click the action icon to download a copy of the report for your club.



### Clubs

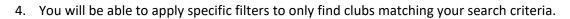
In the **Clubs** sub-section, you will be able to see all clubs that are currently active in BowlsLink. You will be given some club details without clicking into their club profile and you will be able to perform the following actions:

- 1. You will be able to click onto the clubs' name to retrieve additional information about the chosen club.
- 2. You will be able to search for a particular club by name.

BOWLSLINK	ent	arch for a particular clul ering their name in this arch box		CHRIS CLARKE v
Clubs Clubs Club Categories	<b># FILTER</b> Q. Club Name	<b>V</b>		Rows: 25 • 1 2 3 4 >
Manage My Club	Club Name 🗧 Vic Club 21	Short Name 🍦 Vir21	Parent Group $\phi$	State 0
Click Clubs and then clubs sub menu	Coolangatta <	on the club name to additional information	Cunningham District, AO2019 Imported Clubs	
☑ Email Campaigns	Jurien Bay ON t	he club	WA League 1 Cunningham District, AO2019 Imported Clubs	Western Australia
	Vic Club 30	Vic 30		Victoria
Ĉ ↓ Finances	Yanchep Bowling Club	Yanchep		null
	Gold Coast	GC	Cunningham District, AO2019 Imported Clubs	
	Guilderton Bowling Club (INC)	GBC	WA League 1	Western Australia
	Vic Club 29	Vic29		Victoria

3. You will be able to sort the list of clubs differently by clicking on the different column headers.

BOWLSLINK TA	S Club 1			CHRIS CLARKE V
<ul> <li>A Membership</li> <li></li></ul>	Clubs Showing all Clubs registered in BowlsLink	i		
Clubs Club Categories	₩ FILTER Q. Club Name			Rows: 25 ▼ 1 2 3 4 →
You can sort the list	Club Name 🗧	Short Name 🖨	Parent Group 🕆	State 🕸
of clubs differently by clicking on these column	Vic Club 21	Vic21		null
headings	Coolangatta	C	Cunningham District, AO2019 Imported Clubs	
오 Competitions	Jurien Bay	Jurien Bay	WA League 1	Western Australia
🙆 Email Campaigns	Paradise Point	рр	Cunningham District, AO2019 Imported Clubs	
	Vic Club 30	Vic 30		Victoria
Ĉ Finances	Yanchep Bowling Club	Yanchep		ทบไ
	Gold Coast	GC	Cunningham District, AO2019 Imported Clubs	
	Guilderton Bowling Club (INC)	GBC	WA League 1	Western Australia
	Vic Club 29	Vic29		Victoria



Clubs Showing all Clubs registered in BowlsLink			
🗱 FILTER		Rows	
Click here to open the	Short Name	Parent Group 🗄	10 25
filter options	Vic21	Cunningham District, AO2019 Imported Clubs	50
Jurien Bay	Jurien Bay	WA League 1	100 Western Australia
Paradise Point	рр	Cunningham District, AO2019 Imported Clubs	
Vic Club 30	Vic 30		Victoria
Yanchep Bowling Club	Yanchep		ทบไไ
Gold Coast Guilderton Bowling Club (INC)	GC	Cunningham District, AO2019 Imported Clubs WA League 1	Western Australia
		-	

#### 5. Filters can be applied by:

- 1. Groups
- 2. States

		ትት Filters GROUPS	~
Short N	Clubs can be filtered by	Select a Club Group 🔹	
	club groups or state. Click apply once the selection has been made	STATE	^
Jurien Ba	ay WA League 1	Victoria	
PP Vic 30	Cunningham District, AO2019 Importe	Queensland Northern Territory Western Australia	
Yanchep		South Australia Tasmania	
	Cunningham District, AO2019 Importe	Australian Capital Territory	
		APPLY CANCEL	

6. You will be able to change the amount of rows displayed in your club table.

<b>bs</b> Showing all Clubs registered in BowlsLink					
앲 FILTER     Q Club Name		The number of rows defaults to 25, this can	Rows:	25 <del>-</del>	1234
Club Name 🔶	Short Name 🗢	be changed through		10	
Vic Club 21	Vic21	this menu		25	
Colorada a	с	Curris share District AD2040 Incorts of Clubs		50	
Coolangatta	L	Cunningham District, AO2019 Imported Clubs		100	
Jurien Bay	Jurien Bay	WA League 1		Western Australi	ia
Paradise Point	РР	Cunningham District, AO2019 Imported Clubs			
Vic Club 30	Vic 30			Victoria	
Yanchep Bowling Club	Yanchep			null	
Gold Coast	GC	Cunningham District, AO2019 Imported Clubs			
Guilderton Bowling Club (INC)	GBC	WA League 1		Western Australi	ia

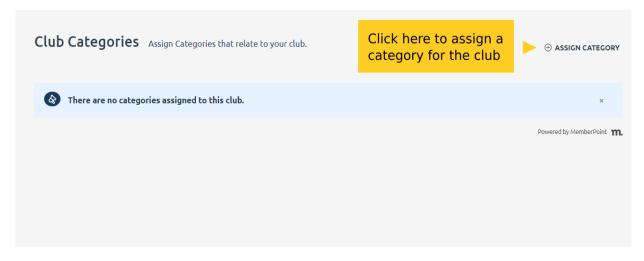


### **Club Categories**

A club can have various categories assigned. Categories are used to show the various services and amenities that the club has, and this information is published in websites and other information systems about the club. The categories are selected from a pre-defined list, and the club administrator selects any and all that may apply to their club.

Examples are: Social Bowls, Meals, Entertainment, Function Room Bookings etc.

1. To add a category, click on the assign category button in the top right of screen.



2. Select from the drop down list the appropriate category for your club and click the assign button.

Club Categories Assign Ca	tegories that relate to your club.	đ	🛱 Assign Club Category	×
There are no categories assign	Click here to open the list of available categories for the club. Click assign once selected		ategory ? Please Select ASSIGN CLOSE	×

3. Once a category has been added, it can be removed by clicking the icon at the right end of the category listing.

Club Categor	ies Assign Categories that relate to your clu	ub.		to remove a from a club
Name	Description	Is Public	Owner	Actions
Midweek	Midweek Pennant	•	VIC	Θ
A The new cate	aory is now		Pov	wered by MemberPoint
added to the				

4. This process can be repeated as many times as you like, to add all the required categories to the club.

#### Manage My Club

In the **Manage My Club** sub-section you will be able to see all the details relevant to your club. You will be able to edit all the club information for your club.

The manage your club sub-section is divided into three tabs - Details, Additional Details and Club Member Additional Details.

	TAS Details, additional details	CHRIS CLARKE 🗸
A Membership	and club member additional Metails tabs	
Clubs	Details Additional Details Club Member Additional Details	
Club Categories Manage My Club	Club Details Update the general information about your club.	
Click here to open	1 Club Overview the <sup>3</sup> Name*	
manage my club options	s Club 1	
	> Short Name* TC1	
Ĉ → Finances	Description	
	Non <u>nihil qui hic</u> . Rem <u>voluptates</u> non quo <u>guis et</u> dicta <u>magni. Tenetur excepturi explicabo maiores</u> vitae. <u>Voluptas</u> <u>atque enim et ipsam eius. Eos occaecati accusantium ut dolorem. Temporibus i da ut expedita deleniti. <u>Voluptatum</u> aut maiores qui aut est magni. <u>Sed repellendus</u> dolores commodi guibusdam qui <u>ipsa nisi. Vel</u> quidem ullam <u>voluptas et</u>. Ex <u>cumque doloremque esse pariatur qui cumque</u>. <u>Corrupti repellendus laboriosam et qui</u> est.</u>	

BOWLS



#### Details

- 1. In the details tab of your club you will be able to edit the following field groups:
  - 1. Club Overview
  - 2. Contact Details

Manage Your Club			
Details Additional Details Club Member Additional Details			
Club Details Update the general information about your club.			
Club Overview			
Club Name*		The second second second	
TAS Club 1	-	Edit details fi required	eids as
Club Short Name*			
TC1			
Description			
Non <u>nihil qui hic</u> . Rem <u>voluptates</u> non quo <u>quis et</u> dicta <u>magni. Tenetur excepturi explicabo maiores</u> vitae. <u>Voluptas</u> <u>atque enim et ipsam eius. Eos occaecati accusantium ut dolorem. Temporibus id aute expedita deleniti. Voluptatum</u> aut maiores qui aut est magni. Sed repellendus dolores commodi guibusatis. Vel quidem <u>ullam</u> <u>voluptas et</u> . Ex <u>cumque doloremque esse pariatur qui cumque. Corrupti repellendus laboriosam et qui</u> est.			
2 Contact Details			
Club Phone			
+61-2-2381-1256			
After Hours Phone			
03 3194-0893			
Club Website			
http://www.lowe.com.au/molestiae-voluptas-sequi-numquam-est			

- 3. Club Address
- 4. Financial

Club Address	
Address Line 1	
147 Fake Street	Edit details fields as
Address Line 2	required
Address Line 3	
Suburb	
Lake Fred	
State Postcode	
New South Wales 👻 2909	
Country	
Serbia	
Financial	
Club ABN	
6011521505915222	
Membership Year Ending Date	
1 July ~	
SAVE	



#### **Additional Details**

1. In the additional details tab you will be able to update any additional details that your club is requesting. If no additional details are required this tab will not display anything.

Manage Y Details Click her additional Additional Details	re to access al details Club Member Additional Details		
Open Hours: Monday* Open Hours: Tuesday*		An example of extra details a club may want to provide is opening hours	
SAVE			

#### **Club Member Additional Details**

In the club member additional details tab you will be able to create new additional fields to gather more data for your club members. You will be able to add the following fields:

- HTML
- Title
- Divider
- Text
- Yes/No
- Long Text
- Date
- Dropdown
- In this example, we want to know if members are willing to volunteer with school group coaching at the club. This would be a yes or no question, so that is the option we will use.

		▼	
Details	Additional Details	Club Member Additional Details	
dditiona	l Member Details	Additional information you want to capture about your members.	[→ SAV
			AVAILABLE ELEMENTS
		CURRENTLY HAVE NO FIELDS. DRAG AN ELEMENT FROM THE RIGHT TO BEGIN	🖉 HTML
			H Title
			Divider
		0 months in a	∯⊐ Text
		Our example is a Yes/No question,	O Yes/No
		select this option	🗐 Long Text
			🛗 Date
			🖓 File
			↓ Dropdown

2. When Yes/No is clicked, a detailed dialog box will appear, which you can fill out with the appropriate details. In our example, we want to get a response from all members, and we want them to answer the question. Once we are happy with how the question is set up, we click save to finalise the question. It will now appear in the member's profile for them to respond to. We can then report on this in future.

anage Your Club		Click save once do
tails Additional Details	Club Member Additional Details	V
litional Member Detai	<b>S</b> Additional information you want to capture about your members.	[→ SAV
re you able to assist with coa	aching of school groups at the club?	AVAILABLE ELEMENTS
•		😰 HTML
Field Label Text () Are you able to assist wit	th coaching of school groups at the club?	the H Title
Default Value	question we want the member to answer	∑ Divider
Νο	In this case we want the default to be no,	∯⊐ Text
រទ្ធ Settings	responds	O Yes/No
Field Required		🞞 Long Text
Visible to members	The question should be visible to all members,	🛗 Date
Yes	and we need members	↔ File
Members can edit	to edit, so they can say Yes or No	↓
Field Name: 156756239950	9	

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