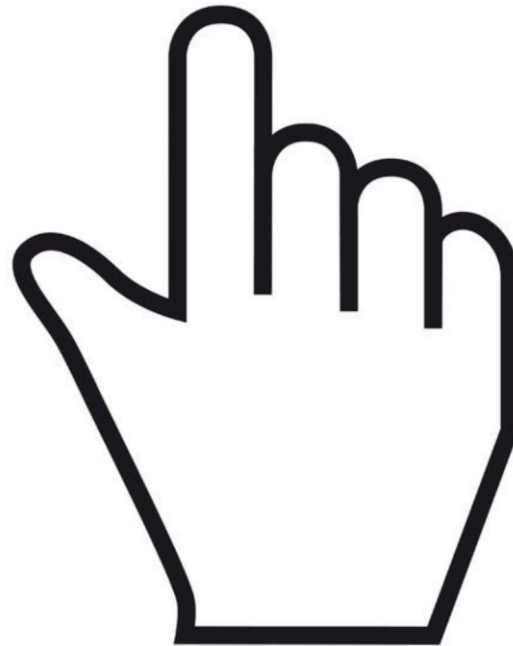


WHITEPAPER

Which Gymnastics Club admin tasks
can be done quicker online?



Introduction

Managing your members information and payments can be a time consuming process. We know that your time is limited and that efficiency is key to your clubs success. With this in mind we've compiled a list of common membership administration tasks and compared how they are done 'offline' and online using **Gymnastics Club Manager** (GCM) allowing you to judge for yourself which would work better for you and your club.

Check-out the comparisons overleaf.

Which Gymnastics Club admin tasks can be done quicker online?

Managing waiting lists

Offline

Online with GCM

Registering for the waiting list

- Parents email details through.
- Parents call and leave details.
- Parents fill out paper form.



- We give build you an online form so parents can register online via the clubs website or Facebook page.

Administering the registration

- Administrator sends a letter or email acknowledging the registration.
- Registration information is entered in to a spreadsheet.



- An automated email is sent acknowledging the registration.



- Registration info is automatically added to the membership system.

When a space becomes available

- Information is copied from the waiting list spreadsheet to the class spreadsheet.
- The child's details are added to the attendance register.



- At a click of the button, the person is moved from the waiting list to the class.



- The child is added automatically to the attendance register.

Which Gymnastics Club admin tasks can be done quicker online?

Managing members information

Offline

Online with GCM

Record keeping

- Information recorded on paper forms.
- Information stored in Excel.



- Information stored 'in the cloud'.

Accessibility

- Information accessible only when at your desk.
- Typically only the main administrator can access and make changes to data.



- Information can be accessed 'on the go' via a computer, tablet or phone.



- Authorised officials can be given permission to access specific tools and information online.

Security

- Paper forms are prone to loss and provide no security to data.
- Spreadsheets stored on computers can be subject to viruses and hardware failure.



- Information is stored on dedicated servers in a dedicated data warehouse.



- Information is encrypted using military grade technology.
- Access to data is password protected.

Which Gymnastics Club admin tasks can be done quicker online?

Managing members information

Offline

Online with GCM

Keeping information up-to-date

- Parents inform the club of any changes to info and administrators update records accordingly.



- Parents can access their online account where they can keep information up-to-date.

Badges and Progress Reports

- Information on which badges and skills gymnasts are working on are recorded on paper forms or Excel.
- Progress reports are written, printed out and handed to parents.



- Information on which badges and skills gymnasts are working are kept online. Parents can view that information along with progress reports via their online account.



Which Gymnastics Club admin tasks can be done quicker online?

Payments

Offline

Online with GCM

Requesting payment for term fees / blocks of weeks

- | | | |
|---|---|---|
| • Invoices printed and sent / handed to parents. | ➡ | • Payment requests emailed and parents can pay conveniently online. |
| • Payments received by cash / cheque / bank transfer. | ➡ | • Payments received by debit / credit card or bank transfer via the system. |
| • Cash and cheque payments have to be banked. | ➡ | • Payments are transferred to the club online. |
| • Payment reminder sent by post. | ➡ | • Reminder sent automatically. |

Recurring payments (ie. monthly fees)

- | | | |
|--|---|--|
| • Collected by standing order. | ➡ | • Collected by Direct Debit online. |
| • If the club increases its fees, parents have to manually adjust their standing order. | ➡ | • Club can increase fees without the parents having to action. |
| • If a payment is cancelled or fails, this information isn't picked up until the bank statement is reconciled. | ➡ | • If the direct debit is cancelled or fails, administrators receive an instant alert by email. |

Which Gymnastics Club admin tasks can be done quicker online?

Payments

Offline

Online with GCM

Reconciliation

- Cash and cheque payments are marked off as paid in a spreadsheet.
- Manual reconciliation of bank statements for bank transfers and standing orders.



- Online payments are reconciled automatically against the members record.



Proof of payment

- Hand written or printed receipts given to parent.



- Electronic receipts issued automatically.

Which Gymnastics Club admin tasks can be done quicker online?

Attendance registers

Offline

Online with GCM

Recording information

- | | | |
|--|---|--|
| • Information printed from a spreadsheet at the beginning of the term. If info changes throughout the term, registers have to be updated manually. | ➡ | • Class registers are generated automatically and can be accessed via an app. The app is kept updated with any changes in the members information. |
| • New people joining the class have to added manually to the register. | ➡ | • New people joining the class get added automatically to the register. |
| • Register does not show the latest payment information. | ➡ | • The attendance register app shows the latest payment information. |
| • Manual analysis of attendance history. | ➡ | • The system will alert you automatically if a gymnast misses 'X' number of consecutive sessions. |

Which Gymnastics Club admin tasks can be done quicker online?

Holiday camps

Offline

Online with GCM

Promotion

- Print flyers / registration forms and post / hand-out to parents.
- ➡
- Send targeted, personalised group emails to parents and view detailed reports on who opened and clicked.

Registration

- Paper forms handed to club officials and information typed up in to spreadsheet.
- ➡
- Parents can register and pay for their child online and as they do, their info is stored automatically on the system.
- Payments reconciled manually for each attendee.
- ➡
- Payments are automatically reconciled.
- Payments need to be banked.
- ➡
- Money transferred automatically to the club online.

Which Gymnastics Club admin tasks can be done quicker online?

Communication

Offline

Online with GCM

Communicating with parents

- Print and post letters.



- If required, you can print personalised letters from the system (works like a mail merge).

- Sending 'blanket' emails - copy and paste email addresses in to Outlook, Gmail, Hotmail etc.



- Send personalised, targeted group emails using the latest contact information from the membership database.
- View reports on what was delivered, opened, clicked, bounced, blocked etc.

Wrap up

Which Gymnastics Club admin tasks can be done quicker online?

Wrap-up. So what do you think? Still not sure of all of the benefits? Here's a summary . . .

- People can register online so no more typing registration forms in to spreadsheets.
- No more reconciling payments - let the system do the hard work for you!
- Share the workload by giving other club officials access to the data and time saving tools.
- Get live member and payment information direct to the attendance register app on your phone or tablet.
- Improve safeguards by keeping your information secure.
- Take registrations and payments for holiday camps online.
- Parents can keep track of their child's progress through their online account.
- Improve communication with your members with a group email tool that allows you to track email delivery.
- Let parents pay conveniently online for class fees, memberships, competitions etc.

Is managing your membership online right for your club?
Book a free online demo today to find out. Tel +44 (0)1892 771 276