

# **POLOCROSSE AUSTRALIA** **NATIONAL DATABASE MANUAL**



The screenshot shows the login page for the Polocrosse Australia online membership & event management system. At the top left is a logo of a person on a horse. To the right of the logo is the text "Polocrosse Australia" in a large font, with "online membership & event management" in a smaller font below it. Below the header is a navigation bar with "Home Page" and "Login" links. The main content area is titled "Polocrosse Australia Online Membership & Event Management System". It contains a welcome message, a prompt to log in, and two input fields: "Member Number:" and "Password:". The Member Number field has a note: "Member Nos start with a State Prefix (Nsw, Qld, (S)ia, (W)a, (V)ic, (T)as, NT or NZ". The Password field has a note: "Enter ?????? if you have forgotten your password". Below the password field is a link "forgot your member number?". At the bottom left is a "Login" button.

Website Address: [www.nswpolocrosse.org.au](http://www.nswpolocrosse.org.au)

Or through your State Website link


- Log into the Database using your Member Number and Password
- Member numbers start with the State's first letter followed by a six digit number (e.g.: Q, S, NT, W, T or N).
- New member's passwords are automatically set as the postcode of their registered address, the system will request that this is changed at the point of initial login.
- Do not use the following: . # / \ \* "" when inputting any information eg: Ph No, Address.
- Date of Birth (DOB) must be entered in the following format 01/01/1998.
- DOB is important for playing members as it determines their correct playing category i.e. sub junior, junior, intermediate, open player or masters.
- If a DOB is entered into the database incorrectly please contact the State Administrator to rectify, this is the only position able to change this.

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  - Nominate for State/National Events
  - Renew & Pay Membership
  - Upgrade Your Membership
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## PART 1

### Members Database use - Personal Functions



QLD Polocrosse  
online membership & event management


<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**Logged In!**

You are now logged in, Jenny!

[Continue To My Home](#)

[Logout](#)



QLD Polocrosse  
online membership & event management

<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**QLDPA Online Membership System**


You are now logged in to the QLD. Polocrosse online membership system, Jenny!

You are currently logged in as a "Member" and you can use the following functions on the buttons above:

[Personal Functions](#)

[Logout](#)

**CLICK PERSONAL FUNCTIONS TO CONTINUE:**



QLD Polocrosse  
online membership & event management

<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**Personal Functions**

You can:

- [View/Change your details.](#)
- [Manage Horses.](#)
- [Renew your membership.](#)
- [Upgrade Your Membership.](#)
- [Lodge An Interstate Transfer Application.](#)
- [Enquire On My Interstate Transfer Application.](#)
- [Change your password.](#)
- [Nominate for a State or National Event.](#)

[Logout](#)

### View/Change Details

- Personal Details – View or Change your personal contact and address information under this tab.
- Membership Details – All your current Club/State membership information.
- Grades & History – Player, Coach and Umpire grade and information.
- Pool Player Details – Update your pool player information. (e.g.: Preferred Position, Play Open, Play Juniors Only)
- Profile – Edit your picture here and interesting information.

### Manage Horses

- Enter information for your 1<sup>st</sup> and 2<sup>nd</sup> horses that you wish to play at State/National competitions this season. (Please enter your 1<sup>st</sup> choice horse as No 1 horse.
- This will include horses name, age and ASH information.

### Renew your Membership

- **CLUB FEES MUST BE PAID AND YOU NEED TO BE MARKED OFF AS A CLUB MEMBER BY YOUR CLUB SECRETARY BEFORE YOU CAN RENEW YOUR MEMBERSHIP.**
- Renew a member – Please check all your contact details and date of birth are correct before completing this page to renew your membership.
- Check that the **membership category** is correct or change it to the right one. Please note that juniors are either juniors (U16) or sub juniors (U12) according to their age. If you wish your child to be noted as non-competitive please select mini junior.
- Tick the box to accept the Above Renewal Details Are correct.
- Tick the Risk Management Box.
- Tick the Authorise/do not authorise use of photos (PAA for videos and promotion of the sport).
- State playing fees are listed on this page.
- Click on Pay Now and then click renew membership
- Pay through the Bendigo Bank by credit or debit card
- Print off a copy of your invoice for your records.
- Your Membership Status will show as Financial immediately.

### Upgrade Your Membership

- Trial/Limited and One Carnival Player will upgrade and pay here to become a financial player for the whole year.
- Change the Membership Category to the one you want then click on Upgrade Membership.
- Pay with your credit/debit card.

### Lodge an Interstate Transfer Application for Financial members ONLY

- When you wish to transfer Interstate you need to choose which state you are going to and then click select state.
- Then complete the Membership Details section at the bottom of the page with the Zone and Club you wish to transfer to. Click on submit.
- Your transfer will now go to the Club you are going to and from, the two State Directors of Umpiring that you are leaving and going to and also the PAA Director of Umpiring for approval before the transfer takes place.
- **Unfinancial members contact your State Administrator to change playing States.**

### Enquiry on my Interstate Transfer Application

- You can see here which Club and States have approved your transfer.

### Change Your Password

- Change your Password here.

### Nominate for a State or National Event

- When the State Association calls for nominations for State or National teams you will nominate here.
- Tick the nominate box against the event you are nominating for and then click submit page.
- The date nominated will show up and this is **confirmation** that your nomination has been processed to the State office.
- You will be automatically nominated on your 1<sup>st</sup> and 2<sup>nd</sup> horses listed on your Manage Horses page.

### Logout

- To exit the database.

## PART 2

### Club Registrar Database/Club Secretary use – Club Functions

The screenshot shows the website header with the Queensland Polocrosse logo on the left and the text 'QLD Polocrosse online membership & event management' on the right. Below the header is a navigation menu with tabs for 'My Home', 'Personal Functions', 'Club Functions', 'Club Team Functions', and 'Logout'. The 'Club Functions' tab is selected. The main content area is titled 'Club Functions' and lists various actions under three categories: 'Membership Functions', 'Enquiry & Export Functions', and 'Carnival Functions'. A 'Logout' link is located at the bottom left of the main content area.

Membership Functions	Enquiry & Export Functions	Carnival Functions
<a href="#">Transfer a Member to my club.</a> <a href="#">View/Change Club Members details.</a> <a href="#">Mark off Club Membership.</a> <a href="#">Register a new member.</a>	<a href="#">Enquire On Club Members.</a> <a href="#">Export Club Members Contact List.</a> <a href="#">Export The Full Database for your club.</a> <a href="#">Export Player Details for your club.</a> <a href="#">Export Club Financial Member Statistics.</a>	<a href="#">Enter Carnival Teams.</a> <a href="#">Enter Pool Players.</a> <a href="#">Enter A Team Interstate.</a> <a href="#">Interstate Pool Players Entry.</a> <a href="#">Modify Carnival Teams.</a> <a href="#">Delete Carnival Teams.</a> <a href="#">View Carnival Teams by Club.</a> <a href="#">Export Carnival Teams by Club.</a> <a href="#">View Carnival Teams by Carnival.</a> <a href="#">Export Carnival Teams by Carnival.</a> <a href="#">Export Limited Players Carnival Count.</a> <a href="#">Export Players Carnivals Attended.</a>

[Logout](#)

**Personal Functions – Refer to Part 1**

#### Click on Club Functions

##### **Membership Functions**

###### Transfer a Member to my Club

- This is to transfer a NON Financial member from another Club in your State.
- Fill in the surname or Member No and click find it.
- Click on transfer next to the member you are wanting to move to your Club.
- Check it is the correct person and then click submit.

###### View/Change Club Members Details

- This is to view and update any contact details for your Club members.
- If you click on any of the heading titles (Mem. No, Name, Mem. Cat, Mem. Type or Mem. Status) the list will go into alphabetical order or group into Membership, Type, Cat or Status for you.
- Click edit next to the name to make changes.

###### Mark Off Club Membership

- This is where you mark your Club members off when they have paid their Club fees to you.  
**(You must mark a member paid before they can pay their player fees).**
- You can put this list alphabetical by clicking on the NAME heading if you prefer.

- Tick the box under Fees Paid and then click Mark as Paid at the bottom of the page to process the payment. Process Mark as Paid one page at a time.
- Your Club member will now have a Membership Status as Awaiting Renewal

#### Register a New Member

- Complete this section to enter all information for a new member to your Club.
- If you get to the bottom of the page and click register and have made a mistake the form will appear back but it will be blank, simply use your back arrow (top left hand corner) and your old form will appear to rectify the error.
- You must now Mark off Club Membership if they have paid their fees.
- Please note you are unable to enter twins on the same DOB as the system views this as a duplicate, simply enter one twin a day apart and then call your State Administrator to fix this at a later date.

#### Enter/Edit Club Office Holders

- Complete this page after your Annual General Meeting with your new officer bearers for the coming year, click Submit Office Holders. It is important to do this before the end of the year as Office Holders must be financial. All members become unfinancial as at 31 December each year.

#### Maintain Life Members

- To add new Life Members to your Club Information enter the members name and click Find It.
- Tick the box next to the member who is a life member and the click submit page.

#### Life Members Export

- Spreadsheet of Life Members for your Club.

### **Enquiry & Export Functions**

#### Enquire on Club Members

- Find all your Club Members listed here with all their information.

#### Export Club Members Contact List

- This spreadsheet lists all your Club Members with their contact details.

#### Export the full Database for your Club

- This spreadsheet lists all Club Members with all their personal and playing information.

#### Export Player details for your Club

- This spreadsheet is of your financial Club Member player's information.

#### Export Club Financial Members Statistics

- This spreadsheet lists all your financial Club Members statistics for the year and also includes graphs.

#### Export Club Office Holders

- This spreadsheet lists all your Officer Bearers with their contact information.

### **Carnival Functions**

- **A member can only be nominated in 1 team per weekend.**
- **Only financial playing members can be nominated to compete.**

### Enter Carnival Teams – (3 or more members can be entered as a team)

- Click on enter carnival team.
- Choose the carnival the team is attending out of the drop down box.
- Carnivals will not appear until 14 days prior to the event date.
- Select the category they are playing in.
- Select the division/type and then click next.
- Enter the club name and team number.
- Select the members of the team from the drop down box.
- Click on the circle next to the team captain and then click submit team.
- The team list will appear for you to check the member's names and grade. Click yes if you approve the team.
- If you want to add another team for that carnival click yes and continue or no to finish.
- **Always** go into export carnival team by club once you have entered all your teams, to make sure they appear on the report.

### Enter Pool Players – (2 or less members are entered as pool players)

- Click on enter a pool player.
- Choose a carnival from the drop down box.
- Choose the players from the drop down box.
- Click Next and check all the players names are appearing.
- Click Yes to confirm that you are nominating the pool players or No if you have made an error.
- Choose yes or no to enter more players or leave the page.
- **Always** go into export carnival team by club once you have entered all your teams, to make sure they appear on the report.

### Enter a Team Interstate

- Click on Enter A Team Interstate.
- Choose which State the team is nominating for from the drop down box.
- Choose the carnival the team is attending out of the drop down box.
- Carnivals will not appear until 14 days prior to the event date.
- Select the category they are playing in.
- Select the division/type and then click next.
- Enter the club name and team number.
- Select the members of the team from the drop down box.
- Click on the circle next to the team captain and then click submit team.
- The team list will appear for you to check the member's names and grade. Click yes if you approve the team.
- If you want to add another team for that carnival click yes and continue or no to finish.
- **Always** go into export carnival team by club once you have entered all your teams, to make sure they appear on the report.

### Interstate Pool Player Entry

- Click on Interstate pool player entry.
- Choose a carnival from the drop down box.
- Choose the players' names from the drop down box.
- Click Next and check all the players names are appearing.
- Click Yes to confirm that you are nominating the pool players or No if you have made an error.
- Choose yes or no to enter more players or leave the page.
- **Always** go into export carnival team by club once you have entered all your teams to make sure they appear on the report.

### Modify Carnival Teams

- This is used to make changes to the team member's names.
- Click modify carnival teams.
- Select which team needs changing by clicking Edit or click the Modify Pool Player bar for pool players.
- Use the drop down names to make the change then click Modify Team.
- Click Yes for the change.
- Click yes to make more changes or no to leave the page.
- This is the same for the pool players.

### Delete Carnival Teams

- Click on delete carnival team to remove a whole club team or pool player from a carnival.
- Click on Delete next to the team you want to remove from the nominations.
- Or click on Remove Pool Player and remove the pool player or players.

### View Carnival Teams by Club

- This spreadsheet allows you to see how many club teams and pool players you have nominated for carnivals.

### Export Carnival Teams by Club

- Download this spreadsheet to see and print out all your club teams and pool players that are nominated for carnivals.

### View Carnival Teams by Carnival

- This report allows you to see all the club teams and pool players that are nominated to compete at your carnival.

### Export Carnival Teams by Carnival –

- Download this spreadsheet to see and print out all the club teams, pool players and umpires that are nominated for your club carnival.
- The download has three tabs at the bottom of the page.
  - 1/ Teams – Listed in Category and them from the highest graded team to the lowest.
  - 2/ Pool Players – List of all nominated pool players.
  - 3/ Umpires – All registered umpires nominated to play at your carnival. They are listed in their team they playing in It also includes there umpiring grade.
- **Please advise your State Secretary/ Administrator** on the Monday after your carnival if any nominated players do not attend your carnival or if a player competes and they are not listed on your spreadsheet.

Clubs cannot download and print out the teams and pool players nominated for the carnival until the State Administrator LOCKS the carnival.

### Export Limited Players Carnival Count

- Download this report to see how many carnivals your limited player members have played.

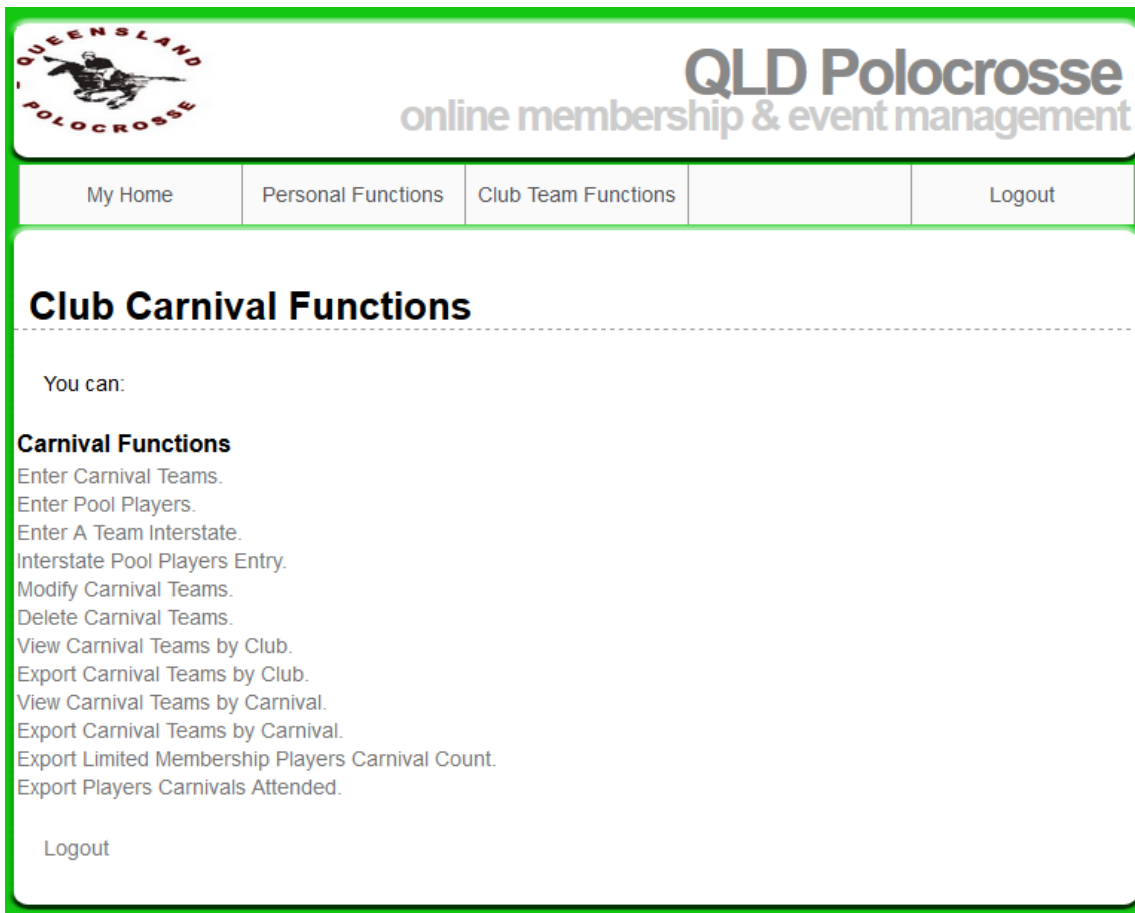
### Export Players Carnivals Attended

- Download this report to see where your club members played and in what team and position they played.



## PART 3

### Club Team Registrar Database use – Club Team Functions



**QUEENSLAND  
POLOCROSSE**

**QLD Polocrosse**  
online membership & event management

My Home   Personal Functions   Club Team Functions   Logout

### Club Carnival Functions

You can:

**Carnival Functions**  
Enter Carnival Teams.  
Enter Pool Players.  
Enter A Team Interstate.  
Interstate Pool Players Entry.  
Modify Carnival Teams.  
Delete Carnival Teams.  
View Carnival Teams by Club.  
Export Carnival Teams by Club.  
View Carnival Teams by Carnival.  
Export Carnival Teams by Carnival.  
Export Limited Membership Players Carnival Count.  
Export Players Carnivals Attended.

Logout

**Personal Functions – Refer to Part 1**

### Click on Club Team Functions

#### **Carnival Functions**

- **A member can only be nominated in 1 team.**
- **Only financial playing members can be nominated.**

Enter Carnival Teams – (3 or more members can be entered as a team)

- Click on enter carnival team.
- Choose the carnival the team is attending out of the drop down box.
- Carnivals will not appear until 14 days prior to the event date.
- Select the category they are playing in.
- Select the division/type and then click next.
- Enter the club name and team number.
- Select the members of the team from the drop down box.
- Click on the circle next to the team captain and then click submit team.
- The team list will appear for you to check the member's names and grade. Click yes if you approve the team.
- If you want to add another team for that carnival click yes and continue or no to finish.
- **Always** go into view carnival team by club once you have entered all your teams, to make sure they appear and have been entered correctly

### Enter Pool Players – (2 or less members are entered as pool players)

- Click on enter a pool player.
- Choose a carnival from the drop down box.
- Choose the players from the drop down box.
- Click Next and check all the players names are appearing.
- Click Yes to confirm that you are nominating the pool players or No if you have made an error.
- Choose yes or no to enter more players or leave the page.
- **Always** go into view carnival team by club once you have entered all your players, to make sure they appear.

### Enter a Team Interstate

- Click on Enter A Team Interstate.
- Choose which State the team is nominating for from the drop down box.
- Choose the carnival the team is attending out of the drop down box.
- Carnivals will not appear until 14 days prior to the event date.
- Select the category they are playing in.
- Select the division/type and then click next.
- Enter the club name and team number.
- Select the members of the team from the drop down box.
- Click on the circle next to the team captain and then click submit team.
- The team list will appear for you to check the member's names and grade. Click yes if you approve the team.
- If you want to add another team for that carnival click yes and continue or no to finish.
- **Always** go into view carnival team by club once you have entered all your teams, to make sure they appear on the report.

### Interstate Pool Player Entry

- Click on Interstate pool player entry.
- Choose a carnival from the drop down box.
- Choose the players' names from the drop down box.
- Click Next and check all the players names are appearing.
- Click Yes to confirm that you are nominating the pool players or No if you have made an error.
- Choose yes or no to enter more players or leave the page.
- **Always** go into view carnival team by club once you have entered all your teams to make sure they appear on the report.

### Modify Carnival Teams

- This is used to make changes to the team member's names.
- Click modify carnival teams.
- Select which team needs changing by clicking Edit or click the Modify Pool Player bar for pool players.
- Use the drop down names to make the change then click Modify Team.
- Click Yes for the change.
- Click yes to make more changes or no to leave the page.
- This is the same for the pool players.

### Delete Carnival Teams

- Click on delete carnival team to remove a whole club team or pool player from a carnival.
- Click on Delete next to the team you want to remove from the nominations.
- Or click on Remove Pool Player and remove the pool player or players.

### View Carnival Teams by Club

- This spreadsheet allows you to see how many club teams and pool players you have nominated for carnivals.

### Export Carnival Teams by Club

- Download this spreadsheet to see and print out all your club teams and pool players that are nominated for carnivals.

### View Carnival Teams by Carnival

- This report allows you to see all the club teams and pool players that are nominated to compete at your carnival.

### Export Carnival Teams by Carnival

- Download this spreadsheet to see and print out all the club teams, pool players and umpires that are nominated for your club carnival.
- The download has three tabs at the bottom of the page.
  - 1/ Teams – Listed in Category and then from the highest graded team to the lowest.
  - 2/ Pool Players – List of all nominated pool players.
  - 3/ Umpires – All registered umpires nominated to play at your carnival. They are listed in there team they playing in It also includes there umpiring grade.
- **Please advise your State Secretary/ Administrator** on the Monday after your carnival if any nominated players do not attend your carnival or if a player competes and they are not listed on your spreadsheet.
- **Clubs cannot download and print out the teams and pool players nominated for the carnival until the State Administrator LOCKS the carnival.**

### Export Limited Membership Players Carnival Count

- Download this report to see how many carnivals your limited player members have played.

### Export Players Carnivals Attended

- Download this report to see where your club members played and in what team and position they played.

PART 4  
Zone Secretary Database use

The screenshot shows the website header with the Queensland Polocrosse logo on the left and the text 'QLD Polocrosse online membership & event management' on the right. Below the header is a navigation menu with five items: 'My Home', 'Personal Functions', 'Zone Club Functions', 'Zone Functions', and 'Logout'. The main content area is titled 'Club Functions' and lists several actions under the heading 'You can:'. At the bottom of this area is a 'Logout' link.

My Home	Personal Functions	Zone Club Functions	Zone Functions	Logout
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**Club Functions**

You can:

- Find a Members Number and Club.
- Club Members Enquiry.
- Export Club Members Contact List.
- Full Database Export.
- Player Details Export.
- Club Statistics Export.
- Export Club Office Holders.
- Export Players Carnivals Attended.
- Export Club Affiliation Status.

Logout

**Personal Functions** – Refer to Part 1

**Click on Zone Club Functions**

**Find a Members Number & Club**

- Put in the members name and click find it.
- Click View next to the member's name.
- All there information will come up for you.

**Club Members Enquiry**

- This is to view contact details for Club members in your Zone.
- Enter the Zone & Club from the drop down box then click Select Club.
- If your click on the heading title (Name,) the list will go into alphabetical order for you.
- Click view next to the name to see their information.

**Export Club Members Contact List**

- This spreadsheet lists all the Zones Members with their contact details.
- Select Zone and then all or a Club name from the drop down box then click Select Club.

**Full Database Export**

- This spreadsheet lists all Zone Members with contact details and playing information.
- Select Zone and then all or a Club name from the drop down box then click Select Club.

### Player Details Export

- This spreadsheet lists the player's grade, umpire and coaching level and membership status.
- Select Zone and then all or a Club name from the drop down box then click Select Club.

### Club Statistics Export

- This spreadsheet shows you the breakdown of membership numbers.
- Select Zone and then all or a Club name from the drop down box then click Select Club.

### Export Club Office Holders

- This spreadsheet lists all office bearers for clubs and contact details.
- Select Zone and then all or a Club name from the drop down box then click Select Club.

### Export Players Carnivals Attended

- This spreadsheet lists all club members and what carnival they attended, team they played in and what position they played.

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### Export Club Affiliation Status

- This spreadsheet lists if clubs have paid there QPA affiliation fees for the year.

## **Zone Functions**

### Enter/Edit Zone Office Holders

- Enter all your Zone Office Bearers from the Dropdown Box of financial members.
- Please do this after the Completion of your AGM each year.

### Export Zone Office Holders

- Download a list of your Office bearers with contact details.

### Enter Zone Teams

- Select the state holding the carnival.
- Select the Carnival, Category and Type for the team you are nominating. Click Next.
- Select the Club the Players, Coach & Managers are from and click Enter Player.
- Select the players' names from the dropdown box, tick the Capitan and click submit team.
- If the correct players names are showing click yes to enter the team.
- **Always** view zone teams when you have entered all your team to confirm they have been nominated.

### Modify A Zone Team

- Click on modify next to the team you want to change.

### Remove a Zone Team

- Click on remove next to the team you want to delete from the nominations.

### View Zone Teams

- To look at all the teams you have nominated for your Zone.
- Click on Export at the bottom of the page to down load and print all your zone teams.

### Maintain Zone Life Members


- Enter the name of the member you wish to enter or edit information for.

### Export Zone Life Members

- List of club & Zone life members with contact details to print out.

## PART 5

### State Administrator/State Secretary Database Use



# QLD Polocrosse

online membership & event management

HomePersonalClubStateLogout

### State Functions

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You can:

<b>Membership Functions</b> <a href="#">Process Club Affiliations.</a> <a href="#">Process Zone Affiliations.</a> <a href="#">Export Zone and Club Affiliation Status.</a> <a href="#">Sight Student Card.</a> <a href="#">Cancel/Delete a Member.</a>  <a href="#">Process Non Financial Members Interstate Transfers.</a> <a href="#">Process Interstate Transfers Out.</a> <a href="#">Process Interstate Transfers In.</a> <a href="#">Interstate Transfers Enquiry.</a>  <a href="#">Maintain Life Members.</a> <a href="#">Life Members Export.</a> <a href="#">Export State Financial Member Statistics.</a> <a href="#">List Of Members Who Refused Use of Photos.</a> <a href="#">Payments Received List.</a>	<b>Other Functions</b>  <a href="#">View/Change Playing Grades.</a> <a href="#">View/Change Umpire Grades.</a> <a href="#">View/Change Coaching Levels.</a> <a href="#">Export Players Grading List.</a> <a href="#">Export Umpires Grading List.</a> <a href="#">Export Coaching Level List.</a>  <a href="#">Enter/Edit Zone Office Holders.</a> <a href="#">Export Zone Office Holders.</a> <a href="#">Add/Manage Suspensions.</a>  <a href="#">Export Archived Teams.</a>	<b>Housekeeping Functions</b>  <a href="#">Add A Club.</a> <a href="#">Maintain Club Carnival Dates.</a> <a href="#">Delete A Club.</a>  <a href="#">Cancel/Post Carnivals.</a> <a href="#">End Of Year Membership Reset.</a> <a href="#">Check End Of Year Reset.</a> <a href="#">Check Members Playing Category.</a> <a href="#">Maintain Membership Fees.</a> <a href="#">Maintain State Specific Details.</a>  <a href="#">Add State or National Events.</a> <a href="#">Maintain State or National Event Dates.</a> <a href="#">Delete State or National Event Dates.</a>
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<b>Zone Team Functions</b>  <a href="#">Zone Team Entry.</a> <a href="#">Modify Zone Teams.</a> <a href="#">Remove a Zone Team.</a> <a href="#">View Zone Teams.</a> <a href="#">View Teams for our Zone Carnival.</a> <a href="#">Post Zone Carnival.</a>	<b>Interstate &amp; National Team Functions</b>  <a href="#">Interstate &amp; National Team Entry.</a> <a href="#">Modify Interstate &amp; National Teams.</a> <a href="#">Remove Interstate &amp; National Teams.</a>  <a href="#">View our Nominated Istate &amp; National Teams.</a> <a href="#">Export our State Nominated Players.</a> <a href="#">View Nominated Teams for our Istate carnival.</a>  <a href="#">Post Interstate Carnivals.</a>
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[Logout](#)

**Personal Functions** – Refer to Part 1

**Club Functions**- Refer to Part 2 plus additions for SAO& State Secretaries.

Under Find a Member No, Zone & Club

- Change Members Security Level – You must do this when Clubs and Zones hold AGM and you have the new office bearers.

Security Levels are:

- 1 Member
- 2 Club Registrar
- 3 State Executive Officer
- 4 State Chief Umpire
- 5 State Chief Coach
- 6 State Grading Officer
- 7 Zone Secretary
- 8 Club Team Registrar

Enter the Members name or membership number and then go into edit to change security levels.

- Transfer a Club Member – Use this to transfer a financial club member from one club to another within your state.

## **State Functions**

### **Membership Function**

#### Process Club Affiliations

- Tick off clubs as they pay the state's annual affiliation fee.
- If you do not charge a fee you will still need to tick the box and click mark as paid.

#### Process Zone Affiliations

- Tick off Zones as they pay the state's annual affiliation fee.
- If you do not charge a fee you will still need to tick the box and click mark as paid.

#### Export Zone & Club Affiliation Status

- This report shows you if zones and clubs are financial.

#### Sight Student Card

- Tick member whose student card has been sighted.

#### Cancel/Delete a Member

- Select the zone and club for a member to cancel or delete their membership.

#### Process NON Financial Member Interstate Transfer

##### Process Interstate Transfer Out/ Process Interstate Transfer In

- A financial member will complete an interstate transfer form on the database.
- An email will be sent to the two SAO, the club secretaries, the two directors of umpiring of the state the player is leaving and going to.
- If they approve the transfer they will tick a box and advise the SAO so they boxes can be ticked here.
- Lastly the PAA director of umpiring will approve the transfer by ticking the box.
- The member will have a status of awaiting transfer until all five boxes are ticked.

#### Interstate Transfers Enquiry

- This allows you to see who has received the transfer and ticked the box agreeing to the transfer.

#### Maintain Life Members

- Enter the name of the member and click find it.
- Tick the box of Club, Zone and/or State life membership. Submit the page.

#### Life Members Export

- This spreadsheet lists all life members of your state, clubs and zones.

#### Export State Financial Member Statistics

- Download a spreadsheet with all categories and membership numbers for the year.
- This report includes graphs.

#### List of Members Who Refused Use of Photos

- This should be supplied to all clubs and photographers the states use for promotion.

#### Payments received list – what members have paid between your selected dates

## **Other Functions**

### View/Change Playing Grades

- Select Zone and club to make changes to a players grading.
- State grading officer has access to this if you set up the Members Security Level.

### View/Change Umpire Grades

- Select Zone and Club to make changes to an Umpire grading.
- State Director of Umpiring has access to this if you set up the Members Security Level.

### View/Change Coaching Levels

- Select Zone and Club to make changes to coaching level.
- State Director of Coaching has access to this if you set up the Members Security Level.

### Export Players Grading List

- Download this spreadsheet to print out players grades.

### Export Umpires Grading List

- Download this spreadsheet to print out umpires grades.

### Export Coaching Level List

- Download this spreadsheet to print out coaches levels.

### Enter/Edit Zone Office Holders

- List and change all Zone office bearers here.

### Export Zone Office Holders

- Download spreadsheet of Zone Office bearers.

### Add/Manage Suspensions

- All suspensions for members to be recorded here.
- The suspension will be automatically lifted on the end of suspension date.

### Export Archived Teams

- List of all teams that competed at a carnival once you have posted them.

## **Housekeeping Functions**

### Add a Club

- Once you have all the paperwork, incorporation certificate and Club constitution you add the new club to the database here.

### Maintain Club Carnival Dates

- This is where you list all the carnival dates for the year.
- When you enter a carnival date all the carnival posted and lock carnival boxes must be blank. To do this untick the box and click submit page. You can do the whole page at once.
- Enter the new season's carnival date and submit page.



- When the team nomination date for the carnival has closed you must tick the LOCKED box next to that carnival and submit it. **Carnivals cannot download and print out nominated teams and players until YOU lock the carnival**
- This will mean that no one can change the team or pool player nominations except for you.
- PRIOR to posting a carnival after the weekend you must make sure all the team and pool player nominations are correct and those players did compete. Also check if any extras competed and then amend the nominations for the carnival through the Modify Carnival Teams or Delete Carnival Teams.
- Once the carnival has been held you will Cancel or Post the carnival. (How to do this is explained in the next paragraph). This will clear all the teams and pool players from the carnival table and move them into the archived Teams report. This will also add the carnival to the members carnival count and carnivals attended list.
- Once you have cancelled or posted the carnival you can remove the tick again and enter the club/ states next carnival date if they host more than 1 carnival per season.

### Cancel/Post Carnivals

- You will have a list of all the carnivals that have been held here on the weekend.
- You need to confirm with the host club that the carnival was held and not cancelled due to wet weather or something.
- If the carnival was cancelled- click on the cancel next to that carnival date and name and all the teams and pool players will be deleted and the carnival will not be included in the carnival count. This must be done to keep the Limited and One carnival players correct.
- If the carnival was held you need the host club to confirm that all players that nominated attended the carnival. If someone did not attend the carnival you need to modify the team they played in to remove their name or delete a pool player if they are in the pool.
- You must also find out if anyone competed without being nominated on the database for the carnival. If they did you must add them to the pool nominations for the carnival. To do this you will need to change the carnival date to tomorrow's date and then nominate the pool player from their club drop down box of players. You must then put the carnival back to its correct date.
- Once you have done all of this you will click on Cancel/Post Carnivals and click on POST next to the carnival date and name. This will post the carnival onto the players carnival count and into their carnival history.
- When you go back into Maintain Club Carnival Dates that carnival will now have a tick in both boxes.

### End of Year Membership Reset

- The end of year rollover needs to be done after midnight 31<sup>st</sup> December and no later than 5pm 1<sup>st</sup> January every year.
- You must tick the following boxes at this rollover –
  - Reset financial status of members
  - Reset members age base category
  - Reset members carnival count
  - Reset club and zones paid affiliation flags
- The other reset and clear choices are up to each state if they would like to do them or not.
- **This will change when Vic, Tas & SA end the year on 30<sup>th</sup> June each year.**

### Check End of Year Reset

- This report lists all members and their status, category and renewal date.

### Check Members Playing Category

- This report lists any members in the wrong age category.

### Maintain Membership Fees

- All states list and enter there player membership fees here.

### Maintain State Specific Details

- This is where each state has there bank account details & contact information for the database.

### Add State or National Events

- This is where you set up **New State carnivals**. You must tick the box and then enter the event. This will allow the event to show up on your carnival calendar so interstate teams can be nominated to compete.
- These dates will now show up in your carnival dates.
- This is also where you set up **New state events/carnivals** for the players to **nominate for state selection** on their nominated horse/s. You must enter the event date, a cut-off date and do not tick the box.
- These dates will now show up in Maintain State or National Event dates. You can use them each year by just entering the new nomination date and cut-off date.

### Maintain State or National Event Dates

- Enter the new nomination dates and cut-off date for the events. Then submit the page to allow players to nominate and the chosen horse/s for state and national teams.

Delete State or National Event Dates – When an event is no longer needed you can delete it.

## **Zone Team Functions**

### Zone Teams Entry

- Select the state holding the carnival.
- Select the Carnival, Category and Type for the team you are nominating. Click Next.
- Select the Club the Players, Coach & Managers are from and click Enter Player.
- Select the players' names from the dropdown box, tick the captain and click submit team.
- If the correct players names are showing click yes to enter the team.
- **Always** view zone teams when you have entered all your team to confirm they have been nominated.

### Modify Zone Teams

- Click on modify next to the team you want to change.

### Remove a Zone Team

- Click on remove next to the team you want to delete from the nominations.

### View Zone Teams

- To look at all the teams nominated for the Zone Carnival.
- Click on Export at the bottom of the page to down load and print all your zone teams.

### View Teams for our Zone Carnival

- To look at all the teams nominated from each zone to compete in Zone order.
- Click on Export at the bottom of the page to download and print all the zone teams.

### Post Zone Teams

- Once you have confirmed that the nominated players competed at the carnival you must post the carnival.
- If the carnival was cancelled for some reason you need to cancel the carnival here.

### **Interstate and National Team Functions**

#### Interstate and National Team Entry

- Select the state hosting the carnival.
- Select the carnival, category and type.
- Select the club the player, coach and manager are from.
- Select the players name from the drop down box.
- Confirm the team is correct.

#### Modify Interstate & National Teams

- Click on modify next to the team you want to change.

#### Remove Interstate & National Teams

- Click on remove next to the team you want to delete from the nominations.

#### View our Nominated Interstate & National Teams

- View the team you have nominated for a state event here.
- Go to the bottom of the page to export the teams to a spreadsheet for printing.

#### Export our State Nominated Players

- All players who have nominated for a state event for State selection will appear on this spreadsheet.

#### View Nominated Teams for our Interstate Carnival

- View all the State teams that are competing and attending your Interstate competitions.
- Export teams to a spreadsheet at the bottom of the page.

#### Post Interstate carnivals

- Once you have confirmed that the nominated players competed at the carnival you must post the carnival.
- If the carnival was cancelled for some reason you need to cancel the carnival here.
- If players need to be changed from other states you will have to get that state to make the changes to their teams for you before you can post the carnival.