



***THE
CAMOGIE
ASSOCIATION***

Camogie Payment and Registration Manual

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1. Getting Started

Before accessing the Camogie Management System there are a few things that you will need to have such as;

- Username (Unique ID)
- Password
- Paypal account

1.1. Username (Unique ID) & Password

Every member within the Camogie Association that is currently on the system will already have a Unique ID associated with them. If a new member is added to the system they will be automatically allocated a Unique ID.

If a member requires access to the Camogie Management System they will need to use their Username (Unique ID) and password to log in.

If you are not sure of your Unique ID or do not have a password then this can be retrieved from the previous club administrator, the county secretary or the Servasport support team (support@servasport.com) via your clubs official email address.

NOTE: You should never use the details of the previous club administrator or share your details with anyone else. There can be multiple members with login access at any time.

1.2. Paypal account

Every club must have a Paypal account set up to pay the All Ireland Levy fee and also the fees associated with member registration.

NOTE: The Paypal account that your club set up must have the correct limits applied to it to ensure that no extra charges are added. This can be completed by contacting the Paypal business support team.

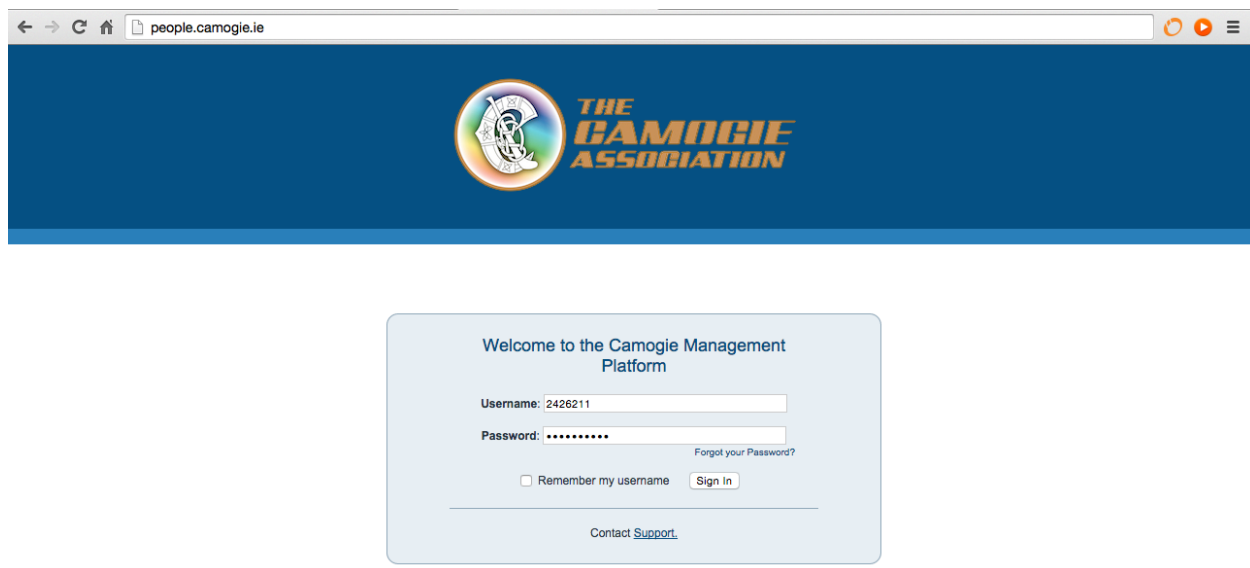
2. Login Screen

2.1. Camogie URL

The URL for the Camogie Management System is people.camogie.ie. Type this into the web address bar as shown below. Once you access to this URL you will be brought to the system login screen.

2.2. Logging into the system

To log into the system you will need a username and password, see screenshot below. If it is your first time logging into the system then you will have a unique one-time only password. As soon as you log into the system you will be asked to change the password and your new password must include at least one capital letter and one number.



The screenshot shows a web browser window with the address bar displaying 'people.camogie.ie'. The page features a blue header with the 'THE CAMOGIE ASSOCIATION' logo. Below the header is a light blue login box titled 'Welcome to the Camogie Management Platform'. Inside the box, there are input fields for 'Username' (containing '2426211') and 'Password' (masked with dots). A 'Forgot your Password?' link is next to the password field. Below the fields are a checkbox for 'Remember my username' and a 'Sign In' button. At the bottom of the box is a link for 'Contact Support'.

Frequently Asked Questions

- Your username & password should have been sent to you by your County registrar.
- The username is a 7 digit number and will never change.
- The username is NOT your club email address.

2.3. Forgot your password?

If this is not your first time logging into the system and you are unable to gain access with the username/password you have been provided then there is a 'Forgot your password?' link which will take you to a reset password form. Complete all fields on the form and press submit. This will go directly to our support team who will reset your password.

NOTE: Servasport can only provide a password to requests that come from an official GAA/Camogie email address. The email address format is as follows:

position.club.county.camogie@gaa.ie.

2.4. Contacting Support

There is also a contact support link at the bottom of the login screen. By clicking on this link you will be able to see the contact details for our support team who are available;

Monday - Friday 9AM - 5.30PM.

NOTE: Out of hours support will be available from mid-February until 31st March every year. The support team will be available during these extended times:

Monday - Friday 5.30PM - 10PM

Saturday & Sunday 10AM - 6PM

Out of hours will be available for an additional week this year from 1st April - 8th April 2015

(1st - 3rd) Wednesday - Friday 5.30PM - 10PM

(4th & 5th) Saturday & Sunday 10AM - 6PM

(6th - 8th) Monday - Wednesday 5.30PM - 10PM

Email: support@servasport.com

Telephone:

Ireland - 048 90 313 845

NI - 028 90 313 845

International - +44 28 90 313 845

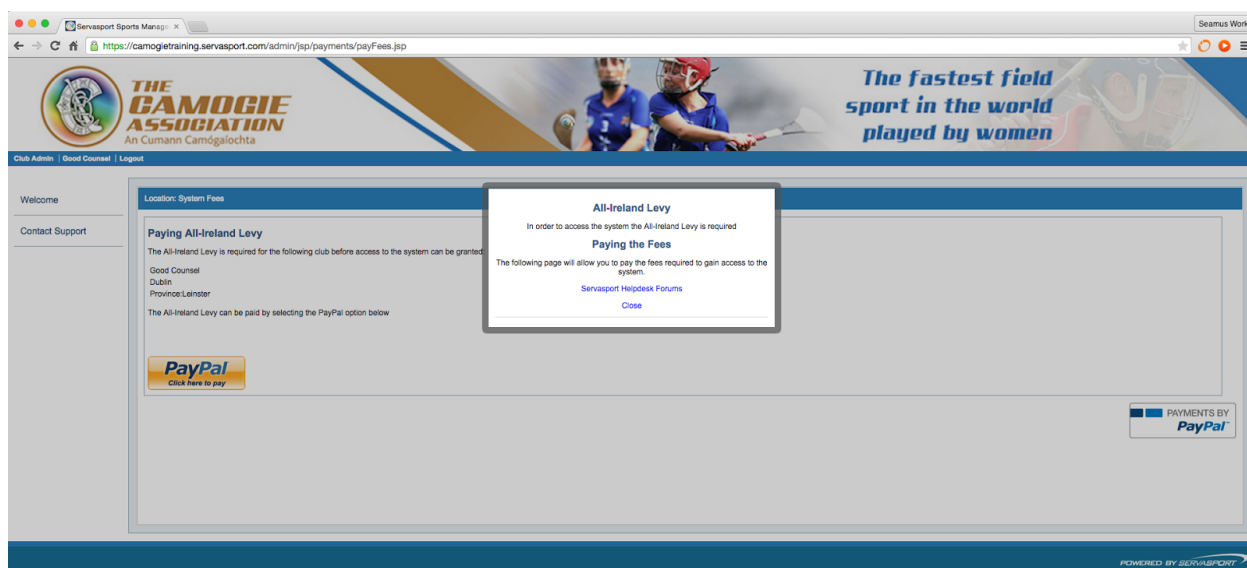
3. Welcome Page - Pre All-Ireland Fee Payment

3.1. Fees Notification

When the administrator logs in, a notification will appear on the system if your club has yet to pay the required mandatory All-Ireland Levy fee to central council. If you do not get this prompt then this fee has already been paid.

3.1.1. Cost

Every Camogie club has to make an All Ireland Levy fee payment of €50. This payment is paid directly to Camogie national level.



3.2. Paying Fees

To pay the fees you will need to click 'close' to acknowledge the pop up notification regarding paying the fees and click then on the PayPal button on the screen to navigate to the Paypal payment screen.

After clicking the Paypal button you will then be automatically brought to the Paypal payment screen where you will see a payment summary of the payment which you are making. Here you will enter your login details for **Paypal**.


PAYPAL PAYMENT SCREEN

Your payment summary

Description	Amount
Camogie Association	€50.00 EUR
Total:	€50.00 EUR

Choose a way to pay

Log in to your PayPal account







Email address

Password

[Log In](#)

[Problem with login?](#)

Pay with a credit or debit card
Or simply create a PayPal account.

NOTE: Every Camogie club must set up a PayPal business account to use the payments module within the Servasport Management Platform. Servasport will refer to a Camogie Club PayPal account as the payment 'initiator' and Camogie County, Provincial and Central Council accounts as Payment 'receivers'.

Camogie 'One Clubs' who used a PayPal account for their LGFA club can reuse this account to initiate payments through the Servasport Management Platform.

Contact PayPal if you have any questions during your account set up. Details are below:
business-support@paypal.co.uk

Calling from within Ireland: 1890943771

Calling from within Northern Ireland: 0800 368 7141

3.2.1. All-Ireland Levy Transaction Fee

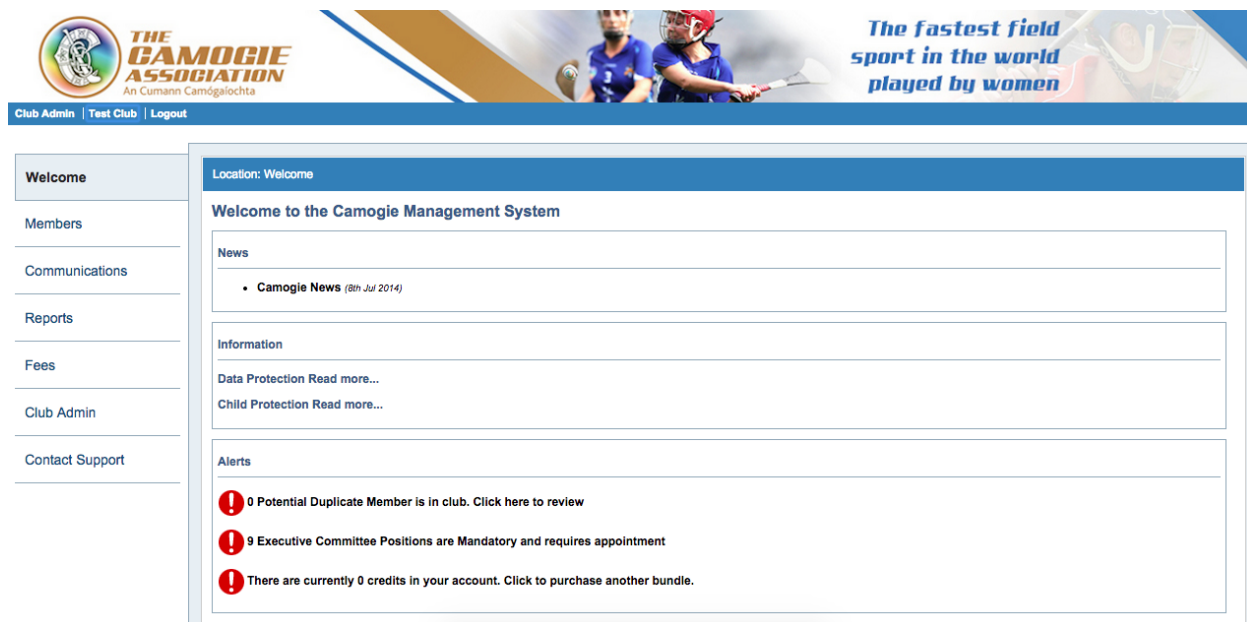
A PayPal transaction fee of 1.4% + €0.35 is applied to the All Ireland Levy payment.

NOTE: There are no Paypal transaction fees applied to club transactions from 1st January - 31st May 2015. These fees are paid by the National Camogie Association up until the 31st May 2015. If Paypal transactions are made between 1st June - 31st December 2015 then a Paypal transaction fee will be applied to all club transactions.

4. Welcome Page - Post All-Ireland Fee Payment

4.1. Welcome page

Once the mandatory All Ireland Levy fee has been paid the administrator will be brought to the welcome page of the system. The welcome page consists of some important news stories that will be updated regularly so it is important to keep an eye on this section.



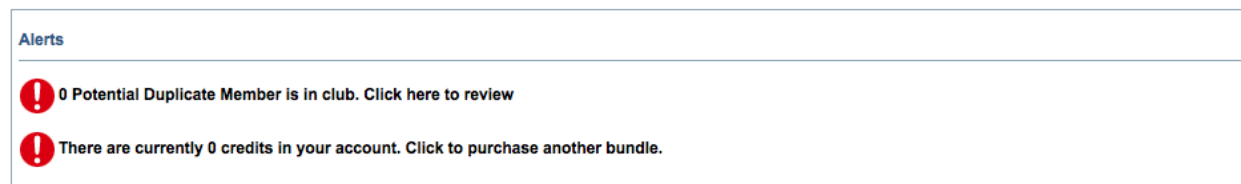
The screenshot shows the Camogie Management System interface. At the top, there is a banner with the Camogie Association logo and the text "The fastest field sport in the world played by women". Below the banner is a navigation bar with links: Club Admin, Test Club, and Logout. On the left side, there is a sidebar menu with links: Welcome, Members, Communications, Reports, Fees, Club Admin, and Contact Support. The main content area is titled "Location: Welcome" and "Welcome to the Camogie Management System". It contains three sections: News, Information, and Alerts. The News section shows a link to "Camogie News (8th Jul 2014)". The Information section has links for "Data Protection Read more..." and "Child Protection Read more...". The Alerts section shows three alerts: "0 Potential Duplicate Member is in club. Click here to review", "9 Executive Committee Positions are Mandatory and requires appointment", and "There are currently 0 credits in your account. Click to purchase another bundle."

4.2. Information

There is some key information listed in this section relating to data protection and child protection laws. Clicking on these links will give further information on how to comply with these laws when using the Camogie Management system.

4.3. Alerts

At the bottom of the welcome page there is a section for alerts which is there to highlight certain areas of the system that require the administrators attention. It is important to keep an eye on this section and always take action against alerts as this will be relevant to members, communication and fees.



The screenshot shows the Alerts section of the Camogie Management System. It contains two alerts: "0 Potential Duplicate Member is in club. Click here to review" and "There are currently 0 credits in your account. Click to purchase another bundle."

4.4. Other key information

When a user is logged into the system they will see at the top left their name, the club that they are currently viewing and a logout button. Some members may be an administrator at both club and county level and can switch between the two clubs views on the system by clicking on the clubs name.

By clicking on the name at the top left you will also be able to view and edit the administrators details although the unique ID cannot be changed as every member has one unique ID on the system. Every club registrar MUST change this to their own name - It is currently set to 'Club Admin' as a default setting.

Passwords can also be changed within this section.

Member Details			
UniqueID	2418827		
Forename/Ainm*	Club	Address 1/Seoladh 1*	123
Surname/Sloinne*	Admin	Address 2/Seoladh 2	
Ainm Gaeilge*		Address 3/Seoladh 3	
Sloinne Gaeilge*		Address 4/Seoladh 4	
DOB/Dáta Breithe	1 Jan 1990	Town/Baile	Dublin
Gender/Insceann*	Female	County/Contae*	Dublin/Baile Átha Cliath
Mobile/Uimhir Soghluaiste	+353 875460356	Country/Tír*	Ireland
Home Phone/Uimhir Baile	+353	Postcode:	
Work Phone/Uimhir Obair	+353	Email	change@me.com
Check to receive emails	<input type="checkbox"/>		

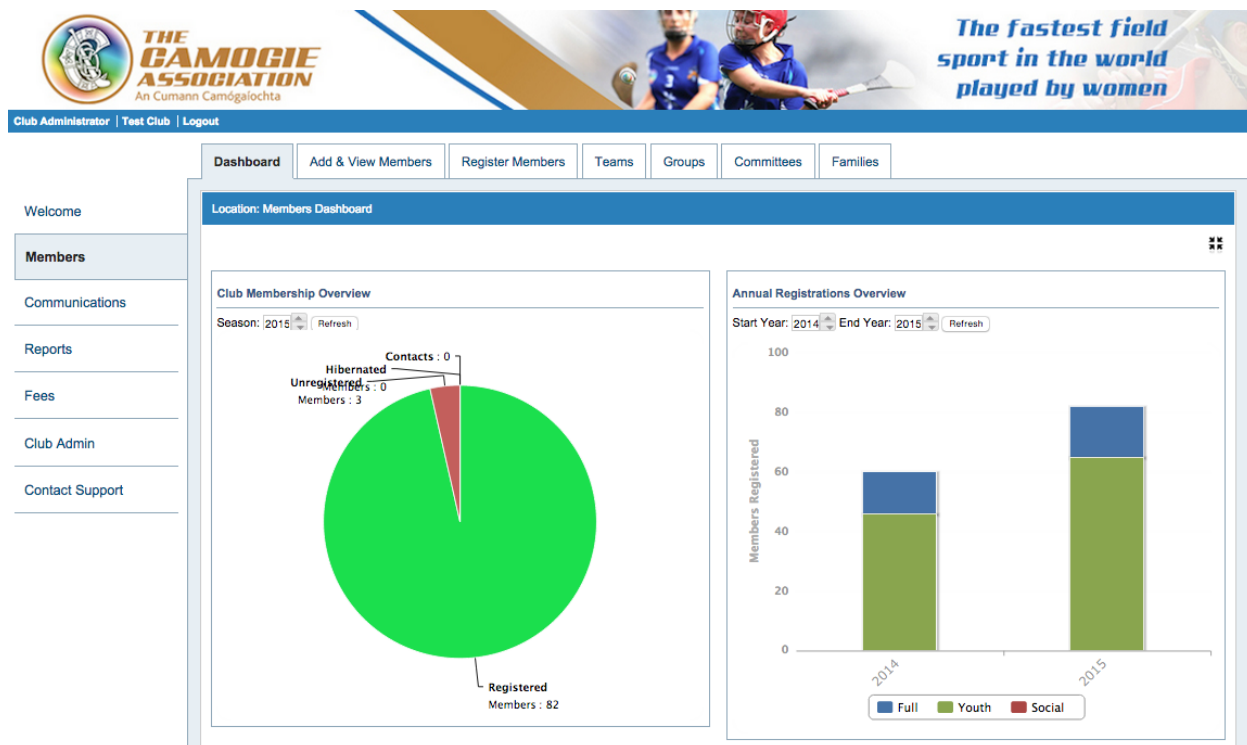
Change Password	
Current Password	
New Password	
Confirm New Password	

5. Members Section and Registration Payment

5.1. Dashboard

The members dashboard is very straightforward and easy to read and understand. There are two sections to the dashboard which are:

- Club Membership Overview
- Annual Registrations Overview



5.1.1. Club Membership Overview

The club membership overview display's a pie chart which outlines the number of members that are:

- Registered
- Unregistered
- Hibernated
- Contacts

If a club administrator wishes they can also look back on past year's club membership information by select the year at the top left and then hitting the refresh button.

5.1.2. Annual Registrations Overview

The annual registrations overview is basically a stacked bar chart that automatically shows the current years and the previous years registration information.

If you move your mouse over the different colour then it will display for example:

Full: 604

Total: 3000

This would mean that there were 604 full members registered and in total there was a total of 3000 members registered.

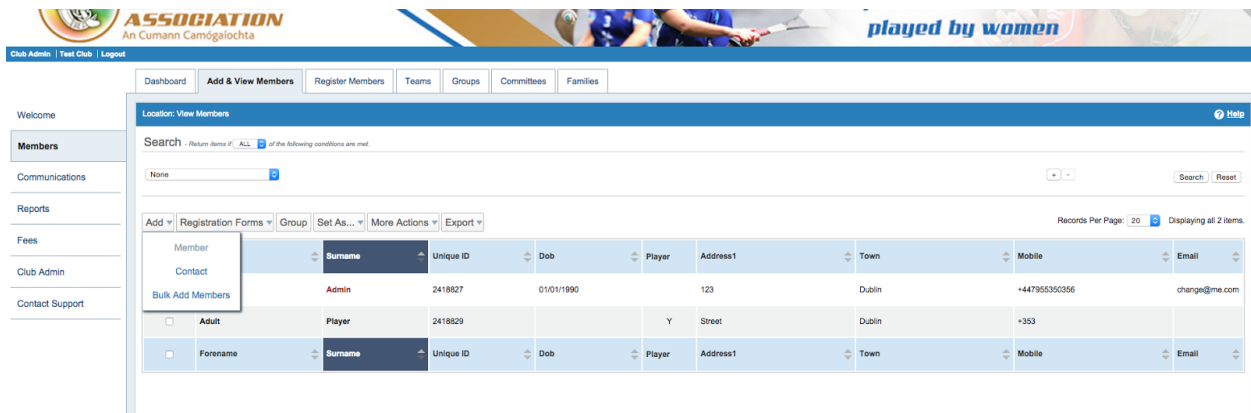
5.2. Add & View Members

The Add & View Members Page gives the Club Administrator the ability to:

- Add a new member
- View/search for club members
- Bulk add new members
- View/edit a members details
- Setup/edit member login privileges
- View hibernated members
- Hibernate member(s)
- Un-hibernate member(s)
- View/Add/Edit contact(s)
- Group members/contacts
- Convert a contact to a member
- View registered members
- View last years registrations
- Print a list of members
- Set a member as a player/non player/official/non official

5.2.1 Add a New Member

To add a new member to the system, login and navigate to the 'members' page and then 'Add & View members'. Select 'Add' then select 'member'. At this stage fill out all member details. It is important to fill out all mandatory fields or validation errors will appear on the form and a member cannot be added without these details.



Dashboard | Add & View Members | Register Members | Teams | Groups | Committees | Families

Welcome

Members

Communications

Reports

Fees

Club Admin

Contact Support

Location: View Members

Search - Return items if ALL of the following conditions are met.

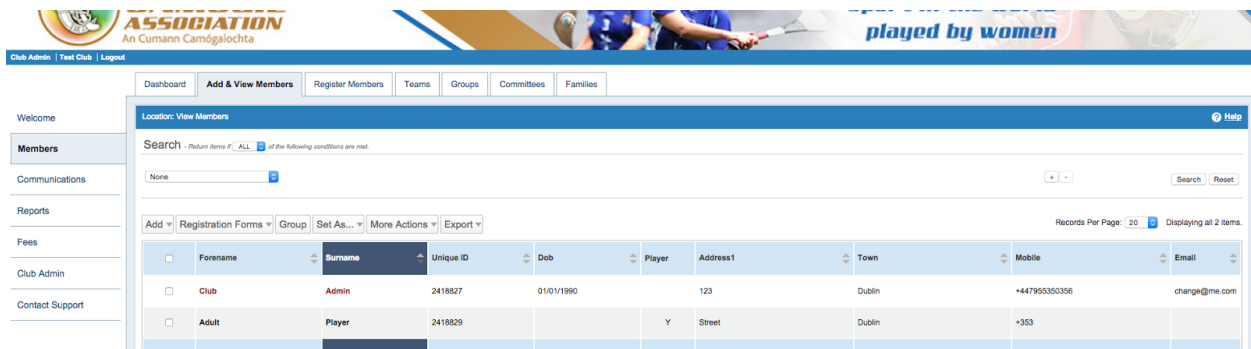
None

Search Reset

Records Per Page: 20 Displaying all 2 items.

Member	Registration Forms	Group	Set As...	More Actions	Export	Forename	Surname	Unique ID	Dob	Player	Address1	Town	Mobile	Email
<input type="checkbox"/> Admin							Admin	2418827	01/01/1990		123	Dublin	+447955350356	change@me.com
<input type="checkbox"/> Adult							Player	2418829		Y	Street	Dublin	+353	

Once a club administrator adds a new member they will appear in the system in the 'Add & View Members' section.



Dashboard | Add & View Members | Register Members | Teams | Groups | Committees | Families

Welcome

Members

Communications

Reports

Fees

Club Admin

Contact Support

Location: View Members

Search - Return items if ALL of the following conditions are met.

None

Search Reset

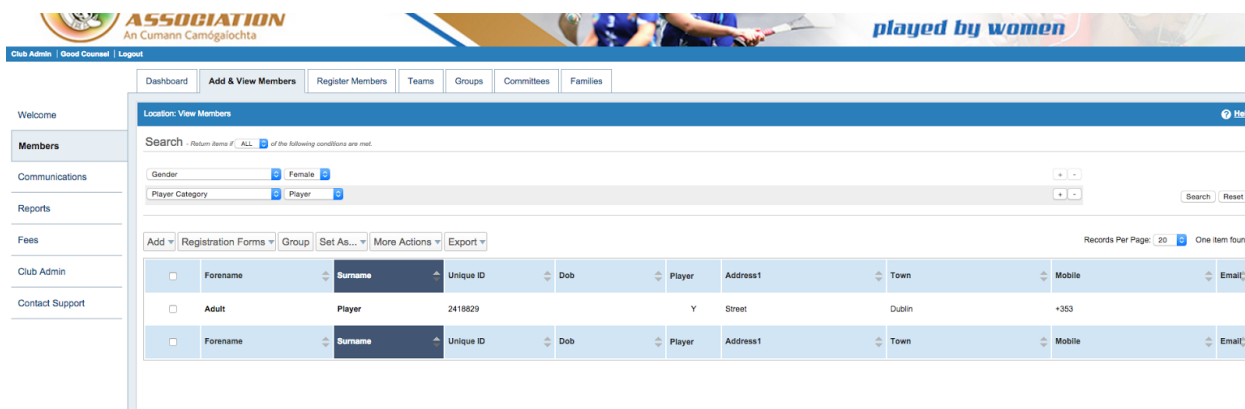
Records Per Page: 20 Displaying all 2 items.

Forename	Surname	Unique ID	Dob	Player	Address1	Town	Mobile	Email
Club	Admin	2418827	01/01/1990		123	Dublin	+447955350356	change@me.com
Adult	Player	2418829		Y	Street	Dublin	+353	

5.2.2. View/Search for Club Members

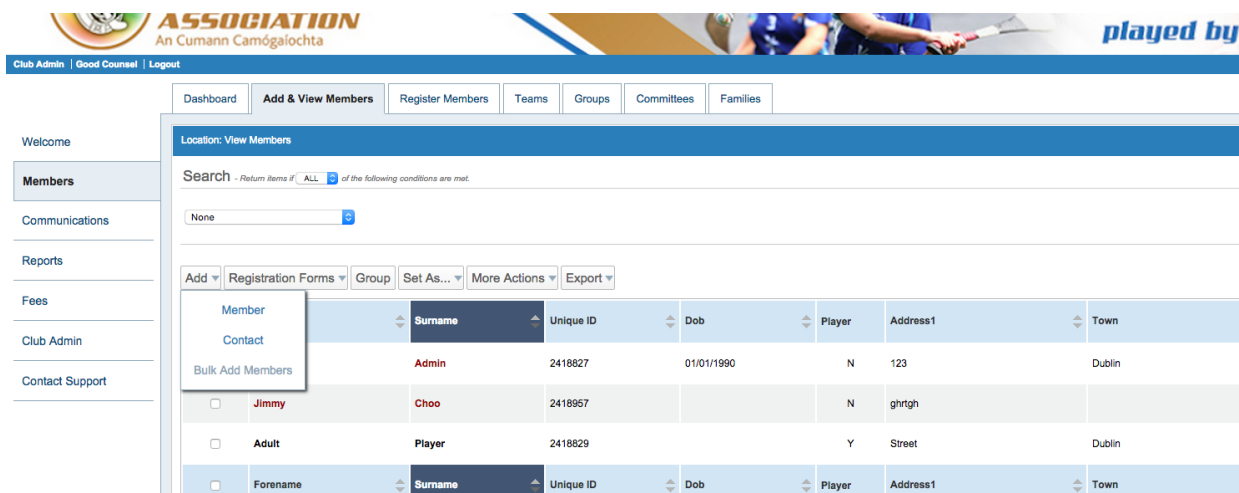
When the club administrator first selects the add/view members page they will see all of the club members within the club.

There is also the ability to search for a particular member or members within the system. There is a drop down option to make a selection and a "+" sign at the far right to add new search categories to find the correct member you are looking for.

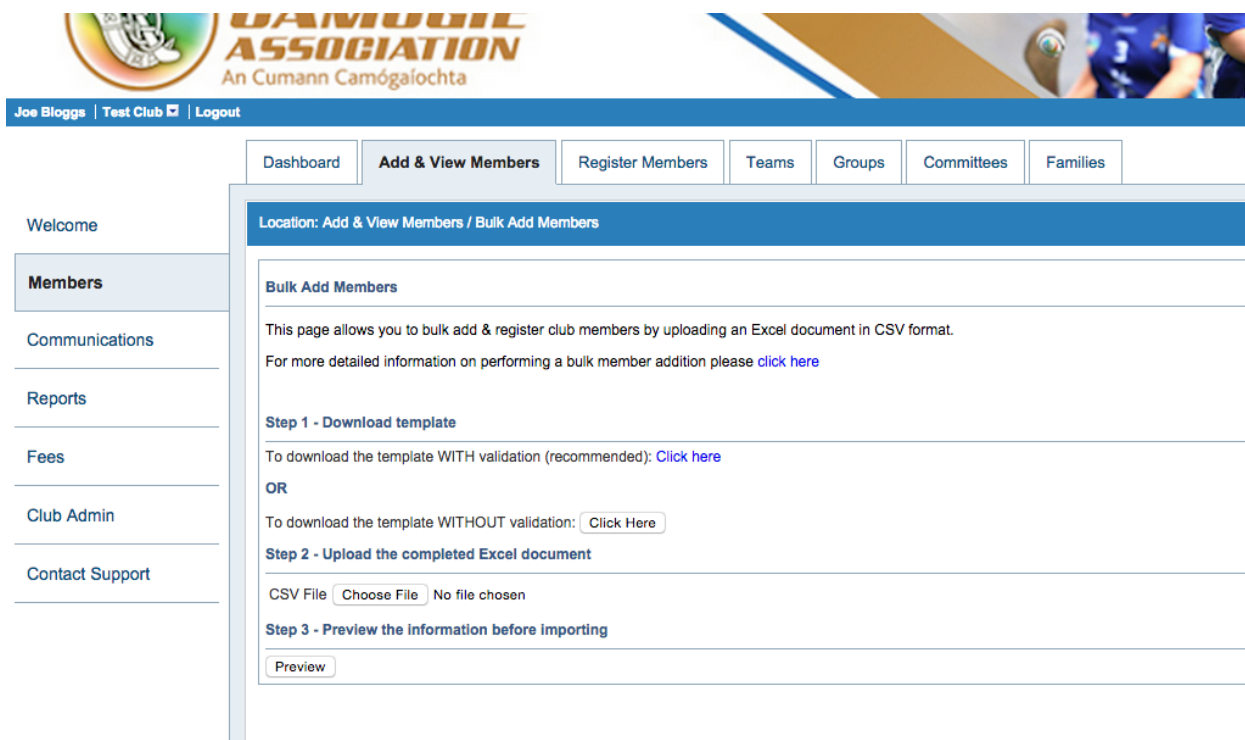


5.2.3. Bulk Add New Members

1. Navigate to 'Members' > 'Add & View Members' > Click 'Add' > Click 'Bulk Add Members'



2. Follow the steps in the screenshot below:



Bulk Add Members

This page allows you to bulk add & register club members by uploading an Excel document in CSV format. For more detailed information on performing a bulk member addition please [click here](#)

Step 1 - Download template

To download the template WITH validation (recommended): [Click here](#)

OR

To download the template WITHOUT validation: [Click Here](#)

Step 2 - Upload the completed Excel document

CSV File [Choose File](#) No file chosen

Step 3 - Preview the information before importing

[Preview](#)

5.2.4. View/Edit a Members Details

5.2.4.1 Personal Properties

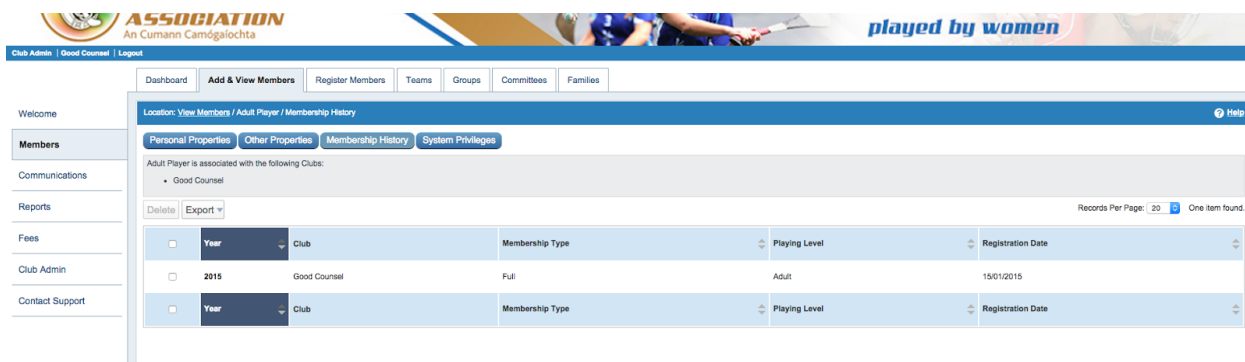
To edit a members details the user just has to click on the name of the members which they are trying to edit, either Forename or Surname as it will take them to the same page which is personal properties. Once clicked the user will have the ability to edit any of the members details.

5.2.4.2. Other Properties

This page is for the club administrator to store any details they may need to know about a particular member.

5.2.4.3. Membership History

The club administrator can use this page to view information on the members previous membership history. The club administrator can also unregister a member within this page by click the checkbox beside the year and then selecting delete which will delete their membership for that year (unregister them).



Club Admin | Good Counsel | Logout

Dashboard | **Add & View Members** | Register Members | Teams | Groups | Committees | Families

Welcome

Members

Communications

Reports

Fees

Club Admin

Contact Support

Location: View Members / Adult Player / Membership History

Personal Properties | Other Properties | Membership History | System Privileges

Adult Player is associated with the following Clubs:

- Good Counsel

Delete | Export

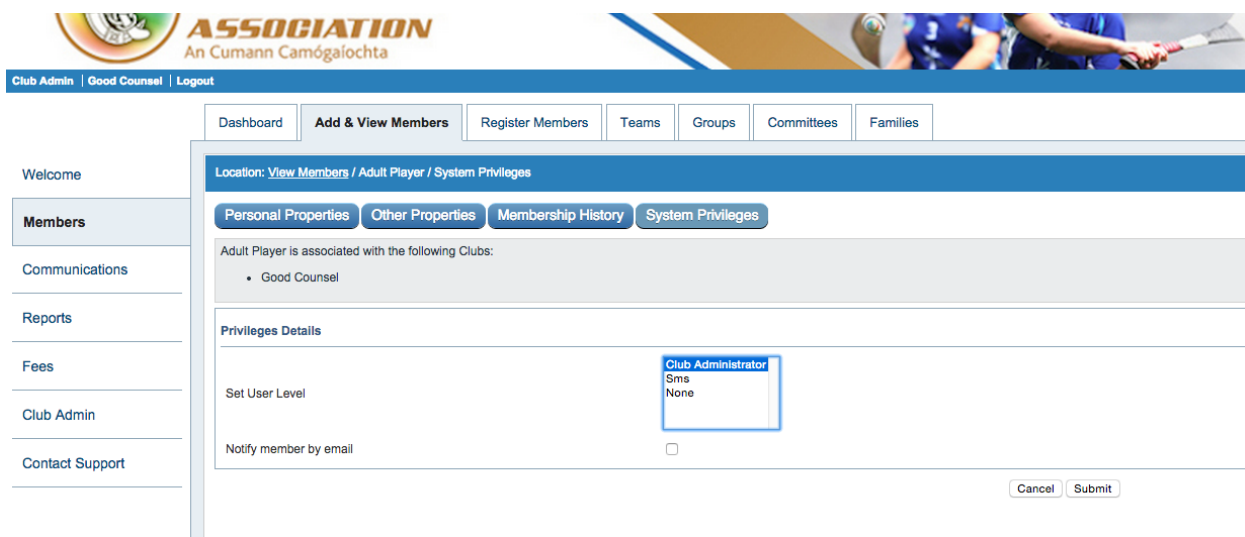
Records Per Page: 20 | One item found.

<input type="checkbox"/>	Year	Club	Membership Type	Playing Level	Registration Date
<input type="checkbox"/>	2015	Good Counsel	Full	Adult	15/01/2015

5.2.4.4. System Privileges

This section can be used to;

- Allocate access to a member
- Change the user role of a member
- Allocate a new password



Club Admin | Good Counsel | Logout

Dashboard | **Add & View Members** | Register Members | Teams | Groups | Committees | Families

Welcome

Members

Communications

Reports

Fees

Club Admin

Contact Support

Location: View Members / Adult Player / System Privileges

Personal Properties | Other Properties | Membership History | System Privileges

Adult Player is associated with the following Clubs:

- Good Counsel

Privileges Details

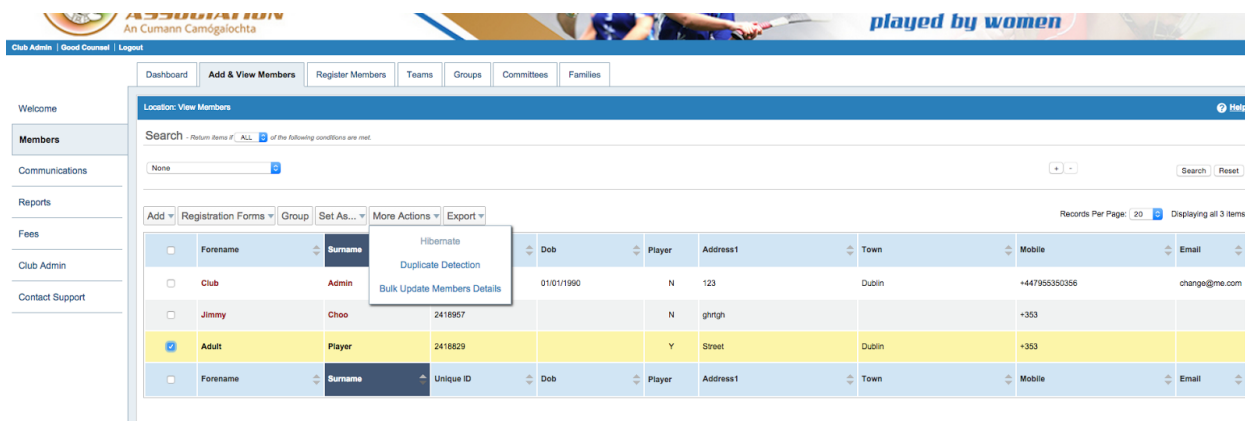
Set User Level: Club Administrator

Notify member by email: ☐

Cancel | Submit

5.2.5. Hibernate a Member

This will become useful if a member has left the club, moved abroad etc. and the club wishes to keep their details. To hibernate a member all that has to be done is select the checkbox beside their name, go to more actions and then select hibernate.



5.2.6. Unhibernate a Member

To unhibernate a member, it requires the search options to be used. It is very ease to find hibernated members as the user need to selected hibernated > yes and then select the search button. This will show all hibernated members and to unhibernate them the checkbox beside their name has to be selected and then more action > unhibernate.

5.2.7. Contacts

Everything is the same for contacts as it is for members RE editing etc.

5.2.8. Convert a Contact to a Member

To convert a contact to a member the user needs to find the correct member by searching for them by selecting contacts/members and selecting contact then select the forename and surname, input the information and then select search. Select the checkbox beside their name and then go to more actions and select “Convert to Member”.

5.2.9. View Previous Years Registered Members

To do this the user needs to use the search options and select Season>(the previous season) and then select the year that you want to view the registrations and then select the search option.

5.2.10. Print a list of Members

There are two options to print out members. The user can either export the members list via Excel, Word or PDF and print the members from there.

The second option is to print out all members who are registered for the current season. To do this click on reports you will be presented with a table of report options. Click on the *PDF* button beside the relevant report. Full Members will print out all Registered members for this year. You will be presented with a page asking which heading you wish to use and some font

options as well. A PDF will then be created.

5.2.11. Set a Member as a Player/Non Player/Official/Non-Official

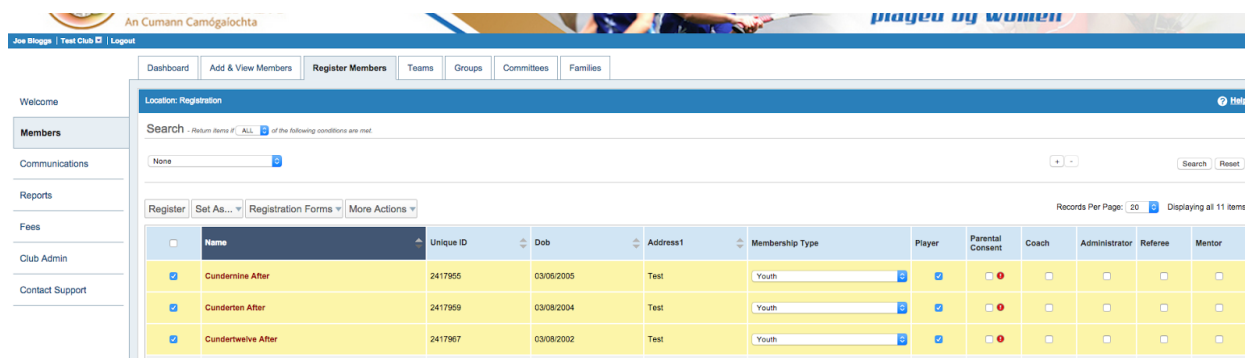
To set a member as either a Player/Non Player/Official/Non-Official you must first find them and then select the checkbox beside their name then go to the set as button and then pick the desired option.

NOTE: for a member to be set as a player their D.O.B must be stored within their personal details. Also if you have a male member within the system you cannot set them as a player.

5.3. Member Registration Payment

5.3.1. Register Members

To register members the club administrator will need to navigate to the 'Register Members' tab within the 'Members' section and select the checkboxes of the members they wish to register and make the payment for.

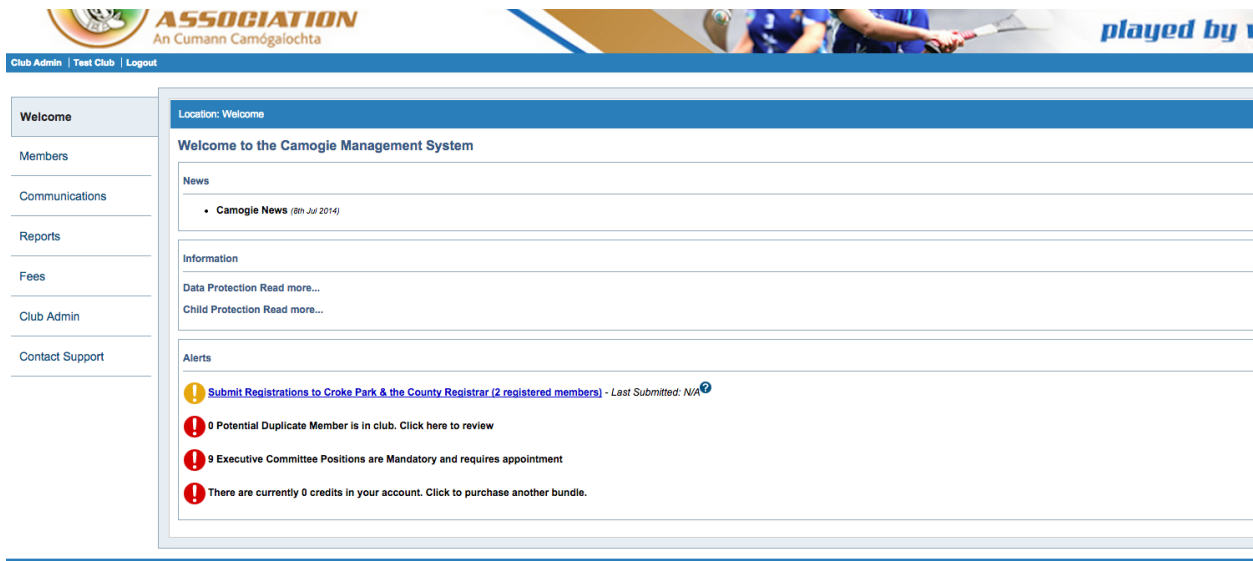


Name	Unique ID	Dob	Address1	Membership Type	Player	Parental Consent	Coach	Administrator	Referee	Mentor
Cundeline After	2417955	03/06/2005	Test	Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cunderten After	2417959	03/08/2004	Test	Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cundertwelve After	2417967	03/08/2002	Test	Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checking the checkbox (or checking the select all checkbox) will select these members for registration when the Register button is pressed. The club administrator will have to select the Membership type, and other options to the right of this as required.

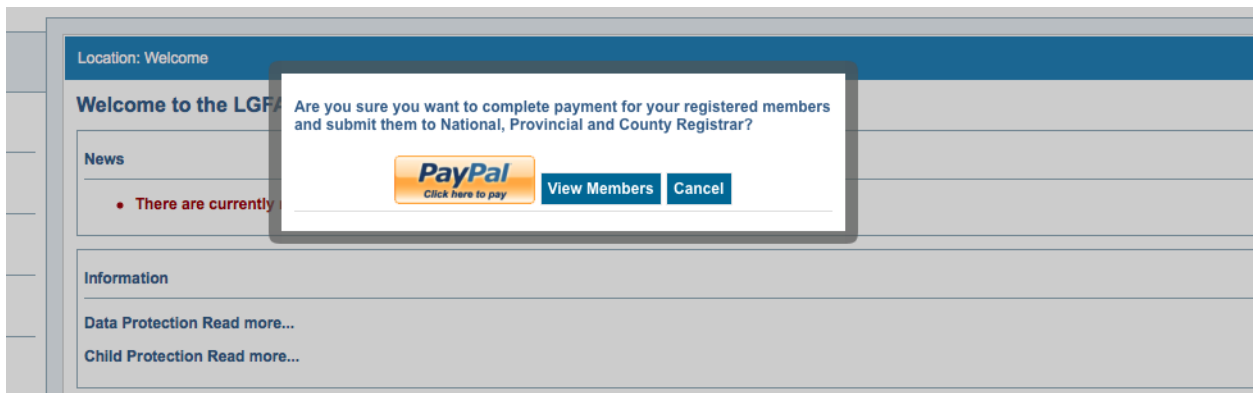
5.3.2. Club Member Registration Payment

When the required members have being registered via the 'Register Members' page the administrator will need to navigate to the 'Welcome' section and click on the alert 'Submit Registrations to Croke Park & the County Registrar'.



When this is selected a pop up notification will appear to pay for member registration. There are three action buttons which are;

- 'Cancel' which will allow the administrator to cancel their action
- 'View Members' which will allow the administrator to view the members they are about to pay for.
- The Paypal button which reads, 'PayPal. Click here to pay'. This will allow the administrator to leave the Camogie Management System and pay for member registration via Paypal.



When the Paypal button is selected you will leave the Camogie Management System and be brought to the Paypal Payment Summary screen. A summary of amounts that is to be paid to each receiver account will be detailed within the payment summary screen like the example below.

Paypal Payment Summary

Your payment summary

Description	Amount
National	€89.00 EUR
Province	€25.00 EUR
County	€10.00 EUR
Camogie Transaction Fee	€1.36 EUR
Total:	€125.36 EUR

Choose a way to pay

Log in to your PayPal account **PayPal**





Email address

Password

[Log In](#)

[Problem with login?](#)

Pay with a credit or debit card
 Or simply create a PayPal account.

NOTE: Servasport have no control over the text displayed within the description section, they will be shown as the store name selected in by the following PayPal accounts:

- National Level
- Provincial Level
- County Level
- Servasport Account - will be displayed as 'Servasport Transaction Fee'.

The administrator will be required to enter their Paypal login details and will then be shown the below screen to review their information before making a payment. The administrator can change their payment method or leave a memo before confirming payment.

Paypal Payment Summary

Your payment summary

Description	Amount
National	€58.00 EUR
Provincial	€40.00 EUR
County	€16.00 EUR
Camogie Transaction Fee	€1.25 EUR
Total:	€115.25 EUR

Review your information

Additional information **PayPal**

[Add a memo](#) about this payment

Payment method [Change](#)

PayPal Balance €115.25 EUR

[View PayPal policies](#) and your payment method rights.

[Pay](#)
[Cancel](#)

NOTE: If any transactions are executed after 31st May 2015 an additional Paypal transaction fee will be displayed on the Paypal payment summary screen which was paid for by the receiver accounts from 1st Jan - 31st May. This transaction fee is a 1.4% = €0.35 **Paypal transaction fee.**

When the member registration payment has been successfully completed the administrator will be notified on the Paypal screen like the example below. After the payment has been made you will be automatically redirected to the Camogie Management system.


Paypal Payment Summary

You made a payment of

€115.25 EUR

Description	Amount
National Transaction ID: 7BK67841421704618	€58.00 EUR
Provincial Transaction ID: 3JR97451WM0437053	€40.00 EUR
County Transaction ID: 82P50593K3991672L	€16.00 EUR
Camogie Transaction Fee Transaction ID: 40M00784DX257313X	€1.25 EUR
Total:	€115.25 EUR

Your payment has been sent



Club Administrator, you've completed your payment

An email receipt has been sent to test@servasport.com

Return to the Camogie Management System

You will be redirected to the Camogie Management System in a few seconds

If you are not automatically returned to the Camogie Management system please selected the yellow 'Return' button. Upon returning to the Camogie Management system you will also see the below notification to confirm the registration fees have been paid. Select 'Close' to continue using the system.

Registration Fees Paid

Registration Fees have now been paid.

If you believe that this is incorrect or have concerns regarding your payment,
please contact our support team

Servasport Helpdesk Forums

Close

NOTE:

- Clubs members will be only be fully registered when the registration payment has been paid via Paypal. This will be confirmed when their name has turned from red to black within the Add & View Members Page.
- If you wish to add a member to the system but you don't wish to register them straight away, you will have to hibernate the member. This is explained in section 5.2.5.
- All payments are recorded within the Payment Invoices page found within the Club Admin Section. Please refer to section 5.3.4. of this document.

5.3.3. Transaction Fees

Each time a club administrator pays for a members registration through the Camogie Management system a transaction fee will be added to the total payment. The fee is 2.5% + €0.35 per transaction. This is added to every payment through the system. There are no additional fees associated with processing payments via the system.

The transaction fee breakdown is as follows:

- Paypal Transaction Fee = 1.4% + €0.35
- Servasport Transaction Fee = 1.1%

NOTE: The National Camogie Association will pay for the Paypal Transaction fee from 1st January up until 31st May.

5.3.4. Payment Invoices

Details of every transaction made can be viewed within the 'Payment Invoices' section of the 'Club Admin' page.

Details

Trustees

Custom Properties

Payment Invoices

Location: Payments

Help

Export

Records Per Page: 20 One item found.

TransactionID	Paid From	Date Paid	Amount	Payment Type
8HW65326M858925T	paypal-sandbox-buyer@servasport.com	04/03/2015 12:46:03	€55.61	Registration
ORC92764SG933350S	paypal.sandbox+payee3@servasport.com	04/03/2015 10:19:29	€50.00	All-Ireland Levy
TransactionID	Paid From	Date Paid	Amount	Payment Type

The 'Payment Invoices' section will display a summary of all payments made from the Camogie Management system showing:

- Transaction ID - County, Provincial and National administrators will have the ability to search the system using the Transaction ID.

- Paid from - displays the Paypal email address used to make the payment.
- Date Paid
- Amount
- Payment Type - this will show whether the payment was made to pay for registration or to pay for the All Ireland Levy fee.

5.4. Teams

This section provides the club administrator with the ability to create different teams associated with the club. When the club administrator first enters the teams section they will see the full list of the teams associated with their club and by clicking on their name they can edit anything about those teams.

5.4.1. Reset Teams

This will be used to remove all members and mentors associated with a team. To reset a team select the checkbox beside the team you wish to reset then select the reset button. A popup will appear to confirm you wish to reset the team so click yes. After this is done the member and mentor count are reset to zero.

5.4.2. Delete a Team

This is pretty similar to resetting a team as the club administrator selects the checkbox beside the teams name and then selects the delete button. A popup will appear to confirm the deletion of the team so by selecting yes the team will be deleted.

5.4.3. Add a Team

To add a team select the add button to begin with to get to step 1 of 3. In step 1 the club administrator has to add the club details. Step 2 requires the administrator to add the members from the club to the team and step 3 is an optional step to add mentors to the team.

5.4.4. Print TeamSheet (Official C.C.2 Form)

A team sheet (official C.C.2 form) can be printed out from the system by selecting the checkbox beside the actual team the administrator wishes to print out. When the required team has the checkbox selected put the mouse pointer over the button 'Print Treamsheet' and a dropdown will appear to display 'PDF' and 'Word'. The administrator will have the option to open up the team sheet in one of these formats.

5.5. Groups

The club administrator can create groups of members for the purpose of communications

such as SMS and emailing. When the club administrator selects groups from the menu option within members they will be able to see a list of the current groups already created.

5.5.1. Create a Group

There are 2 steps to creating a new group which are:

Step 1 - Add Group Details

There are only two fields in this section that can be filled in. The first field is the name of the group which is mandatory then a description of the group which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

5.5.2. Edit a Group

To edit a group the club administrator has to first click on the group that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and then proceeding to step 2.

In step 2 it is the opposite of adding members to a group as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

5.5.3. Delete a Group

To delete a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to delete and then click the delete button and must also select yes to confirm that they do wish to delete that group from the pop up option.

5.5.4. Reset a Group

To reset a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that group from the pop up option. The group

will then be reset to contain zero members.

5.5.5. Add a Member to a Group from the Add/View Members Page

Members can also be added to a group from the add/view members page. This can be done by selecting the checkbox beside the members name(s) and then select the group button then enter the name of the group and select next. Ensure that the member(s) has entered the right hand table and then select finish.

5.6. Committees

This page provides the club administrator with the ability to create and edit committees. Committees are created and managed the same way as team and groups meaning that the communications function can also be used to contact committee members. When the club administrator selects the committees option on the system they can view all existing committees in relation to their club.

5.6.1. Add a Committee

There are three steps to adding a committee which are:

Step 1 - Committee Details

There are only two fields in this section that can be filled in. The first field is the name of the committee which is mandatory then a description of the committee which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

Step 3 - Positions & Assignees

This step will have some positions already predefined for the club administrator to assign to members. They will see the positions with a drop down box on the same column so that they can select the positions for certain members.

The club administrator can add their own customised position by selecting the add button and then typing in the name of the position.

5.6.2. Edit a Committee

To edit a committee the club administrator has to first click on the committee that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and then proceeding to step 2.

In step 2 it is the opposite of adding members to a committee as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

5.6.3. Delete a Committee

To delete a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the committee(s) they wish to delete and then click the delete button and must also select yes to confirm that they do wish to delete that committee from the pop up option.

5.6.4. Reset a Committee

To reset a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that committee from the pop up option. The committee will then be reset to contain zero members.

FOR MORE INFORMATION ON THE CAMOGIE MANAGEMENT SYSTEM PLEASE CHECK THE SERVASPORT FORUMS VIA THE FOLLOWING LINK:

<https://helpdesk.servasport.com>