



**RunAClub** - it all starts with you

Club Overview: Quick guide to how it all works

# YOUR DASHBOARD

Here you can see your club at a glance - from statistics to upcoming session and more

Part of more than 1 club, select the right one → My Clubs Michelle Sumner

Update your settings

Your clubs stats

All your upcoming sessions, events and reminders

A quick look at your attendances over time

Never be out of the loop again – find all your notifications here

Your next session and quick register of attendees

Dashboard

- Members
- Sessions
- Calendar Coming soon
- Staff
- Communications
- Notifications
- Library
- Cloud
- Edit Details
- Help
- Logout

Session Registration

Love of Sport  
Monday 17 July

Notifications

Please find the RunAClub Club Overview Guide - this is version 1, more functions and features are coming soon!

Attendance Over Time

July 2017

Total Members: 25 (25 new this month)

Total Sessions: 301 (5 so far this month)

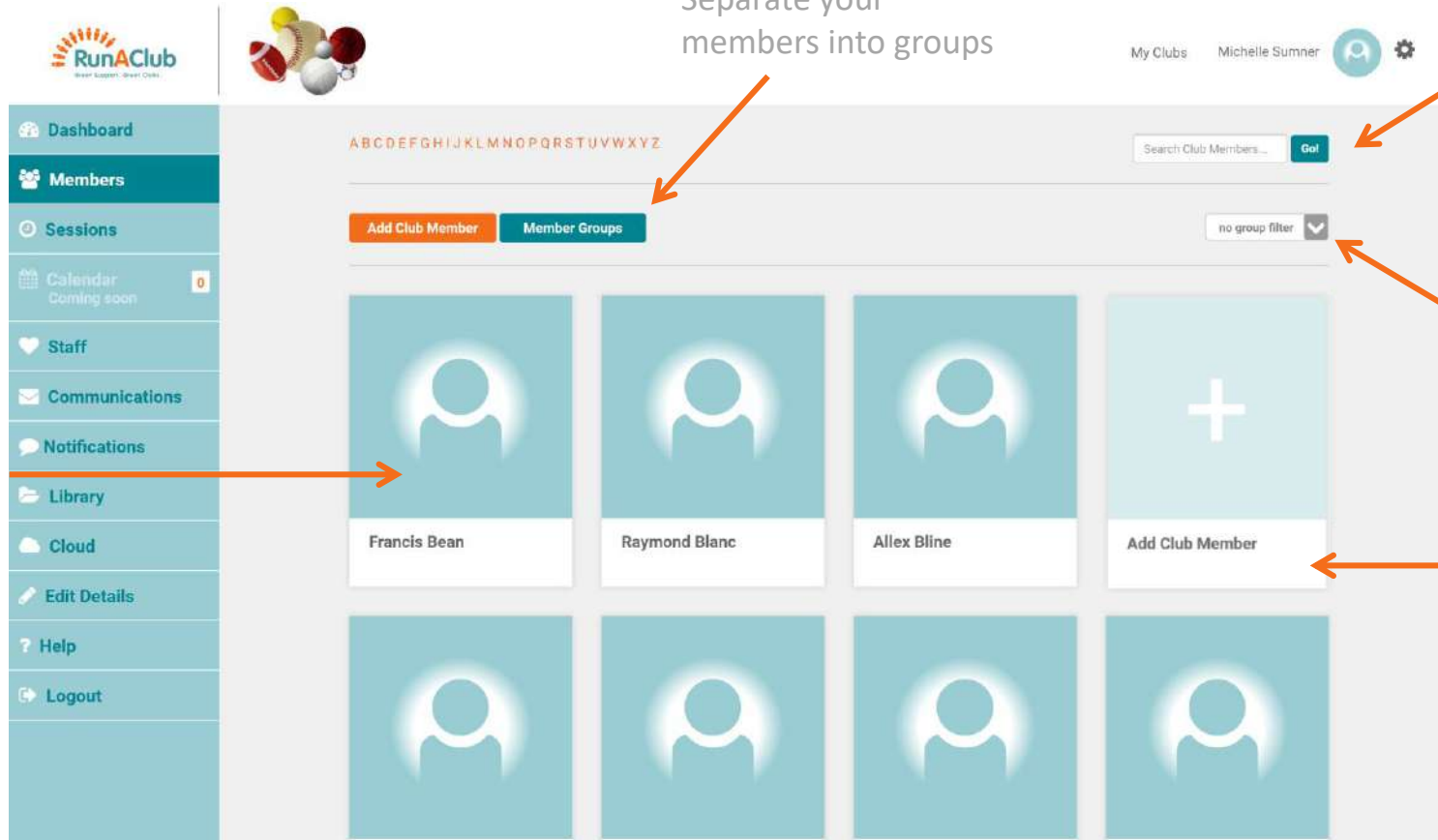
Total Attendances: 294 (6 this calendar month)

Calendar - Upcoming Sessions

Progress: Coming Soon

# YOUR MEMBERS

Here you can see all your members their full details, add new members and add sort them into groups



The screenshot shows the 'YOUR MEMBERS' page in the RunAClub system. On the left is a navigation sidebar with options: Dashboard, Members (highlighted), Sessions, Calendar (Coming soon), Staff, Communications, Notifications, Library, Cloud, Edit Details, Help, and Logout. The main content area features a header with a 'Search Club Members...' field and a 'Go!' button. Below the search field are two buttons: 'Add Club Member' and 'Member Groups'. A dropdown menu is set to 'no group filter'. The main area displays a grid of member cards. The first row contains three member cards for Francis Bean, Raymond Blanc, and Alex Bline, followed by a card with a plus sign and the text 'Add Club Member'. The second row contains four placeholder cards, each with a person icon. Annotations with orange arrows point to various elements: 'Separate your members into groups' points to the 'Member Groups' button; 'Looking for a specific club member? Quick search them' points to the search field; 'Filter members by group' points to the dropdown menu; 'Add new members and safely store their details' points to the 'Add Club Member' button; and 'Click on a member to access all their details including emergency contact' points to the Francis Bean member card.

Separate your members into groups

Looking for a specific club member? Quick search them

Filter members by group

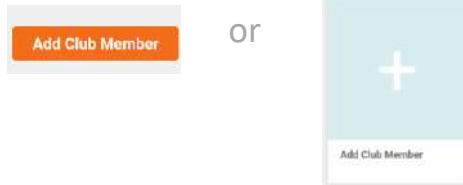
Add new members and safely store their details

Click on a member to access all their details including emergency contact

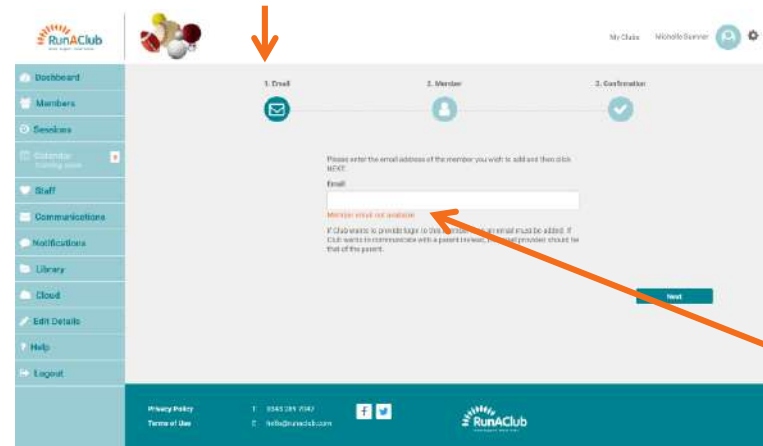
# YOUR MEMBERS: ADDING A NEW MEMBER

## Adding a new member

1 On the members page select add new member

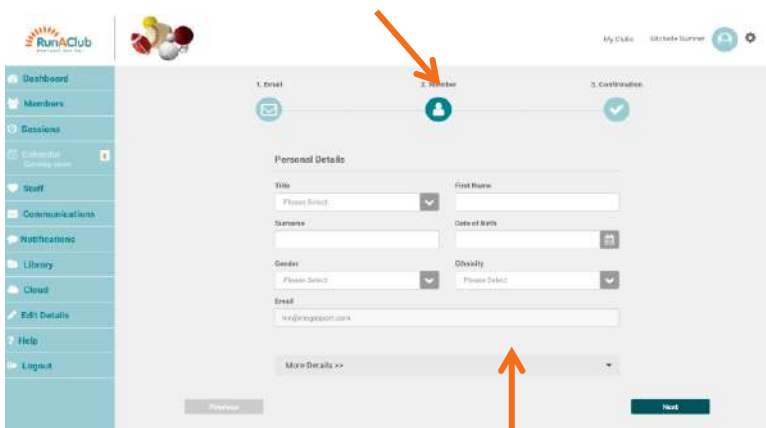


2 Add their email address and click next



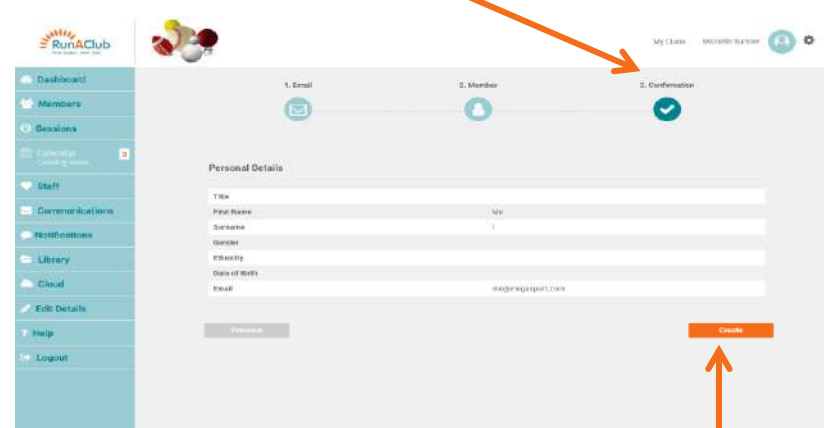
Record a member without an email address by clicking here

3 Add their details



Add even more information

4 Confirm information...

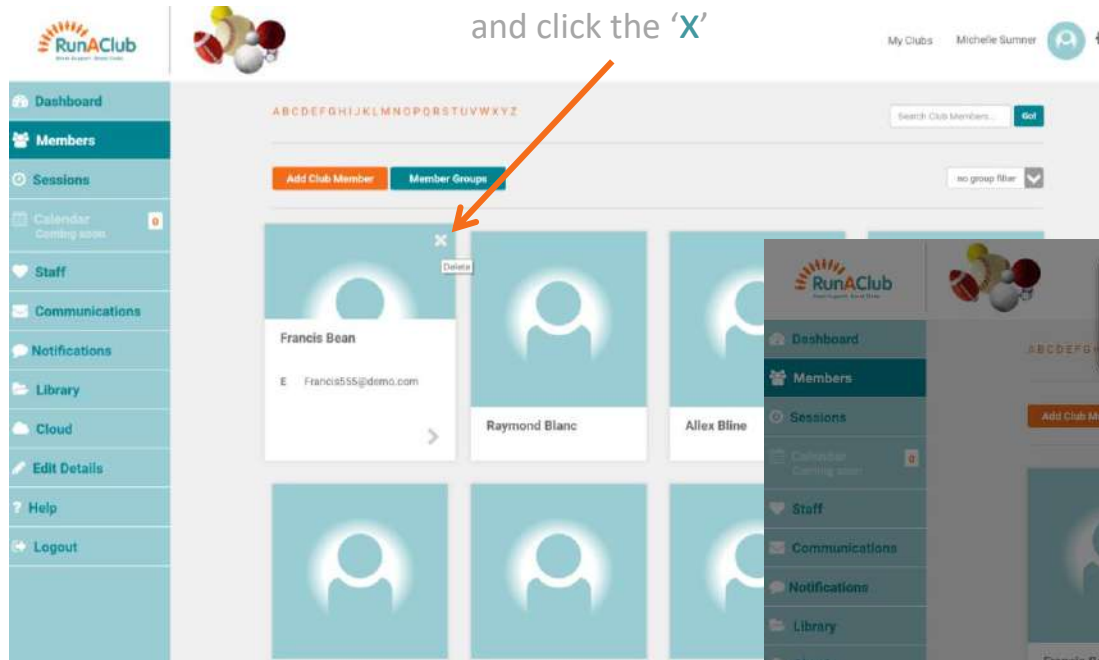


...and click create

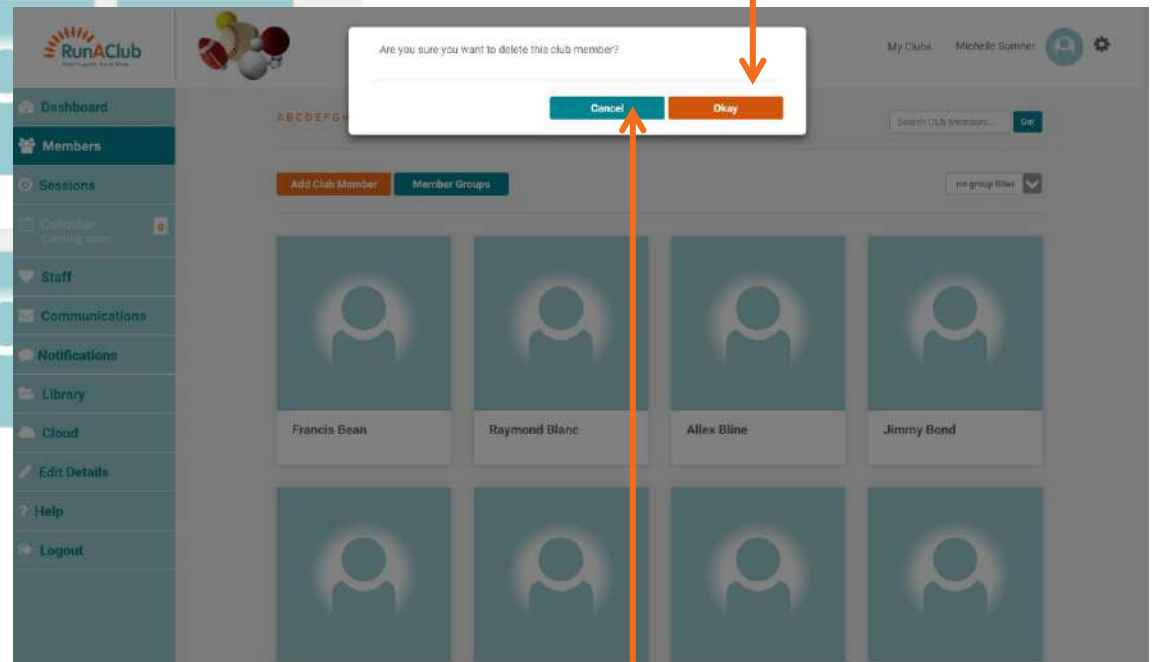
# YOUR MEMBERS: REMOVING A MEMBER

Removing a member is even easier

Hover over member you want to delete  
and click the 'X'



Sure you want to delete the member?  
Just click okay



Clicked delete by accident? Just click cancel

# YOUR MEMBERS: MEMBER GROUPS



- Dashboard
- Members
- Sessions
- Calendar Coming soon 0
- Staff
- Communications
- Notifications
- Library
- Cloud
- Edit Details
- Help
- Logout

## Member Groups

Over 85's  
Members: 2



Semi-Pro  
Members: 3



Team A  
Members: 8



Team B  
Members: 2



Team Megasport  
Members: 4



Testing groups  
Members: 0

Under 5's  
Members: 3



Add New Group

Add Members to the Group

Edit the group name

Delete a Member Group

Create a new Member Group

# YOUR SESSIONS

Here you can plan, manage and evaluate your Sessions

Create new sessions

Quick search a session

Plan and evaluate your sessions and share with staff

Log your member and staff attendees

Session not running anymore? Delete it

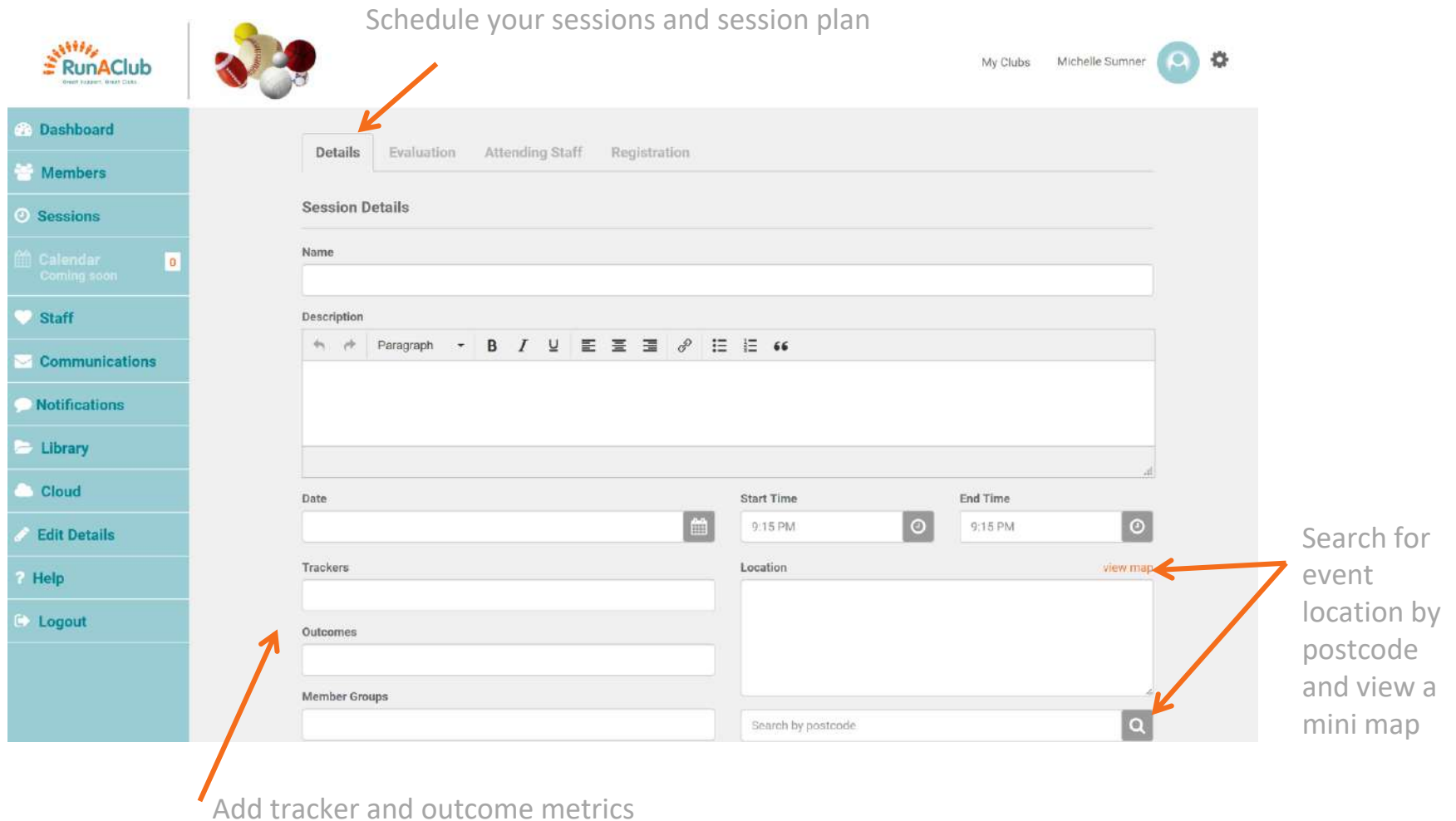
Forgot to add something? Edit your session

Want to run a session again? Just copy it

# YOUR SESSIONS: CREATE A NEW / EDIT A SESSION

Here you can plan, manage and evaluate your Sessions

Schedule your sessions and session plan



My Clubs Michelle Sumner

Details Evaluation Attending Staff Registration

Session Details

Name

Description

Date Start Time End Time

Trackers

Outcomes

Member Groups

Location [view map](#)

Search by postcode

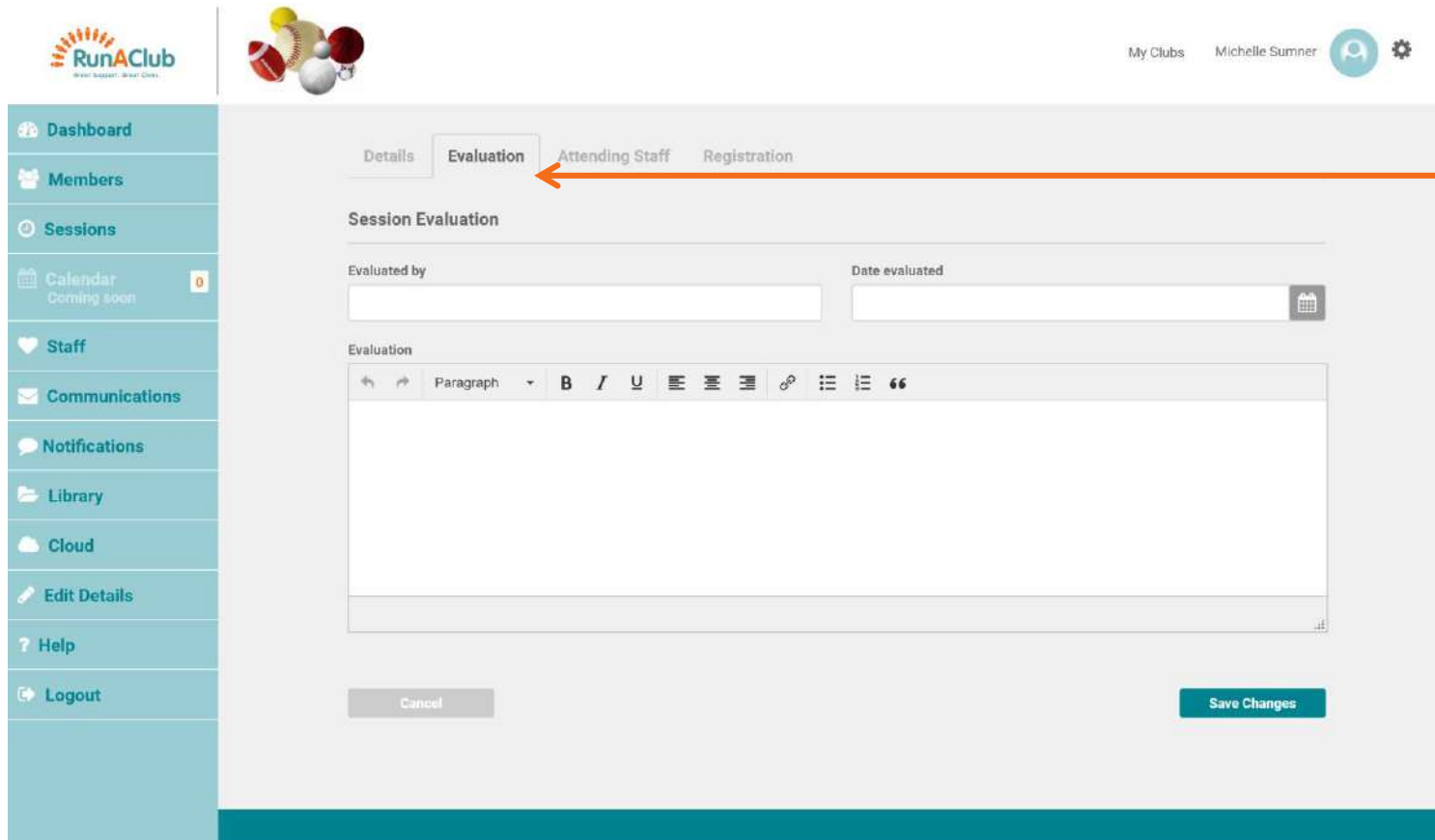
Search for event location by postcode and view a mini map

Add tracker and outcome metrics



# YOUR SESSIONS: CREATE A NEW / EDIT A SESSION

Here you can plan, manage and evaluate your Sessions

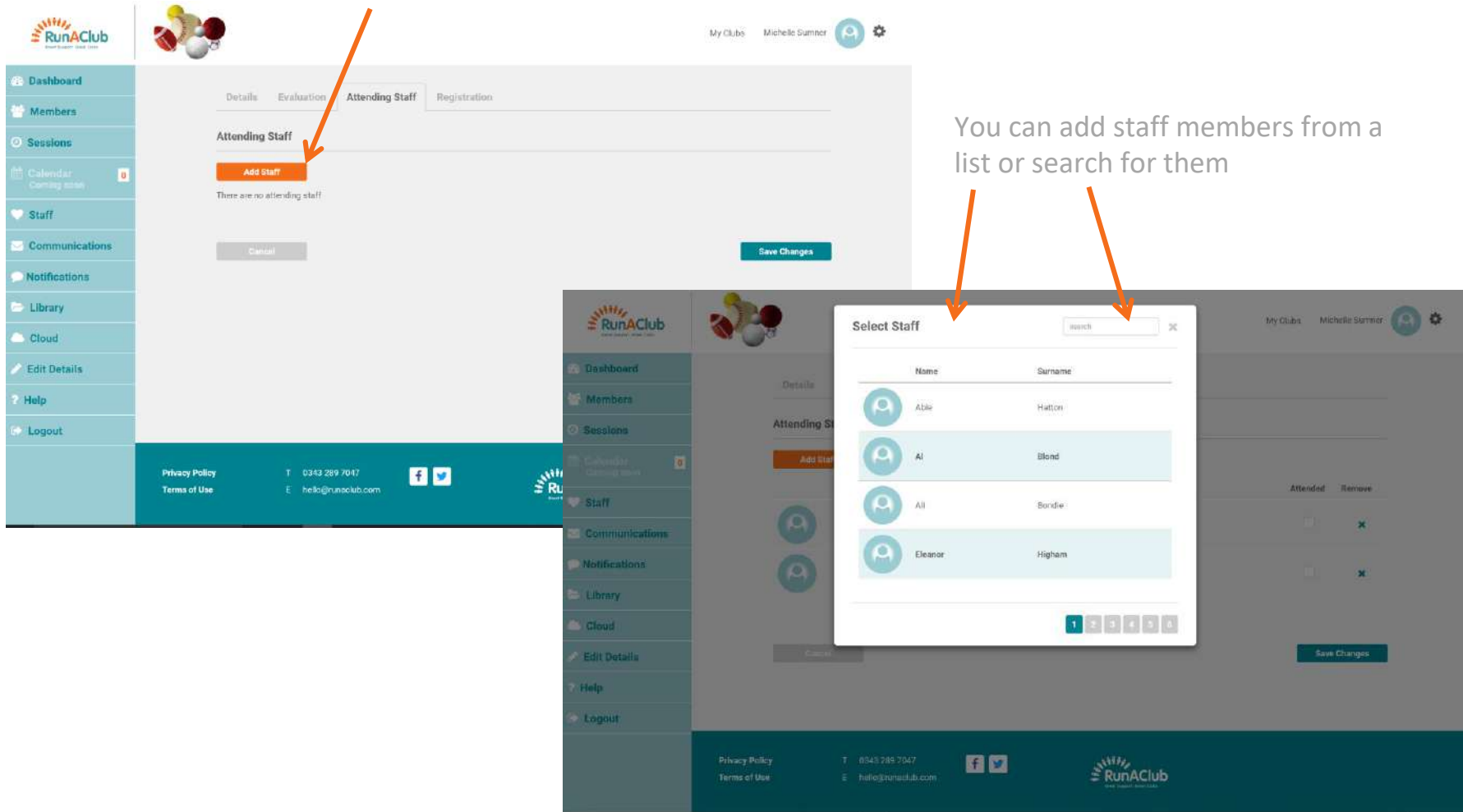


The screenshot shows the RunAClub interface. On the left is a teal sidebar with navigation options: Dashboard, Members, Sessions, Calendar (Coming soon), Staff, Communications, Notifications, Library, Cloud, Edit Details, Help, and Logout. The main content area has a header with the RunAClub logo and a user profile for Michelle Sumner. Below the header are four tabs: Details, Evaluation (selected), Attending Staff, and Registration. An orange arrow points from the 'Evaluation' tab to the right. The 'Session Evaluation' form includes fields for 'Evaluated by' and 'Date evaluated', and a rich text editor for the evaluation text. At the bottom are 'Cancel' and 'Save Changes' buttons.

Once the session has taken place add your evaluation here, including who completed it and when

Here you can plan, manage and evaluate your Sessions

Add staff members who will be attending the session



The image shows a screenshot of the RunAClub web application interface. The main content area is titled 'Attending Staff' and contains an 'Add Staff' button, which is highlighted with an orange arrow. Below the button, it says 'There are no attending staff'. A 'Save Changes' button is visible at the bottom right of the main section.

A modal window titled 'Select Staff' is overlaid on the main content. It features a search bar at the top right and a table listing staff members. The table has two columns: 'Name' and 'Surname'. The staff members listed are:

Name	Surname
Able	Hutton
Al	Blond
All	Bondie
Eleanor	Higham

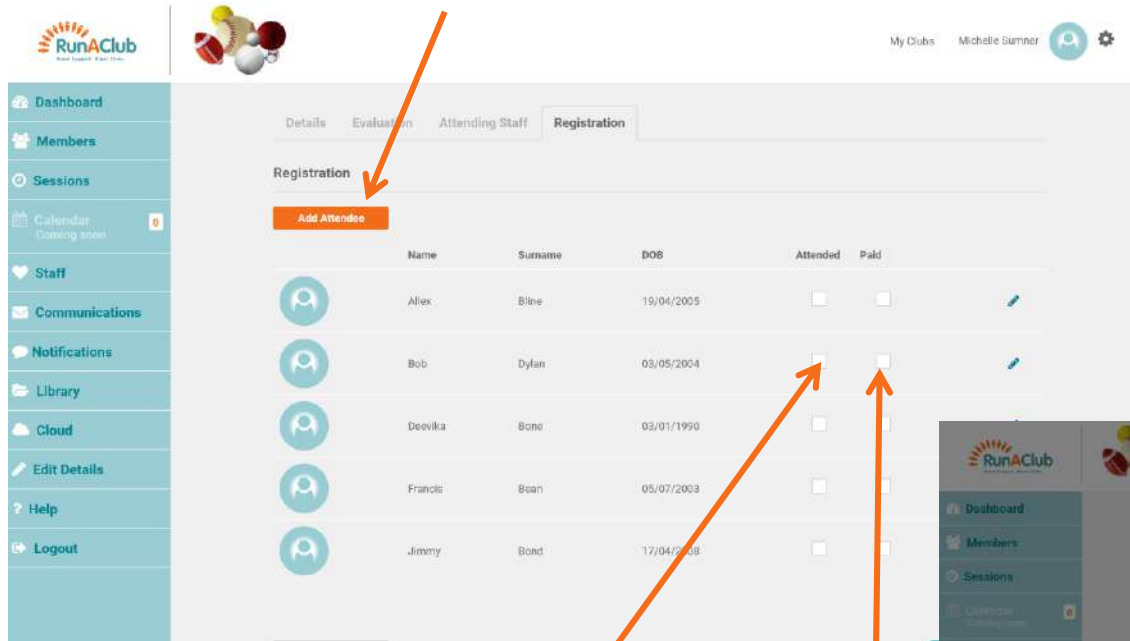
At the bottom of the modal, there are navigation controls including a page number '1' and arrows for navigation. The background of the modal is dimmed, showing the 'Attending Staff' section and the 'Save Changes' button.

Text annotations include: 'You can add staff members from a list or search for them' with two orange arrows pointing to the search bar and the staff list in the modal.

# YOUR SESSIONS: CREATE A NEW / EDIT A SESSION

Here you can plan, manage and evaluate your Sessions

Register members for the session



Registration

Add Attendee

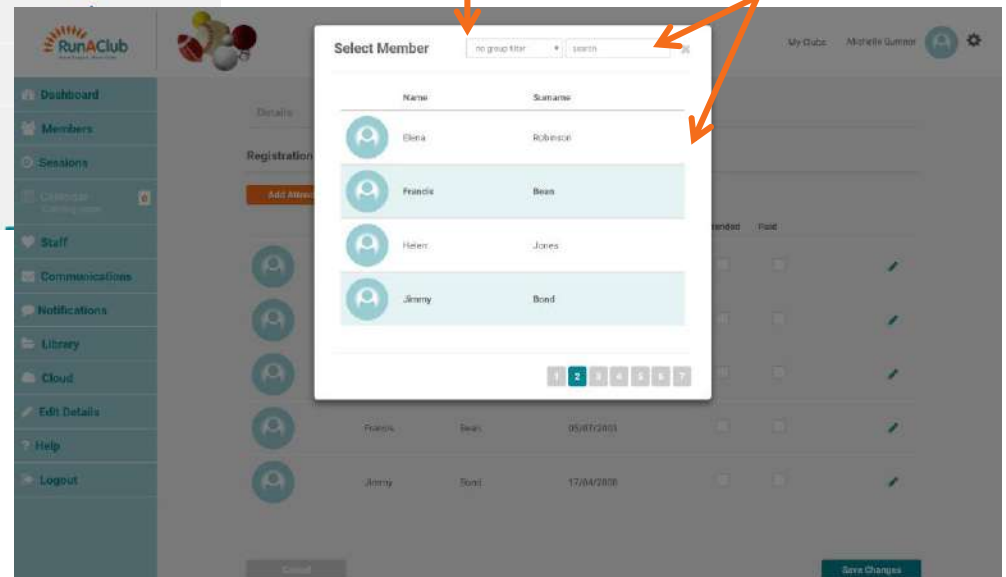
Name	Surname	DOB	Attended	Paid
Alex	Bline	19/04/2005	<input type="checkbox"/>	<input type="checkbox"/>
Bob	Dylan	03/05/2004	<input type="checkbox"/>	<input type="checkbox"/>
Deevika	Bone	03/01/1990	<input type="checkbox"/>	<input type="checkbox"/>
Francis	Boan	05/07/2003	<input type="checkbox"/>	<input type="checkbox"/>
Jimmy	Bond	17/04/2008	<input type="checkbox"/>	<input type="checkbox"/>

Have they attended the session?

Have they paid?  
You can even add additional payment notes, just click the edit icon

Filter members by group

You can add members from a list or search for them



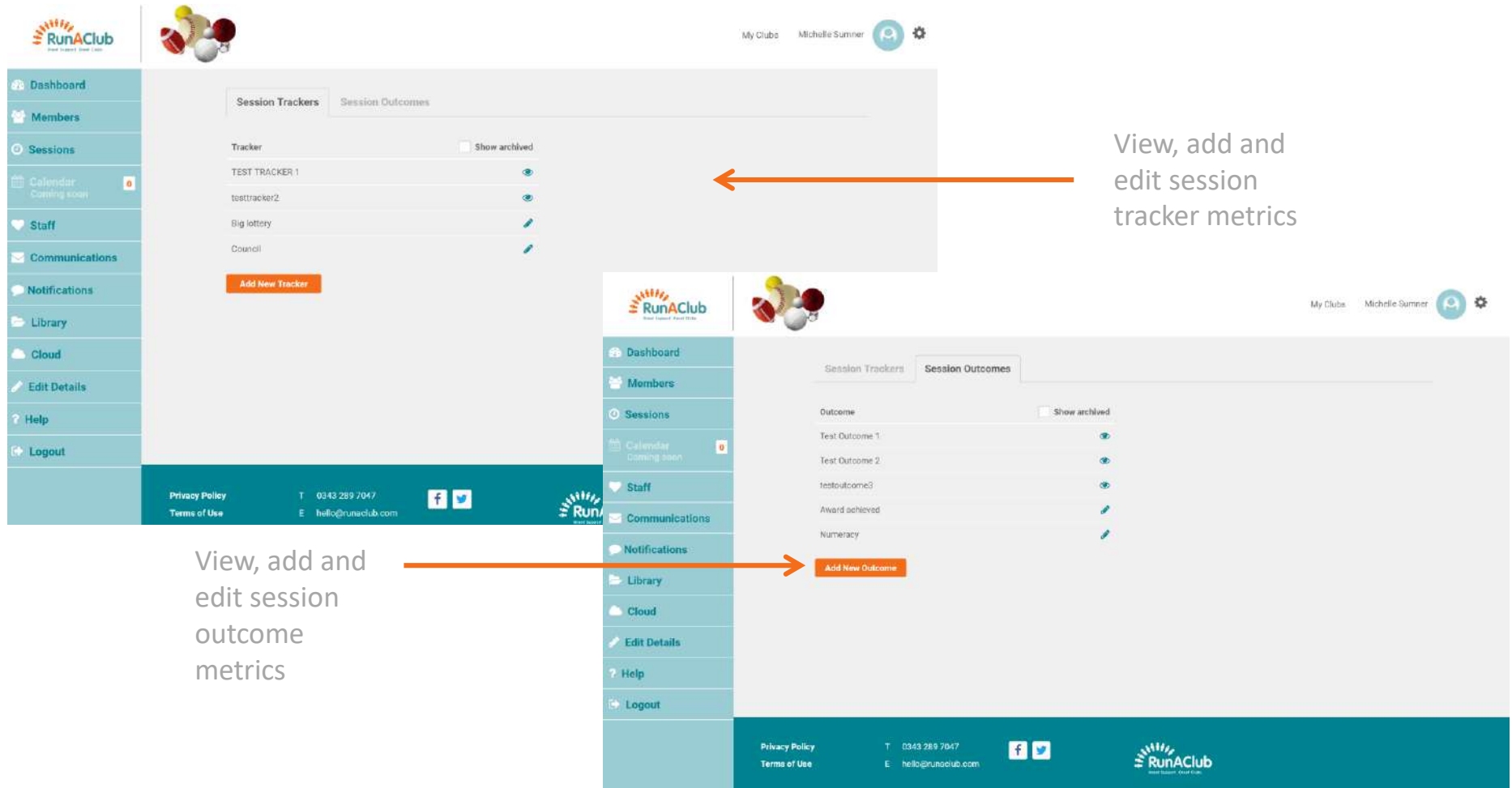
Select Member

no group filter search

Name	Surname
Elena	Robinson
Francis	Boan
Helen	Jones
Jimmy	Bond

Cancel Save Changes

Here you can plan, manage and evaluate your Sessions



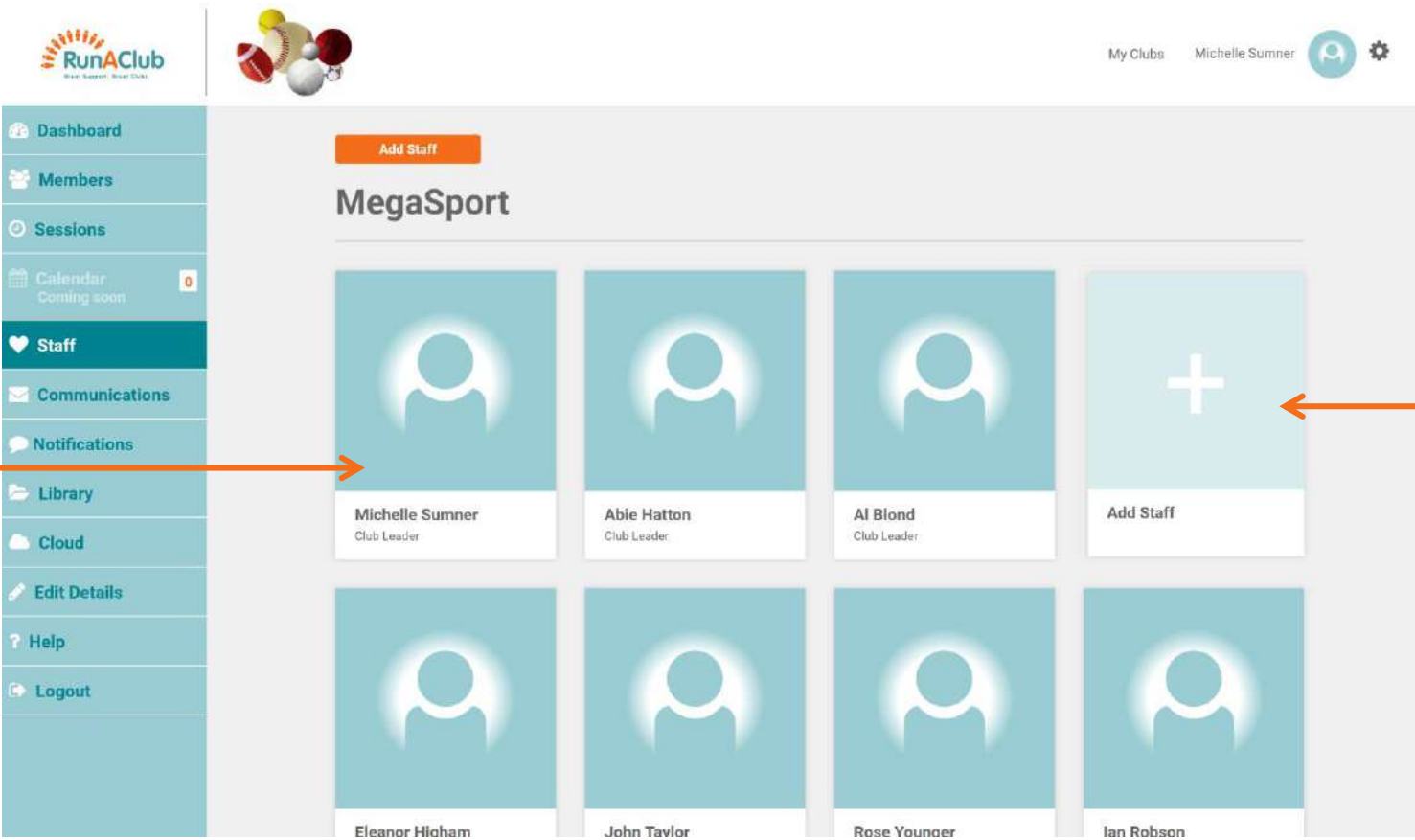
The image displays two screenshots of the RunAClub web application interface. The top screenshot shows the 'Session Trackers' tab, which lists several trackers: 'TEST TRACKER 1', 'testtracker2', 'Big lottery', and 'Council'. Each tracker has a 'Show archived' checkbox, an eye icon for visibility, and a pencil icon for editing. An 'Add New Tracker' button is located at the bottom of the list. The bottom screenshot shows the 'Session Outcomes' tab, which lists outcomes: 'Test Outcome 1', 'Test Outcome 2', 'testoutcome3', 'Award achieved', and 'Numeracy'. Similar to the trackers, each outcome has a 'Show archived' checkbox, an eye icon, and a pencil icon. An 'Add New Outcome' button is at the bottom. Both screenshots include a left-hand navigation menu with options like Dashboard, Members, Sessions, Calendar, Staff, Communications, Notifications, Library, Cloud, Edit Details, Help, and Logout. The top right of each screenshot shows 'My Clubs' and the user profile 'Michelle Sumner' with a settings gear icon. A footer at the bottom of each screenshot contains 'Privacy Policy', 'Terms of Use', contact information (T: 0343 289 7047, E: hello@runclub.com), social media icons for Facebook and Twitter, and the RunAClub logo.

View, add and edit session tracker metrics

View, add and edit session outcome metrics

# YOUR STAFF

Here you can see all staff members, their full details and add new ones



Click on a member to access all their details

Add new staff members and safely store their details

Name	Role
Michelle Sumner	Club Leader
Abie Hatton	Club Leader
Al Blond	Club Leader
Eleanor Higham	
John Taylor	
Rose Younger	
Ian Robson	

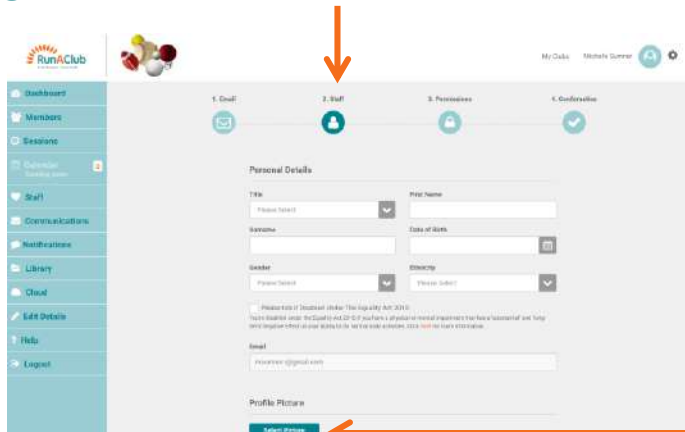
# YOUR STAFF: ADD NEW STAFF MEMBER

## Adding a new staff member

1 On the staff page select add staff



3 Add their details

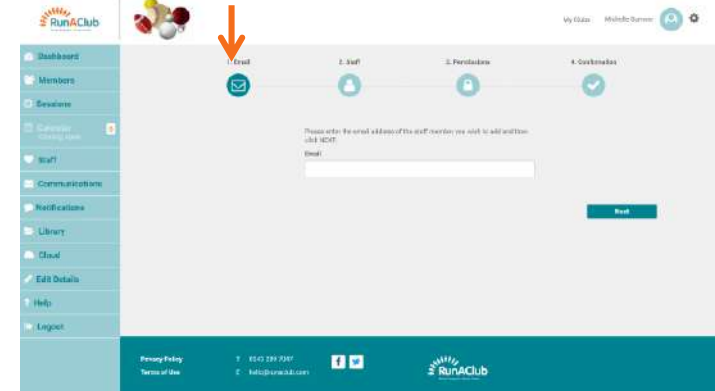


Even a profile picture!

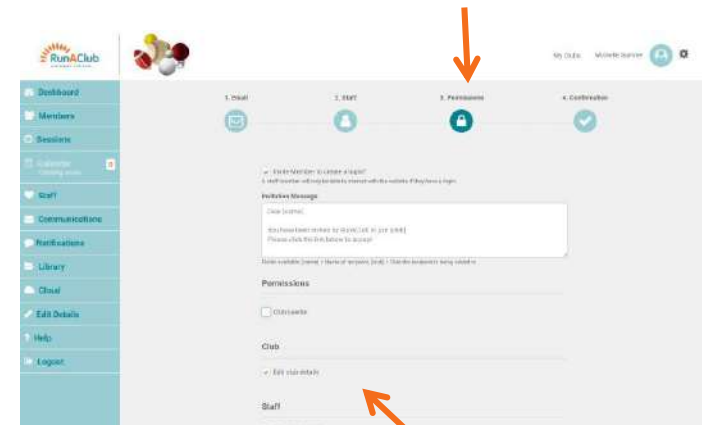
5 Confirm information and click create



2 Add their email address and click next

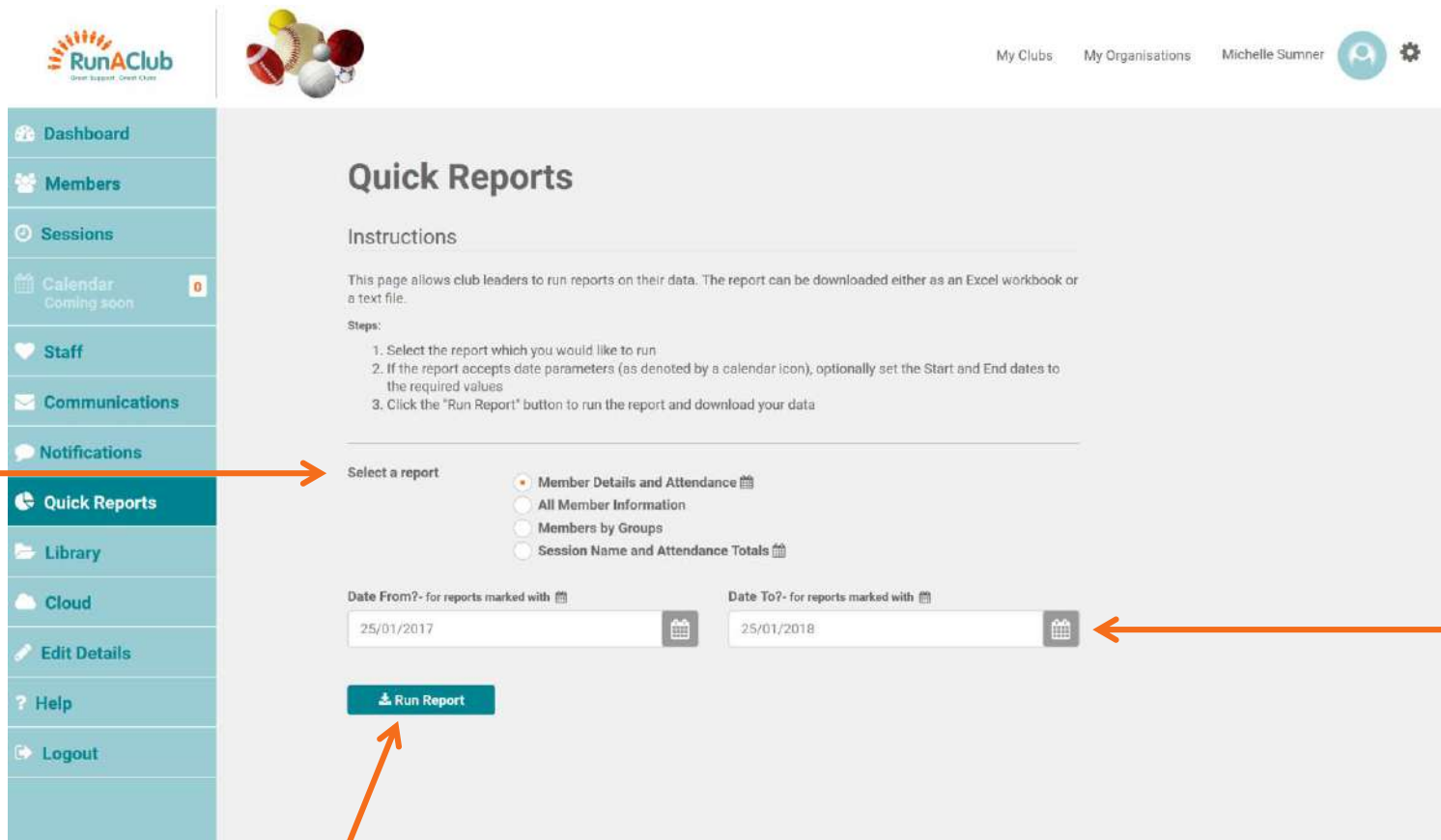


4 Send new staff a personalised invitation message







Set staff permissions to suit their role

Here you can run report on all your important data



The screenshot shows the RunAClub user interface. On the left is a vertical navigation menu with items: Dashboard, Members, Sessions, Calendar (Coming soon), Staff, Communications, Notifications, Quick Reports (highlighted), Library, Cloud, Edit Details, Help, and Logout. The main content area is titled "Quick Reports" and contains the following elements:

- Instructions:** A text block explaining that the page allows club leaders to run reports on their data, which can be downloaded as an Excel workbook or a text file.
- Steps:** A numbered list:
  1. Select the report which you would like to run
  2. If the report accepts date parameters (as denoted by a calendar icon), optionally set the Start and End dates to the required values
  3. Click the "Run Report" button to run the report and download your data
- Select a report:** A list of four radio button options:
  - Member Details and Attendance 
  - All Member Information
  - Members by Groups
  - Session Name and Attendance Totals 
- Date From? - for reports marked with **: A date input field containing "25/01/2017" and a calendar icon.
- Date To? - for reports marked with **: A date input field containing "25/01/2018" and a calendar icon.
- Run Report:** A teal button with a download icon and the text "Run Report".

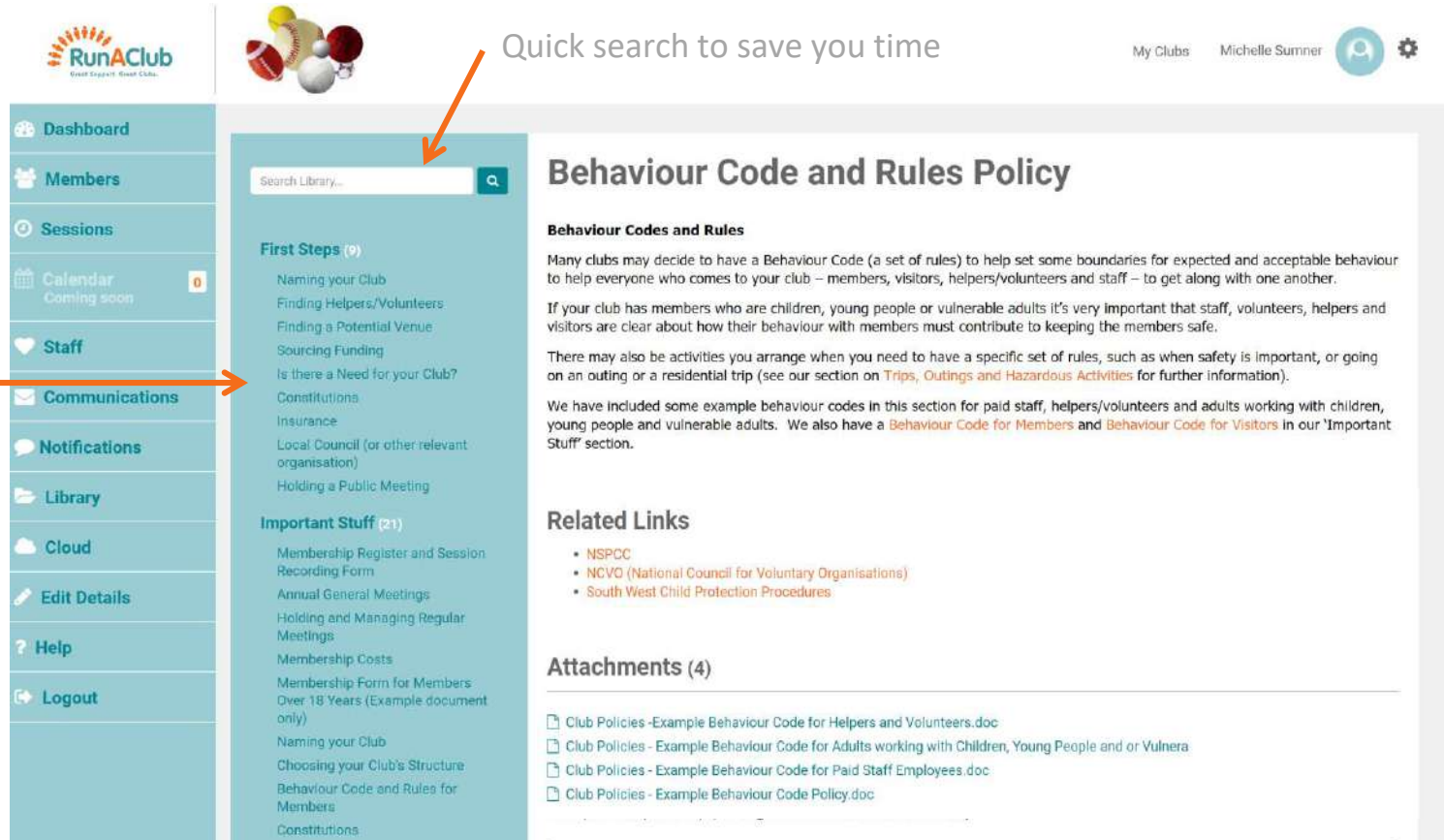
Select a report to run

Select your dates

...and presto you can download your report as an Excel workbook or a text file.

Here is an easy to navigate, comprehensive Quality Assured Library

Everything  
(well almost  
everything)  
that you need  
to know



RunAClub

Quick search to save you time

My Clubs Michelle Sumner

**Dashboard**

**Members**

**Sessions**

Calendar  
Coming soon

**Staff**

**Communications**

**Notifications**

**Library**

**Cloud**

**Edit Details**

**Help**

**Logout**

Search Library...

## Behaviour Code and Rules Policy

### Behaviour Codes and Rules

Many clubs may decide to have a Behaviour Code (a set of rules) to help set some boundaries for expected and acceptable behaviour to help everyone who comes to your club – members, visitors, helpers/volunteers and staff – to get along with one another.

If your club has members who are children, young people or vulnerable adults it's very important that staff, volunteers, helpers and visitors are clear about how their behaviour with members must contribute to keeping the members safe.

There may also be activities you arrange when you need to have a specific set of rules, such as when safety is important, or going on an outing or a residential trip (see our section on [Trips, Outings and Hazardous Activities](#) for further information).

We have included some example behaviour codes in this section for paid staff, helpers/volunteers and adults working with children, young people and vulnerable adults. We also have a [Behaviour Code for Members](#) and [Behaviour Code for Visitors](#) in our 'Important Stuff' section.

### Related Links

- NSPCC
- NCVO (National Council for Voluntary Organisations)
- South West Child Protection Procedures

### Attachments (4)

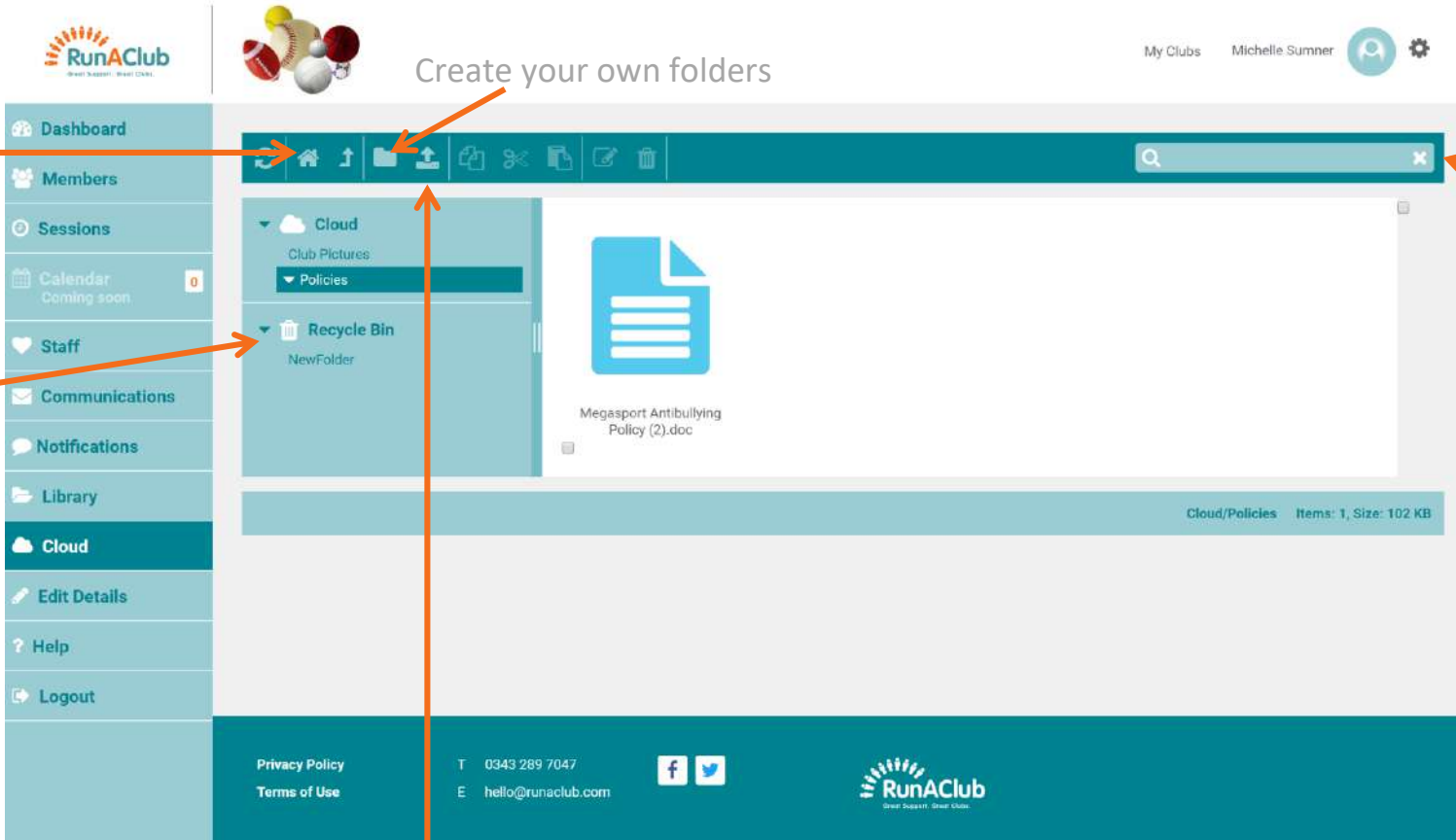
- Club Policies -Example Behaviour Code for Helpers and Volunteers.doc
- Club Policies - Example Behaviour Code for Adults working with Children, Young People and or Vulnera
- Club Policies - Example Behaviour Code for Paid Staff Employees.doc
- Club Policies - Example Behaviour Code Policy.doc

Don't know where to start? Download example documents and standard templates



# YOUR CLOUD

Here you can safely store and manage your important documents



The screenshot shows the RunAClub cloud storage interface. On the left is a navigation menu with items: Dashboard, Members, Sessions, Calendar (Coming soon), Staff, Communications, Notifications, Library, Cloud, Edit Details, Help, and Logout. The main area displays a file explorer view for the 'Cloud' folder, showing subfolders 'Club Pictures' and 'Policies', and a 'Recycle Bin' containing 'NewFolder'. A document titled 'Megasport Antibullying Policy (2).doc' is visible. The top toolbar includes icons for home, back, forward, upload, share, copy, paste, delete, and search. Annotations with orange arrows point to the home icon, the upload icon, the search bar, and the 'Recycle Bin'.

Go back to the cloud home

Deleted a document by mistake? Check the bin

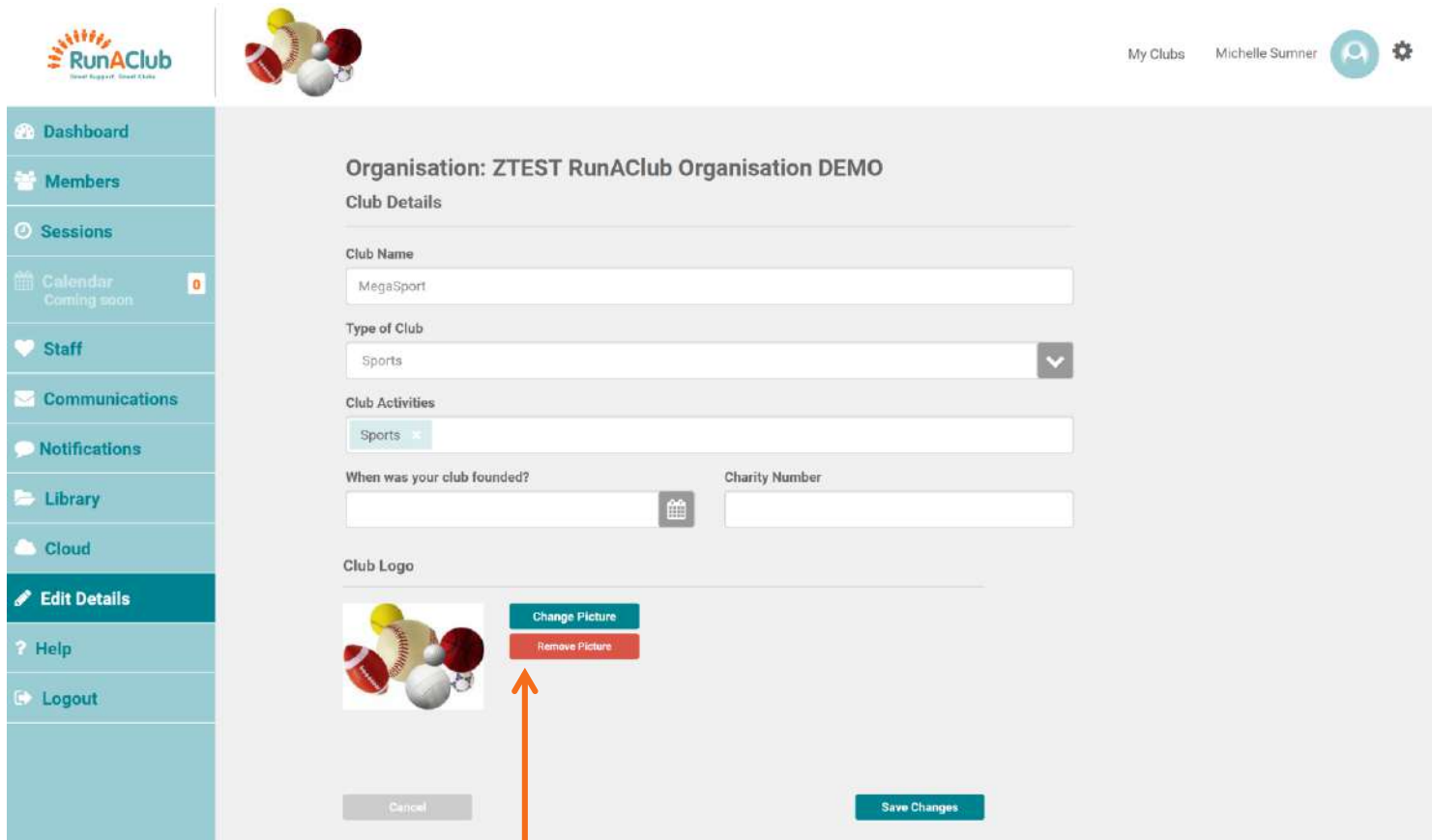
Create your own folders

Can't remember where it is saved? Quick search it

Upload new media (document/policies/images and even videos!)

# YOUR CLUB PROFILE

Here you can change and update your club details and even add your own logo!



The screenshot shows the 'Edit Details' page for a club profile. The page is titled 'Organisation: ZTEST RunAClub Organisation DEMO' and 'Club Details'. The form includes the following fields and options:

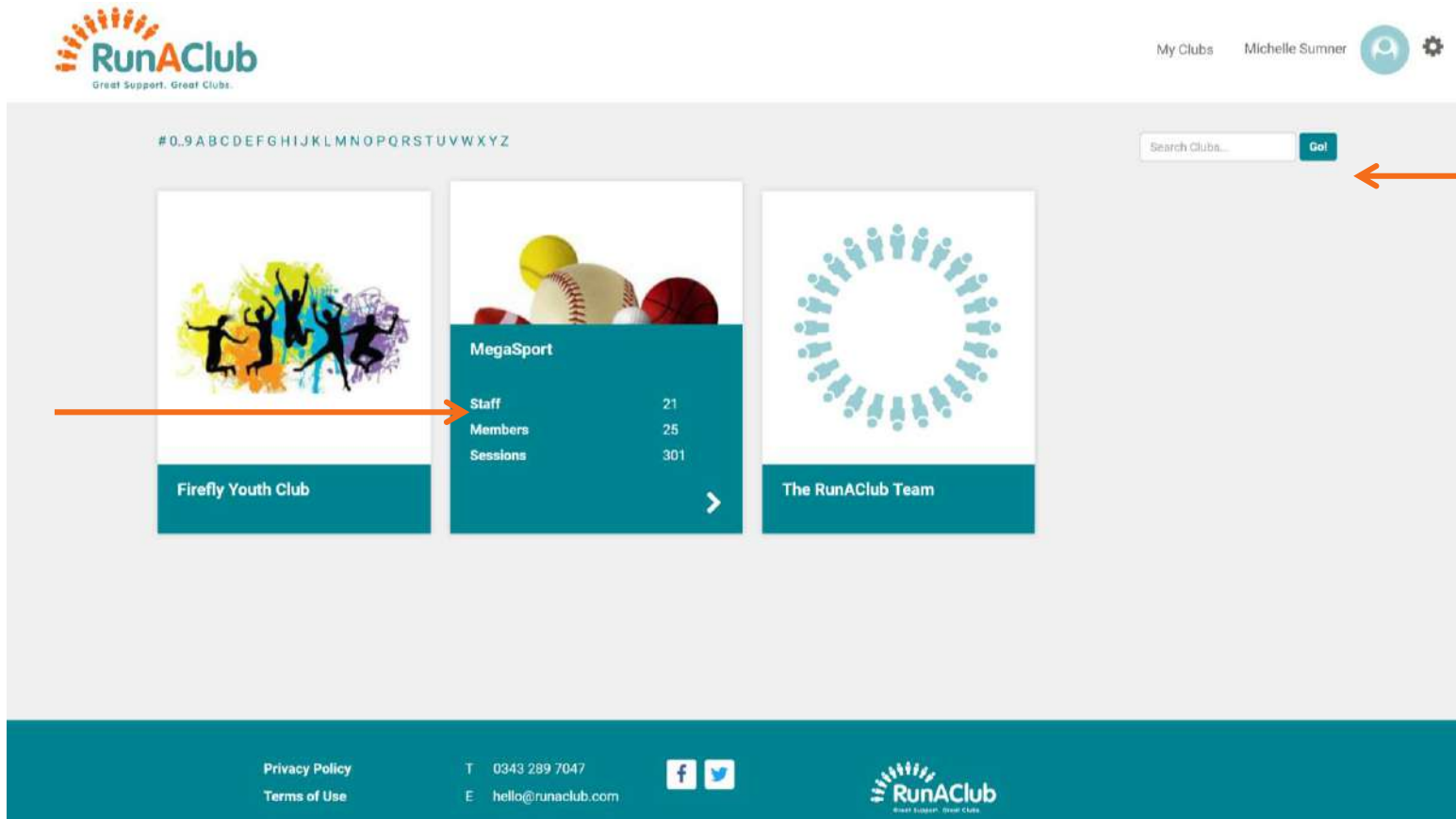
- Club Name:** A text input field containing 'MegaSport'.
- Type of Club:** A dropdown menu with 'Sports' selected.
- Club Activities:** A dropdown menu with 'Sports' selected.
- When was your club founded?:** A date picker field.
- Charity Number:** A text input field.
- Club Logo:** A section containing a preview of a sports-themed logo (baseball, football, tennis ball) and two buttons: 'Change Picture' (blue) and 'Remove Picture' (red).

At the bottom of the form, there are two buttons: 'Cancel' (grey) and 'Save Changes' (blue). The 'Save Changes' button is highlighted with an orange arrow pointing to it from the text 'Don't forget to save your changes!'.

Make it feel like home –  
add your logo

Don't forget  
to save your  
changes!

Belong to more than one club? Here you can easily search and switch between them



The screenshot shows the 'MY CLUBS' page in the RunAClub system. At the top left is the RunAClub logo. At the top right, it says 'My Clubs' and 'Michelle Sumner' with a profile icon and a settings gear. Below the logo is a search bar with the text '#0.9 ABCDEFGHIJKLMNOPQRSTUVWXYZ' and a 'Go!' button. An orange arrow points to the 'Go!' button with the text 'Quick search a club'. Below the search bar are three club cards. The first card is for 'Firefly Youth Club' with a colorful silhouette of people. An orange arrow points to this card with the text 'Hover over club to see quick summary'. The second card is for 'MegaSport' with a background of sports balls. It has a teal overlay with the following data:

Staff	21
Members	25
Sessions	301

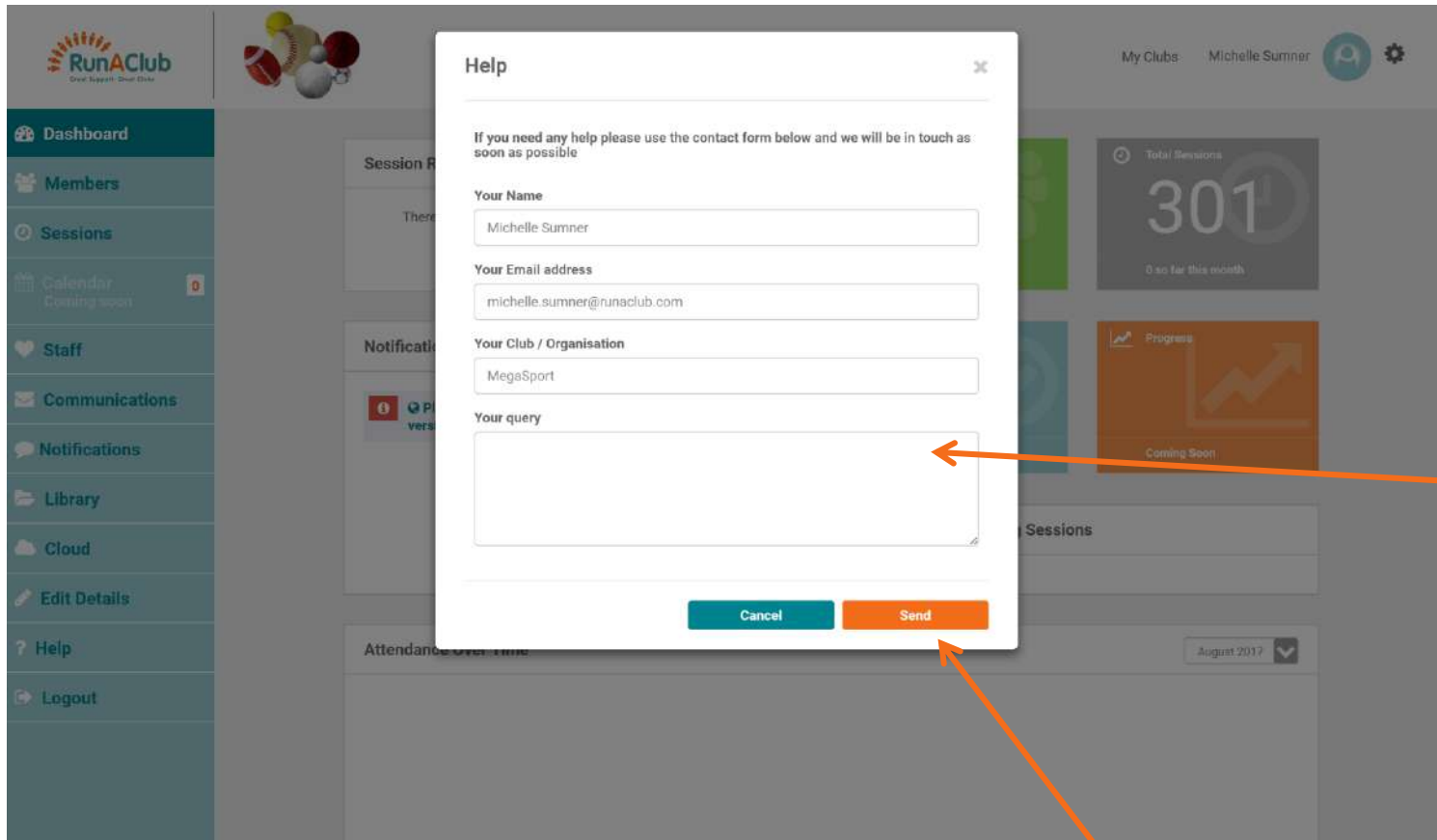
The third card is for 'The RunAClub Team' with a circular icon of people. At the bottom of the page is a teal footer with links for 'Privacy Policy' and 'Terms of Use', contact information (T: 0343 289 7047, E: hello@runaclub.com), social media icons for Facebook and Twitter, and the RunAClub logo.

Hover over club to see quick summary

Quick search a club

## HELP IS ON HAND

Need help, here you can easily ask us for help and we will get back to you as soon as we are able!



**Help** [X]

If you need any help please use the contact form below and we will be in touch as soon as possible

**Your Name**

**Your Email address**

**Your Club / Organisation**

**Your query**

Tell us your problem or ask a questions...

...and send.

Update your details and profile picture



My Clubs

Michelle Sumner



### Personal Details

Title

First Name

Surname

Date of Birth

Gender

Ethnicity

Email

### Profile Picture

Select Picture

### Contact Details

Address 1

Address 2

Town

County

# How can RunAClub help you?



## Support

- A Library of Quality Assured standard forms & policies
- Downloadable templates
- Practical advice on issues such as fundraising, budgeting & recruiting/training
- Guidance on legal, technical & financial matters
- RunAClub Support - our friendly, knowledgeable team are here to help
- User Forum

*“RunAClub provides me with the Policy templates to personalise for my club.”*

*“RunAClub provides advice and guidelines covering every aspect of setting up and running a club.”*

*“RunAClub is here for me 24/7, so we can run our club in hours which suit us.”*

*“My funders required me to have a Safeguarding Policy which I could download from my RunAClub Library of Quality Assured templates.”*



## Manage

- Unlimited staff/volunteer logins to share the load across your team
- Store, manage & register member details
- Monitor & evaluate member progress
- Plan & evaluate current, past & future sessions
- Instant access to useful information - next of kin details & medical notes
- Communication tools
- Club web page
- Cloud Storage - club documents stored & accessed safely

*“I can easily communicate with our members – I am able to send a message to let them know important club information and session changes.”*

*“My session plans, evaluations and registers are kept together - allowing me to plan for future sessions and evaluate our impact.”*

*“I have all my staff, member and session information in one place, making it much easier to manage, with all the important information like emergency contact”*

*“I was able to invite all my staff and volunteers to join with their own logins. I can set and manage their permissions - now we can share the load.”*



## Achieve

- Report on your sessions
- Monitor attendance figures & trends
- Evidence outcomes & outputs
- Report on member/attendee demographics
- Demonstrate the impact of funding
- Club sustainability &
- Safeguarding

*“Before RunAClub I used to spend hours gathering our outputs and member demographics for funders - now the information is recorded as we go along and I have instant access to our stats through the RunAClub reports. I can also track my funding streams!”*

*“It’s great seeing our attendance grow over time - it’s a boost for our team to be able to monitor our positive impact.”*

*“We are much more sustainable since using RunAClub - our information is safe and well managed, we have access to a Library of support and we are financially more sustainable because we can prove our impact quickly and easily.”*

*“The time I used to spend on admin can now be used on improving our club and engaging with members.”*