# POLOCROSSE NATIONAL DATABASE USER GUIDE

Club Registrar Notes:
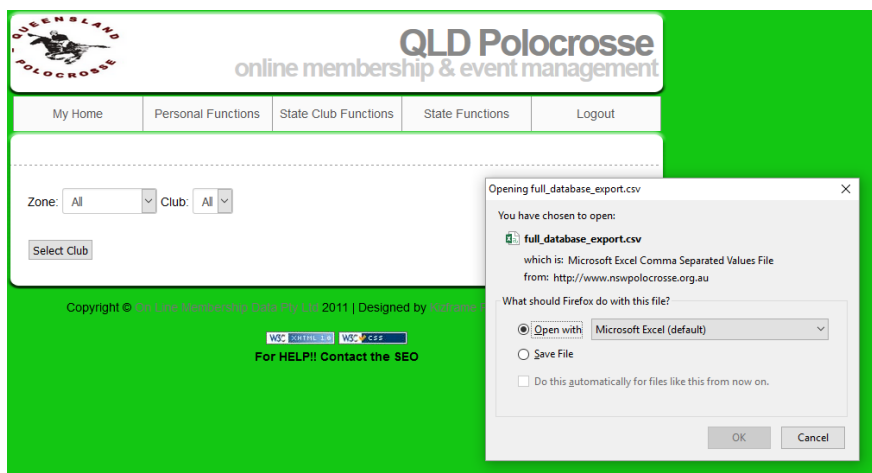
- Access the data base via www.polocrosse.com.au
- Please note the system will log you off every 30 minutes, for security reasons, you can log straight back in.
- Qld. member numbers are the letter Q followed by a six digit number.
- New member's passwords are automatically set as the postcode of their registered address, the system will request that this is changed at the point of initial login.
- There are different security levels on the database for members in various positions, these are automatically generated when Club Office Bearers are entered at the beginning of each season or may be changed by the State Administrator when advised by the Zones and Clubs.
  The levels are –
  1. <u>Members</u> – all members must keep their contact details current and renew their membership each year.
  2. <u>Club Registrar</u> (Treasurer) – enables the elected member to keep all club members details, fees and carnival information up to date. Can also enter teams for carnivals their club will attend and print off all relevant reports.
  3. <u>Club Team Registrar</u>- this person will nominate club teams to play at the carnivals. Some Clubs will have one person to perform the Treasurer role and another to act as Club Team Registrar or the two Registrar positions maybe combined.
  4. <u>Zone Secretary</u>- enables printing of all reports they require and to nominate zone teams for carnivals.
- Do not use the following: . # / \ * when inputting telephone numbers or dates unless asked to. Date of Birth (DOB) must be entered in the following format 01/01/1998.
- All social members have a birthdate of 01/01/1900 unless they wish to change it to the correct date.
- DOB is important for playing members as it determines their correct playing category ie 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.
- All Queensland members are un-financial from the 1st January every year, this is Australia wide. All members must be fully paid up and marked financial on the database prior to playing or attending practises. All club social members must also be marked as paid each year and renew their membership online to ensure their coverage under the National insurance scheme and access to all QPA communication.
- Members will show on the database as one of the following:
  1. Non-Financial – no funds received
  2. Awaiting Renewal - paid Club fees and been marked off by Club Registrar
  3. Pending - waiting for QPA fee to be paid and then marked off by QPA
  4. Financial - All membership paid in full (from 1 January to 31 December)
- *Mark off Club Membership* as club fees are paid. Members cannot renew their membership online or be marked as financial by the QPA until they have been noted as financial at Club level ie all members must be members of their Club before they are able to join the QPA and thereby participate in all activities.

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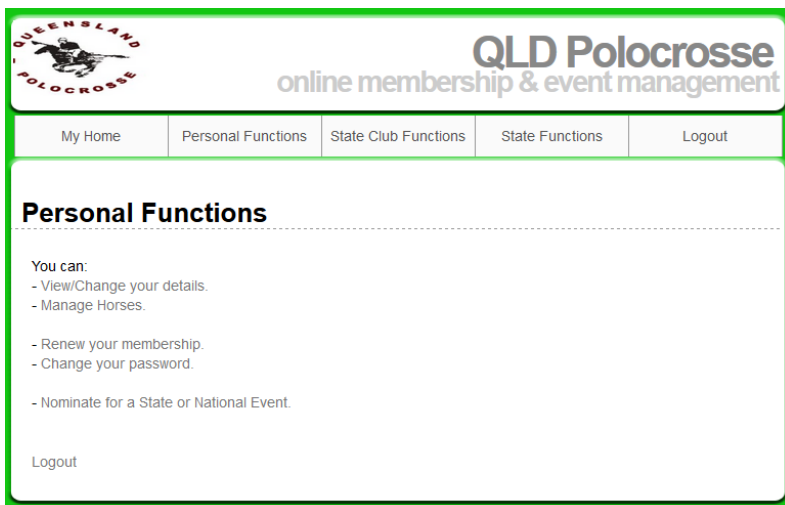
- All members, playing and social, must go online and renew their membership annually. This is done under the Personal Functions section. Member details are also updated and renewed from this area.
- All upgrades of membership category such Social Member to Player, can only be done by the State Administrator.
- Please allow five business days for membership fees to clear in the QPA bank account and the State Administrator to process the renewal transaction. Please note each financial institution takes at least three working days for funds to guarantee clearance. If members pay utilising PayPal their membership is immediately valid. A player is not insured or able to be involved in any QPA events until they are marked financial on the database.
- When downloading files they will be delivered in CSV format, to save or open select Excel format. Reports are then able to be adjusted to your needs ie columns size etc.

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Other functions to be performed by Club Registrars

Registering a new member:

1. Enter all of the member's details and select register
2. Don't forget to add a player grade
3. Once you receive their club fees you must go into *Mark off Club Membership* and select them as paid
4. The new member may then login and renew their membership for the first time, remembering that the automatically allocated password is the member's postcode and that this will need to be changed to their own password. You may need to assist new members with this process.

Transfer a Member to my club:

Prior to a member becoming financial for that calendar year Club Registrar may easily transfer from one club to another utilising this function. Once financial, players wishing to transfer to another Club or State may only be done by the State Administrator following the necessary approval process.

Enter/Edit Club Office Holders: this must be kept up to date annually, only current financial members (social or playing) may hold Club Office positions.

Maintain Life Members:

This is where your Club Life Members are renewed annually to ensure they are included in all communication and publication mailing lists.

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Club Team Registrars:
- All Club Team nominations must be in the Database by 9am Thursday prior to the carnival, unless the carnival invitation states differently.
- The Database will close off at this time and will not accept further nominations. If there are any changes in the teams prior to Thursday 9am you can go into modify to make changes, post the carnival lock off time please contact your State Administrator.
- Nominations are done under the State Club Functions tab, Carnival Function Menu. This is also where you are able to export, save and print a number of reports:

Nominating Club teams for carnivals:
1. Carnivals will not appear on the database for nominations until 14 days prior to the carnival date.
2. Enter your teams one at a time.
3. A Team Captain must be noted for each team (tick box)
4. Only full financial members will show for nomination in the teams
5. Submit the team, check and if correct select yes
6. Also enter all pool players under the Carnival Functions section
7. Print your nominated members to review for accuracy.

- If you are hosting the Carnival print out or view all teams attending your Club Carnival. Please call the State Administrator if expected Clubs have not nominated.
- If your Club Carnival is cancelled/ postponed please notify the State Administrator immediately.
- If a member is not showing up for nomination but is marked financial check that they have a playing grade, if not please contact the State Administrator. Ungraded players are not able to be nominated in teams.

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