

To all clubs

We are now on the brink of going live with the changes to the NZB website. Recently we discovered that some clubs may not have received earlier communications due to our emails going into Spam folders. Hopefully by now, club email settings have been addressed to prevent this in future, but we apologise for any inconvenience this caused.

As a reminder, letters were sent 2<sup>nd</sup> June explaining the benefits and changes we are making followed by another on the 6<sup>th</sup> July explaining some of what clubs need to supply us. If you wish us to send these letters again, please ask.

Most clubs have now supplied us with their Admin person. If you are one of the few yet to do so, please can we have the information as soon as possible, or contact us for assistance.

**GO LIVE DATE is: 5<sup>th</sup> September**

Could all clubs ensure the following details are up to date before 5<sup>th</sup> September:-

1. Your membership records as best you can. In particular, if you have assigned new members with a new number, but not yet sent the details to Alister Stuck NZB Secretary, this must be done asap. After we go live, departures and additions of club members can be done as soon as they happen, but they will be assigned a computer number automatically from the website rather than from the pre-issued numbers as is the current practice.
2. All Masterpoints for sessions and tournaments played before the 4<sup>th</sup> September must be sent to Alister. After this date, the Masterpoints will be processed automatically. If you do not have one of the following three scoring packages - Scorer, Compass and Compscore2 - please contact us immediately.
3. Some clubs are holding tournaments on the weekend of the 2<sup>nd</sup> September, so please be sure to submit the Masterpoint files for these events before the 4<sup>th</sup> September

What will happen next:-

- a. The current website will shut down for a day on the 5<sup>th</sup> September so the change-over can occur. This will mean the website will be in read mode only, but no activity can occur.
- b. Levy charges will remain the same and made quarterly based on membership at the end of the each quarter. Therefore the next levy charge will be for the quarter ending 31 Dec and will be based on membership at the end of the current quarter (30<sup>th</sup> Sept).
- c. Masterpoint charges will become a monthly charge at the end of each calendar month. Many clubs requested this to be able to better manage their payments throughout the year. For the cut over period, clubs will receive two Masterpoint invoices for September; one from the old system to 4<sup>th</sup> September, and one from the new one for the rest of the month of September. This is because of the overlap between the old system and new system. You will not be paying twice!



Included with this email is a Quick User Guide. This is probably all you will need to use the system, but we will provide a full set of user instructions at a later date in case clubs wish to have those as well.

We recognise this system is not perfect, as we have had to develop this system in a cost effective manner and have more to do after we go live, so please bear with us over this period. Examples of further work are including secondary members in a club's membership list and creating a generic club sign in to the Admin system rather than have a person as the registered Admin for a club.

If you have any feedback, please do not hesitate to tell us and we will log your requests or suggestions.

Once live, NZB will contact you to confirm that your Admin person can start to login in and use the system. In the meantime, please ensure this person has a copy of the User Guide.

The first action for your admin person is to look up youth players in your club and add to their details their year of birth. ***This is important, because the new process will identify these players by year of birth and consequently not charge a levy for this age group.***

We plan to hold one or two workshops at Congress where we will set up a live session and clubs can come along and ask questions face to face.

Your first point of contact is Alister Stuck who then may then delegate queries/issues to others, such as the website designers.

Kind regards



A handwritten signature in black ink that reads "Karen Martelletti".

Karen Martelletti – NZB Board



A handwritten signature in black ink that reads "Alister Stuck".

Alister Stuck – NZB Secretary

#### Key points about the changes

- i. You will be able to view your current list of Home Club members at any time online
- ii. You can download these members in a spreadsheet if you want to hold a complete list or check members via paper rather than on a screen. This should be used to check your members at the end of each quarter, as you will no longer receive such a list from Alister.
- iii. Your invoices will be emailed to your Treasurer if you gave us their email address, otherwise to your club email address.
- iv. You can use the online booking system of the NZB website to take entries to your tournaments
- v. Results for any club will be available on the NZB website in a basic format. There are multiple search options e.g. search by player, event, club or grade or combinations of the search criteria. Imagine the fun a player would have, searching all the events they have played in over a given period!