

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.

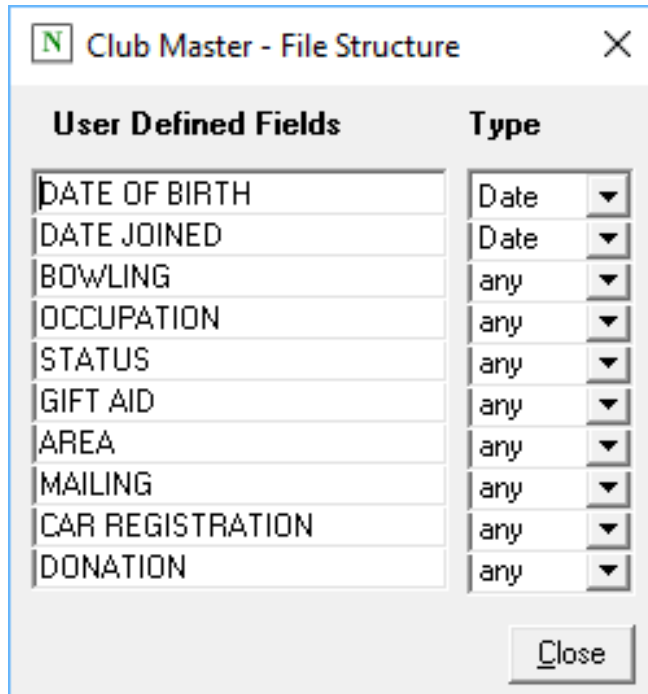
Club Master - Extra Items

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



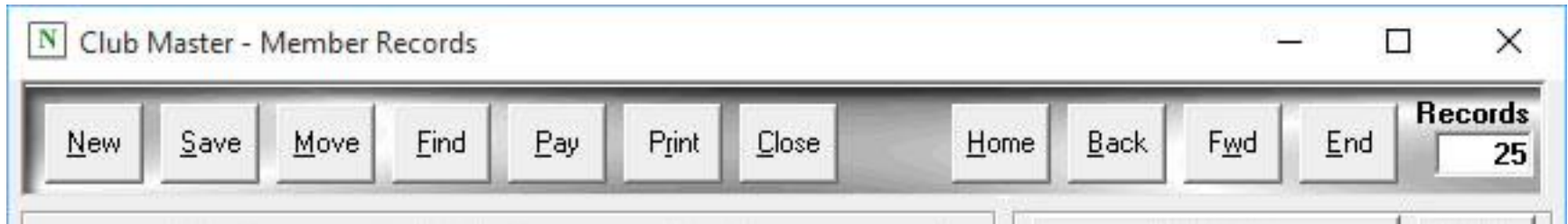
The screenshot shows a window titled "Club Master - File Structure" with a close button (X) in the top right corner. The window contains a table with two columns: "User Defined Fields" and "Type". The table lists ten fields with their corresponding types. A "Close" button is located at the bottom right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

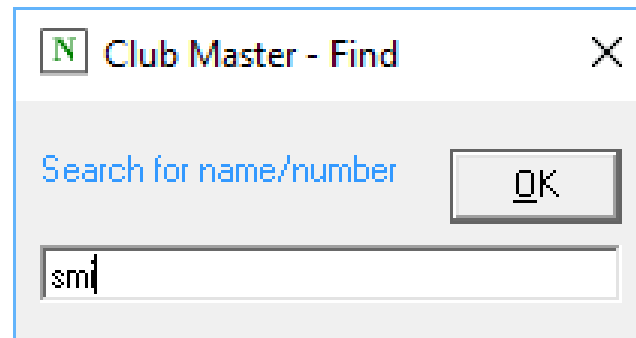
Club Master provides up to ten fields for you to personalise the software to provide a profile for each member in the club.

These fields can also be used for reporting purposes.

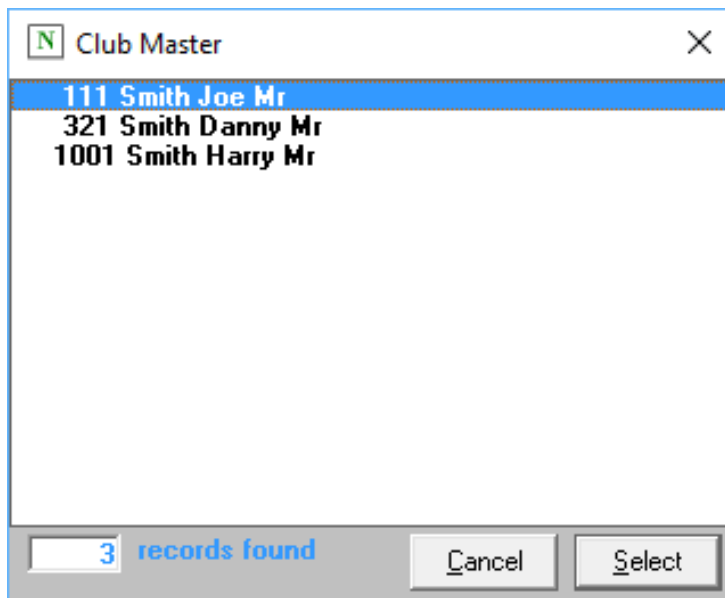
# Members Database



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	<a href="mailto:abbottB@smail.com">abbottB@smail.com</a>				
email2	<a href="mailto:bernie50@hotmail.com">bernie50@hotmail.com</a>				

Certificates Photo

Member Comments

moved from Norfolk 1990

Interests and Involvements

Family

Family Head

Label text

Family Head ID

User Defined Fields

Date of birth	10/01/1950	67	years	Pay method	PayPal
Date joined	01/04/1998	19	years	Area	South East
Bowling	Yes				
Occupation	Electrician				
Status	Active				
				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



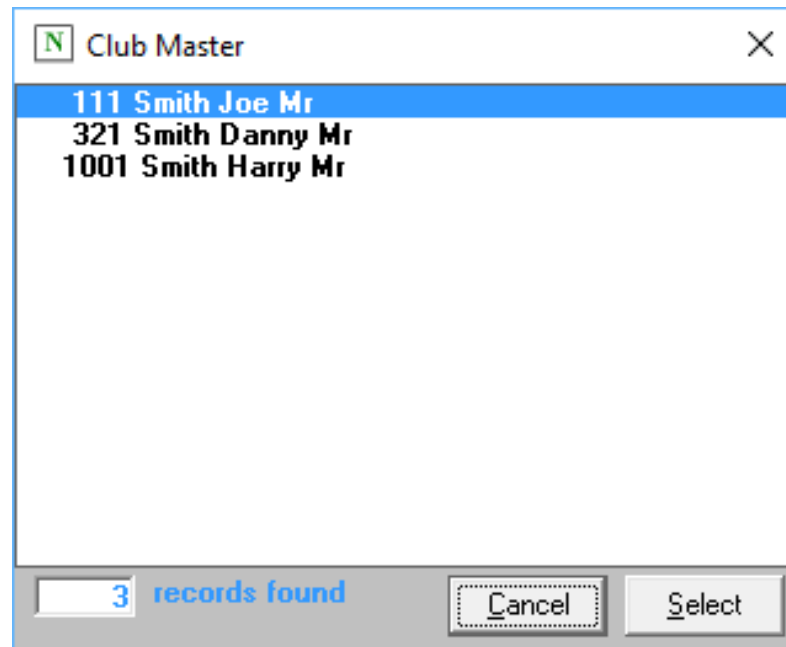
# Members Database



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

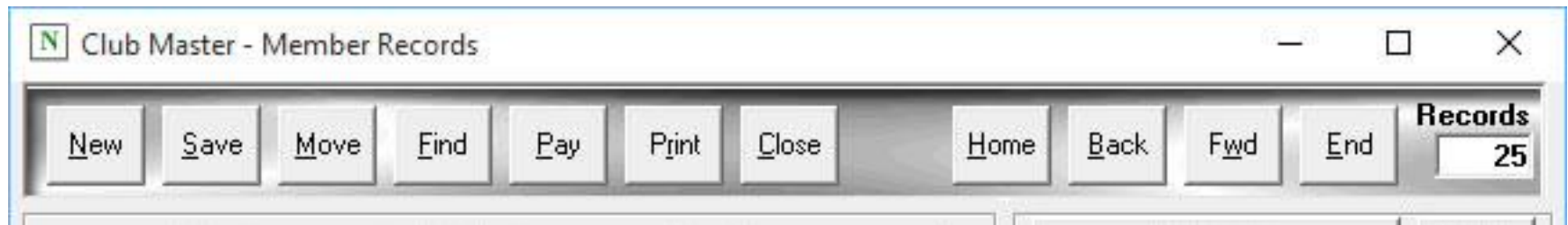


Click the Print button for an individual member printout.

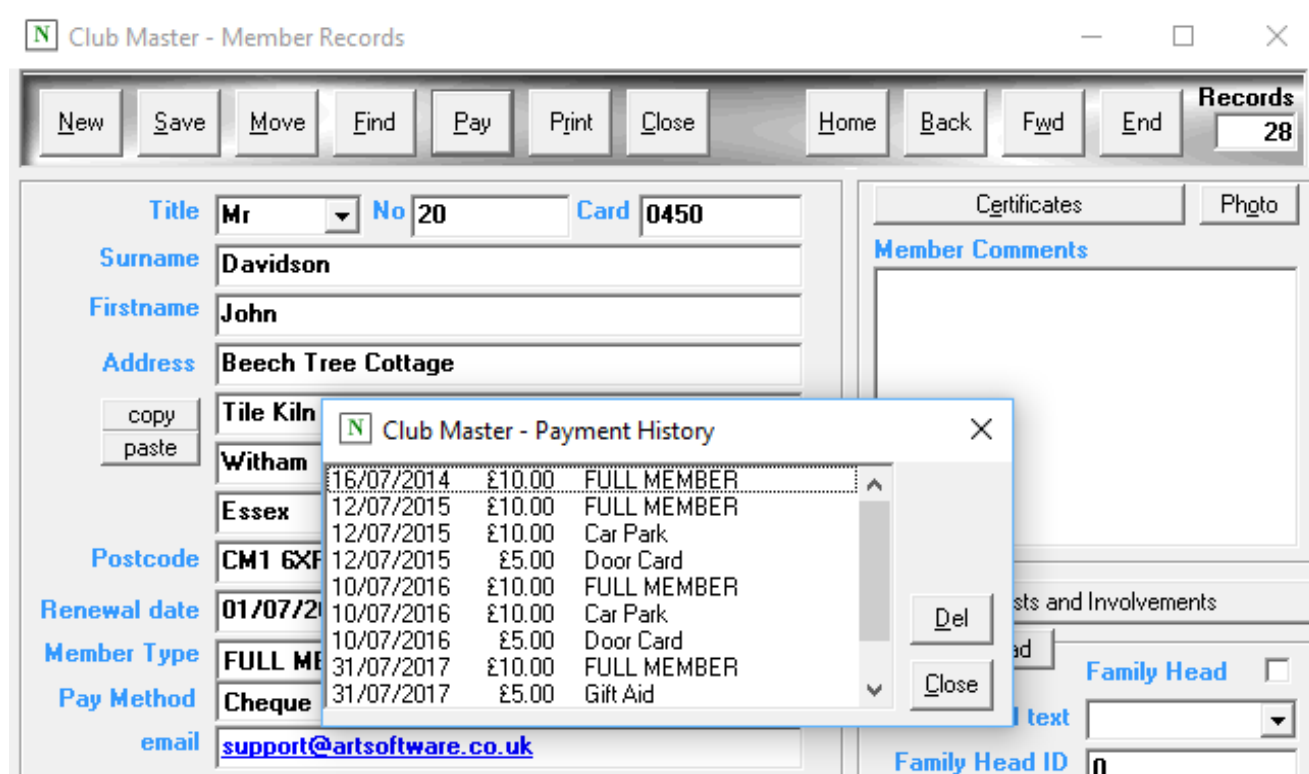
<b>Member Number</b>	190		
<b>Card Number</b>	8998		
	Mr Dave Smith		
	1 High Street		
	Great Leighs		
	Chelmsford		
	Essex		
	CM3 3MC		
<b>Tel</b>	01245 112233		
<b>Mobile</b>	07070 332211		
<b>email</b>	bs2009@hootmail.com		
<b>Payment History</b>			
	10-Jul-2011	FULL	10.00
	10-Jul-2011	I/A	5.00
	10-Jul-2011	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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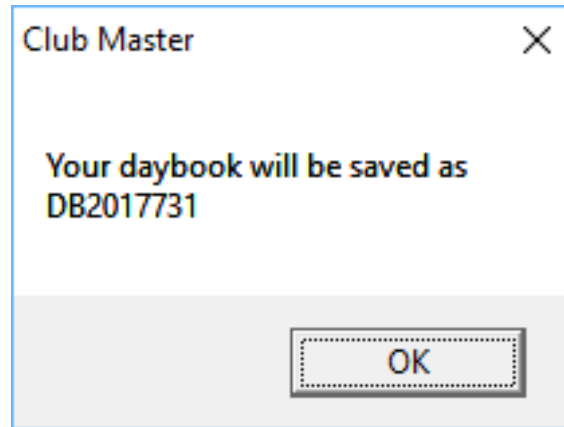
Subs Total:	71.30
Gift Aid	10.00
Car Park	40.00
Door Card	10.00
Affiliation	10.00
Other:	
Daybook Total:	141.30

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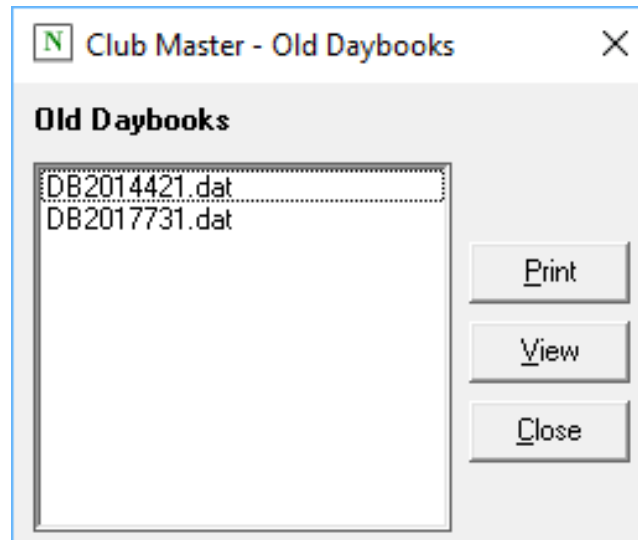
The last page of the Fee Daybook printout provides totals for subs and additional payments.

# 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

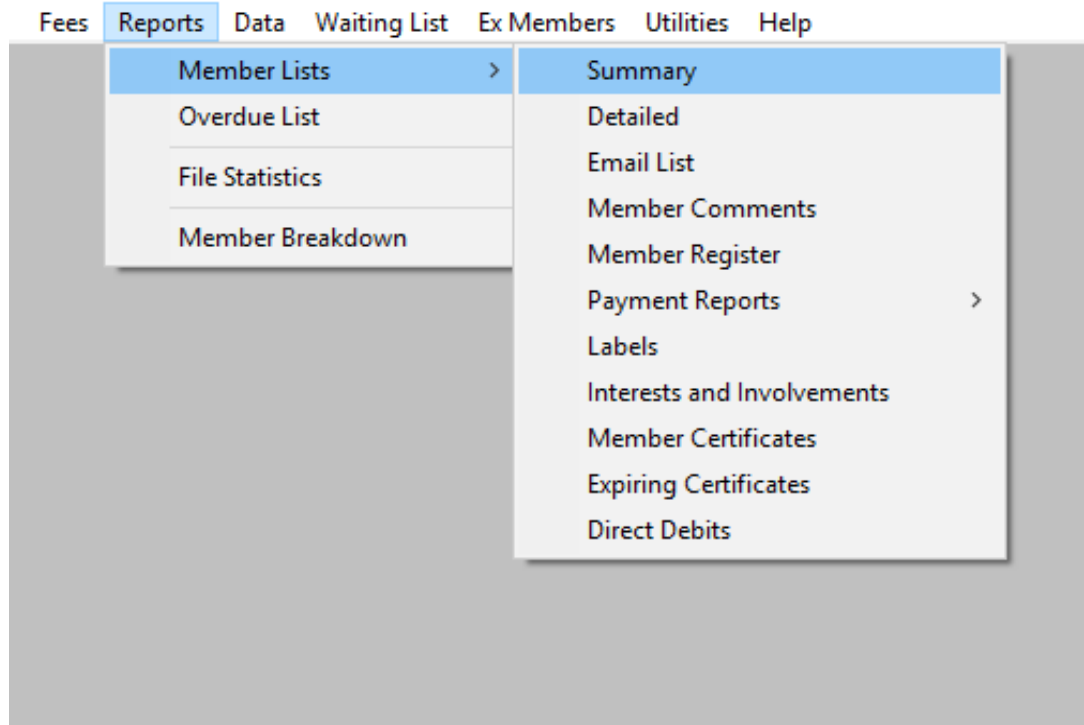
Payment Date

Daybook Records



# 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**

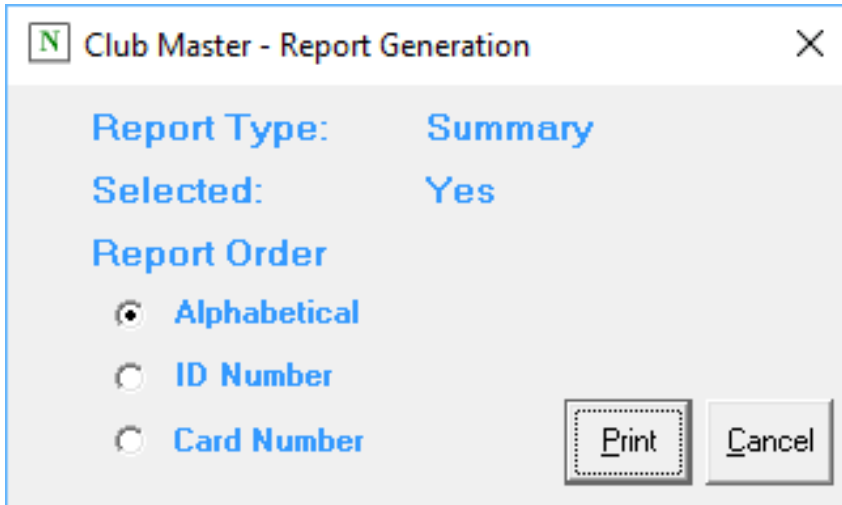
Member Type  Equal to  full member

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

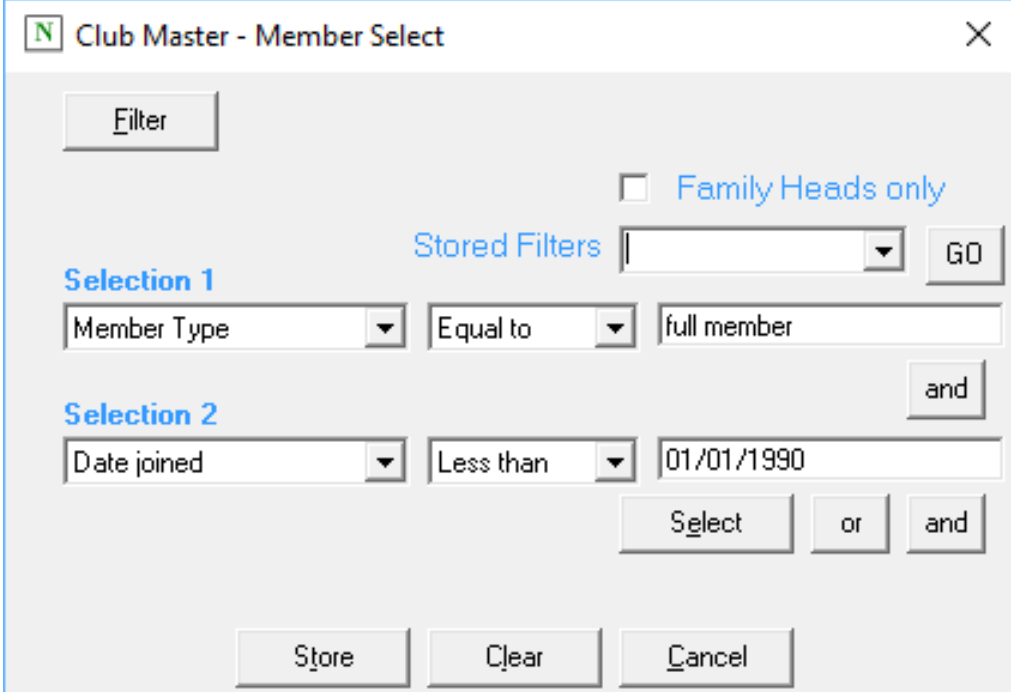
Selection: Member Type Contains honorary

<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 area contains two filter selections:

- Selection 1:** "Member Type" dropdown set to "Member Type", "Equal to" dropdown, and a text field containing "full member".
- Selection 2:** "Date joined" dropdown, "Less than" dropdown, and a text field containing "01/01/1990".

Between the two selections is an "and" button. Below the second selection are "Select", "or", and "and" buttons. 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

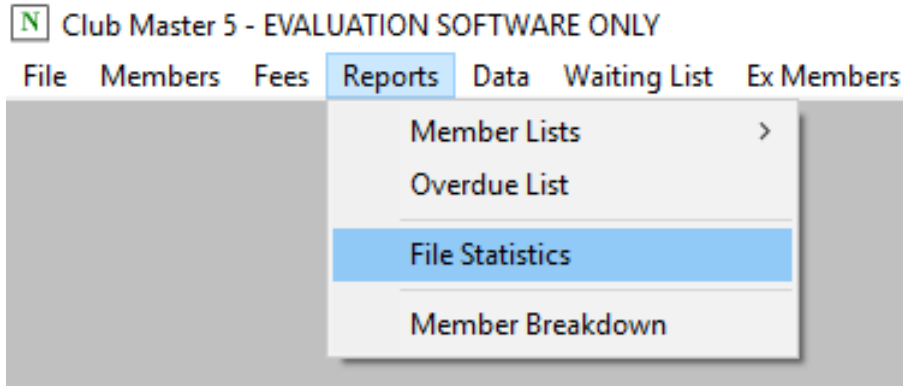
# Reports

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.

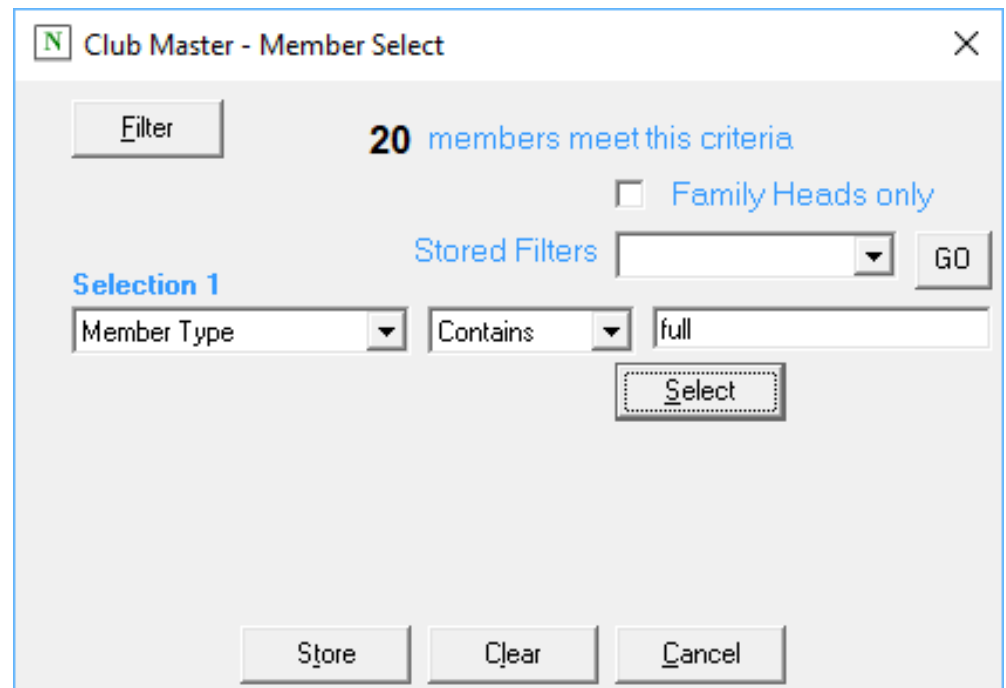
The screenshot shows a dialog box titled "Club Master - Member Select" with a close button (X) in the top right corner. Inside the dialog, there is a "Filter" button at the top left. Below it, there is a checkbox labeled "Family Heads only" which is currently unchecked. To the right of this checkbox is a "Stored Filters" dropdown menu with a "GO" button next to it. The dropdown menu is open, showing a list of filter options, with "full members" selected. Below the dropdown, there is a "Selection 1" section with a dropdown menu set to "Member Type" and a comparison operator dropdown set to "Equal to". To the right of the comparison operator is a text input field. Below these elements are three buttons: "Select", "or", and "and". At the bottom of the dialog, there are three buttons: "Store", "Clear", and "Cancel".

# Reports

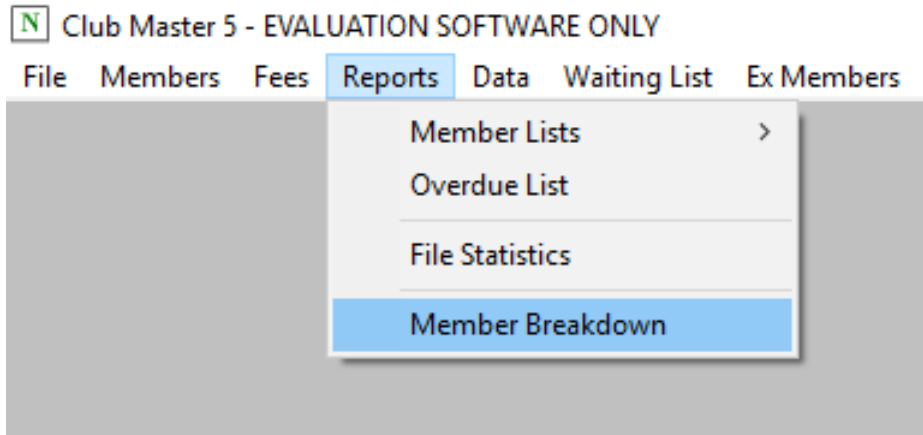


Another useful utility is **File Statistics**.

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

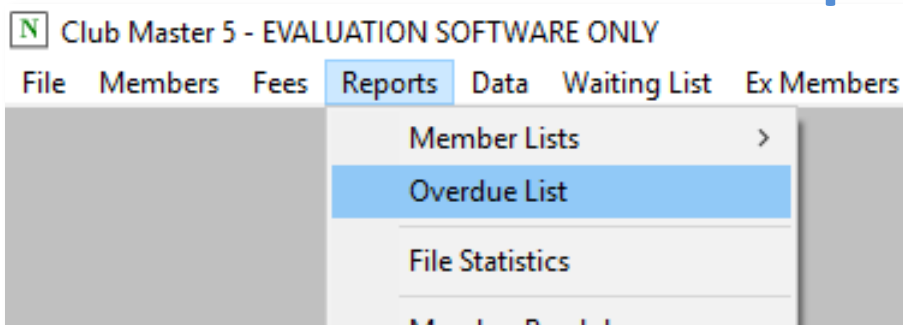
**Club Master**

**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 **15**

Amount Outstanding **£145**



# 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.

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

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

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

# 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



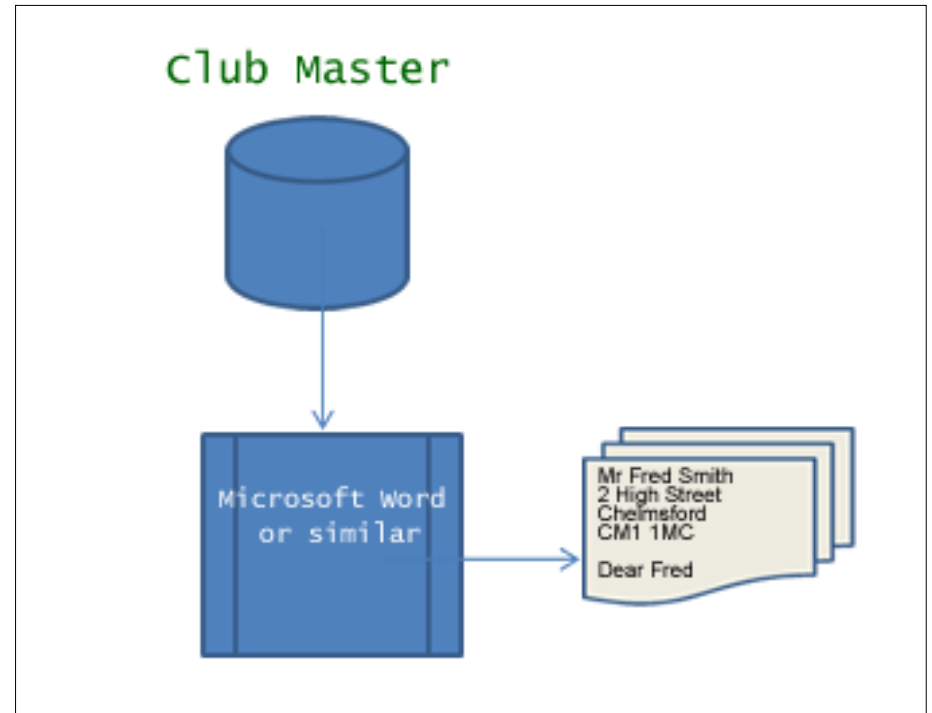
PDF format is ideal for emailing to committee members before a meeting!

# Data Export

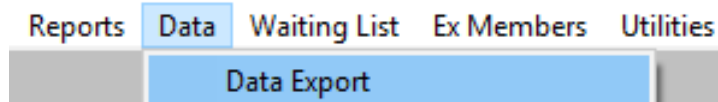
Using Data Export you can create merged letters, mailing labels and reports.

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.



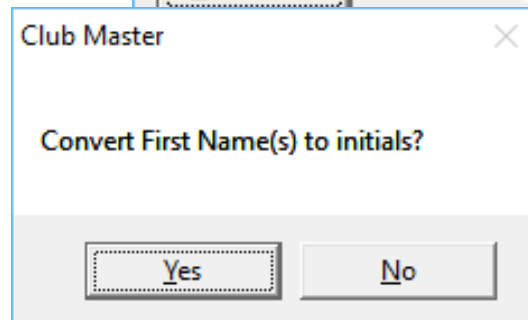
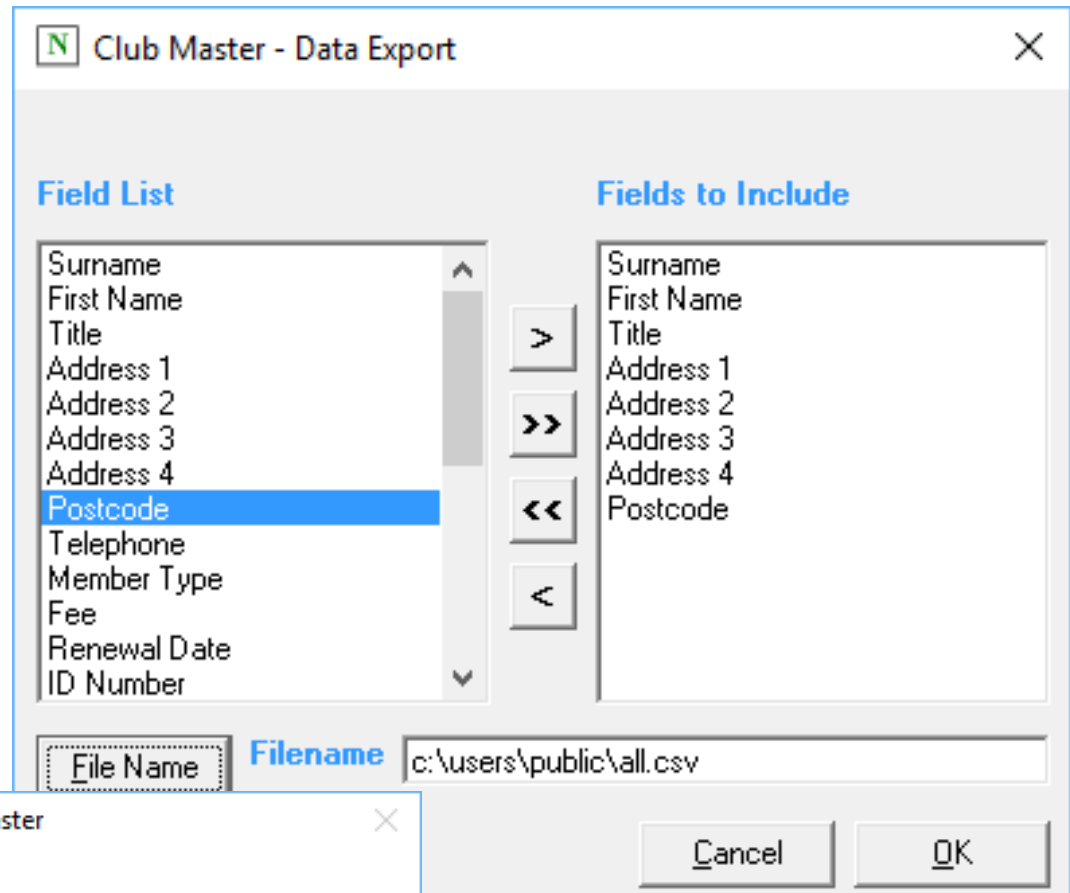
# Data Export



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

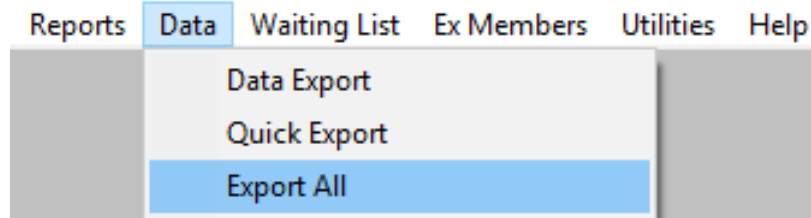
Choose the fields to be exported select a Filename and type with the File Selector form (CSV files tend to be the most used) and click OK

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

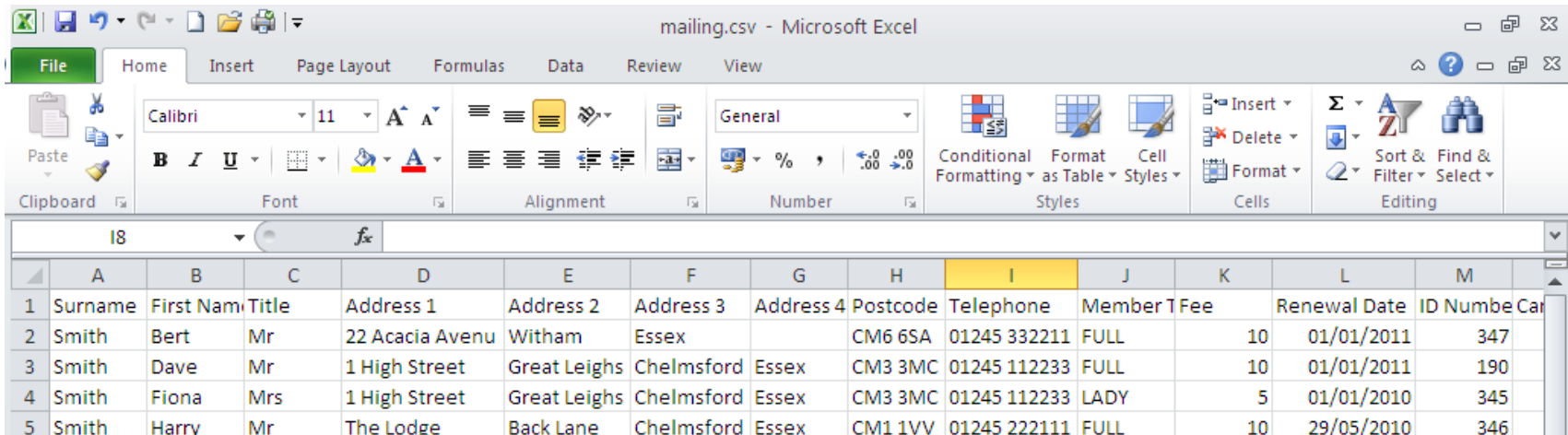
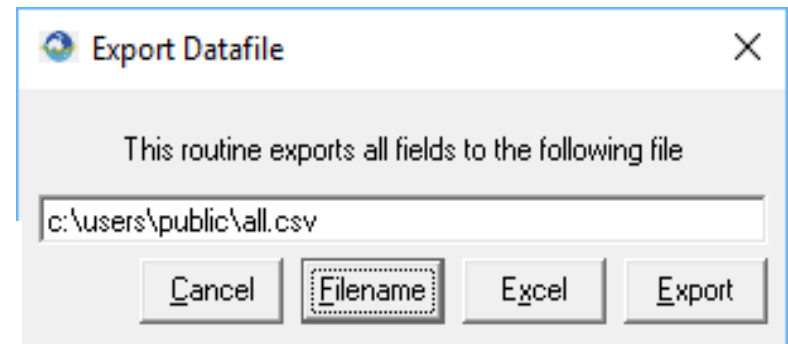


# Data Export

UTION SOFTWARE ONLY



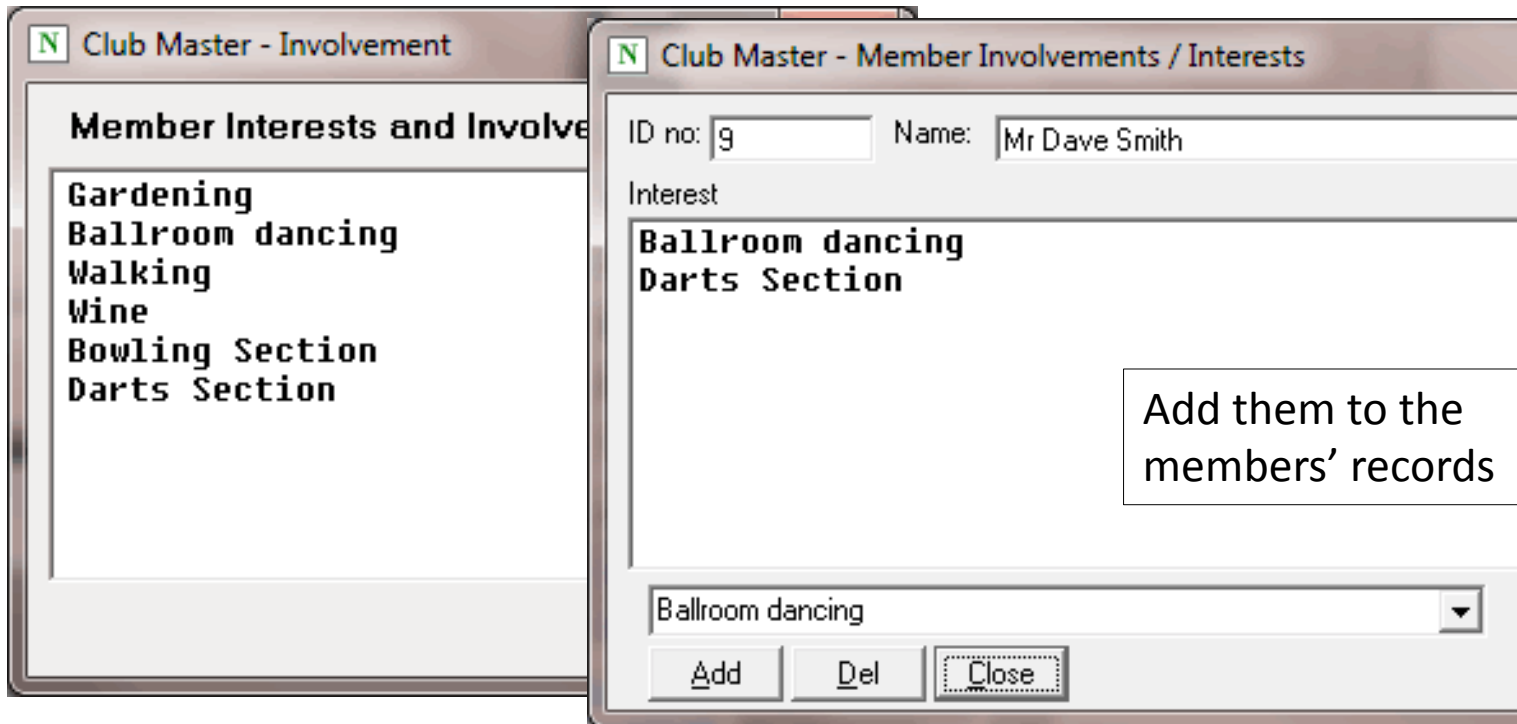
Export All exports the whole member database and you can click the Excel button to open it in Excel (version independent)



	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". The main area contains 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.



# 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)**