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Purpose

This guide has been designed for Clubs who will be managing 100% of their Memberships online.

JustGo is the National Membership and Events Portal for Surfing Australia, State Associations and their Boardrider Clubs and Surf Schools.

The following guide has been developed by Surfing Australia to assist Clubs with the setup of their profile, memberships and emails.

Support

Need further support on this area or any other area in JustGo? Contact your local JustGo support person:

Location	Phone Number	Email
Surfing Western Australia	+61 8 9448 0004	info@surfingwa.com.au
Surfing New South Wales	(02) 9093 6035	info@surfingnsw.com.au
Surfing Victoria	+61 3 5261 2907	info@surfingvic.com
Surfing Queensland	(07) 5520 1165	info@surfingqueensland.com.au
Surfing South Australia	02 6671 0000	info@surfingaustralia.com
Surfing Tasmania	02 6671 0000	info@surfingaustralia.com

1. CLUB EMAILS

a) NEW EMAIL

From the Menu, locate and click on the “Club Email” tile. On the new page, click on the small yellow circle with the envelope “New Message”.



b) SENDER EMAIL

When the page loads, you will see that the sender email address will be the one that is attached to the Member profile who is creating the email. If you require the emails to come from a Club specific email address you will either need to change your personal profile email address to the Club email address or you will need to set up a second profile with the Club email address, remembering to update passwords when Club personnel change, to ensure compliance with data privacy is maintained.



c) RECIPIENT OPTIONS

To add recipients, click on the purple “Select Members” button. You will then be presented with a list of members in your Club. Using the green drop-down button under the infographic circles, you can change the view to see members by Club Membership, Member Role or Team.

Club Membership will group the members based on their membership with your Club. You will see all of your Club memberships in the Infographic Circles. Clicking on any of these will further refine the members displayed for selection.

Member Role will group the members based on the role they hold with your Club. You will see all the variances in the Infographic Circles. Clicking any of these will further refine the members displayed for selection.

For information on attaching Roles to your members, see page 4

Team will group the members based on the team they are in within your Club. You will see all the teams you have set up in your Club in the infographic Circles. Clicking on any of these will further refine the members displayed for selection.

For information on creating Teams and adding members, see page 4



You can also use the search function to look for specific members. To select the members you want to send an email to you can either click on the tick box to the far right of their details or to select all members in view, click on the tick box in the header and you can untick any members as required.

d) SELECTING RECIPIENTS

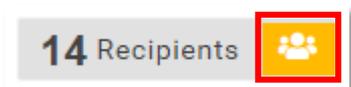
To select recipients, click on the tickbox to the far right of the member record. Alternatively, to select all members on the screen, click on the Tick Box in the header. If there is more than one page of members, you will need to move to the next page/s and select all members from each. Again you can use the tick box in the header to select all on a page.



As you make your selections, you will see the number in brackets on the “Confirm” button increase. When you have made your selection, click the “Confirm” button.

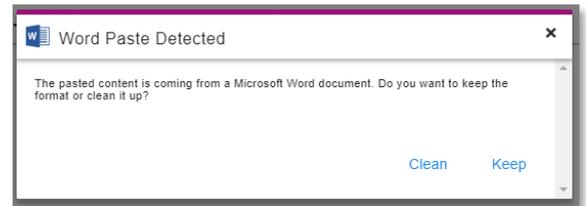


Click on “Recipients” at any time to view the members selected and delete any as required. You will need to click the small yellow icon at the end of the word recipients.



e) EMAIL CONTENT

Within the email body, you have normal email functionality. You can also copy data from Microsoft Word and paste it into the email body. Doing so will result in a pop-up notification advising that “Word Paste Detected”. You will then have the option to keep the formatting as it appears in Word or to clear it down so it will be pasted in plain text. Any images copied from within the Word Document will also be copied to your email.



You can add images by clicking on the small image icon and selecting an image from your device

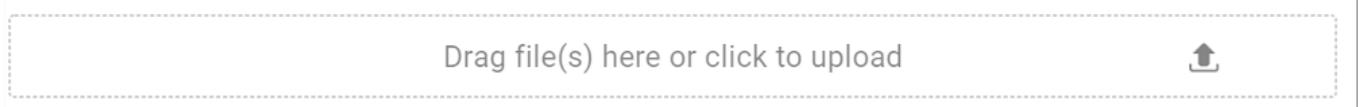


You can link a document in your text by clicking the upload file icon



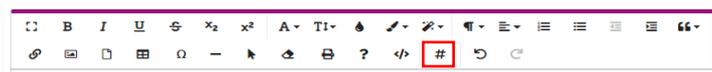
You can also add a file as an attachment by click on the email attachments area at the bottom of the screen.

Email Attachments



There are a range of other formatting options along the top of your email including Font type and size, colour of font and background, alignment, hyperlinks and bullet point formatting.

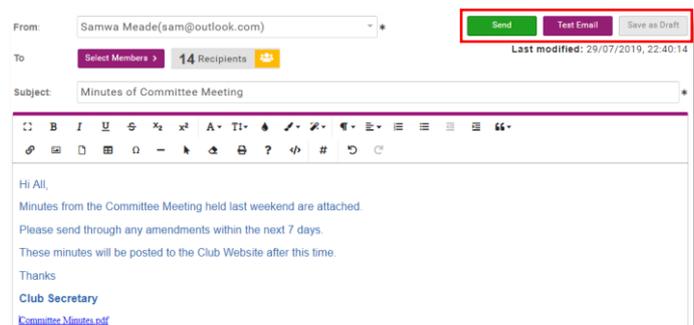
You also have the option to personalise your email by using “Profile Fields”. Click on the “#” from the email header area.



You will then be able to select from a list of Member fields including First Name, Last Name, email address etc. This way you can address the email directly to the Member rather than a generic “Hi All” or “Dear Members”.



When you are happy with your email, you can click the green “Send” button, or if you want to save it for later, you can click the “Save as Draft” button. You will then see this email in the email list when you go to Club Email next. You can then edit it or send when you are ready to do so.



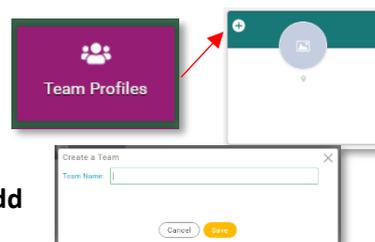
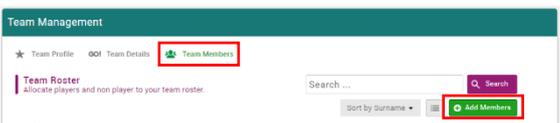
If you send a test email, any merge fields you use will come through as their merge field rather than the data itself. i.e #FirstName will appear on the test email as “#FirstName” rather than “Samantha”. These fields will populate as expected in the actual emails providing they are entered correctly.

2. TEAM SETUP

From the menu, locate and click on the **“Team Profiles”** Tile, then click on the **“+”** in the tile under your Club name on the left-hand side.

You will then need to enter a name for your Team and click **“Save”**.

Along the top menu, click on **“Team Members”** then click on the green **“Add Members”** button.



You will then see a list of all the Members in your Club. You can change the view to List View by clicking on the small icon to the left of the **“Done”** button at the top of the screen.



When you view your members by list view, you will also see the role/s they have with your Club. Click on the tick box beside/under the member that you want to add to the team. When you have made your selections, click on the green **“Done”** button at the top of the screen.

You will then see all of the members you have added to the Team. You can sort them by Roles or by Surname, by changing the selection in the grey dropdown box at the top of the screen.

To remove any members, click on the three dots on the Member Profile if in Tile view and select **“Remove”** or Click on the **“x”** next to the member if in list view.

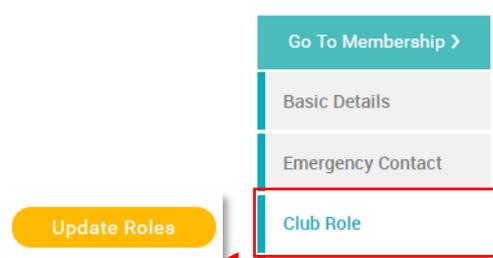


You can add as many teams as you like by repeating this process. Members can also be added to multiple teams.

3. ASSIGNING MEMBER ROLES

From the menu, locate and click on the **“Club Members”** Tile.

Click on a Members Tile from the list, or search for them using the search bar at the top right of the page. After clicking into the Member Profile, Click on the **“Club Role”** tab from the left-hand side and click on the **“Update Roles”** button.



All of your members will have **“Member”** ticked by default. You can select their roles within your Club by clicking on the tick box next to the relevant role. When you have finished, click on the **“Save”** button, then click on the **“Back to Members”** button above the member profile picture to repeat this process for the rest of your members.

