EzyClub

GUIDE

The committee console

For every committee member

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https://ezyclub.au/guides

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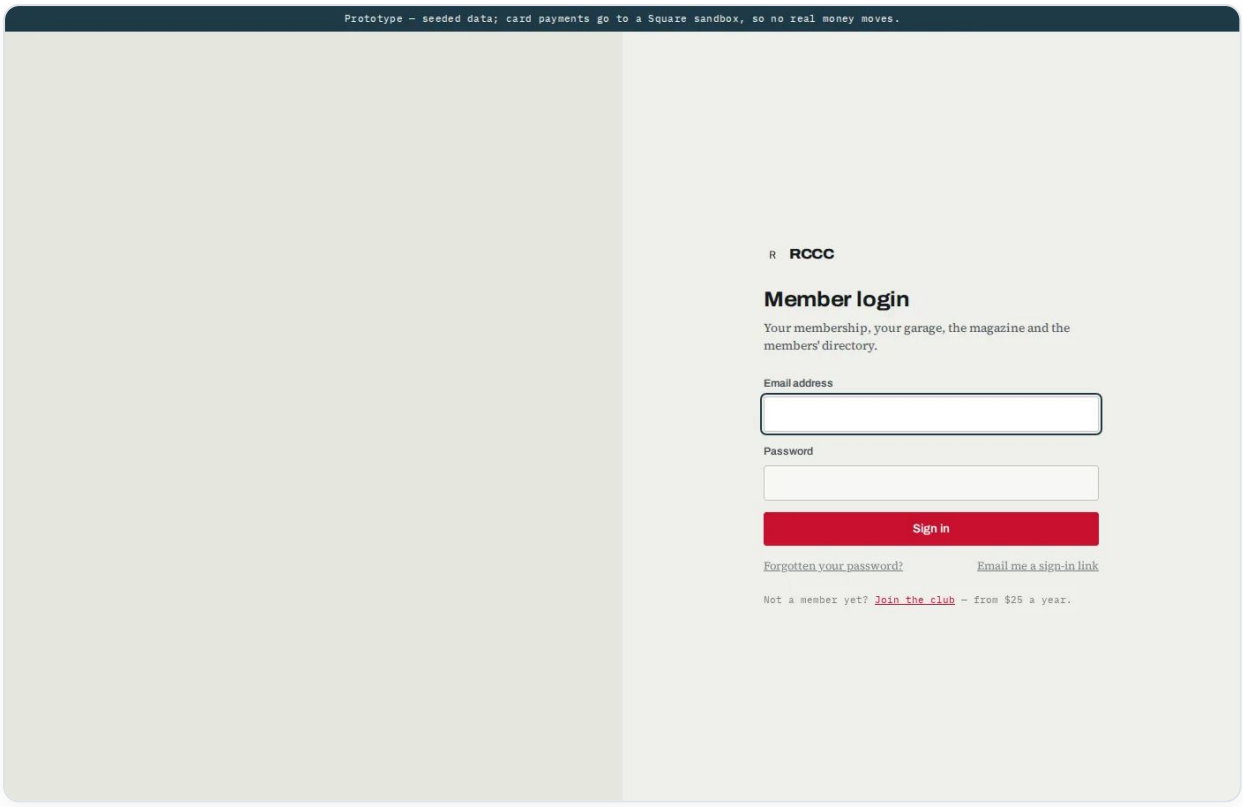
The committee console is where your club’s committee runs the club: members, events, the website, newsletters, the shop and the books. Everyone on the committee gets into the console; what each person can change depends on their roles. This guide covers what every committee member needs; each role has its own guide as well.

Signing in

Committee members sign in exactly as members do, on the club’s own site: **Member login**, top right.

- **With a password**: your email and password, then **Sign in**.
- **With a sign-in link**: choose **Email me a sign-in link**. One click in the email signs you in, no password needed. This is also the way back in if you have forgotten your password; set a new one from **My details** once you are in.



The sign-in page.

New committee members get an email with a set-up link to choose their password. After eight wrong passwords for one address, it is locked for fifteen minutes.

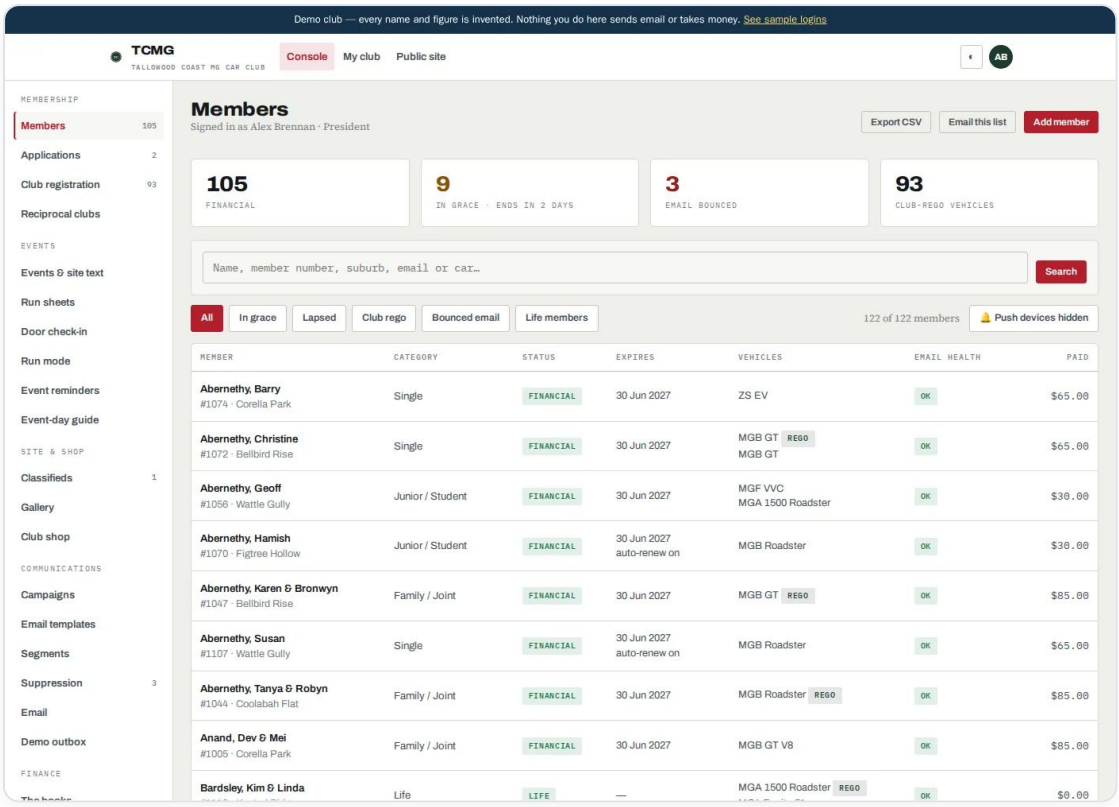
> Once signed in, the avatar with your initials (top right) opens a menu: My club, Membership card, My details, **Committee console** and Sign out.

Finding your way

The console opens on the **Members** page. The sidebar on the left lists every part of it, in groups:

Group	What is there
Membership	Members, Applications, Club registration, Reciprocal clubs
Events	Events & site text, Run sheets, Door check-in, Run mode, Event reminders, Event-day guide
Site & shop	Classifieds, Gallery, Club shop
Communications	Campaigns, Email templates, Segments, Suppression, Email
Finance	The books, Expense claim, Payments, Reconciliation, Audit log
Club	Setup & branding, Site theme, Import members, Domains, Email sending, Payment accounts, Platform support access
Help	Manuals: this library, with the guides for your roles first

Small numbers beside an item count what is waiting: applications to decide, club-registration declarations due, classifieds to moderate. A padlock marks a part your roles don’t open; opening it shows which role it needs.



The console on a computer.

Messages after you press a button

- A **green** box means it worked, and says what happened.
- A **red** box means nothing was saved. The fields that need attention are marked in red; what you typed is kept.
- An **amber** box is a warning: it worked, but look again (for example, email is in test mode).

What each role unlocks

Committee opens the console. On its own it gives a read-only view of the member roster (campaigns need Communications), plus the parts every committee member shares (below). Each further role unlocks one part:

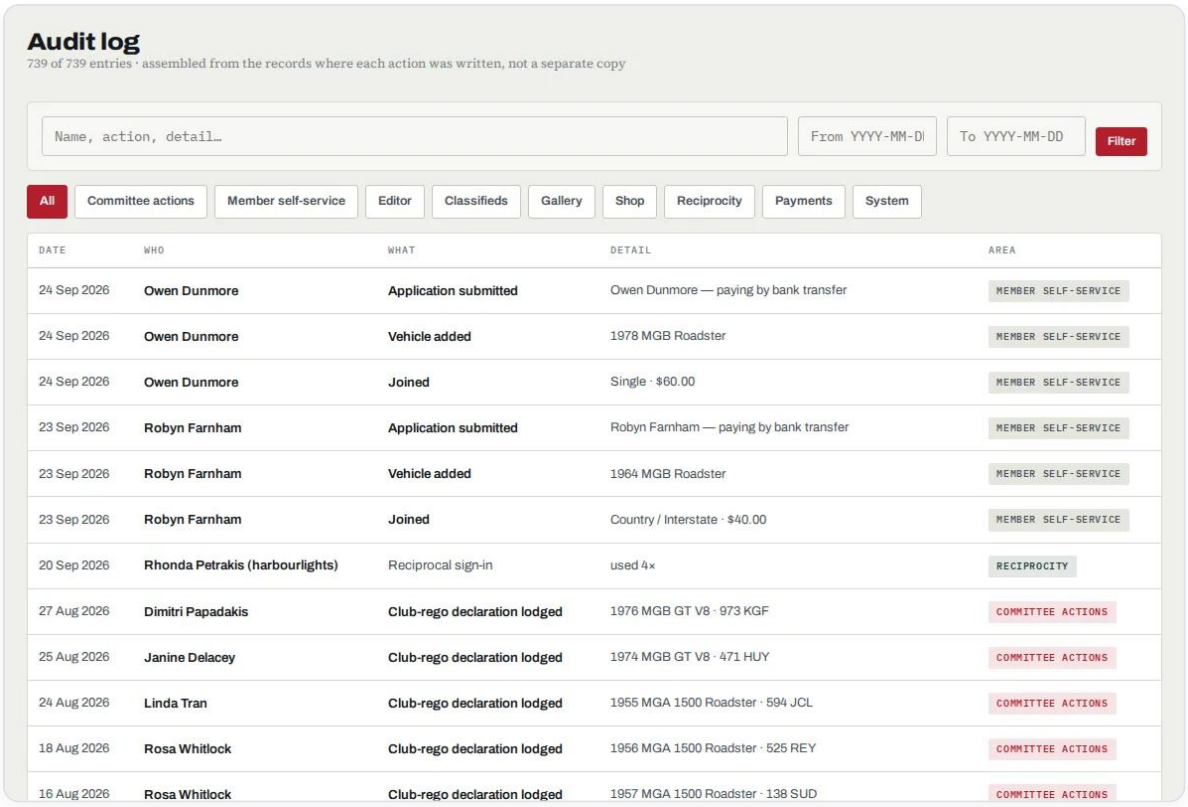
Role	What it unlocks	Guide
Membership	Edit member records, categories, status and notes; import reciprocal club lists.	Membership
Moderator	Moderate classifieds and the gallery: approve, hide and arrange what members post.	Moderating classifieds and the gallery
Regalia	Stock, orders and the shop's catalogue.	The club shop
Communications	Compose and send campaigns and notices.	Newsletters and notices
Treasurer	The books: transactions, bank import, expense claims, reports and the AGM statement.	The books
Roles	Grant and remove these roles.	Roles and access
Club settings	Club details and branding, domains, email sending, payment accounts, platform support access.	Running the site
Theme designer	The public site's theme and nothing else. Works without Committee, for an outside designer.	Designing the club's website
Accountant	Read-only access to the books, for the club's outside accountant or auditor. Works without Committee.	For the club's accountant

What every committee member can do

- **Events and the site's words**: add and change events, the home page headline and notices (Events & site text). See Events and event day.
- **Event day**: print a run sheet, work the door with Door check-in, start and watch a club run in Run mode, and check the event reminders.
- **Lodge an expense claim** with a receipt (Expense claim); the Treasurer approves and pays it.
- **Look up members**: search the roster by name, number, suburb, email or car, and read a member's record.

The audit log

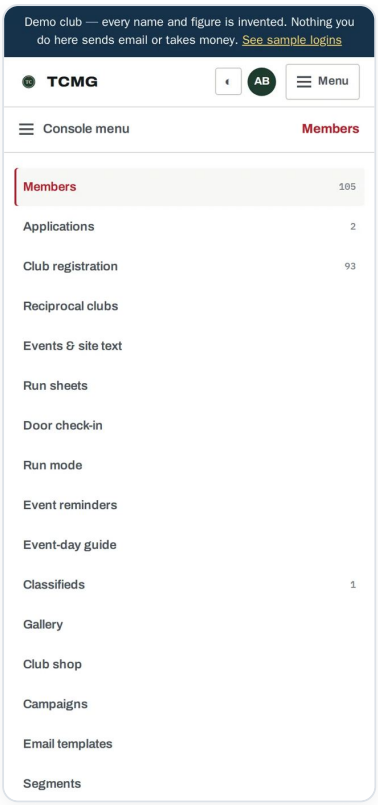
Audit log (under Finance) records who changed what, and when: approvals, role changes, payments, imports, settings, and every step taken by platform support. It can't be edited. Use it to answer "who changed this?", and look through it together now and then.



The audit log.

Using the console on a phone

Everything works on a phone. The sidebar folds away behind **Console menu** under the club's name; tap it to open the list, and tap a page to go there. Wide tables scroll sideways inside their box. Door check-in and Run mode are designed for phones first.



The console menu on a phone.