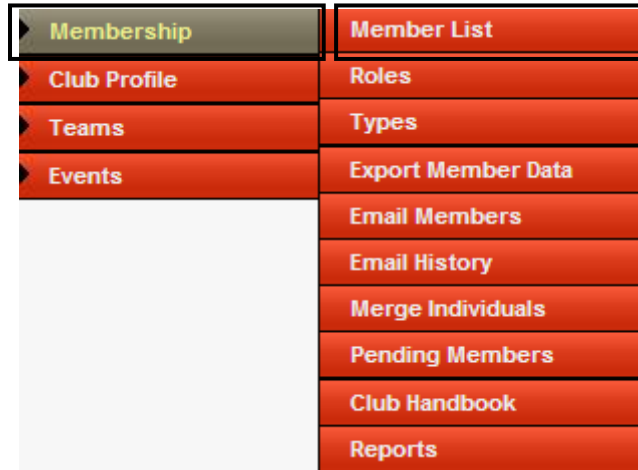


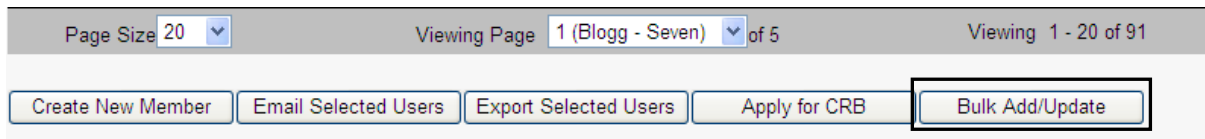
Bulk Add

Within RugbyFirst you can create multiple new members at the club via the Bulk Add function. This function enables club administrators to create a number of new members on mass, rather than having to input these individually, saving on administration time for the club.

To add multiple members, select the **Member list** from the menu bar on the clubs site.



Once the member list has loaded, scroll to the bottom of the page and select **Bulk Add/Edit**



A page will load displaying clear text fields.

Bulk Add/Update

First Name	Last Name	Known As	DOB	Over 18	Number	Building	Address1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 1 <input type="text"/> 1 <input type="text"/> 1900	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Navigation controls: < > <> <>

Buttons: Back Add Blank Row Save

Populate the clear text boxes with the personal, contact and membership details of the new member. Use the scroll bar to display further fields.

Bulk Add/Update

First Name	Last Name	Known As	DOB			Over 18	Number	Building	Address1
Robert	Test	Bob	3	1	1987	<input type="checkbox"/>			

Once you have input all the required fields, you can select to either **Add Blank Row**, allowing you to add another new member or **Save** if you have finished inputting members.

Selecting Add a Blank Row will insert a new row, where a further member can be added.

Bulk Add/Update

First Name	Last Name	Known As	DOB			Over 18	Number	Building	Address1
			1	1	1900	<input type="checkbox"/>			
			1	1	1900	<input type="checkbox"/>			

Once all the new members have been entered, select **Save**.

The system will then prompt the administrator to create a username and password for the new members. Whilst the system does create one for the new member, it is recommended that a user specific log in is created.

Bulk Add/Update

First Name	Last Name	Login	Password	Select
Robert	Test	RobertTest	●●●●●●	<input type="checkbox"/> Send Confirmation Email
Terence	Test	Terence Test	●●●●●●	<input type="checkbox"/> Send Confirmation Email

Once you have created a new username and password, select **Send Confirmation Email** if you want the user to have a record of their log in details. Followed by **Save and Send Email**

Bulk Add/Update

First Name	Last Name	Login	Password	Select
Robert	Test	<input type="text" value="bob123"/>	<input type="password" value="••••••••"/>	<input type="checkbox"/> Send Confirmation Email
Terence	Test	<input type="text" value="tt1122"/>	<input type="password" value="••••••••••"/>	<input type="checkbox"/> Send Confirmation Email

Once saved, an email will be sent to the new member and the accounts have been created.

Bulk Add/Update

User Credentials are sent successfully through email

The new members can now be accessed via the member list and the club can now assign roles etc, to the individual.

Social	Bob Test (1237499)	10/12/2010	Full	maxburton@rfu.com 11223 344				<input type="checkbox"/>
Social	Terry Test (1237500)	10/12/2010	Full	maxburton@rfu.com 11223 344				<input type="checkbox"/>