



## **RUNACLUB** *Administrative Solutions*

The club administration system has been developed with a simple objective in mind, to make the running of a club as easy as is practical for the office holders and members. It targets those with some of the higher workloads, the membership secretary, the treasurer and those responsible for organizing the activities of the club. It does this by making it easy for members to take responsibility for their own information and providing facilities to make being a member easier and a more rewarding experience. The system is implemented as a web based application which is accessible both to the officers and the membership from anywhere that has internet access. The degree of access is determined by the responsibility of the office bearer, with the general member only being able to access the facilities and information they need. It makes the transfer of office positions much easier, simply by changing the position records on the system as the occupier of offices changes.

### **Some important characteristics of the system are -**

The system is protected by a sign on and password. The sign on can either be the membership number or a unique sign on each member decides for themselves. The password is one way encrypted so that it cannot be retrieved.

All the important personal data such as phone numbers, addresses etc. are protected against hackers by being encrypted in the database.

Members have the ability to restrict who has access to their contact information such as phone numbers etc.

The system can be accessed from small screen devices such as iPhones, smart phones etc.

Facilities are provided to include visitors, give them limited access and have them included in events with the hope they will become full members.

Full history is retained online and is available on a need to know basis at all times.

There are facilities to run special interest groups amongst the membership.

The system can be tailored to reflect your organizations look and feel by changing the logo, colours, and the background images.

### **The membership secretaries facilities include -**

The ability to record new members online, or convert visitor records to full member records.

The system emails a welcome message containing the new members sign on and a temporary password. It is designed to give access to the system to all new pending members once their application is received so they quickly feel part of the club.

It provides a facility to print membership cards or labels to affix to a card showing the persons membership.

It is the Membership Secretaries responsibility to record the changeover of committee positions on the system. This dictates what degree of access the various committee positions enjoy.

### **The treasurers facilities include -**

A chart of accounts to produce a balance sheet and an income statement, this can be tailored for each organization.

Provides for the entry of all types of transactions a club normally experiences. This is designed to be understood and used by a normal non accounting oriented club member.

Has the ability to download payments to the club for memberships, event payments etc. which have been made by bank transfer similar to Bpay. The posting of those against the member and or event is by a reference code generated for the purpose by the system and specified by the member in the transfer for each requirement.

Contains full online bank reconciliation facilities.

Prints the required financial reports on demand for presentation to the monthly club meeting.

Provides all the details required for a proper audit of the clubs accounts.

### **The general member has -**

The ability and responsibility to maintain their contact and other information.

Able to book into events online and communicate with the event leader by email.

Change sign on and passwords. If they forget their password they can have a new temporary one emailed by confirming their details against those held online.

Access their membership, offices held and financial history.

Request the booking of club equipment online.

Participate in an online market for unwanted equipment amongst club members.

By using bank transfer facilities and provided reference numbers pay directly into the club bank account.

### **Running the club events -**

Members are able to load events into the forward club calendar online. These members then act as the event leader/coordinator. You can specify maximum numbers, close off dates, fees, etc.

Members can register their participation online for future events. The events are shown in both a calendar format or a date sequenced list of events. The event leader(s) can be emailed when people register on their events so they are kept informed.

Accommodation can be selected from a list of options for camps etc. with different charges for each option.

Menus can be entered with the ability to make online selections for pre order club dinners etc. Reports are provided to give to the kitchen details of quantities, who for, degree of cooking, special dietary requirements etc.

There is a facility to download instructions or specify a web site associated with the event.

Email facilities are provided to the event leader to email all attendees with directions and other information. This can be set up to be forwarded to people who register later.

Members can use the system to email the event leader.

All financial transactions against an event are shown to keep the event leader fully informed and to assist event reconciliation. Attendees are emailed when their payments are recorded together with the event leader, with bank transfer payments recorded by the treasurer.

### **Club equipment -**

Can be recorded on purchase, when hired, lent, and sold on disposal to record a full history. Club has accurate records of utilization for decision making.

Maintenance costs can be recorded against individual items for full cost and income of each item of equipment.

Separate items can be held by different club members.

Members can request for particular periods with the holder making the allocation. Holders are notified of requests by email. Similarly requesting members are kept informed by email.

Hire fees can be paid by bank transfer with deposits held by the equipment holder for refund on equipment return.

### **Club Magazine -**

Produces the events as a schedule which can be merged using MS Word facilities to be included in the magazine.

Provides data to print labels for magazine postage.

Has the ability to specify other organizations to receive your magazine.

Prints flyers for magazine drop off points which may offer your magazine.

## **Some Other Facilities Available**

Bulletins to members which are presented when they sign on.  
A market facility to enable members to buy and sell within the membership.  
The ability to poll the membership to gain their opinion.  
An ability to keep track of external resources such as speakers, camp sites etc.  
A library of club documents, external web sites etc.  
The ability to upload and display member photographs for identification purposes.  
Members can have their interests, skills, ability to contribute recorded and queried.

## **Why Use a System Such As This -**

To make your club or association easier to run as an office holder. Particularly for the more onerous positions of membership secretary, treasurer and activity or event organizers.

To make it easier to have members take on the officer bearer responsibilities as the workload is much lighter and more straightforward.

To enable your membership to interact with the club or association much more easily and efficiently.

To greatly improve communications with and between your membership.

To make it easier for your club or association to be more active as activities are easier to organize and run.

To provide consistency of operation from year to year and office holder to officeholder.

To have long term easily accessible history regarding all aspects of your club or association.

## **Costs -**

In recognition of the sensitivity of costs to all clubs or associations there is a standard charge per using registered member of approximately the cost of a good cup of coffee at a local coffee shop per year plus a small initial set up fee.



**RUNACLUB Administrative Solutions** - Operated by InfoPro Services Pty Ltd ACN 009 089 543

PO Box 289 Claremont WA 6010

eMail : [runaclub@iinet.net.au](mailto:runaclub@iinet.net.au) Telephone : 0419 192 036