EzyClub

GUIDE

Events and event day

For every committee member

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https://ezyclub.au/guides

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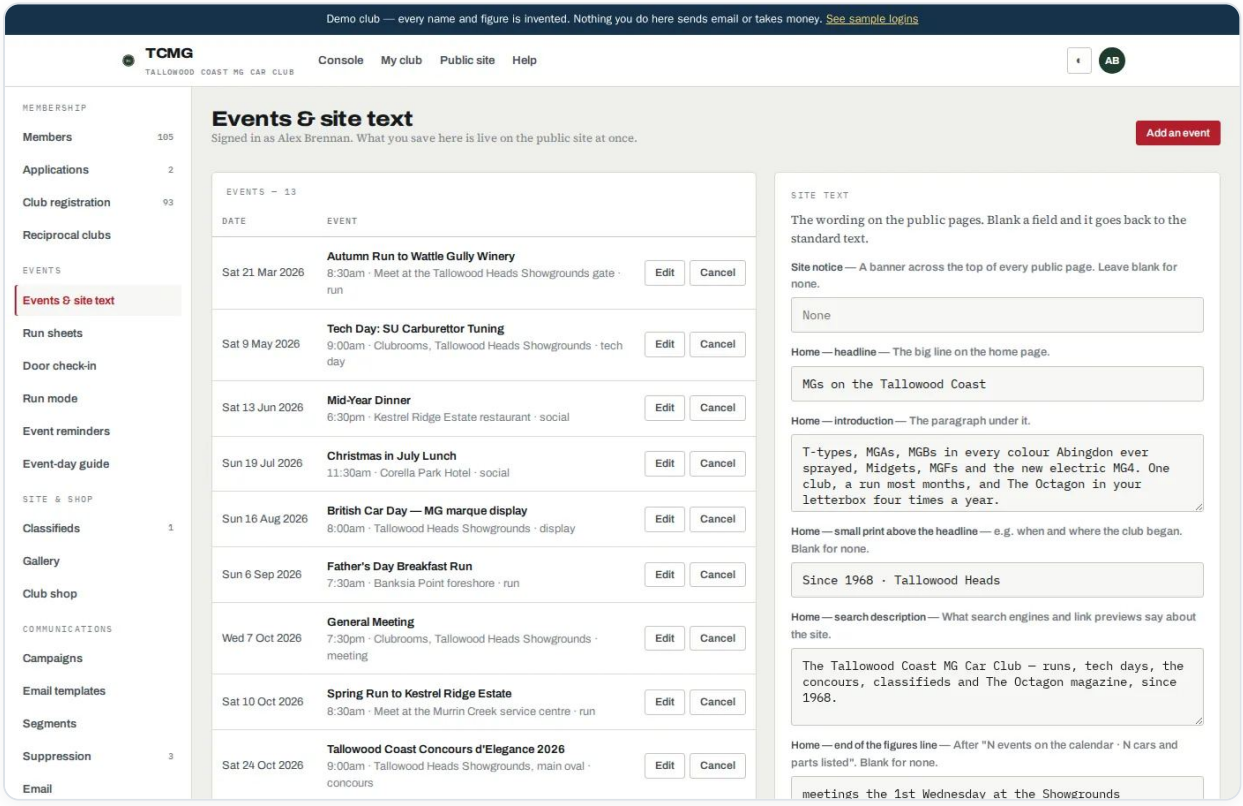
Any committee member can run events: add them to the calendar, watch the numbers, print the run sheet, and on the day tick people in at the door and follow the cars on a run. Everything is under **Events** in the console sidebar, and what you save shows on the public calendar straight away.

Adding and changing events

Events → Events & site text lists every event, oldest first, with **Edit** and **Cancel** beside each.

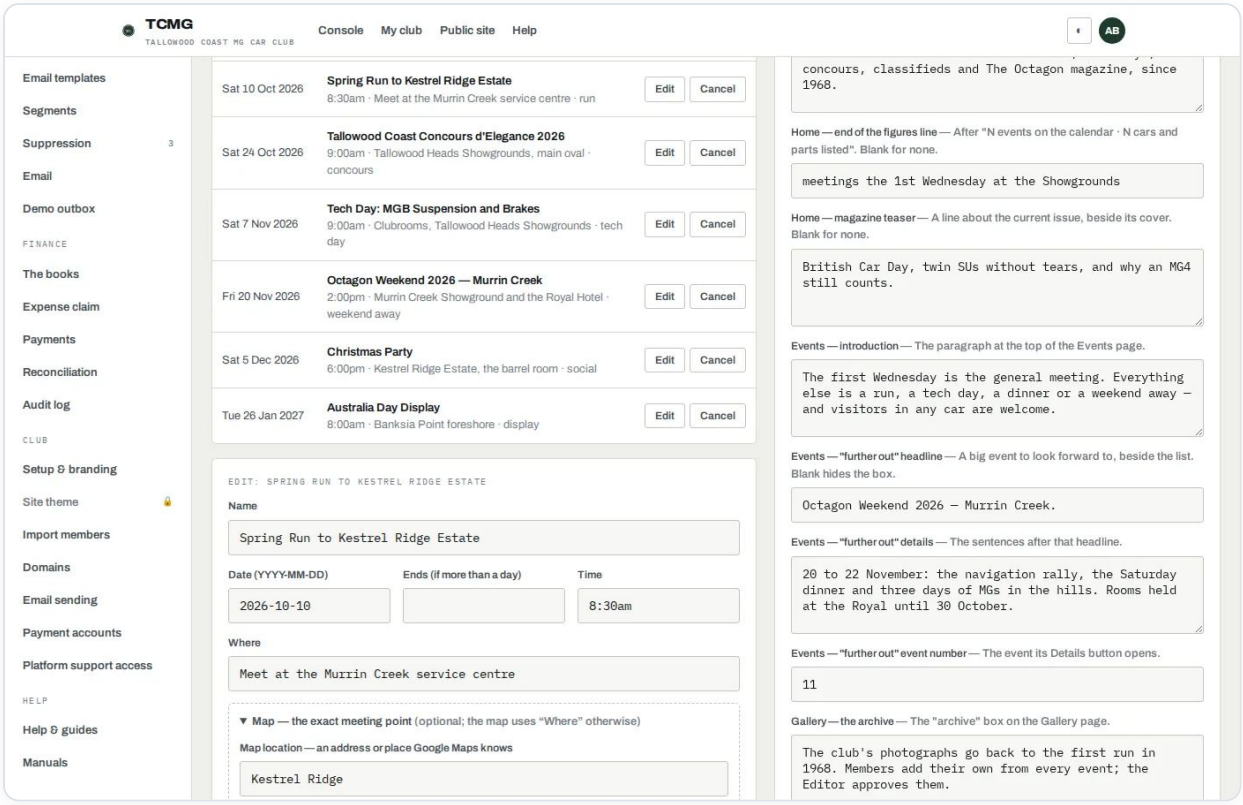


The events list.

To add an event

1. Press **Add an event** (or **Edit** beside an existing one).
2. Fill in the **Name**, **Date**, **Ends** (for a weekend away), **Time** and **Where**. Choose the **Type** — meeting, working bee, lunch, social, weekend away, national or run.

3. Set **From $** (leave it blank for a free event) and **Capacity** (blank for no limit).
4. Write a **Description** for the event page.
5. Press **Save event**. It is on the public calendar at once.



Editing an event.

Tickets and prices

For a paid event, list its ticket types in **Tickets**, one per line, as *code* | *name* | *price* — for example `LUNCH | Winery lunch | 45`. Members choose tickets when they RSVP and pay by card, direct deposit or at the event. Takings show on the run sheet and in the Treasurer's books.

Repeating events

Repeats makes a monthly pattern, such as "Every first Wednesday of the month" for general meetings. Each repeat appears on the calendar and gets its own run sheet and reminders.

The map

The event page shows a map of **Where**. If the meeting point is somewhere more exact — a gate, a car park — open **Map** and give a place name Google Maps knows, or the latitude and longitude. To get exact coordinates, press and hold (or right-click) the spot in Google Maps and copy the two numbers.

Documents: run notes, routes and menus

The **Documents** panel under the event form takes PDFs — run notes, route sheets, menus — up to 12 per event and 10 MB each.

1. Choose the PDF and give it a title (blank uses the file name).
2. Choose **Who can open it**: **Anyone** (shows on the public event page) or **Members only** (needs a signed-in member).
3. Press **Upload**. Documents show on the event page, the run sheet and in the 48-hour reminder.

Cancelling

Cancel keeps the event on the calendar, marked cancelled, and stops its reminders. **Reinstate** undoes it. To take an event off the calendar altogether, edit it instead.

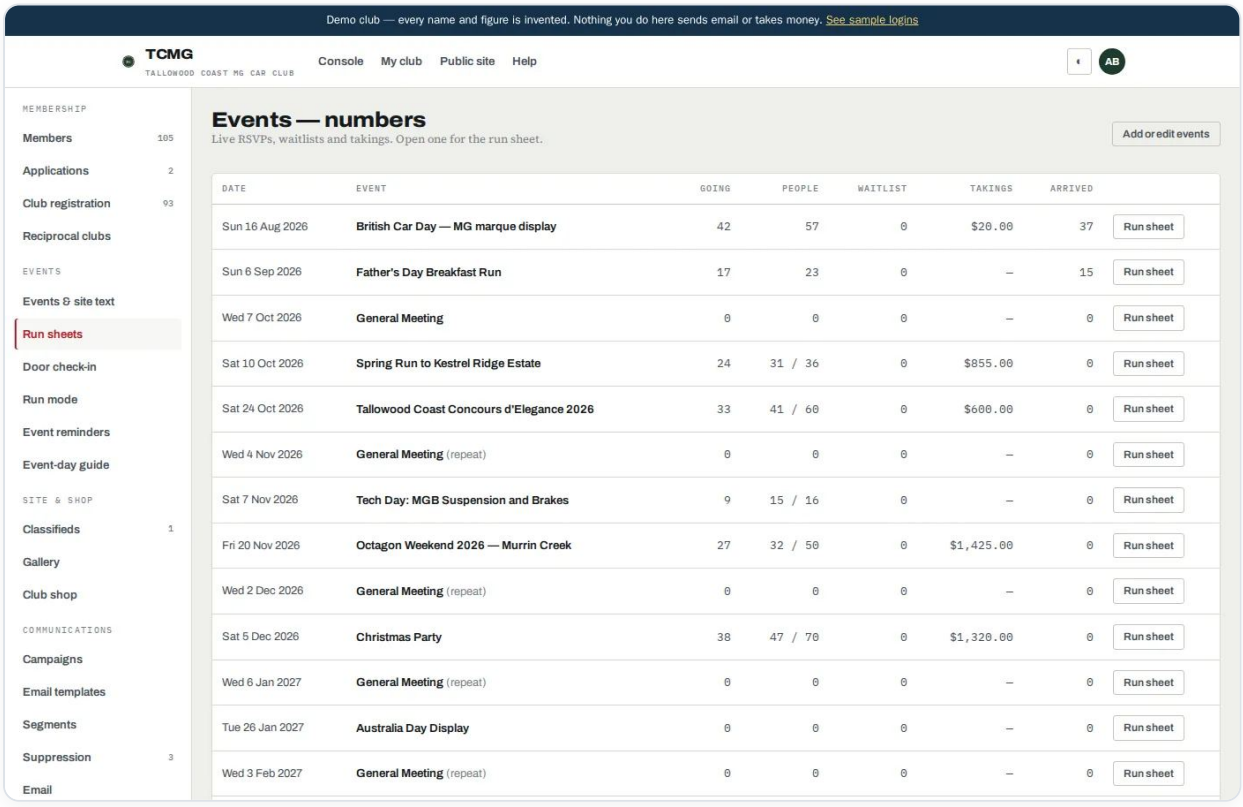
Site text

The same page holds the **Site text**: the headline and paragraphs on the public pages, the About page, the footer's meeting line and the **Site notice** banner across every public page. Blank a box to go back to the standard wording.

RSVPs, capacity and the waitlist

Members RSVP on the event page: how many are coming, which car they're bringing, dietary needs and tickets. When an event reaches its capacity, new RSVPs go on the **waitlist**. When someone who is going says they can't make it, their place goes to the next person on the waitlist, who is told straight away.

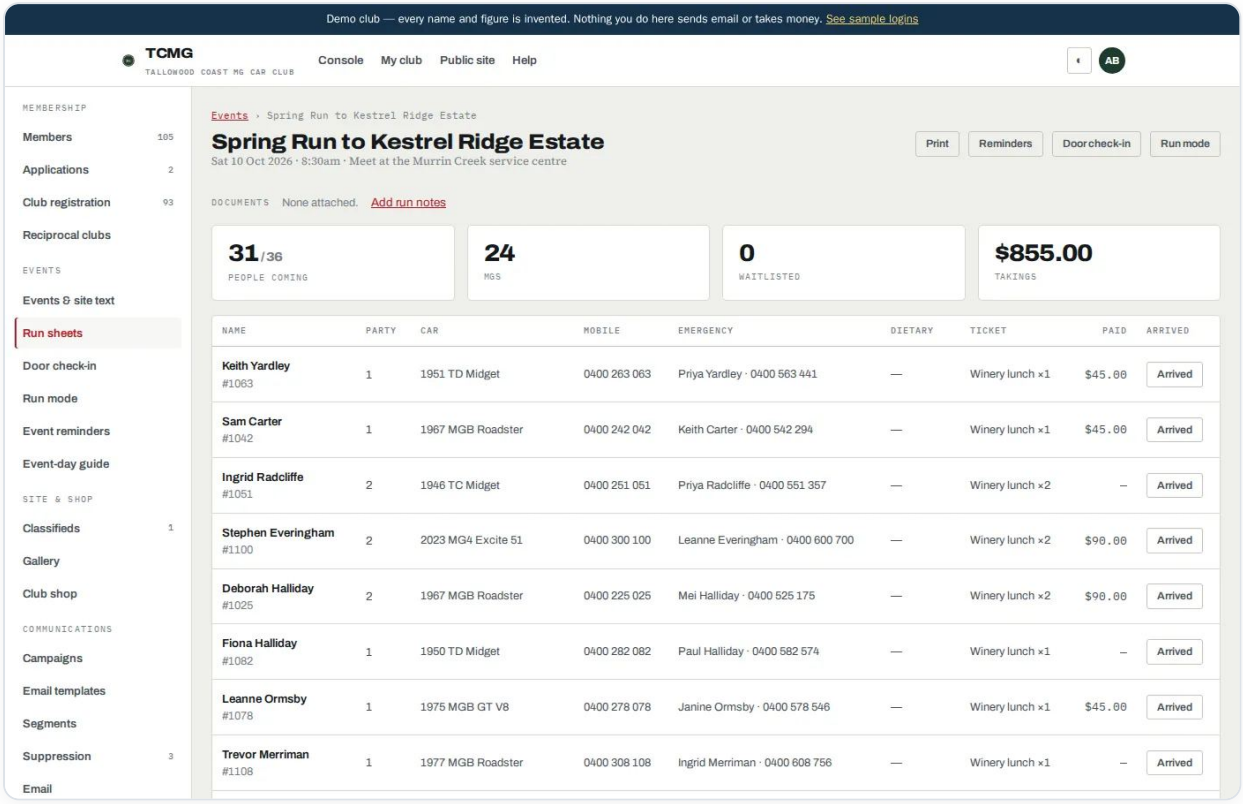
Events → Run sheets shows the live numbers for every event: RSVPs going, people (against capacity), the waitlist, takings and how many arrived.



The numbers for every event.

Run sheets

Press **Run sheet** beside an event for everything the organiser needs: each party's size, car, mobile, emergency contact, dietary needs, tickets, what they paid, and whether they've arrived. The waitlist follows.



A run sheet.

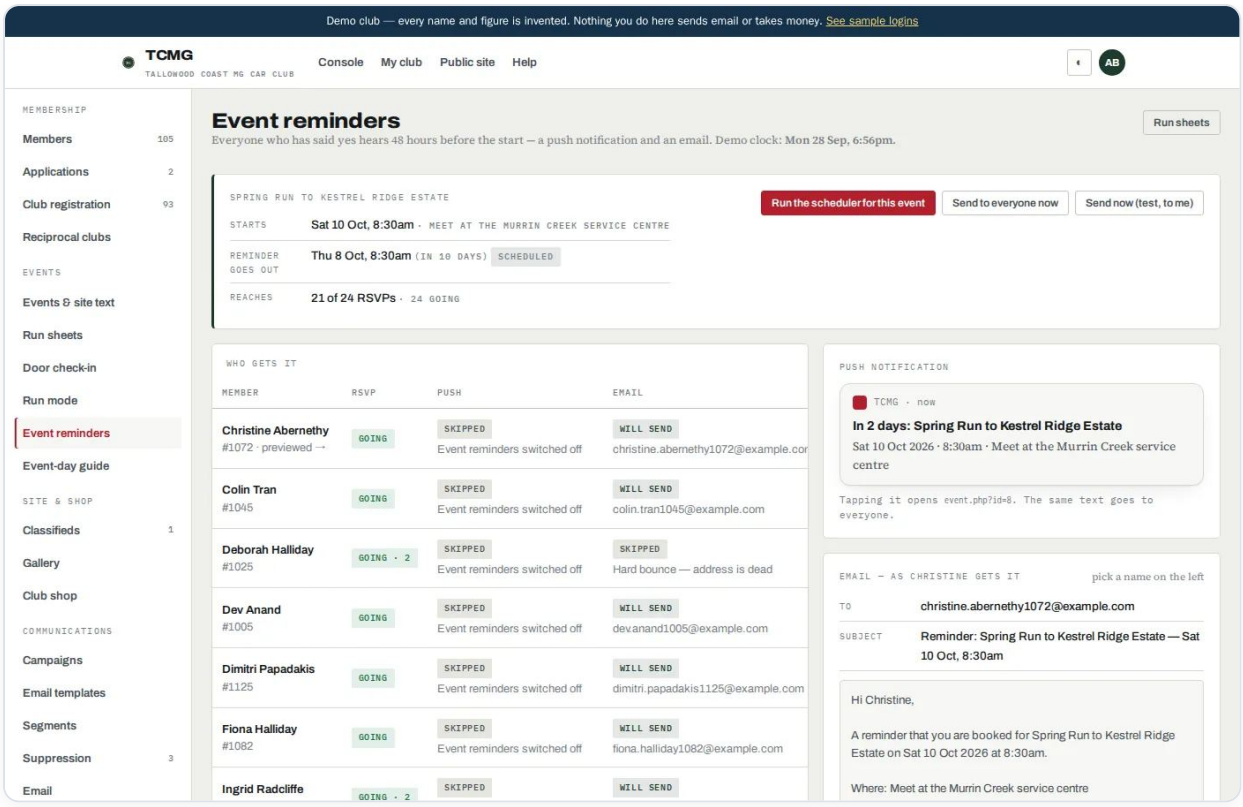
- **Print** gives a paper copy for the clipboard.
- **Reminders**, **Door check-in** and **Run mode** go straight to those screens for this event.
- **Add run notes** attaches documents, as above.
- After the event, **Send follow-up** sends a thank-you to those who came.

> A run sheet holds mobiles and emergency contacts. Keep printed copies with the organiser, and shred them afterwards.

Event reminders

Everyone who has said they are going gets a reminder 48 hours before the start: a push notification on their phone (if they have turned reminders on) and an email. People on the waitlist or who said no don't. A cancelled event sends none.

Events → Event reminders shows, for each event, when its reminder goes, who it reaches on which channel (and why not, if not), exactly what the notification and email say, and what has already gone out.



An event's reminder, before it goes.

- **Run the scheduler for this event** sends only if it's due. The scheduler also runs by itself every hour.
- **Send to everyone now** sends it straight away to everyone still owed one.
- **Send now (test, to me)** sends it to you only, to check how it looks.

Nobody gets the same reminder twice. The email skips addresses that have hard-bounced or are suppressed; an unsubscribe from newsletters doesn't stop it, because the member asked for the booking.

Event day

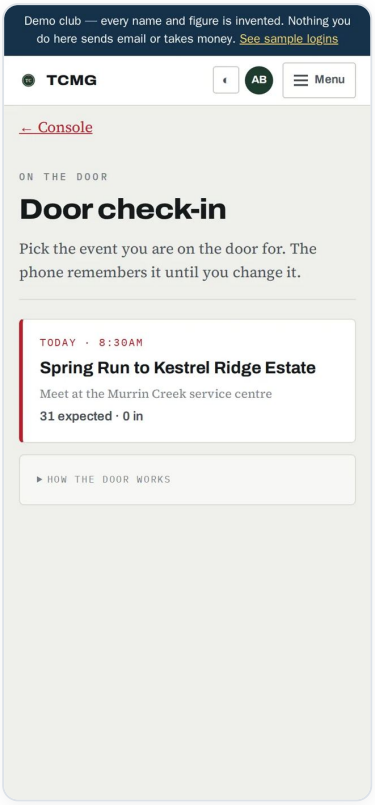
Two things any committee member can do from a phone on the day: tick people in at the door, and see where every car is on a club run. Read this before the day, not at the door.

Before the day

- Sign in on your phone once, at home, from the club site's **Member login**. Staying signed in means no fiddling at the door.
- Add the site to your home screen (Share → Add to Home Screen on an iPhone; ⋮ → Install app on Android). It then opens like an app.
- Open **Door check-in** and pick the event while you still have signal. The phone then keeps a copy, so the door opens even with no signal at all.
- Charge the phone: the door is an hour of screen-on.

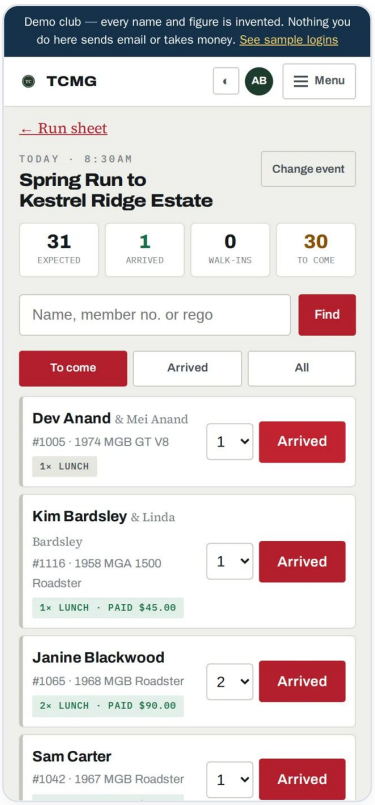
At the door

Open **Events** → **Door check-in** (or **Door check-in** on the run sheet). It is made for a phone held in one hand.



Pick the event. Today's comes first.

1. **Pick the event.** The phone remembers it until you press **Change event**.
2. **Find the person.** Everyone going is listed, with their car, party size and tickets. Start typing a name, member number or rego and the list narrows.
3. **Set how many came**, then tap **Arrived**. If a party of three turns up as two, change the number first. Tapped the wrong one? Tap **Undo**.
4. Watch the numbers across the top: expected, arrived, walk-ins and still to come — people, not parties.



Tap **Arrived**; the numbers update.

Rows marked **not financial** belong to members whose membership has lapsed — welcome them in, and mention renewing.

Walk-ins and guests

- **A member who didn't RSVP**: type their name, number or rego and press **Find**. They are checked in as a walk-in. People on the waitlist or who said no are checked in the same way. Find searches a copy of the member list kept on the phone, so it works with no signal too.
- **Someone who isn't a member**: open **Add a guest** — their name, a mobile if they'll give it, how many, and which member brought them. It goes on the run sheet.
- A **printed membership card** carries a check-in code: scan it with the phone's camera and it opens the right person.

Two phones on one door, and no signal

Two or three people can work the door at once; each phone refreshes every 20 seconds. If the signal drops, keep going. Ticks are saved on the phone, even if you close the page or it goes flat. Each one not yet sent has a dashed edge and says **Not synced yet**, and a bar at the top says how many are waiting. They send by themselves when the signal returns, or tap **Try now**. Ticking the same person twice does no harm.

Afterwards, the run sheet shows a tick against everyone who arrived, walk-ins marked, and guests with their mobile. The follow-up goes to those who came.

On the run: run mode

Run mode shows every car on a map during a club run — who's moving, who's stopped, who needs help. Any committee member can start it, watch it and end it.

> A phone only shares its location while the run-mode page is open and on screen. If it locks, or the member switches app, their car shows as *not seen* until they come back. That is how phones treat websites. So the ask to members is simple: phone in the mount, page open, charger plugged in.

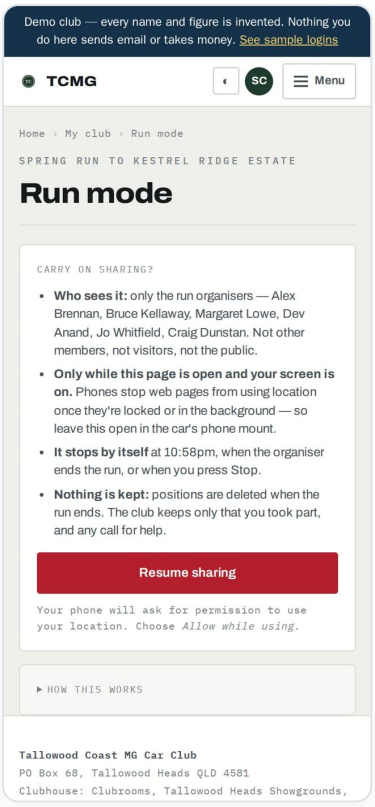
Starting run mode

1. At the briefing, tell people run mode is on and what it's for: so nobody gets left at a turn-off, and help reaches anyone who breaks down. It is entirely optional.
2. Open **Events** → **Run mode**, press **Set up** beside the event, then **Start run mode**.
3. Choose when it switches itself off — 2 to 12 hours. **+2 hours** extends it if the day runs long.
4. If you're in the lead or tail car, **Share my own location** puts you on the map too.

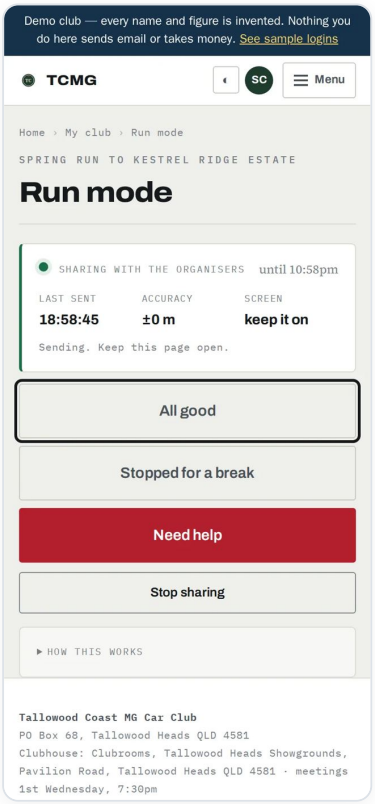
What members do

Members going to the event now see a green **Run mode** button on My club and on the event page.

1. The button opens a short screen saying exactly who sees their location (the committee), that it only works with the page open, when it stops, and that nothing is kept.
2. They press **Yes — start sharing my location** (or **Resume sharing**) and allow location when the phone asks. *Allow while using* is enough.
3. The page keeps the screen on and sends their position every half-minute or so. A green strip at the bottom shows they're sharing and until when; **Stop** ends it at once. Two buttons say how they are: **All good** and **Stopped for a break**.
4. The red **SOS** button is always there while the run is live. It sends only when **held for 2 seconds**, so a pocket-press can't set it off. It works even if they never started sharing: holding it sends their position that once (the screen says so). Beside it are **Call 000** and **Call** the run leader.



The member agrees first.

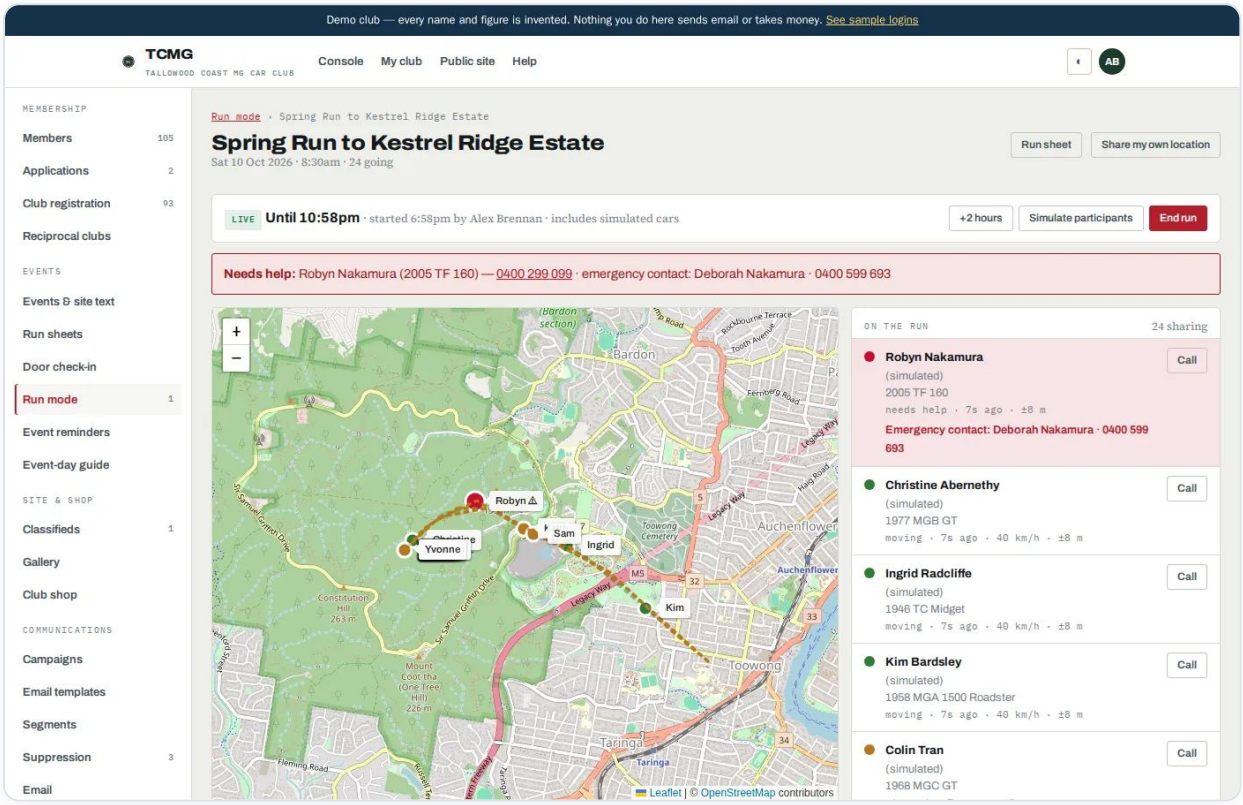


Sharing — and three buttons.

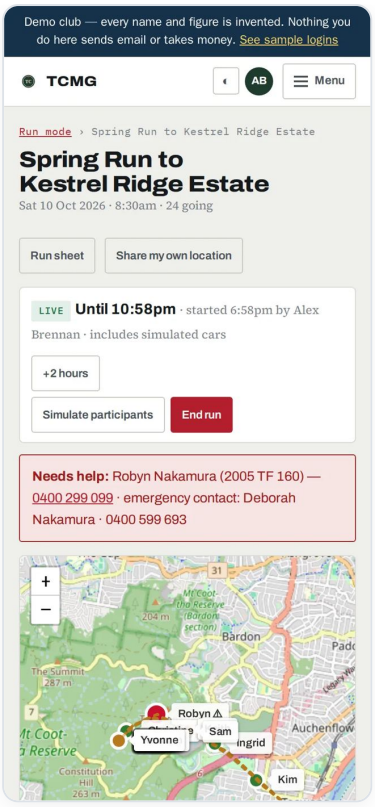
Reading the map

The map refreshes by itself. Each car is a dot labelled with the driver’s first name, with a dashed trail of the last half hour. The list beside it has the car, speed, how long since they last reported, and a **Call** button.

Dot	Means
Green	Moving.
Amber	Stopped, or said “stopped for a break”.
Red, pulsing	Sent an **SOS**. They are pinned at the top in a red panel.
Grey	Not seen for a few minutes: phone locked, page closed or no signal. Usually nothing’s wrong — but it’s the car to ring if they don’t reappear.



Run mode on a computer (the demo club, with simulated cars).



On a phone the map comes first and the list below.

When someone sends an SOS

Every committee member with notifications on gets an urgent push with the member's name, car, mobile and how accurate their position is; tapping it opens the map on them. On the open map, a red panel pins every SOS at the top with the time, their mobile, their emergency contact (shown only for an SOS, only here) and the position — or *position unknown* if their phone couldn't get one. Turn on **alert sound** on the map to hear a new SOS.

1. Press **Acknowledge** — the member's screen then says you've seen it, so they know help is coming.
2. Ring them — tap **Call**. Most SOS calls are a flat battery or a wrong turn.
3. **Show on map** takes you to them. Send the nearest car or the tail car.
4. If it's an emergency, call 000 first, then the club.

If the member is fine they press **Cancel SOS — I'm OK**; the committee is told. Pressing SOS again only updates their position — it doesn't send the alert twice.

Ending the run, and privacy

Press **End run** when the last car is in, or let it switch itself off at the time you chose. The moment it ends, every position and trail is deleted. The club keeps only who took part, the start and end times, and any help calls. Only the committee ever sees locations — never other members or the public.

Quick answers

If…	Then…
Someone isn’t on the door list	They didn’t RSVP. Type their name and press **Find** — they go in as a walk-in. Not a member? **Add a guest**.
“Not synced yet” won’t go away	Read the bar at the top. No signal: they send when it’s back. Signed out: sign in again on this phone. The waiting ticks are kept on the phone throughout.
Door check-in shows no event	It lists events from yesterday to a week ahead. Check the event’s date.
A member can’t see the green Run mode button	Run mode isn’t started, or they haven’t said they’re going. RSVP them on the event page (or check them in at the door) and it appears.
A member’s phone says location is blocked	They said no to the location question. iPhone: Settings → Privacy & Security → Location Services → Safari Websites → While Using. Android: tap the padlock beside the address → Permissions → Location → Allow.
A car keeps going grey	Their phone is locking. Ask them to keep the page open in the mount with a charger; some phones override the screen staying on in battery-saver mode.
A member didn’t get their reminder	Open **Event reminders** for the event: the table says for each person whether push and email went, and why not.