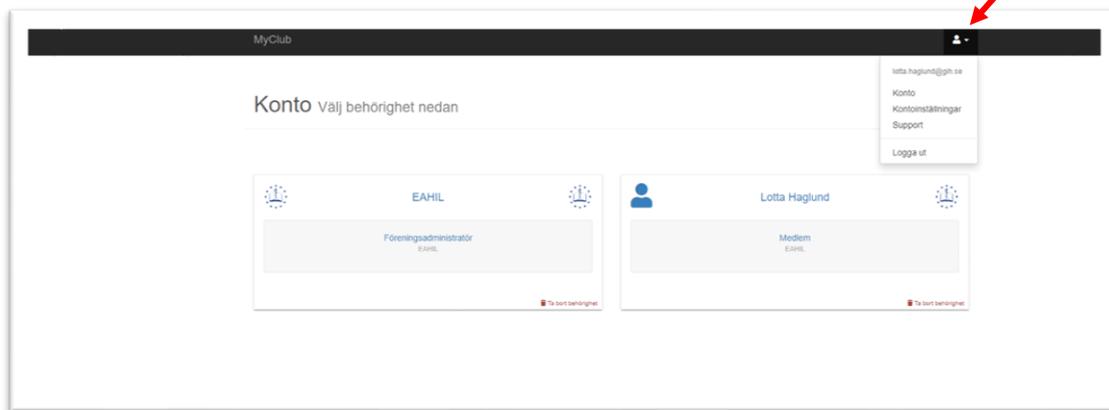
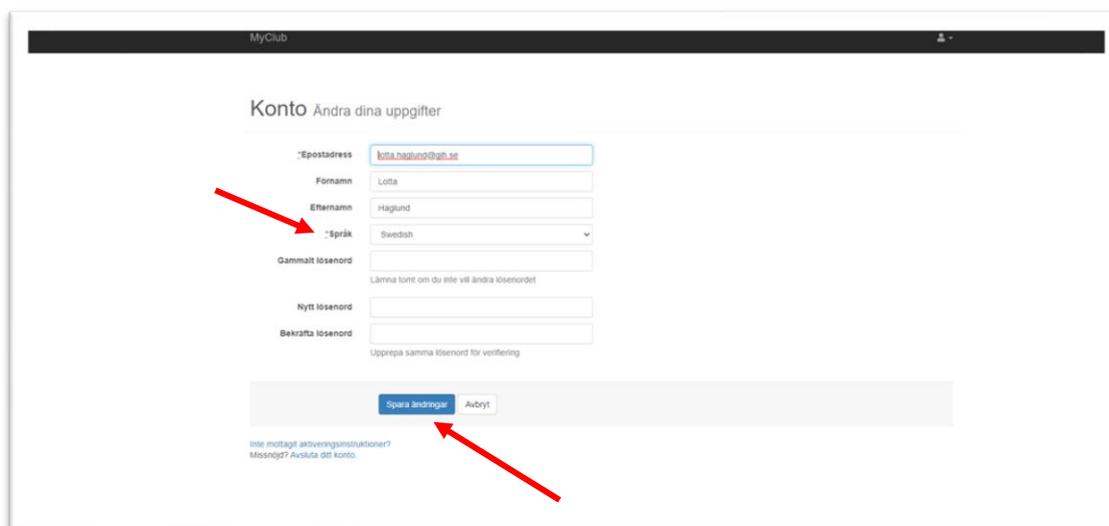


MyClub instructions for Council members

When logging on for the first time the site might be shown in Swedish. Click on the small icon in the black part of the page and choose "kontoinställningar".



To the right of "Språk" choose English, and then click on the blue box "Spara ändringar". MyClub should now be in English.



Description of functions used by EAHIL in MyClub

Menu/navigation

Includes Members, Files, Users (=administrators) and Settings. (Calendar and Sponsorhuset., are not in use).

Members

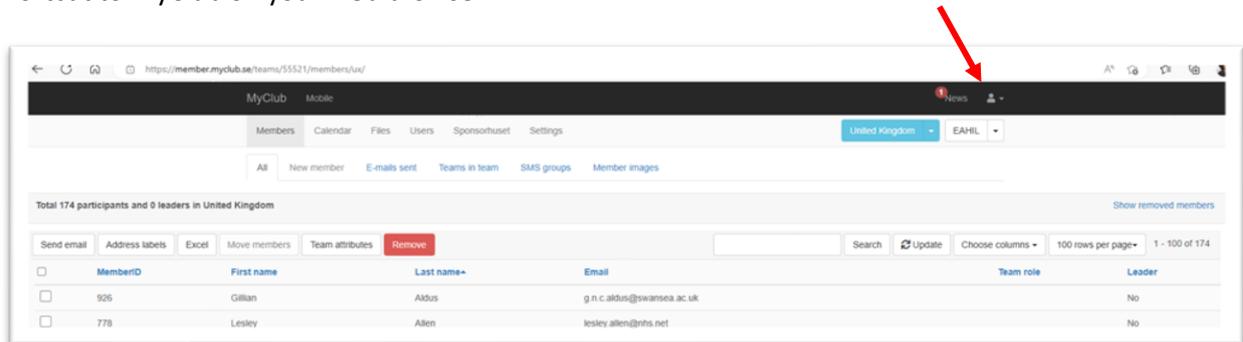
Handle and search for members, move, delete, send e-mails, and download lists of members.

Files

It can be used for easy access to shared files. It can also serve as storage for files you want to link to from an e-mail or a web page.

Your account

Under the small icon in the top right-hand corner of the black part of the screen, you can switch between your personal account (My pages) and your administrator account. Unfortunately, there is not the same possibility to go from My pages back to administrator. It might be a good idea to add a shortcut to MyClub on your web browser.



Some notes on the EAHIL use of MyClub.

- Under **Nationality** in the screenshot below, there will always be “Sweden”. This box is not used; members are sorted according to **County**.
- You might also find examples of members being tagged with the wrong **gender** and notice that we lack a third alternative. This is because MyClub has been developed for small sports clubs, in which case you only use two genders. When migrating data from the old membership database, gender was generated automatically by the system, and in some cases, there were mistakes. EAHIL doesn't use gender for any purpose, but MyClub displays it automatically.

The screenshot shows the MyClub member profile form. The form is divided into several sections. The top section contains fields for First name (Lotta), Last name (Haglund), MemberID (106), and Personal identity number (12 digits). The Member type is set to Personal, and the Gender is set to Female. The Nationality field is circled in red and shows Sweden. The E-mail field is lotta.haglund@gh.se. The Mobile phone field is 46700360139, and the Work phone field is 46812053804. The Address field is Swedish School of Sport and Health Sciences (GIH), and the Country field is circled in blue and shows Sweden. The bottom section contains various election and membership options, including Board election, Council election, and Job (active).

Searching the database

As Council member, you will only have access to members in your country. Depending on the number of members, the search possibilities below might be useful.

Search box and extended search

Under the tab “Members”, you have several opportunities to search and can combine search criteria. Click on “Extended search” to see all search criteria.

All text fields can be searched using a comma (,) to search for more than one text.

Use the exclamation mark (!) to search for empty fields and an asterisk (*) for all fields with information.

Use the following to do more advanced searches:

Case: case sensitive
Exact: exact matching
Exclude: exclude text
Starts: text starts with
Ends: text ends with

Examples:

Johansson,Johanson in the last name box will result in a list with both spellings.
Starts:,exclude:Sarah in the first name box will result in a list with all first names beginning with S, except Sarah.

Ends:son in the last name box will result in a list with all names ending with son
Exact:johan in the first name box will give you all called Johan, but not Johanna etc

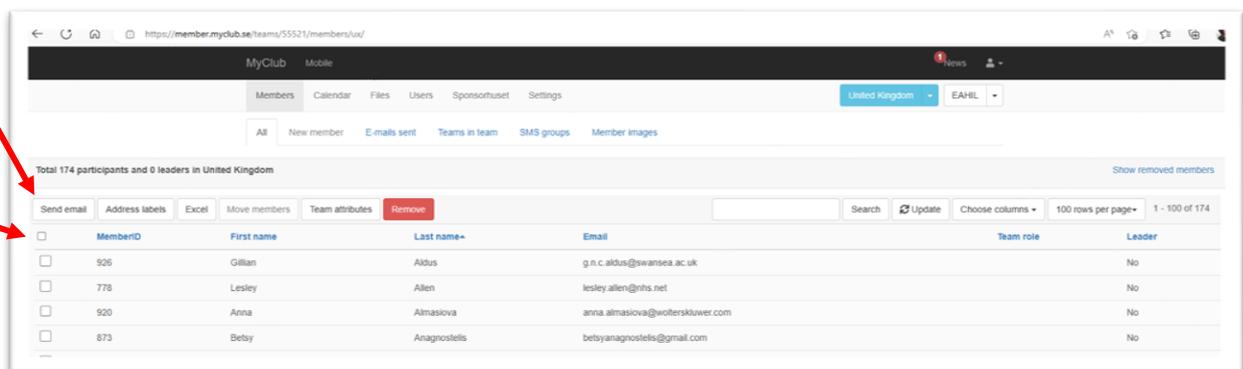
Using the member list/-s

When you have a list of members, you can e-mail them or download the list to excel.

Choose the number of members you want to e-mail (och export to Excel) by ticking the boxes next to the member, or the topmost smaller box to choose all. Please note that the selection will be limited to 100 at a time, which will result in a query from the database if you want to e-mail everyone on the current page. If you wish to e-mail or download more than 100, please choose “Select all XX members”.

Click on the box “send email” (or on the Excel box.)

An empty e-mail form will open; write your message and press send.



Forms

Forms can be used for applications for membership, elections and more. Forms are web-based, meaning the link to the form can be added to a website, social media etc.

Forms are created under Members -> forms. Click on "Create Form", choose a name for your form and click on "create form". On the next page, you will find three tabs:

1. General: Used for basic settings, like pictures, information text, group, number of users, start date etc
2. Fields: this is where you choose the fields you want in your form
3. Fees: not in use for EAHIL

All basic settings in MyClub will be automatically added as suggestions to add to your form by ticking the box in the upper left-hand corner of every field.

If you want additional fields, you must create them under Settings -> Attributes (or Member types). When you have created your field, it will appear as a suggestion under the tab Fields. Additional fields should be created before creating the form.

NB: don't forget to save your form!

When a form has been created, you will be given several choices on how to handle it; to see Registrations, Edit or Copy the form, as well as the box with an arrow which provides you with the opportunity to preview your form:



The address shown in the address field of your web browser is the address you want to use to distribute the form to respondents.