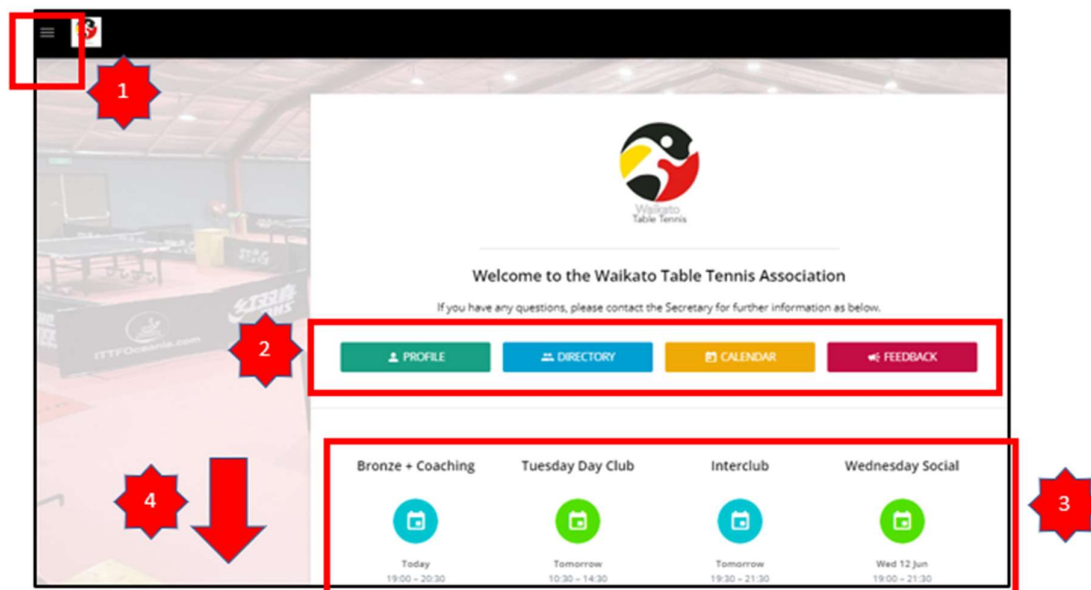


## The Home Page layout

After signing onto the system and accepting any terms and conditions of membership you will be presented with the Home Page as:



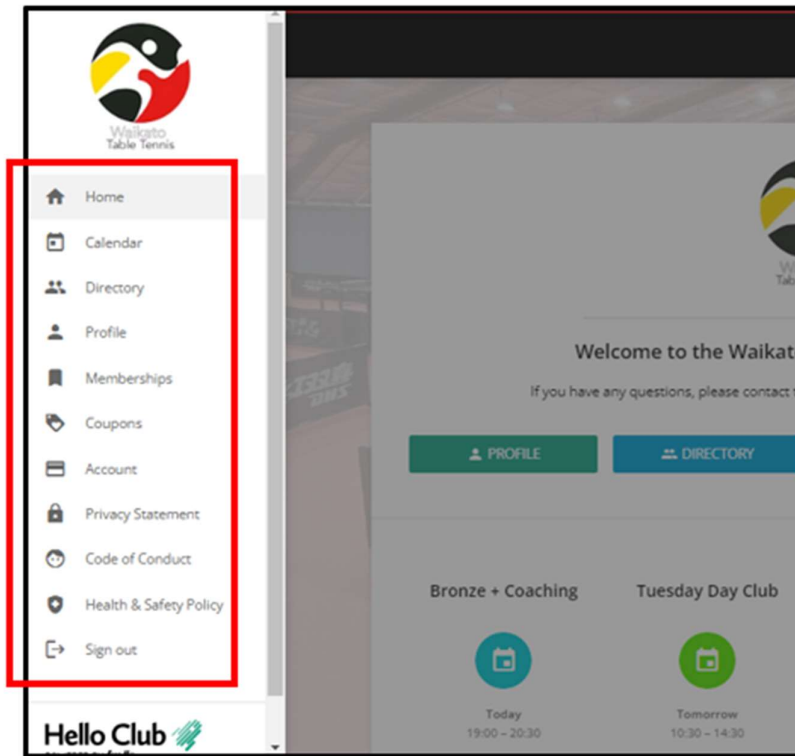
Looking at each part in turn:

- 1 Selecting these '3 vertical lines' will take you to the menu drop down
- 2 4 buttons have been set up which provide quick access to the main features:
  - PROFILE** : this is your personal profile e.g. name, phone number, password etc that you can amend yourself
  - DIRECTORY** : the list of all members who have allowed their details to be shown
  - CALENDAR** : all the upcoming club events from which you can select and book
  - FEEDBACK** : Provide us with feedback and suggestions. Your email will be included automatically with this.
- 3 This shows the next 4 upcoming events
- 4 Scroll down the page to see :
  - The committee members
  - A link to our Facebook page
  - An 'invite a friend' link



## The Menu

Selecting these '3 vertical lines' on the Home Page will display the menu on the left side of the screen:



The options from top to bottom are:

- |                   |   |
|-------------------|---|
| Home              | This takes you back to the Home Page  |
| Calendar          | <i>Same as Home Page entry</i> - all the upcoming club events from which you can select and book                                |
| Directory         | <i>Same as Home Page entry</i> - the list of all members who have allowed their details to be shown                             |
| Profile           | <i>Same as Home Page entry</i> -this is your personal profile e.g. name, phone number, password etc that you can amend yourself |
| Memberships       | The membership type you have and the option to buy additional memberships   |
| Coupons           | Coupons is the new name for Concession Cards. If you have a card it will show how many are unused, if not you may purchase one. |
| Account           | All of your financials transactions that you have made through Hello Club for memberships, table bookings etc                   |
| Privacy Statement | WkTTA's Privacy Statement in full   |



Code of Conduct	WkTTA’s Code of Conduct Policy
Health & Safety Policy	WkTTA’s Health & Safety Policy
Sign Out	Exiting the system

**The Calendar Page**

All the upcoming club events from which you can select and book

NOTE : you may not have permission to book a certain event

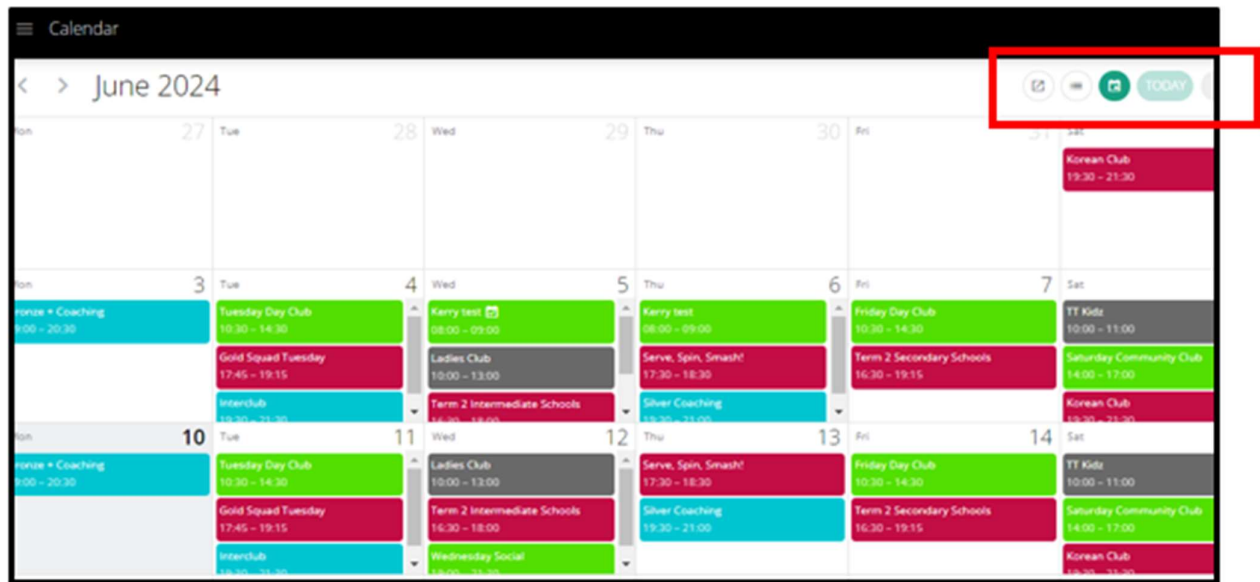
e.g. 1 : you are an adult members and this is a junior only event

e.g. 2 : you are a casual member and this is a members only event

e.g. 3 : you are trying to book your son into an event but your access is showing an adult member

NOTE : A casual member is someone who plays regularly but who has not purchased one of our standard membership packages. He/she may use the system and book for a limited number of events only

The Calendar page is:



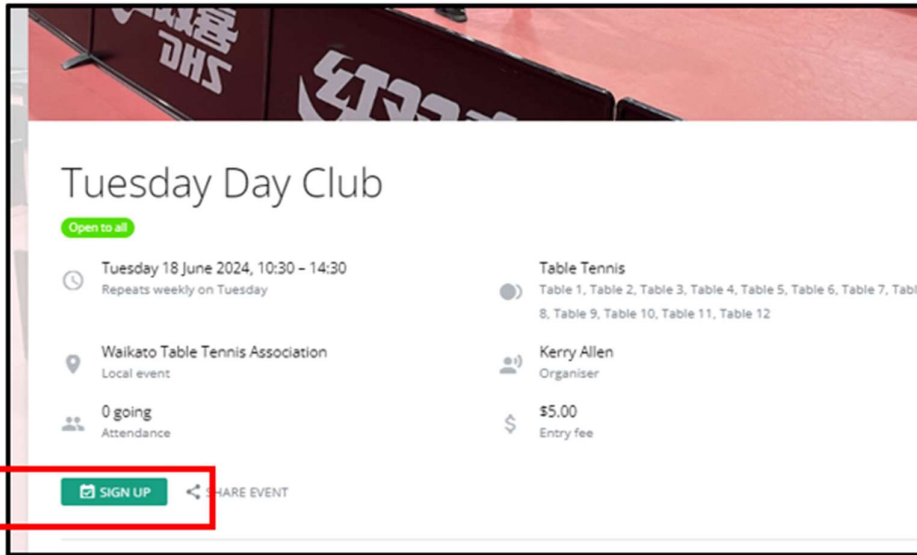
Moving the mouse over an event will provide more information such as ‘open to all’, ‘private booking’ etc.

The icons in the top right of the screen enable you to customise the page.



### Booking an Event

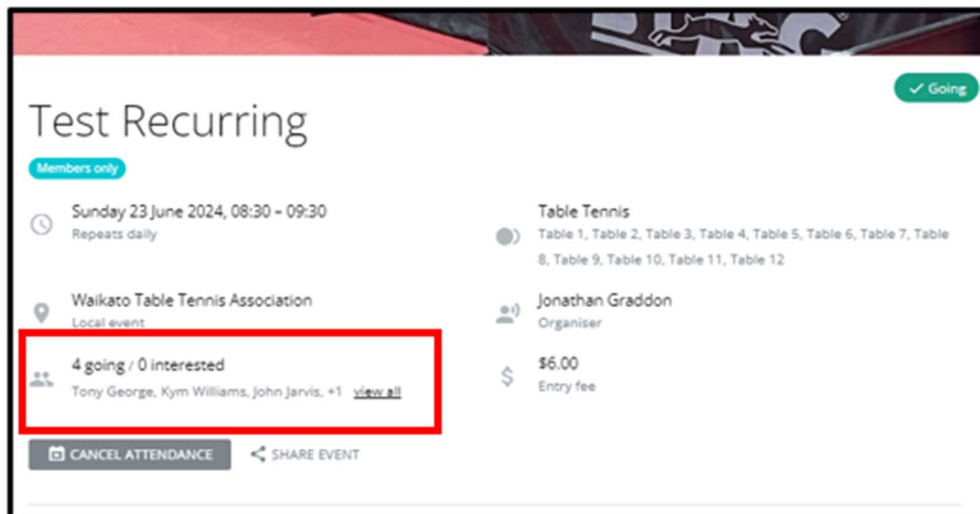
Click on any of the events shown that may allow you to book in. As an example, selecting the 'Tuesday day Club' will return:



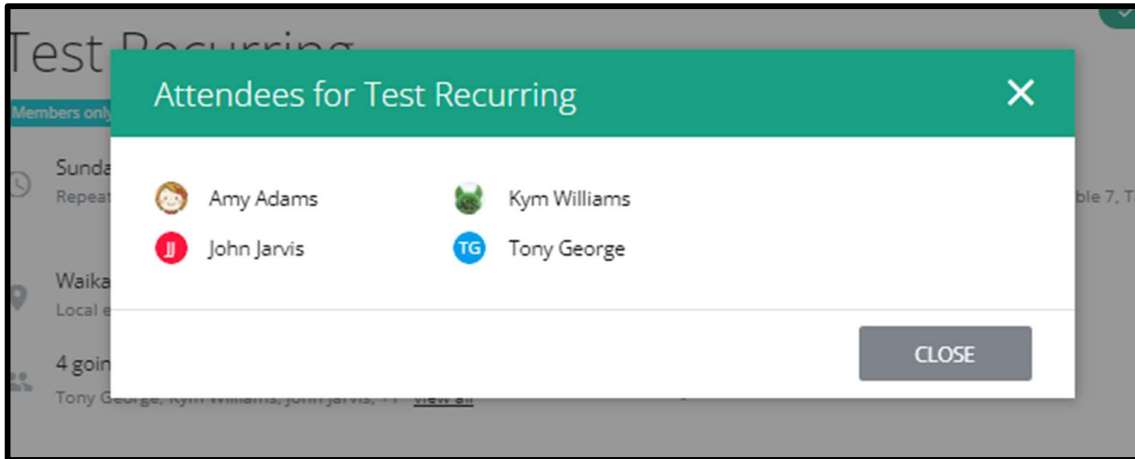
If you are allowed to book, then the SIGN UP button is visible to you and then follow the instructions that will allow you to pay by debit/credit card, OR a coupon OR using account credit if you have funds here.

### Who has booked in to an event?

When booking or viewing an event, if members have already paid to go, you can see numbers and names. For the below event you can see that 4 are booked as going:

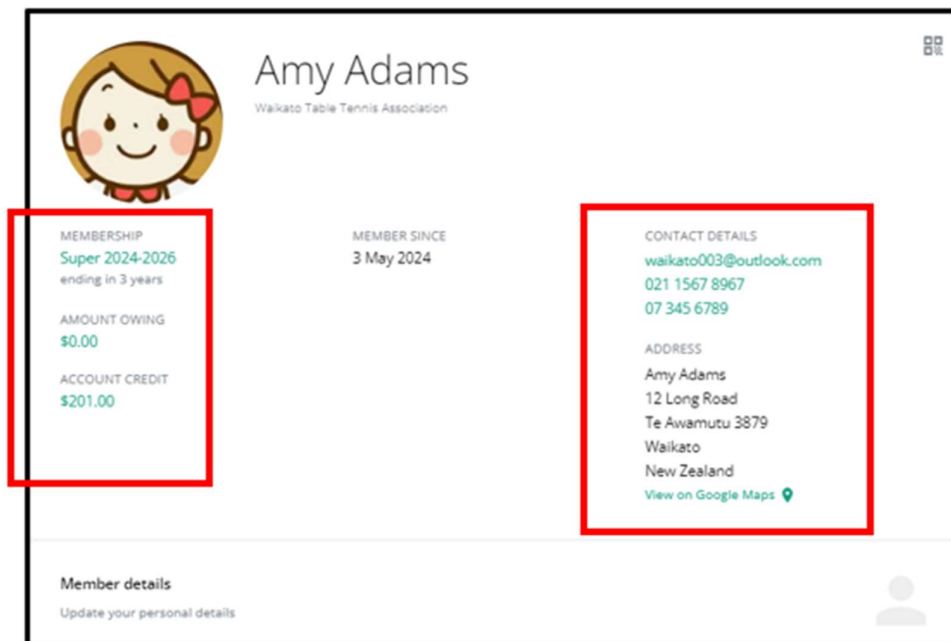


Click on the 'view all' text will display the names and avatars of those 4 members:



### Amending your personal details

From the PROFILE button on the home page OR the 'Profile' link on the menu gives:



The left red box shows what type of membership you have and any amounts you have pre-loaded to your account credit. The right red box shows your personal information including email address, phone number(s) and physical address if entered.

As you scroll down the page you can amend this information.

Click on 'Member details' to give:



The screenshot shows the 'Member details' form with the 'Personal' tab selected and highlighted by a red box. The form contains the following fields:

FIRST NAME	LAST NAME	GENDER	DATE OF BIRTH
Amy	Adams	Female	12 Mar 1997

EMAIL ADDRESS	MOBILE PHONE (optional)	HOME PHONE (optional)
waikato003@outlook.com	021 1567 8967	07 345 6789

FULL LEGAL NAME

CANCEL SAVE

You can amend details shown on the current page (EXCEPT data of birth – you need to email the Association to get this amended – sorry!!!) but remember to SAVE your changes.

You can also amend other information by moving across the options at the top of the screen i.e. Club, Billing or Directory.

### Displaying information in the directory

From the Directory option, the below screen allows you to share with all other members (or not) a limited set of information:

The screenshot shows the 'Member details' form with the 'Directory' tab selected. The form contains the following options:

LIST IN MEMBER DIRECTORY

- Allow other members to find me in the directory

CONTACT DETAILS TO LIST

- Email address (waikato003@outlook.com)
- Phone number (07 345 6789)
- Mobile number (021 1567 8967)

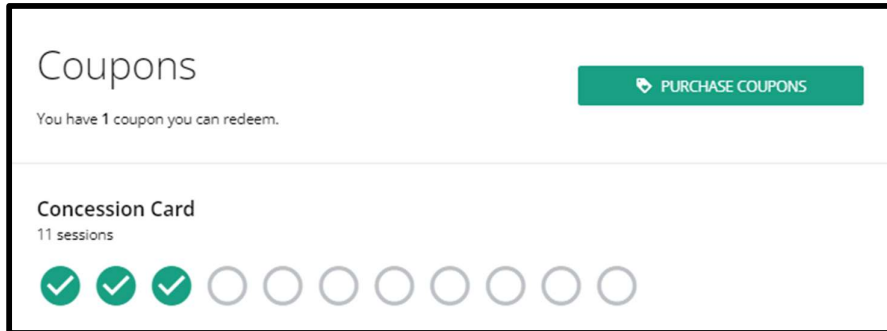
and explore the other information on this page, and even add an avatar!



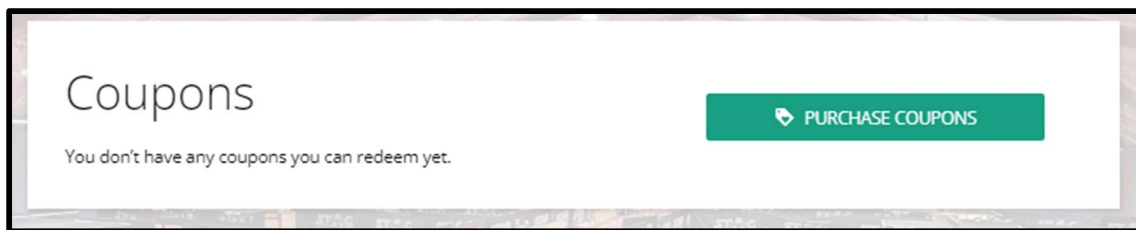
### Coupons

Coupons are the Hello Club’s terminology for Concession Cards that enable you to buy 11 for the price of 10. Each can be redeemed each time you book online *for most events*.

By clicking on ‘Coupons’ from the menu will show if you have any un-used coupons left :

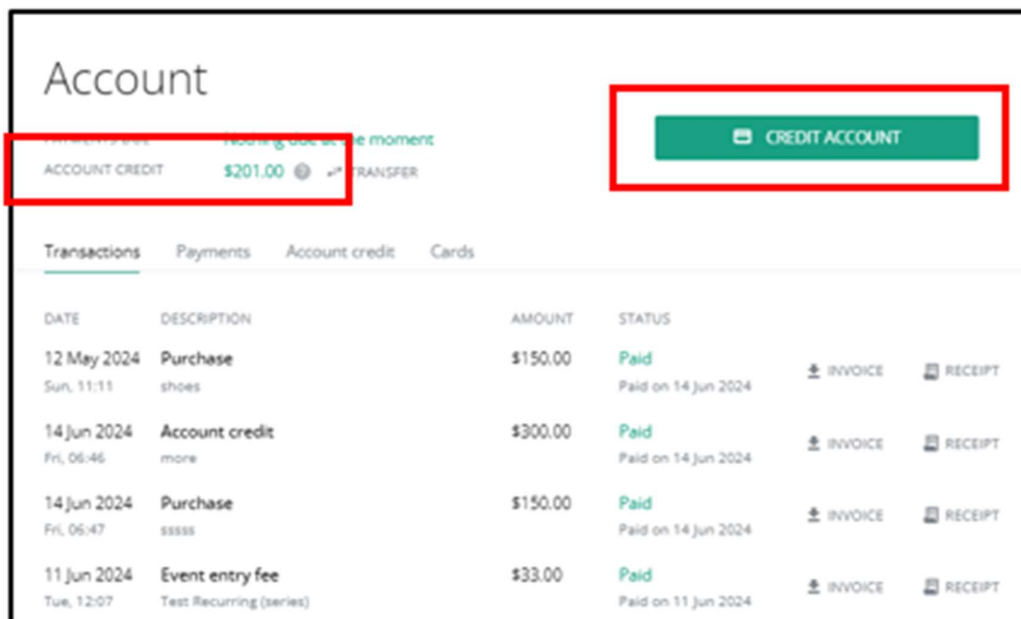


Or allows you to buy one by selecting PURCHASE COUPONS



### Your Account

Select ‘Account’ from the menu:



## A STEP BY STEP GUIDE TO USE OUR MEMBER MANAGEMENT SYSTEM



This shows all the financial transactions you have had through the system. If you have an account credit it shows this amount as well (left red box). For any of the transactions, you can download an invoice or receipt.

Finally, to you create or add money to your account using the CREDIT ACCOUNT button (right red box) which gives:

A screenshot of a web form titled "Credit account". Below the title is a section "Select amount" with the instruction "Select an amount to credit your account with." There are five radio button options: "\$20.00", "\$50.00" (which is selected), "\$100.00", "\$200.00", and "Other". At the bottom right of the form are two buttons: "CANCEL" (grey) and "NEXT" (green).

and allows you to select an amount to transfer, and selecting NEXT to provide your payment:

A screenshot of a web form titled "Credit account". Below the title is a section "Select payment method" with the instruction "You will be able to review your payment in the next step." There are four logos for payment methods: Mastercard, VISA, and AMEX. Below the logos, it says "Card payments are processed securely through Stripe". There is a form field for "Card number" and "MM / YY CVC". At the bottom, there is a checkbox labeled "Store card details for future payments" with a help icon.

### Paying for your club session (event)

Select the event from the Home Page or the 'Calendar' in the menu for your event

A screenshot of an event page. At the top, it says "Waikato Table Tennis Association" and "Local event". Below that, it says "0 going" and "Attendance". At the bottom, there are two buttons: "SIGN UP" (green) and "SHARE EVENT" (grey).





and then SIGN UP which provides:

## Tuesday Day Club

---

### Signing up for event

CHOOSE HOW TO SIGN UP

Sign up for Tuesday 18 June only

Select multiple dates

---

CHOOSE PAYMENT METHOD

Pay the fee of \$5.00

Use a coupon

---

You are signing up for the event Tuesday Day Club on Tuesday 18 June.

You can pay the entry fee of \$5.00 online now.

The fee is non-refundable.

Non-payment will automatically remove your attendance from this event.

And the option (for recurring events) to sign up for one or more at the same time and the choice of payment methods.

Here we have:

- Pay the fee of \$5.00 OR
- Use a coupon

Remember a coupon is a concession card and so select the option to want to use.

For the above the system *may provide 2* options. If you have an existing account credit you will see:

## Tuesday Day Club

---

### Account credit

You have \$106.00 account credit available.

Do you want to use this for your payment?

Yes, use available account credit

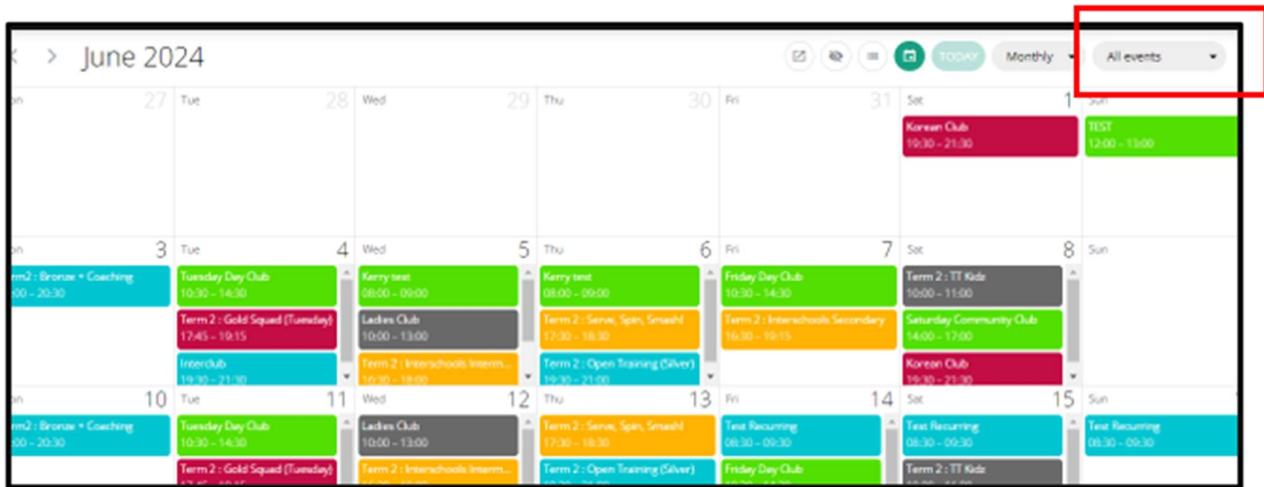
and then either select the option or un-select it to pay by card.

If you don't have an account credit, you only have the payment by card option.

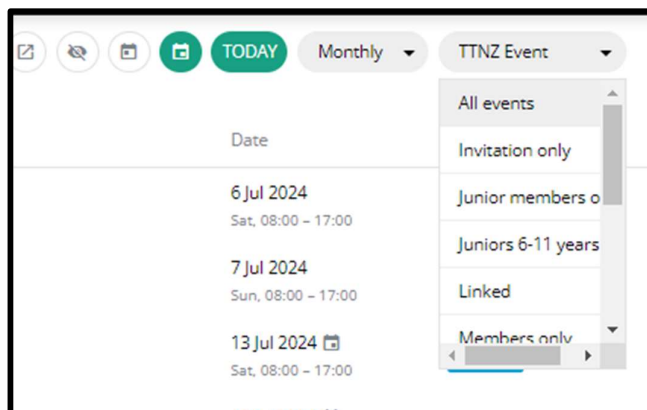


### Finding events to suit

The ‘Calendar’ view (below) can look quite busy but you can filter (restrict) only those events that you are interested in.



Select “All events” from the top right corner above which provides a drop down list



For the following options:

- All events
- Invitation only
- Junior members only
- Juniors 6-11 years
- Members only
- Open to all
- Para programme
- Private function
- Restricted Numbers
- TTNZ Event
- Schools competition

and then just select the one you want.



As an example, for 'Open to all' events:

Event	Attendance	Organisers
TEST <span>Open to all</span>	0 attended 2 going	WkTTA Administrator
Tuesday Day Club <span>Open to all</span>	0 attended 0 going	Kerry Allen
Kerry test <span>Open to all</span>	11 attended 12 going	WkTTA Administrator
Wednesday Social <span>Open to all</span>	2 attended 2 going	Mark Page
Kerry test <span>Open to all</span>	3 attended 7 going	WkTTA Administrator
Friday Day Club <span>Open to all</span>	0 attended 0 going	John Jarvis
Term 2 : TT Kidz <span>Juniors 6-11 years</span> <span>Open to all</span>		Mark Page

Shows the number of members pre-booked to attend and who the Organiser is for that session.

For those interested in playing competitions / tournaments, select 'TTNZ Event' and then the required date range. For this July gives:

Event
Whanganui Open <span>TTNZ Event</span>
Auckland Max Play <span>TTNZ Event</span>
TTNZ Women & Girls Only Tournament <span>TTNZ Event</span>
TTNZ Women & Girls Only Tournament <span>TTNZ Event</span>
Otago Open <span>TTNZ Event</span>
Otago Open <span>TTNZ Event</span>



## What is a Circle?

A circle is a way for members to group themselves together. Any member can create a circle and invite other members to join, This is typically used for families or companies who want to share the management of their member accounts.

Within a circle, one or more members will be the circle leads who are responsible for managing the circle and can be given permissions to do the following:

- view finances and make payments on behalf of circle members
- purchasing a new membership for circle members
- book circle members up to events

Every circle member can choose which permissions they give their circle leads when they join the circle. When creating a new circle, the member who creates the circle will automatically be the circle lead. However, other circle members can also be promoted to leads as required.

## Creating a Circle

1. Go to your **Profile page** and click on **Circles**
2. Click on **Create new circle**
3. Choose a circle name and enter the names of the members you'd like to invite
4. Choose which details you'd like to manage for your circle members

**Create circle** [X]

**CIRCLE NAME**

Graddon Family

**MEMBERS**

EG Emma Graddon X CG Chris Graddon X Type name

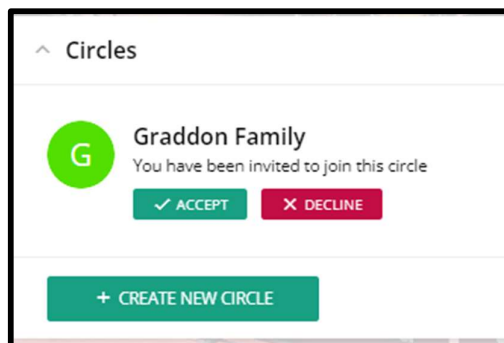
**PERMISSIONS**

- Details ?
- Finances ?
- Memberships ?
- Bookings ?
- Events ?

CANCEL SAVE



Once you're done, press **Save** to create the circle. An invitation email will be sent out to the members you invited automatically and once they sign-in and confirm their circle invite, you will be able to start managing their details according to the permissions they've given you.



### Circle Lead Capabilities

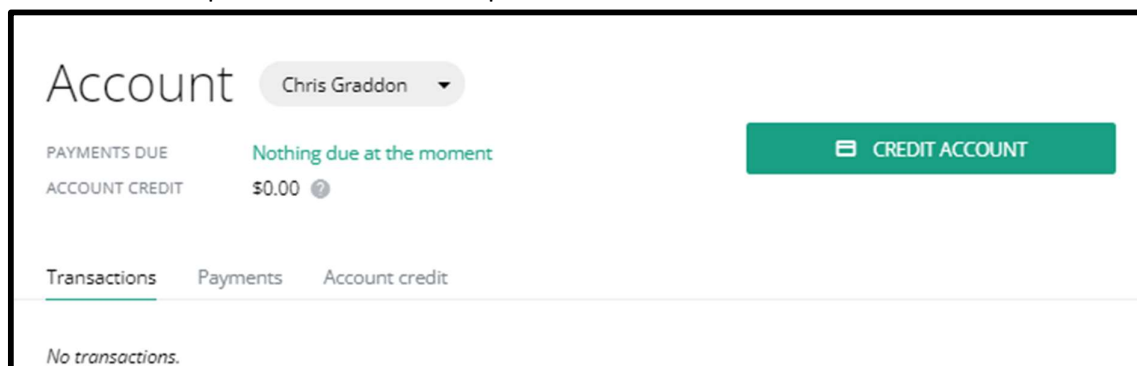
As a circle lead you can click on each of the circle members to manage their details. The permissions they have given will be visible here, and you also have options available to make them a circle lead or remove them from the circle completely.

#### 1. View finances and make payments on behalf of circle members

If a circle member has given you permission to manage their finances, you will be able to make payments on their behalf and view their financial transactions.

To make a payment for a circle member:

- Go to your **Account** page
- Use the drop down menu at the top to select the relevant circle member as:



- Select the transactions (if any) you wish to pay for
- Click **Next** to continue with your payment

#### 2. Purchasing a NEW memberships for a circle member

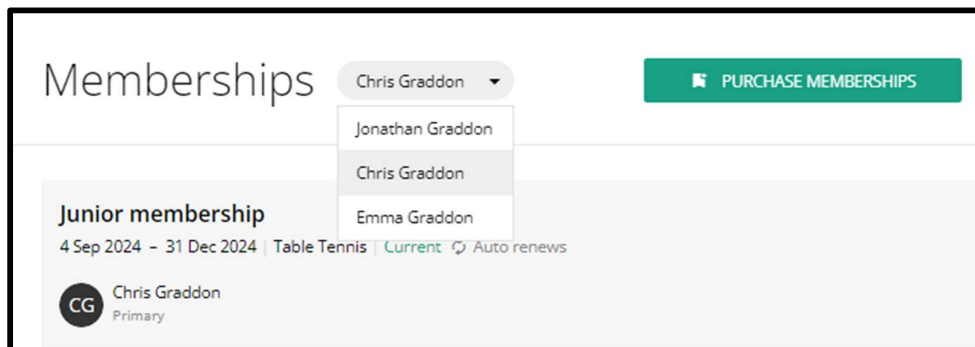
If a circle member has given the permission to manage their memberships, you will be able to purchase a NEW membership on their behalf.

To purchase a NEW membership for a circle member:

## A STEP BY STEP GUIDE TO USE OUR MEMBER MANAGEMENT SYSTEM



- Go to your **Memberships** page
- Use the drop down menu to select the relevant a circle member



- Click the **Purchase Memberships** button
- Click on the memberships you wish to purchase
- Click the **Next** button and continue to finalise your purchase

### 3. Renewing a Memberships on behalf of circle members

Currently, it is not possible to RENEW annual memberships for your circle members. Instead, you will need to have each individual member sign in and renew their own memberships at the time of renewal.

### 4. Book circle members up to events

If a circle member has given permission to manage their events and attendance, you will be able to sign them up for an event.

To manage event attendance for one of your circle members:

- first view the event you're interested in through the **Calendar**
- then use the dropdown in the top right corner to select the relevant circle member



- doing this will display the event fees and attendance status for that member
- click **SIGN UP** to continue.

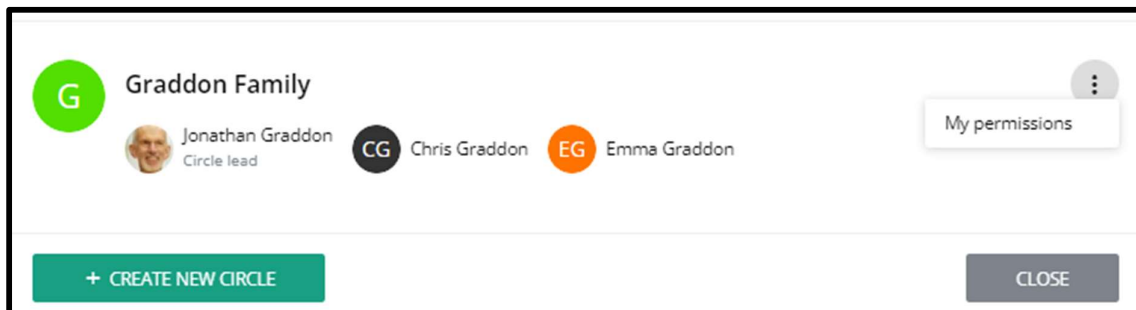


## Circle Member Capabilities

As a circle member, you can choose which permissions you give to your circle lead. You can also withdraw these permissions again at any time. The permissions you choose will determine what actions the circle lead is able to perform on your behalf and what information they get access to.

To manage your permissions:

1. Go to your **Profile** page and click on **Circles** to open it
2. Find the circle you want to change your permissions for
3. Click on the context menu on the top right and select **My permissions**



From here you will be able to change your permissions:

