

Henley Sailing Club

Club Administration & Rev Sport

Presented by Sarah Cooper



Who are we

- Full volunteer run club:
 - including: function bookings; accounting; bar & membership administration
 - We currently have 75 active members
 - Services we offer
 - Off the beach dinghy sailing
 - Discover Sailing Dinghy Program and Powerboat
 - Function Hire including Bar



Challenges

- 6 years ago our membership was half
- An ageing committee
- Volunteers ageing
- Developed a strategic plan developed our why
- Attended Club & Instructor conferences
- Implemented ideas



Technology

- Used the previous systems from Australian Sailing since introduction
- Adopted cloud computing when first released by MYOB
- Now a full user of revolutioniseSport



Technology Issues

- Issues prior to revolutioniseSport
 - Email maintained separate Mailchimp account
 - Discover Sailing Administration on separate database, duplication of member numbers
 - Setting up membership and event registration complex
 - No option to on-change credit card charges on a needs basis
 - Reporting required understanding of report builders
 & advance excel techniques
 - Members found it difficult to log on



- Why use revolutionseSport?
 - More than a website

https://www.revolutionise.com.au/henleysc/home/

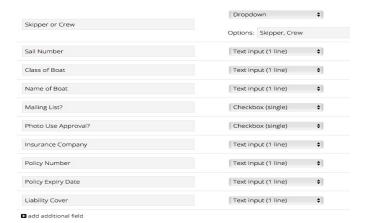
- Full administration of the club functions
- Simple to use, just need internet access
- Can be used on multiple devices and with multiple access



- Functions we are currently using:
 - Website
 - Member registration
 - Finance
 - Member Communication
 - Events
 - Bookings
 - Incident Reports
- Future
 - Bookings for club equipment
 - Rostering
 - Tasks



- Membership Administration
 - Customized Fields e.g. collect insurance information
 - Customized Terms & Conditions include links to policy documents



Please Note: If you are registering as a Course Participant to a course run by a Discover Sailing Centre accredited by Australian Sailing, these terms do not apply.

These Terms and Conditions, as amended or updated from time to time, govern all aspects of Individual Members of clubs that are affiliated with an Australian Sailing MYA (Individual Member) and the Individual Members relationship with Australian Sailing Limited. (ABN 26 602 997 562) (Australian Sailing).

Although Australian Sailing will attempt to notify Individuals of any changes or updates to these Terms and Conditions, amendments or updates will be made available on Australian Sailing's website, www.sailing.org.au, and access to or use of any of the benefits available under Individual Membership after such publication will be deemed as

I understand, by becoming a member of the Henley Sailing Club, I agree to comply with the conditions of the Henley Sailing Club Constitution, the club by-Laws (including member protection policy) and policies (including sailing instructions) as they apply now and in the future. These documents are available on our website www.henleysc.yachting.org.au

Further I consent, to my image being used on the Henley Sailing Club website and social media pages.



- Membership Administration
 - Family Memberships
 - Allow multiple payment methods
 - Print paper form, based on the online form
 - Easy to use for members most register online
 - Tick members off when paid
 - Send bulk invoice reminders



Finance

- Used in conjunction with memberships
- Set up payment plans
- Mark members off as paid
- Reporting including members paid online
- Bulk invoice members directly
- Add the credit Card Charge when required

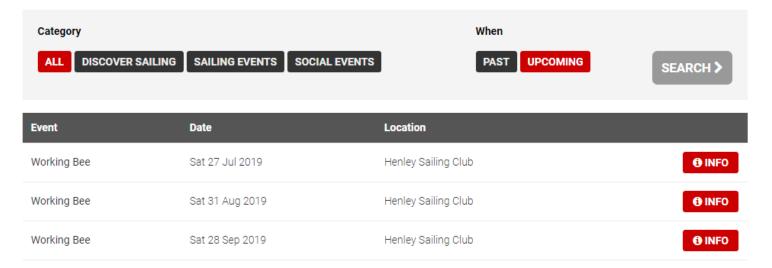


- Member Communication
 - Create Templates based on previous saved emails
 - Set up groups





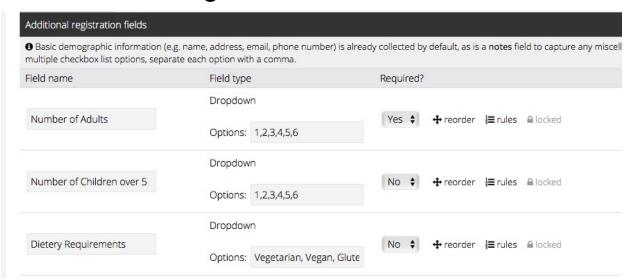
- Events
 - All Club Events entered
 - Use RSVP if required
 - Can be public or member events
 - Members don't have to log in





Events

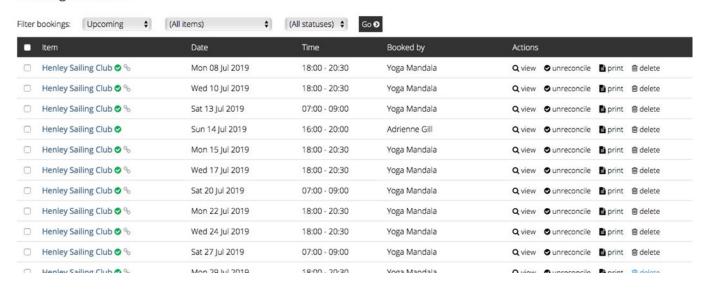
- Venue selected shows under availability of club for other non-sailing bookings
- Report on events past and present CSV or PDF
- Customized registration fields





- Bookings
 - All venue bookings are added

Bookings overview





- Bookings
 - Don't allow public to book direct
 - Can allow public online bookings
 - Invoices are via our accounting system
 - Invoices can be generated
 - Linked to Website to show availability
 - https://www.revolutionise.com.au/henleysc/venuecalendar//
 - Reduces email and phone enquiries



- Incident Report
 - In policy documents included the revolutioniseSport link
 - https://www.revolutionise.com.au/henleysc/incident/
 - Bookings Club Equipment
 - Bookings can be made and paid for club boats, Pacers, O'pen Skiffs & Lasers

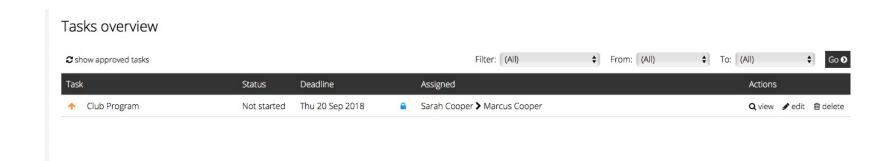


- Rostering
 - Set up the roles as required
 - Added Staff/Volunteers to those roles
 - Sends automated email reminders to volunteers
 - Members and log on and managed their own volunteering
 - Can be used for paid employees & includes timesheets

Roster templates		
≈ switch to archived		
Roster templates		⊕ add template
Name	Times	Actions
Bar Volunteer - Day	12:30 - 17:00	edit archive locked
Bar Volunteers - Evening	19:00 - 23:30	ø edit archive locked
On Water	12:30 - 16:45	edit archive locked



- Tasks
 - Create tasks from meetings and send reminders when completed





Benefits

- Not just for the club treasurer, can be used for all functions, including on water management and event/venue hire
 - Users can specialize in one section
 - Share administration functions
- Time saving not maintaining multiple systems
- Cost Effective Free or \$120 p.a. including website
- Ownership on members to be responsible for their membership & volunteering
- Succession planning all club information can be stored centrally
- Easy to use
 - Help Menu is easy to follow with "How-to-Videos"
 - Support provided by Australian Sailing face to face training
- Reporting is simple can run a report from any screen and customized
- Recognizes Volunteer & Employee time is valuable provides them with the tools to perform their role

