

# Members Database

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# ID Number Allocation

There are two ID Card Number allocation modes

1. Allocate on Registration
2. Allocate on Verification

The allocation mode can be changed in the Manage part of the site

Look in the menu under **System** > **Settings** on the [ID Cards] tab

## General Settings

[General](#) [Financial](#) [Regional](#) [Templates](#) [Terms](#) [ID Cards](#) [GCalendar](#) [Advanced](#)

ID Num Mask

Eg NZ%05d, See php [SPRINTF](http://php.net/manual/en/function.sprintf.php) docs for details

ID Num Allocation

External Email for ID Card Orders (eg Plasticard)

Save Changes

## Allocate on Registration

We will cover Allocate on Registration first. If a member registers themselves, they will show up in the Pending Registrations section of your members list. Before they can become part of your club, you need to approve them. Click on [Accept] next to their name to approve them.

When you accept them, that will also allocate an ID Num to them.

If a club admin registers the new member themselves, then the accept step is not required. As

soon as the new member is saved, their ID Num will be allocated.

**Members**

[Add New Member](#) [Search for Existing Members](#) [Download \(XLS\)](#) [Send Invite](#)

**PENDING REGISTRATIONS (1)**

Name	Age Division (2016)	
<input type="checkbox"/> POTTER, Harry	Open Men	<a href="#">Accept</a> <a href="#">Reject</a>

**MEMBERS (107)**

[ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Z](#)

<input type="checkbox"/> Name	ID Num	Age Division (2016)	Notes
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## Allocate on Verification

The other option is Allocate on Verification, this means that once the member is registered, usually it is the responsibility of the National Body to verify the date of birth details are correct. Once the member has been verified an ID Num will be allocated.

DATE OF BIRTH \*

1

▼

Nov

▼

1985

▼

ID CARD ISSUED

Not Issued

CREATED

28 Jul 2015

[Download ID Card](#)

The database admin will need to edit a member, and on the bottom of the membership record is the [**Verify**] button.

Once a membership record is verified, the Name, Gender and Date of Birth fields all get locked.

# IVFIV Online Entries

Login and go to the [Online Entries] tab

Select the regatta you want to enter, then click on [Select] button. To add/edit entries, click on the [entries] link

Select the event you want to enter from the drop list, and click on [Add Entry]

Enter a team name, and tick the events you want to enter.

You can add up to 5 teams at a time

Click on [Save Changes] once you have completed your entries

Once you have completed the entries, you need to add people to the teams. Click on the (Click to add) link

This screen will list all the members in your club that are eligible to enter the selected event.

Select the members you want in your team by ticking the box next to their name.

If you want to add people to your team that are not members of your club, then click on the Add non-club member link at the bottom. You will need to type in the persons ID Num to add them to your team.

Once you have completed your entries, go back to the [Online Entries] tab and click on the Roster / Invoice link

This page shows a breakdown of the people competing and what their fees are

# Entry Fees

There are several ways you can setup entry fees.

## **Per Person By Age Division**

This is the simplest option, the fee is calculated on the entrants Age Division as of the competition Age Reference Date

## **Per Person by Race Division**

An entrant may race in several divisions, eg Open and Masters. The highest entry fee from the the race divisions entered will be used.

Eg if Open \$40 per person and Masters is \$30 per person, then someone who enters both Open and Masters will pay \$40 (the higher of the two fees)

## **Per Person by Event**

This is one of the more complex options, and will take a little bit to master. The entry fee is calculated on the highest base fee plus the accumulated additional fees.

### **Scenario 1 - \$10 for each event entered**

Set the base fee for each event to \$0 and set the additional fee to \$10. In this example we have entered the Master Men 5km and the Open Men 10km. \$highest base fee + \$additional fee event 1 + \$additional fee event 2 = total

$\$0.00 + \$10 + \$10 = \$20$

Entry Fees Per Person by Event - (based on most expensive base fee that applies, plus accumulated additional fees for multiple events)

	Base Fee	Additional Fee
Master Men 10km	\$	\$ 10.00
Master Men 5km	\$	\$ 10.00
Open Men 10km	\$	\$ 10.00
Open Men 5km	\$	\$ 10.00

## Scenario 2 - base fee of \$50 to cover t-shirt + \$20 for each event entered

Set the base fee for each event to \$50 and set the additional fee to \$20. In this example we have entered the Master Men 5km and the Open Men 10km.

\$highest base fee + \$additional fee 1 + \$additional fee 2 = total

$\$50 + \$20 + \$20 = \$90$

If you enter 1 event only then it would be  $\$50 + \$20 = \$70$

Entry Fees Per Person by Event - (based on most expensive base fee that applies, plus accumulated additional fees for multiple events)

	Base Fee	Additional Fee
Master Men 10km	\$ 50.00	\$ 20.00
Master Men 5km	\$ 50.00	\$ 20.00
Open Men 10km	\$ 50.00	\$ 20.00
Open Men 5km	\$ 50.00	\$ 20.00

# Registering Members

## Public registrations

New members can register with your club from the online form

### Member Registration

Tauranga Moana Outrigger Canoe Club Inc. ▼

#### Personal Details

alex

Middles Names

ryder

Male ▼

1 ▼

Jan (1) ▼

1970 ▼

#### Contact Details

Once they complete the form, they will see a message like this.

### Registration Submitted

Your registration as been submitted, once it has been approved by an administrator, you will receive an email with login details.

Thank you

The next step is for the club admin to login to the members area,  
In the members list, you will see a section called **Pending Registrations**.

You will need to **accept** or **reject** any new registrations, before they will become part of your members list.  
  
You would reject new registrations, if they are spam, or if they are already club members and have a duplicate again.

Members

Find Existing Member

+ Add New Member

Download

Send Invite

Pending Registrations

MEMBER (1)	AGE DIVISION (2018)	AFFILIATED	NOTES
<input type="checkbox"/> TESTING, testing	Master Men		Accept   Reject

Quickfind

ALL

A

B

C

D

E

F

G

H

K

M

N

O

P

Q

R

S

T

V

W

Y

Z

<input type="checkbox"/> MEMBER (114)	ID NUM	AGE DIVISION (2018)	AFFILIATED	NOTES
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# Online Entries

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Enter a team name, and tick the events you want to enter.

You can add up to 5 teams at a time

Click on [ **Save Changes**] once you have completed your entries

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