

GAA Membership Training

[GAA Membership Training](#)

[Dashboard](#)

[Club Membership Overview](#)

[Annual Registrations Overview](#)

[Add & View Members](#)

[Add a New Member](#)

[View/Search for Club Members](#)

[View/Edit a Members Details](#)

[Personal Properties](#)

[Other Properties](#)

[Membership History](#)

[System Privileges](#)

[Hibernate a Member](#)

[Unhibernate a Member](#)

[Delete a Member](#)

[Contacts](#)

[Convert a Contact to a Member](#)

[View Previous Years Registered Members](#)

[Print a list of Members](#)

[Set a Member as a Player/Non Player/Official/Non-Official](#)

[Register Members](#)

[How to Register a Single Member](#)

[How to Unregister a Member](#)

[Update the a Membership Status](#)

[Print Registration Forms](#)

[Bulk Re-Register Members](#)

[Teams](#)

[Reset Teams](#)

[Delete a Team](#)

[Add a Team](#)

[Groups](#)

[Create a Group](#)

[Step 1 - Add Group Details](#)

[Step 2 - Add Members](#)

[Edit a Group](#)

[Delete a Group](#)

[Reset a Group](#)

[Add a Member to a Group from the Add/View Members Page](#)

Committees

Add a Committee

Step 1 - Committee Details

Step 2 - Add Members

Step 3 - Positions & Assignees

Edit a Committee

Delete a Committee

Reset a Committee

Families

Create a Family

Step 1 - Add Family Details

Step 2 - Add Family Members

Step 3 - Assignees

Add a Member to a Family

Create A Family whilst adding a new member

Transfers

Dashboard

The members dashboard is very straightforward and easy to read and understand. There are two sections to the dashboard which are:

- Club Membership Overview
- Annual Registrations Overview

Club Membership Overview

The club membership overview display's a pie chart which outlines the number of members that are:

- Registered
- Unregistered
- Hibernated
- Contacts

If a club administrator wishes they can also look back on past year's club membership information by select the year at the top left and then hitting the refresh button.

Annual Registrations Overview

The annual registrations overview is basically a stacked bar chart that automatically shows the current years and the previous years registration information.

The registration overview is broken down with different categories such as:

- Full
- Youth
- Honorary
- Social

If you move your mouse over the different colour then it will display for example:

Full: 604

Total: 3000

This would mean that there were 604 full members registered and in total there was a total of 3000 members registered

Add & View Members

The Add & View Members Page gives the Club Administrator the ability to:

- Add a New Member (Automatically Registers Member)
- View Club Members
- Search for a Particular Member
- View/Edit a Members Details
- Setup / edit member login privileges
- View Hibernated Members
- Hibernate Member(s)
- Un-hibernate Member(s)
- Delete Member(s)
- View / Add / Edit Contact(s)
- Group Members/Contacts
- Convert a Contact to a Member
- View Registered Members
- View last years Registrations
- Print a List of Members
- Set Member as a Player / Non-Player / Match Official / Non-Match Official.

Add a New Member

To add a new member all that is required is select add and then select member and fill out the majority of the details but of course fill out the required information.

Once a club administrator adds a new member they are added and registered with the club automatically.

View/Search for Club Members

When the club administrator first selects the add/view members page they will see all of the club members within the club.

There is also the ability to search for a particular member or members within the system. There is a drop down option to make a selection and a “+” sign at the far right to add new search categories to find the correct member you are looking for.

View/Edit a Members Details

Personal Properties

To edit a members details the user just has to click on the name of the members which they are trying to edit, either Forename or Surname as it will take them to the same page which is personal properties. Once clicked the user will have the ability to edit any of the members details.

Other Properties

This page is for the club administrator to store any details they may need to know about a particular member.

Membership History

The club administrator can use this page to view information on the members previous membership history. The club administrator can also unregister a member within this page by click the checkbox beside the year and then selecting unregister.

System Privileges

This section can be used to change;

- Allocate access to a member
- Change the user role of a member
- Allocate a new password

Hibernate a Member

This will become useful if a member has left the club, passed away etc. and the club wishes to keep their details. To hibernate a member all that has to be done is select the checkbox beside their name, go to more actions and then select hibernate.

Unhibernate a Member

To unhibernate a member, it requires the search options to be used. It is very ease to find hibernated members as the user need to selected hibernated > yes and then select the search button. This will show all hibernated members and to unhibernate them the checkbox beside their name has to be selected and then more action > unhibernate.

Delete a Member

To delete a member select the checkbox beside the desired members name then go to more actions and select delete.

Contacts

everything is the same for contacts as it is for members RE editing etc.

Convert a Contact to a Member

To convert a contact to a member the user needs to find the correct member by searching for them by selecting contacts/members and selecting contact then select the forename and surname, input the information and then select search. Select the checkbox beside their name and then go to more actions and select "Convert to Member".

View Previous Years Registered Members

To do this the user needs to use the search options and select Season>(the previous season) and then select the year that you want to view the registrations and then select the search option.

Print a list of Members

There are two options to print out members. The user can either export the members list via Excel, Word or PDF and print the members from there.

The second option is to print out all members who are registered for the current season. To do this click on reports you will be presented with a table of report options. Click on the *PDF* button beside the relevant report. Full Members will print out all Registered members for this year. You will be presented with a page asking which heading you wish to use and some font options as well. A PDF will then be created.

Set a Member as a Player/Non Player/Official/Non-Official

To set a member as either a Player/Non Player/Official/Non-Official you must first find them and then select the checkbox beside their name then go to the set as button and then pick the desired option.

N.B. for a member to be set as a player their D.O.B must be stored within their personal details.

Register Members

At the end of each year all members become unregistered, their names will appear from black to red on the system to indicate this.

How to Register a Single Member

To register a single member the club administrator should select the checkbox beside the members name and then select the register button the top of the page. The club administrator will know that the member is registered by the name of the member changing from red to black.

How to Unregister a Member

Find the member you wish to unregister, click on their name and select membership history. Tick the checkbox beside the year you wish to unregister the member and click delete. This will unregister the member for that year.

Update the a Membership Status

Select the checkboxes for each of the members that the club administrator wishes to update the members. Click the Set as button and then select from:

- Full
- Youth
- Honorary
- Social
- Player
- Consent - this is used for juvenile members to update the status of the parents consent

Print Registration Forms

This is very easy. Just put the mouse over the registration forms button and select either word or pdf. This will automatically open the form in the format you choose then select file > print.

Bulk Re-Register Members

To bulk re-register members on the system it has to be done by uploading a CSV document to the system. To get the document the club administrator must navigate to the register members option, go to more actions and select bulk re-register.

The next screen will provide details.

- In order for the upload to be successful columns must be in the correct order.
- Column Names must begin with the '#' key as shown above.
- The GAA Member Type can only be 'Youth', 'Full', 'Honorary or 'Social'.
- Parental consent is only applicable to Juvenile members.
- Do not insert a '#' key anywhere else in the spreadsheet other than the Column headings.
- Edit the fields for each member you would like to re-register with the correct information.
- Once the spreadsheet is complete click 'File' and 'Save As'.
- Give the spreadsheet an appropriate name, ensure the file type is 'CSV (Comma Delimited)'.
- Once you are aware of where you are saving the file to (e.g Desktop, My Documents) click 'Ok'.

When all of the steps are followed correctly select preview and anything that is not good data will be marked with an X and highlighted red and will not be imported so this will have to be amended. This can be done by exporting the bad records to change the data to reupload.

Submit Registrations to Croke Park and County Secretary

This has to be done and is very easily done. Once all members have been registered, the home screen will have a notification that read “**Submit Registrations to Croke Park & The County Secretary**”.

This will automatically send an email to both the County Secretary and Croke Park. This can be done several times if members are registered at different stages.

Teams

This section provides the club administrator with the ability to create different teams associated with the club. When the club administrator first enters the teams section they will see the full list of the teams associated with their club and by clicking on their name they can edit anything about those teams.

Reset Teams

This will be used to remove all members and mentors associated with a team. To reset a team select the checkbox beside the team you wish to reset then select the reset button. A popup will appear to confirm you wish to reset the team so click yes. After this is done the member and mentor count are reset to zero.

Delete a Team

This is pretty similar to resetting a team as the club administrator selects the checkbox beside the teams name and then selects the delete button. A popup will appear to confirm the deletion of the team so by selecting yes the team will be deleted.

Add a Team

To add a team select the add button to begin with to get to step 1 of 3. In step 1 the club administrator has to add the club details

Groups

The club administrator can create groups of members for the purpose of communications such as SMS and emailing. When the club administrator selects groups from the menu option within members they will be able to see a list of the current groups already created.

Create a Group

To add a group it is very easily done with no real room for error. There are 2 steps to creating a new group which are:

Step 1 - Add Group Details

There are only two fields in this section that can be filled in. The first field is the name of the group which is mandatory then a description of the group which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

Edit a Group

To edit a group the club administrator has to first click on the group that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and then proceeding to step 2.

In step 2 it is the opposite of adding members to a group as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

Delete a Group

To delete a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to delete and then click the delete button and must also

select yes to confirm that they do wish to delete that group from the pop up option.

Reset a Group

To reset a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that group from the pop up option. The group will then be reset to contain zero members.

Add a Member to a Group from the Add/View Members Page

Members can also be added to a group from the add/view members page. This can be done by selecting the checkbox beside the members name(s) and then select the group button then enter the name of the group and select next. Ensure that the member(s) has entered the right hand table and then select finish.

Committees

This page provides the club administrator with the ability to create and edit committees. Committees are created and managed the same way as team and groups meaning that the communications function can also be used to contact committee members. When the club administrator selects the committees option on the system they can view all existing committees in relation to their club.

Add a Committee

There are three steps to adding a committee which are:

Step 1 - Committee Details

There are only two fields in this section that can be filled in. The first field is the name of the committee which is mandatory then a description of the committee which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

Step 3 - Positions & Assignees

This step will have some positions already predefined for the club administrator to assign to members. They will see the positions with a drop down box on the same column so that they can select the positions for certain members.

The club administrator can add their own customised position by selecting the add button and then typing in the name of the position.

Edit a Committee

To edit a committee the club administrator has to first click on the committee that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and

then proceeding to step 2.

In step 2 it is the opposite of adding members to a committee as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

Delete a Committee

To delete a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the committee(s) they wish to delete and then click the delete button and must also select yes to confirm that they do wish to delete that committee from the pop up option.

Reset a Committee

To reset a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that committee from the pop up option. The committee will then be reset to contain zero members.

Families

The families section enables a club administrator to link family members within the club under the one family name which will be then found within the families section if needed.

N.B. if the parent/guardian of a juvenile member are not added then they must be added as a contact.

Create a Family

There are three steps to creating a family:

Step 1 - Add Family Details

There are three fields:

- Name (mandatory)
- Greeting (optional)
- Description (optional)

Step 2 - Add Family Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that family.

To add members to the family the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

There is also a search option to refine the search for the family members. Searching by surname is probably the best but in the case of a guardian the club administrator can search by selecting Contacts/Members option then selecting contact.

Step 3 - Assignees

Out of the family members the club administrator can select:

- Head of Household (This property links with the Fees Management functionality and will be the name that appears here).
- Primary Contact (This property links with Communications (SMS & Email) functionality i.e. All messages sent to juveniles will get copied to the primary contact).
- Primary Address (This property links with Communications Functionality for Mail).

When finished just select the finish button.

Add a Member to a Family

There are two ways to add a member to a family-

1.
 - Go to Families
 - Click on the Family name you wish to add a member to
 - Go to Step 2 of the Wizard and add the member as shown in Figure 3, Step 2 of the Wizard above.
 - Complete the wizard and click 'Finish'.
2.
 - Go to Add & View Members page
 - Search for the member and click on their name to view their properties.

In the Family Details search box type the name of the family, the system will begin searching and produce a valid result if the family name exists then click on the Family name to add the Member to the Family and finally click submit.

Create A Family whilst adding a new member

When adding a new member you can also create a new family all from within the one page -

1. Complete the Add New Member form with the new members details.
2. In the 'Add to Family' box click "Can't find the family you are looking for? Click here to add a new one".
3. An 'Add New Family' box will appear, enter the member who is to be the Head of Household and enter the Family Name.
4. If the Head of Household does not exist as a member in the system click 'OR click here to add a new member'. Otherwise click 'Save' to close the Add New Family Box and click 'Register' to save your new member with the family.
5. If you have clicked 'OR click here to add a new member' you will see an 'Add New Member' box - enter the Head of Household details. **Note:** if the Head of Household is NOT a club member set them as a 'Contact'.
6. Click Save to close the Add New Member box.
7. Click Save to close the Add New Family box.
8. Click Register to save and register the new member with the new family.

Transfers

To transfer a player the club will need permission from the following:

- The Club Administrator of the Club the player is transferring to.
- The Club Administrator of the Club the player is transferring from.
- The County the player is transferring from.

Once the club has permission, they need to take the following steps:

- Select Members
- Select Transfers
- Select Transfer Player
 - If you have the player's unique ID Select "Yes" and enter the Id
 - IF you do not have the players Unique ID then Select no and Enter their Full Name and DOB as it appears on the system
- Complete the Transfer Request form and Select Submit

The other club then will need to accept the transfer and it is then passed onto the county board level to be vetted.