

User Manual - Club Group Admin

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This user manual will give you an overview of all functionalities that can be performed by a Club Group Admin and where these can be performed.

Membership

In the membership section of BowlsLink you will be able to find all information related to members of clubs that are part of your group.

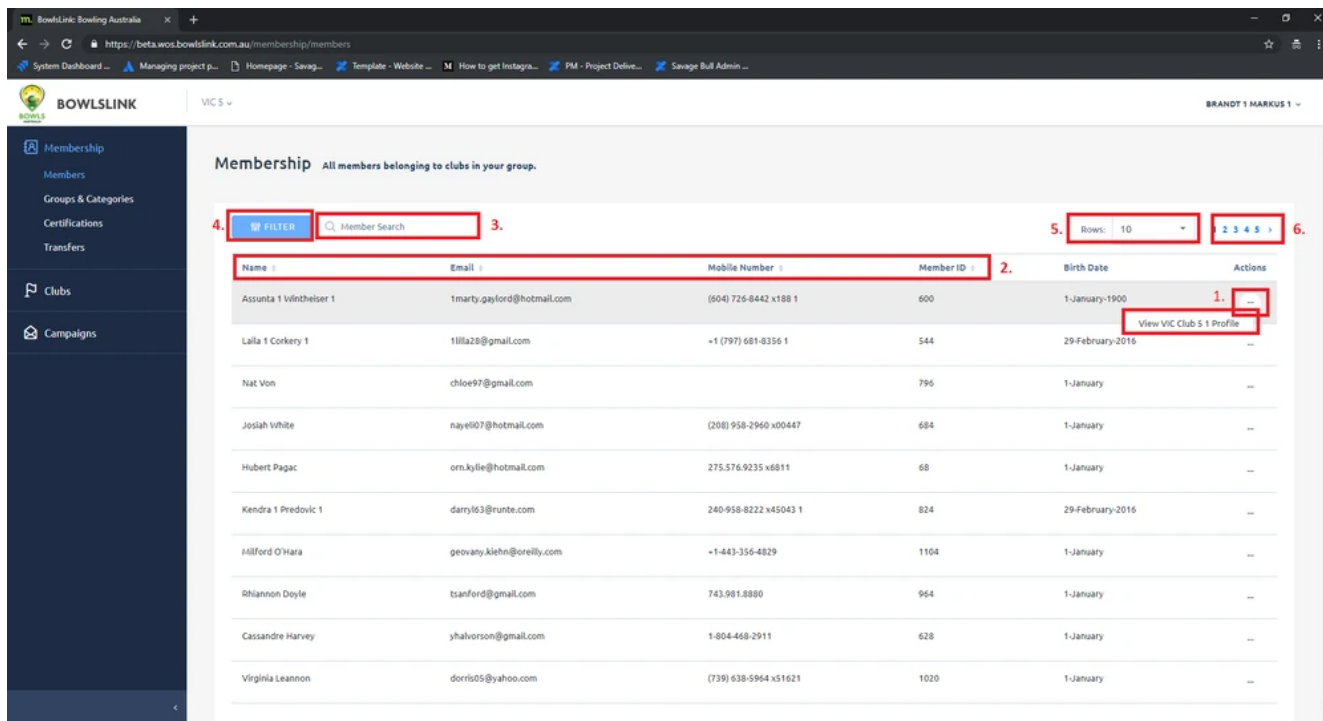
The membership section is further divided into members, member groups, certifications and transfers.

Members

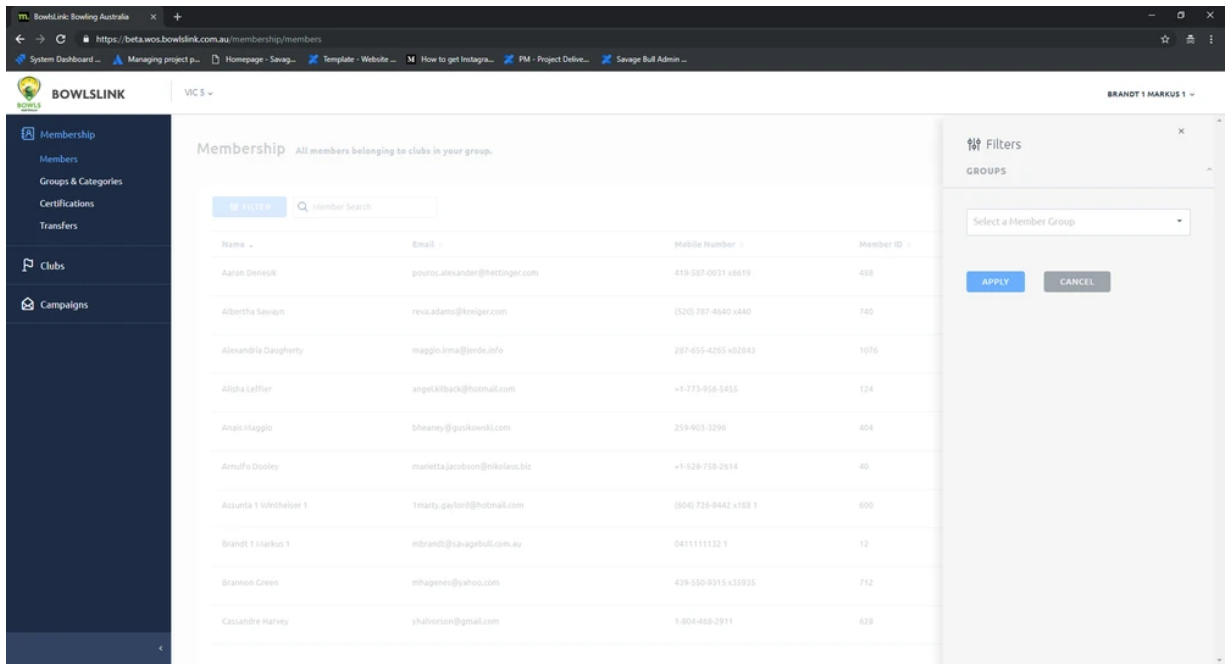
When you are in the members section you will be provided with a list of all the members currently in clubs that are part of your group.

For each member listed here you will be able to retrieve further information by clicking "actions" on the right-hand side.

In the members list you will be able to see all members that are currently active. You will also be given some of their member details without clicking into their profile and you will be able to perform the following actions:



1. You will be able to click into the club members' profile to retrieve additional information about this member. You can do that for each club the member is associated with.
2. You will be able to sort the list of members differently by clicking on the different column headers.
3. You will be able to search for a particular member by name.
4. You will be able to apply specific filters to only find members matching your search criteria. You will be able to filter the following parameters:
 - a. Group/Member Groups



b.

5. You will be able to change the amount of rows displayed in your member table.
6. You will be able to select different pages of the table if members can't be captured on the first page.

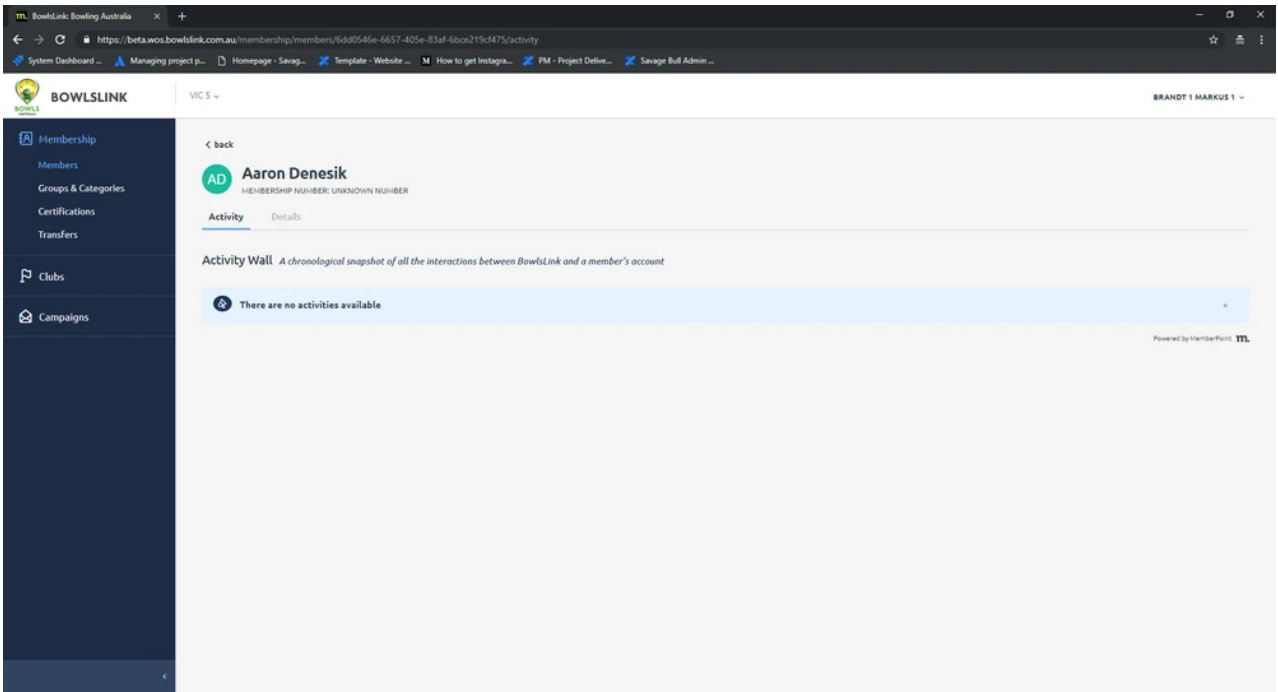
Member - Club Profile Detailed View

In the detailed view of a member for a specific club you will be able to retrieve additional information about the member as well as being able to perform additional administrative actions.

The detailed member profile is divided into two sections (tabs) - activity and details

Activity

1. The first tab is the **Activity tab** where you will be able to see any activity against a members' profile (e.g when a member profile was updated this should be shown here. It should also show who made that update).



2.

Details

1. The second tab is the **Details tab** where you will find most member information. You will also be able to perform the following actions:

Member Details View and edit the member information, including certifications and member groups.

KEY DETAILS

Membership Club
VIC Club 5 1

Address
328 Reserve Road

Date Of Birth
1 - 1 - 1900

Mobile Number
(604) 726-8442 x188 1

Email Address
1marty.gaylord@hotmail.com

Gender
Other

MEMBERSHIP INFORMATION

Member Since
February 29th, 2016

Membership Category
No categories have been assigned to this member

Status
Active

Receives Invoices By
 Email Mail

CERTIFICATIONS

This member currently does not have any certifications pending or verified.

EMAIL CAMPAIGN CHANNELS

There are no email campaign channels assigned.

MEMBER GROUPS

There are no member groups assigned.

2. a. Manage details - edit any of the key details for this member

Edit Member Assunta 1 Wintheliser 1

Key Details Personal Information Membership Details Additional Details

Key Details (update the key details for the member's account.)

First Name
Assunta 1

Last Name
Wintheliser 1

Email Address
1marty.gaylord@hotmail.com

Mobile Number
(604) 726-8442 x188 1

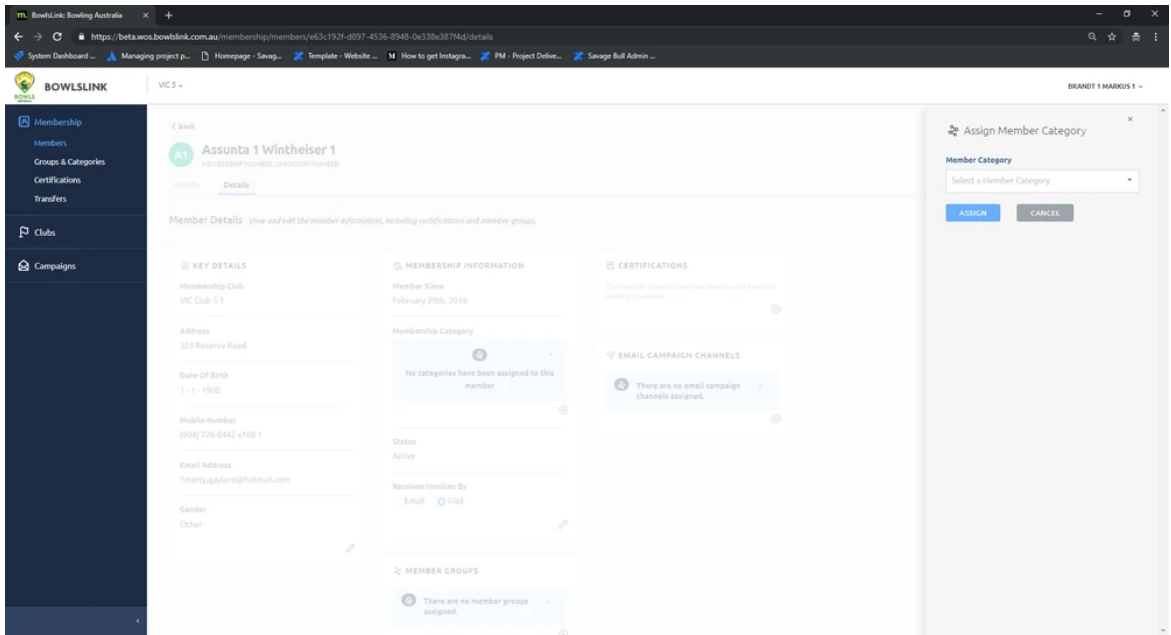
Birth Day
1

Birth Month
January

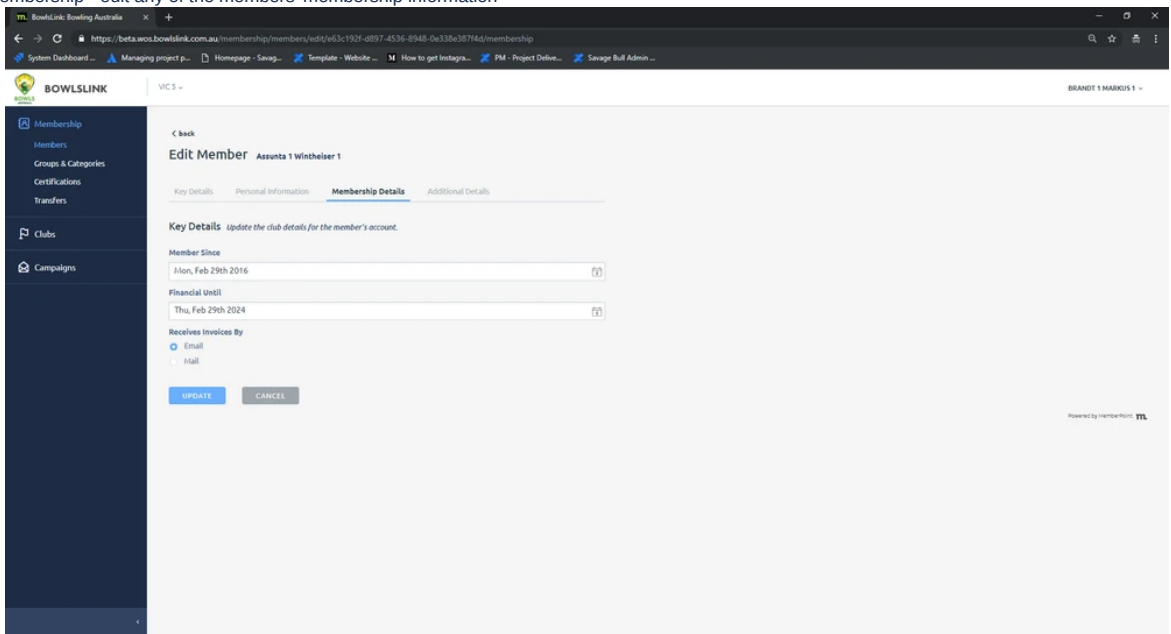
Birth Year
1900

UPDATE **CANCEL**

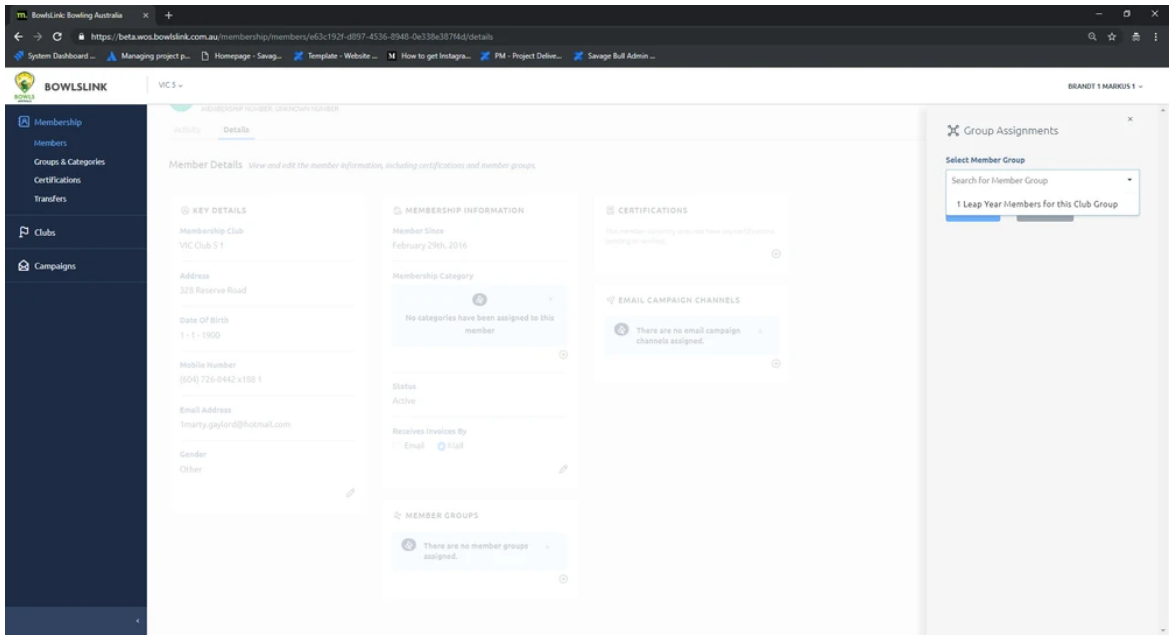
i. b. Assign/Edit Category - add or remove a category for this member



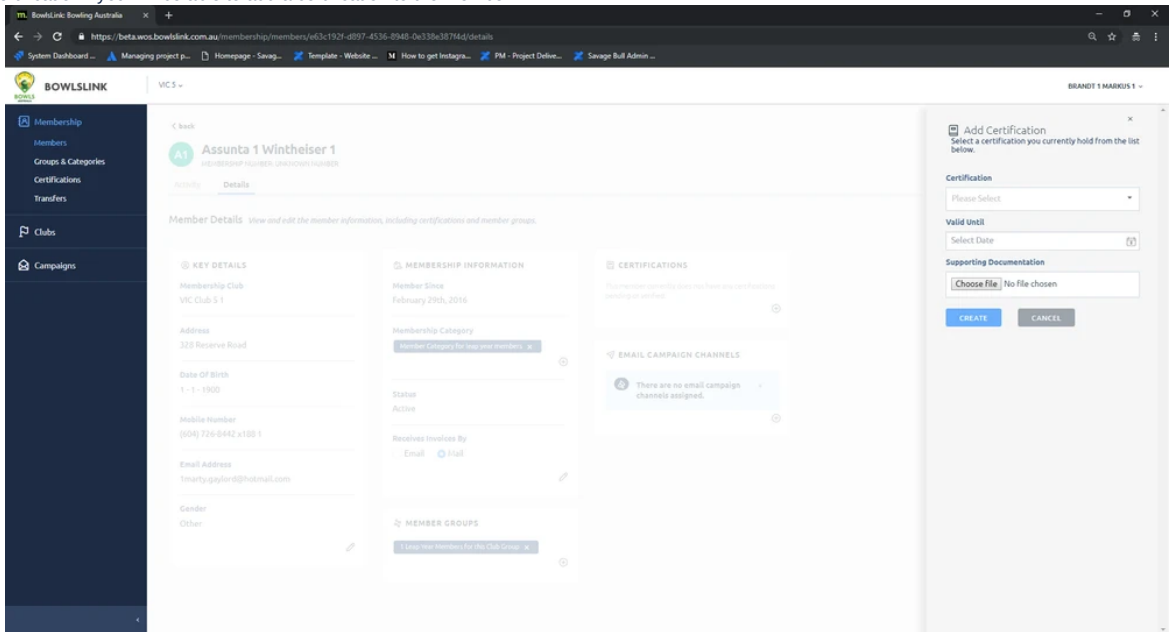
i. Edit Membership - edit any of the members' membership information



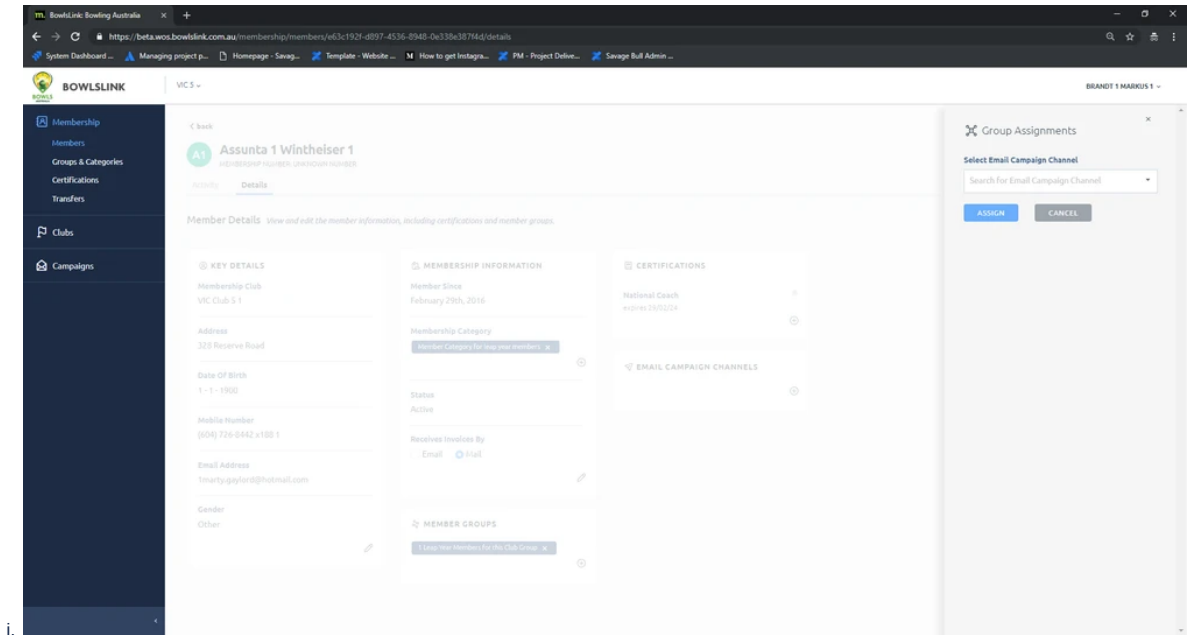
d. Add to Group - you can add a member to a specific group and you will also be able to remove a member from a club member group



e. Add Certification - you will be able to add a certification to the member



f. Add to Group - you will be able to add the member to an Email Campaign Channel and also remove that member for the assigned channel.

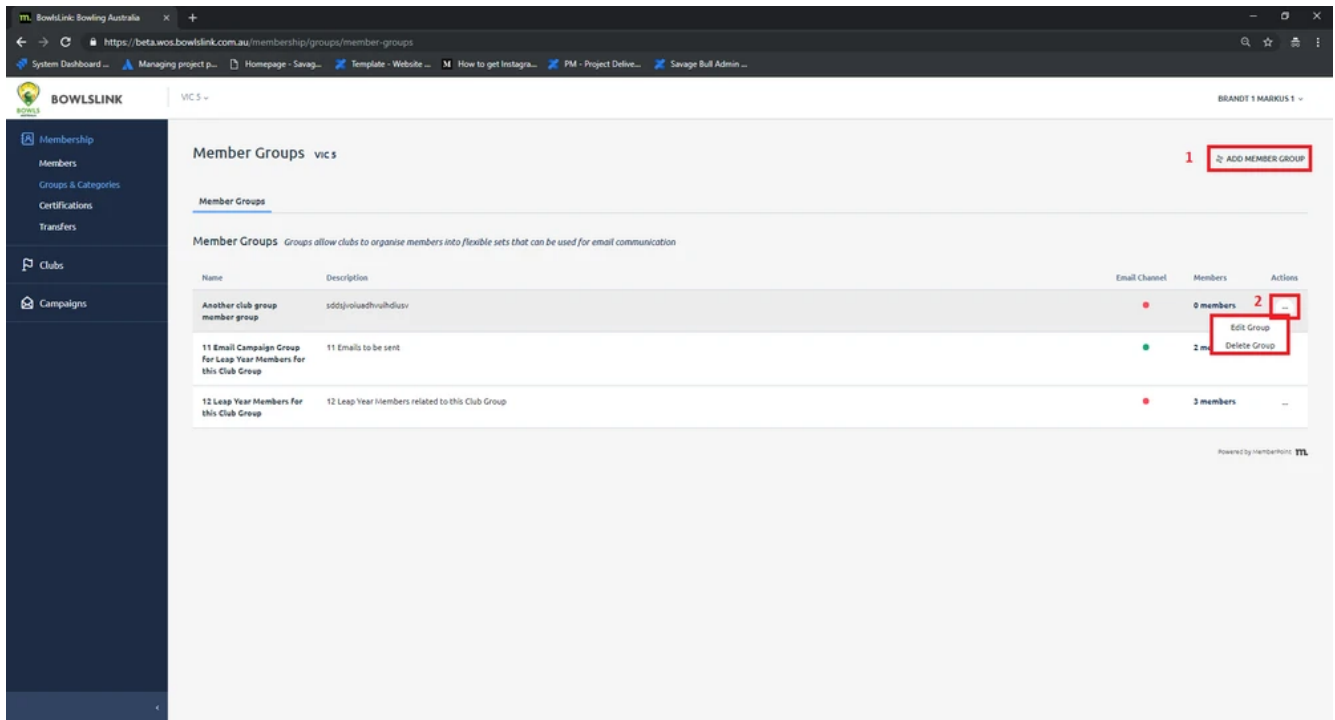


Member Groups

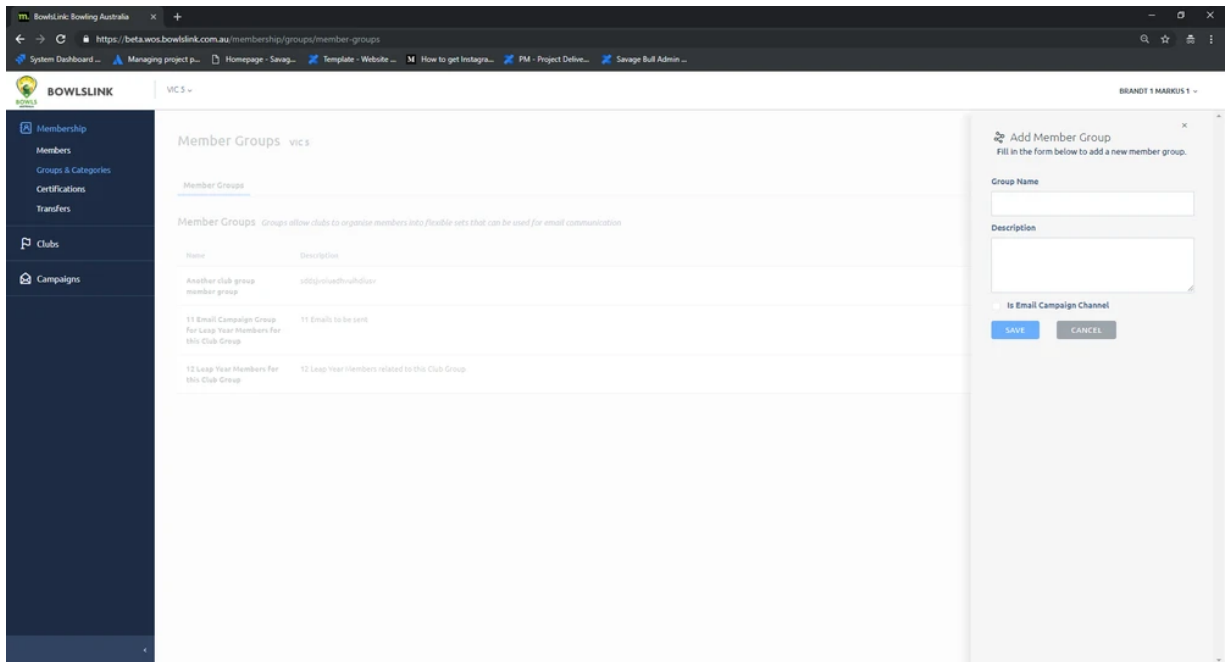
When you are in the member groups section you will be provided with a list of all the member groups you have already created for your club group. You will also be given the functionality to add new club group member groups. For each club group member group listed here you will be able to perform additional actions.

Member Groups

In the **member groups** tab of your list you will be able to see all member groups that have already been created. You will also be given an overview of some of the groups' details. Furthermore, you will be able to perform the following actions:

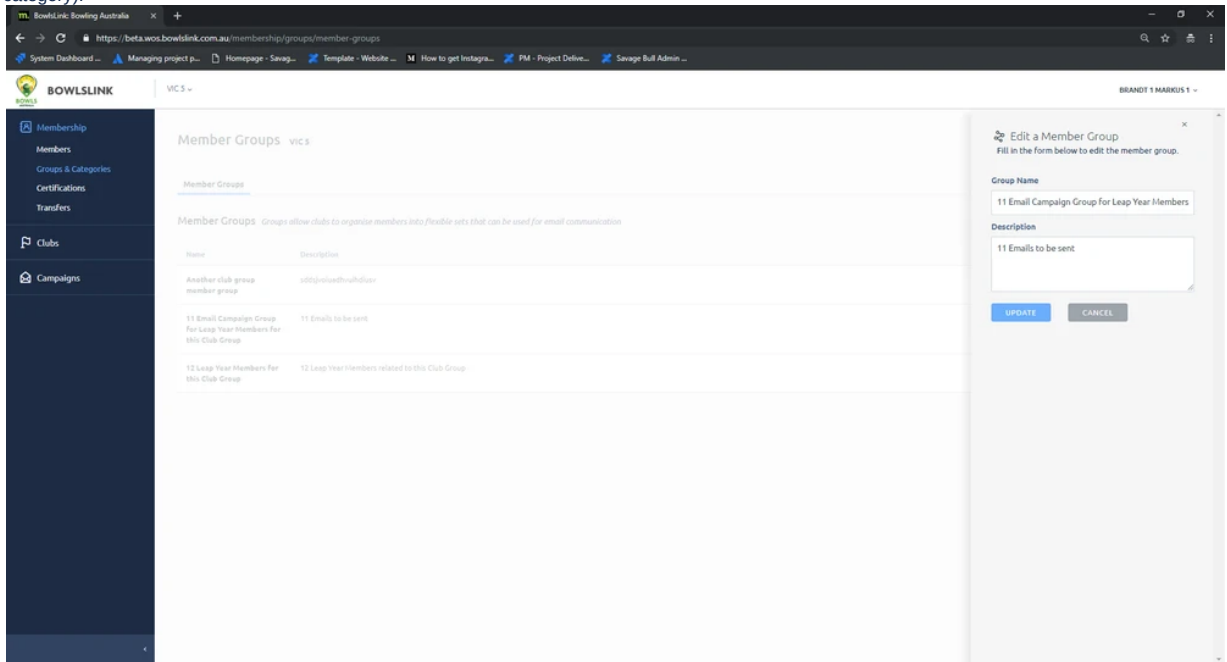


1. Add Member Group - You will be able to add new member groups.



a.

2. Edit Group/Delete Group - You will be able to edit or delete existing member groups (**Attention:** Groups can only be deleted when no members are associated to this category).



a.

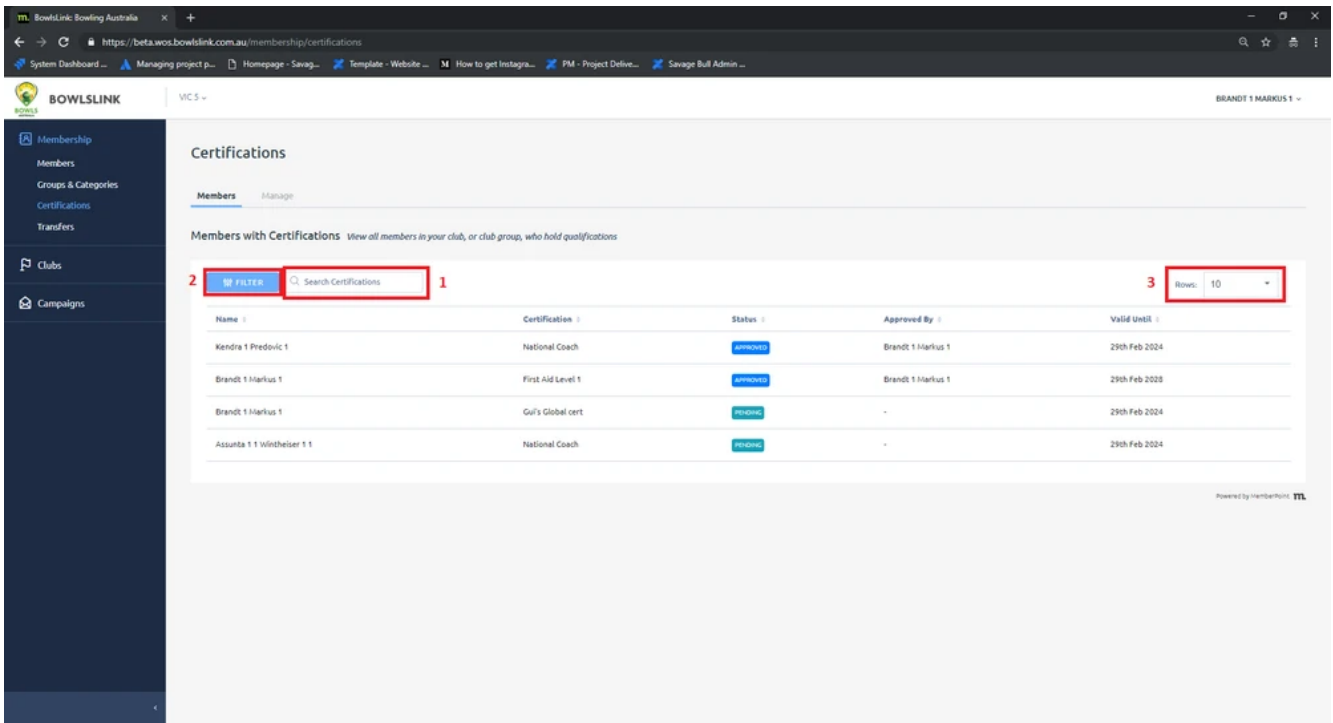
Certifications

When you are in the certifications section you will be provided with a list of all the members currently holding a certification in your club group.

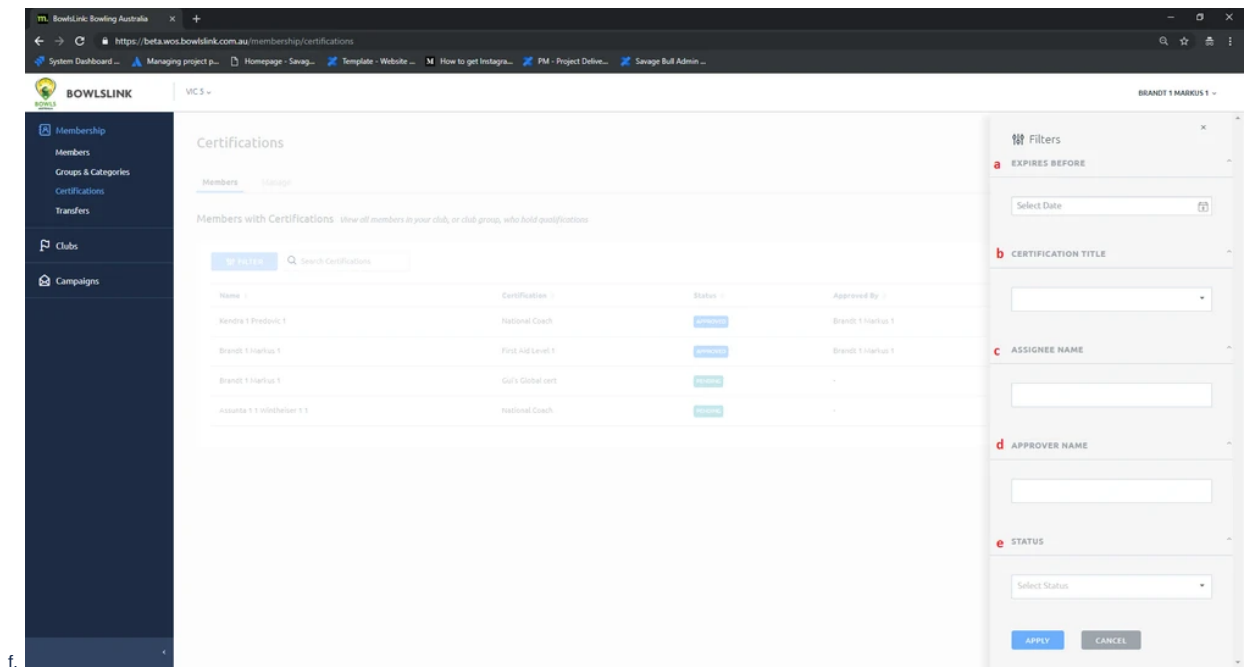
The list is divided into two sections (tabs) - members and manage.

Members

For each member listed here you will be able to retrieve their certification status, the validity of their certification and the certification type. You will be able to perform the following actions:



1. You will be able to search for a particular certification by name.
2. You will be able to apply specific filters to only find certifications matching your search criteria.
 - a. Expires Before
 - b. Certification Title
 - c. Assignee Name
 - d. Approver Name
 - e. Status



3. You will be able to change the amount of rows displayed in your certifications table.

Manage

In the manage section of certifications you will be able to approve, reject, revoke and delete certifications you have permission to manage. If there are any certifications that require review by you they will be listed here.

Certifications

Members **Manage**

Manage Certifications Approve, extend and revoke certifications you have permission to manage

FILTER Search Certifications Rows: 10

Name	Certification	Attachment	Status	Approved By	Valid Until
Kendra 1 Predovic 1	National Coach		Approved	Brandt 1 Markus 1	29th Feb 2024
Nguyen Phong	National Coach		Pending	Brandt 1 Markus 1	1st Apr 2019
Arlene Douglas	National Coach	-	Reject	Brandt 1 Markus 1	7th Mar 2019
Brandt 1 Markus 1	First Aid Level 1		Approved	Brandt 1 Markus 1	29th Feb 2028
Brandt 1 Markus 1	Gul's Global cert		Pending	-	29th Feb 2024
Assunta 1 1 Wintheliser 1 1	National Coach		Pending	-	29th Feb 2024
Johnnie Harvin	National Coach		Reject	-	12th Mar 2019
Gil Alston	National Coach	-	Pending	-	19th Mar 2020

Powered by MemberPoint

Transfers

In the transfers section you will be provided with a list of members that are transferring to a new club. The list of members is divided into 3 sections (tabs) - pending, approved and reject. If any members listed here require your input these will be shown accordingly.

Transfers

Pending Approved Reject

Search by Member Name Rows: 10

Name	BA Number	From Club	To Club	Requested On	Approved By	Actions
No records found.						

Powered by MemberPoint

Clubs

In the clubs section of BOWSLINK you will be able to find all information related to your club and any other clubs currently in BOWSLINK and you have the permission to see.

Clubs

In the **clubs sub-section** you will be able to see all clubs that are currently active in BOWSLINK. You will be given some club details without clicking into their club profile and you will be able to perform the following actions:

The screenshot shows the BOWSLINK Clubs page. A table lists clubs with columns for Club Name, Short Name, Parent Group, and State. Annotations 1-5 highlight specific features: 1 points to a club name, 2 to a column header, 3 to a search box, 4 to a filter button, and 5 to a rows-per-page dropdown.

Club Name	Short Name	Parent Group	State
ACT Club 1	AC1	ACT 1	Victoria
NSW Club 1	NC1	NSW 1	Western Australia
NSW Club 2	NC2	NSW 2	Western Australia
NT Club 1	NC1	NT 1	Queensland
SA Club 1	SC1	SA 1	New South Wales
SA Club 2	SC2	SA 2	Northern Territory
TAS Club 1	TC1	TAS 1	Queensland
VIC Club 1	VC1	VIC 1	Tasmania
VIC Club 10	VC1	VIC 10	Victoria

1. You will be able to click onto the clubs' name to retrieve additional information about the chosen club.
2. You will be able to sort the list of clubs differently by clicking on the different column headers.
3. You will be able to search for a particular club by name.
4. You will be able to apply specific filters to only find clubs matching your search criteria.
 - a. Groups
 - b. States

The screenshot shows the BOWSLINK Clubs page with a filters sidebar open on the right. The sidebar has sections for GROUPS and STATE. The STATE section is expanded, showing radio button options for Victoria, New South Wales, Queensland, Northern Territory, Western Australia, South Australia, Tasmania, and Australian Capital Territory. The APPLY and CANCEL buttons are at the bottom of the sidebar.

5. You will be able to change the amount of rows displayed in your clubs table.

Groups

In the **club groups sub-section** you will be able to see all the club groups you have permission to see. You will be able to see the main group and any further sub-groups. It will also show you how many clubs are part of a particular club group and you will be able to retrieve the names of the clubs that are part of a particular club group.

The screenshot shows the BOWLSLINK website interface. On the left is a navigation menu with 'Membership', 'Clubs', and 'Campaigns'. The main content area displays a table of club groups. The table has three columns: 'Name', 'Description', and 'Assigned Clubs'. The data is as follows:

Name	Description	Assigned Clubs
> ACT	ACT Group	1 clubs
ACT 1	ACT Group 1	1 clubs
> NSW	NSW Group	2 clubs
NSW 1	NSW Group 1	1 clubs
NSW 2	NSW Group 2	1 clubs
> NT	NT Group	1 clubs
NT 1	NT Group 1	1 clubs
> SA	SA Group	2 clubs
> TAS	TAS Group	1 clubs
> VIC	VIC Group	19 clubs
> WA	WA Group	2 clubs

Campaigns

When you are in the campaigns section you will be provided with a list of all campaigns currently available.

You will also be given the functionality to create new campaigns.

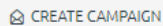
The list is divided into three sections (tabs) - sent, drafts and scheduled.

For each campaign listed here you will be able to retrieve further information through various actions.

Creating a campaign

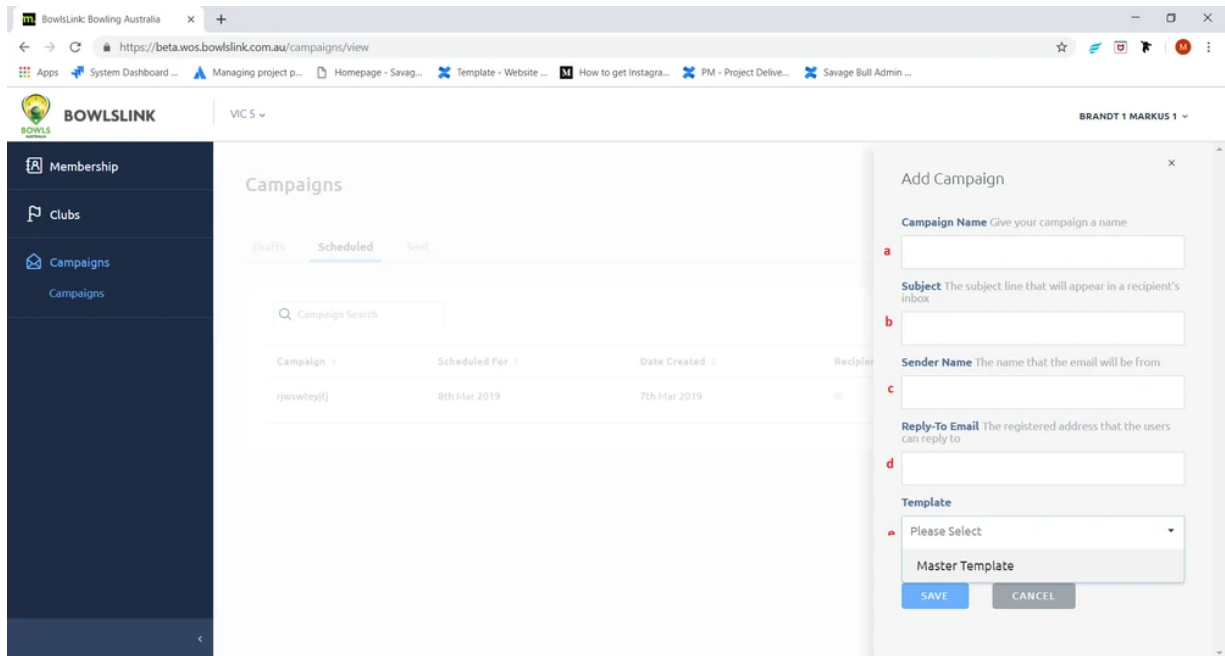
When you create a new campaign you will need to go through a few steps to get the campaign to a state where it can be broadcasted to your desired audience.

Select "Create Campaign" from the top right-hand corner.



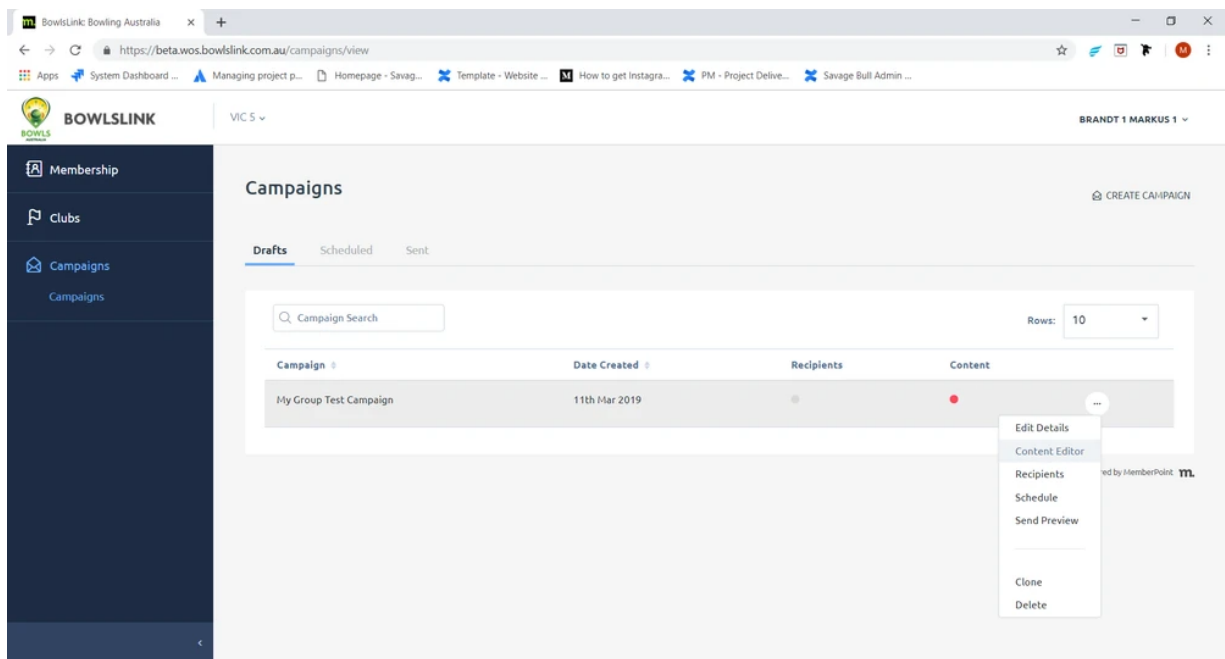
Each step requires further information to be provided into the specific fields listed here. The below steps need to be followed to create a new campaign successfully.

1. **Details** - You will be asked to provided the following information:
 - a. Campaign Name
 - b. Subject
 - c. Sender Name
 - d. Reply-to Email
 - e. Template



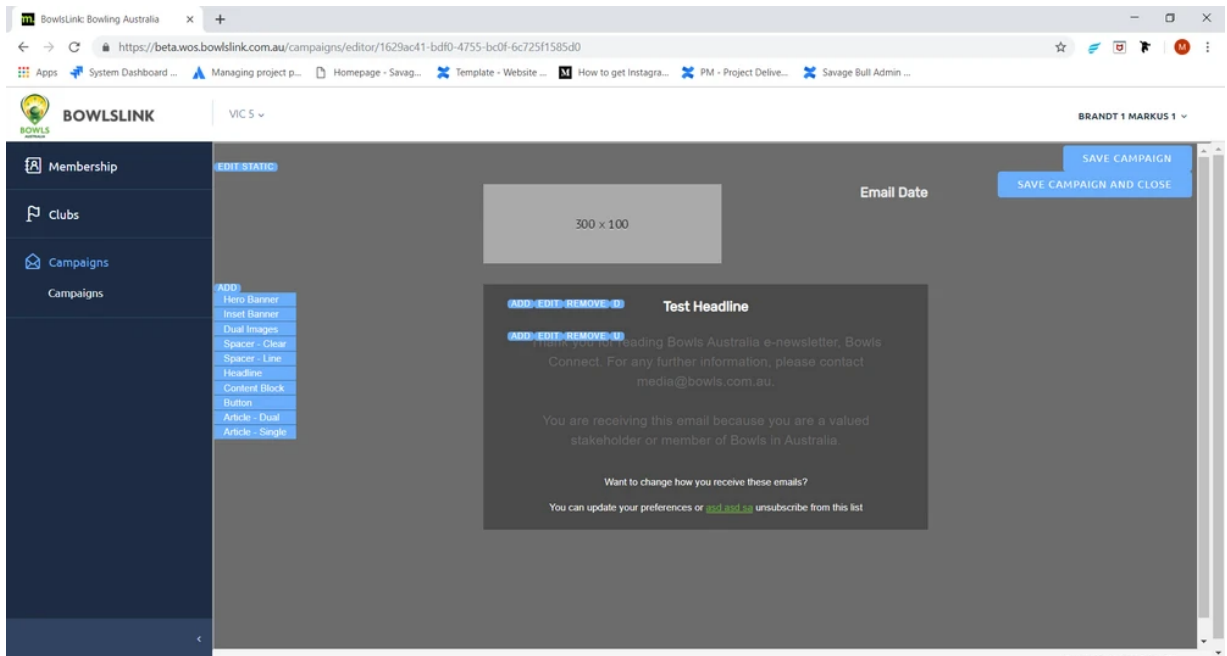
f.

g. After saving these details your campaign will be in draft status where you will be able to go through additional steps to finalise the campaign creation.



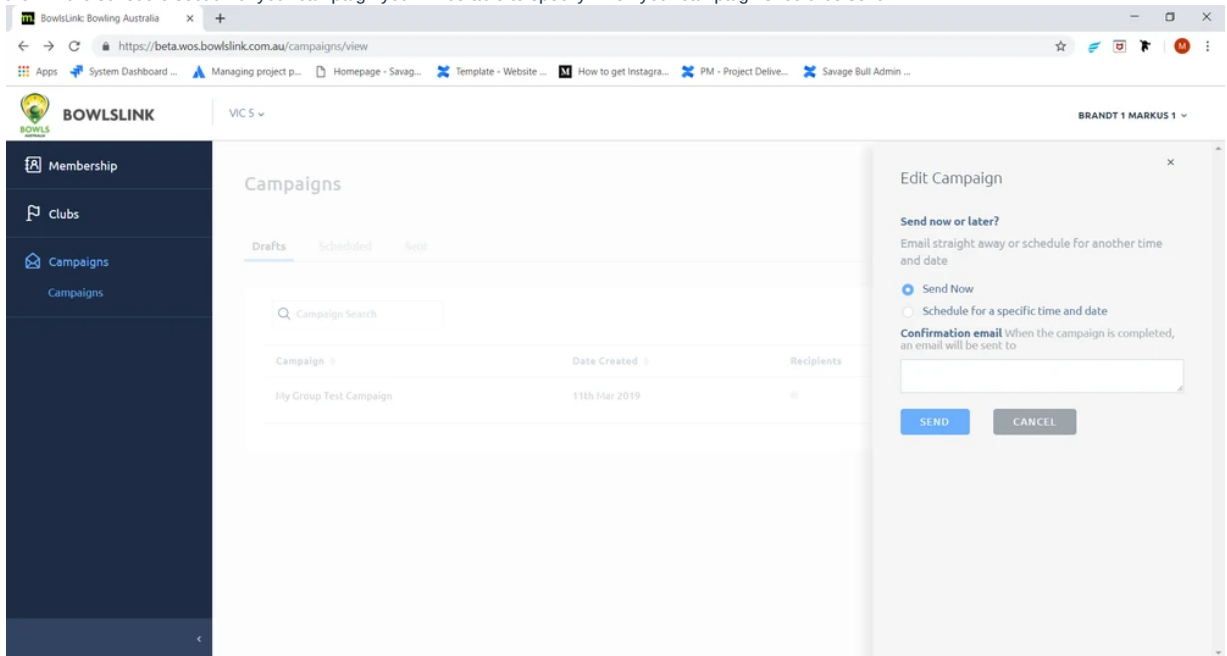
h.

2. **Content Editor** - Here you will be able to provide and style all the content you would like to be included in your email campaign.



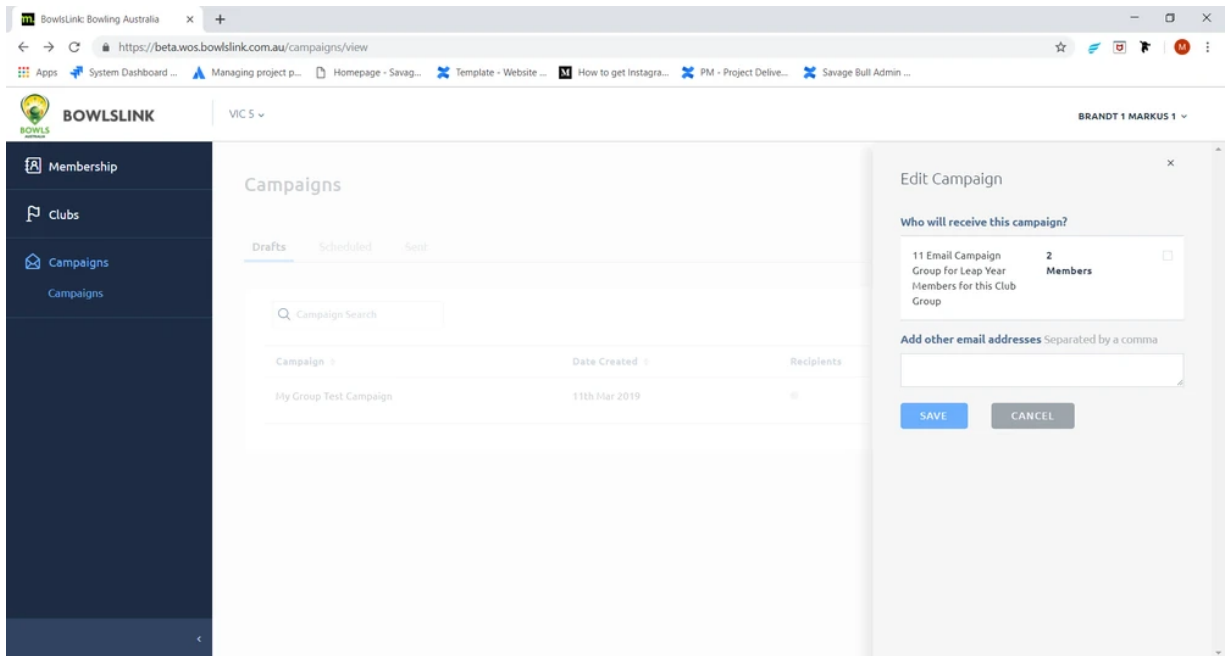
a.

3. **Schedule** - In the schedule section of your campaign you will be able to specify when your campaign should be sent.



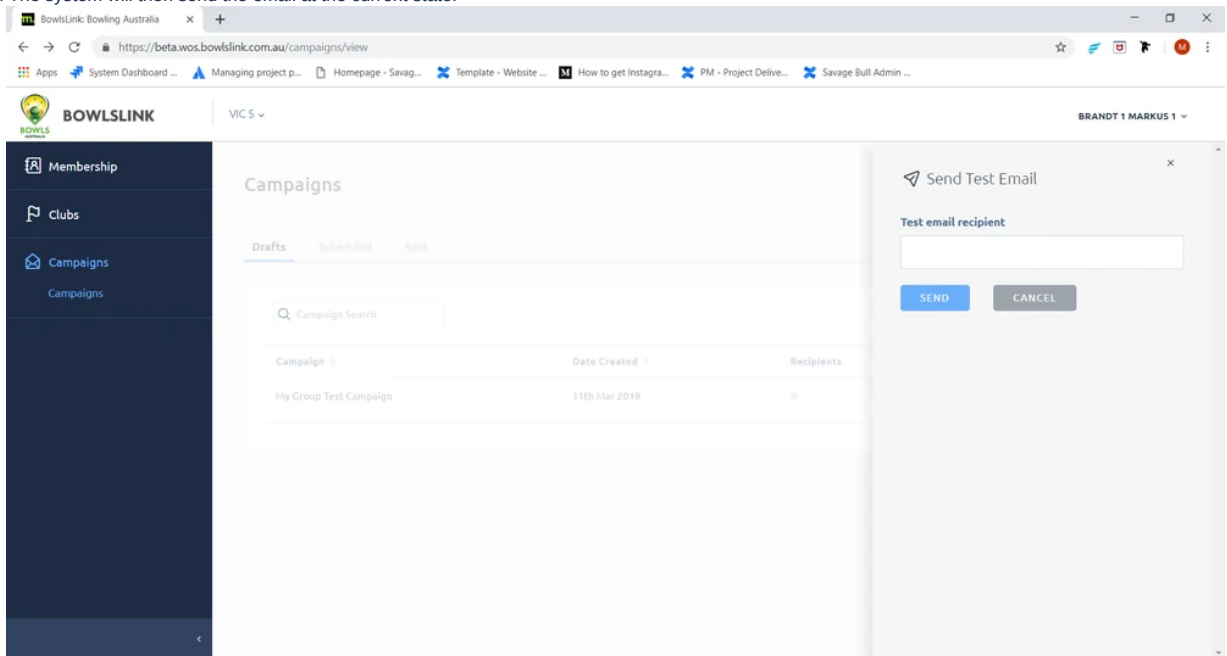
a.

4. **Recipients** - In this step you will be able to specify who should receive your email. You can either select recipient groups you have created previously or you can nominate individual recipients.



a.

5. **Send Preview** - During each of the four steps above you are able to send a test/preview for your email. You will need to provide an email address to send the test to. The system will then send the email at the current state.



a.

6. **Clone and Delete** - Here you will be able to duplicate your current campaign to use for other broadcasts or you can also delete your current campaign if it is no longer required.

After completing any of the above steps you will always be able to see if all required information has been provided for this campaign. You will then be ready for broadcasting your campaign.

Sent

In the **sent tab** of the listed campaigns you will find all campaigns that have been broadcasted to members. You will be able to retrieve statistics on the performance of the campaign such as:

Campaigns CREATE CAMPAIGN

Sent Drafts Scheduled

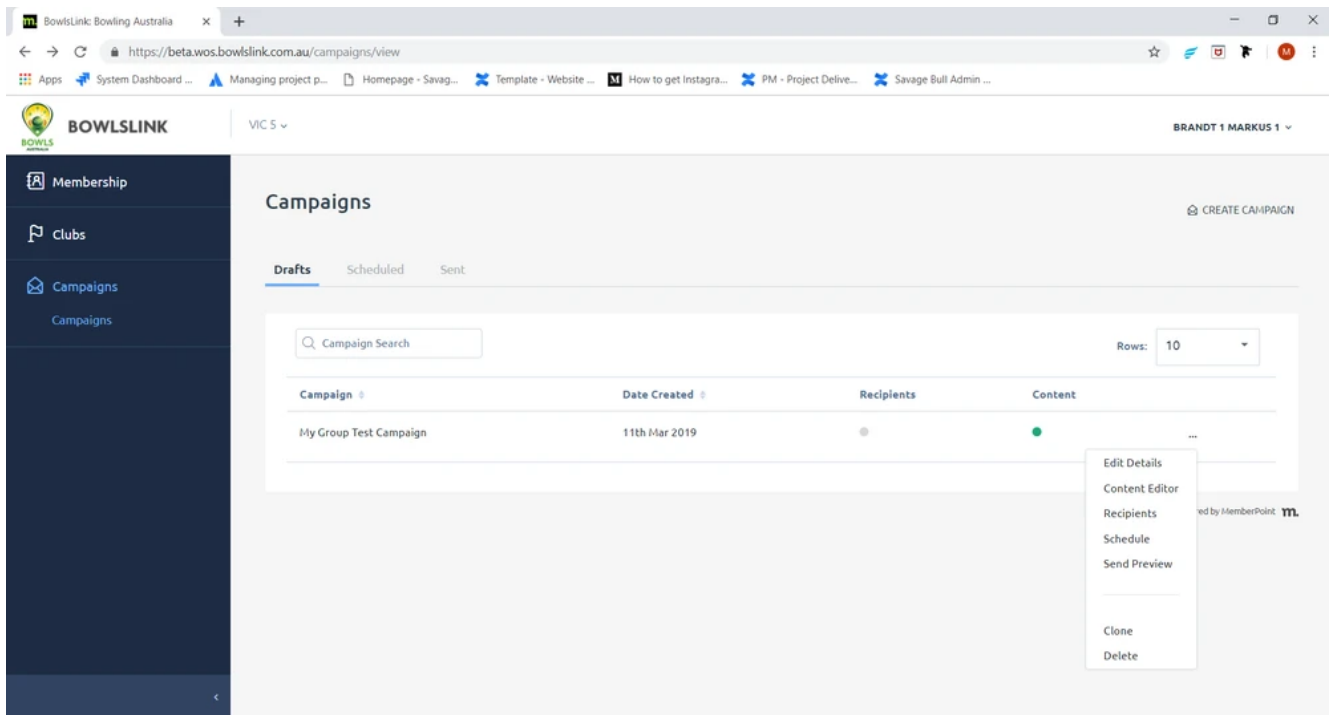
FILTER Search Campaigns Rows: 10

Campaign* 1	Date Sent 2	Recipients 3	Open Rate 4	Bounce Rate 5	
Campaign Name	01 Sep, 2018	265	87% (234)	5% (14)	 ... 6

1. Campaign Name
2. Date Sent
3. Number of recipients
4. Open rate
5. Bounce rate
6. More actions (e.g. Click through rate)

Drafts

In the **drafts tab** of the listed campaigns you will find all campaigns that are currently in draft status. These campaigns have not been broadcasted yet and can still get changed. You will be able to perform the same actions from the campaign creation section above.



BOWLSLINK VIC 5 BRANDT 1 MARKUS 1

Campaigns CREATE CAMPAIGN

Drafts Scheduled Sent

Campaign Search Rows: 10

Campaign	Date Created	Recipients	Content
My Group Test Campaign	11th Mar 2019		

- Edit Details
- Content Editor
- Recipients
- Schedule
- Send Preview
- Clone
- Delete

Additionally you will be able to:

1. search for a campaign by name.
2. change the amount of rows displayed in your campaigns table.

Scheduled

In the **scheduled tab** of the listed campaigns you will find all campaigns that are currently scheduled for broadcasting.

Campaigns

[CREATE CAMPAIGN](#)

Drafts **Scheduled** Sent

Rows: 10 ▾

Campaign ▾	Scheduled For ▾	Date Created ▾	Recipients	Content	
rjwswteyjtj	8th Mar 2019	7th Mar 2019	●	●	...

[Clone](#)