

# 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
- Multiple renewal periods (Annual renewal is the default)

You can purchase full specification Club Master in the following configurations:

#### **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, etc

**£ 195 + VAT**

#### **Club Master with online support – unlimited members**

Full system plus manual on CD in Adobe PDF format

Online support via email

**£ 95 + VAT**

#### **Club Master with online support – for up to 400 members**

**£ 75 + VAT**

#### **Club Master with online support – for up to 200 members**

**£ 50 + VAT**

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

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

**Club Master** from: **Art Software Ltd**  
2 Jasmine Close, Springfield, Chelmsford CM1 6XL **0333 123 1170 (national rates)**

# Club Master

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, SQL based 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. The standard version of Club Master provides for annual membership but a version is available with eight renewal periods such as daily, weekly, monthly, etc. There are also four additional payments which can be used for extra charges such as car park, donations, etc.

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.

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!

***Software which simply works!***

# Club Master eMailer

This is a standalone addition to our Club Master software and provides the facility to email members directly from the members database. All the standard Club Master filtering may be used to select the required members.

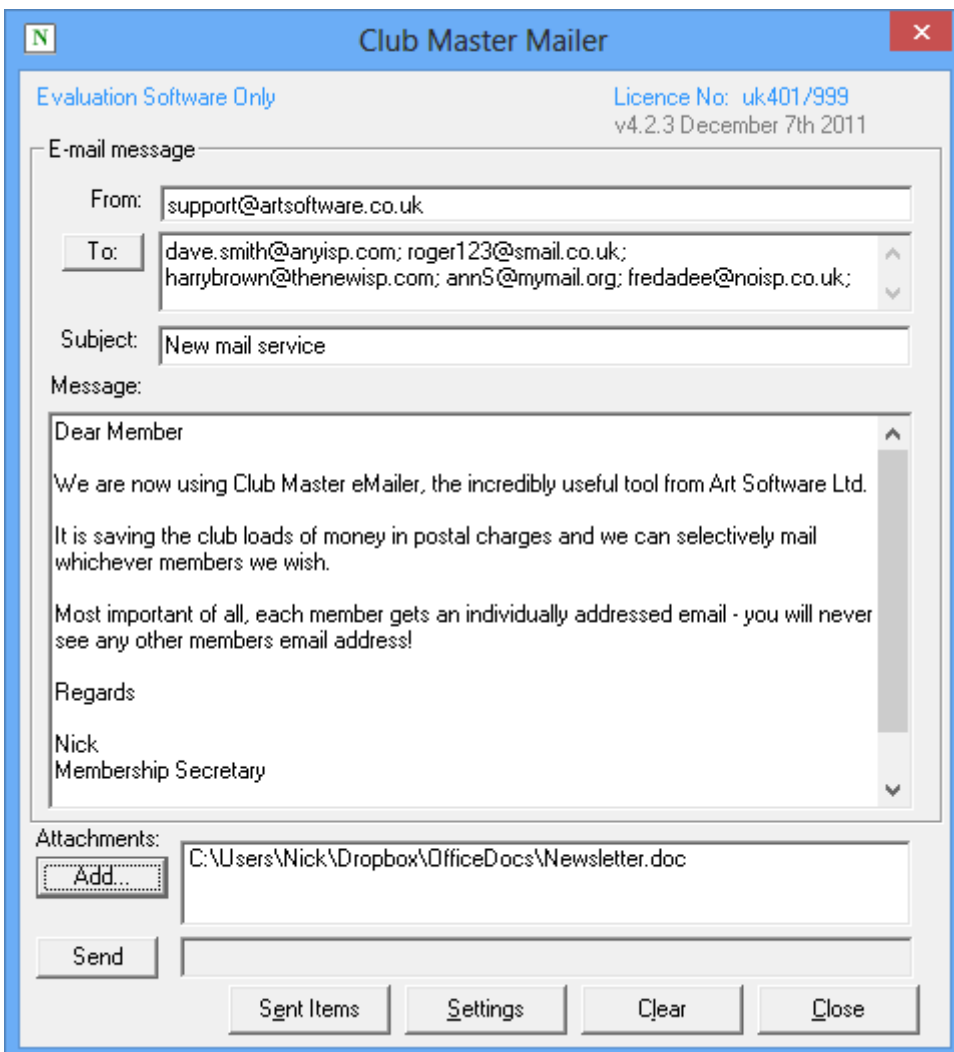
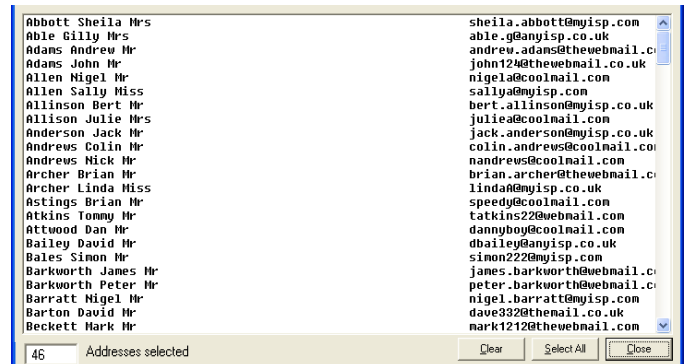
**It is important to stress that each member receives an individually addressed email and does not see the addresses of the other members in the email.**

Just set up your email settings (check these in Outlook or any other email client). Click the To button and all Club Master records which have an email address will be displayed.

You can select all or individually select the members who you want to mail.

You can also select all and then deselect members who you do not wish to include.

You can select blocks of members and the number selected is shown in the box at the bottom left of the form.



You may wish to use the Club Master three level filters to select just the members you wish to mail.

Close the email list and type your email. Add any attachments, click Send and the message line next to the send button will confirm that your mail has been sent successfully.

Club Master eMailer is included in our Full Support configuration and costs £15 + VAT to add to any of our Online Support versions.

## Personalising the email

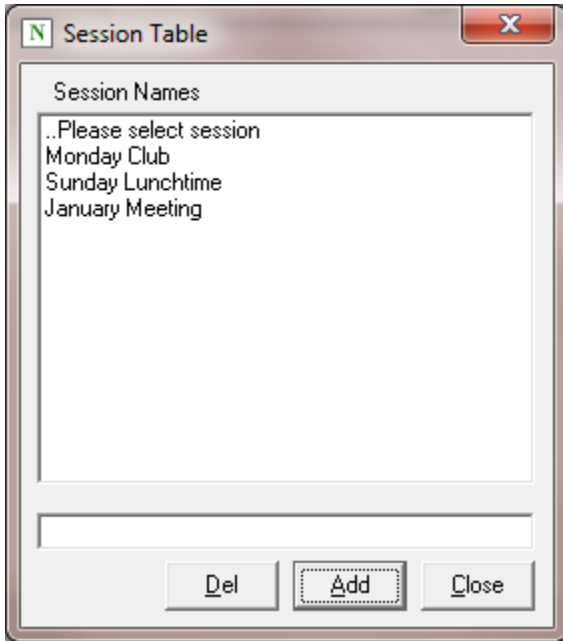
Club Mail 5 allows you to add fields from the member's record to each email.

The screenshot shows the 'Club Master Mailer' application window. At the top, it displays 'The Presentation Club' and 'Licence No: uk 501/999 v5.2.1 November 18th 2014'. The main area is titled 'E-mail message' and contains fields for 'From:' (nick.lamming@gmail.com), 'To:' (nick.lamming@live.co.uk; info@artsoftware.co.uk; support@artsoftware.co.uk), and 'Subject:'. Below these is a 'Message:' field containing the text 'Dear <FirstName>' and 'Your fee of <Fee> is due on <RenewalDate>'. A 'Datafields' dropdown menu is open, showing a list of fields: 'RenewalDate', 'IDNumber', 'CardNumber', 'Email', 'Mobile', 'Date of birth', 'Date joined', and 'Work telephone'. The 'RenewalDate' field is currently selected. To the right of the dropdown is an 'Add...' button. Below the message field is an 'Attachments:' section with an 'Add...' button. At the bottom of the window are buttons for 'Send', 'Sent Items', 'Settings', 'Clear', and 'Close'.

Just select the required field from the list and Add it to the email.

Totally personalised emails from Club Mail 5!

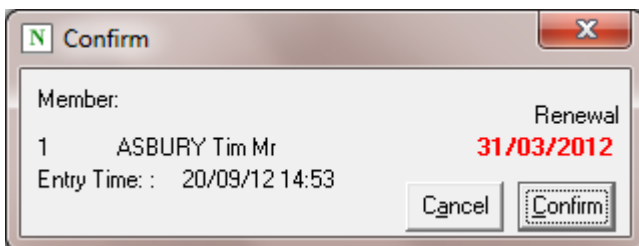
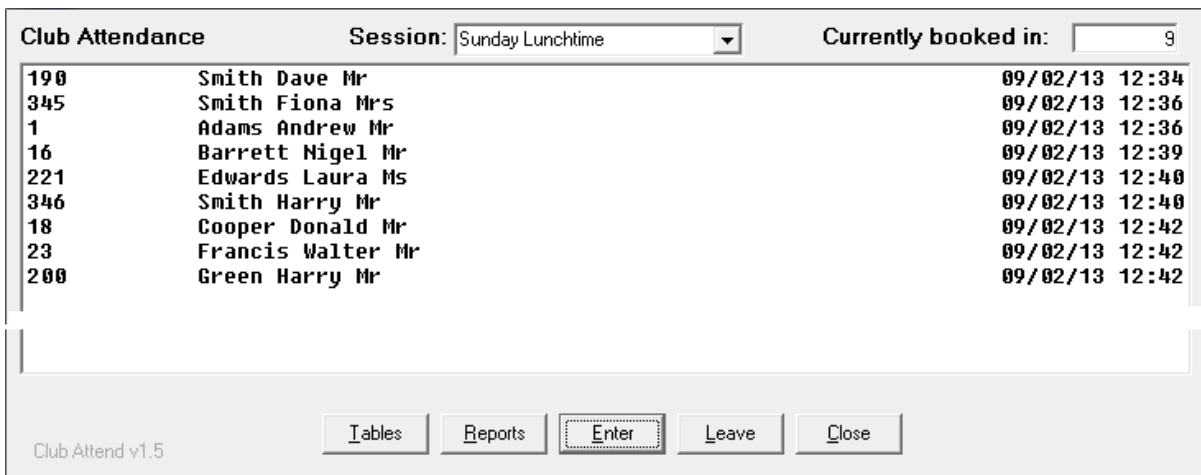
# The Club Master Attendance system



Firstly the sessions need to be setup

Select a session from the drop down list and you are ready to start entering members.

When you click the Enter button, find the member in the usual way and then confirm that you are booking them in.



The member details and renewal date are displayed. If the renewal date is overdue it will be displayed in red.

A card reader (barcode, magnetic stripe or proximity) may be used with this system to automatically capture the member details.

# The Club Master Attendance system

## Reports

The screenshot shows a software interface for generating reports. It features a 'From:' and 'To:' date selection area at the top. Below this are two buttons: 'Usage by session type' (highlighted with a dashed border) and 'Usage by Member ID'. A 'Member No:' field with a text input box is located below the buttons. A 'Close' button is positioned in the bottom right corner of the interface.

### Visits by Member

#### Club Master 4

##### Member Visits

From: 01-Jan-2012 to 31-Dec-2012

<u>Member Number</u>	<u>Member Name</u>	<u>Duration</u>
<b>Lunchtime session</b>		
346	Smith Harry Mr	
20-Jul-2012	11:09 am	1:09 pm 02:00:00
15-Jul-2012	10:40 am	12:30 pm 01:50:00
10-Jul-2012	10:37 am	12:38 pm 02:01:00

### Visits by session

#### Club Master 4

##### Member Visits

From: 01-Jan-2012 to 31-Dec-2012

<u>Member Number</u>	<u>Member Name</u>	<u>Duration</u>
<b>Lunchtime session</b>		
16	Barrett Nigel Mr	
12-Jul-2012	10:38 am	1:45 pm 03:07:00
32	Beckett Mark Mr	
22-Jul-2012	11:09 am	2:20 pm 03:11:00
346	Smith Harry Mr	
20-Jul-2012	11:09 am	1:09 pm 02:00:00
15-Jul-2012	10:40 am	12:30 pm 01:50:00
10-Jul-2012	10:37 am	12:38 pm 02:01:00

**Club Master Attendance Module costs £25 + VAT**

A version for use with a card reader (barcode, magnetic stripe or proximity) is available. Please ask for details.

# Club Accounts

## Accounting Software for Clubs

**Club Accounts** is a very simple income and expenditure recording system designed specifically for member only clubs.

Our group has specialised in providing software for the member only club market since 1982 giving us unrivalled experience in the specific requirements of this market area.

Some features of **Club Accounts** are:

- Fully customisable financial year settings for periods, months, working weeks, etc
- Full VAT recording, if required with automatic VAT form details.
- Club specific bar takings input for up to four bars / tills
- Simple weekly input for Income and Expenditure (unlimited Income/Expenditure types)
- Main trading bank in and out transactions with automatic entry from expenditure cheque and direct debit payments. Automatic direct debit option.
- Subsidiary bank accounts for transfers to and from the trading account.
- Full reporting including profitability report available for month/period, quarter and year

Above all, **Club Accounts** is very easy to use. Each task which has to be performed in a paper based accounting system is listed on the system menus. Just select the task and let the computer do the hard work! Take a look at the demo for more details of Club Accounts features

The total Club Accounts system cost is, would you believe, discounted to just £75 + VAT and this includes a simple to follow operating manual in pdf format and even free telephone support if any difficulty is experienced during installation or in the early days of use.

To proceed, simply complete and return the enclosed response form to :

**Art Software Ltd 2 Jasmine Close, Springfield, Chelmsford CM1 6XL**

**Note Our Club Accounts software was developed with guidance and approval from the Royal British Legion Clubs Dept.**



## **Club Accounts**

Club Accounts is a simple income and recording system designed to make life easy for club treasurers.

It was designed to replace an Excel system which had been designed by the Royal British Legion Clubs Department. They needed the simplicity of the Excel system but with the control of a purpose built program.

Club Accounts records income on a simple datagrid with a popup form to enter and edit the data. Income may be recorded against income heads such as subscriptions, raffles etc and additional heads may be loaded onto the system to personalise Club Accounts for individual organisations.

Expenditure may be recorded against expenditure heads such as staff costs, electricity, stationery, etc and further heads may be added.

If expenditure is paid for by cheque then Club Accounts will automatically add a bank transaction with full details.

When the data has been entered onto the system, reports can be run off for Income, against budget if required and Expenditure, against budget if required. Bank reports can be run together with reports listing cash entries on the system.

The Finance Report lists all income, totalled by head and all expenditure, totalled by head.

The Profit or Loss is shown at the bottom of the Finance Report together with current bank balances.

Club Accounts does not go as far as providing a Profit and Loss account or a Balance Sheet.

For those who know how to prepare these, Club Accounts provides all the details necessary.

For treasurers who hand everything over to an accountant at the end of the year, everything required is available.





## Software Order Form

Club Name			
Address			
Postcode		No of members	
Contact Name			
Position			
Telephone Number			
eMail address			

**Please supply the following software:**

Please tick your Windows version      XP     Vista     Win 7     Win 8     Win 10

### Club Master

Version	tick ✓	price	inc VAT	inc emailer
<b>Club Master online support</b> (up to 200)		<b>£ 50</b>	<b>£ 60.00</b>	<b>£78.00</b>
<b>Club Master online support</b> (up to 400)		<b>£ 75</b>	<b>£ 90.00</b>	<b>£108.00</b>
<b>Club Master online support</b> (unlimited)		<b>£ 95</b>	<b>£114.00</b>	<b>£132.00</b>
<b>Club Master Lite</b> (download only, limited)		<b>£40</b>	<b>£48.00</b>	<b>£66.00</b>
<b>Club Master eMailer</b> (to add to any of the		<b>£15</b>	<b>£18.00</b>	
<b>Club Master Attendance Recording module</b>		<b>£ 25</b>	<b>£ 30.00</b>	
<b>Club Master Full Support</b> (unlimited members) <i>including Club Master eMailer &amp; 12 months</i>		<b>£ 195</b>	<b>£ 234.00</b>	
<b>Club Master order value (inc VAT)</b>				<b>£</b>

### Club Accounts

	tick ✓	price	inc VAT	
<b>Club Accounts</b> order value (inc VAT)		<b>£ 50</b>	<b>£ 60.00</b>	<b>£</b>

### Tote Master

	tick ✓	price	inc VAT	
<b>Tote Master</b> order value (inc VAT)		<b>£ 50</b>	<b>£ 60.00</b>	<b>£</b>

### Payment

<b>I enclose a cheque made payable to Art Software Ltd for</b>	<b>£</b>
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Signature \_\_\_\_\_ Date \_\_\_\_\_

A receipted VAT invoice will be sent by return and your software will be dispatched within 14 days **Please return this form with your payment to:**

**Art Software Ltd 2 Jasmine Close, Springfield, Chelmsford, CM1 6XL UK**