



# New Executive: Getting Started

## Contents

- New Executive: Getting Started..... 1
  - Adding your new executive members to Revolutionise ..... 2
  - Add your new executive to your Committee Page on your website ..... 6

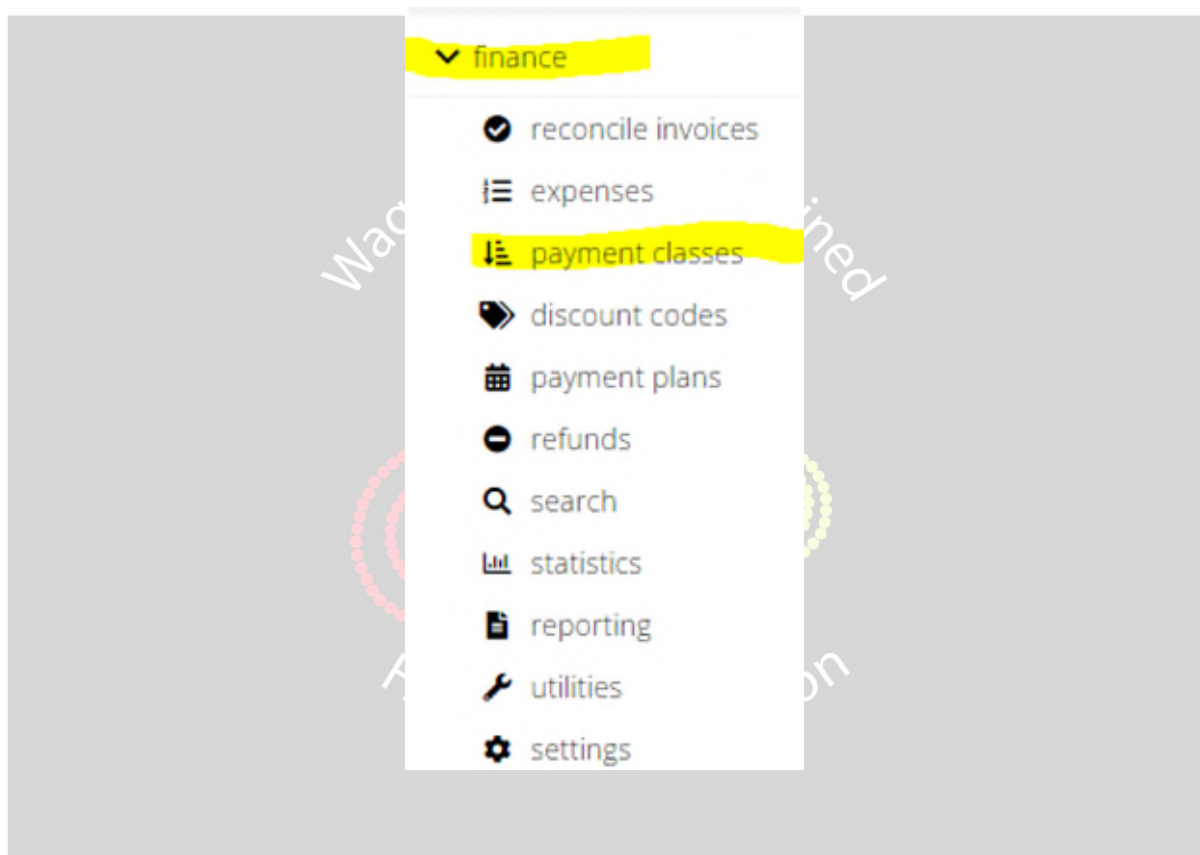


## Adding your new executive members to Revolutionise

At the end of each year Hockey NSW refreshes the data in Revolutionise (keep this in mind if you want to save anything prior to end-of-year refresh). The members of your previous executive that were listed as Administrators in Revolutionise will retain their access after the refresh.

To add your new executive members to Revolutionise, a previous member will need to create a payment class for "Club Administrators" (\$0). Each new member will Register via your website to become available for selection in Revolutionise.

1. Go to Finance → payment classes



2. Click 'add payment class'

### Payment classes

Active payment classes				<a href="#">+ add payment class</a>
Registration fees	Amount	Capitation fee	Actions	

3. Select Registration Fee, and the Capitation Fee: "Club and Association Administrators (\$0).

## Add payment class

**Payment class details**

➤ **Registration fees** represent the member's primary membership type or status, and are linked to whether or not a member is paid.

➤ **Other fees** are not linked to whether a member is paid, and can be invoiced multiple times. They represent incident fees.

➤ **Fee add-ons** can be applied to registration or other fees. For example, you may allow members to optionally purchase additional equipment.

Type:

Registration fee ▼

❗ If this payment class is for a game membership, tick the option below. Further options are available if this option is selected.

Game membership:

☐

Capitation fee:

Club and Association Administrators (\$0.00) ▼

Name:

❗ The amount below should not include any capitation fees set above. For example, if the total fee to be paid is \$200, the amount below should be \$200.

Amount:

\$

Description:  
(Max. 255 characters)

❗ If you use accounting software, enter the General Ledger code below.

GL code:

**Welcome email**

4. Enter the name "Club Administrators", and amount \$0.

5. Click 'Add payment class'

**Payment class restrictions**

❗ You can specify minimum and maximum ages permitted (inclusive). These restrictions will be applied when members register online. Leave one or both fields blank to disregard the restriction.

Minimum age:

Maximum age:

❗ You can specify whether proof of age documentation applies to this payment class when members register online. ⚠ You currently have proof of age review disabled. You can enable it via [members settings](#).

Proof of age applies:

☒

❗ Ticking the box below will allow members to select this payment class when they register.

Display at registration:

☒

❗ You can specify whether this registration fee can be applied to new or returning members only.

Can be applied to:

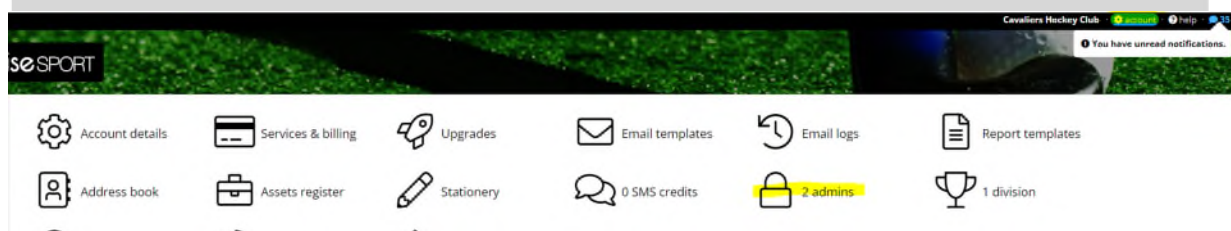
All (no restriction) ▼

Add payment class

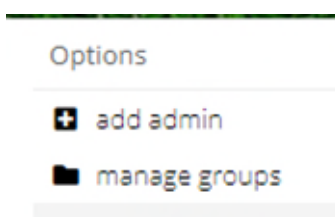
- This registration fee will now appear on your website Registration page. Ask your new executive members to register.

<input type="radio"/> <b>Adult - HNSW and HA Fees ONLY - Whole Year</b> Use if participating in a Hockey event that is not associated with WWCHA, and you have not paid these fees yet.	<b>\$153.58</b>
<input type="radio"/> <b>Adult - Indoor Hockey Competition - (HNSW and HA Term 1 Only)</b> You have selected Term 1 Only. If you intend on playing the whole year of hockey, you can also select the WHOLE YEAR option.	<b>\$92.55</b>
<input type="radio"/> <b>Adult - Indoor Hockey Competition - (HNSW and HA WHOLE YEAR)</b> Please note that you have selected Hockey Australia and HNSW component for the whole year, 1/1/2022 - 31/12/2022. (\$153.58) Please choose Term 1 if you intend on only playing Indoor season.	<b>\$201.58</b>
<input checked="" type="radio"/> <b>Club and Association Administrators</b>	<b>\$0.00</b>
<input type="radio"/> <b>Non-Playing Officials, Coaches and Managers</b>	<b>\$20.00</b>
<div>Next step</div>	

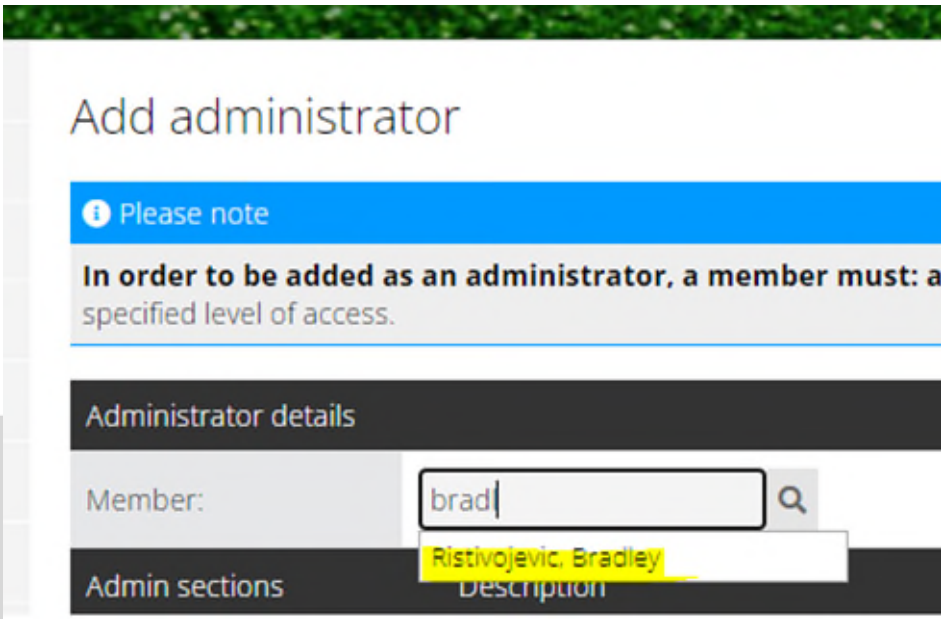
- Once the new executive has completed their registration, go to your revolutionise account (top right-hand corner), and go to the 'admins' section



- On the right-hand side select 'add admin'



- Start typing the name of the new member. If they have registered, they will appear in the drop-down list.



Add administrator

**Please note**

**In order to be added as an administrator, a member must: a specified level of access.**

**Administrator details**

Member:

brad

Ristivojevic, Bradley

**Admin sections**

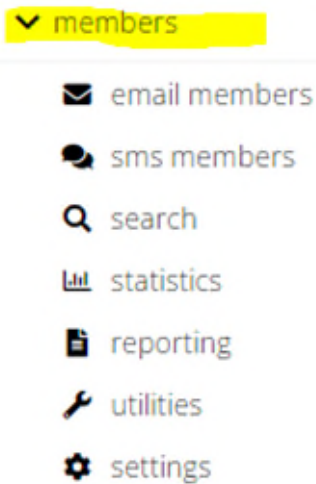
Description

- Select the type of access that is required for the new member

Admin sections	Description	Access?
Account	Modify central account settings, make account purchases, change account contact details, manage administrator access.	<input checked="" type="checkbox"/>
Members	View members, edit member information, modify members settings (e.g., additional fields, edit welcome email), generate member reports, send member communications.	<input checked="" type="checkbox"/>
Teams	Create teams, add members to teams, send team communications, report on teams and their members.	<input checked="" type="checkbox"/>
Transfers	Manage members transferring between clubs.	<input checked="" type="checkbox"/>
Gradings	Create and manage grades, assign grades to members and track member progress.	<input checked="" type="checkbox"/>
Classes	Create and manage classes, add participants and instructors, track & report on member attendance, send communications.	<input checked="" type="checkbox"/>
Rostering	Create and manage rosters, create roles and pay rates, add members to rosters, send communications.	<input checked="" type="checkbox"/>
Finance	Track funds in and out, reconcile invoices, perform refunds, create discount codes and payment plans, generate reports e.g. income transaction summary.	<input checked="" type="checkbox"/>
Site	Manage site pages & navigation, create news posts, change the site colours/logo/banner, manage photo albums, adjust site settings (e.g., allow members to log in/register).	<input checked="" type="checkbox"/>
Events	Create and manage events, manage registrations, generate attendee reports, send attendee communications.	<input checked="" type="checkbox"/>
Shop	Manage shop products, categories and orders, adjust shop settings (e.g. postage options, donation options).	<input checked="" type="checkbox"/>
Bookings	List bookable items; manage asset bookings.	<input checked="" type="checkbox"/>
Meetings	Create and manage meetings, track meeting attendance, send meeting agendas and attendee communications. (Note that meetings can be further restricted to attendees only.)	<input checked="" type="checkbox"/>
Tasks	Create and manage tasks, search and report on tasks. (Note that tasks can be further restricted to only those participating in a given task.)	<input checked="" type="checkbox"/>
Incident reports	Record incident reports, search and report on incidents.	<input checked="" type="checkbox"/>
Injury reports	Track injury reports, search and report on injuries.	<input checked="" type="checkbox"/>

- Save changes

- Go to Members



13. Find the new member that you have given the administrator permissions to and click their name.

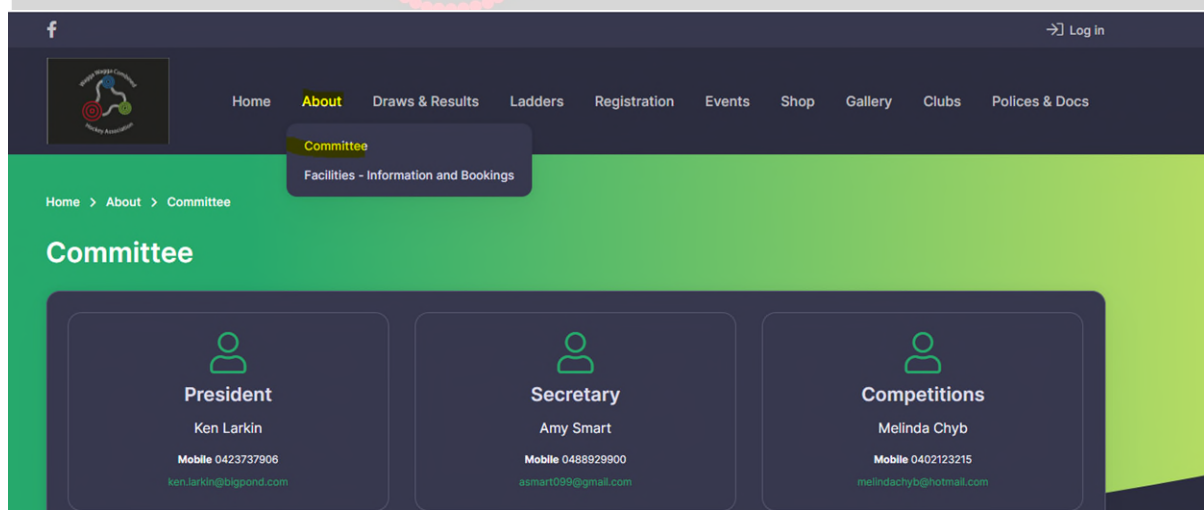
14. On the right-hand side, select 'Send Login Details'

Done!

**Please note: if you are unable to organise access via a previous executive member, the WWCHA Secretary will have access to your portal to organise your access (unless they have been removed by the previous executive).**

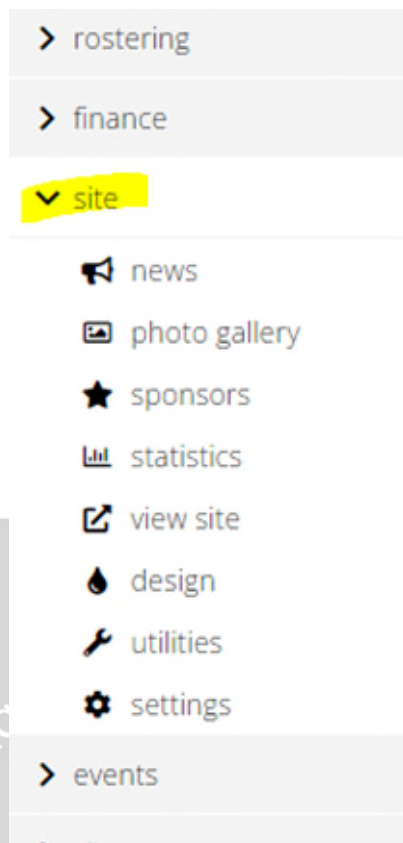
Add your new executive to your Committee Page on your website

As an example, this is the WWCHA Committee Page. This allows for anyone to see who is on your executive and their roles, and contact information. This can be changed at any time.



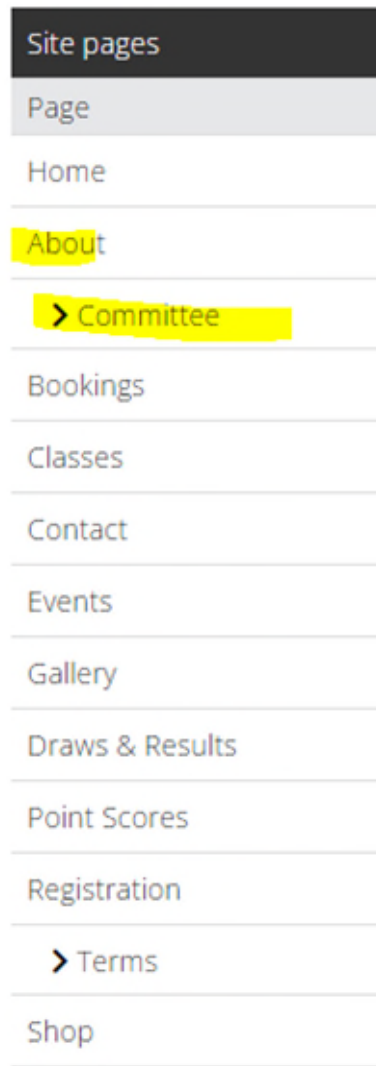
1. Go to Revolutionise → Site



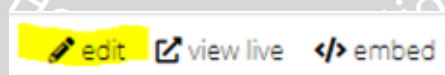


2. Under the 'About' section, there will be a page called 'committee' (or something similar).





3. Select 'Edit'



4. Ensure that 'Include in Navigation' is ticked.
5. Add committee members using the + button. Enter the position name, and start typing the members name. As long as the member is registered (see previous section), they will appear in the drop-down. Select, and save.
6. Set whether you wish to show home phone, mobile phone, and/or email address against the member on the website.



Edit site page

Page details

Page title:

Committee

Ticking the box below will show this page as a clickable navigation link on your website. Unticking the box will hide the link, but the page will still be accessible via its direct URL. Note that the link for this page will not display if the page has no content, or if the parent page link is also not displayed.

include in navigation:

☒

Manage Committee positions

To remove a Committee member, delete the Position text.

Position	Member	Home Ph.	Mobile Ph.	Email	
President	Ken Larkin	No	Yes	Yes	+reorder
Secretary	Amy Smart	No	Yes	Yes	+reorder
Competitions	Melinda Chyb	No	Yes	Yes	+reorder
Officiating	Tamika White	No	Yes	Yes	+reorder
Development	Nathan Szymanski	No	Yes	Yes	+reorder
Representative	Craig Knowles	No	Yes	Yes	+reorder
Events	Jason Hill	No	Yes	Yes	+reorder
Facilities (Maintenance)	Phillip Stone	No	Yes	Yes	+reorder

add committee member

Page permissions

brad

No

No

No

Ristovic, Bradley

add committee member

Warrnambool Hockey Association

Done!