

Club Master

Club Master Membership Administration System

Club Master 5 is a complete membership administration system designed specifically for member only clubs and is the latest version of our popular Club Master software.

Art Software Ltd and NCL Associates have specialised in software for the member only club market since 1985 giving us unrivalled experience in this market area.

Club Master version Five - Full Specification

- Member database with user definable fields
- Summary and Detailed reports with full, multi level filter data selection
- Mailing labels (selected or all)
- Data export (for merging with word processing, etc).
- Family identification providing for one letter and/or label per family
- Member payment history
- Individual printout of all member details
- Direct debit / Standing order automatic payment recording
- Waiting List database with move to and from the main database
- Waiting List reports and data export
- Ex Member Database with move to and from the main database
- EX Member reports
- Block member move and delete
- Member type breakdown report
- Overdue subscriptions report
- Interests and involvements recording with report
- Accreditation certificate recording with expiry dates

Club Master is a standalone, Windows based program with a very simple interface. This makes it very easy to use for everyone, computer literate or not.

The software uses a very simple set of tables which are pulled together by a data dictionary in the program. This makes it easy to install and very robust in use. It does not require anyone with any database knowledge and may be simply backed up and restored on another computer using built in routines.

It may be backed up onto a cloud based storage, such as Dropbox, meaning that other users can restore the data on their computer immediately after changes have been made. Our licencing method involves embedding the club name in the software and this means that it can be installed on as many computers as required.

The software provides three databases: the main members database, an ex members database and a waiting list database. (the latter two are not available in the Lite version). Members may be simply moved between the databases as required.

The software provides for up to 40 member types. There are eight renewal periods such as daily, weekly, monthly, etc with the default being annual. There are also four additional payments which can be used for extra charges such as car park, donations, etc.

continued

Payment is made through a simple Fee Payment form and payments are recorded in the Fee Daybook with daily totals and report total. Member Payment History is also recorded and may be reported on.

Overdue members are very quickly identified and, if Club Master eMailer is installed, they can be emailed a reminder.

Certificates such as 'Safeguarding and protecting children' can be added to a members record together with the expiry date and this can be reported on.

We use Crystal Reports as our reporting tool and all reports are exportable to Excel, Word, PDF, etc.

Our export routines allow data to be selectively exported to be used in mailmerging with word processing. The Export All option has an Excel button which will open the full database export in Microsoft Excel (version independent).

All in all a very easy to use program which provides routines for all the tasks which a membership secretary has to perform!

Club Master with Full Support – unlimited members

Full system as described above plus **Club Master eMailer** software
Manual on CD in Adobe PDF format
Twelve months support contract – telephone support & all upgrades **£ 195 + VAT**

Club Master with email Support

Full system as described above.
Manual on CD in Adobe PDF format
Unlimited email support

Unlimited members **£ 95 + VAT**

Up to 400 members **£ 75 + VAT**

Up to 200 members **£ 50 + VAT**

Club Master eMailer to add to the above packages **£ 15 + VAT**

Club Master Attend - attendance recording module **£ 25 + VAT**

THESE ARE ALL ONCE OFF COSTS !

Club Master from: **Art Software Limited**
0333 123 1170 (national rates)
sales@artsoftware.co.uk

Please see the following pages for screen dumps from Club Master

Club Master Members Database

The screenshot shows the 'Club Master - Member Records' window. At the top, there are navigation buttons: New, Save, Move, Find, Pay, Print, Close, Home, Back, Fwd, End, and a 'Records' counter showing 26. The main area is divided into several sections:

- Member Details:** Title (Mr), No (7007), Card (9999), Surname (Abbott), Firstname (Bernard), Address (Back Lane, Great Leighs, Chelmsford, Essex), Postcode (CM3 3MD), Tel (0333 123 1170), Renewal date (01/04/2018), Mobile (07777 321123), Member Type (MEMBER), Pay Method (Cheque), email (abbottB@smail.com), email2 (bernie50@hotmail.com).
- Member Comments:** moved from Norfolk 1990.
- Interests and Involvements:** Family (Family Head checked), Label text (& Family), Family Head ID.
- User Defined Fields:** Date of birth (10/01/1950, 67 years), Date joined (01/04/1998, 19 years), Bowling (Yes), Occupation (Electrician), Status (Active), Pay method (PayPal), Area (South East), Mailing (Yes), Car registration (EX15 ABC), Donation (Yes).

You will note that we do not put pictures on our buttons. It is obvious what each button does from it's caption.

The screenshot shows the 'Club Master - Find' window. It has a search input field with the text 'smith' and an 'OK' button.

The screenshot shows the 'Club Master' window displaying search results. The results are listed as follows:

| | | | |
|-----|-------|-------|----|
| 111 | Smith | Joe | Mr |
| 321 | Smith | Danny | Mr |
| 346 | Smith | Harry | Mr |

At the bottom, it shows '3 records found' and buttons for 'Cancel' and 'Select'.

Finding a member is easy.

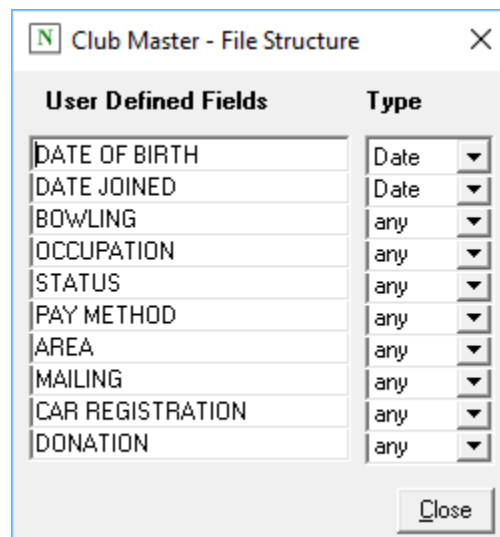
Either enter their number or part of their name.

Then just select the required name.

Database structure

The database contains 10 User Defined Fields which may be used for any purpose.

These fields may be used for filtering when producing reports, exports and in the emailer.



| User Defined Fields | Type |
|---------------------|------|
| DATE OF BIRTH | Date |
| DATE JOINED | Date |
| BOWLING | any |
| OCCUPATION | any |
| STATUS | any |
| PAY METHOD | any |
| AREA | any |
| MAILING | any |
| CAR REGISTRATION | any |
| DONATION | any |

Family Heads

In Club Master you can set a Family Head and then connect the family members using the Head's ID number.



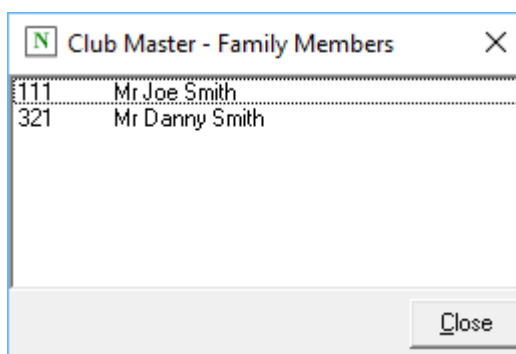
Family Head

Label text

Family Head ID

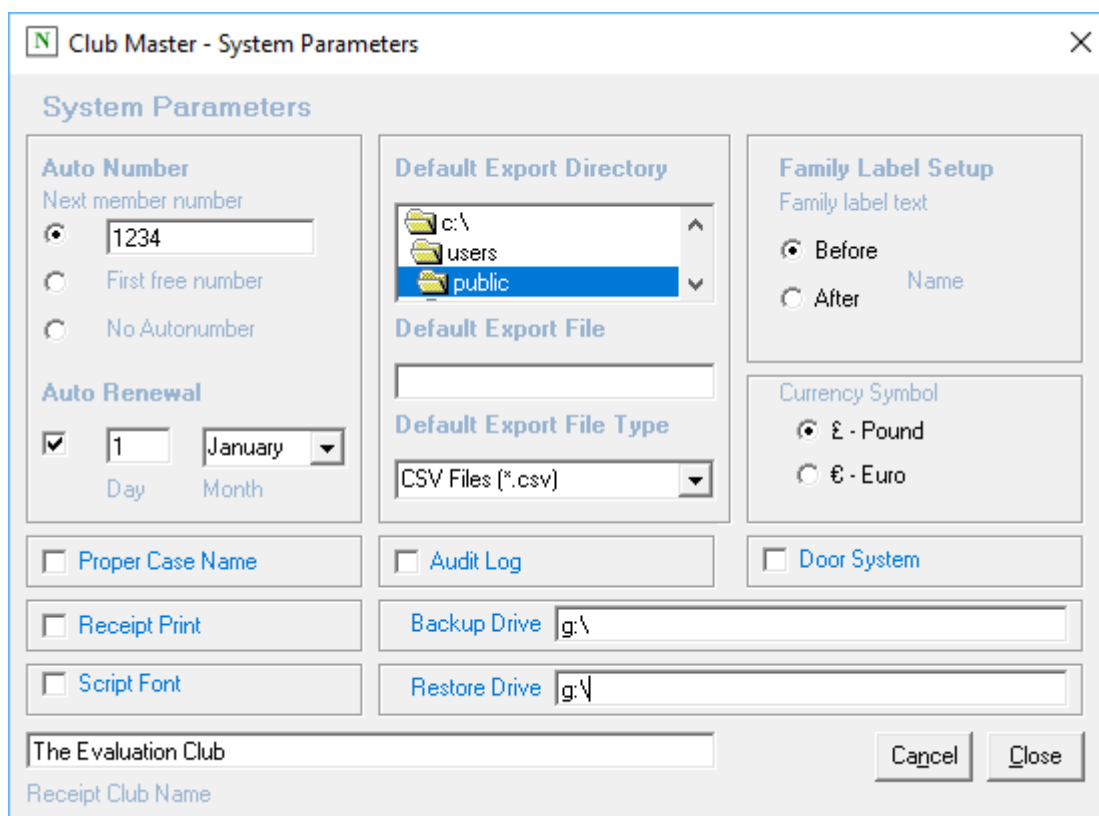
Clicking the Family button on the head's record displays the family members

Clicking the family member's name opens their record.



| | |
|-----|----------------|
| 111 | Mr Joe Smith |
| 321 | Mr Danny Smith |

Using this feature means that you need to only send one letter or email to the family.



System Parameters

Auto Number
Next member number
 1234
 First free number
 No Autonumber

Auto Renewal
 Day Month

Default Export Directory
c:\
users
public

Default Export File

Default Export File Type
CSV Files (*.csv)

Family Label Setup
Family label text
 Before
 After

Currency Symbol
 £ - Pound
 € - Euro

Proper Case Name
 Audit Log
 Door System

Receipt Print
Backup Drive

Script Font
Restore Drive

Receipt Club Name

Cancel Close

System Parameters

Auto numbering of new members may be set up as may Auto Renewal

Fee Table

The Fee Table can contain up to 40 member types and fields.

There are nine renewal periods with the default being Annual.

| Club Master - Fee Table | | | | | |
|-------------------------|-------|--------|-------------|-----|--------|
| Member Type | Fee | Period | Member Type | Fee | Period |
| 1 MEMBER | 10.00 | | | | |
| 2 SILVER MEMBER | 20.00 | | | | |
| 3 GOLD MEMBER | 30.00 | | | | |
| 4 HONORARY MEMBER | 0.00 | | | | |
| 5 JUNIOR MEMBER | 3.00 | | | | |
| 6 BOWLING | 50.00 | Q | | | |
| 7 | | | | | |
| 8 | | | | | |
| 18 | | | 38 | | |
| 19 | | | 39 | | |
| 20 | | | 40 | | |

Default period (Blank) is Annual Renewal
 Renewal Periods: A - annual Q - quarterly M - monthly W - weekly D - Daily
 E - eighteen months N - nine months H - half year T - two months

Close

Additional Items

| Club Master - Extra Items | |
|---------------------------|-------|
| Gift Aid | 5.00 |
| Car Park | 10.00 |
| Door Card | 5.00 |
| Affiliation | 10.00 |

Change Close

Four Additional Items are provided which may be added at Fee Payment time.

Fee Payment

The member is found in the way previously described. Their fee is shown on the form and any of the Additional Items may be ticked. The value may be changed, if required. Clicking Pay increments the renewal date and shows the total payment.

If all is well clicking Save completes the payment, creating Fee Daybook and Payment History transactions. A quick and easy routine.

| Club Master - Fee Payment | | | |
|---------------------------|----------------|--------------|--|
| Member | Abbott Bernard | Title | Mr |
| Pay | Back Lane | No | 7007 |
| Save | Great Leighs | Payment Date | |
| Close | Chelmsford | Use | <input type="checkbox"/> 17/04/2017 |
| | Essex | CM3 3MD | Daybook Records |
| Renewal | 01/04/2019 | Year | 2019 <input checked="" type="checkbox"/> Increment |
| Type | MEMBER | Fee | 10.00 <input type="checkbox"/> Pay Total |
| Pay Type | Cheque | | 50.00 |

| Additional Items | | |
|------------------------|-------------------------------------|--------------|
| Gift Aid | <input checked="" type="checkbox"/> | 5.00 |
| Car Park | <input checked="" type="checkbox"/> | 10.00 |
| Door Card | <input checked="" type="checkbox"/> | 5.00 |
| Affiliation | <input type="checkbox"/> | 10.00 |
| Other Amount | | |
| TOTAL ADDITIONS | | 40.00 |

Filtering and Reporting

Reports may be for all members, family heads only or by a filtered selection.

Club Master has a three level filter which may be any combination of And and Or

Filters may be stored for re use.

This saves a lot of time when reporting, extracting or emailing

This selection could be to find members due for Life membership.

The selection is repeated at the top of the report.

| No | Card | Name | Address | Telephone | Renewal | Member |
|-----|------|-----------------|---|--------------|-------------|--------|
| 30 | 0750 | Barton David Mr | The Lodge Back Lane Chelmsford Essex CM1 1VV | 01245 222111 | 01-Jan-2018 | MEMBER |
| 111 | 1001 | Smith Joe Mr | 1 High Street Great Leighs Chelmsford Essex CM3 3MC | 01245 112233 | 01-Jan-2018 | MEMBER |

Reports include:

Overdue members report

Member Breakdown report (number of members by member type and gender)

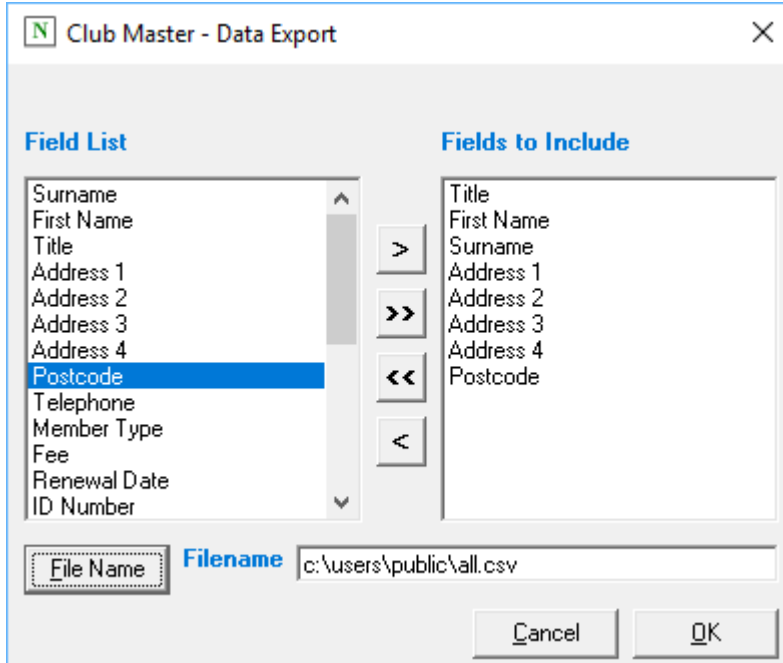
Mailing labels

Payment History

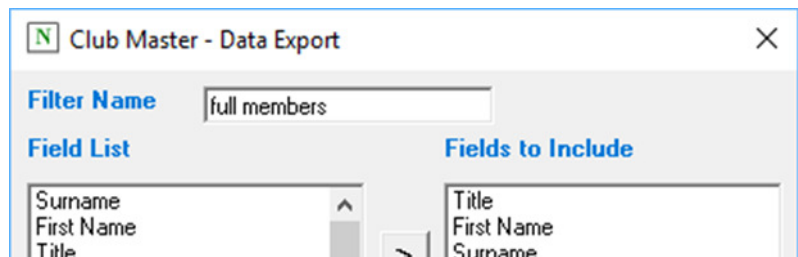
Exporting Data

To produce non standard reports using Word or Excel data may be exported from Club Master. This can also be used with mailmerge in Word to produce mailing labels.

The data to be exported may be all members or filtered and the fields to be output may be selected.



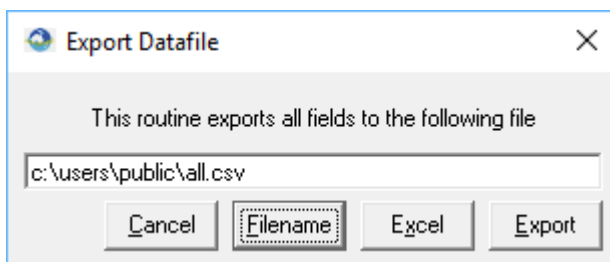
If a Stored Filter is used with Data Export the field selection and filename may be stored with the filter



Export All

This option allows you to select a filename and then click the Excel button.

The entire database will be opened in Excel (any version)



mailing.csv - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---------|------------|-------|------------------|--------------|------------|-----------|----------|--------------|-------------|-----|--------------|-----------|-----|
| | Surname | First Name | Title | Address 1 | Address 2 | Address 3 | Address 4 | Postcode | Telephone | Member Type | Fee | Renewal Date | ID Number | Car |
| 1 | Smith | Bert | Mr | 22 Acacia Avenue | Witham | Essex | | CM6 6SA | 01245 332211 | FULL | 10 | 01/01/2011 | 347 | |
| 2 | Smith | Dave | Mr | 1 High Street | Great Leighs | Chelmsford | Essex | CM3 3MC | 01245 112233 | FULL | 10 | 01/01/2011 | 190 | |
| 3 | Smith | Fiona | Mrs | 1 High Street | Great Leighs | Chelmsford | Essex | CM3 3MC | 01245 112233 | LADY | 5 | 01/01/2010 | 345 | |
| 4 | Smith | Harry | Mr | The Lodge | Back Lane | Chelmsford | Essex | CM1 1VV | 01245 222111 | FULL | 10 | 29/05/2010 | 346 | |

Certificates



Create a list of standard certificates

Club Master - Standard Certificates

| Certificate Name | Effective |
|--------------------------------------|-----------|
| Safeguarding and Protecting Children | 3Y |
| Lifeguard | 5Y |
| Coach | NE |

Certificate:

Effective:

Then click the Certificates button on the member record and add their certificates

Club Master - Member Certificates

ID no: Name:

| Certificate | Reference | Effective | Period | Expiry |
|-------------|-----------|------------|--------|------------|
| Lifeguard | cert567 | 01/01/2016 | 5Y | 01/01/2021 |

Lifeguard

Certificate:

Reference: Period: Effective:

and produce reports

Club Master - certificates due to expire in 60 days or less

The Presentation Club

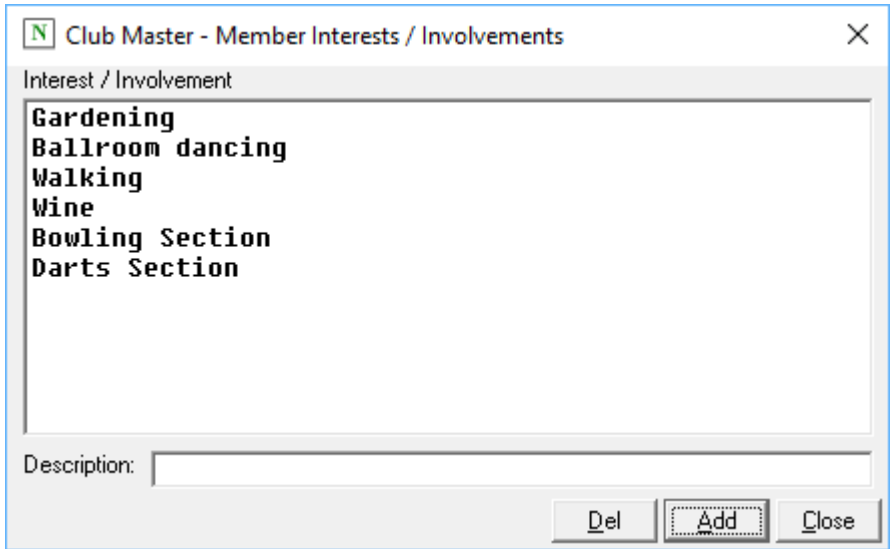
Smith Fred Mr

| Certificate Type | Certificate Reference No | Effective Date | Period | Renewal Date |
|------------------|--------------------------|----------------|--------|--------------|
| First Aid | FA12345 | 01-Jan-2009 | 1Y | 01-Jan-2010 |

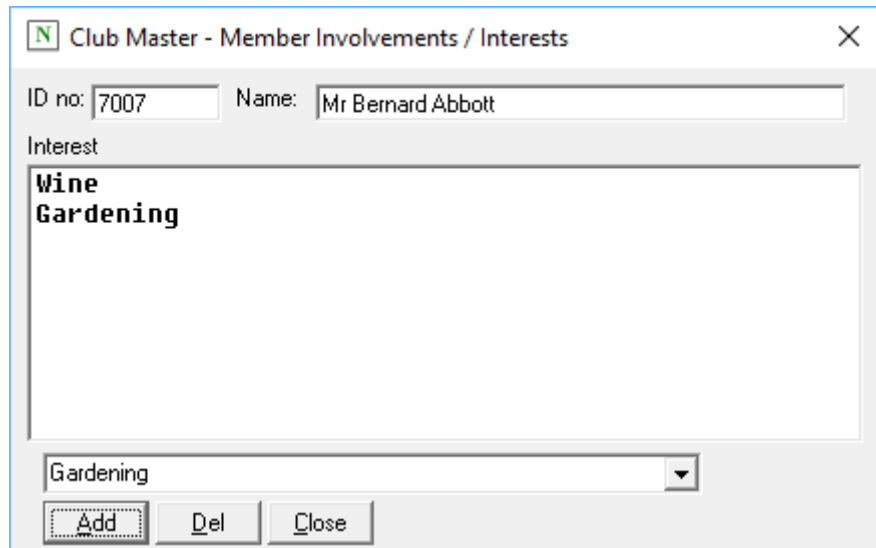
Interests and Involvements



Create a list of standard certificates



Then click the Interests and Involvements button on the member record and add their choices



and produce reports

