

Software for Clubs

# Club Master

Membership Administration Software

*Software which simply works!*

**From Art Software Ltd 0333 123 1170**

# Ease of use

Because we have been supplying software to member only clubs since 1982 we have detailed knowledge of a membership secretary's requirements.

Our software is designed to be easy to use by anyone, computer literate or not. As a simple example, we do not put pictures on our buttons we put plain text indicating the button's function.

You don't have to sit there wondering what a button does - it's obvious!



The fields in our database have straightforward labels - it's very clear what each field holds.

We don't believe that bells and whistles actually help the operator!

# Ease of use

Our software was developed especially for clubs and is designed to be easy to use and understand. Our support staff are on hand to help when needed.

We are very aware that many club officers have full time jobs and we endeavour to provide support whenever it is required - weekends too!

We are always willing to consider modifying our software to suit your particular requirements and this is costed purely on programming time.

If we believe that a particular modification would benefit everyone we incorporate it in the standard package and the club suggesting the modification gets it free of charge!

# Security



Club Master is password protected to protect the privacy of your members data.

The password can only be changed by an authorised user once they have entered the software.

# Fees

Club Master - Fee Table

| Member Type       | Fee   | Period | Member Type | Fee | Period |
|-------------------|-------|--------|-------------|-----|--------|
| 1 FULL MEMBER     | 10.00 | 21     |             |     |        |
| 2 SILVER MEMBER   | 20.00 | 22     |             |     |        |
| 3 GOLD MEMBER     | 30.00 | 23     |             |     |        |
| 4 HONORARY MEMBER | 1.30  | 24     |             |     |        |
| 5 JUNIOR MEMBER   | 3.00  | 25     |             |     |        |
| 6 LADY MEMBER     | 2.50  | 26     |             |     |        |
| 7                 |       | 27     |             |     |        |
| 8                 |       | 28     |             |     |        |
| 9                 |       | 29     |             |     |        |
| 10                |       | 30     |             |     |        |
| 11                |       | 31     |             |     |        |
| 12                |       | 32     |             |     |        |
| 13                |       | 33     |             |     |        |
| 14                |       | 34     |             |     |        |
| 15                |       | 35     |             |     |        |
| 16                |       | 36     |             |     |        |
| 17                |       | 37     |             |     |        |
| 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

Club Master provides up to forty member types - enough to cope with the most complex of memberships!

There are also up to four additional payment items for annual charges and a variable 'Other' payment on the Fee payment form.

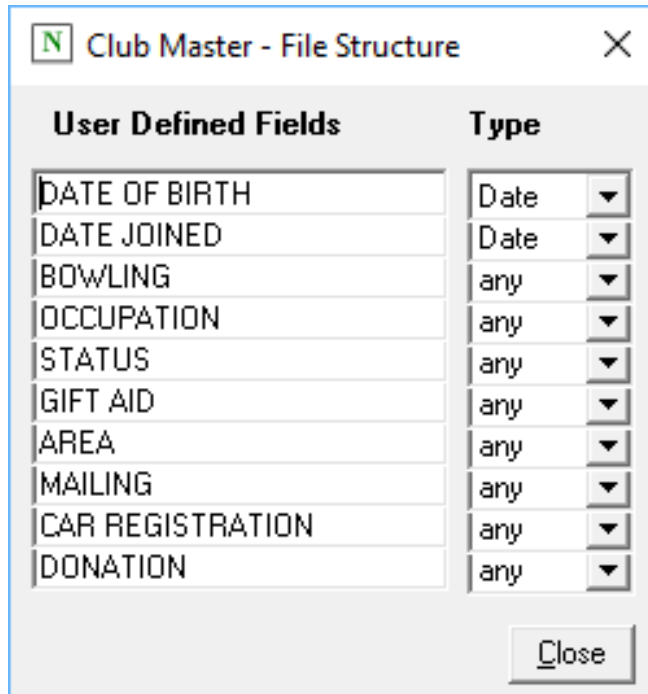
Club Master - Extra Items

|             |                                    |
|-------------|------------------------------------|
| Gift Aid    | <input type="text" value="5.00"/>  |
| Car Park    | <input type="text" value="10.00"/> |
| Door Card   | <input type="text" value="5.00"/>  |
| Affiliation | <input type="text" value="10.00"/> |

Change Close

The default Renewal Period is Annual but for gyms, sports clubs etc you can use another 8 renewal periods!  
**Annual**, Quarterly, Monthly, Weekly, Daily, Eighteen Months, Nine Months, Half Year, Two Months

# Flexibility



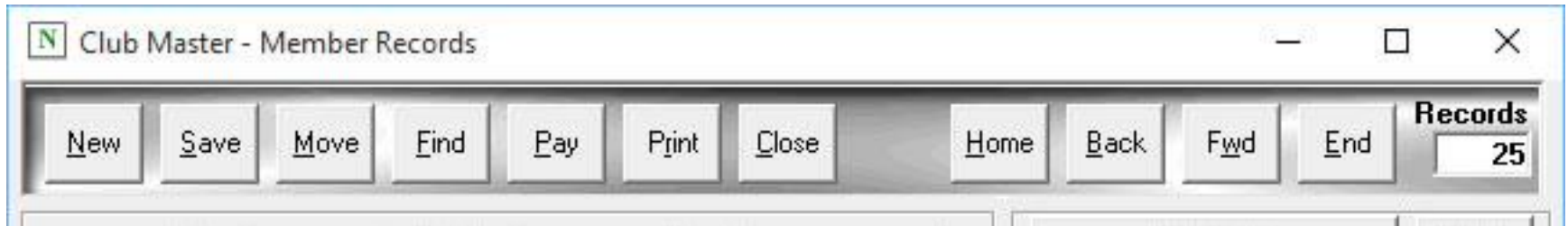
The screenshot shows a window titled "Club Master - File Structure" with a close button (X) in the top right corner. The window contains a table with two columns: "User Defined Fields" and "Type". The table lists ten fields with their corresponding types. A "Close" button is located at the bottom right of the window.

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

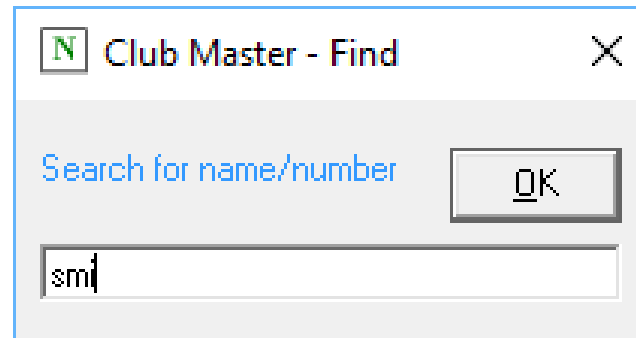
Club Master provides up to ten fields for you to personalise the software to provide a profile for each member in the club.

These fields can also be used for reporting purposes.

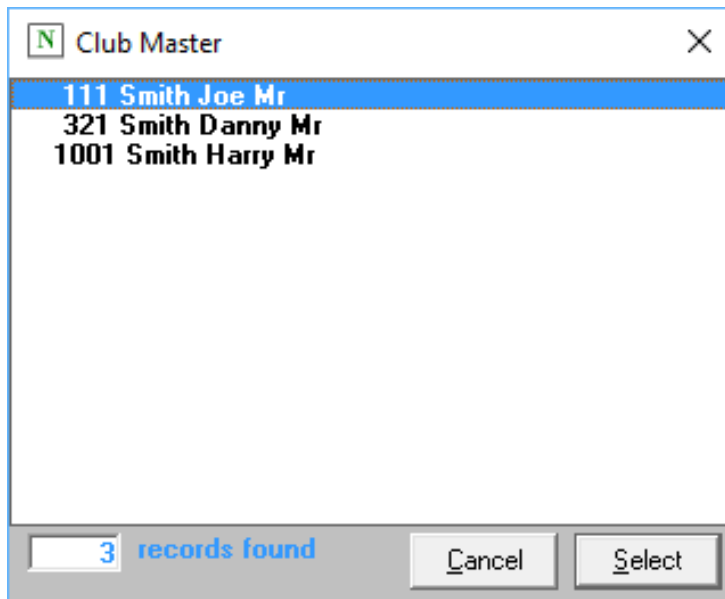
# Members Database



You can find a member by name, part name or ID number



Then select the member from the list



# Members Database

Club Master - Member Records

New Save Move Find Pay Print Close Home Back Fwd End Records 28

Title Mr No 7007 Card 9999

Surname Abbott

Firstname Bernard

Address Back Lane

copy Great Leighs

paste Chelmsford

Essex

Postcode CM3 3MD Tel 0333 123 1170

Renewal date 01/04/2019 Mobile 07777 321123

Member Type SILVER MEMBER DD A

Pay Method Standing Order

email [abbottB@smail.com](mailto:abbottB@smail.com)

email2 [bernie50@hotmail.com](mailto:bernie50@hotmail.com)

Certificates Photo

Member Comments

moved from Norfolk 1990

Interests and Involvements

Family

Family Head

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

**Family Heads**  
means only one  
letter or label per  
family

**DD** indicates Direct  
Debit or Standing  
Order:  
A – Annual  
Q – Quarterly  
M - Monthly



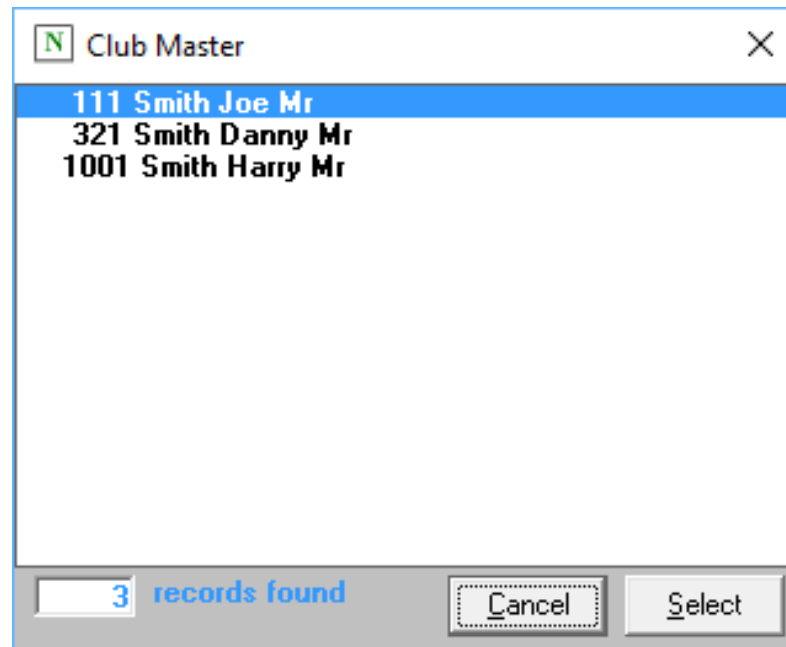
# Members Database



A screenshot of a form titled 'Family'. The form has a tab labeled 'Family'. Below the tab, there are three fields: 'Family Head' with a checked checkbox, 'Label text' with a dropdown menu showing '& Family', and 'Family Head ID' with an empty text box.

Click the Family button to view the members of the family.

Click a name in the list to go to that member's record.



A screenshot of a window titled 'Club Master'. The window displays a list of family members. The first entry is highlighted in blue: '111 Smith Joe Mr'. Below it are two other entries: '321 Smith Danny Mr' and '1001 Smith Harry Mr'. At the bottom of the window, there is a status bar showing '3 records found' and two buttons: 'Cancel' and 'Select'.

|      |       |       |    |
|------|-------|-------|----|
| 111  | Smith | Joe   | Mr |
| 321  | Smith | Danny | Mr |
| 1001 | Smith | Harry | Mr |

# Members Database

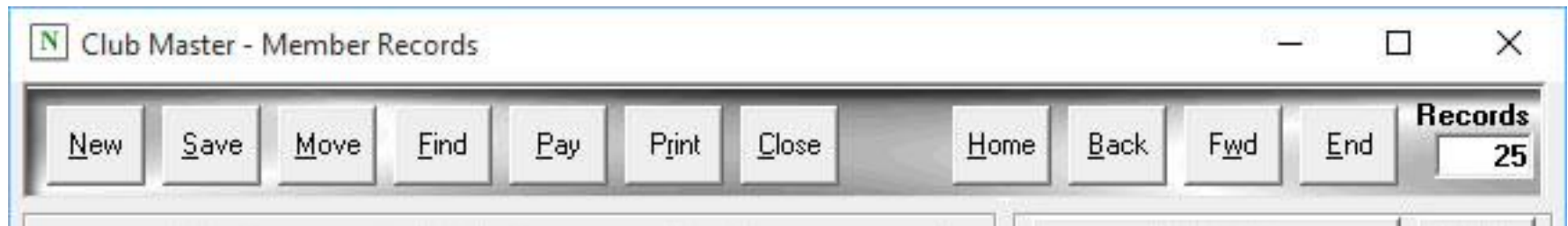


Click the Print button for an individual member printout.

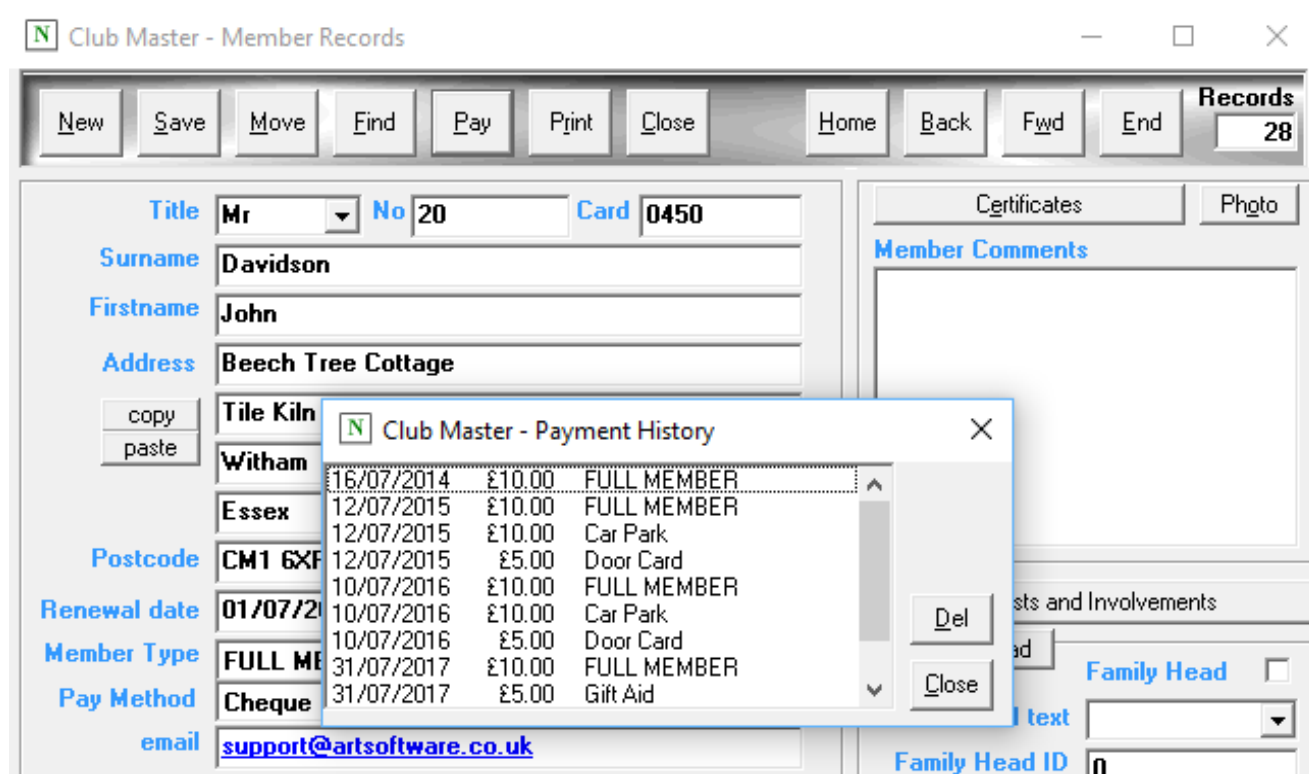
|                        |                     |          |       |
|------------------------|---------------------|----------|-------|
| <b>Member Number</b>   | 190                 |          |       |
| <b>Card Number</b>     | 8998                |          |       |
|                        | Mr Dave Smith       |          |       |
|                        | 1 High Street       |          |       |
|                        | Great Leighs        |          |       |
|                        | Chelmsford          |          |       |
|                        | Essex               |          |       |
|                        | CM3 3MC             |          |       |
| <b>Tel</b>             | 01245 112233        |          |       |
| <b>Mobile</b>          | 07070 332211        |          |       |
| <b>email</b>           | bs2009@hootmail.com |          |       |
| <b>Payment History</b> |                     |          |       |
|                        | 10-Jul-2011         | FULL     | 10.00 |
|                        | 10-Jul-2011         | I/A      | 5.00  |
|                        | 10-Jul-2011         | Car Park | 10.00 |
|                        | 10-Jul-2011         | Other    | 20.00 |
|                        | 04-Nov-2012         | FULL     | 10.00 |
|                        | 04-Nov-2012         | I/A      | 5.00  |
|                        | 04-Nov-2012         | Car Park | 10.00 |
|                        | 17-Mar-2013         | FULL     | 10.00 |
|                        | 17-Mar-2013         | Car Park | 10.00 |
| <b>Family Head</b>     | Yes                 |          |       |
| <b>Family Members:</b> |                     |          |       |
| 345                    | Mrs Fiona Smith     |          |       |
| 346                    | Mr Harry Smith      |          |       |

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# Members Database



Click the Pay button to bring up the member's Pay History



# Fee Payment

| Additional Items       |              |
|------------------------|--------------|
| Gift Aid               | 5.00         |
| Car Park               | 10.00        |
| Door Card              | 5.00         |
| Affiliation            | 10.00        |
| Other Amount           |              |
| <b>TOTAL ADDITIONS</b> | <b>20.00</b> |

Find the member in the usual way, tick any additional items (their values can be changed) and then click Pay.

Check that all is well and click the Save button.

The Renewal Date is incremented and the Fee Daybook and Payment History transactions are created. A quick and easy routine.

# Fee Daybook

## Club Master 5 Evaluation Software Only

### Fee Daybook Listing from: 30-Jun-16 to 17-Apr-17

Printed: 31-Jul-17

#### 28-Jul-17

| <u>Number</u> | <u>Card</u> | <u>Surname</u> | <u>Firstname</u> | <u>title</u> | <u>Renewal</u> | <u>Type</u>   | <u>Fee</u> |
|---------------|-------------|----------------|------------------|--------------|----------------|---------------|------------|
| 1001          | 9456        | Smith          | Harry            | Mr           | 01-Jan-2019    | SILVER MEMBER | 20.00      |
| 1001          | 9456        | Smith          | Harry            | Mr           | 01-Jan-2019    | Gift Aid      | 5.00       |
| 1001          | 9456        | Smith          | Harry            | Mr           | 01-Jan-2019    | Car Park      | 10.00      |
| 7007          | 9999        | Abbott         | Bernard          | Mr           | 01-Apr-2020    | SILVER MEMBER | 20.00      |
| 7007          | 9999        | Abbott         | Bernard          | Mr           | 01-Apr-2020    | Car Park      | 10.00      |
| 7007          | 9999        | Abbott         | Bernard          | Mr           | 01-Apr-2020    | Door Card     | 5.00       |
| 7007          | 9999        | Abbott         | Bernard          | Mr           | 01-Apr-2020    | Affiliation   | 10.00      |

Total for: 28-Jul-17

80.00

#### 30-Jul-17

| <u>Number</u> | <u>Card</u> | <u>Surname</u> | <u>Firstname</u> | <u>title</u> | <u>Renewal</u> | <u>Type</u>     | <u>Fee</u> |
|---------------|-------------|----------------|------------------|--------------|----------------|-----------------|------------|
| 111           | 1001        | Smith          | Joe              | Mr           | 01-Jan-2019    | HONORARY MEMBER | 1.30       |
| 111           | 1001        | Smith          | Joe              | Mr           | 01-Jan-2019    | Car Park        | 10.00      |
| 16            | 0900        | Barrett        | Nigel            | Mr           | 01-Jan-2017    | FULL MEMBER     | 20.00      |
| 16            | 0900        | Barrett        | Nigel            | Mr           | 01-Jan-2017    | Gift Aid        | 5.00       |
| 16            | 0900        | Barrett        | Nigel            | Mr           | 01-Jan-2017    | Car Park        | 10.00      |
| 16            | 0900        | Barrett        | Nigel            | Mr           | 01-Jan-2017    | Door Card       | 5.00       |
| 28            | 0700        | Barkworth      | Jimmy            | Mr           | 01-Jan-2016    | FULL MEMBER     | 10.00      |

Total for: 30-Jul-17

61.30

Daybook Total:

141.30

The Fee Daybook may be printed for any period and provides totals for each day.

# Fee Daybook

## Club Master 5 Evaluation Software Only

Fee Daybook Listing from: 28-Jul-17 to 30-Jul-17

Printed: 31-Jul-17

### Subscriptions & Receipts

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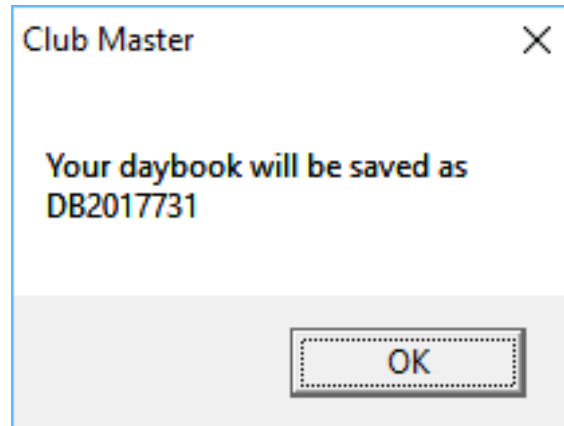
|                |        |
|----------------|--------|
| Subs Total:    | 71.30  |
| Gift Aid       | 10.00  |
| Car Park       | 40.00  |
| Door Card      | 10.00  |
| Affiliation    | 10.00  |
| Other:         |        |
| Daybook Total: | 141.30 |

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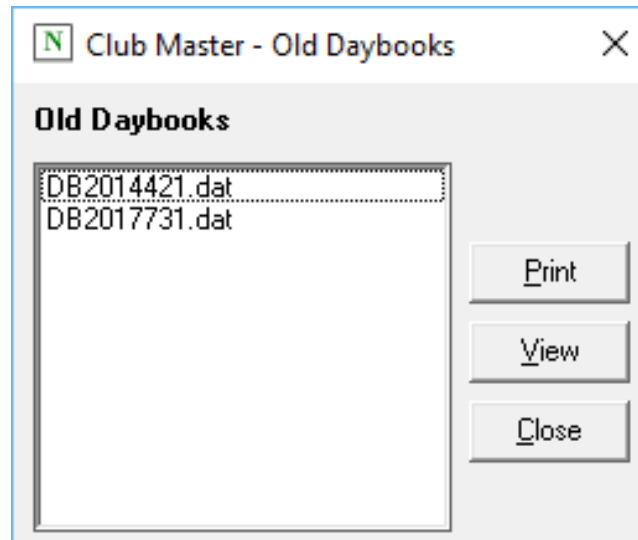
The last page of the Fee Daybook printout provides totals for subs and additional payments.

# Fee Payment

When the daybook is cleared it is automatically stored with a date based reference.



Old Fee Daybooks may be viewed or printed at any time. All financial payments may now be recorded for all time.



# Fee Payment

Direct Debits and Standing Orders may be recorded by choosing which period and whether to increment the renewal date.

This will create all Fee Daybook and Payment History transactions.

**Club Master Direct Debits**

**Direct Debits / Standing Orders**

Payments

- Annual Payments
- Quarterly Payments
- Monthly Payments
- Weekly Payments
- Eighteen Month Payments
- Nine Month Payments
- Half Year Payments

Renewals

- Increment Renewal Date

Payment Date: 31/07/2017

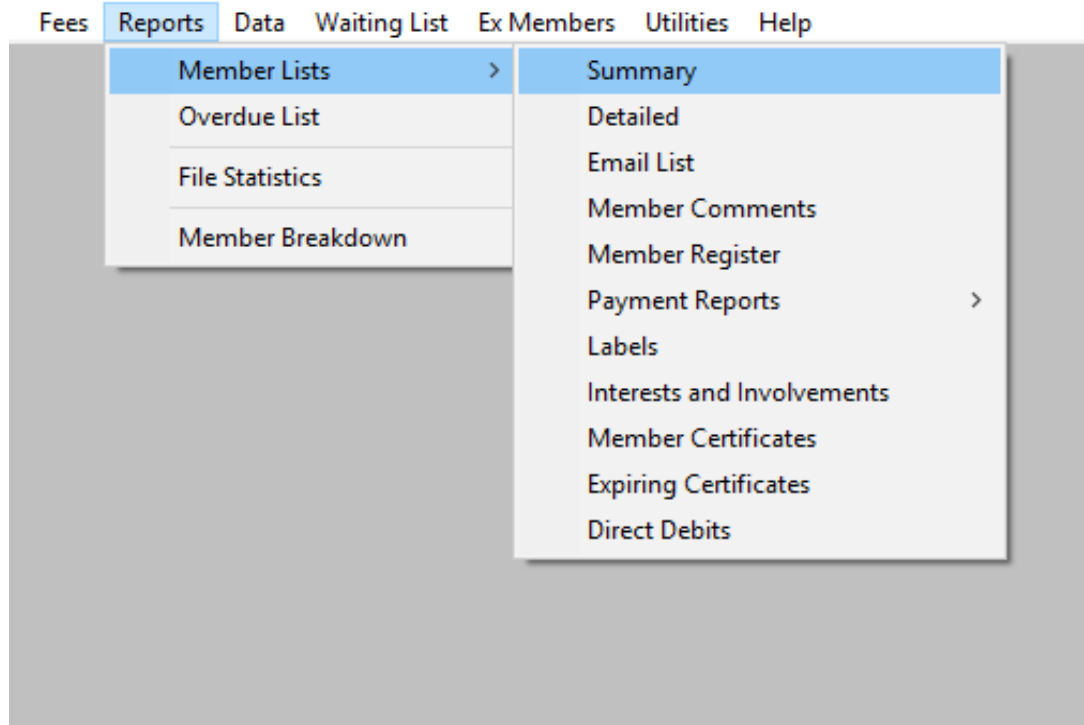
Daybook Records: 0

Cancel Run



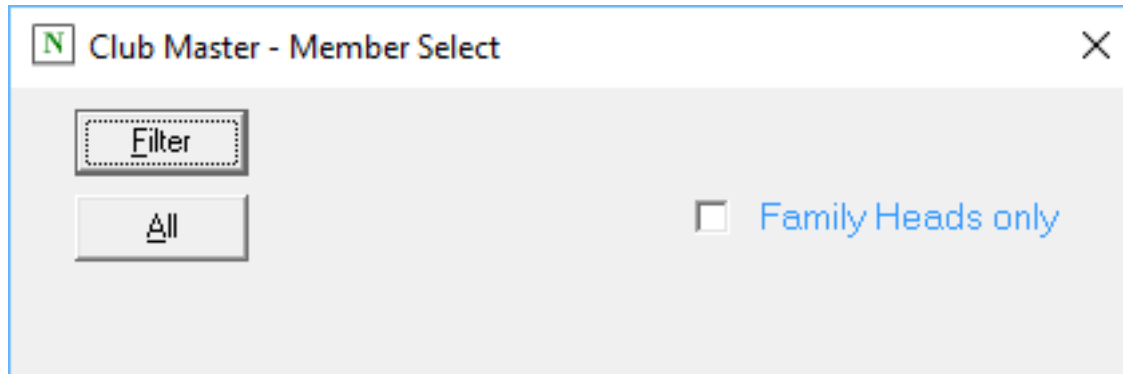
# Reports

5 - EVALUATION SOFTWARE ONLY



The Summary Report is a useful one line report with the member details you need to see.

# Reports



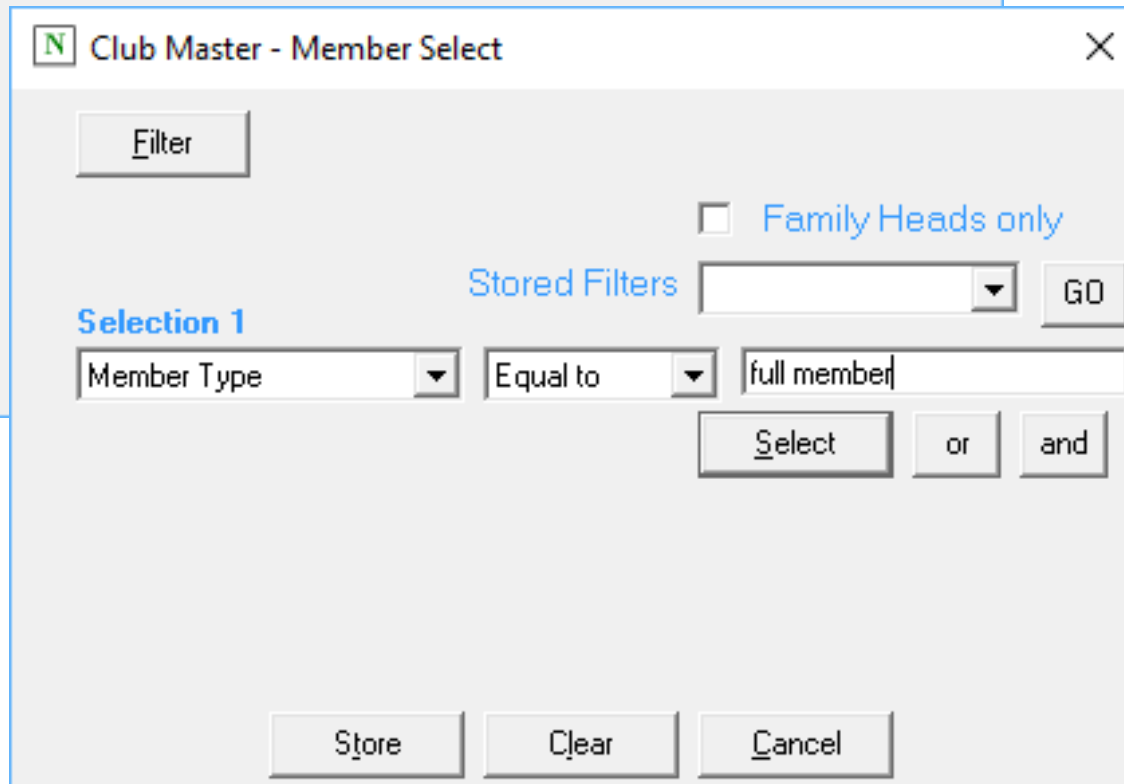
Club Master - Member Select

Filter

All

Family Heads only

You can run reports for All members, just Family Heads or you can filter by up to three levels.



Club Master - Member Select

Filter

Family Heads only

Stored Filters  GO

**Selection 1**

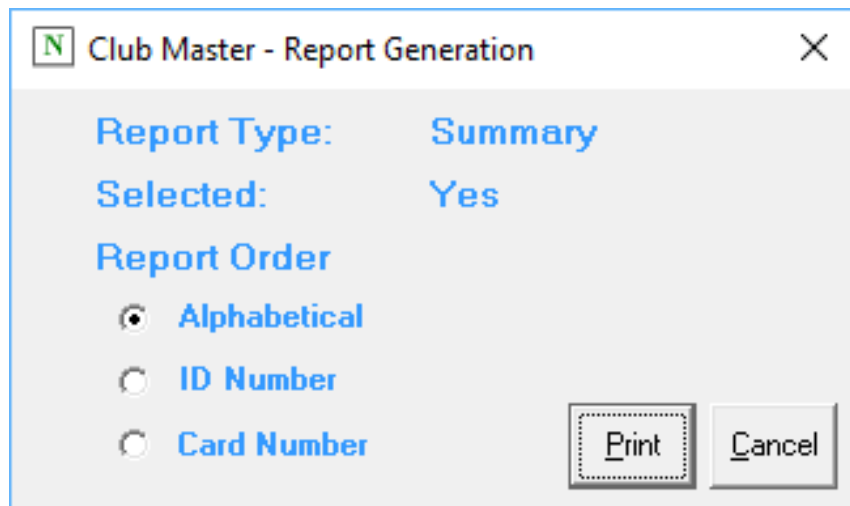
Member Type  Equal to  full member

Select or and

Store Clear Cancel

We will filter for all members who are Full Members

# Reports



Club Master - Report Generation

Report Type: Summary

Selected: Yes

Report Order

Alphabetical

ID Number

Card Number

Print Cancel

You can sort this report in three ways.

Clicking the Print button brings up a preview screen.

Club Master 5

Evaluation Software Only

## Member Summary List

Selection: Member Type Contains honorary

| <u>No</u> | <u>Card</u> | <u>Name</u>       | <u>Address</u>                                      | <u>Telephone</u> | <u>Renewal</u> | <u>Member Type</u> |
|-----------|-------------|-------------------|---|------------------|----------------|--------------------|
| 7007      | 9999        | Abbott Bernard Mr | Back Lane Great Leighs Chelmsford Essex CM3 3MD     | 0333 123 1170    | 01-Apr-2019    | HONORARY MEMBER    |
| 30        | 0750        | Barton David Mr   | Dun Romin Braintree Road Chelmsford Essex CM1 1VV   | 01245 222111     | 01-Jan-2018    | HONORARY MEMBER    |
| 1001      | 9456        | Smith Harry Mr    | The Lodge Back Lane Chelmsford Essex CM1 1VV        | 01245 222111     | 01-Jan-2035    | HONORARY MEMBER    |
| 111       | 1001        | Smith Joe Mr      | 1 High Street Great Leighs Chelmsford Essex CM3 3MC | 01245 112233     | 01-Jan-2018    | HONORARY MEMBER    |

You will note that the filter selection is printed at the top of the report.

# Filtering Data

For a more detailed filter we could find all Full members who joined the club before 01/01/1990

The screenshot shows a dialog box titled "Club Master - Member Select". It contains a "Filter" button at the top left. Below it is a checkbox labeled "Family Heads only" which is unchecked. To the right is a "Stored Filters" dropdown menu and a "GO" button. The main filter area is divided into two sections: "Selection 1" and "Selection 2". "Selection 1" has a dropdown for "Member Type", a dropdown for "Equal to", and a text field containing "full member". "Selection 2" has a dropdown for "Date joined", a dropdown for "Less than", and a text field containing "01/01/1990". There are "and" buttons between the two selections and another "and" button at the bottom right. At the bottom of the dialog are "Store", "Clear", and "Cancel" buttons.

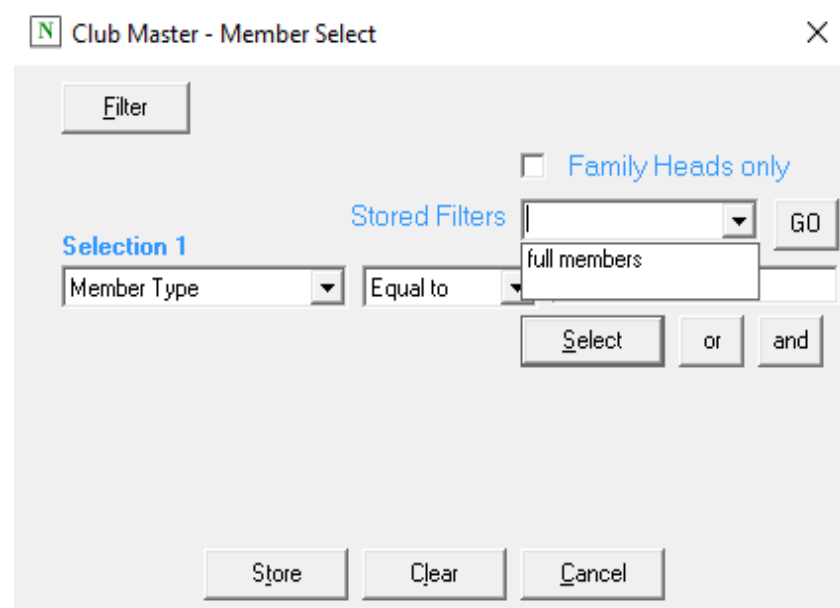
## Member Summary List

Selection: Member Type Equal to full member and Date joined Less than 01/01/1990

# Reports

Filters which you use regularly may be stored.

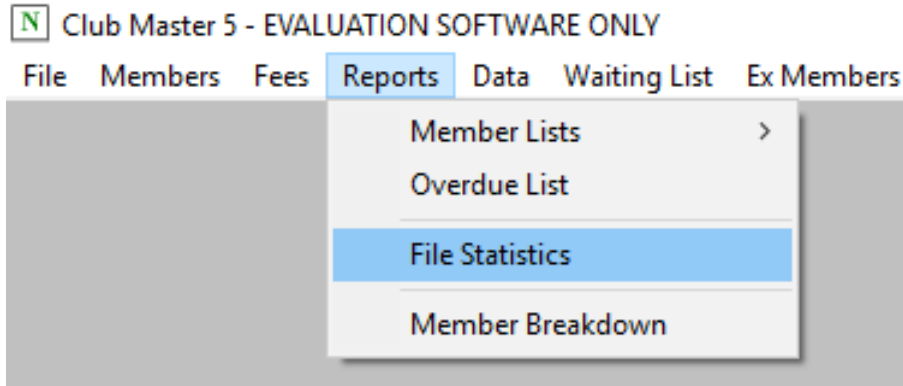
When you choose a Stored Filter the settings will be displayed and you can change them if required.



The screenshot shows a dialog box titled "Club Master - Member Select" with a close button (X) in the top right corner. The dialog contains the following elements:

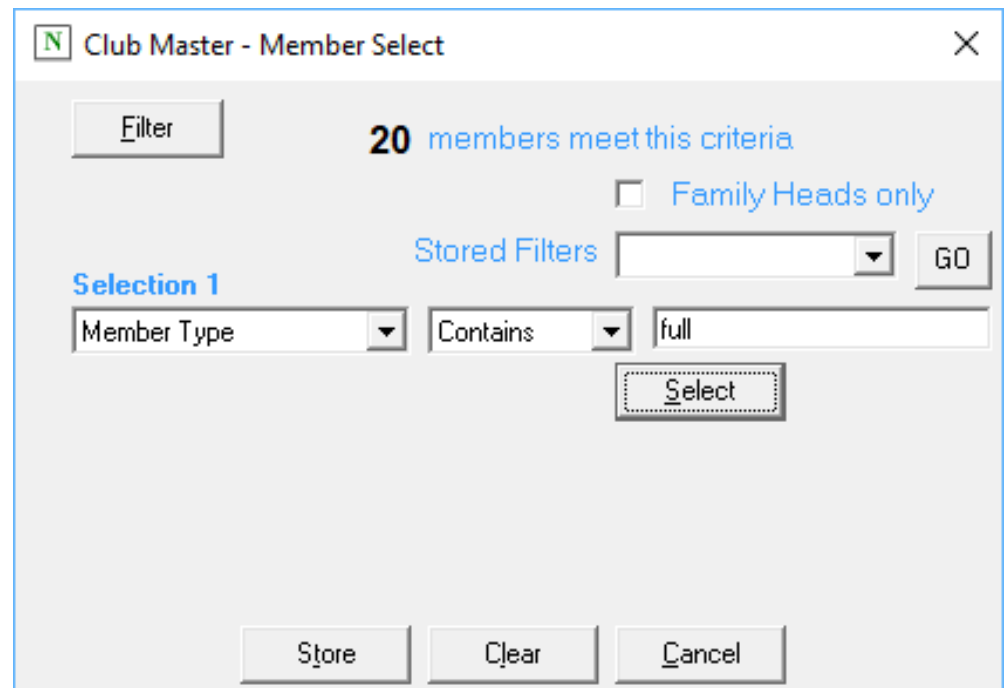
- A "Filter" button at the top left.
- An unchecked checkbox labeled "Family Heads only" in blue text.
- A "Stored Filters" section with a dropdown menu currently showing "full members" and a "GO" button to its right.
- A "Selection 1" section with a dropdown menu set to "Member Type", followed by the text "Equal to", another dropdown menu, and a text input field.
- Buttons for "Select", "or", and "and" below the "Equal to" section.
- Buttons for "Store", "Clear", and "Cancel" at the bottom of the dialog.

# Reports

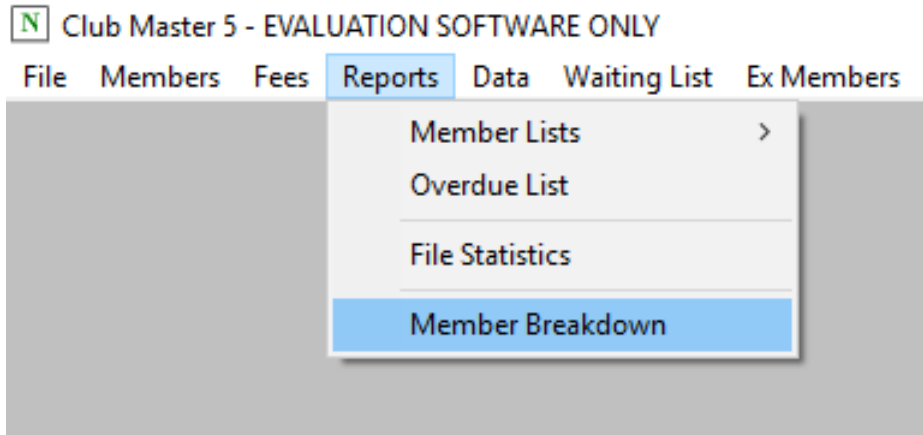


Another useful utility is **File Statistics**.

If you just need to know how many members fit a certain criteria this will tell you instantly.



# Reports



More detailed information on number of members may be obtained from the **Member Breakdown** report

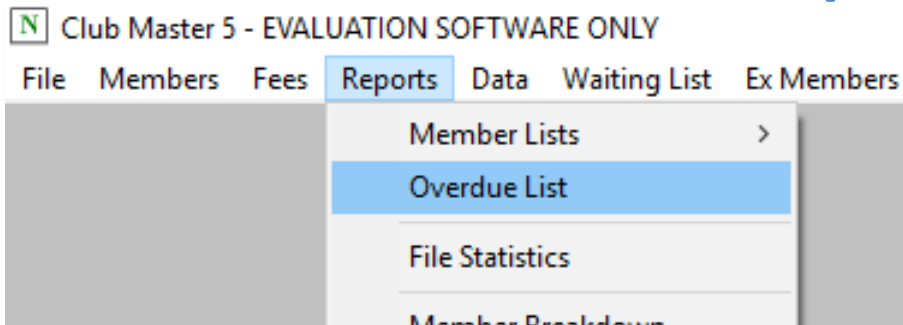
**Club Master**

**The Presentation Club**

**Member Breakdown as at 01/01/2017**

| <u>Member Type</u> | <u>Male</u> | <u>Female</u> | <u>Unknown</u> | <u>Type Total</u> |
|--------------------|-------------|---------------|----------------|-------------------|
| FULL               | 225         | 3             | 0              | 228               |
| LADY               | 0           | 83            | 0              | 83                |
| LIFE               | 10          | 0             | 0              | 10                |
|                    | <b>235</b>  | <b>86</b>     | <b>0</b>       | <b>321</b>        |

# Reports



The **Overdue List** displays all members who have not paid by a selected date (usually next year's renewal date)

| Club Master           |                    | The Presentation Club |                    |                    |                  |            |
|-----------------------|--------------------|-----------------------|--------------------|--------------------|------------------|------------|
| Members Overdue List  |                    |                       |                    |                    |                  |            |
| <u>Member No</u>      | <u>Member Name</u> | <u>Renewal</u>        | <u>Card</u>        | <u>Member Type</u> | <u>Telephone</u> | <u>Fee</u> |
| 15                    | Bailey Danny Mr    | 3-Jul-2010            | 8934               | FULL               | 01 245 876678    | 10.00      |
| 28                    | Barkworth Jimmy Mr | 3-Jul-2010            | 8667               | FULL               | 01 245 399339    | 10.00      |
| 27                    | Barkworth Peter Mr | 3-Jul-2010            | 8200               | FULL               | 01 245 987789    | 10.00      |
| 16                    | Barrett Nigel Mr   | 3-Jul-2010            | 9045               | FULL               | 07 900 707909    | 10.00      |
| 30                    | Barton David Mr    | 3-Jul-2010            | 8526               | FULL               | 01 245 866886    | 10.00      |
| 32                    | Beckett Mark Mr    | 3-Jul-2010            | 9378               | FULL               | 01 245 778877    | 10.00      |
| 17                    | Collins June Mrs   | 3-Jul-2010            | 9356               | FULL               | not provided     | 10.00      |
| 18                    | Cooper Donald Mr   | 3-Jul-2010            | 8991               | FULL               | 01 245 119191    | 10.00      |
| 20                    | Davidson John Mr   | 3-Jul-2010            | 8765               | FULL               | 01 245 971179    | 10.00      |
| 21                    | Edley Dave Mr      | 3-Jul-2010            | 8642               | FULL               | 01 245 898978    | 10.00      |
| 21                    | Edwards Laura Ms   | 3-Jul-2010            | 8678               | FULL               | 01 245 098789    | 10.00      |
| 25                    | Fowler Fred Mr     | 3-Jul-2010            | 9007               | FULL               | 01 268 800800    | 10.00      |
| 23                    | Francis Walter Mr  | 3-Jul-2010            | 8709               | FULL               | 01 245 880900    | 10.00      |
| 35                    | Smith Fiona Mrs    | 1-Jan-2010            | 9345               | LADY               | 01 245 112233    | 5.00       |
| 46                    | Smith Harry Mr     | 29-May-2010           | 9456               | FULL               | 01 245 222111    | 10.00      |
| No of overdue members |                    | <b>15</b>             | Amount Outstanding |                    | <b>£145</b>      |            |



# Labels

The screenshot shows the Club Master software interface. The 'Reports' menu is open, with 'Labels' selected. A dialog box titled 'Club Master' is displayed, asking 'Convert First Name(s) to initials?' with 'Yes' and 'No' buttons. Below the dialog, a preview of member labels is shown, including addresses and names. A text box explains that a greater range of labels can be used by exporting data from Club Master and mailmerging in Microsoft Word or similar.

Reports Data Waiting List Ex Members Utilities Help

Member Lists > Summary  
Overdue List Detailed  
File Statistics Email List  
Member Breakdown Member Comments  
Member Register  
Payment Reports >  
Labels  
Interests and Involvements

Club Master

Convert First Name(s) to initials?

Yes No

Page 1 of 21 Zoom 100%

Mr Bert Adams  
1 High Street  
Great Leighs  
Chelmsford Essex  
CM3 3GG

Mr John Anderson  
22 Crocus Drive  
Witham  
Essex  
B6 6TT

Mrs Jane Adams  
7 Frazer Crescent  
Great Waltham

Mr David Andrews  
The Bungalow  
Springfield Road

A greater range of labels may be used by exporting the data from Club Master and mailmerging in Microsoft Word or similar

Labels may be printed for mailings, etc. These may be for all members, family heads only or filtered in any other way.

# Reports

Other reports available in Club Master include:

Detailed Report (Summary Report with 6 user selected fields)

Member Comments (from member records)

Email List

Payment History

Direct Debit (members who pay by direct debit and the period)

Waiting List report

Ex Members report

Member Accreditation Certificates

Member Interests

All reports provide an on screen preview which may then be printed or exported to PDF, Word, Excel and other formats



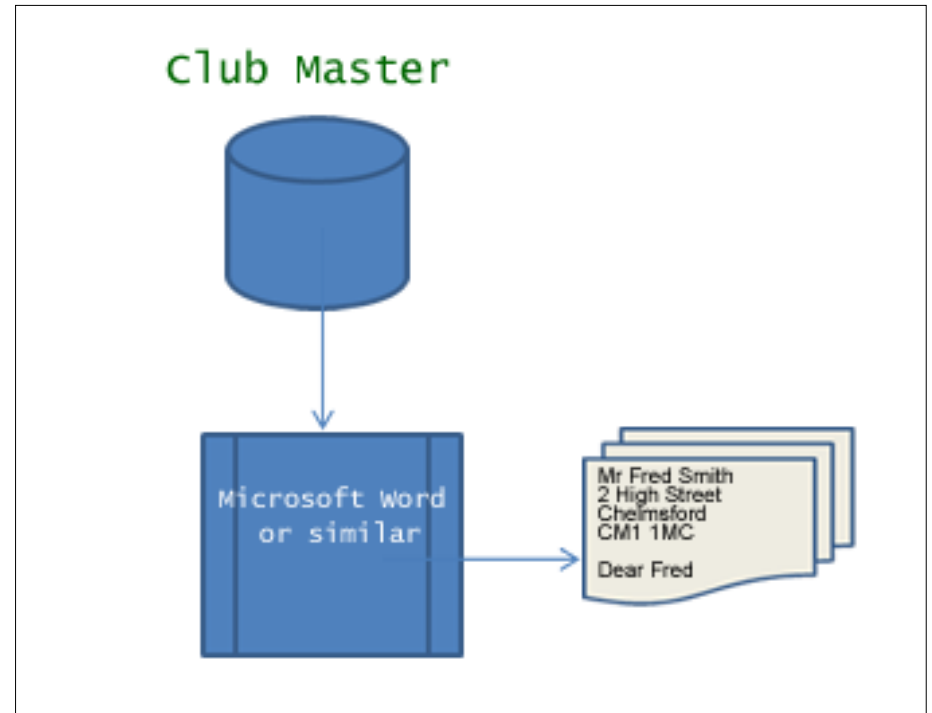
PDF format is ideal for emailing to committee members before a meeting!

# Data Export

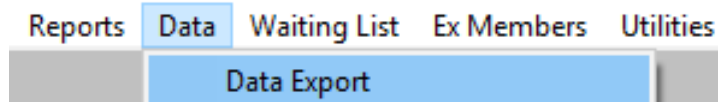
Using Data Export you can create merged letters, mailing labels and reports.

Some of our users even produce membership cards!

Produce your own report layouts to present data in the way your committee prefer to see it.



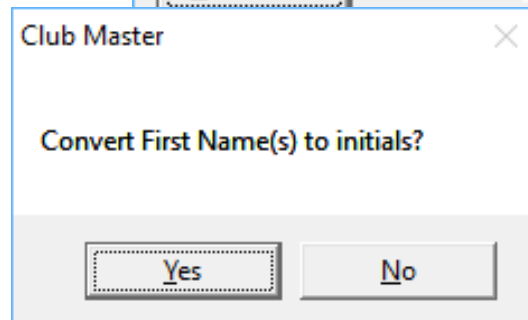
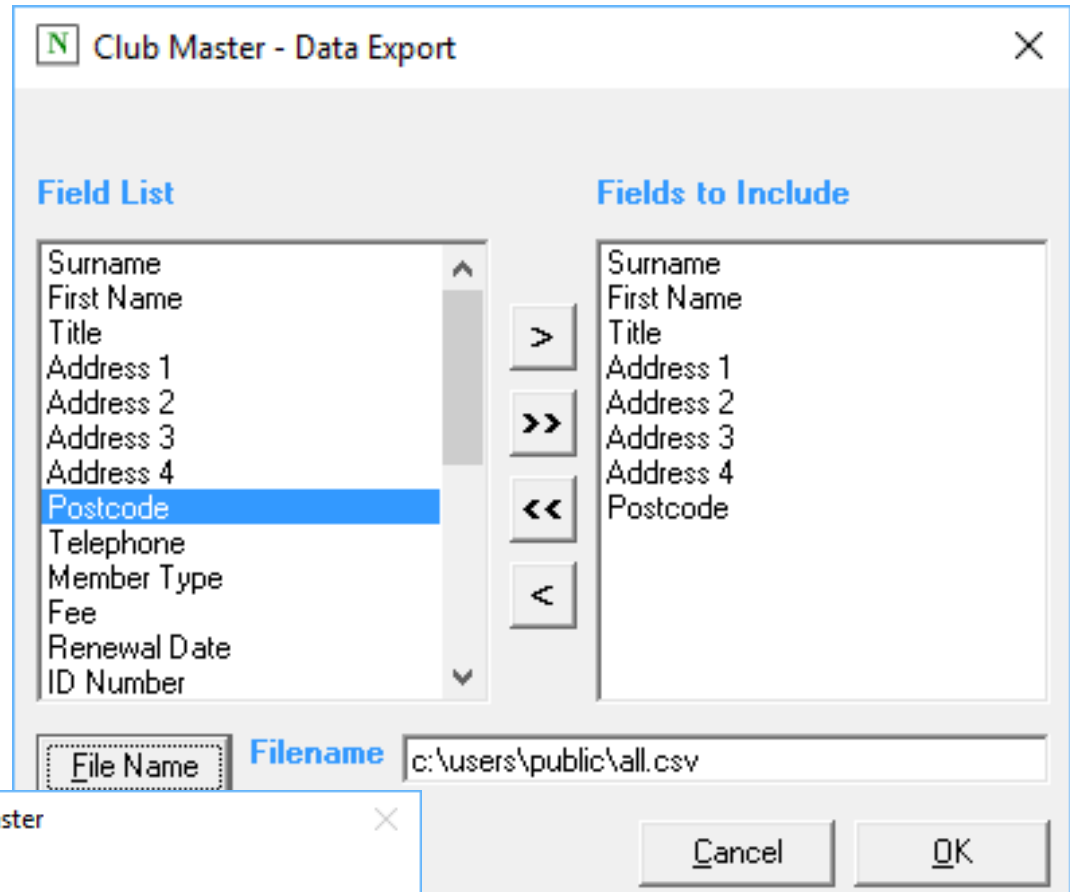
# Data Export



Data Export may be filtered, Family Heads only or All members.

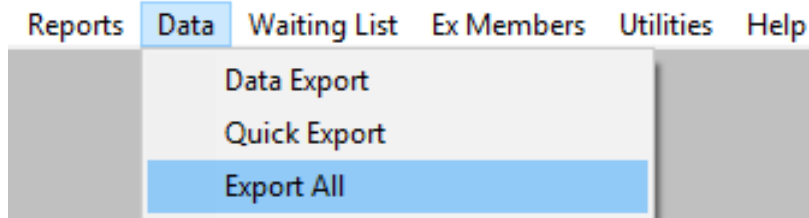
Choose the fields to be exported select a Filename and type with the File Selector form (CSV files tend to be the most used) and click OK

You can choose to Convert First Name(s) to initials and the file will be created for mailmerge, etc

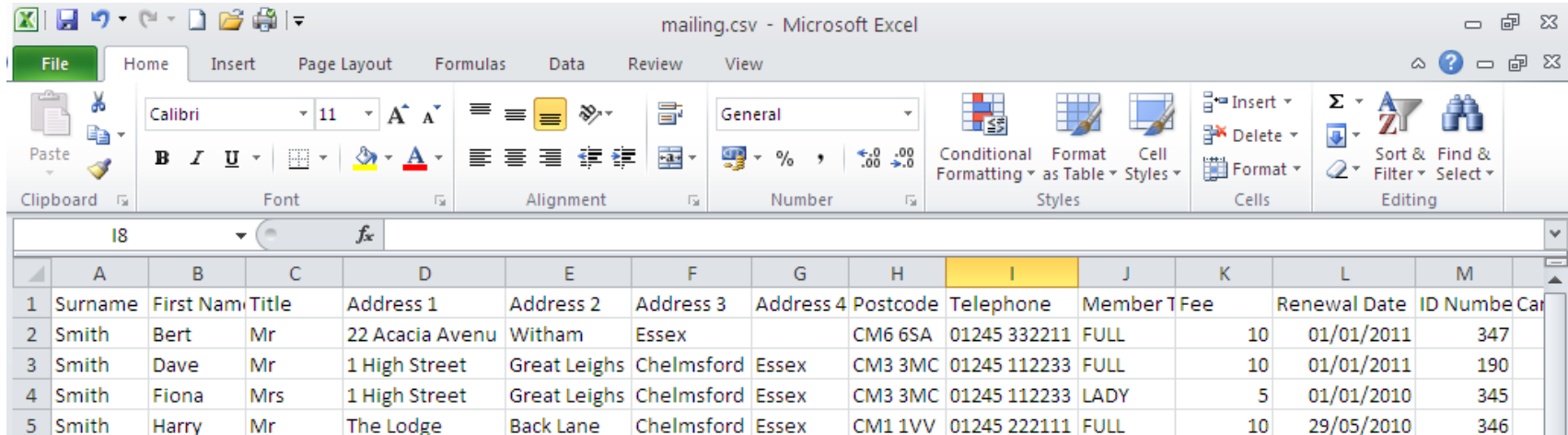
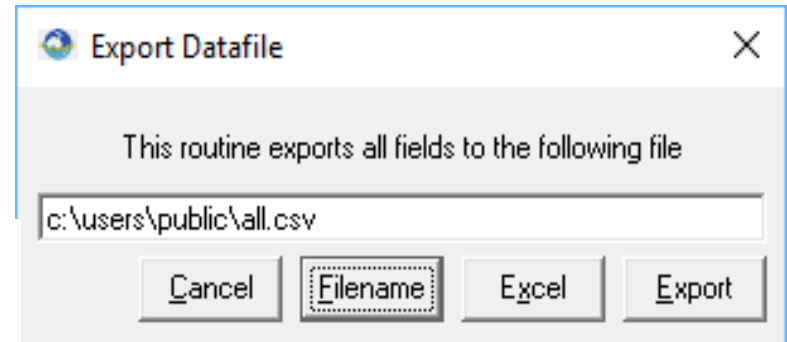


# Data Export

UTION SOFTWARE ONLY



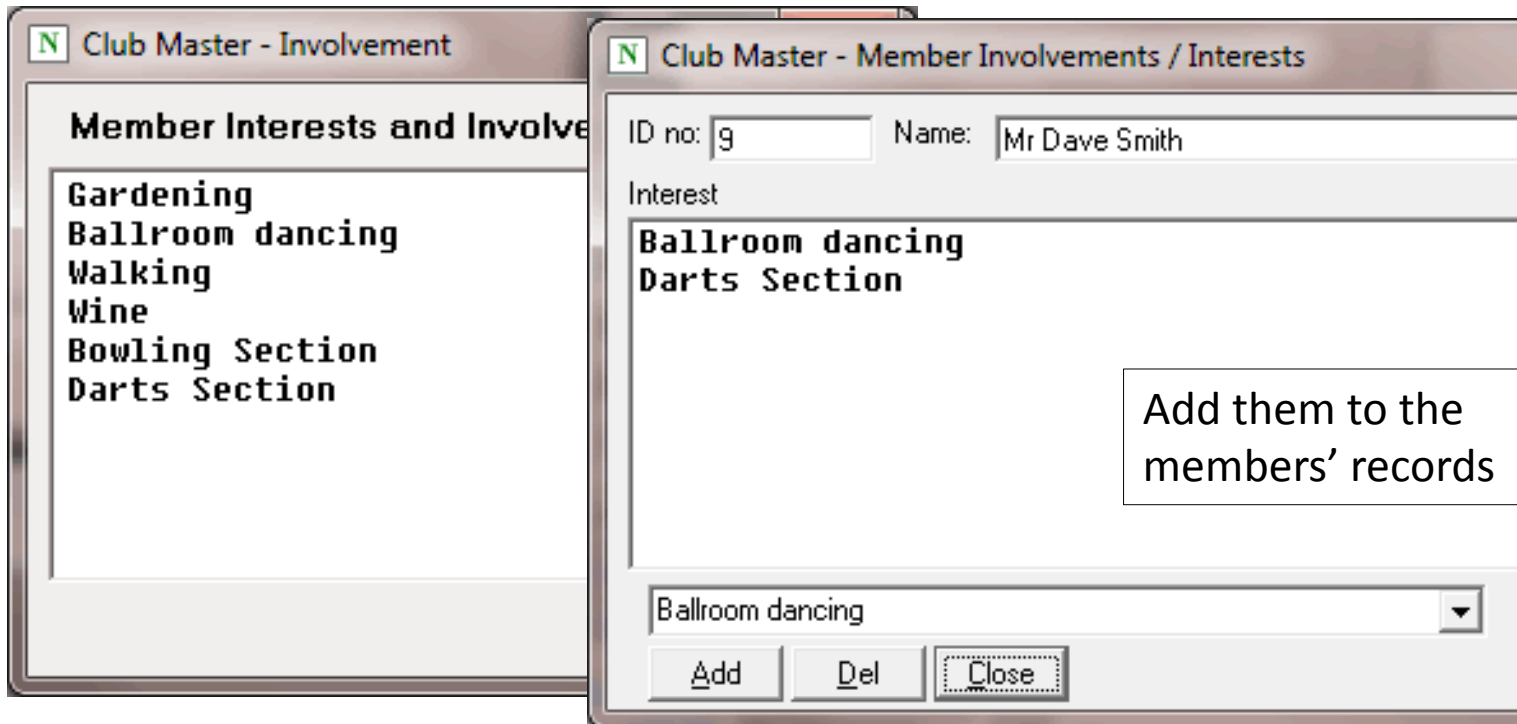
Export All exports the whole member database and you can click the Excel button to open it in Excel (version independent)



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

# Member Interests & Involvements

Setup a list of standard interests and involvements



**Club Master 5**

**Member Interests & Involvements**

**Darts Section**

And produce reports!

|    | <u>Name</u>      | <u>Address</u>                                      | <u>Telephone</u> |
|----|------------------|---|------------------|
| 10 | Harris Norman Mr | 22 Long Road Great Baddow Chelmsford Essex CM2 6XX  | 01245 332211     |
| 9  | Smith Dave Mr    | 1 Back Street Great Leighs Chelmsford Essex CM3 3XL | 01245 123321     |

# Member Certificates

There is a growing requirement for accreditation schemes for clubs with junior sections. Clubs registering in these schemes need to keep track of certificates issued.

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

Set up your standard certificates

ID no:  Name:

| Certificate                        | Reference  | Effective  | Period | Expiry     |
|------------------------------------|------------|------------|--------|------------|
| Safeguarding & Protecting Children | CertRef123 | 01/01/2010 | 5Y     | 01/01/2015 |

Add then to your members' records

Certificate:   
 Reference:  Period:  Effective:

And produce reports!

Smith Fred Mr

| Certificate Type                     | Certificate Reference No | Effective Date | Period | Renewal Date |
|--------------------------------------|--------------------------|----------------|--------|--------------|
| First Aid                            | FA12345                  | 01-Jan-2009    | 1Y     | 01-Jan-2010  |
| Safeguarding and Protecting Children | SPC654321                | 01-Jun-2009    | 3Y     | 01-Jun-2012  |

# Waiting List Database

The screenshot shows a software window titled "Club Master - Waiting List". At the top, there is a toolbar with buttons for "New", "Save", "Del", "Find", "Move", "Close", and navigation arrows. A status bar indicates "1 of 1". Below the toolbar is a form with the following fields:

|               |            |                             |              |
|---------------|------------|-----------------------------|--------------|
| Title         | Mr         | Surname                     | Jones        |
| Firstname     |            | Harry                       |              |
| Address       |            | 24 Main Road                |              |
|               |            | Little Waltham              |              |
|               |            | Chelmsford                  |              |
|               |            | Essex                       |              |
| Postcode      | CM5 6MC    | Tel                         | 01245 123321 |
| Mobile        |            | 07070 707070                |              |
| email         |            | harryj@noisp.com            |              |
| Date Proposed | 01/04/2014 | Proposer                    | Harry Smith  |
| Notes         |            | also member of Waltham Club |              |

A waiting list database is provided for storing prospective member details.

When they are accepted the Move button may be used to move them into the main database.

Data may be exported from this database to produce letters and labels for applicants.

There is also a Waiting List report.



# Ex Members Database

Club Master - ExMember Records

Move Save Find Del Close Home Back Fwd End Records 1

|             |                 |        |              |         |     |
|-------------|-----------------|--------|--------------|---------|-----|
| Title       | Mr              | ID No  | 1002730      | Card No | 300 |
| Surname     | Able            |        |              |         |     |
| Firstname   | Ted             |        |              |         |     |
| Address     | 44 High Street  |        |              |         |     |
|             | Witham          |        |              |         |     |
|             | Essex           |        |              |         |     |
|             |                 |        |              |         |     |
| Postcode    | CM3 1XL         | Tel    | 01245 466152 |         |     |
| Renewal     | 01/01/2015      | Mobile | 07070 707707 |         |     |
| Member Type | SILVER MEMBER   |        |              |         |     |
| email       | table@noisp.com |        |              |         |     |

**Member Comments**

ex committee

User Defined Fields

|               |            |          |                  |  |
|---------------|------------|----------|------------------|--|
| Date of birth | 01/04/1946 | 71 years | Pay method       |  |
| Date joined   | 17/09/2015 | 1 years  | Area             |  |
| Bowling       | Yes        |          | Mailing          |  |
| Occupation    |            |          | Car registration |  |
| Status        |            |          | Donation         |  |

Members may be moved from the main Members Database into the Ex Members database if they do not renew.

If they return they can simply be moved back into the Members Database

# Club Master Users

Our users include:

- Social Clubs
- Workingmens Clus
- Conservative Clubs
- Royal British Legion Clubs
- RAOB Clubs
- Labour clubs
- Liberal Clubs
- Sailing Clubs
- Rowing Clubs
- Tennis Clubs
- Rugby Clubs
- Gyms & Fitness Centres
- Community Associations
- Church Clubs
- Village Clubs
- Bowls Clubs
- Enthusiast Groups
- and many more.....

# Club Master

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

# Club Master Prices

You can buy Club Master in the following configurations:

Club Master for up to 200 members      **£50 + VAT**

Club Master for up to 400 members      **£75 + VAT**

Club Master for unlimited members      **£95 + VAT**

Club Master emailer for the above      **£15 + VAT**

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

All the above come with email support and are **ONCE OFF COSTS !**

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Club Master for unlimited members with full telephone support for 12 months including Club Master emailer      **£195 + VAT**

**Call 0333 123 1170 or email [info@softwareforclubs.com](mailto:info@softwareforclubs.com)**