



CLUB ADMINISTRATION SYSTEM – UPDATING DETAILS

1. LOGGING ON

USING YOUR INTERNET EXPLORER GO TO: <http://members.41club.org>
Or click on CAS tile on the home page of our Website www.41club.org

Enter the club: USERNAME
Enter your: PASSWORD

You will then go to the Summary Page for your Club

2. CHANGING OR UPDATING CLUB INFORMATION

Click on [Club Information](#)

Enter or change Alternative Name
Enter or change Website Address if the club has one
Enter or change the name of the Table that feeds the club with members
Enter the number of members
Enter the month of your AGM
Change your password if you so wish
Click **Update Record**

3. CHANGING OR UPDATING CLUB MEETING DETAILS

Click on [Club Meeting Details](#)
Enter or change Meeting Frequency
Enter or change Meeting Venue
Enter any details or announcements for that meeting. Note: This is published on you
Club Page of National 41 Club web site.
Click **Update Record**

4. CHANGING OR UPDATING OFFICERS

Click on [Club Officers](#)
A summary of Officers will appear
Click on [CHANGE OFFICERS](#)
Select from the list of five officers the one you wish to update/change
Click the down arrow on the Please select box and select the name of the person
from the drop down list who fulfils that Officers role.
Click **update**

NOTE: A MEMBER CANNOT BE ASSIGNED TO AN OFFICER ROLE UNLESS
THEY ARE LISTED IN THE MEMBERSHIP LIST. SEE SECTION 6 BELOW ON
ADDING A MEMBER.

5. DELETING AN OFFICER

Click on [Club Officers](#)

A summary of Officers will appear

Place a tick in the select box in front of the person's name

Click **Delete Selected**

6. ADDING A MEMBER

We would encourage you to add all of your member's details to this area. This ensures that they receive a copy of our Magazine to their home address. Anyone who is an Officer must be included in this area.

Important Note:

You cannot enter more members' names than you have numbers listed on the Club Summary Page. If you attempt to do so the system will not allow it.

If you want more magazines, or have more members than on the Club Summary Page then you need to adjust this number first.

The number of members on the Club Summary Page determines the Capitation you owe to National every year.

Clubs with Honorary Members must pay Capitation for them if they are listed in the Members Section and receive a magazine. Whether or not the Club pass on that charge to the Honorary Member is their choice.

Click on [Club Members](#)

Click on [ADD A NEW MEMBER](#)

Complete all details of the member.

Click on **Add Member**

7. DELETING A MEMBER

Click on [Club Members](#)

Place a tick in the select box prior to the name

Click **Delete Selected**

8. AMENDING A MEMBERS DETAILS

Click on [Club Members](#)

Click on the persons name

Update the details

Click **Update Members Details**

For further help contact Marchesi House

admin@41club.org or 0121 456 0303 Monday to Friday 9-3:30.