



**Badminton Ireland**  
**Membership Module Notes Version 1.0**

**Tournament Software**

## Introduction

At its core, this Membership Module is an administrative solution for clubs to manage members, memberships and groups. It allows members with administrative rights to;

- Add and manage groups.
- Add and manage members within groups.
- Create, edit, cancel or transfer memberships.
- Generate reports and statistics.

The purpose of this document is to explain the basic concepts of the Tournament Software Module and to train club users in its use. Although Tournament Software provides Badminton Ireland with other modules such as tournament planning and ranking which integrate with this module, this document confines itself to the standard functions available within the membership module and will make use of examples and images from two sample clubs to clarify certain points. Please note that certain items in your own club might be named differently.

## Logging In

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From www.BadmintonIreland.com, click on the Membership Tab on the Blue Menu Bar at the top of page and then select Log in.

Enter Login Name and Password in the boxes provided and then click Login.

The screenshot shows the website's navigation bar with the following items: Home, About, News, Events, High Performance, Development, Coaching, Para-Badminton, Membership, and BadmintonIreland.TV. The 'Membership' tab is highlighted. Below the navigation bar, the 'Membership' section is active, displaying a 'Login' form. The form includes fields for 'Login name:' and 'Password:', a 'Remember me next time.' checkbox, and a 'Login' button. To the right of the form, a dropdown menu is open, listing 'Membership Benefits', 'Affiliate Now!', 'Log In', 'Insurance', and 'BI Annual Awards'. Below the form, there are three links with right-pointing arrows: 'Sign up' (If you do not have an account, you can sign up here.), 'Retrieve password' (Have you lost your password?), and 'Lost login?' (Have you lost your login name?).

Figure 1: The Login Screen

This will bring you to your Tournament Software profile.

To access the membership database, you need to click on the option under Active Roles (bottom right of screen) which will be in light blue (Badminton Ireland: Name of your club) – The Club Administrator’s Role will read Organisation group admin – if not please contact BI to grant you Club Admin rights.

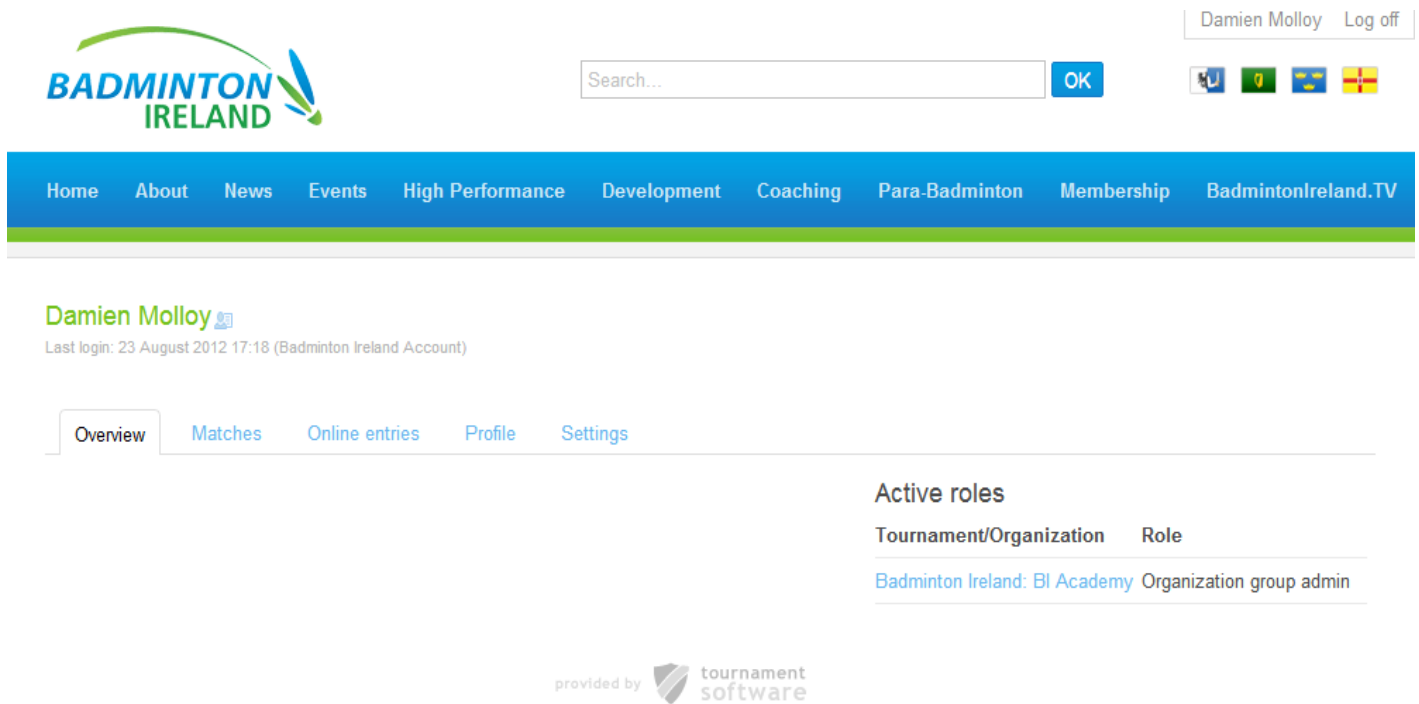


Figure 2: Successful Login

The next screen will show you have a dropdown menu preceding your club name – and the options to add a new person (member) or and new membership (to an existing person) - the distinction between the two is covered later.

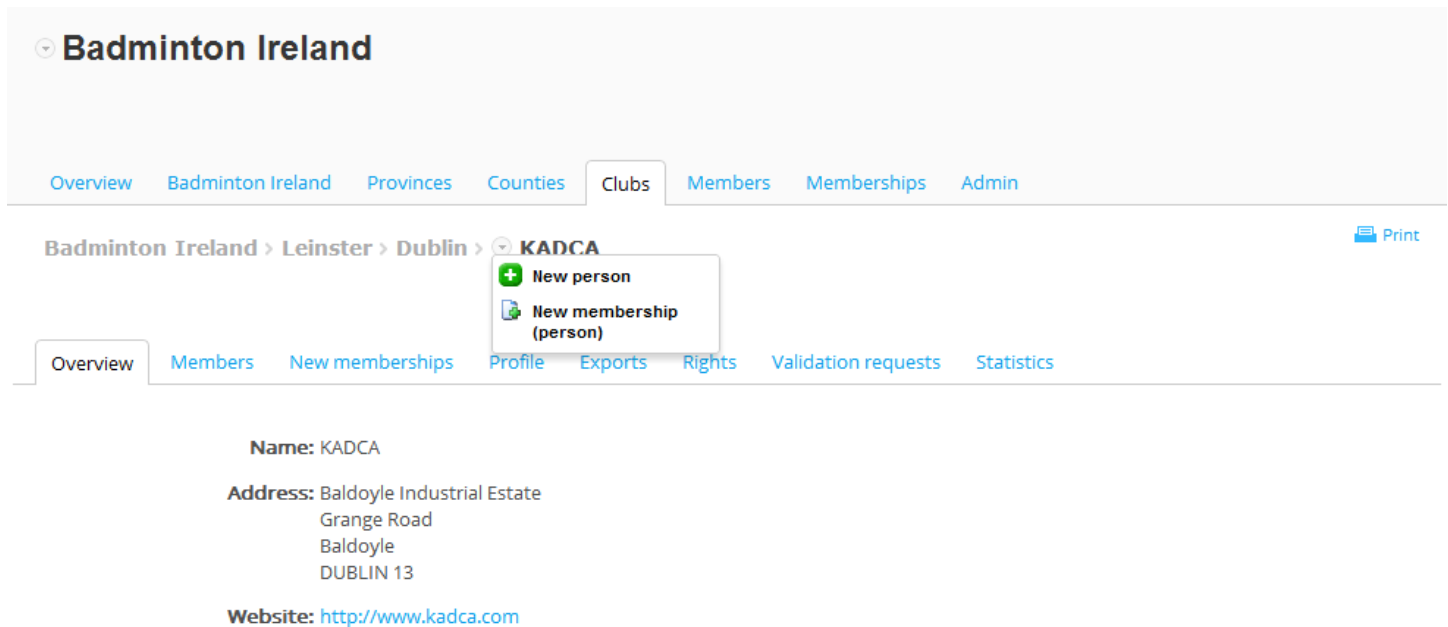


Figure 3: Club menu and options

## Standard Structure

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### Members

These represent the actual persons in the organization. This can range from players to coaches to the CEO of the organization. Each member has a profile to store common personal details like name and date of birth and email address, and grades and other badminton information (e.g. coaching, officials, Teicnic levels) can also be recorded.

### Memberships

Memberships allow members to be linked to groups (clubs). A membership always has a role (player, coach etc...) and a time period during which the membership is active. Memberships can optionally be of a certain type (national, professional, recreational etc...) and a certain category (junior, senior etc...). A member can have multiple active memberships at the same time, for example a person can be member of one or more clubs, be a coach and be on the committee in a club.

### Reports and statistics

Most reports in the organization module come in the form of Microsoft Excel files. Clubs can easily generate excel overviews of their members and sub-groups.

Basic club statistics are also available regarding gender/age or membership role distribution.

## Organization Module

Most pages in the organization module will contain two rows of tabs. The top row of tabs represents the different sections of the organization module while the second row of tabs serves to divide information into more manageable or easier to understand sections.

For example, when you select a group, the 2<sup>nd</sup> row of tabs is specific to that group and serves to split the group into easier to understand sections for members, new memberships, group information etc...

More tabs will be visible when using additional modules for your organization.

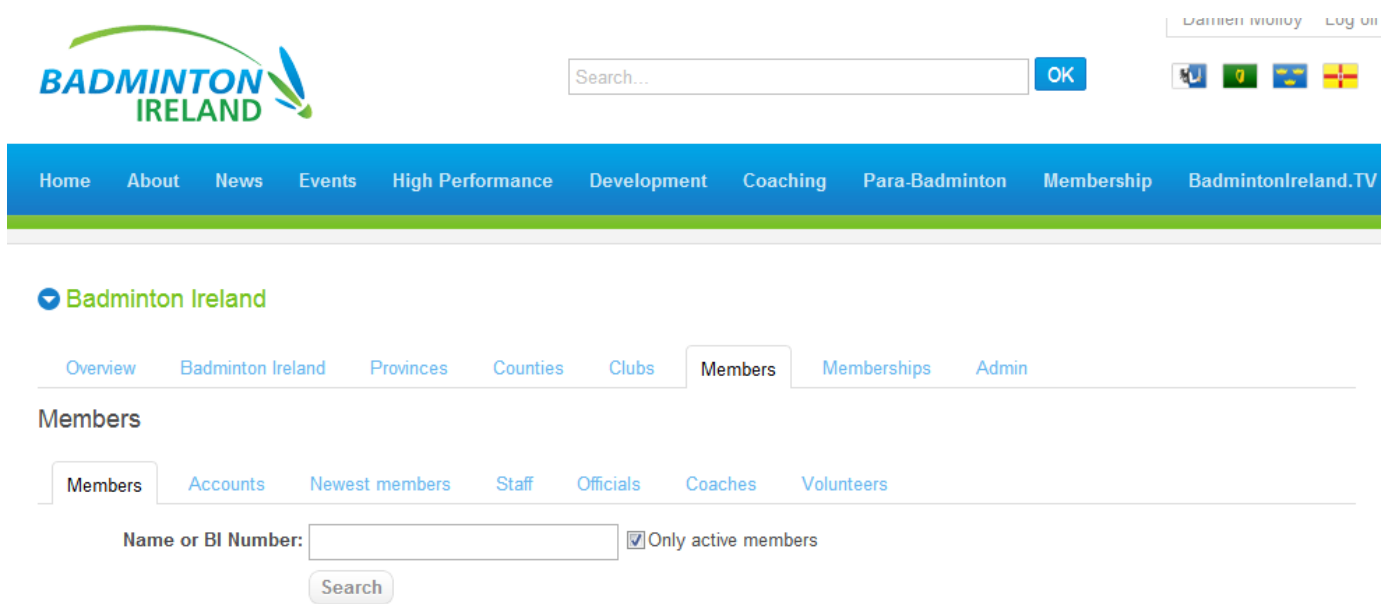


Figure 4: The organization module

## Members

The members tab acts as the central search tool for members in your organization. You can search for members by (part of) their name or member ID and can also easily obtain a list of the most recently added members.

## Memberships

The memberships tab provides a more advanced method of searching by also including filters for membership details. Results from this tab can contain the same person more than once if the person holds more than one membership that matches the filter settings. This tab also immediately shows membership details whereas the Members search only shows member information.



Search...



Badminton Ireland

Memberships

Search [All validation requests](#) [All new memberships](#)

Name or BI Number:   Only active memberships

Membership: All

Category: All

Role: All  All

Member ID	Name	Role	Membership	Category	Start date	End date	Group	Validation status	Active
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Figure 5: Searching through memberships.

# Navigation

You use the tabs to navigate between the different sections of the organization module or the different information available for a member or group.

## How to find an individual member

The screenshot shows the 'Badminton Ireland' website interface. At the top, there are navigation tabs: Overview, Badminton Ireland, Provinces, Counties, Clubs, Members, Memberships, and Admin. The 'Clubs' tab is selected, showing a breadcrumb trail: Badminton Ireland > Leinster > Dublin > BI Academy. Below this, there are more tabs: Overview, Members, New memberships, Profile, Exports, Rights, Validation requests, and Statistics. The 'Members' tab is active, displaying a search interface with a 'Find Member' input field, a checked 'Only active members' checkbox, and dropdown menus for 'Season' (set to 'All Seasons') and 'Roles' (set to 'All roles'). A 'Search' button is located below the filters. The search results are displayed in a table with the following data:

Expand all	BI Number	Name	Nationality	Birth date	Gender	Grade
+ 1 active memberships	510000	Ben Caldwell	Ireland		Male	
+ 2 active memberships	508573	Collins	Ireland		Female	
+ 1 active memberships	507071	John Donovan	Ireland		Male	
+ 1 active memberships	303633	Fionnuala M...	Ireland		Female	
+ 1 active memberships	256755	Sam Mc...	Ireland		Male	

Figure 6: A sample club with basic member information

A group on the 'Club' level represents a single club with contact details and contains mostly members that have player memberships to the group. It does not have further sub-groups but can request validation for new memberships.

A member in the organization module does not belong to any group until he/she is given a membership to a group. From that point the member is visible from the groups 'Members' tab.

### Overview

The overview contains basic group information like the name, an identifying number or code and the address.

### Members

The members tab contains a searchable overview of all members in your organization that have one or more (active) membership to the group.

## **New membership**

Once a member receives a membership to your group, and this membership requires validation, then this tab will show you all new memberships where you need to request validation for or where validation is in progress.

## **Profile**

A group profile is where you specify an address and contact information for the group, if you have specified custom information that needs to be collected for groups then this is also where that custom information can be filled in.

## **Exports**

This is where you generate Excel exports of group information.

## **Rights**

This tab will show you which user accounts have access to the group information and members.

## **Statistics**

This tab contains graphs and statistics about the group and its members, default statistics include gender/age distribution and the distribution of the different memberships within the group.

# **Members**

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A member in the organization module is defined as a single, physical person with a name, a date of birth, an address etc... Tied to this member is a member identification number labeled 'Member ID' by default, but this name can be changed to suit your organization, and two additional identification numbers for storing National or International member identification numbers if required. One member can have multiple memberships to multiple groups.



 **Damien Molloy** 
BI Number 510005 Birth date 01/01/1900 (112) Member of [BI Academy](#)

Gender Male Nationality Ireland

## Overview

## Profile

## Membership

## Account

## Ranking

**BI Number:** 510005**Name:** Damien Molloy**Birth date:** 01/01/1900**Gender:** Male**Address:** 123 Test Address  
Ferbane Co. Offaly  
Ireland**Email:** [damienmolloy@gmail.com](mailto:damienmolloy@gmail.com)

## Active memberships



Role	Group	Start date	End date	Category	Membership
 Player	<a href="#">BI Academy</a>	19/08/2012	31/10/2012	NA	NA
 Umpire	<a href="#">BI Academy</a>	26/08/2012	Permanent	NA	Umpire - Local

Figure 7: The overview tab of a sample member – active memberships are show under the Overview

A member itself is not affiliated with any group in the organization; it is only by giving the member memberships to groups that the system understands which groups the member belongs to. This allows easy transfer of members between groups.

## Overview

This tab shows basic member information and the current active memberships.

## Profile

You can change the personal details/address details/contact details etc... from the Profile tab.

## Membership

This tab shows all memberships for the member, including past memberships or memberships that were never activated.

## New members

There are a few ways for members to be added to the organization:

1. Created by an administrative user from within the organization module.
2. Member can set up an account themselves online and ask to be attached to the club – the club admin then validates the request, or if not accepting the member of club membership, admin advises BI to remove the

request. This facility is needed to legislate for players requiring BI number in advance of club completing the affiliation process

### New member created by an administrative user

An administrative user can create new members for the groups (clubs) that he/she has access to. Creating a new member will ask for some basic information like name, date of birth and nationality. A new membership will also be created to link the new member to a group. The administrative user can choose the role associated with this new membership (e.g. the 'Player' role).

A login account is not automatically created this way, but it can be generated later using the 'Account' tab for the new member.

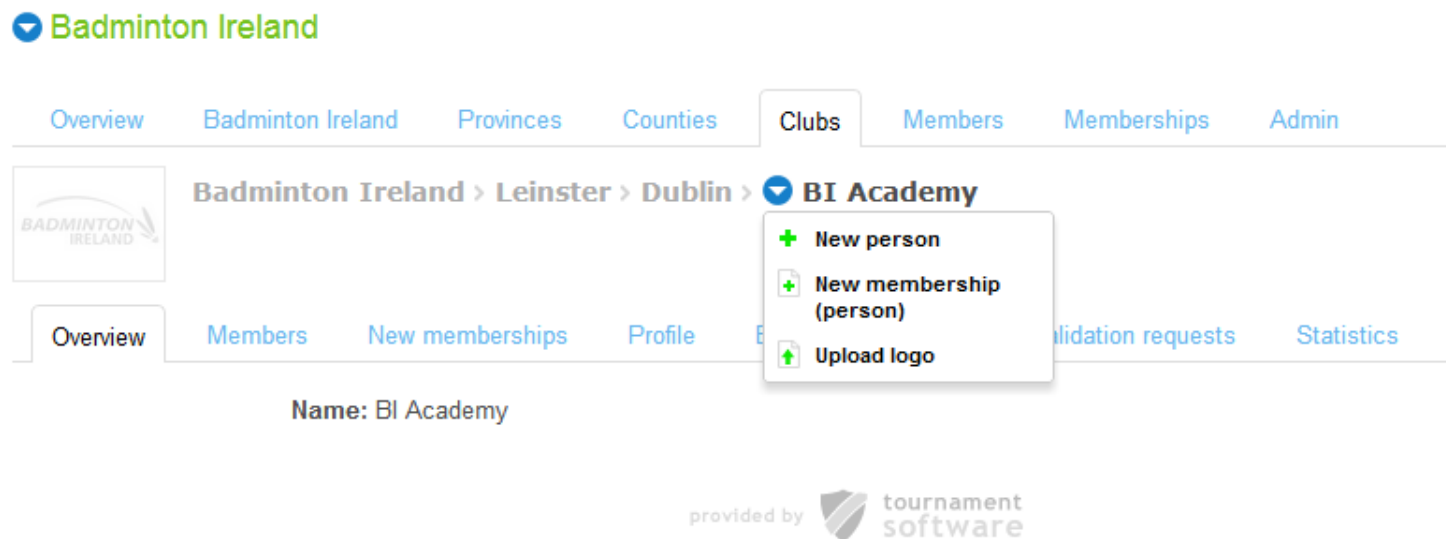


Figure 8: Creating a new member (person).

By right clicking the small arrow icon preceding your club/branch name, you will be given the option to add a new member or add a new membership (to an existing record).

Please note you **MUST** have a **date of birth** and **email address** to add a new member. If a member does not have an email address the default will be to the general club email.

For juvenile players, it is preferable to have the parent/guardian's email address. If the juvenile player's own email is used, it is the clubs responsibility to ensure that you have the parent/guardian's permission for the club & BI to communicate to that address.

## 1.1 Managing member information

The screenshot shows the 'Badminton Ireland' website interface. At the top, there is a navigation bar with tabs for 'Overview', 'Badminton Ireland', 'Provinces', 'Counties', 'Clubs', 'Members', 'Memberships', and 'Admin'. The 'Members' tab is currently selected. Below the navigation bar, the profile for 'Damien Molloy' is displayed. A dropdown menu is open over the profile, showing four options: 'Player level', 'New membership', 'Send email', and 'View changelog'. The profile information includes: 'BI Number: 377896', 'Name: Damien Molloy', 'Birth date: 9/5/1980', 'Gender: Male', and 'Address: Pent #1'. There are also links for 'Membership', 'Account', and 'Ranking'.

Figure 9 : Menu options for an existing members - creating a new membership or send email.

Address details can be changed under Profile

Memberships can be seen or edited under that tab – please bear in mind that a player may have several memberships – e.g. be a member of more than one club, or hold a Badminton Ireland Coaching Qualification, so you need only to edit (or will have access to) the membership that affects your club affairs.

Overview Badminton Ireland Provinces Counties Clubs **Members** Memberships Admin

🇮🇪 **Damien Molloy** 👤

BI Number 377896 Birth date 9/5/19... Member of KADCA

Gender Male Nationality Ireland

Overview **Profile** Membership Account Ranking

Personal Information

Spelling of name: Default ▾

First name: Damien \*

Last name: Molloy \*

Birth date: ▾ September ▾ 📅 ▾

Gender: Male ▾

Nationality: Ireland ▾

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Address Information

Address:

Figure 10: Editing person details for an existing member.

**Badminton Ireland**

Overview Badminton Ireland Provinces Counties Clubs **Members** Memberships Admin

**Damien Molloy**

BI Number 377896 Birth date 9/5/1980 Member of KADCA  
 Gender Male Nationality Ireland

Overview Profile **Membership** Account Ranking

Level	Group Name	Role	Start date	End date	Validation status	Category	Membership	Active
Clubs	KADCA	Head Coach	12/9/2011	8/31/2012	OK	NA	Coach - BI Education Level 1	Yes
Clubs	KADCA	Umpire	12/9/2011	8/31/2012	OK	NA	Umpire - Local	Yes
Clubs	KADCA	Player	12/9/2011	8/31/2012	OK	Adult	Player - Level 1	Yes

Figure 11: Viewing memberships for a member.

**Badminton Ireland**

Overview Badminton Ireland Provinces Counties **Clubs** Members Memberships Admin

Badminton Ireland > Leinster > Dublin > **KADCA**

Overview **Members** New memberships Profile Exports Rights Validation requests Statistics

Find Member: molloy  Only active members  
 Season: All Seasons  
 Roles: All roles  
 Search

**Expand all**  
 3 active memberships

BI Number	Name	Nationality	Birth date	Gender	Grade
377896	<b>Damien Molloy</b>	Ireland	05/09/1980	Male	D

Membership Starts	Membership Ends	Validation status	Role	Category	Membership
09/12/2011	31/10/2012	OK	Player	Adult	Player - Level 1
	31/10/2012	OK	Umpire	NA	Umpire - Local
	31/10/2012	OK	Coach	NA	Coach - BI Education Level 1

1 Results per page 25

Figure 12: amending memberships for a member.

Account will allow change of password if available to the user.

Ranking will in time show points gained in all BI sanctioned tournaments.

## Memberships

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A membership in the organization module is defined for a member as a role within a group for a specific period of time.

Examples are;

- A membership with the player role for a club starting on 1<sup>st</sup> November 2011 and ending on 31<sup>st</sup> October, 2012.
- A membership with the coach role for a club starting on August 12, 2012, set as a permanent membership – (this will change as CPD requirements become mandatory in the future)

### Membership roles

Each membership will have a role associated with it. These roles can often be defined as either 'Player' roles or 'Administrative/Support' roles. 'Player' roles are designed for the actual players in a group (club) and there are usually only one or two player roles available within the organization. The 'Administrative/Support' roles are designed for members that do not play tournaments themselves but aid the players or the organization; examples are a Coach or a Club Secretary.

The chosen role also determines if the membership needs to be validated or if it will be approved immediately – new member request will normally have to be validated by the club.

### Membership duration and continuation

The BI active season is defined from the 1<sup>st</sup> Nov to the 31<sup>st</sup> Oct of the following year and this is the system default, memberships will end when the active season ends. Memberships that are created from within the organization module by privileged users can have their duration adjusted from the default suggestions before creation. Memberships that are created when new users create an account do not allow their duration to be adjusted from the default. Memberships are no longer considered active when the end date has passed.

You can choose to continue a membership into a new season when it is no longer active based on its time period. You can only continue memberships that have not yet been continued and that have not been transferred out of the current group. Continuing a membership will create a copy of the selected membership with the same role but that is active for the new season. If age categories are used in memberships then the age category of the membership is updated. A continued membership will be linked internally to its old copy.

### Transferring memberships

We allow users with the appropriate permissions to transfer a membership between groups. Most commonly this is done when a player transfers to a new club. Transferring the memberships signifies the transfer of the member to the

new group. Not all users in the Badminton Ireland will have this facility – please contact membership if you need any assistance transferring players/memberships as validation requirements may be in place.

### **Claiming existing members for your group**

You can claim existing members for your group by giving them a new membership to your group but this must still fit with the membership restrictions in place for your organization. For example, if your organization is set up to not allow someone to have multiple active 'player' memberships to different groups, then you cannot violate this restriction when trying to claim a member.

## **Reporting and Statistics**

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Each group has an Export and a Statistics tab.