

Software for Clubs

Club Master

Membership Administration Software

Software which simply works!

From Art Software 0333 123 1170

Ease of use

Because we have been supplying software to member only clubs since 1985 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



Logging into Club Master 6 requires a User Name and Password.

There are two user levels – admin and user

Admin can do everything on the system

User can add new member records, edit existing records and renew subscriptions.

They cannot delete records or move them to the Ex Member database

A Change Log records changes, additions and deletions in any of the three databases.

The user name is recorded in the log so changes may be identified with date and time.

Fees

Club Master - Fee Table

Member Type	Fee	Period	Member Type	Fee	Period
1 FULL MEMBER	30.00				
2 LADY MEMBER	20.00				
3 LIFE MEMBER	5.00				
4 HONORARY MEMBER	0.00				
5 BOWLS MEMBER	25.00	H			
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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!

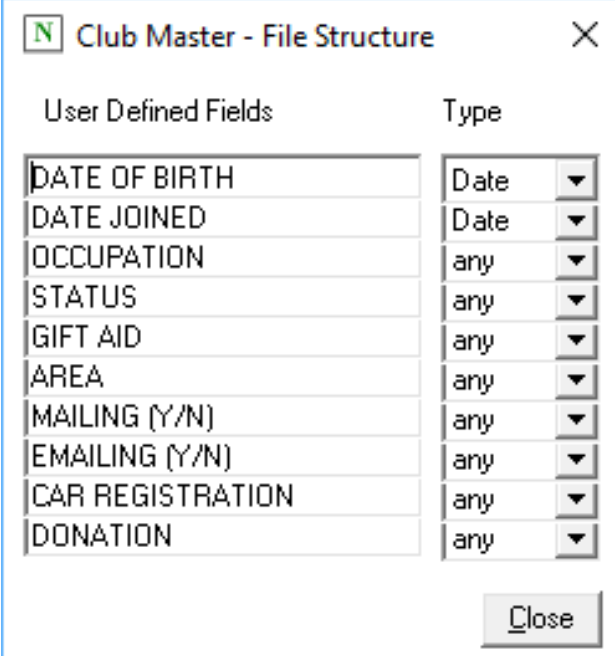
There are also up to twelve additional payment items for annual charges and a variable 'Other' payment on the Fee payment form.

Club Master - Extra Items

Car Park	5.00
Affiliation	10.00
Gift Aid	1.00
Door Card	5.00
Locker Key	2.50
Item 6	0.00

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


User Defined Fields	Type
DATE OF BIRTH	Date
DATE JOINED	Date
OCCUPATION	any
STATUS	any
GIFT AID	any
AREA	any
MAILING (Y/N)	any
EMAILING (Y/N)	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.

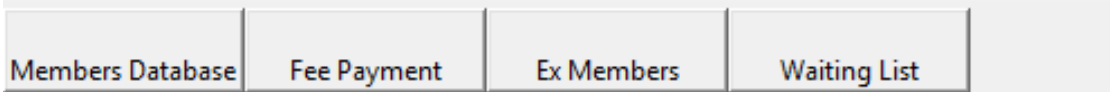
These fields can also be used for reporting purposes.

Using the software

Club Master 6 provides a button bar for the three databases and Fee Payment

 Club Master 6 - EVALUATION SOFTWARE ONLY

File Members Fees Reports Data Waiting List Ex Members Utilities Help

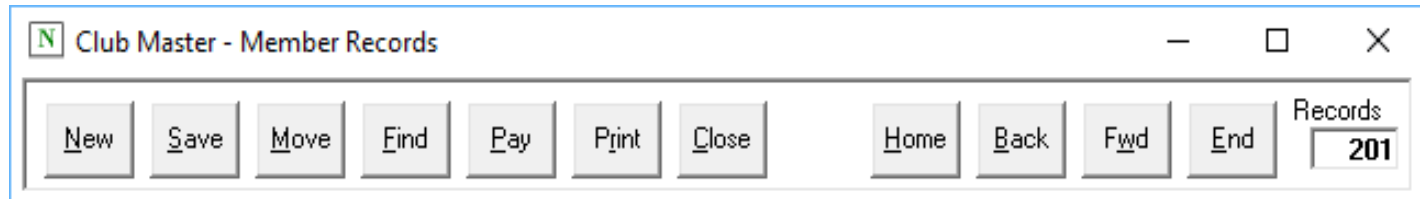


All other routines may be simply accessed through the menus

The user level is indicated on the Status Bar at the bottom of the main screen (level 9 is **admin**)

Status	C:\Users\public\club6\	User level: 9	10:47	19/10/2017
--------	------------------------	---------------	-------	------------

Members Database

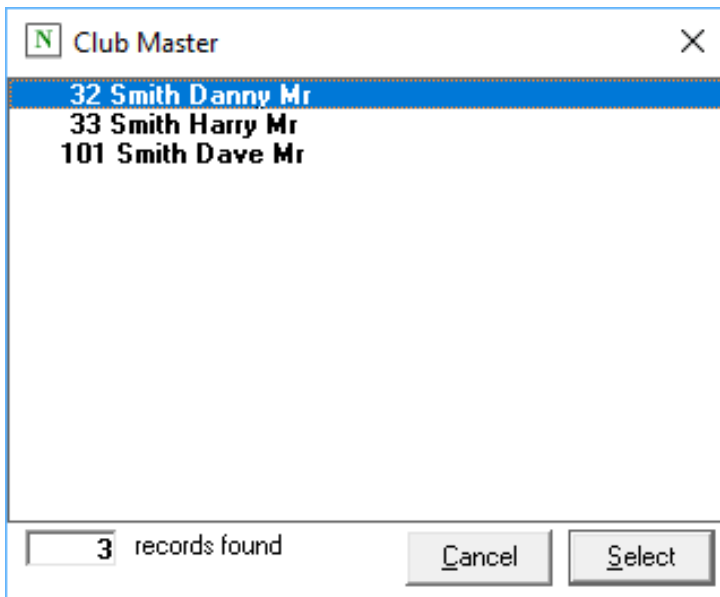


A button bar provides navigation and other features:

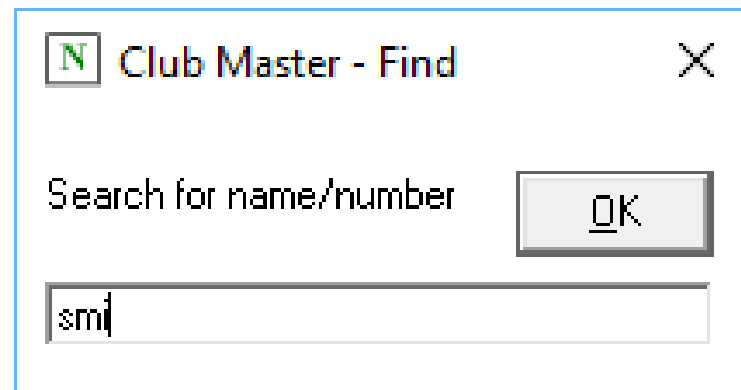
Move moves the member to the Ex Members database

Pay displays the member payment history

Print provides a report showing everything you are holding for this member



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 201

Title Mr No 101 Card 1234

Surname Smith

Firstname Dave

Address 3 Back Lane

copy Great Leighs

paste Chelmsford

Essex

Postcode CM3 3MC Tel 01245 466152

Renewal date 01/01/2019 Mobile 070707 321456

Member Type FULL MEMBER DD A

Pay Method Standing Order

email dsmith@anymail.com

email2 dsmithatwork@workmail.com

Certificates Photo

Member Notes

Electrician - can help with club electrics

Member Comments

Interests and Involvements

Family

Family Head

Label text & Family

Family Head ID

User Defined Fields

Date of birth 01/04/1949 69 years Area East

Date joined 01/01/2004 14 Mailing (y/n) Y

Occupation Electrician Emailing (y/n) Y

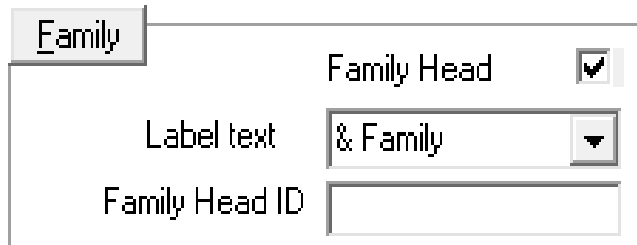
Status Current Car registration EG 15XYZ

Gift aid Y Donation Y

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 software interface. On the left is a button labeled 'Family'. To its right is a form with 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 - Family Members'. The window contains a list of two members:

32	Mr Danny Smith
33	Mr Harry Smith

At the bottom right of the window is a 'Close' button.

Members Database

Print

Click the Print button for an individual member printout.

Ideal to give to a member who wants to know what you are holding about them

Member Number
Card Number

190
8998
Mr Dave Smith
1 High Street
Great Leighs
Chelmsford
Essex
CM3 3MC

Tel
Mobile
email

01245 112233
07070 332211
bs2009@hootmail.com

Payment History

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

Family Head
Family Members:
345
346

Yes
Mrs Fiona Smith
Mr Harry Smith

Members Database

Pay

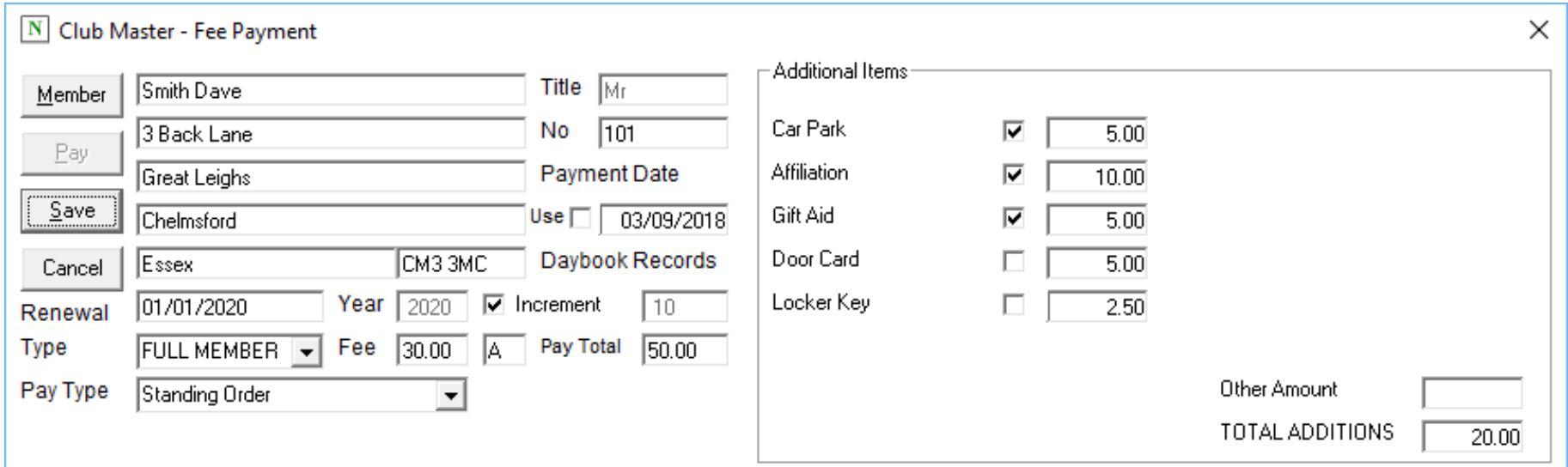
Click the Pay button to bring up the member's Payment History

The screenshot shows a software interface for a members database. On the left, there is a form with the following fields: Name (Mr, No 101, Card 1234), Surname (Smith), First Name (Dave), Address (3 Back Lane, Great Leighs, Chelmsford, Essex, CM3 3MC), and Email (dsmith@anymail.com). On the right, there are sections for 'Certificates', 'Member Notes' (Electrician - can help w...), and 'Member Co...'. A dialog box titled 'Club Master - Payment History' is open in the foreground, displaying a table of payment records. The table has columns for Date, Amount, and Description. The records are as follows:

Date	Amount	Description
01/09/2016	£30.00	FULL MEMBER
01/09/2016	£5.00	Car Park
01/09/2016	£10.00	Affiliation
01/09/2016	£5.00	Gift Aid
01/09/2016	£5.00	Door Card
05/09/2017	£30.00	FULL MEMBER
05/09/2017	£5.00	Car Park
05/09/2017	£10.00	Affiliation
05/09/2017	£5.00	Gift Aid

The dialog box also includes 'Del' and 'Close' buttons.

Fee Payment



Additional Items	
Car Park	<input checked="" type="checkbox"/> 5.00
Affiliation	<input checked="" type="checkbox"/> 10.00
Gift Aid	<input checked="" type="checkbox"/> 5.00
Door Card	<input type="checkbox"/> 5.00
Locker Key	<input type="checkbox"/> 2.50

Other Amount

TOTAL ADDITIONS

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 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	GiftAid	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	GiftAid	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 6 Evaluation Software Only

Fee Daybook Listing from: 19-Oct-2017 to 19-Oct-2017

Printed: 19-Oct-2017

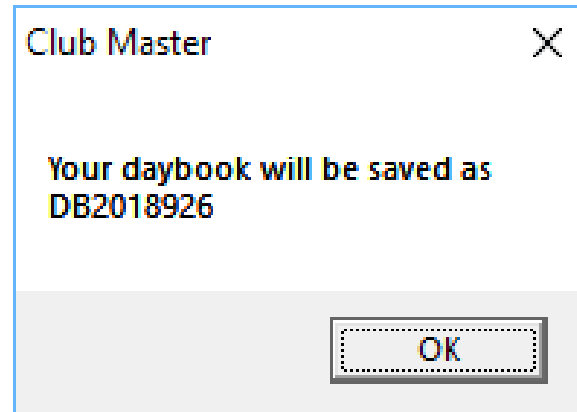
Subscriptions & Receipts

FULL MEMBER	50.00	Car Park	15.00
LADY MEMBER	5.00	Affiliation	50.00
LIFE MEMBER	0.00	Gift Aid	30.00
HONORARY MEMBER		Door Card	30.00
JUNIOR MEMBER	3.00	Locker Key	5.00
Subs Total:	58.00	Addons Total:	130.00
Other:	20.00		
Daybook Total:	208.00		

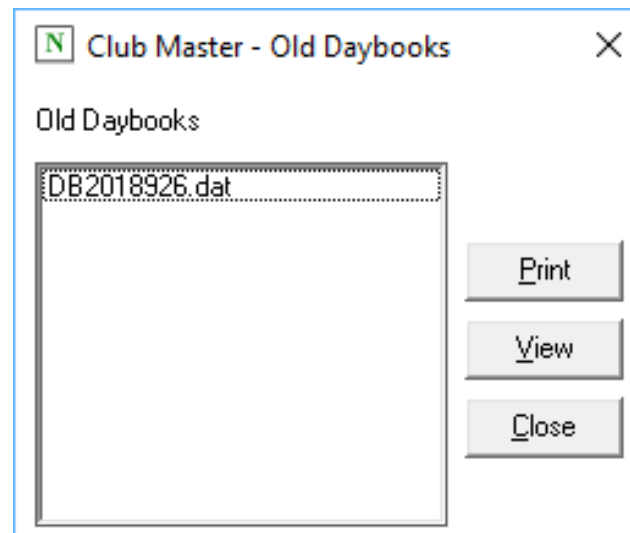
The last page of the Fee Daybook printout provides totals for subs and additional payments.

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

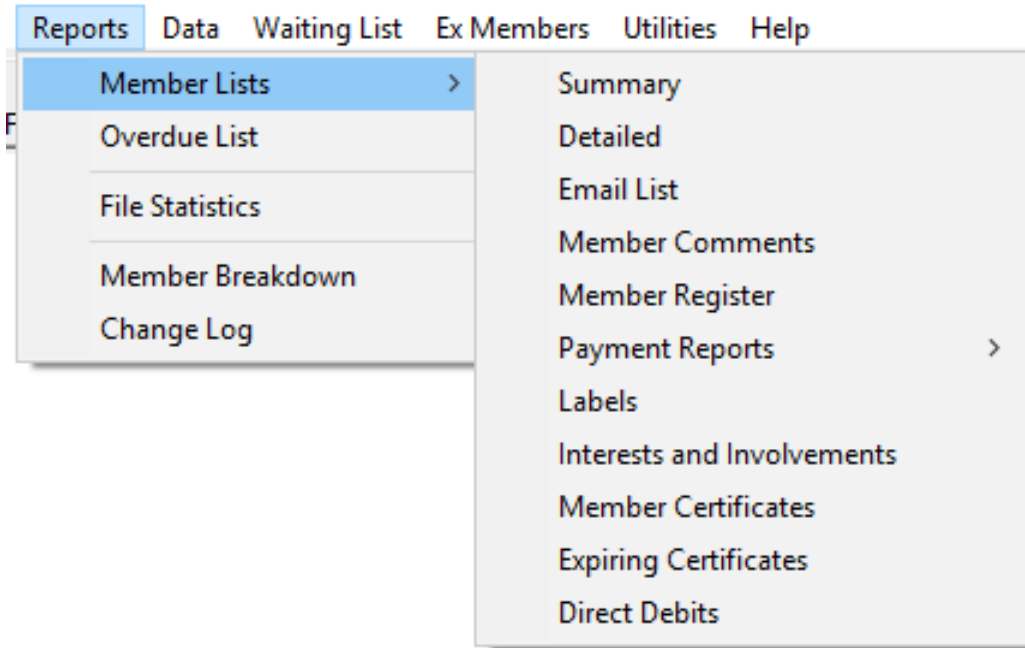
Renewals

- Increment Renewal Date

Payment Date

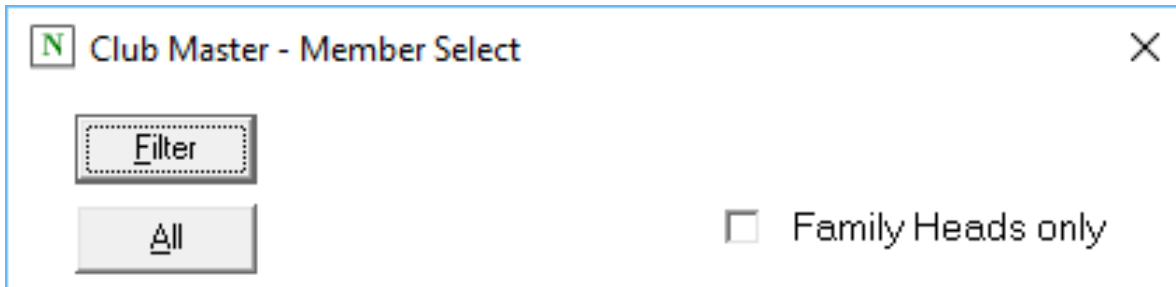
Daybook Records

Reports



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

Reports

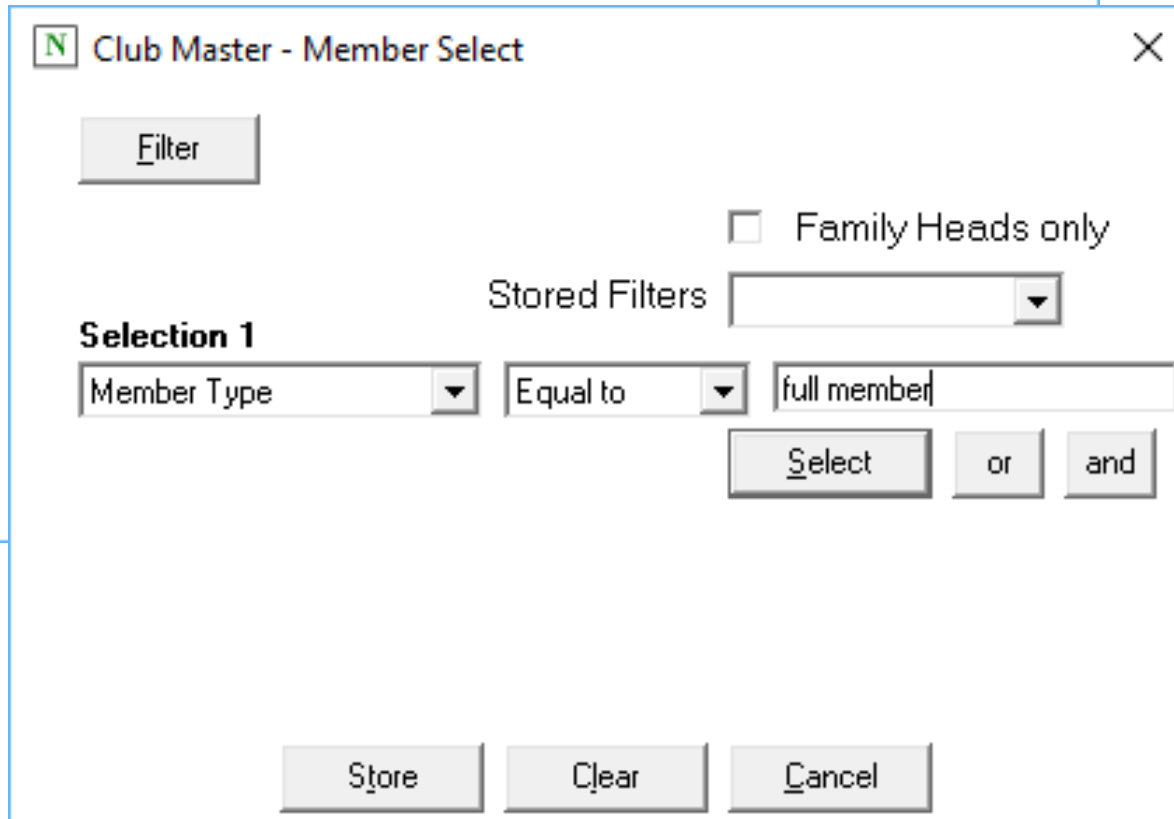


Club Master - Member Select

Filter

All

Family Heads only



Club Master - Member Select

Filter

Family Heads only

Stored Filters

Selection 1

Member Type Equal to full member

Select or and

Store Clear Cancel

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

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 this prompt.

Club Master

Include address details?

Yes **No**

If this report is going on a notice board you don't want to include the addresses!

Club Master 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

A preview screen is displayed with the option to print

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" with a close button (X) in the top right corner. At the top left is a "Filter" button. Below it is a checkbox labeled "Family Heads only" which is unchecked. To the right of the checkbox is a "Stored Filters" dropdown menu. Below this are two filter selections:

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

Between the two selections is an "and" button. Below Selection 2 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

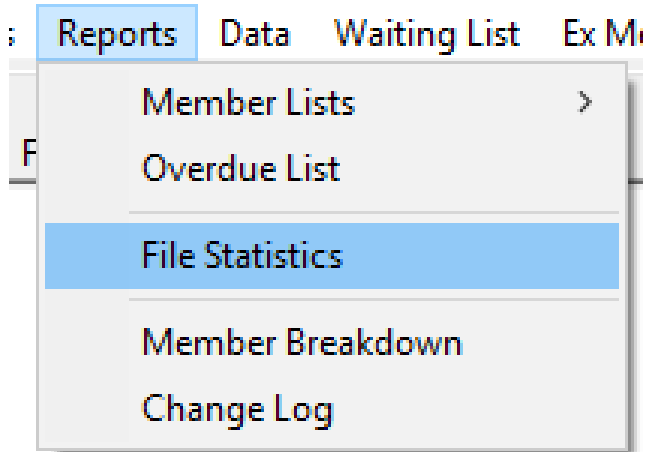
Reports

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.

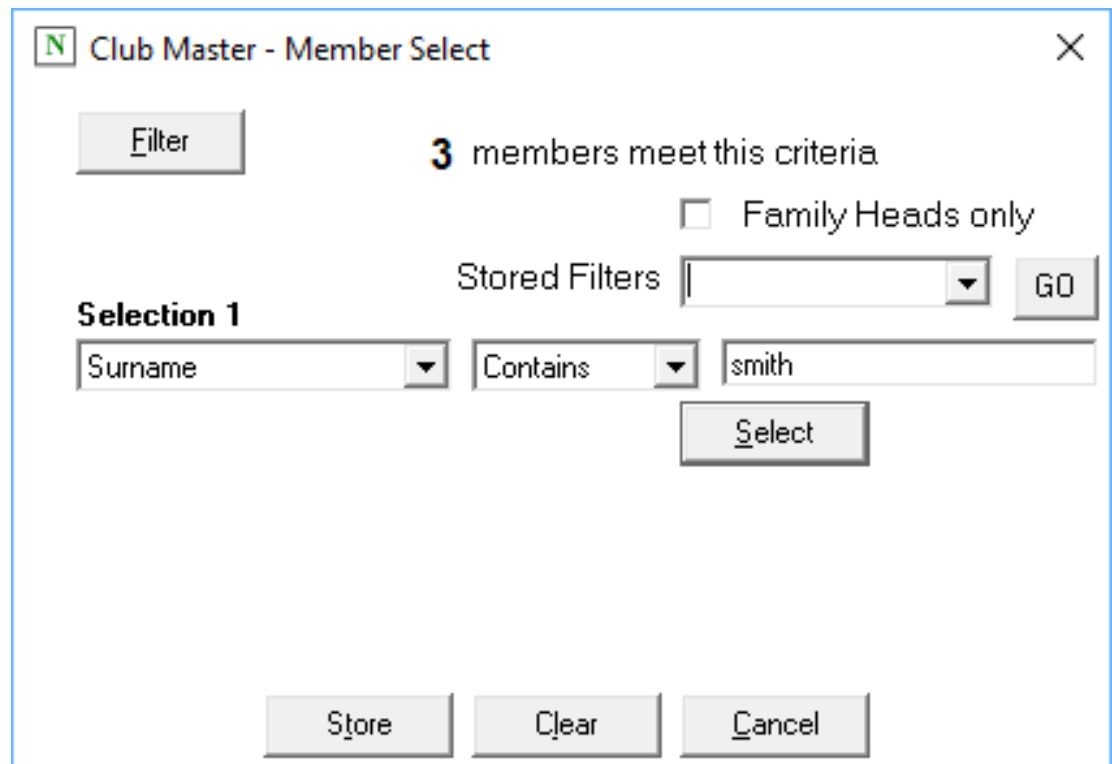
The screenshot shows a dialog box titled "Club Master - Member Select" with a close button (X) in the top right corner. At the top left is a "Filter" button. Below it, there is a checkbox labeled "Family Heads only" which is currently unchecked. In the center, there is a "Stored Filters" section with a dropdown menu showing "Full Members" selected, and a "GO" button to its right. Below the "Stored Filters" dropdown is a "Selection 1" section with a dropdown menu showing "Member Type", followed by the text "Equal to" and another dropdown menu. Below these are three buttons: "Select", "or", and "and". At the bottom of the dialog box are three buttons: "Store", "Clear", and "Cancel".

Reports

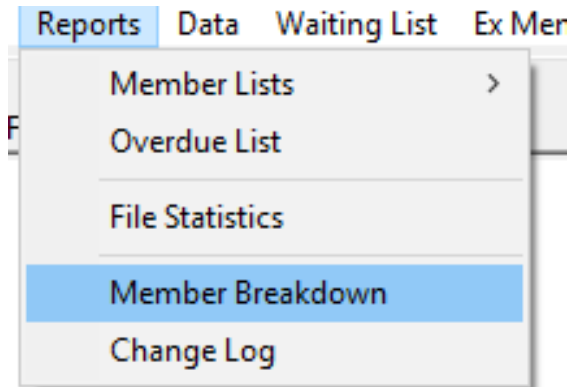


Another useful utility is **File Statistics**.

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

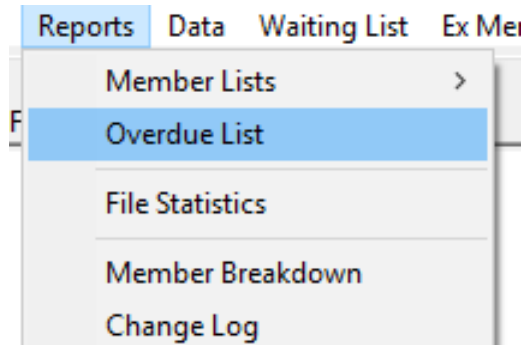
Club Master

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
	235	86	0	321

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

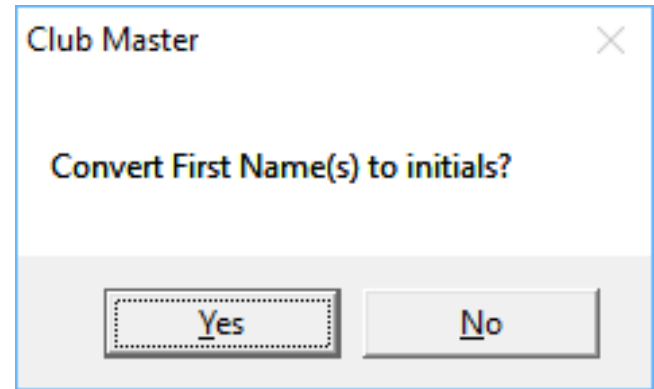
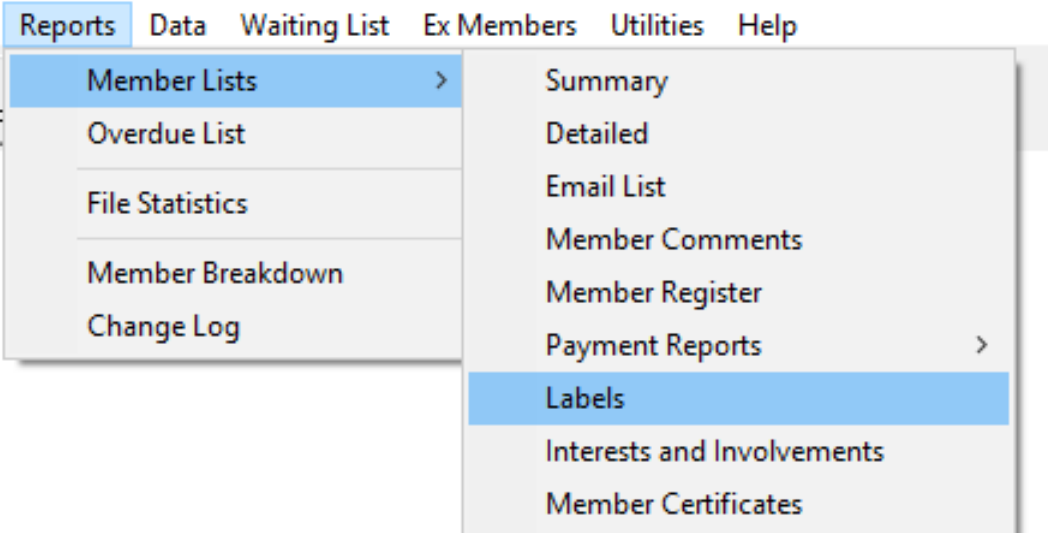
Members Overdue List

<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

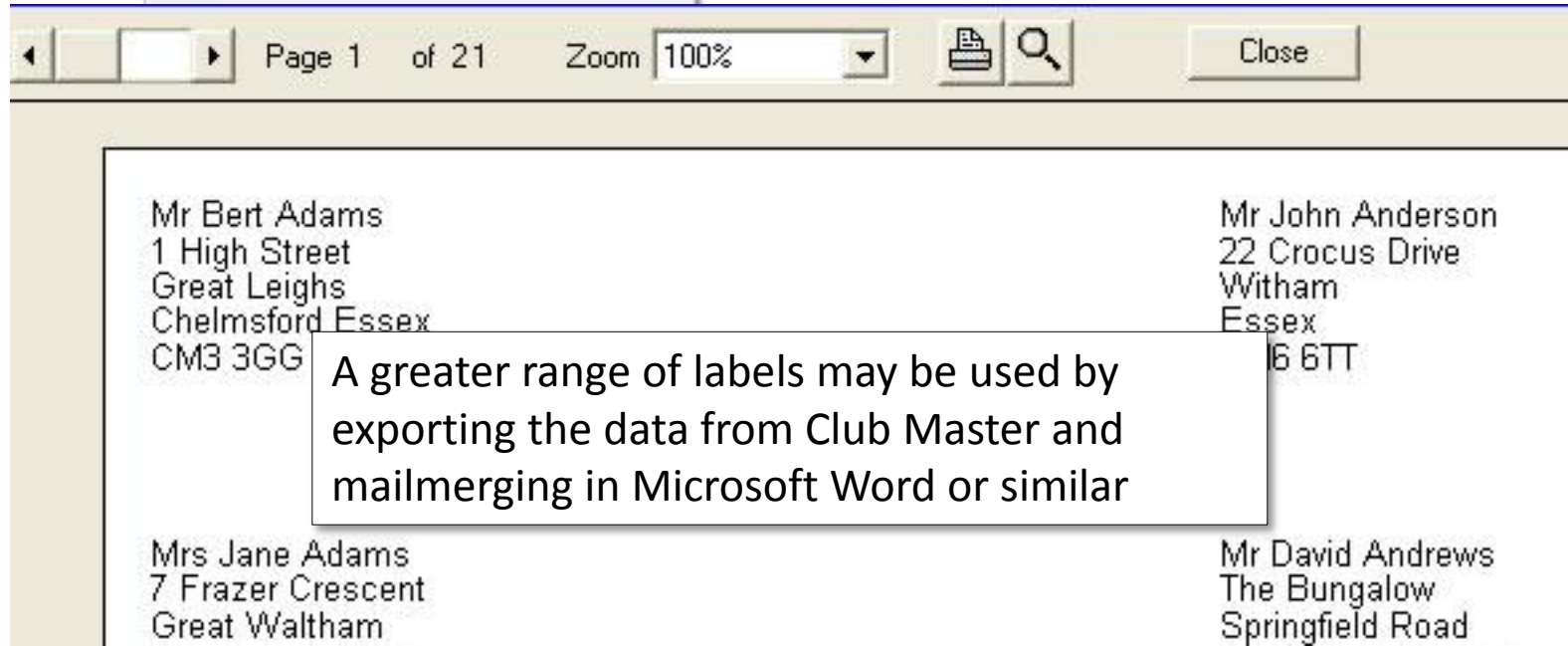
No of overdue members **15**

Amount Outstanding **£145**

Labels



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



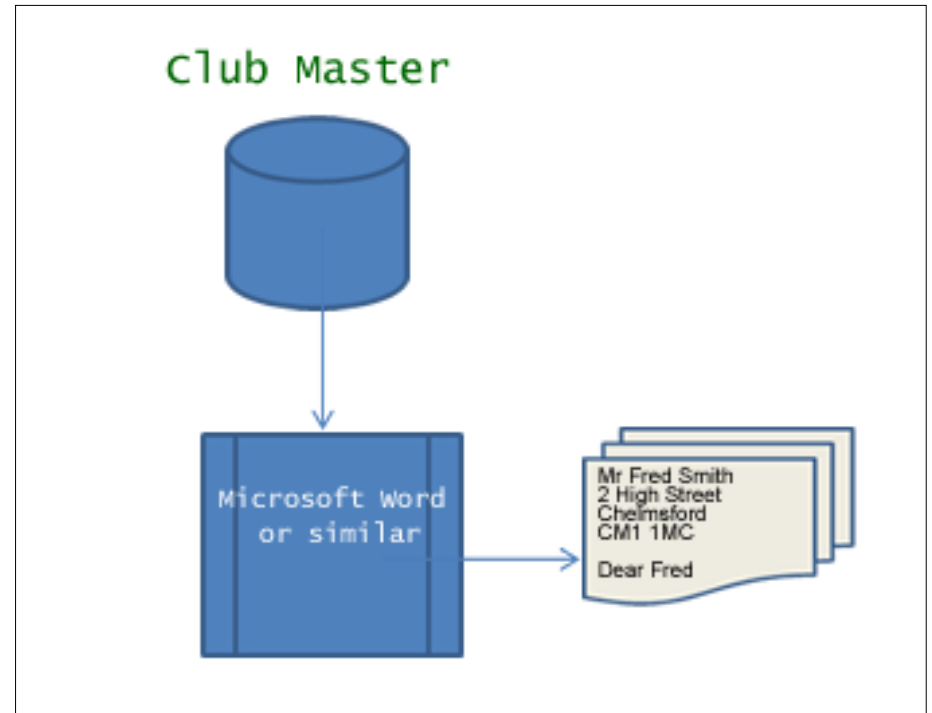
PDF format is ideal for emailing to committee members before a meeting!

Data Export

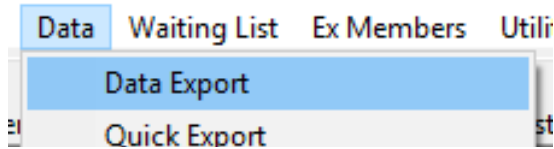
Using Data Export you can create merged letters, mailing labels and reports.

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.



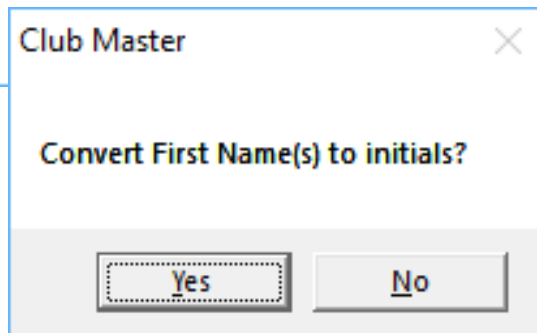
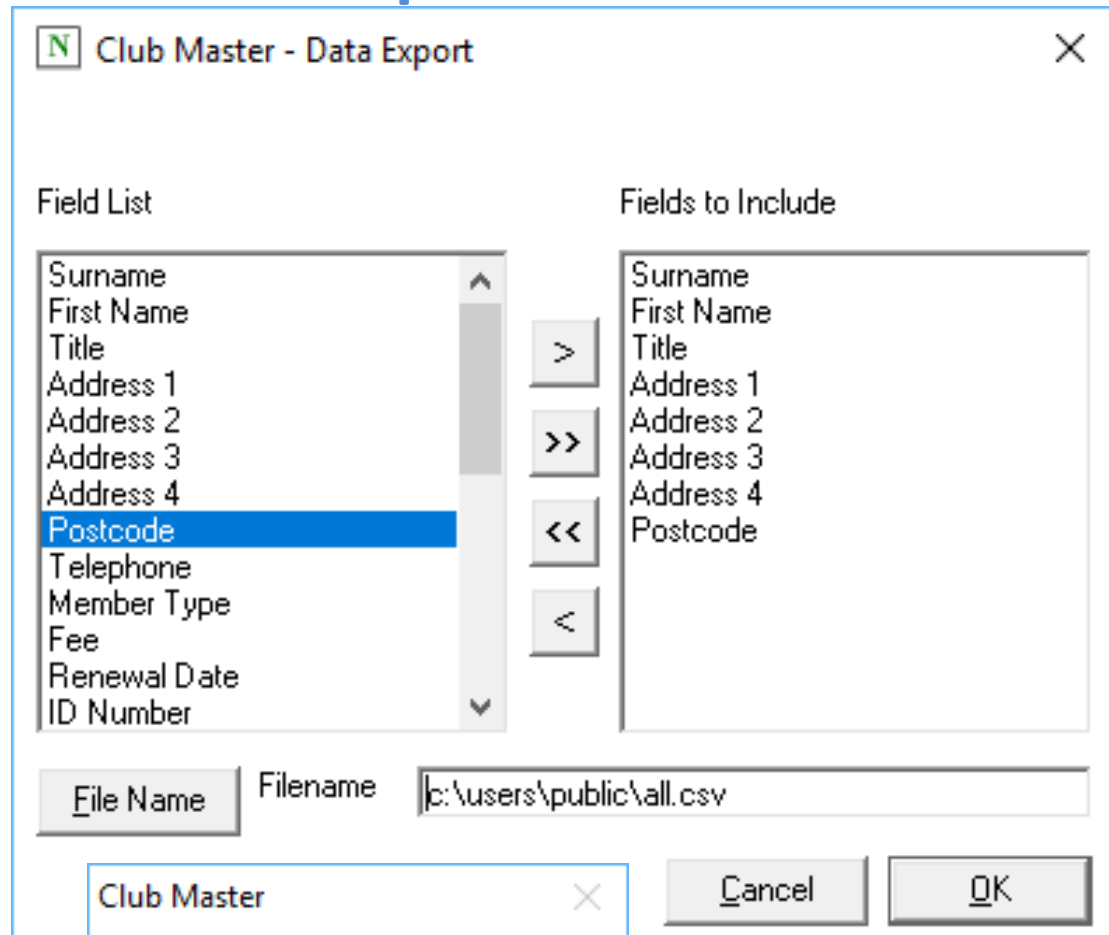
Data Export



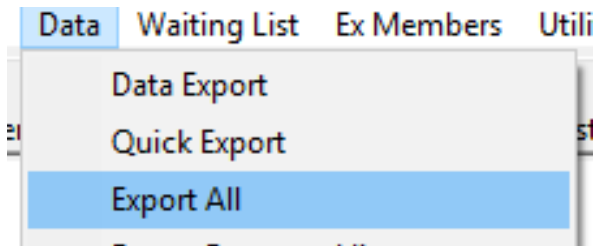
Data Export may be filtered, Family Heads only or All members.

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



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



mailing.csv - Microsoft Excel

	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 - Member Interests / Involvements

Interest / Involvement

- Gardening
- Ballroom Dancing
- Walking
- Wine
- Bowling Section
- Darts Section

Description:

Club Master - Member Involvements / Interests

ID no: 101 Name: Mr Dave Smith

Interest

- Ballroom Dancing
- Darts Section

Add them to the members' records

Darts Section

Add Del Close

Club Master

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.

Club Master - Standard Certificates [X]

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

Set up your standard certificates

Club Master - Member Certificates [X]

ID no: Name:

Certificate	Reference	Effective	Period	Expiry
Safeguarding and Protecting Children	CertRef123	01/01/2018	3Y	01/01/2021

Add then to your members' records

Smith Fred Mr

And produce reports!

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

Ex Members Database

Club Master - ExMember Records

Move Save Find Del Close Home Back Fwd End Records 1

Title Mr ID No 99 Card No

Surname Brown

Firstname Harry

Address 2 High Street
Chelmsford
Essex

Postcode CM2 2MC Tel 01245 123321

Date Moved 01/09/2016 Mobile

Member Type FULL MEMBER

email hb56@anymail.com

Member Comments
Did not renew 2016

User Defined Fields

Date of birth 14/05/1948 70 years Area East

Date joined 01/09/2004 14 years Mailing (y/n)

Occupation Retired E-mailing (y/n)

Status inactive Car registration

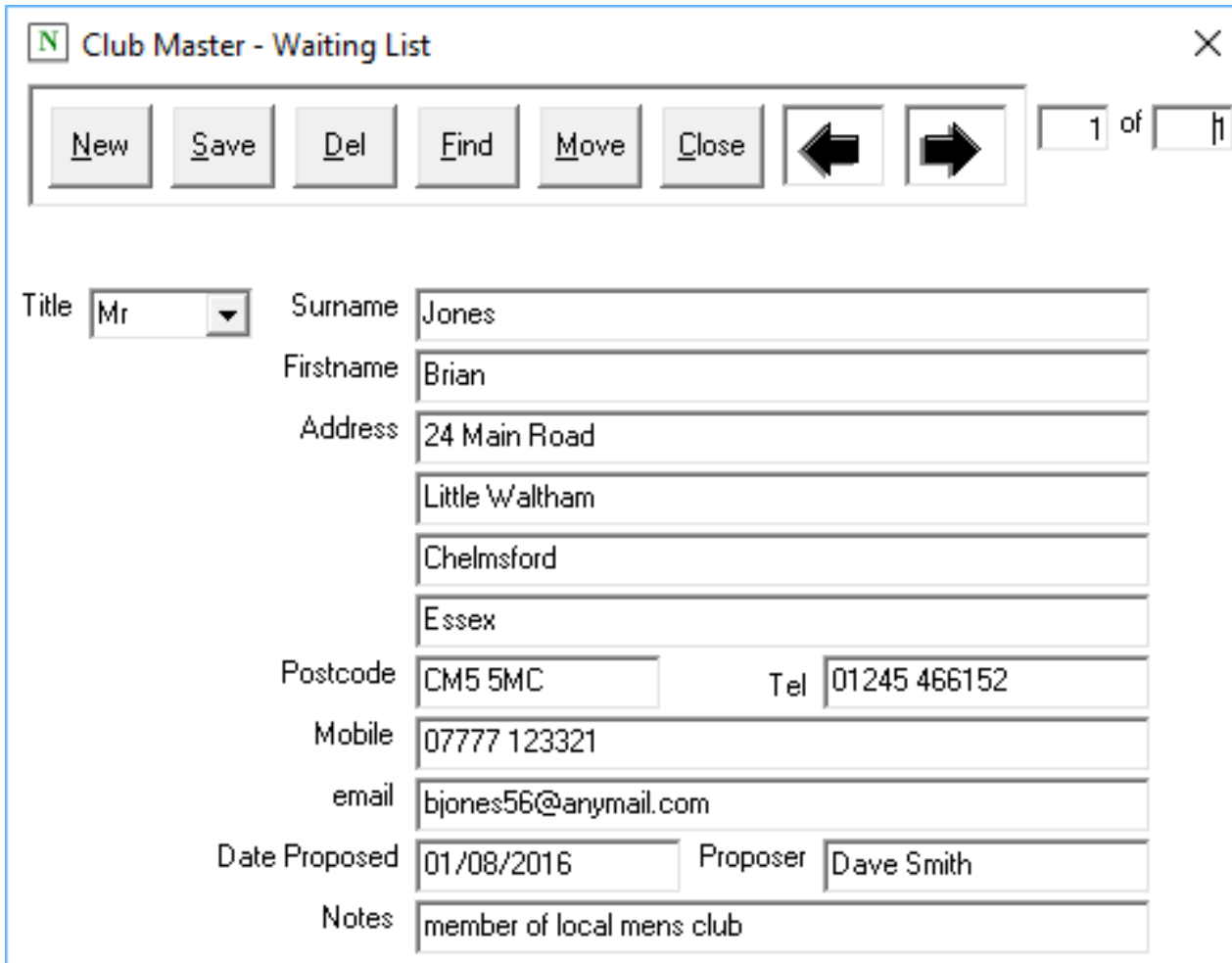
Gift aid Donation

Club Master provides an Ex Members database to retain member details in case they return.

The Move button may be used to return the ex member to the main member database.

Full listings and export routines are provided.

Waiting List Database



Club Master - Waiting List

New Save Del Find Move Close ← → 1 of 11

Title Surname
Firstname
Address

Postcode Tel
Mobile
email
Date Proposed Proposer
Notes

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**

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

Club Master for unlimited members **£95**

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

Club Master Attend attendance recording **£25**

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

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

Call 0333 123 1170 or email info@softwareforclubs.com