



# Henley Sailing Club

Club Administration & Rev Sport

Presented by Sarah Cooper

# Who are we

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- 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

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- 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

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- 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

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- 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

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- Why use revolutioniseSport?

- More than a website

<https://www.revolutionise.com.au/henleystc/home/>

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

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





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- 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

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- 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

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

## Groups overview

3 GROUPS  
IN TOTAL

[view more statistics >](#)

Group name

Search

[advanced search >](#)

[switch to archived](#)

<input type="checkbox"/>	Group	Members	Actions
<input type="checkbox"/>	Committee	9	<a href="#">view</a> <a href="#">edit</a> <a href="#">email</a> <a href="#">delete</a>
<input type="checkbox"/>	Junior Members - Families	40	<a href="#">view</a> <a href="#">edit</a> <a href="#">email</a> <a href="#">delete</a>
<input type="checkbox"/>	Laser	10	<a href="#">view</a> <a href="#">edit</a> <a href="#">email</a> <a href="#">delete</a>

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

Category			When	SEARCH >		
<b>ALL</b>	DISCOVER SAILING	SAILING EVENTS	SOCIAL EVENTS	PAST	UPCOMING	
Event	Date	Location				
Working Bee	Sat 27 Jul 2019	Henley Sailing Club				<b>INFO</b>
Working Bee	Sat 31 Aug 2019	Henley Sailing Club				<b>INFO</b>
Working Bee	Sat 28 Sep 2019	Henley Sailing Club				<b>INFO</b>

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- 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

### Additional registration fields

**i** Basic demographic information (e.g. name, address, email, phone number) is already collected by default, as is a notes field to capture any miscellaneous information. For multiple checkbox list options, separate each option with a comma.












Field name	Field type	Required?
<input type="text" value="Number of Adults"/>	Dropdown Options: <input type="text" value="1,2,3,4,5,6"/>	<input type="button" value="Yes"/> <input type="button" value="+ reorder"/> <input type="button" value="rules"/> <input type="button" value="locked"/>
<input type="text" value="Number of Children over 5"/>	Dropdown Options: <input type="text" value="1,2,3,4,5,6"/>	<input type="button" value="No"/> <input type="button" value="+ reorder"/> <input type="button" value="rules"/> <input type="button" value="locked"/>
<input type="text" value="Dietary Requirements"/>	Dropdown Options: <input type="text" value="Vegetarian, Vegan, Glute"/>	<input type="button" value="No"/> <input type="button" value="+ reorder"/> <input type="button" value="rules"/> <input type="button" value="locked"/>

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- Bookings
  - All venue bookings are added

## Bookings overview

Filter bookings: Upcoming (All items) (All statuses) Go

<input type="checkbox"/>	Item	Date	Time	Booked by	Actions
<input type="checkbox"/>	Henley Sailing Club  %	Mon 08 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Wed 10 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Sat 13 Jul 2019	07:00 - 09:00	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club 	Sun 14 Jul 2019	16:00 - 20:00	Adrienne Gill	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Mon 15 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Wed 17 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Sat 20 Jul 2019	07:00 - 09:00	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Mon 22 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Wed 24 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Sat 27 Jul 2019	07:00 - 09:00	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>
<input type="checkbox"/>	Henley Sailing Club  %	Mon 29 Jul 2019	18:00 - 20:30	Yoga Mandala	<a href="#">Q view</a> <a href="#">unreconcile</a> <a href="#">print</a> <a href="#">delete</a>

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- 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

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- 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



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- 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			<a href="#">add template</a>
Name	Times	Actions	
Bar Volunteer - Day	12:30 - 17:00	<a href="#">edit</a> <a href="#">archive</a> <a href="#">locked</a>	
Bar Volunteers - Evening	19:00 - 23:30	<a href="#">edit</a> <a href="#">archive</a> <a href="#">locked</a>	
On Water	12:30 - 16:45	<a href="#">edit</a> <a href="#">archive</a> <a href="#">locked</a>	

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

## Tasks overview

🔄 show approved tasks

Filter: (All) From: (All) To: (All) Go

Task	Status	Deadline	Assigned	Actions
📌 Club Program	Not started	Thu 20 Sep 2018	🔒 Sarah Cooper ▶ Marcus Cooper	🔍 view ✎ edit 🗑 delete

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- 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