

British Water Ski & Wakeboard Club Web Services

Supporting Materials



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





www.bwsw.o

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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.

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News Membership Clubs Get Involved Cooching & Qualifications The Sport Events & Res	ults
You have now been logged out.	
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Generally this will then bring you through to the members area.....

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	News Membership	Clubs Get Involved	Coaching & Qualificati	ons The Sport	Events & Results.	
	Personal Details:					
	Name:		Mr Dermot Dunne			
	Email:		derm@dunne.co.s	uk		
	Telephone:		01932 579936			
	Membership Number:		64347			
	Direct or Club Member		Direct Member			
	Membership type		Staff			
			Home address			
	Unit 3 The Forum Chertsey Surrey KT18 BUX United Kingdom					
		Update vo	r profile Change Password			
			ntinue to 'My BWSW	1		
	Follow, share and link with us	Home \$	ite map Privacy Styles	SPORT ENGLAND UKSPOT	3 BWSW All Rights Reserved the development by NetXtra	
	Tel: Email:			TENGLAND UKSPOT		

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.

BWSW Clu	b Web Serv	ices			B	ritish Water Ski & Wakeboard
British Water Ski & Wakeboard	Home C	iontact Us About Us R	Resources BWSW Board	Welcome back Dermot Dunne	My BWSW Logout	
News Member	ship Clubs G	et Involved Co	aching & Quàlification	Search	Events & Results	
Please update Your profile before	continuing through the website					
* Title:						
* Title:		M	Ir			
* Forename(s):		D	ermot			
* Surname:		D	unne			
* How do you like	e to be addressed?	M	Ir Dunne			
* Date Of Birth:			9-Nov-1956			
			l-mmm-yyyy)			
* Gender:		۹	Male 🖑 Female			
* Email:		de	erm@dunne.co.uk			
Select your current address						
	Chertsey, KT16 9JX					
TERMS AND CONDITIONS				a to consult with the following torois	Ē	
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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

5	ji-	Home Contact Us Abou	t Us Resources BWSW Bos	Welcome back ard Dermot Dunne	My BWSW Logout
British Water Ski &	Wakeboard			Search	
News	Membership Ch	abs Get Involved	Coaching & Qualifica	ittons The Sport	Events & Results
Club Portal Please select the	club that you would like to view				
Theose select the	oldo anat you would like to view	•			
Home >					
Affiliates					
98	BWSW HQ CLUB	2	Affiliates	Active	
Simply clicl	🔖 . on your club				

Club Portal



Club Members Page

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

ew individuals to family men	nberships							
new club member								
	oit Card for Club Memberships							
in here to visit the club adm	inistration page							
British Water Ski &	Wakeboard	Home		cking the hig	We	INK WIII give	Му	pag BWSW
		1111		Coaching E Or	alifications	The Sport	Events & Res	entits.
News	Membership	Clubs	Get Involved	Club Members			777777	
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e selected club is: Edit Contact	///////	Date Of		Club Members		Membership	Member	
e selected club is: Edit Contact Status	Name Miss Kylie	Date Of	Telephone 01932	Club Members Email	Contact Type	Membership Number	Member Status	
e selected dub is: Edit Contact Status EDIT	Name Miss Kylie Cooper Mr Patrick	Date Of	Telephone 01832 579834	Club Members Email kylie@bwsf.co.uk	Contact Type Chair Person	Membership Number 42718	Member Status Active	E
e selected club is: Edit Contact Status EDIT EDIT	Name Miss Kylie Cooper Mr Patrick Donovan Mr Dermot	Date Of	Telephone 01932 579934 nnn 01932	Club Members Email kylie@bwsf.co.uk pstrick@bwsf.co.uk	Contact Type Chair Person Chair Person	Membership Number 42718 37938	Member Status Active Active	E
e selected olub is: Edit Contact Status EDIT EDIT EDIT	Name Miss Kylie Cooper Mr Patrick Donovan Mr Dermot Dunne	Date Of	Telephone 01932 579934 nnn 01932 579936 07772	Club Members Email kylie@bwsf.co.uk patrick@bwsf.co.uk derm@dunne.co.uk	Contact Type Chair Person Chair Person Club Secretary Coaching	Membership Number 42718 37938 64347	Member Status Active Active Active	
e selected olub is: Edit Contact Status EDIT EDIT EDIT EDIT	Name Miss Kylie Cooper Mr Patrick Donovan Mr Dermot Dunne Mr Sam Haslam Miss Natalie	Date Of	Telephone 01932 579934 nnn 01932 579936 07772	Club Members Email kylie@bwsf.co.uk patrick@bwsf.co.uk derm@dunne.co.uk sam@bwsf.co.uk	Contact Type Chair Person Chair Person Club Secretary Coaching Contact	Membership Number 42718 37938 64347 29485	Member Status Active Active Active Active Active Active Active	E

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.

lease keep these personal details up to date.

*	Title:		Miss					
*	Forename(s):		Kylie					
×	Surname:		Cooper					
	Date Of Birth:	5	Z.					
			(dd-mmm	-уууу)				
*	Gender:		OMale	Female				
				Submit	Reset Ba	ack		
ontact								
his shows the	contact relationships this n	nember has with th	e club					
		Club Name		C to	tue	Tuno	Valid From	

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

ddress 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

information that you have on a member, click their "Edit" button.



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

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

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

	-						S	earch			C
News	Member	nship	Clubs	Get Involved	Coachin	g & Qua	lifications	TheS	port Eve	nts & Resh	b.
				Clu	b Members						
elected cl	ub is:										
sit ontact latus	Name	Date Of Birth	Telephone	Email	Valid From	Valid To	Contact Type	Contact Status	Membership Number	Member Status	
EDVT	Miss Kylle Cooper	#	01932 579934	kylle@bwsf.co.uk			Chair Person	Active	42718	Active	Ľ
LOVT	Mr Patrick Donovan	ŧ	nnn	patrick@bwsf.co.uk			Chair Person	Active	37938	Active	5
EDIT	Mr Dermot Dunne	9 155	01932 579936	derm@dunne.co.uk	20- Mar- 2013		Club Secretary	Active	64347	Active	Ľ
IDIT	Miss Natalie Masters	¥.		Natalie@bwsf.co.uk			Member	Active	63011	Active	5
										Selec	AN
				Send Email Email	Merge D	ata Export	Back				

BWSW Club Web Services Support Material P a g e | 8



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"		Select All
Then elick off Data Export	Data Export Back	
	Privacy	© Copyright 2013 BWSW All Rights Reserved Website development by NetXtra

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	К	Cooper	kylie@bw	BWSW, Ur	The Forun	Hanworth	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forun	n	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@b	British Wa	The Forun	Hanworth	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forun	n	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@b	British Wa	The Forun	Hanworth	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Kylie	к	Cooper	kylie@bw	BWSW, Ur	The Forun	Hanworth	Chertsey	Surrey	KT16 9JX	United Kir
DFT	Mr	Patrick	P	Donovan	patrick@b	Unit 3 The	Hanworth	Lane	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Miss	Natalie	N	Masters	natalie@b	British Wa	The Forun	Hanworth	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Dermot	D	Dunne	derm@du	Unit 3	The Forun	n	Chertsey	Surrey	KT16 9JX	United Kir
ACT	Mr	Patrick	P	Donovan	patrick@b	Unit 3 The	Hanworth	Lane	Chertsey	Surrey	KT16 9JX	United Kir
DFT	Miss	Natalie	N	Masters	natalie@b	British Wa	The Forun	Hanworth	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.

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.	Unit 3	The Forum		Chertsey	Surrey	KT16 9JX	United King
ACT	Miss		Natalie	N	Masters	natalie@bwsf.co.	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr		Dermot	D	Dunne	derm@dunne.co.	Unit 3	The Forum		Chertsey	Surrey	KT16 9JX	United King
ACT	Miss		Natalie	N	Masters	natalie@bwsf.co.	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Miss		Kylie	К	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.	Unit 3 The Fo	Hanworth Lar	ne	Chertsey	Surrey	KT16 9JX	United King
ACT	Miss		Natalie	N	Masters	natalie@bwsf.co.	British Water	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King
ACT	Mr		Dermot	D	Dunne	derm@dunne.co.	Unit 3	The Forum		Chertsey	Surrey	KT16 9JX	United King
ACT	Mr		Patrick	Ρ	Donovan	patrick@bwsf.co.	Unit 3 The Fo	Hanworth Lar	ne	Chertsey	Surrey	KT16 9JX	United King
DFT	Miss		Natalie	N	Masters	natalie@bwsf.co.	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).

BWSW Club Web Services



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L	2	ACT	Miss	₽↓	Sort A to Z	million	Sumanc			BWSW, Unit	
L	3	ACT	Mr	ZI	Sort Z to A			derm@dun			The
L	4	ACT	Miss	A.	Sort by Color		•	natalie@bw	/sf.co.	British Wate	er The
I	5	ACT	Mr					patrick@bw	sf.co.	Unit 3 The F	o Han
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I	9				Search		Q				
L	10				(Select All)						
L	11				- Cooper						
L	12				✓ Donovan ✓ Dunne						
1	13				Masters						
	14										

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	Calculating	how	much is	owed
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ess 2 💌	Address 3 💌	Town 💌	County 💌	Postcode 💌	Country 💌	Amount 💌	*
orth Lar	ie	Chertsey	Surrey	KT16 9JX	United King	48	
orum		Chertsey	Surrey	KT16 9JX	United King	48	
orum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King	48	
		Ashford	Middlesex	TW15 1AF	United King		

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

And click on the "auto sum" icon				
	Format C as Table * Sty Styles		cells	E AutoSum - Fill - Clear - Editing Clear -
	К	L	Sum (Alt+=)	Display the sum of the selected
	Postcode KT16 9JX	United		cells directly after the selected cells.
	KT16 9JX KT16 9JX FW15 1AF	United United United	5	

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.

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1		P	Donovan	patrick@bwsf.co.	Unit 3 The Fo	Hanworth Lan	ie	Chertsey	Surrey	KT16 9JX	United King	48				
rmot			Dunne	derm@dunne.co	Unit 3	The Forum		Chertsey	Surrey	KT16 9JX	United King	48				
talie			Masters	Natalie@bwsf.co	British Wate	The Forum	Hanworth Lar	Chertsey	Surrey	KT16 9JX	United King	48				
lie		к	Cooper	kylie@bwsf.co.ul	12, Chattern	Road,		Ashford	Middlesex	TW15 1AF	United King	48				
												192	¥			
													Σ			





You can then save this in the normal way and email it to us – <u>membership@bwsf.co.uk</u> 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
	Club Member Single Adult Membership	47.16	0.84	48.00
	tieseL Offered Student Membership	23.58	0.42	24.00
	Cite Composition Membership	17.69	0.31	18.00
	Concel Ethericatory - Student Membership	23.58	0.42	24.00
	Commence - Club Member Single Adult Membership	47.16	0.84	48.00
	Club Member Single Adult Membership	47.16	0.84	48.00
	Reference Club Member Single Adult Membership	47.16	0.84	48.00
	Ritebord - Club Member Single Adult Membership	47.16	0.84	48.00
	Club Member Single Adult Membership	47.16	0.84	48.00
	Cong Eingleng - Junior Membership	17.69	0.31	18.00
	Providence - Club Member Single Adult Membership	47.16	0.84	48.00
	Club Member Single Adult Membership	47.16	0.84	48.00
	Samuel - Junior Membership	17.69	0.31	18.00
	Sed Common- 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
(blank]	
Description	Amount
Right Control Membership	24.00
Junior Membership	18.00
Provide addresses - Student Membership	24.00
Outstanding Balance	66.00
Please check that all payments to be settled are correct. The balance to be paid by cre or resend information as this may result in payments being made more than once.	edit/debit card is 66.00. To proceed to the payment screen click continue. Please do not refresh
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.

ivews reembership Chubs	her moothen // f	oaching a baan	THE SPORT	Еления а	nesuus
lease enter your card details in the screen below.					
	Card	Details			
	Name On Card				
	Card Number				
	Card Security Code				
-	ssue Number (If Debit Card)				
	Start Date				•
	Expiry Date	01			•
	Card Type	VISA			•
	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".

This shows the contact relationships this member has with the club											
		Club Name	Status	Туре	Valid From						
ADD		Add a new contact type									
EDIT	М	BWSW HQ CLUB	Active	Club Secretary	10-Apr-2013						
EDIT		BWSW HQ CLUB	Active	Member	13-Feb-2014						

Addrose Dotaile

Contact

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" Buttton.

ADD

Reset

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

Update your profile		
Contacts		
Club Name	BWSW HQ CLUB	
Job Title:		
Contact Status:	Active	
Contact Type:	Chair Person Chair Person Club Secretary	×
Default Contact:	Club Sel Clau Membership Secretary Finance Administrator Owner Cutting Edge Administrator Competition Contact Safety Officer PRWebsite Administrator Coaching Contact Inclusion Contact Member	

When you have made your selection just click "Update"

BWSW Club	Web S	ervices
Contacts		
Club Name	BWSW HQ CLUB	
Job Title:		
Contact Status:	Active	
Contact Type:	Chair Person	
Default Contact:		
	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.

		DWOWLIG OLUD	A ellise	Oliviti Osianstani	
EDIT	М	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:	
Status:	Active
Туре:	Club Secretary
Valid From:	13-Feb-2014
Valid To:	12/02/2104
Default Contact:	J
	Update

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.

۵	Club Name		BWSW HQ CLUB	
۵	Туре		Affiliates	
	Club/Facility Description		This is the test "club" for us to have in the live	re database.
				Hint
			Update Reset	The Club/Facility Description will appear on the BWSW Website, so
Address Details				it is your opportunity to tell potential members about your
Please keep your add	lress information up to date	ł.		club.
		Address Type	Address	
ADD	Add New Address			
EDIT	М	Club	Unit 3, The Forum, Hanworth Lane, Cherts	ey, KT16 9JX
Email/Web Details				

Keen your Empil 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 setting	gs for Opening T	īmes.		This information will also appear on the BWSW Website.
	All Year			
	Other			Hint
Other Sports Included	gs for Other Spo	rts Included.		There will be some information that you will not be able to change and will need to contact us at HQ if it needs alteration.
		Beach Volleyball		at he if h heeds alteration.
		Fishing		
		Jet Ski		
		Kayaking/Canoeing		
		Open Water Swimming	9	
		Other		
		Power Boating		
		Rowing		
		Sailing		
		0		

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.



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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.

News Why Join? Your are here: Home > My BWSW >	Clubs Get Involved Coaching & Qualifications The Sport I
Personal Details & Membership Charges	Document Uploader There are currently no documents stored for your organisation.
Forums	
Club Tools	Hint This is a facility for your club to
Document Uploader	have quick way of getting documents to us and having a
Upload	central record of doing so – rather than a repository of your own documents

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		
CONTENT		
Title		
Contact name		
Summary		
Туре	Club Constitution	~
File Upload	Browse	

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.