
British Water Ski & Wakeboard Club Web Services

Supporting Materials



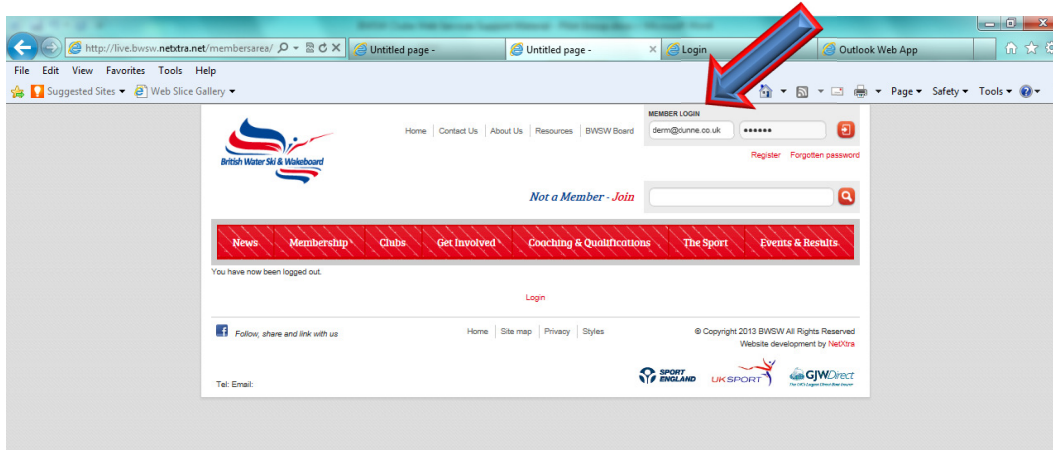
BWSW 2013/17 Membership IT Strategy
Delivering membership services and innovation

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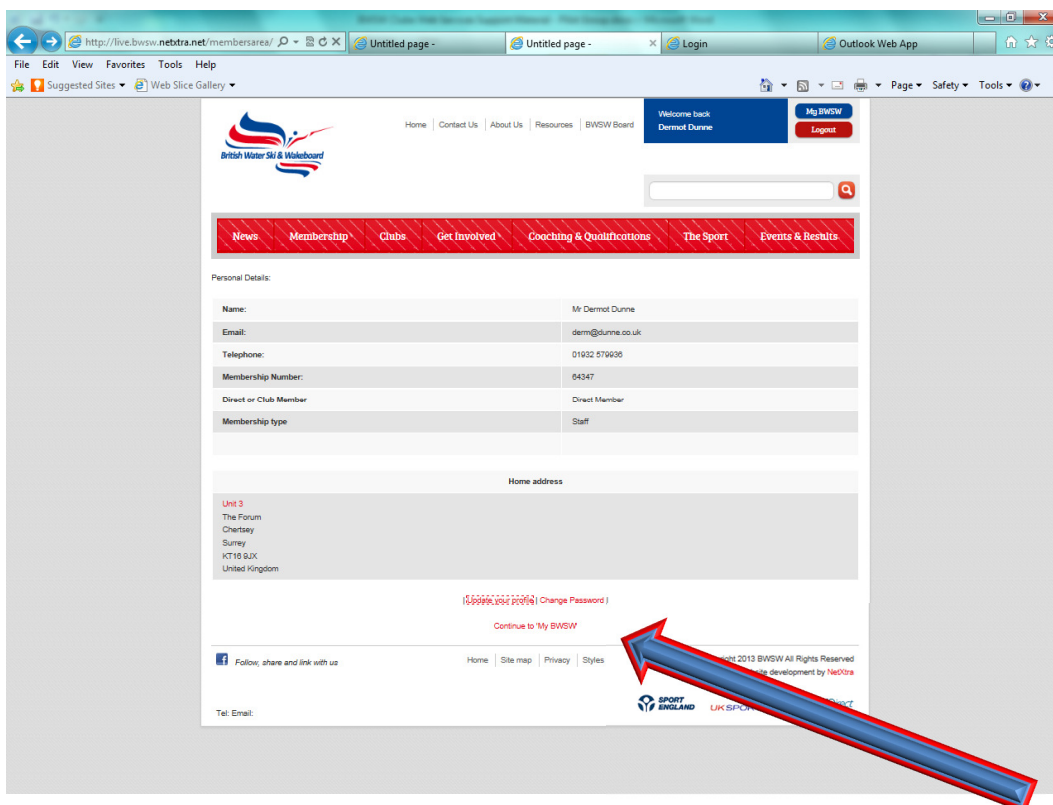
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Members Area

To get to the member's area and the club portal pages, you will first need to log in as below, using your email address, plus the password that you will receive from BWSW.



Generally this will then bring you through to the members area.....



From here, you can view your details, chose to update them, or continue on to My BWSW (your own personal landing page once logged in). However the first time you or a member logs on, and thereafter every 90 days, you will receive the following “grab” details page. This is our way of capturing not only everyone’s details, but also a little about their areas of interest within the sport to help us to provide appropriate services and communications. It will not be possible to progress without updating this screen.



- News
- Membership
- Clubs
- Get Involved
- Coaching & Qualifications
- The Sport
- Events & Results

Please update Your profile before continuing through the website

*	Title:	<input type="text" value="Mr"/>
*	Forename(s):	<input type="text" value="Dermot"/>
*	Surname:	<input type="text" value="Dunne"/>
*	How do you like to be addressed?:	<input type="text" value="Mr Dunne"/>
*	Date Of Birth:	<input type="text" value="09-Nov-1958"/> <small>(dd-mmm-yyyy)</small>
*	Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
*	Email:	<input type="text" value="derm@dunne.co.uk"/>

Select your current address

Unit 3, The Forum, Chertsey, KT16 9JX

TERMS AND CONDITIONS OF USE

Welcome to the British Water Ski & Wakeboard website. If you continue to browse and use this website, you are agreeing to comply with the following terms and conditions of use.

You must accept the terms and conditions to continue.

Discipline

Please select which discipline(s) you Ski / Board in from the options below. If you do not Ski or Board, please select which discipline(s) is of interest to you.

- | | |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Barefoot |
| <input type="checkbox"/> | Boat Wakeboard |
| <input type="checkbox"/> | Cable Wakeboard |
| <input type="checkbox"/> | Jump |
| <input type="checkbox"/> | Kneeboard |
| <input type="checkbox"/> | Racing |
| <input type="checkbox"/> | Slalom |
| <input type="checkbox"/> | Trick |
| <input type="checkbox"/> | Wakeskate |
| <input type="checkbox"/> | Wakesurf |

Other Sports Interests

Please update your settings for Other Sports Interests.

- | | |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Cycling |
| <input checked="" type="checkbox"/> | Running |
| <input type="checkbox"/> | Snow Boarding |
| <input type="checkbox"/> | Snow Skiing |

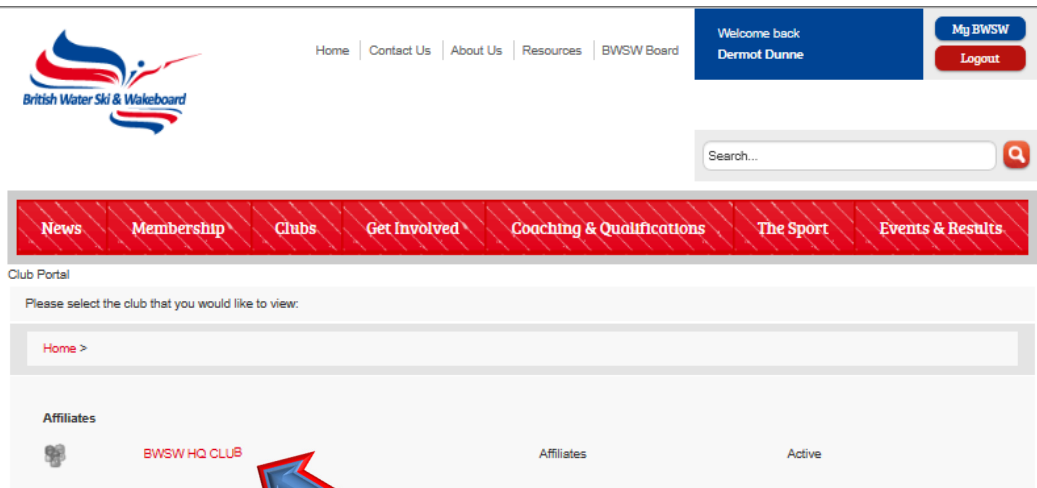
Commercial Insurance

Please update your settings for Commercial Insurance.

Clubs Portal

This is the area where club officers (e.g. club secretary) and those authorised will be able to look and edit their club details, send bulk emails and carry out various admin functions. The portal can be found under 'Club Portal' followed by 'Club Tools' on the 'My BWSW' page.

For now though, we are concentratina on the Club Portal



The screenshot shows the BWSW website interface. At the top left is the BWSW logo. To its right is a navigation menu with links: Home, Contact Us, About Us, Resources, and BWSW Board. Further right is a user profile area showing 'Welcome back Dermot Dunne' and buttons for 'My BWSW' and 'Logout'. Below this is a search bar. A red navigation bar contains the following menu items: News, Membership, Clubs, Get Involved, Coaching & Qualifications, The Sport, and Events & Results. Underneath, the 'Club Portal' section is visible, with the instruction 'Please select the club that you would like to view:' and a breadcrumb trail 'Home >'. Below this is a table of affiliates with columns for 'Affiliates' and 'Active'. The first entry is 'BWSW HQ CLUB', which is highlighted with a red arrow pointing to it.

Simply click on your club....

Club Members Page

This is the area of the Clubs Portal where you can view your current members.

For Tutorials on how to use the Tools and Links below, please visit our YouTube Tutorial Section by [Clicking Here](#).

[Click here to Edit your Club Members, or wish to Use the BACS or Cheque Payment Advice Tool](#)

[Add new individuals to family memberships](#)

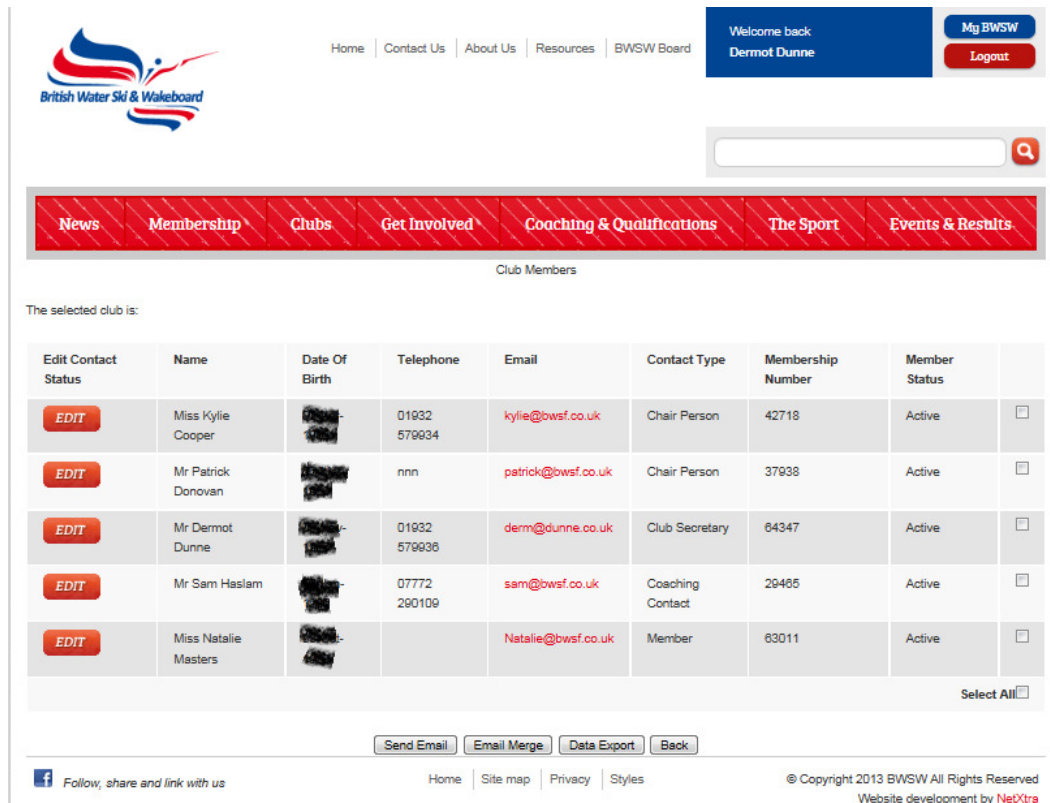
[Add a new club member](#)

[Click here to pay by Credit or Debit Card for Club Memberships](#)

[Click on here to visit the club administration page](#)

[Back](#)

Clicking the highlighted link will give you this page.....



The screenshot shows the BWSW Club Members page. At the top, there is a navigation bar with the BWSW logo, a search bar, and a user profile for Dermot Dunne. Below the navigation bar is a red menu bar with categories: News, Membership, Clubs, Get Involved, Coaching & Qualifications, The Sport, and Events & Results. The 'Clubs' category is selected, leading to the 'Club Members' page. The page displays a table of club members with columns for Edit Contact Status, Name, Date Of Birth, Telephone, Email, Contact Type, Membership Number, and Member Status. There are 'EDIT' buttons for each row. At the bottom of the table, there is a 'Select All' checkbox and buttons for 'Send Email', 'Email Merge', 'Data Export', and 'Back'. The footer includes a Facebook link, site navigation, and copyright information.

Edit Contact Status	Name	Date Of Birth	Telephone	Email	Contact Type	Membership Number	Member Status	
EDIT	Miss Kylie Cooper	01932-579934	01932 579934	kylie@bwsf.co.uk	Chair Person	42718	Active	<input type="checkbox"/>
EDIT	Mr Patrick Donovan	nnn	nnn	patrick@bwsf.co.uk	Chair Person	37938	Active	<input type="checkbox"/>
EDIT	Mr Dermot Dunne	01932-579938	01932 579938	derm@dunne.co.uk	Club Secretary	64347	Active	<input type="checkbox"/>
EDIT	Mr Sam Haslam	07772-290109	07772 290109	sam@bwsf.co.uk	Coaching Contact	29495	Active	<input type="checkbox"/>
EDIT	Miss Natalie Masters			Natalie@bwsf.co.uk	Member	63011	Active	<input type="checkbox"/>

From here you will be able to perform a number of functions.

In the first instance, this gives you a snap shot of who your members are.

If you want to know more about a particular member, click on the “EDIT” Button.

Let’s have a look at the details of Kylie Cooper.

You will see at first glance, this appears very similar to the individual member page.

Please keep these personal details up to date.

*	Title:	Miss
*	Forename(s):	Kylie
*	Surname:	Cooper
	Date Of Birth:	XXXXXXXXXX (dd-mmm-yyyy)
*	Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female

Contact

This shows the contact relationships this member has with the club

		Club Name	Status	Type	Valid From
<input type="button" value="ADD"/>		Add a new contact type			
<input type="button" value="EDIT"/>	<input type="button" value="M"/>	BWSW HQ CLUB	Active	Club Secretary	13-Feb-2014
<input type="button" value="EDIT"/>		BWSW HQ CLUB	Active	Member	13-Feb-2014

Address Details

It will have the same "ADD" and "EDIT" buttons as before.

However this screen will give us additional information, such as a particular member's qualifications.

Qualifications

	Start Date	End Date	Course Type
		16-May-2015	Cable Operator Exam
	19-Nov-2010	31-Mar-2013	Club Coach (Slalom Only)
	14-Nov-2001	07-Mar-2017	ICC Inland & Coastal Waters
	04-Nov-2003	31-Mar-2006	Kneeboard Instructor
	20-Oct-2012		Ski Boat Driver Level 2

Hint.....
 If you want to see all the information that you have on a member, click their "Edit" button.

Renewing Members

It's possible for you to do this in two ways – either 1) by paying directly online using a credit or debit card or 2) by sending us a cheque or making a BACS transfer.

Let's first have a look at doing this via Web Services without using a Credit/Debit card.

First we have to go back to the main club portal page and click "Click here to edit your club members, or wish to use the BACS or cheque payment advice tool"

[Click here to Edit your Club Members, or wish to Use the BACS or Cheque Payment Advice Tool](#)

[Add new individuals to family memberships](#)

[Add a new club member](#)

[Click here to pay by Credit or Debit Card for Club Memberships](#)

[Click on here to visit the club administration page](#)

Which brings us to the screen that we looked at before

The selected club is:

Edit Contact Status	Name	Date Of Birth	Telephone	Email	Valid From	Valid To	Contact Type	Contact Status	Membership Number	Member Status	
EDIT	Miss Kylie Cooper		01932 579934	kylie@bwst.co.uk			Chair Person	Active	42718	Active	<input type="checkbox"/>
EDIT	Mr Patrick Donovan		nnn	patrick@bwst.co.uk			Chair Person	Active	37938	Active	<input type="checkbox"/>
EDIT	Mr Dermot Dunne		01932 579936	derm@dunne.co.uk	20-Mar-2013		Club Secretary	Active	64347	Active	<input type="checkbox"/>
EDIT	Miss Natalie Masters			Natalie@bwst.co.uk			Member	Active	63011	Active	<input type="checkbox"/>

Select All

[Send Email](#) [Email Merge](#) [Data Export](#) [Back](#)

Hint.....
 You have a choice to select all by checking the "select all" box on the bottom left hand side. Or you can select individuals by checking them one by one.

REMEMBER TO TICK ALL THOSE THAT YOU WANT TO RENEW, INCLUDING ALL MEMBERS OF A FAMILY

For the purposes of this document we are going to select all, but you can easily go through and chose those individual members you want to mark as paid one by one.

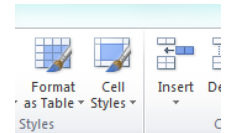
Then click on "Data Export"



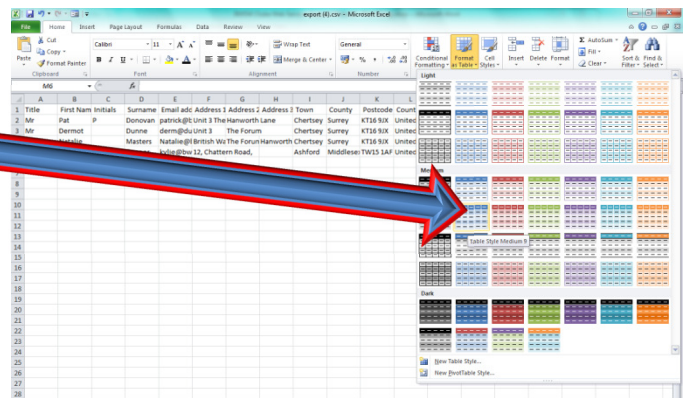
And it will provide you with an Excel file, looking something like this....

Status	Title	First Nam	Initials	Surname	Email add	Address 1	Address 2	Address 3	Town	County	Postcode	Country
ACT	Miss	Kylie	K	Cooper	kylie@bwsf.co.uk	BWSW, Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@t	British We	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@t	British We	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Kylie	K	Cooper	kylie@bwsf.co.uk	BWSW, Ur	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
DFT	Mr	Patrick	P	Donovan	patrick@t	Unit 3 The	Hanworth Lane		Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@t	British We	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Patrick	P	Donovan	patrick@t	Unit 3 The	Hanworth Lane		Chertsey	Surrey	KT16 9JX	United Kir
DFT	Miss	Natalie	N	Masters	natalie@t	British We	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United Kir

It's easy to format this as a table, if you have a "Format as Table" icon in your toolbar.



Just by clicking it and choosing a style - you can turn it into a table which gives you functionality and appearance.

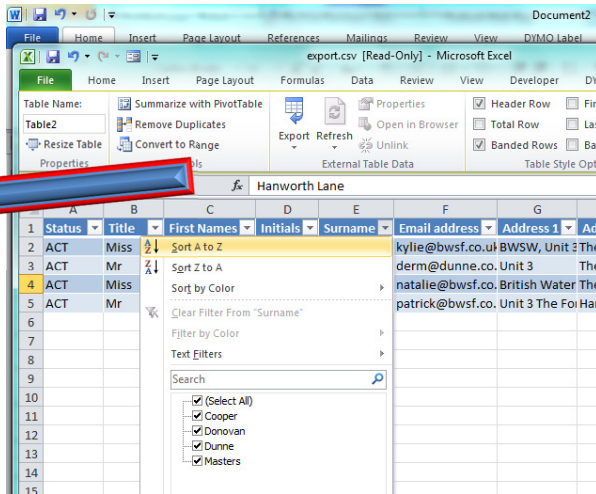


Hint.....
 This document was put together using Excel 2010. If you do not have this version, we will be happy to help you with these steps can be taken using your software.

And hey presto here's your table of nicely formatted data.

Status	Title	First Names	Initials	Surname	Email address	Address 1	Address 2	Address 3	Town	County	Postcode	Country
ACT	Miss	Kylie	K	Cooper	kylie@bwsf.co.uk	BWSW, Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr	Dermot	D	Dunne	derm@dunne.co.uk	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Miss	Natalie	N	Masters	natalie@bwsf.co.uk	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr	Dermot	D	Dunne	derm@dunne.co.uk	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Miss	Natalie	N	Masters	natalie@bwsf.co.uk	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Miss	Kylie	K	Cooper	kylie@bwsf.co.uk	BWSW, Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
DFT	Mr	Patrick	P	Donovan	patrick@bwsf.co.uk	Unit 3 The For	Hanworth Lane		Chertsey	Surrey	KT16 9JX	United King
ACT	Miss	Natalie	N	Masters	natalie@bwsf.co.uk	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr	Dermot	D	Dunne	derm@dunne.co.uk	Unit 3	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr	Patrick	P	Donovan	patrick@bwsf.co.uk	Unit 3 The For	Hanworth Lane		Chertsey	Surrey	KT16 9JX	United King
DFT	Miss	Natalie	N	Masters	natalie@bwsf.co.uk	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King

You will notice that the first column tells you whether the member is paid and active (ACT) or is unpaid and inactive (DFT).



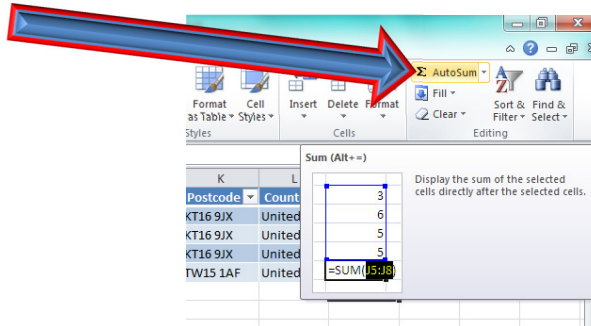
Once you have formatted your spreadsheet as a table, you can sort it in any way that you like by clicking on one of the down arrows at the top of a column.

Calculating how much is owed.....

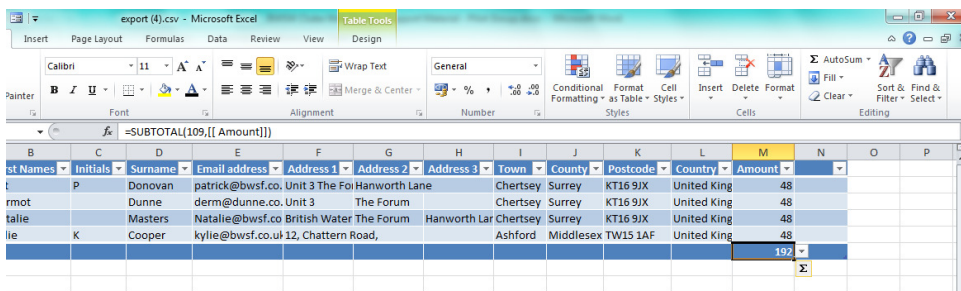
Address 2	Address 3	Town	County	Postcode	Country	Amount
Hanworth Lane		Chertsey	Surrey	KT16 9JX	United King	48
Forum		Chertsey	Surrey	KT16 9JX	United King	48
Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King	48
		Ashford	Middlesex	TW15 1AF	United King	48

To calculate how much to send us - click on the "Amount" cell below your last entry

And click on the "auto sum" icon



And it will add up your column of membership subscriptions for you and tell you how much you will need to send us at that moment in time.



You can then save this in the normal way and email it to us – membership@bwsf.co.uk and/or post with a cheque, or make a BACS payment.

Hint....
Your members will NOT be marked as paid and given a membership for the current year until the payment is received at BWSW HQ.

Online payments

You can also make payments for your membership renewals online with a credit or debit card.

The selected organisation is: **BWSW HQ CLUB**

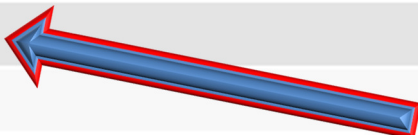
For Tutorials on how to use the Tools and Links below, please visit our YouTube Tutorial Section by [Clicking Here](#).

[Click here to Edit your Club Members, or wish to Use the BACS or Cheque Payment Advice Tool](#)

[Add new individuals to family memberships](#)

[Add a new club member](#)

[Click here to pay by Credit or Debit Card for Club Memberships](#)



[Click on here to visit the club administration page](#)

Back

Go back to your main club page and click on “click here to pay by credit or debit card for club memberships”

You will then get the following screen (this is a screen shot of an actual club – so the names have been removed for data protection purposes).

InvNo	Description	Net	Vat	Amount
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Student Membership	23.58	0.42	24.00
<input type="checkbox"/>	[Redacted] Junior Membership	17.69	0.31	18.00
<input type="checkbox"/>	[Redacted] Student Membership	23.58	0.42	24.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Junior Membership	17.69	0.31	18.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00
<input type="checkbox"/>	[Redacted] Junior Membership	17.69	0.31	18.00
<input type="checkbox"/>	[Redacted] Club Member Single Adult Membership	47.16	0.84	48.00

InvNo

In the same way as before, check the members you are paying for

And click the "Continue" button

The system will calculate how much the payment should be:

News	Membership	Clubs	Get Involved	Coaching & Qualifications	The Sport	Events & Results
------	------------	-------	--------------	---------------------------	-----------	------------------

Outstanding Charges:
[/blank]

Description	Amount
[redacted] - Student Membership	24.00
[redacted] - Junior Membership	18.00
[redacted] - Student Membership	24.00
Outstanding Balance	66.00

Please check that all payments to be settled are correct. The balance to be paid by credit/debit card is 66.00. To proceed to the payment screen click continue. Please do not refresh or resend information as this may result in payments being made more than once.

You must check the checkbox to continue

[Continue](#)

Once you are happy with this click the continue button, but don't forget to click the checkbox.

News	Membership	Clubs	Get Involved	Coaching & Qualifications	The Sport	Events & Results
------	------------	-------	--------------	---------------------------	-----------	------------------

Please enter your card details in the screen below.

Card Details

Name On Card	<input type="text"/>
Card Number	<input type="text"/>
Card Security Code	<input type="text"/>
Issue Number (if Debit Card)	<input type="text"/>
Start Date	<input type="text"/> <input type="text"/>
Expiry Date	01 <input type="text"/> 11 <input type="text"/>
Card Type	VISA <input type="text"/>
Amount	£ 66.00

[Continue](#) [Clear Form](#)

And then enter your payment card details in the normal way.

Club Officers

It is important that you keep us up to date with who your “Club Officials” are and you can do this while you are in the “Club Members” area as mentioned in the previous section.

Every Member of your club is considered a “Contact”, and there needs to be an entry for every position a member holds with the club – for instance if someone is just a “Member” then the likelihood is that there will be just one entry for them.

An Officer of your Club is likely to have two or more entries. For instance, below, we can see that Kylie has two entries, one as a “Member” and one as a “Club Secretary”.

Contact

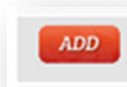
This shows the contact relationships this member has with the club

		Club Name	Status	Type	Valid From
ADD		Add a new contact type			
EDIT	M	BWSW HQ CLUB	Active	Club Secretary	10-Apr-2013
EDIT		BWSW HQ CLUB	Active	Member	13-Feb-2014

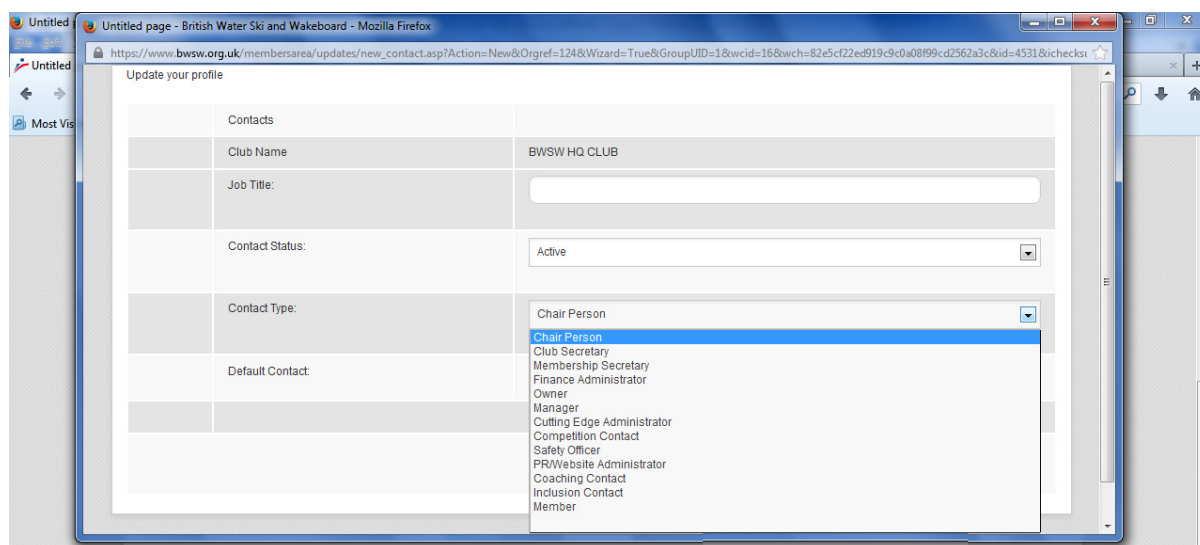
Address Details

It may be the case that one individual might have three or four entries if they are – for example, a “Membership Secretary” as well as “Secretary”.

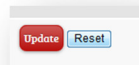
If you wish to add a relationship (Club Officer) click the “Add” Button.



On the “Contact Type” click the down arrow which will reveal the list of Contact Types to choose from.



When you have made your selection just click “Update”



Contacts	
Club Name	BWSW HQ CLUB
Job Title:	<input type="text"/>
Contact Status:	Active
Contact Type:	Chair Person
Default Contact:	<input type="checkbox"/>
<input type="button" value="Add"/>	

When you have made your selection just click the “Add” button and you can repeat this process as many times as necessary.

If someone changes position, then you do not have to add a new one, you can just “Edit” and existing one.

<input type="button" value="EDIT"/>	<input type="button" value="M"/>	BWSW HQ CLUB	Active	Club Secretary
-------------------------------------	----------------------------------	--------------	--------	----------------

This can be done by clicking the “Edit” Button of the contact type you want to change and then completing the process, the same as if you were adding a new contact.

If you want to remove someone’s position, should they stand down for instance, all you need to do is click on “Edit” and in the “Valid To:” box enter an end date and then change their status to “Inactive” then click “Update”

Club Name	BWSW HQ CLUB
Organisation Type:	Affiliates
Job Title:	<input type="text"/>
Status:	Active
Type:	Club Secretary
Valid From:	13-Feb-2014
Valid To:	12/02/2104
Default Contact:	<input checked="" type="checkbox"/>
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

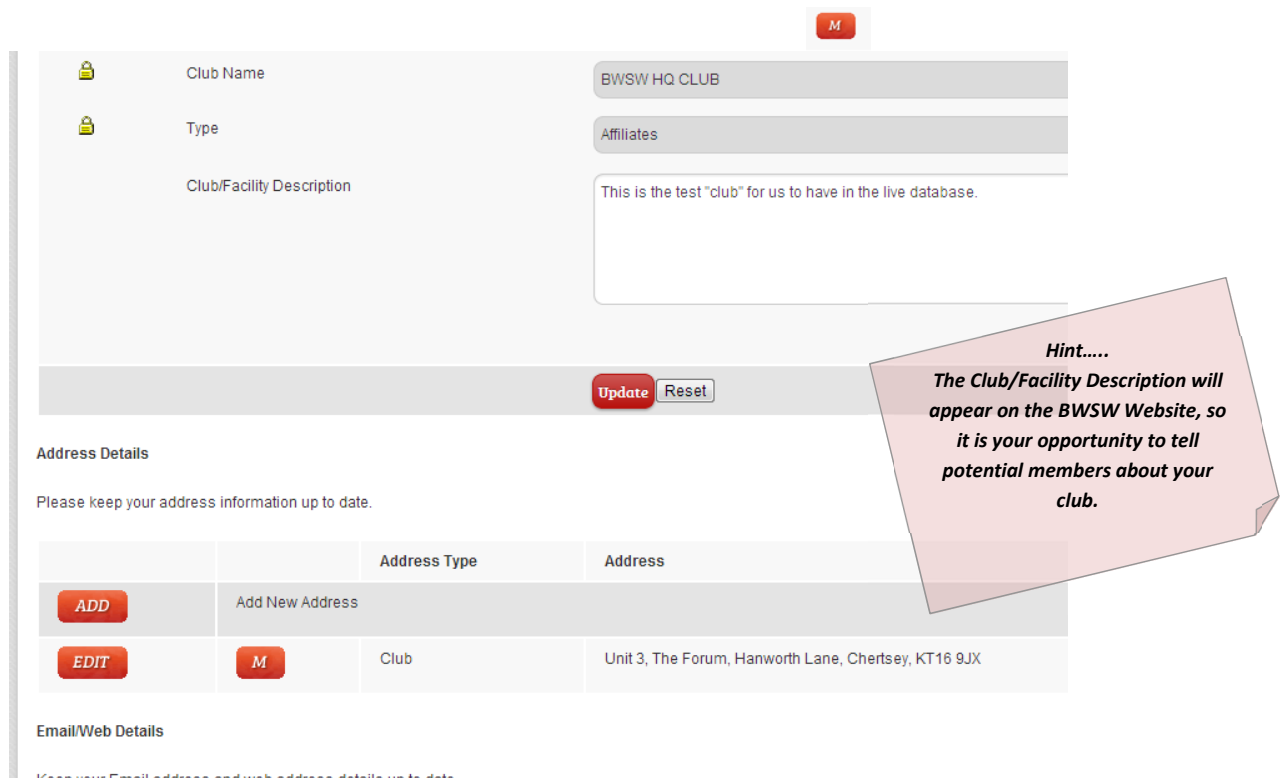
It is very important that you keep us updated with who your Club Officers are and this is our preferred method of you doing so.

Club Administration Page

The club portal admin area is where you will be able to look at and update details about your club. Note that the description text you enter will appear on your club listing on the website. Making sure this is kept up to date to reflect what your club offers will be helpful – **each year the BWSW clubs page receives thousands of hits in the peak season.**

The layout of the first screen hopefully will be familiar now and it is where you can update your fundamental club details such as name and address and so forth.

The “add” and “edit” buttons will function in the same way and the button will show the Main entry for your club.



The screenshot shows the club administration interface. At the top right, there is a red button with the letter 'M'. The main form area contains three fields: 'Club Name' with the value 'BWSW HQ CLUB', 'Type' with the value 'Affiliates', and 'Club/Facility Description' with the text 'This is the test "club" for us to have in the live database.' Below these fields are 'Update' and 'Reset' buttons. A pink callout box on the right contains the following text:

Hint.....
The Club/Facility Description will appear on the BWSW Website, so it is your opportunity to tell potential members about your club.

Below the main form is the 'Address Details' section, which includes a note: 'Please keep your address information up to date.' It features a table with columns for 'Address Type' and 'Address'. The table has two rows: one for 'Add New Address' with an 'ADD' button, and one for 'Club' with an 'EDIT' button and an 'M' button. The address for the 'Club' row is 'Unit 3, The Forum, Hanworth Lane, Chertsey, KT16 9JX'.

At the bottom, there is an 'Email/Web Details' section with a note: 'Keep your Email address and web address details up to date.'

Club Profile

- [Return to Portal](#)
- [Club Profile](#)

Once you have had a look at the club details page and are happy with it, the “Club Profile” page will go into more detail, such as Opening Times, Type of Water and Other Sports that you may offer.

Please update your settings for Opening Times.

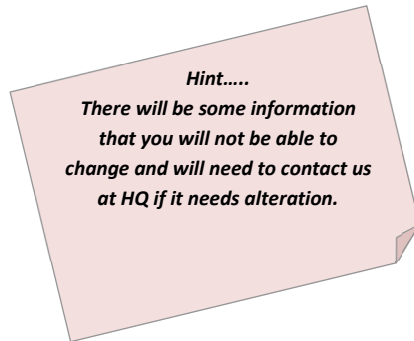
<input type="checkbox"/>	All Year	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Other Sports Included

Please update your settings for Other Sports Included.

<input type="checkbox"/>	Beach Volleyball
<input type="checkbox"/>	Fishing
<input type="checkbox"/>	Jet Ski
<input type="checkbox"/>	Kayaking/Canoeing
<input type="checkbox"/>	Open Water Swimming
<input type="checkbox"/>	Other
<input type="checkbox"/>	Power Boating
<input type="checkbox"/>	Rowing
<input type="checkbox"/>	Sailing
<input type="checkbox"/>	Other

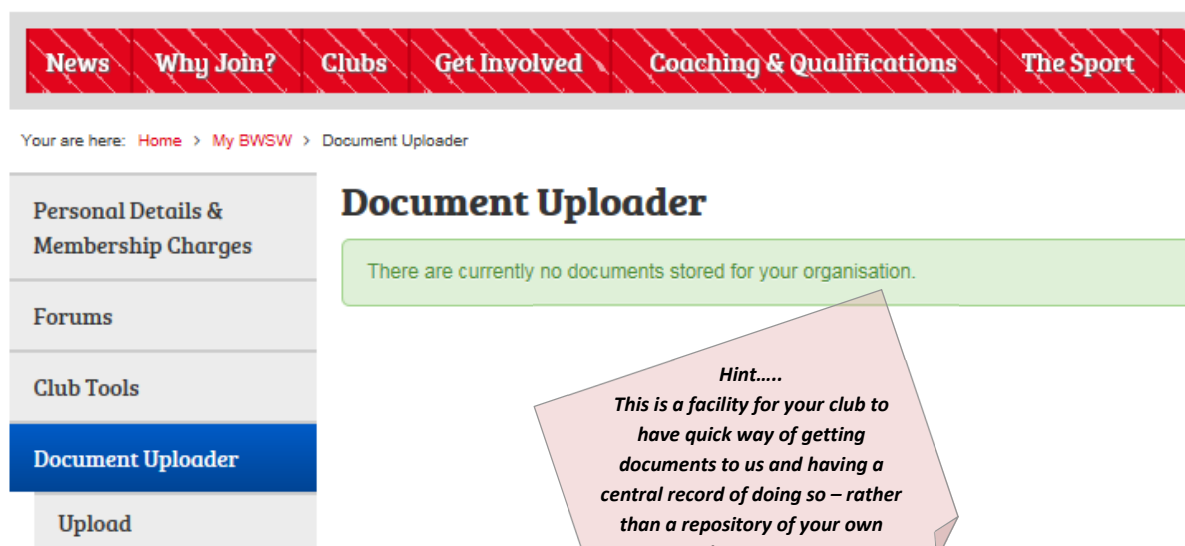
This information will also appear on the BWSW Website.



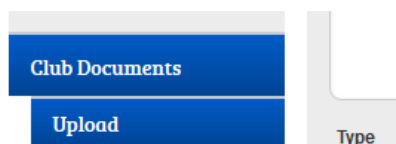
If you want to alter your accreditation for instance, or other information where you do not have an “Edit” Button please contact the BWSW HQ.

Uploading Documents

This feature is for you as a club to pass documents to us, and to store a record that you have done so. These Docs will be held in a central repository, and used as is necessary. For example you can safely store your constitution here or club safety rules etc.

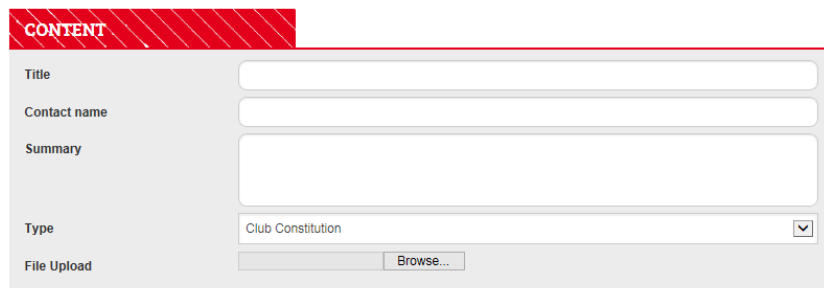


The process is simple – you will need to return to the ‘My BWSW page’ and then click on the upload button.



Then fill in the form, remembering to begin the title of the document with your clubs name, followed by an indication of what the document actually is.

Upload



Submit

Although it is best practice to have the actual name of the document the same as the title, this is not absolutely necessary.

What’s more important is that we can see from the title what the document actually is.

You do not have to type anything in the summary, unless there is some additional info you need to give us.