



Box League #1

Group A 

Session complete

League Player	Brock vs Opponent	Points	Session Record
Brock Lee	---	6	1-1
Mario Speedwagon	2-3	3	1-0
Paul Molive	3-1	1	0-1
Terry Aki	1-1	0	0-0
Anna Mull	??	0	0-0
Cliff Hangel	?	0	0-0

Seasonal Club Membership Guide

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Welcome to SkyCourt

This guide is aimed at club administrators for seasonal clubs or clubs that have membership turnover once a year. This guide will walk you through the recommended configuration that makes it easy to manage your members within SkyCourt.

The example that this document is going to use to illustrate the concepts is an outdoor tennis club that shuts down over the winter and does a membership drive in the late winter / early spring. The members have their membership for the year, ending on December 31st.

Before we begin, let's examine some terminology within SkyCourt and this document.

MEMBER

A member is some one who signs up for a membership within your club.

ADMINISTRATIVE MEMBER

This is a member of your club that has administrative privileges and does not lose their membership or privileges from year to year.

MEMBERSHIP TYPE

This is a group of members or administrative members that can be used for different purposes within SkyCourt.

A membership type can be used to control court booking privileges, or it can be used as a collection of members who have purchased a specific type of membership from the club.

SMARTTYPE™

A SmartType™ is a membership type that is defined by some rules about who belongs in the type. Each night the system updates who belongs in the SmartType™ based on these rules. This guide will use a SmartType™ to gather all of the expired members so they can be removed from the club.

The Approach

The general approach for managing seasonal memberships in SkyCourt involves having three Membership Types working together. There will be one Membership Type called "Admins" to hold all your administrative members, another Membership Type called "Active" to hold all of your new members for the year and there will be a SmartType™ called "Expired Members" that will collect all of the past members who need to be removed from the club this season.

You might wonder why you want to remove the members from your club instance on SkyCourt. There are several reasons including:

- *SkyCourt's fee structure is based on the number of members you have in your club instance. So removing expired members will save on your monthly fee.*
- *All members of your club will be able to see and sign up to your leagues and events. We assume that you do not want this to happen given that the person is no longer a member of your club and no longer has access to things such as leagues and events.*
- *Depending on your court booking rules configuration, all members of your club might be able to book courts. If this is the case, then leaving the expired members in your club instance*

means these members can book courts, definitely something you don't want to have happen.

The approach becomes:

- *Define the Active Membership type*
- *Define an Administrators Membership type to hold all your administrative staff members*
- *Define the Expired Members Membership type*

The above activities are performed once while setting up your club. Then each year you will do the following:

- *Create a spreadsheet of the members for the year. There is a template for this spreadsheet that can be downloaded from SkyCourt*
- *Remove all members from the Active Membership type*
- *Import the members into SkyCourt*
- *Import this year's members into the Active Membership type*
- *Force the update of the Expired Members Type*
- *Remove all members in the Expired Members Type from the club*

After that, you are done and ready for the opening of the season.

The rest of the document goes through the step-by-step process of performing each of the above a actions.

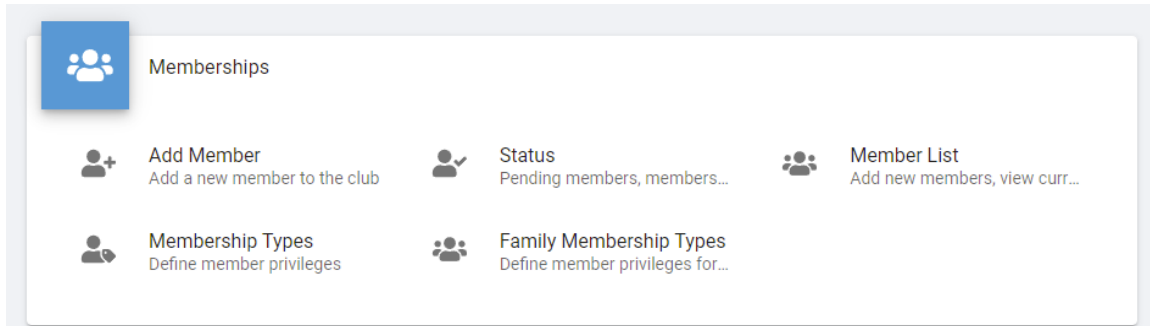
The Steps – First Time Setup

The following three steps are only performed once, and often SkyCourt Fitness Support staff will do this for you when creating your club instance for the first time. Be sure to be signed into SkyCourt with an administrative account to perform these steps.

1. CREATE THE ACTIVE MEMBERSHIP TYPE

When you sign in, you will see a “Club Admin” menu across the top of the screen on a desktop computer, or if you are on mobile, the Club Admin menu is located under the left side navigation that can be found by clicking on the three horizontal bars icon.

Select the “Club Admin” menu item to go to the Club Admin page and find the Membership tile. It will look like this:



Click on the Membership Types button to go to the page where you will define the Active membership type. This will take you to [this URL](#).

If your club hasn't defined any membership types yet, you will see the documentation for membership types. It will explain what they are for and how to use them.

For now, click on the "+ Add a new member type" link. It will bring up the following dialog:

In the Name field, type "Active Members" and in the description field type "These are the current members of the club."

Since we will use this membership type year after year, we will leave the default expiry as "Membership does not expire automatically".

Click Save to create the membership type.

2. CREATE THE ADMINS MEMBERSHIP TYPE

Repeat the process again by clicking on the "+ Add a new member type" link. This time enter "Admins" for the name and "These are the

administrative staff members for the club” in the description. Again, click on Save to create the membership type.

3. CREATE EXPIRED MEMBERS MEMBERSHIP TYPE

Again click on the “+ Add a new member type” link. This time enter “Expired Members” in the Name field and you can leave the description blank. But before you click Save, click on the “Enable SmartType™”. Then in the drop down that appears select “A person’s memberships”. The dialog will now show you two more drop downs. The first is for including members of other types. We are going to leave this blank so that the SmartType™ selects all the members of the club by default. Then in the section labeled Exclude people who belong to..., we are going to select “Active” in the drop down.

But we also want to add another membership type to exclude. Click on the “+” button beside the drop down. This will add another drop down. In the second row, leave the first drop down showing “Or” and in the membership type drop down, select “Admins”. Your dialog should look like this before you click on Save:

Add a new member type

Enabled

Name

Expired Members

Description

Enable SmartType™ 

Membership Based on

A person's memberships

Include people who belong to ...

Membership Type



Exclude people who belong to ...

Active Members



Or



Admins



Cancel

Save

And when you click Save, your Membership types screen should look like this:

Member types allow you to divide your members into different groups. These groups can then be used to create different sets of rules for court booking, or (eventually) to control who can join different leagues. You can create and manage your set of Member Types on this page. [i](#)

Active Member Types

[+ Add a new member type](#) [+ Add a new group](#) [Q](#)

Name	Enabled	Members
Expired Members	<input checked="" type="checkbox"/>	0
Admins	<input checked="" type="checkbox"/>	0
Active Members	<input checked="" type="checkbox"/>	0

You are now ready to do the yearly steps. The above three steps will not need to be repeated again.

The Steps – Yearly steps

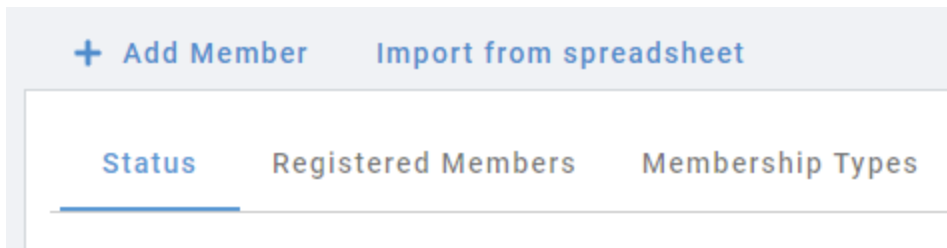
These steps need to be performed at the beginning of each season.

1. IMPORT THIS SEASON'S MEMBERS

SkyCourt allows the mass importing of members via a CSV formatted spreadsheet. The first step is to download the CSV template file. This is a blank spreadsheet with the proper column headings. If you use this spreadsheet, fill in the values and save it as a CVS file, then SkyCourt will be able to import it.

Also note that importing the same member with the same email address is fine. SkyCourt will either update the user's name if it has changed or ignore the entry if it hasn't. This allows you to import the spreadsheet multiple times without causing multiple accounts.

To download the spreadsheet template, go to the [Club Admin page](#). In the Membership tile, click on the Status button. This takes you to the [Club Membership page](#). At the top of the page is a link labeled "Import from spreadsheet".



Click on that link to bring up the import dialog. On the dialog is a button labeled "Download template". Click that button to download the CSV template file.

There are many columns that you can provide, but the only three that are required are:

- *Email_address*
 - *Each member you import requires an email address. This is what uniquely identifies them. They use this on the sign in page as their user name*
 - *For juniors that don't have an email address of their own, you can import them separately using the "+ Add Member" link beside the "import from spreadsheet" link.*
- *First_Name*
 - *The member's first name*
- *Last_Name*
 - *The member's last name.*
 - *The combination of First and Last name must be unique within your club. Having two members with the same first and last name will make them indistinguishable when setting up leagues and other operations so it is prohibited.*

Once you fill in the spreadsheet with those values use the import dialog box to select the file and then press the "Import" button.

When a new member is added to the system, they are sent a registration email. You can suppress this email during the import by checking the box for "Do not send registration email". You would do this if you want to set everything up before inviting your members to come join SkyCourt. This is mostly used during the initial club setup.

For the yearly member onboarding you probably want this check box to be cleared so that the registration emails will be sent.

2. REMOVE ALL MEMBERS FROM THE ACTIVE TYPE

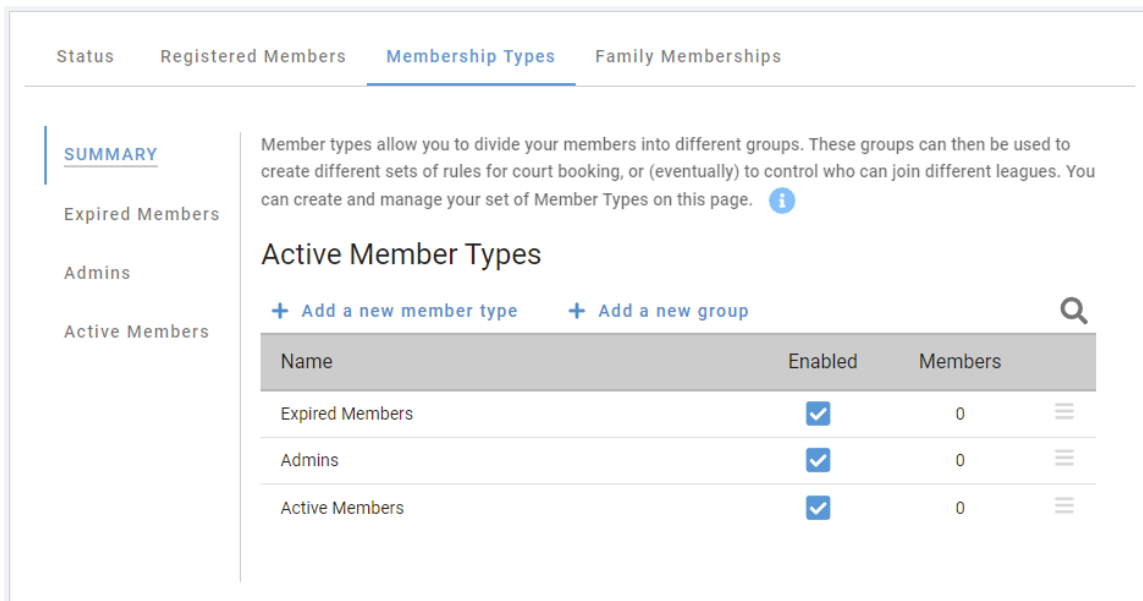
At this point you still have last season's members in the Active membership type. The next step is to remove those members from the type so that becomes empty.

If you are not on the Club Membership page, then go to the [Club Admin page](#) and in the Memberships tile click on the Membership Type button.

If you are on the Club Membership page, then click on the "Membership Types" tab.

You should now be on the [Membership Types page](#).

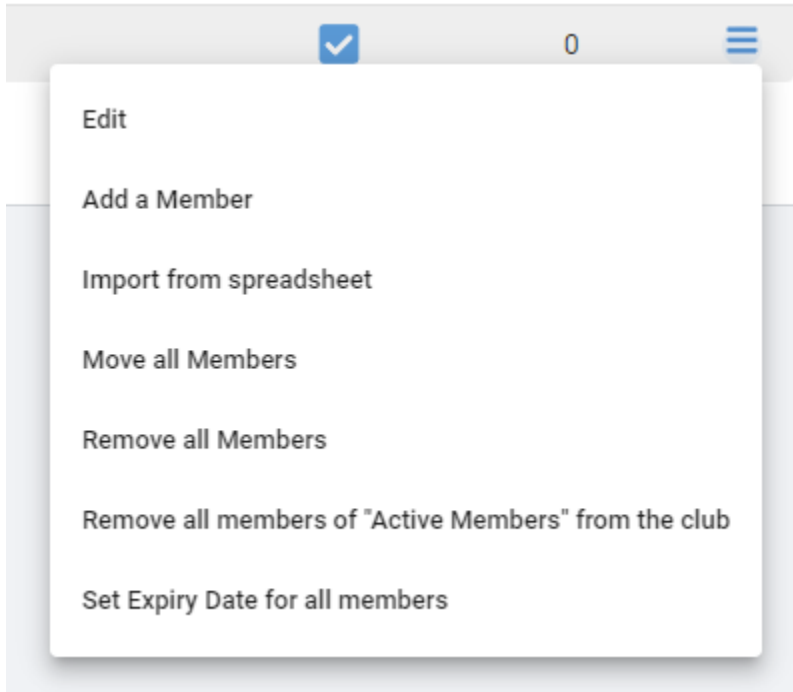
Click on the "Active Members" name in the left side navigation list.



The screenshot shows the 'Membership Types' page in a web application. At the top, there are navigation tabs: 'Status', 'Registered Members', 'Membership Types' (which is selected and underlined), and 'Family Memberships'. On the left side, there is a vertical navigation menu with the following items: 'SUMMARY' (highlighted with a blue bar), 'Expired Members', 'Admins', and 'Active Members'. The main content area has a heading 'Active Member Types' and two buttons: '+ Add a new member type' and '+ Add a new group'. Below this is a table with three columns: 'Name', 'Enabled', and 'Members'. The table contains three rows: 'Expired Members', 'Admins', and 'Active Members'. Each row has a checked checkbox in the 'Enabled' column and the number '0' in the 'Members' column. To the right of each row is a hamburger menu icon. Above the table, there is a search icon.

Name	Enabled	Members
Expired Members	<input checked="" type="checkbox"/>	0
Admins	<input checked="" type="checkbox"/>	0
Active Members	<input checked="" type="checkbox"/>	0

Click on the menu selector (☰) at the far right of the row for "Active Members". This brings up a menu of options for modifying "Active Members".



Select the "Remove All Members" option to remove all of the existing "Active Members" from the membership type. This does not remove them from the club, it just removes them from the membership type.

Once you do that, the membership type will be empty and ready for the next step.

3. ADD THIS SEASON'S MEMBERS TO THE ACTIVE TYPE

At this stage, you have all of this year's members in your club instance and you have the "Active Members" type empty. You are ready to add this year's members to the "Active Members" membership type.

You do that by using the same menu you used in the previous step to remove the members. But this time you will choose the "Import from spreadsheet" option on that menu.


can create and manage your set of membership types on this page

Import members for Active Members

The easiest way to add a group of members to the membership type is to first download the spreadsheet template. Then edit the spreadsheet and import it.

[Download template](#)

Select the spreadsheet containing your members

 Click here to select a file to upload

[Cancel](#) [Import](#)

You can download the import template again. The template for importing members into a membership type is different from the template for importing members into the club. Do not just select the spreadsheet you used in the previous step.

Download the template and copy the Email_Address column from your first spreadsheet to this spreadsheet's Email_Address column. You do not need to put anything into the End_Date_M_D_YYYY column. We will be importing everyone with an indefinite expiry date.

Click on the "Click her to select a file to upload" and select this new spreadsheet and then click Import. When this process completes, all of your current members will be listed in the Active membership type.

4. REMOVING EXPIRED MEMBERS

The final step is to remove members from your club who have not renewed for this season.

To do this, click on the menu selector (☰) on the far right of the Expired Members row. This brings up a slightly different menu of operations for the Expired Members type because it is a SmartType™.

Name	Enabled	Members	
Expired Members	<input checked="" type="checkbox"/>	0	☰
Admins			
Active Members			

Edit

Force update of SmartType™ members

Move all Members

Remove all members of "Expired Members" from the club

From this menu, select "Force update of SmartType™ members". This will cause the system to determine who should be in the Expired Members type and who shouldn't be. If there were people in this type before this operation who are now in the Admins or Active Members types, they will be removed. All other club members who are not part of Admins or Active Members will be placed into this type.

After the update is complete, you will see the number of members in the Expired Members type update in the table. You can now select "Remove all members of "Expired Members" from the club" from the menu. This removes all of your expired members from your club. They receive an email from SkyCourt indicating that they have been removed from your club instance.

At this stage you are complete and ready to use SkyCourt for your new season.