



CLUB MANAGEMENT SYSTEMS (MSL) MODULE



This Module

In this module, we will cover how to successfully administer your club management via the SU website known as MSL, including:

- About MSL
- Club committee access & permissions
- Uploading club resources
- Editing club pages
- Administering and managing events
- Corresponding with your members
- Utilising sign ups for sessions
- Sales reports
- Administering club finances
- Applying for additional funding



About

All sports clubs have their own webpage, not only to promote your club, but to administer your club management. Committee members in the following roles will gain admin access to your sports clubs webpage once the club is fully affiliated:

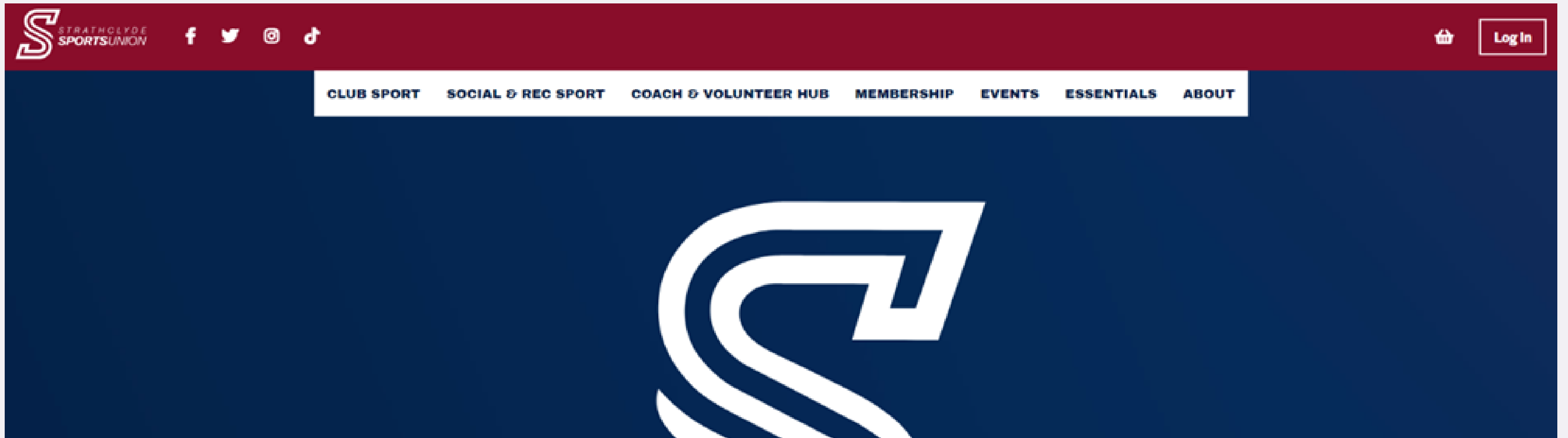
- Captain/President
- Vice Captain/President
- Secretary
- Treasurer
- Wellbeing Officer

(also known as 'CSTW')

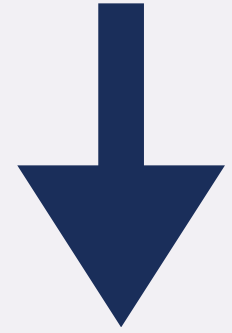
Admin access will mean you can edit your details, view and contact your members, manage club finances, submit funding forms, and store club specific resources.

How to Access your Sports Webpage

- Step 1: Log in to the webpage using your standard Students' Union username and password. We apply the permissions to your existing account



- Step 2: Once logged in, click the cog icon



- Step 3: The following dropdown will show. Click your sports club name to access your webpage



The following admin tools are accessible to the club. Those circled in green are the most commonly used features. Those with a red cross are not functions the Sports Union utilises, so can be ignored.

Admin tools

Go to home page

 Committee Resources	 Activities Create and submit activities for approval	 Edit Details Edit logo, description and contact details	 Events Create and manage events
 Finance Requests	 Grant Applications	 Groups Create and delete roles and mailing lists	 Members View members
 Messages Send emails to members	 News Create and edit news articles	 Polls Create, edit, and view poll results	 Resources Provide downloadable resources
 Sales Reports View membership, products and ticket sales	 Signups Create and manage signups	 Surveys Create surveys and view responses	 Website pages Add and edit website pages

Committee Resources

This is where you will be taken to a central webpage of wider Sports Union resources for the club committees to access. The following page will appear - click on the 'Club Resources' button for sports clubs:

Everything you need to know about running your society.

Can't find something?

If you can't find what you're looking for please do not hesitate to get in touch.

[!\[\]\(313b3b3c8a0c38ad35f0f4cceb5f9abb_img.jpg\) **Contact us**](#)

Part of a Sports Club?

View all Sport Club resources available for sports club committee members.

[**Club resources**](#)

Club resources include room bookings form, trip/tour registration form, event registration form, accident/incident reporting form, finance committee applications, and zettle (card machine) training.

Edit Details

This is where the club can edit the content of your webpage within the ‘About Us’ blurb via the ‘Description’.

We would ask that you do this sparingly if details are out of date or incorrect.

All clubs are requested to provide the Sports Union with an update prior to the start of each academic year.

Club images need to be of a high spec to avoid looking grainy on the website – contact the Sports Union if you are interested in updating your webpage image.

Description

 Source               Format 

We are an inclusive club and welcome anyone who wants to shoot at any level, from competing at University level competitions to purely recreational – whatever suits you best.

We welcome new members of any skill level, ability and bow type: all beginners must be supervised by a Senior who will help you with coaching required for new members to learn the basics and ensure you are safe to shoot. Archery is one of the only sports in which Novices can compete in a separate category, which means anyone new to the sport has the opportunity to represent the University at inter-student competitions.

Experienced Archers are also welcome join our vibrant club sessions in the University's £31m Strathclyde Sport facility alongside fellow experienced competitors.

Any questions? Ask away, contact details to reach student committee members can be found on the email link on this page or find us on our social media channels to message us directly.

Email: ussa.archery@strath.ac.uk

Events

We utilise Native for administering and promoting any events.

Once clubs have submitted their club reaffiliations, the CSTW will be given admin permissions for you to be able to add and edit events for your club. Get in touch with the SU office if you require any assistance accessing your account.

To understand how to administer your events and ticketing, you can get a guide from Native here: <https://knowledge.native.fm/kb/en/events-ticketing-227940>



Events added to Native will synchronise with MSL and show up in a few places including your admin tools, when clicking the ‘Events’ button:

Volleyball (change)

Back to admin tools

Add new event

Event	Date			
Strath Volleyball Presents Strathclyde's Got Talent	17 Oct 2023			

Search and Filter List

Name

ⓘ Enter part or all of an event name to filter the list.

Dates *

18/09/2023

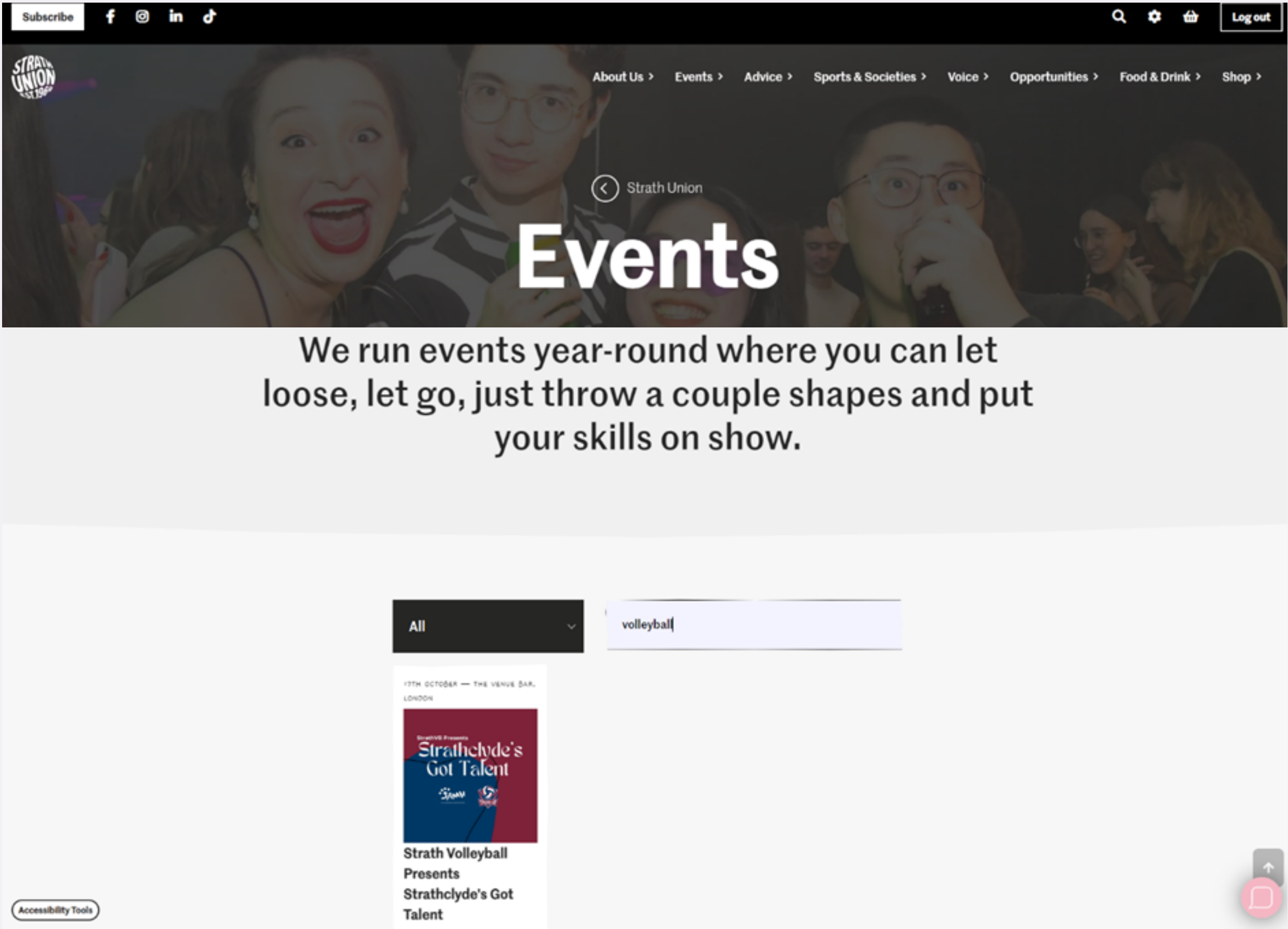
→

18/10/2023

ⓘ Search for events taking place in the selected date range.

Find Events

The event will also display on the Union ‘Events’ webpage:



‘And on the club’s own webpage:

[CLUB SPORT](#) [SOCIAL & REC SPORT](#) [COACH & VOLUNTEER HUB](#) [MEMBERSHIP](#) [EVENTS](#) [ESSENTIALS](#) [ABOUT](#)

EVENTS

17TH OCTOBER — THE VENUE BAR, LONDON



The poster features a dark blue and maroon color scheme. At the top, it says 'StrathVB Presents' in white. Below that, 'Strathclyde's Got Talent' is written in a large, white, serif font. In the bottom left corner, there are two logos: the SAMH logo (a stylized 'S' with three dots above it) and the Strath VB logo (a shield with a stylized 'S' and 'VB' inside). The background of the poster has a subtle pattern of white dots.

Strath Volleyball Presents Strathclyde's Got Talent

Messages

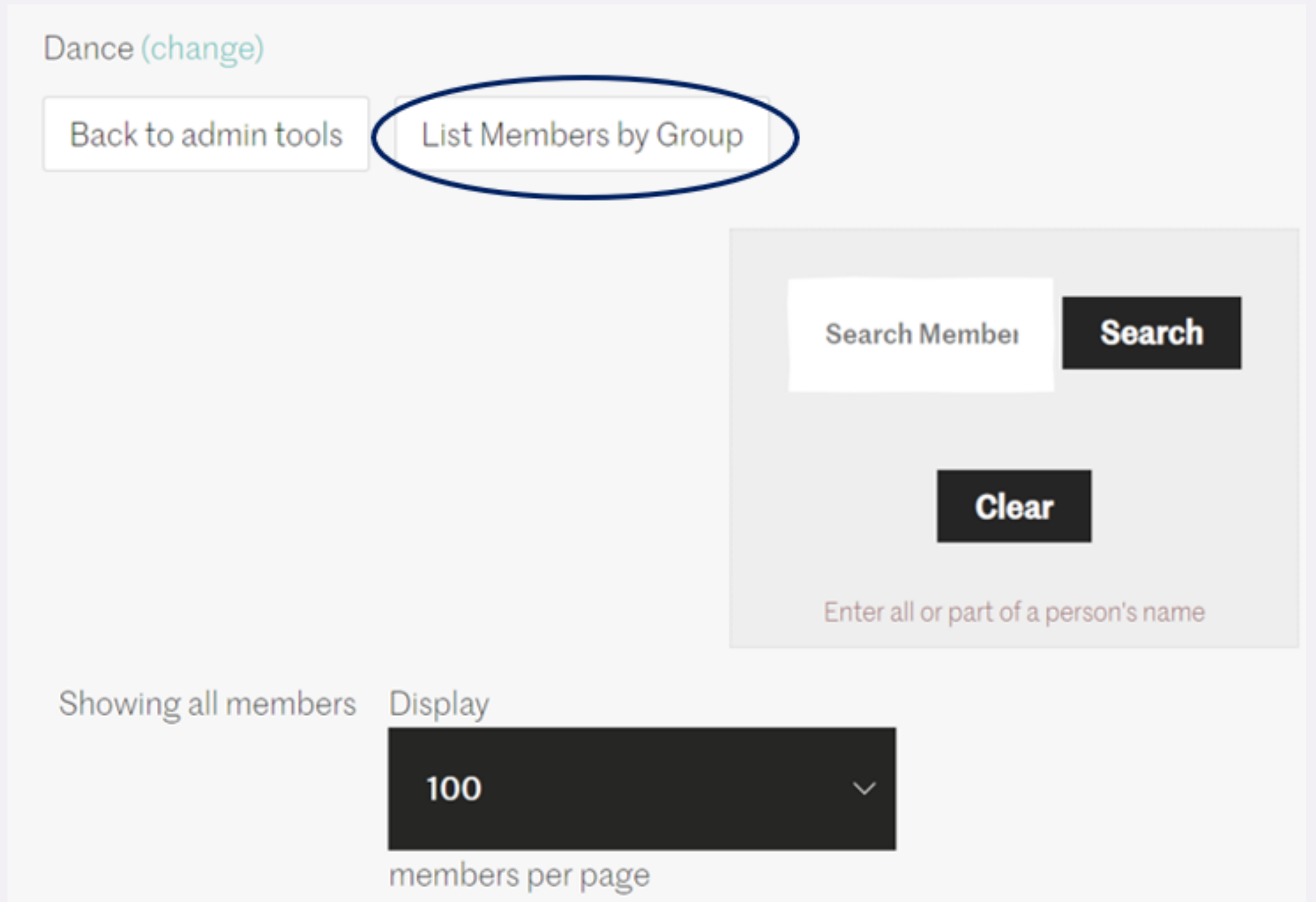
Clubs can use this functionality to message all members associated to your club.
Access a help video on how to utilise this feature below:

[MSL Messaging Feature](#)

Members

Any individuals that purchase a membership for your club will show in the 'Member' section of your dashboard.

On initial viewing, the page will show a full list of your members, however you can use the button at the top 'List Members by Group' to view members based on the membership category they have purchased (e.g. particularly helpful if you have 'team' and 'recreational' membership products).



The screenshot shows the 'Members' dashboard interface. At the top, there is a link 'Dance (change)' in teal. Below it, there are two buttons: 'Back to admin tools' and 'List Members by Group'. The 'List Members by Group' button is circled in blue. To the right of these buttons is a search box with the placeholder text 'Search Member' and a 'Search' button. Below the search box is a 'Clear' button. At the bottom, there is a section for pagination: 'Showing all members' and 'Display' followed by a dropdown menu showing '100' and a downward arrow. Below the dropdown is the text 'members per page'.

Dance (change)

Back to admin tools List Members by Group

Search Member Search

Clear

Enter all or part of a person's name

Showing all members Display

100

members per page

Your page will list the committee members as a membership product within themselves.

This is due to the back-end setup of the committee roles and adding individuals to a particular role to allow the relevant permissions.

It does not entitle committee members to a free Sports Union/Club membership unfortunately, so please still purchase your membership as normal!

Wellbeing Officer

1 member

Name	Card Number	Joined	Membership expires
		21/07/2023 00:00	30/05/2024 00:00

Captain/President

1 member

Name	Card Number	Joined	Membership expires
		21/07/2023 00:00	30/05/2024 00:00

Secretary

1 member

Name	Card Number	Joined	Membership expires
		21/07/2023 00:00	30/05/2024 00:00

Treasurer

1 member

Name	Card Number	Joined	Membership expires
		21/07/2023 00:00	30/05/2024 00:00

Sign Ups

This feature could be used to populate session signups, and should not be confused with the functionality of Native for events.

It's most common as a replacement from the Club Management Portal's 'Track & Trace' function. We would recommend use of this to manage numbers for any sessions that have a capacity limit, and it can be used as a first come first served function.

Here is an example of the Dance Club using it for their auditions. This is the view within the admin tools which only the CSTW will be able to view/edit:

Dance ([change](#))

Back to admin tools

Add new signup

☒ Show current signups only

Name	Date & Time	Signup Count				
Tap Audition	Mon 25 Sep 2023 17:30	14/50	 View Signups	 Copy		
Wildcard Audition	Mon 25 Sep 2023 19:00	31/50	 View Signups	 Copy		
Jazz Audition	Mon 25 Sep 2023 20:00	33/50	 View Signups	 Copy		
Lyrical Audition	Mon 25 Sep 2023 21:00	23/50	 View Signups	 Copy		
Ballet Audition	Tue 26 Sep 2023 19:00	23/50	 View Signups	 Copy		
Contemporary Audition	Tue 26 Sep 2023 20:00	39/50	 View Signups	 Copy		

The ability for members to sign up will only show on the front facing club page to members that are logged in.

As soon as a member clicks the ‘Sign Up’ button they are added to the list. There is no need for the member to enter any details, as they are logged into their account which has all of their data stored.

Once signed up, a ‘Cancel Sign Up’ button will appear which is then available to members who may choose to remove themselves from the session if they can no longer make it/change their mind.

Depending on the settings you have for the sign ups, MSL will automatically manage signups closing if they reach capacity, disappearing/appearing on the front facing club page in line with session dates/times.

SIGNUPS

Edit Signups

Tap Audition

Date & time: Mon 25 Sep 2023, 5:30pm - 6:30pm

Places available: 50

SIGN UP

Wildcard Audition

Date & time: Mon 25 Sep 2023, 7pm - 8pm

Places available: 50

SIGN UP

Surveys & Polls

A couple of optional features your club might want to utilise are the survey and polls widgets.

Surveys: By creating your survey in 'Survey Admin', you can efficiently ask your members to answer questions online and easily export the data collected to read and analyse.

Further info on how to setup and manage your survey can be found [here](#).

Polls: Using polls is an easy way to ask your members for instant feedback about anything you like, for example, to help with event planning or informally ask how your members feel about an issue.

Polls provide real-time results, enabling prompt analysis for decision-making. Online polls can be customised, allowing you to set the visual representation of the poll, the colour per answer option, and select who you want to be able to vote to ensure data accuracy.

Further info on how to setup and manage your survey can be found [here](#).

Sales Reports

Use this function to view a record of sales from membership and product purchases.

Product sales can be set up by the USSU office, an example of product sales is Men's Rugby players buying their own Macron shorts and socks. The club bought in bulk from Macron, and have set up the opportunity for individual players to make their purchase. The funds then go straight into the clubs savings account.

Rugby (M) [\(change\)](#)

[Back to admin tools](#)

View sales and purchase information for your organisation's memberships and products.

Date range *

01/09/2023 00:00 →
26/04/2024 00:00

Choose report

[Sales Report](#) [Purchasers Report](#) [Customisations](#)

<

Sales seports can also be used to look at membership sales in more detail - such as specific membership products bought and date of purchase.

Sales reports can be filtered by specific date ranges. The report will appear on the webpage, but can be exported in to various file types such as Word, PDF, Excel etc.

Date range *

01/09/202400:00→02/11/202400:00

Choose report

Sales ReportPurchasers ReportCustomisations

1of1

100%

Find|Next

Product Purchasers Report

Report generated Fri 01 Nov 2024 11:34

Report Details

Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Cheerleading	Sun 01 Sep 2024 00:00	Sat 02 Nov 2024 00:00	* ALL *	* ALL *

Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10040570] Cheerleading Membership - Full Year (Competition Team)						
30156262		* ?? *		Website	1	Mon 07 Oct 2024 16:19
30156207		* ?? *		Website	1	Mon 07 Oct 2024 14:26
30156028		* ?? *		Website	1	Mon 07 Oct 2024 03:02
30156002		* ?? *		Website	1	Sun 06 Oct 2024 23:30

Club Resources

This is where all of the club specific resources should be stored and is most comparable to the ‘Club Files’ section we used to have on the ‘Club Management Portal’.

Resources clubs should be storing are files linked to your re-affiliation such as Club Constitution, Risk Assessments, AGM minutes, Equipment Inventory etc., with the freedom to store any resources the club committee would like to share access on with staff. It’s also a good way to keep files stored for club access as the years go on and committees change.

Uploading is simple, we would recommend you set permissions as ‘Only members of this group can see this resource’.

The screenshot displays a web form for uploading club resources. It features a 'Details' section with three input fields: 'Title *', 'Summary *', and 'Tags'. Each field has a corresponding yellow tooltip explaining its purpose and constraints. Below these fields is a file upload section with a 'Choose file' button, a 'No file chosen' status, and a 'File' button. A note indicates the maximum file size is 3 MB. At the bottom, there is a 'Permissions' section with a dropdown menu currently set to 'Only members of this group can see this resource'.

Details

Title *

ⓘ The title of the resource. Titles must be unique for resources owned by a group. The title is used for the resource URL, and can contain only letters, numbers and spaces.

Summary *

ⓘ The summary of the resource content. The title and the summary are used when searching for resources.

Tags

ⓘ Comma separated list of tags. These can be used to filter the resource lists.

File Upload

Choose file No file chosen **File**

Maximum file size is 3 MB.

Permissions

Only members of this group can see this resource

Finance (SGF)

The finance widget is called 'SGF' (Student Group Finance) - an integrated system linked to the website. Finance requests can only be submitted by the 'CSTW'. When clicking on this widget, you will be taken to the screen shown on the right ->

While there is a breakdown of your funds listed per account - Grant (club budget), Savings, and Ringfenced (alumni funds); at the top of the page it will display a combined total as 'Available' and 'Balance'.

- 'Balance' is linked to regular exports made with Xero to display your up to date balance of your account, it will be mostly accurate...
- 'Available' will reflect any pending payments submitted on SGF, deducted from the balance.

The screenshot displays the SGF interface with a yellow header. At the top, there are buttons for '+ New Payment Request', '+ New Invoice Request', and a search bar. Below this, a summary bar shows '0' requests, 'Available: £4,480.61', and 'Balance: £4,480.61', with a 'Show Accounts' button. A 'Recent Requests' section shows 'No requests' and a 'Search Requests' button. The main content area has tabs for 'Active Accounts', 'Combined Accounts', and 'Dormant Accounts'. It lists three account types: Savings (2110-737), Grant (2112-737), and Alumni (2114-737). Each account has a table with columns: Updated, Request type, Status, In, Out, and Running Balance. All tables show a single entry for 'Requests in Finance' dated '25/04/24 16:41' with a 'Finance Import' status.

Updated	Request type	Status	In	Out	Running Balance
Requests in Finance					
25/04/24 16:41	Finance Import				£3,830.05

Updated	Request type	Status	In	Out	Running Balance
Requests in Finance					
25/04/24 16:41	Finance Import				£598.01

Updated	Request type	Status	In	Out	Running Balance
Requests in Finance					
25/04/24 16:41	Finance Import				£52.55

Finance (SGF)

All club finances should be processed through SGF. When making payments, there are two options:

- New Payment Request (money going out – such as paying for vehicle hire or reimbursing members)
- New Invoice Request (money coming in – such as sponsorship funds)

While payment requests can be submitted by any of the CSTW, the club captain and club treasurer are the roles which hold permission to be the second approver of a payment request. Following these two actions, the USSU office can then proceed with your payment request.

Full detail on the functionality of SGF and how to manage your finances can be found within the Finance Module on the committee training platform.



Office Contacts

If you have any questions regarding Club Management Systems please do not hesitate to contact a member of staff or the Sports Executive team:

Contact Us

