

Calliope Sea Scouts Group



Maintaining the list of people in the section

- ❖ Step 1 – Log in to Club Hub
- ❖ Step 2 – Choose 'Tasks' then 'Groups'
- ❖ Step 3 – Select the group you are going to manage to get a screen like below:

CALLIOPE SEA SCOUTS
King Edward Parade, Devonport

Home My Details Tasks Contact Search Logout Help

*** Manage Groups in the Scouts Age Group**

- ⇒ Create a new Group for this Age Group
- ⇒ Allocate Members to Groups (show only Members not already assigned to a Group)
- ⇒ Allocate Members to Groups (show all Members whether assigned to a Group or not).
- ⇒ Close All Groups shown as open below
- ⇒ Open All Groups shown as closed below
- ⇒ View all Members in this Age Group (shows all Members and if they are assigned to a Group or not)
- ⇒ Return to the Age Group selection page

All Members in this Age Group have been assigned to a Group.

Groups for the Scouts Age Group.

Click on a Group name to work with.

Group Name	Members in Group	Helpers in Group	Status	Options
Calliope Cubs Group	21	4	Open - Released	[Edit] [Delete]
Calliope Scouts Group	5	2	Open - Released	[Edit] [Delete]

- ❖ Step 4 – Choose 'Allocate Members to Packs (show only Members not already assign to a Pack)'

 - This brings up all the people on the waiting list who appear to be in the right age range for your group.

*** Assign Members to Groups in the Scouts Age Group**

⇒ [Return to the Group management page](#)

Sort by Current Group Last year's Group

(Note: You can search for text using Ctrl+F)

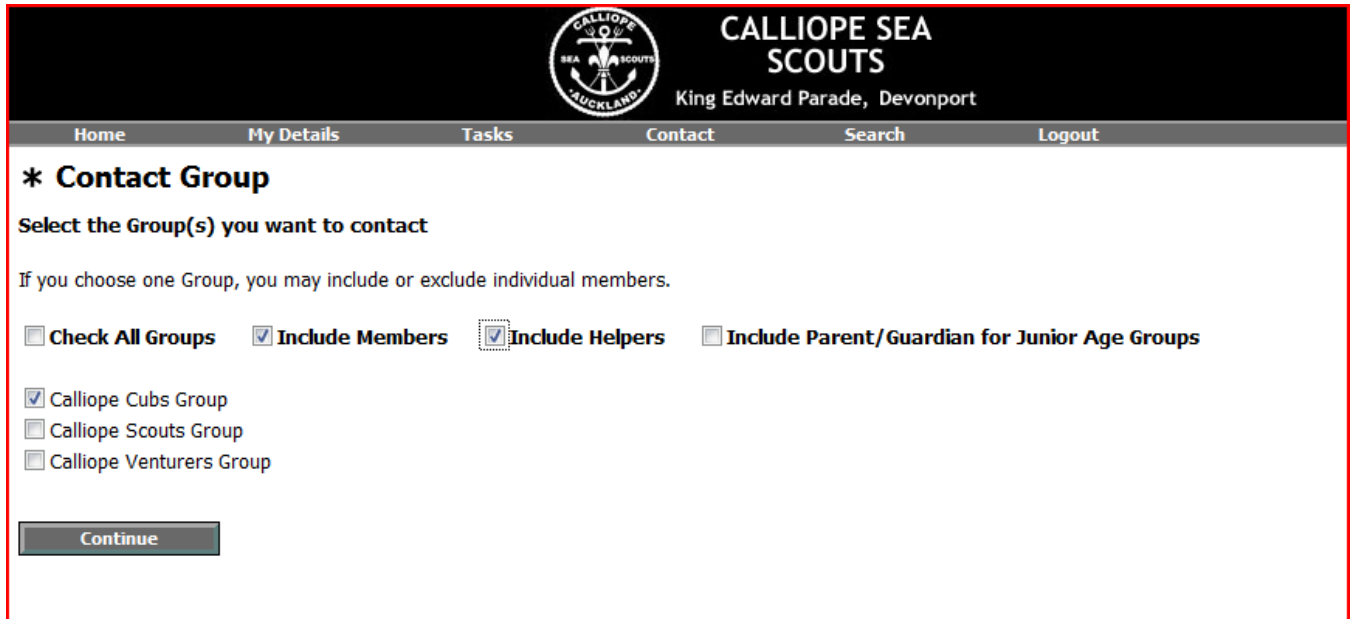
Member Name	Date of Birth	Allocate to Group Scouts Calliope Cubs Group - 21	De-Allocate from Current Group	Last Years Group	Gender	Food Allergies/Special Needs	This child has parental permission to take part in outdoor activities, including water sports?
Stefan Bachmann On Waiting List	09-Jul-1997	<input type="checkbox"/> Request Entry	-	-	Male	None	Yes
John Bryant On Waiting List	02-May-1997	<input type="checkbox"/> Request Entry	-	-	Male	Allergic to dairy, beef	Yes

- ❖ Step 5 – Tick the people you want to bring in from the waiting list, then click 'Commit Changes'

 - This will move them off the waiting list and into the 'Age group' so they can be added to your group (and payment falls due)
 - At this stage I think it will need the group Admin (Chris L or David D) to confirm them coming off the waiting list – once we've done this a few times we will streamline the process.

Sending email to all the people in the section

- ❖ Step 1 – Log in to Club Hub
- ❖ Step 2 – Choose 'Contact' then 'Pack Members'



The screenshot shows the Calliope Sea Scouts website interface. At the top, there is a logo for Calliope Sea Scouts and the text 'CALLIOPE SEA SCOUTS King Edward Parade, Devonport'. Below the logo is a navigation bar with links: Home, My Details, Tasks, Contact, Search, and Logout. The main content area is titled '* Contact Group' and contains the instruction 'Select the Group(s) you want to contact'. Below this, there is a note: 'If you choose one Group, you may include or exclude individual members.' There are four checkboxes: 'Check All Groups' (unchecked), 'Include Members' (checked), 'Include Helpers' (checked), and 'Include Parent/Guardian for Junior Age Groups' (unchecked). Below these are three group options: 'Calliope Cubs Group' (checked), 'Calliope Scouts Group' (unchecked), and 'Calliope Venturers Group' (unchecked). At the bottom of the form is a 'Continue' button.

- ❖ Step 3 – Choose the right section you want to email – don't forget to tick 'Include helpers' to includes the leaders too. Then click Continue
 - The system will show you a list of everyone its going to send mail to



The screenshot shows the 'Contact Group Calliope Cubs Group' selection screen. It is titled '* Contact Group Calliope Cubs Group' and contains the instruction 'Select the Group member(s) you would like to contact via E-Mail:'. There are two checkboxes: 'Select Everybody Listed' (unchecked) and 'Include Parent/Guardian for Junior Age Groups' (unchecked). Below this is a table titled 'Group Members' with the following data:

Name	Home Phone	Mobile Phone	Send Email
Alexander Philip	094450484	0274502372	<input type="checkbox"/>
Blake Macduff	094452372	0212370265	<input type="checkbox"/>
Brett O'Neill	094466157	-	<input type="checkbox"/>
Cameron Yaxley	094456514	-	<input type="checkbox"/>
Catherine Ranford	094444444	-	<input type="checkbox"/>
Daniel Chant	094452521	0275524268	<input type="checkbox"/>

- ❖ Step 4 - Tick 'Select Everybody Listed', then at the bottom of the screen, fill in the email template and click 'Send'
 - Your email will be sent within an hour or so to everyone, and you'll be sent a copy too.

Sending email with attachments

Due to the way ClubHub sends email, allowing attachments to be sent from within the system itself is not allowed, instead a mechanism has been created to get all the email addresses required, so that you can put them into an email message of your own.

- ❖ Step 1 – Log in to ClubHub and choose Contact in the menu, then 'Section members'

* Contact Sections

[Return to the contact page](#)

Choose a Section or Check All Sections

- Venturers
- Cubs
- Scouts
- Waiting List

Continue

- ❖ Step 2 – Pick from the options in the following screen

* Contact Section - Additional Selection

Include Parent/Guardians for Junior Sections

- All Members
- All Members in a Pack
- All Members not yet assigned to a Pack
- All Members paid
- All Members paid in a Pack
- All Members paid and not yet assigned to a Pack
- All Members not paid
- All Members not paid in a Pack
- All Members not paid and not yet assigned to a Pack

Continue

- ❖ Step 3 – Then scroll to the bottom of the screen, where you'll see an option to generate a list of email addresses

2. Create a list of email addresses to use in your email program.

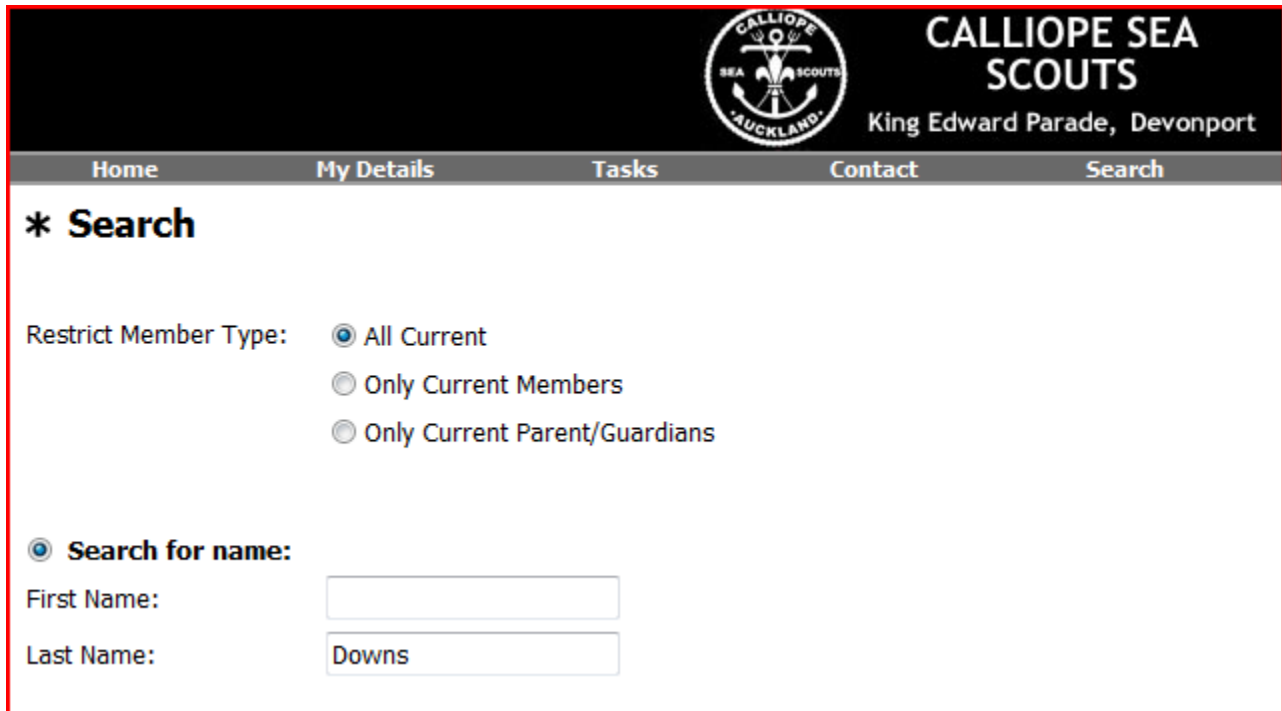
Create List

- ❖ Step 4 – Copy this list, as past into the 'BCC' line of your email program (eg Outlook Express, Hotmail)

Maintaining the payments balances for members

This allows you to change the balances for members in the system

- ❖ Step 1 – Log in to Club Hub
- ❖ Step 2 – Go to Search and find the person you are after



The screenshot shows the Calliope Sea Scouts Club Hub interface. At the top right is the logo for Calliope Sea Scouts Auckland, featuring a compass rose and the text 'CALLIOPE SEA SCOUTS AUCKLAND'. To the right of the logo, the text reads 'CALLIOPE SEA SCOUTS' and 'King Edward Parade, Devonport'. Below the logo and text is a navigation bar with five tabs: 'Home', 'My Details', 'Tasks', 'Contact', and 'Search'. The 'Search' tab is selected. The main content area is titled '* Search'. Underneath, there is a section for 'Restrict Member Type:' with three radio button options: 'All Current' (selected), 'Only Current Members', and 'Only Current Parent/Guardians'. Below this is a section for 'Search for name:' with two input fields: 'First Name:' (empty) and 'Last Name:' (containing the text 'Downs').

- ❖ Step 3 – In the list of tasks at the top, choose 'Manage Payments'

* View Club Member Information

- ☞ [Return to the search page](#)
- ☞ [Manage payments](#)
- ☞ [Add a new Member to this Family Group](#)
- ☞ [Add a new Parent/Guardian to this Family Group](#)
- ☞ [Show Emergency Contact Details](#)
- ☞ [Make a purchase for this Family Group](#)
- ☞ [Add a Member for Courses for this Family Group](#)
- ☞ [Merge this Family Group with another one](#)

- ❖ Step 4 – from within this screen, you can Add payments or Adjustments

* Manage Payments - Jack Downs

- ⇒ [Create a new payment](#)
- ⇒ [View all purchases for this group](#)
- ⇒ [Show Statement](#)
- ⇒ [Add an adjustment](#)
- ⇒ [Payment Form](#)
- ⇒ [Return to member information](#)

Account Details

Account Owing:	\$0.00
Total donation amount:	\$0.00

Payment History

No payments have been made/processed for this player

- ❖ Create a Payment – enters a payment into the system manually, to mark that they have paid with Cheque, credit card etc

Amount Due:	\$	<input type="text" value="0.00"/>
Amount Allocated:	\$	<input type="text" value="0.00"/>
Payment Amount: *	\$	<input type="text" value="0.00"/>
Handling Fee:	\$	<input type="text" value="0.00"/>
Donation Amount:	\$	<input type="text" value="0.00"/>
Payment Type:		<input type="text" value="Cash"/>
Payment Identifier: *		<input type="text"/>
Payment Date: *		<input type="text" value="March"/> <input type="text" value="25"/> <input type="text" value="2009"/>

- ❖ Add an Adjustment – manually adjusts the total without recording a payment (eg, may be used to lower the payment required for some members)