


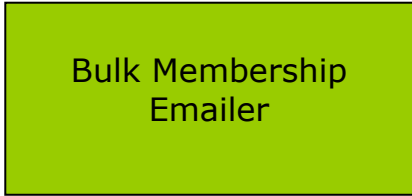
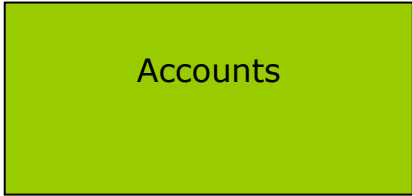
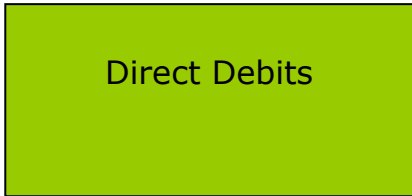


## Membership Module

### Factsheet

The Membership Module contains the core system applications, which the other ClubSys modules are dependent on. Within this core there are a number of applications that together help with the jobs associated with administering the club's members and membership. The basic five applications are designed to dramatically reduce administration time. They can be further extended to the Full Membership package by adding the direct debit management application. The six membership applications and their benefits are described below.

 <p>Membership Management</p>	 <p>Subscriptions / Renewals</p>
 <p>Mail Merge</p>	 <p>Bulk Membership Emailer</p>
 <p>Accounts</p>	 <p>Direct Debits</p>

## Subscription Management

### Subscription Categories

Create as many subscription categories as you require. Each category carries the subscription fee for annual, half-yearly, quarterly or monthly invoicing. Statistical information is kept on the number of members in each category providing greater control and financial analysis. Clubs, playing rights for each Subscription category are kept and used in the Court Booking system to check the player's eligibility to play at certain times and on various court surfaces.

The screenshot shows the 'Subscriptions' management interface. It features a table of subscription categories, a list of activities, and a form for creating or editing a subscription.

Subscriptions	Activities
Full	Full
Full - non shareholder	Full
Full Over 65	Full
Full Over 65 - non shareholder	Full
Full Over 75	Off Peak Indoor Tennis
Full Over 75 - non shareholder	Off Peak Outdoor Tennis
Full Under 12	Off Peak Racquets
Full Under 12 - non shareholder	Off Peak Real Tennis
Full Under 22	Off Peak Squash
Full Under 22 - non shareholder	Outdoor Tennis
Full Under 28	Outdoor 1000 Tennis
Full Under 28 - non shareholder	Indoor Squash
Full Under 6	Outdoor/Indoor
Honorary - Playing	Permanent Booking
Honorary - Social	Subsidised Racquets
Honorary Overseas	Indoor Racquets

Form fields:

- Description: Full
- Subscription Period: 1 Year
- Ex VAT Charge: £1610.00
- VAT code: E
- VAT amount: £0.00
- Incl VAT Charge: £1610.00
- Terminal Code: Subs - Full & Part Subscriptions
- Guest Booking Fee: £10.00

Buttons: Exit, New, Delete, Members, Member Count, Groups into Subscription, Make Full Member Price Visible

### Element Subscription & other Charges

Element charges are items over and above membership subscription charges. There is no limit to the number of element charges you may want to create for individual such elements such as Locker Rental, Entrance Fees, Surcharges, and Equipment Hire etc. These can then be associated with Individual members upon usage over time and will appear on the subscription invoices or issued as ad hoc charges as required.

## Subscription Invoicing

Member subscription invoicing is an automatic one-step operation generating charges to Member Accounts and printing invoices annually or as required. A range of invoice and statement formats with the ability to customise with Club or Organisation logos, headers and footers..

Here is Anne's example; Anne has a full single persons membership but the club offers those receiving state benefits a discount. In Anne's case she receives Job Seekers Allowance and the club give her 15% discount. Anne has just joined the club so there is a Joining Fee of £29.38. Anne chooses to pay quarterly so the system applies an appropriate surcharge. With an additional discount of

10%, for paying by Direct Debit, Anne will be invoiced and direct debited the sum of £322.85 every 3 months.

Once set up the only administration is to ensure the payment is received and to make any necessary period changes if Anne's situation changes.

Subscription Details for Anne Member (ID 10642)

Joining Date	5-May-1982	Renewal Date	1-Oct-2008	to	Wed 30-Sep-2009	Current Subscription	1-Oct-2007	to	30-Sep-2008
Subscription Period	1 Year	Initial	Yes	Previous Subscription	1-Oct-2006	to	30-Sep-2007		

Subscription Type:  Manual  Scheduled

Notes

<b>Subscription</b>		<b>Family Subscription</b>	
Select		Family Subscription Editor	
Full	£1610.00		
<b>Discount</b>		<b>Paying Details</b>	
Select	Remove	Paying Member	Anne Member (ID 10642)
Job Seekers discount ( 15.00%)	-£241.50	Paying Method	Direct Debit Account 1
<b>Joining Fee</b>		Payment Schedule	4 Payments, every 3 Months
Select	Remove	<b>Discounts/Surcharges</b>	
Junior Entry	£29.38	Direct Debit Discount ( 10.00%)	£143.48
<b>Additional Elements</b>		<b>Charge Summary</b>	
Add	Remove	Full	£1610.00
Under 18 - quarterly surcharge	£37.00	Job Seekers discount ( 15.00%)	-£241.50
		Junior Entry	£29.38
		Additional Charges	£37.00
		Direct Debit Discount ( 10.00%)	-£143.48
			£37.00
<b>Total Subscription Charge</b>		<b>Amount payable</b>	
	£1434.88		£1291.40
		<b>Payment Details</b> £322.85 every 3 Months	

Previously the administrator may have taken up to 30mins per quarter managing Anne's subscription, invoice and payment processing. That's a conservative estimate of two hours per year per member. For every 100 members that's an estimate of 200 admin hours or 33 Days or about 1 month. You could view this as a 12<sup>th</sup> of an administrator's time potentially saved per every 100 members to carry out revenue generating activities.

Work out your own **benefits** saving; please don't take our example / estimates as gospel, but do let us know; [admin@clubsys.co.uk](mailto:admin@clubsys.co.uk)