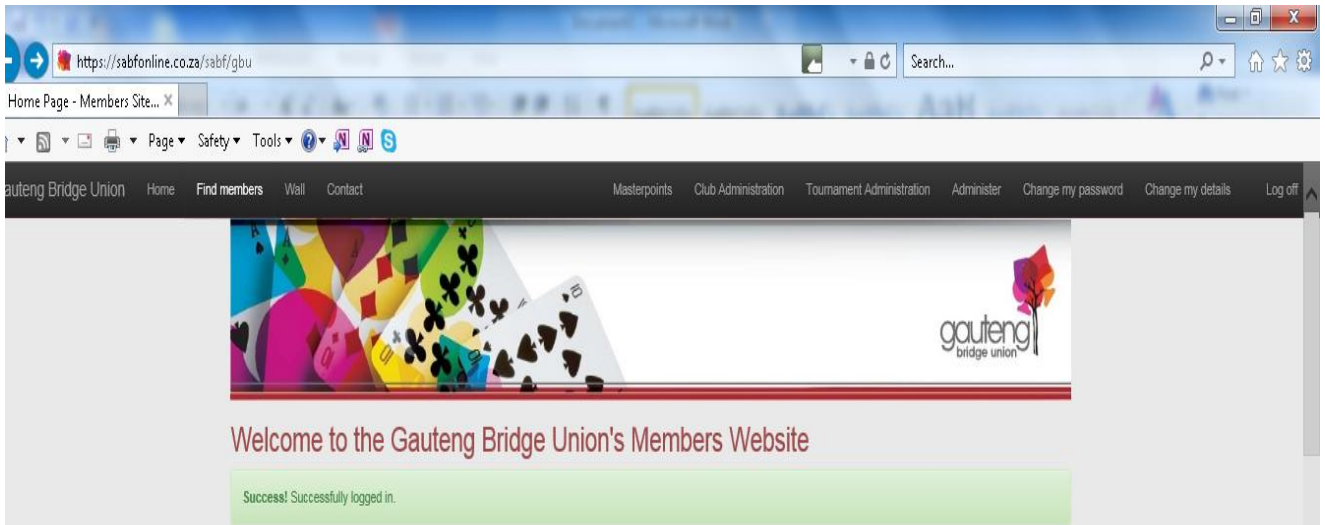


Union Administrator's User Manual

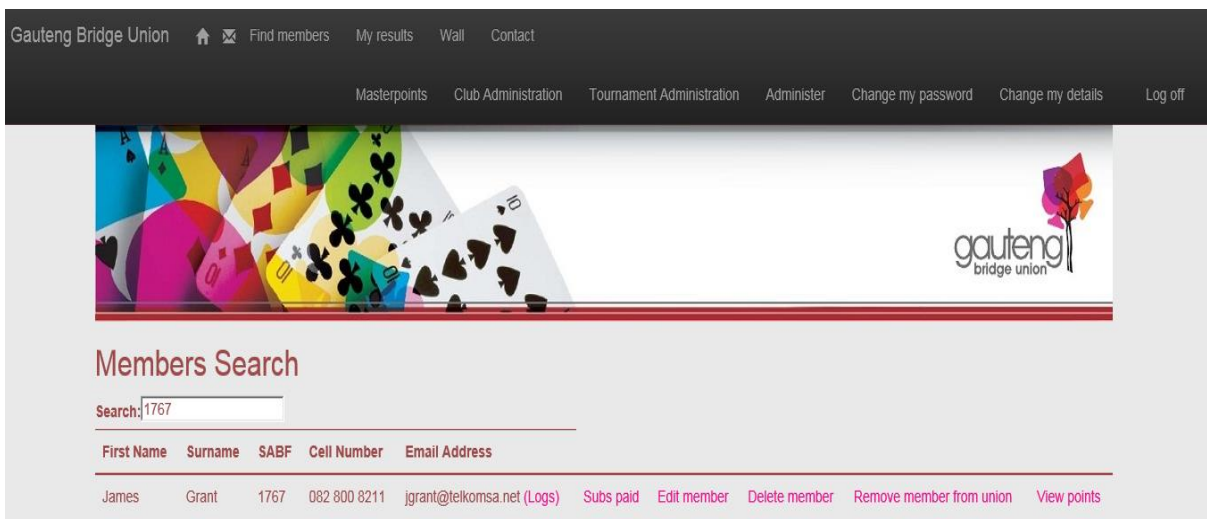


As Union administrator you have extensive powers which you must use wisely. All members who can log on, all club administrators, tournament administrators and masterpoint submitters will look to you for the answers to their riddles. We are thinking of introducing a written test for union administrators which if you pass will entitle you to a licence (renewable each year) to drive this bus.

To begin with read and memorize all the Users manuals published so far along with the Hitchhiker's guide to sabfonline

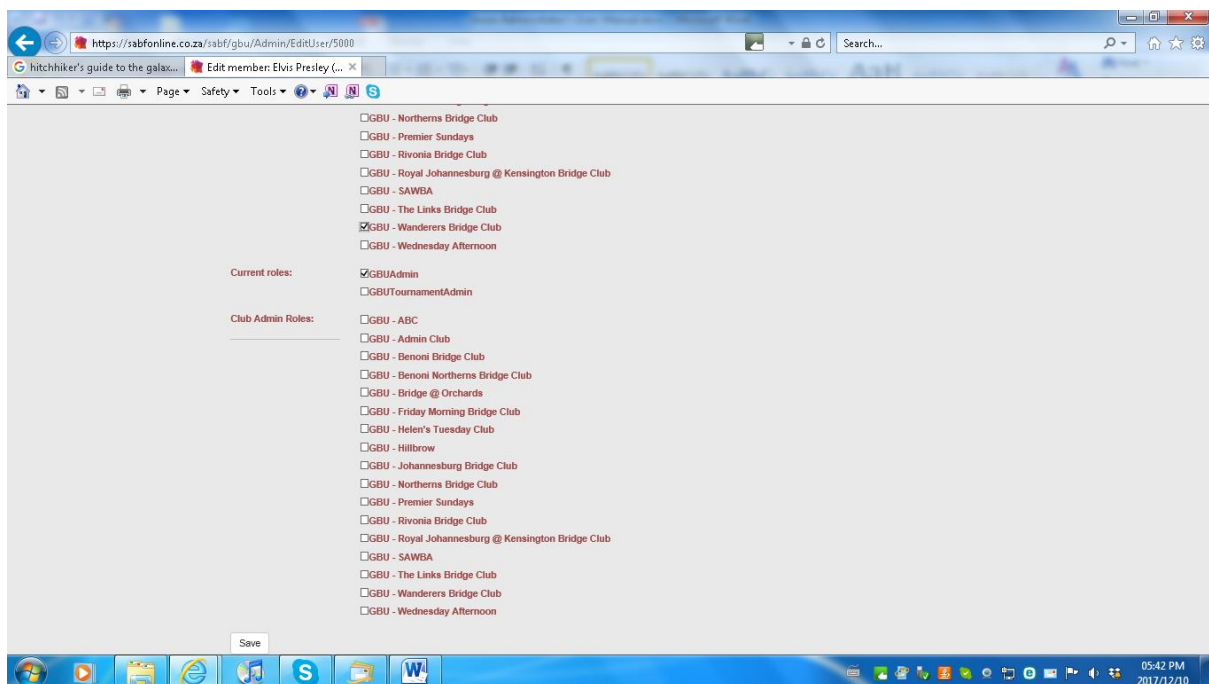
This manual will explain all the additional powers you have

Find members



Much of your power lies here. A power you should use often and well. This is the quickest and easiest way to see if a member has paid subs this year. By clicking on **Subs paid** you will see the audit trail for this member. By clicking on **(logs)** you will be able to see whether mail sent out through sabfonline has actually reached the intended recipient

Edit member



You can edit information relating to a member but in addition you can add or remove him from clubs by ticking or unticking clubs in the **Bridge clubs** section. You have the power to assign roles to certain members by ticking **Tournament admin** in the **Current roles** section and by ticking clubs in the **Club Admin Roles** section. Club administrators and masterpoint submission are both assigned in the **Club Admin Roles** section and thus have the same powers.

Only the all powerful Jedi has the power to permanently remove a member from the database but you can move a member to another galaxy by clicking on **Remove member from union**

Masterpoints

You have access to all masterpoint results submitted in your union

Club Administration

You have access to all clubs in your union but in addition you have the ability to **Export all union members**. This file lists all your members along with fairly boring information about them. Having said that you can easily see

- 1) Those with no email addresses
- 2) Those who have not paid sabf fees
- 3) Those who have paid sabf fees more than once
- 4) Those who have never logged on to the database

You have the responsibility to monitor this and in the case of (4) above encourage these members to access the database.

Tournament administration

You have access to all your local tournaments but in addition can **Switch Admin** for a tournament at any time

Administer

And finally you have the special **Administer** button. This lists shortcuts to your busiest destinations under **User and club functions** and allows you alone to send out emails to all of your members when you click on **Send Emails to members**. On this page you will also see a section on Diagnostic information. This is there simply to impress you but you can also see what time it is in the UK – so don't say we don't spoil you!