

Crusaders AC
EST. 1942

CRUSADERS
ATHLETIC CLUB



www.CrusadersAC.ie

System Guide

Love Admin and Club Membership systems



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Welcome

Crusaders uses a member's system to allow members to do several things. Mostly the system is used for

- Joining the club
- Renewing Membership
- Purchasing memberships for dependants
- Booking of Club sessions
- Registering for Events (Races or Social events)
- Communication from the club
- Access for the members to change their own information on the clubs system

In this guide you will learn how to use the basic functions of the club system as well as an overview of your account with Love Admin which provides the system we operate.

The first thing we will look at is joining the club.

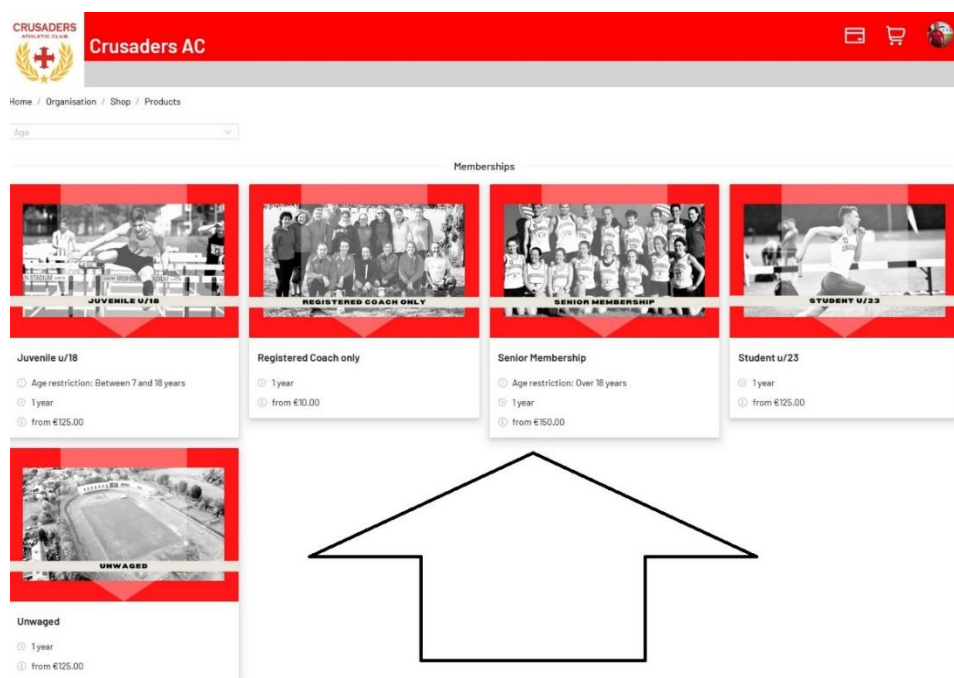
Joining or Renewing membership

To join or renew your club membership go to www.crusadersac.ie/join--renew.html

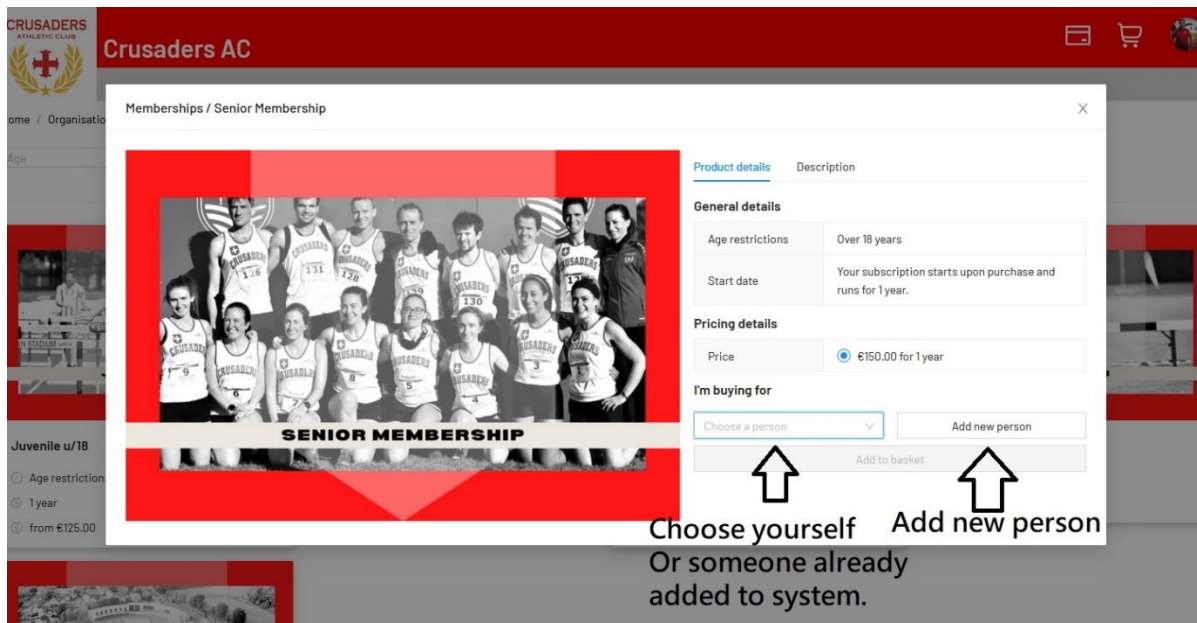
This page has information on joining the club as well as current pricing. On this page you will find a button that says join or renew. Pressing this brings you to the members system pictured below.



Select memberships from the menu to be brought to the different types of membership we operate.



Select the type of membership from the list. In this case Senior membership is selected.

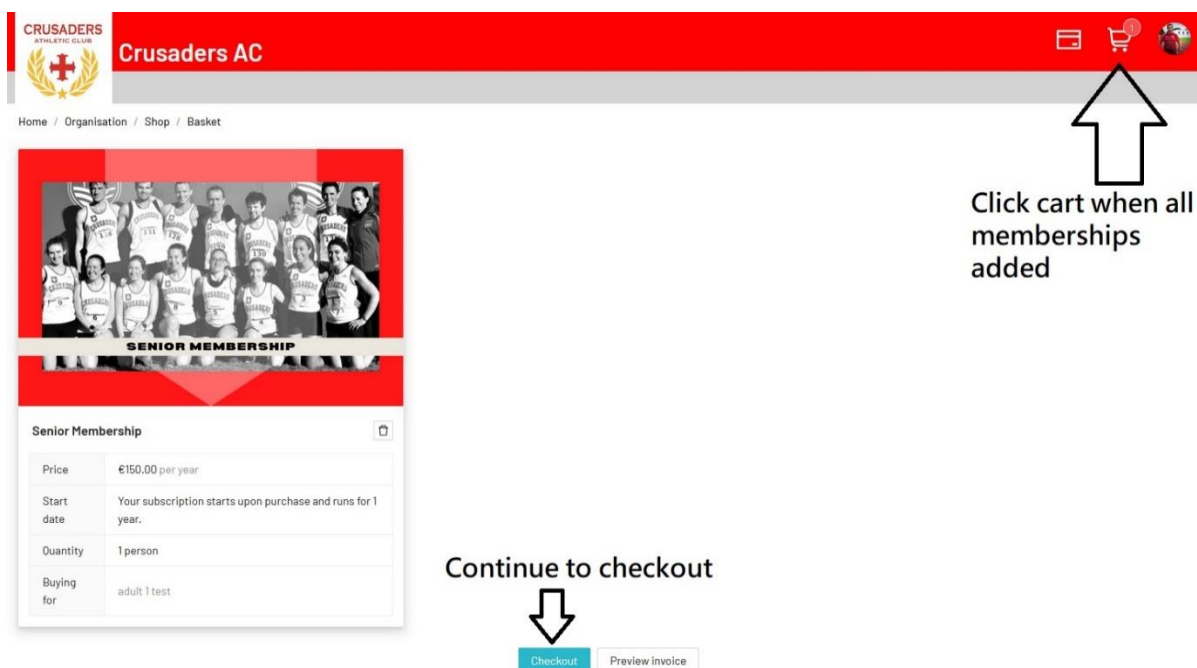


Select if you are buying the membership for yourself or for someone else ie a child or dependant.

Note – If this is your first time on the system you will only be able to select yourself or add new person.

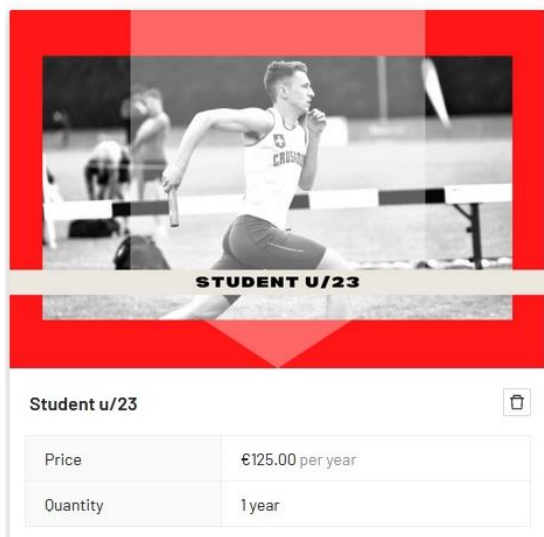
You can Add a new person with the button on the right. This will ask you to enter the information for this person straight away. Use this if purchasing for a child or another person.

Then add this membership option to your basket, if you require additional memberships repeat the process until all memberships are in the basket. We recommend purchasing all memberships at the same time as if it meets criteria it may trigger a discount.



When all memberships are added to basket / cart select the cart button on the top right.

This will start the purchase process.

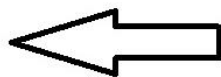


If you already have an account, sign-in now

First time registering? Set up an account



Sign into your account



Set up an account

When you select to go to the checkout you will be asked to sign into your account. As this is a new system all Crusader members will have to create a new account. This account will be for the love admin system as well as access to the crusaders membership system.

A screenshot of the 'joinin>' registration form. The logo 'joinin>' is at the top in blue and black. Below it is a link 'Create a joinin,online account' with a user icon and a 'Complete' status with a checkmark icon. The form has several fields: '* E-mail' (text input), '* Password' (password input with a strength indicator), '* Confirm Password' (password input with a strength indicator), '* First name' (text input), '* Last name' (text input), and '* Date of birth' (three dropdown menus for day, month, and year, currently showing '2', 'Jan', and '2022').

Create a new account by clicking the Set up an account button in black writing.

This will open a pop-up window like the one on the left here.

This is where you will enter your details and select a password to use on the site. Once set up you will use your email and the password you created to login to the account in the future.

If purchasing for a child or someone else...

Fill in your information (the Adult) here and create an account in your name. you will be able to register Children with your account and manage their bookings for them. (You do not need a club membership yourself if you are just managing children's accounts.)

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Home / Organisation / Shop / Basket validation

Who are you buying for Medical information Emergency contacts **Consents** Payment providers Finish

Please review the consents required for each person. Click continue when you are ready to proceed.

Required consents for adult 2 test

- > CONDUCT OF MEMBERS (required)
 - I do not consent
- > MISCELLANEOUS (required)
 - I do not consent
- > SECURITY AND SAFETY (required)
 - I do not consent
- > CODE OF CONDUCT (required)
 - I do not consent

Continue

Back Continue Preview invoice

Accept our terms and conditions
Click arrow to read our terms.
click button to accept.

During purchase if you are a new or registering a new member you will need to accept our terms and conditions during the payment process. Selecting the arrow on each consent will allow you to see the full document and clicking the button will confirm you agree to the terms of each consent and it will turn blue. This is a toggle switch not a checkbox or radio button, it is set to “do not accept” by default when you select it you are toggling it to,” I do accept”.

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Home / Organisation / Shop

Your basket contains items that require instant payment.
Please proceed with one of the instant payment providers below:

PayPal

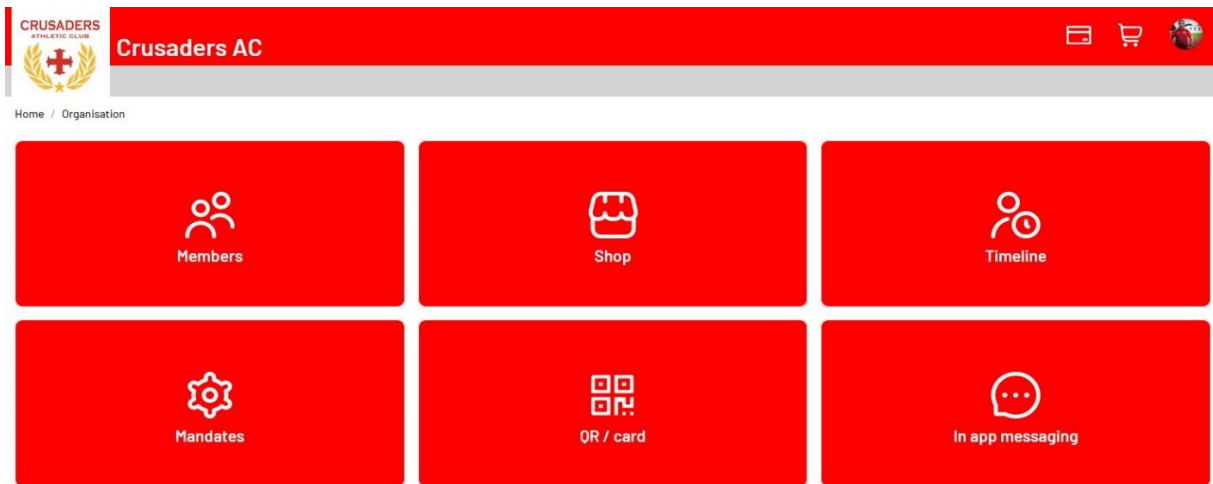
Debit or Credit Card

Powered by PayPal

Use the buttons to pay Club Subs with paypal or Credit card

After agreeing to the terms and conditions you will be brought to the payment method. Crusaders has partnered with PayPal to take payment on behalf of the club. You can pay with your PayPal account buy pressing the top Yellow button or pay using a credit card with the black button. This will take you to the PayPal payments page to complete the transaction. When complete you will be a member / renewed membership with the club.

This will give you access to our Members only members system, which we will look at now.



Members System Explained

Above are the Tiles in the main page of the club system. Here is what they are for-

Members- Select to edit your responses to registration questions and consents.

Shop – Purchase memberships / Book Sessions and classes / Register, book for events.

Timeline – Where you will receive messages from the club. Session info etc.

Mandates – If you have direct debit set up with the club you can view it here.

QR Card – This is like a membership card use to access sessions etc

In App Messaging – We do not use this feature currently.


The main sections we use is the Shop, Timeline and QR code. So, we will look a bit close at these.

The Shop



The shop has 3 sections but may have more in the Future. The first is memberships where you join and renew memberships with the club, we have already looked at that. The next is Sessions.

Sessions

**Crusaders AC**

Shop / Sessions

Class

Age

Location


Between

2 Jan 2022


2 Feb 2022


Day of week


Tuesday 4th Jan 2022




Book as usual on Website This is a Test, Senior Tuesday Training Session
- Sessions


 Irishtown Stadium Strand Street
Irishtown

 18:45 - 19:45


 Age restriction: Over 18 years

 Free

Thursday 6th Jan 2022



Thursday Group Run - Sessions

 Irishtown Stadium Strand Street
Irishtown

Clicking into sessions will show all the upcoming sessions for the next 7 days.


You will be able to click on the session and book it the same way you register a membership. You register for a session by selecting if it is for you or someone else ie a child.

The person you register the session with must have an active club membership or it will not allow you to book the session for them.

Add the session to cart and then check out as normal. Sessions are free for members so the checkout will bypass the PayPal payment. When you first book a session you maybe asked to consent to extra stipulations these will be recorded and saved. The system remembers your selection, so you do not need to enter it every time after that. If your response to a question changes you can edit it in the Members tab under registration forms.

To check what sessions, you have registered for check your calendar tap on the Love Admin account page (explained later).

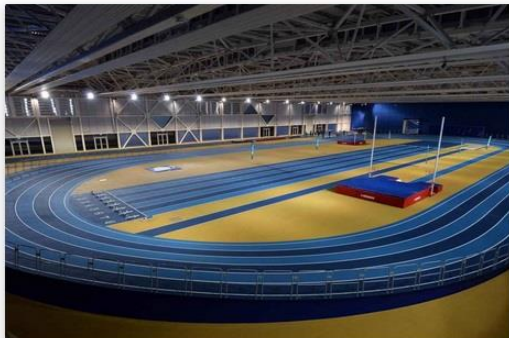
Events



Crusaders AC

[Home](#) / [Organisation](#) / [Shop](#) / [Weekly calendar](#)

Sunday



Indoor League - Round 1 - Events


[All day](#)

[from €10.00](#)

Events are where you will be able to register for events. These can be Races or Social events, such as dinners or table quizzes. Some events will be free, and some will need an entry fee. Entry fees on Social Events are to cover the costs of the event to the club. Prices are kept as low as possible, and the club does not benefit from these entry fees unless it is a fundraiser, and this will be stated.

Race entry fees are also to cover the cost of the club in entering club teams into races. Some race entry fees will be covered by the club and some will need a contribution from the members registering.

Timeline



Crusaders AC

[Home](#) / [Organisation](#) / [Timeline](#)

Please select a person

Filter messages by member here

First Message

Sent: 31 Dec 2021 01:05:26

Hi Paul

Thanks for Renewing / joining on the new system.
This is our new message system. we will be using it for less formal communication such as session details and notices.

Thanks
Paul

club system 8pm

Sent: 24 Dec 2021 19:55:34

Timeline is where the club can message members directly. If you have more than one member on your account, you can filter messages by member at the top.

These messages will be less formal like what session you will be doing this week and invitations to events etc. These unlike WhatsApp Groups are official communications from the club. You will still receive any major / important communications and newsletters as an email.

It is up to the member to regularly check their timeline to be aware of any new messages.

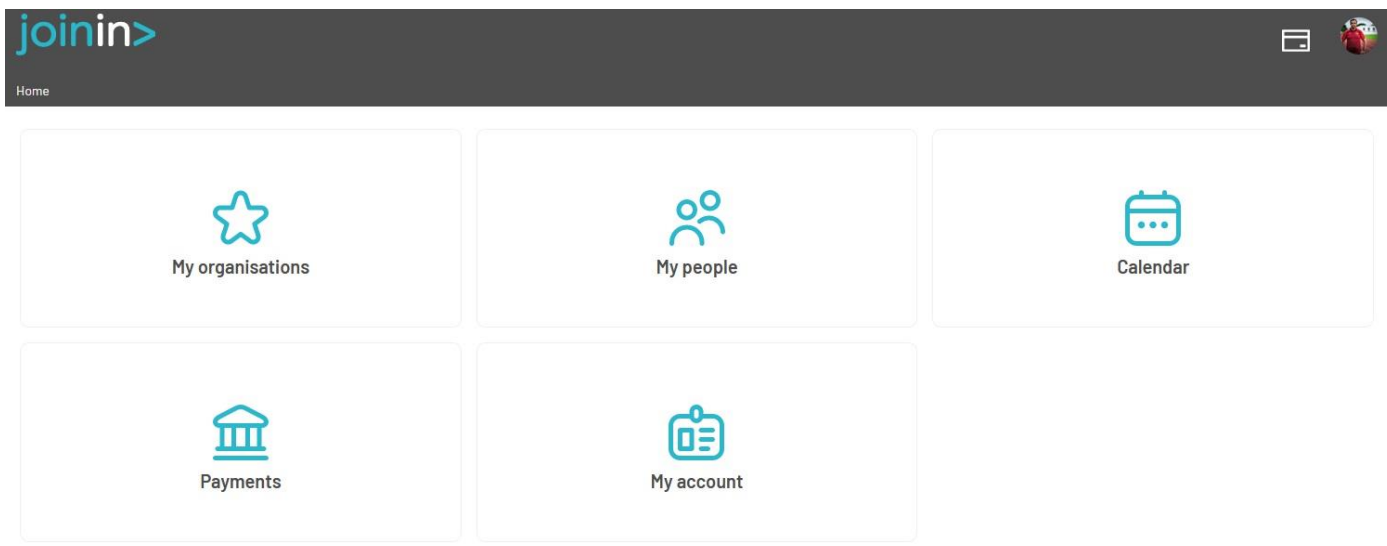
QR / Card



When you go into this you will see a list of members you have in the club or just yourself if you have no one else in the club. Click on the person and you will be shown a QR code.

This QR code is unique to each member and is essentially a club membership card.

You maybe asked for it when entering sessions or events, where it will be scanned by the person operating the registration system. The QR code will tell the club if you are a member and or have registered for the session and or event. You can print the QR code off to present at the club or use the app on your phone or use a screenshot or photo of the QR code on your phone.



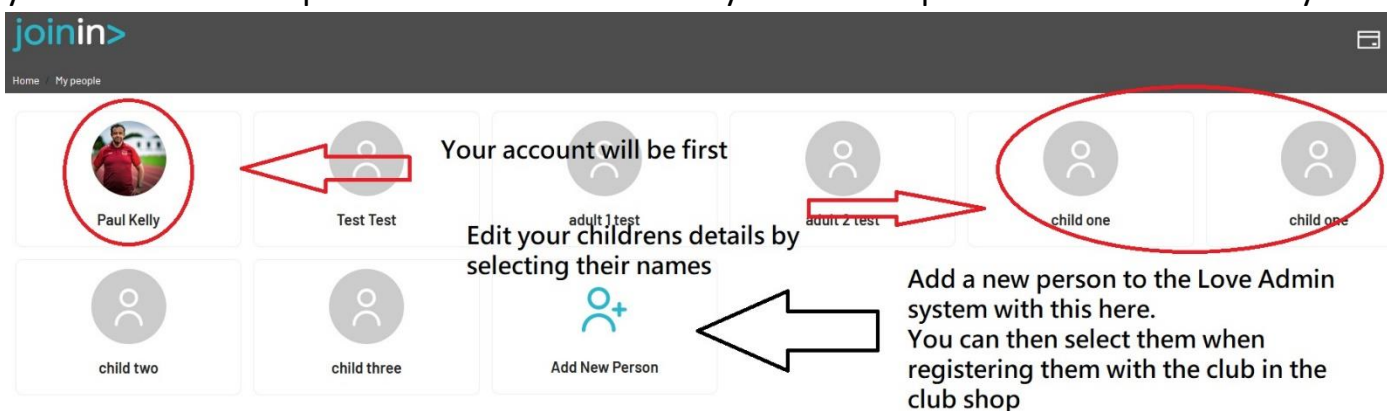
Love Admins Home page.

This is used to control / change your account settings with the app.

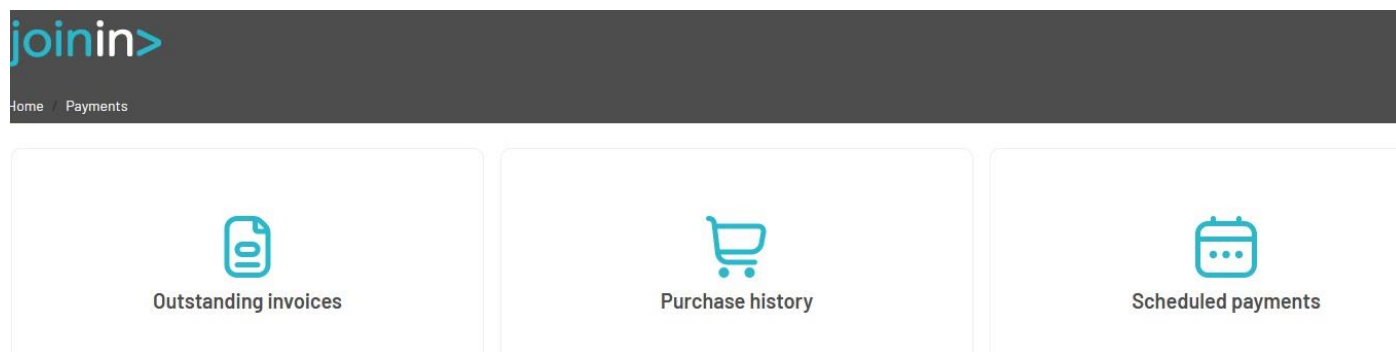
Get to this page by selecting the home button on the top left of the screen.

My Organisations - Clubs you have memberships with. If you have membership with other clubs using love admin they will be listed here, and you select what club you want to go into. Normally you will only have Crusaders listed here. Select Crusaders to bring you to our membership system.

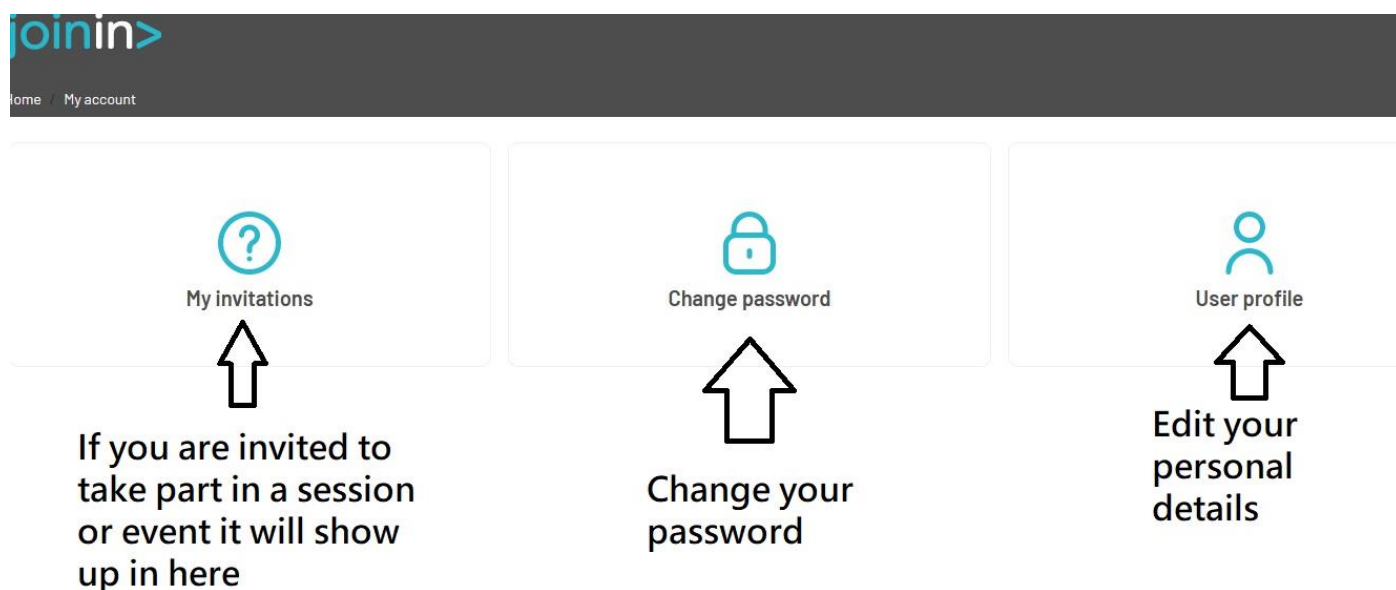
My people - add or edit information of people registered with your account but they will require club membership to be a member of the club. This just adds or edits there contact details etc. When you register with the club you are registered with Love admin. You can add your Children or Dependence here and then buy memberships for them on the club system.



Payments – View your payments history and pending payments with the club.



My account – Change or add personal details or change /manage passwords and account settings.



Any issues with the system please contact admin@crusadersac.ie

Thank you