

Overview of some useful ClubBuzz2 functionalities

Last updated: 10th Aug 2021

Blue header

Any blue header can be filtered by clicking on one of the header entries; e.g. clicking on 'Date' will initially sort the data in chronological order, clicking a second time will reverse the order to display the latest date first.

Manage Matches

Create match Import Matches Calendar View

Show Upcoming Matches

Date Start date End date Team Opponent Home or away?

SEARCH

COPY CSV EXCEL PDF PRINT

Team	Opposition	Date	Time	Home or away?	Manage Match	Player Match Fees
Beavers Reds	Brooklands u13	08/05/2021	14:45	Home	Manage	View
Badgers Blacks	Brooklands Badgers	08/05/2021	15:00	Home	Manage	View

Shirt numbers

We have asked ClubBuzz to look at including these on the match record longer term for easy reference. Meanwhile, should shirt number details be required, please go to:

REPORTS – MATCH REPORTS – MATCH SELECTION REPORTS

Put the date of your fixture in the 'FIXTURE DATE' field and fill in the 'HOME TEAM' field, in this case 'Ladies 6s' (note this has to be entered exactly as it appears on the match selection report list, so for example 'Lady 6s' wouldn't work). We have requested that ClubBuzz insert a drop-down list here for ease.

This brings up all attendees for that fixture on that date, including players' shirt numbers:

Match Selection Report

Fixture Date 05/06/2021 Fixture Time Home Team Ladies 6s Opposition

SEARCH

COPY CSV PDF PRINT COLUMNS Show 25 entries

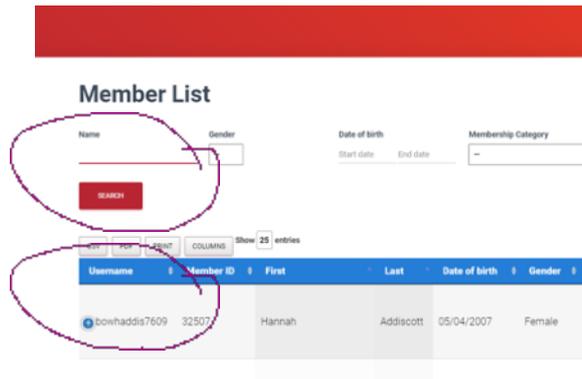
Member name	Shirt Number	Home Team	Opposition	Fixture Date	Fixture Time	Availability
	268	Ladies 6s	Winnington Park L2	05/06/2021	01:15 pm	Available
	84	Ladies 6s	Winnington Park L2	05/06/2021	01:15 pm	Available

Team data (e.g. dates of birth for EH Cup matches)

To check player data, go to:

REPORTS – MEMBER REPORTS – MEMBER LIST

Enter the name of the player you are looking for (longer term, we have requested that ClubBuzz add a team filter so that a group of people can be looked up more quickly) and press 'Search'.



Their user ID, name and date of birth will be displayed. Should you need further details, e.g. an emergency contact number, click on the user ID near the blue circle with the + symbol.

REPORTS – MEMBER REPORTS – MEMBER LIST WITH CUSTOM FIELDS

is the same report, but it also includes additional data, e.g. medical information. Use the horizontal scroll bar at the bottom of the screen to navigate sideways to the required column:



Should you wish to check which teams an individual player is already allocated to, see:

ADMIN – CLUB – MEMBERS

Clicking on 'Members' opens the 'Manage Members' screen, where you can 'Search' for an individual and 'View' their team allocations via the blue button.

Manage Members

[New Member](#) [Quick add Member](#)

[COPY](#) [EXCEL](#) [PDF](#) [PRINT](#) [Show 25 entries](#)

Search

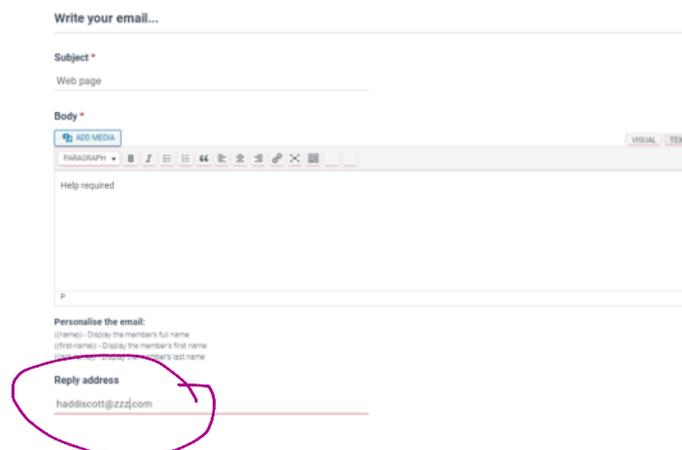
Name	Date of birth	Gender	Registration State	View Teams	Full Member	Delete
		Male	Renewal Pending	View	Edit	Delete
		Female	Renewal Pending	View	Edit	Delete

Email communications

Go to:

ADMIN – COMMUNICATE – EMAIL, clicking on 'Email' to create a new email (please note that the SMS function is not available).

Compose your message, taking care to include your email address in the 'Reply Address' field, then press 'Next' to access the subsequent screen.



The screenshot shows an email composition form with the following fields and options:

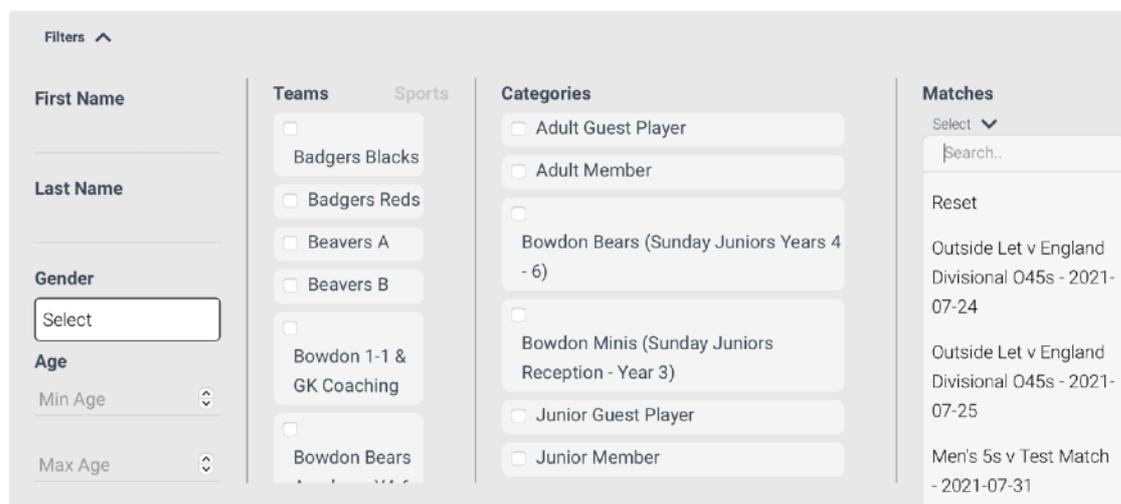
- Write your email...** (Title)
- Subject *** (Text input)
- Web page** (Text input)
- Body *** (Rich text editor with 'ADD MEDIA' button and 'VISUAL'/'TEXT' tabs)
- Personalise the email:**
 - (name) - Display the member's full name
 - (first name) - Display the member's first name
 - (last name) - Display the member's last name
- Reply address** (Text input containing 'haddiscott@zzzj.com', circled in pink)

If you are ready to send the email then select 'filters' by pressing the drop-down arrow next to 'FILTERS' (if messages are initially saved as 'drafts', the recipient list is wiped, meaning that these should only be added once a message is ready for sending).

You now have comprehensive options for filtering down all the Hockey Club members to your desired mailing recipients.

New Email

Who's your email going to?



The screenshot shows the 'Filters' section with the following columns and options:

- Filters** (Dropdown arrow)
- First Name** (Text input)
- Last Name** (Text input)
- Gender** (Dropdown menu with 'Select' option)
- Age** (Range selector with 'Min Age' and 'Max Age' dropdowns)
- Teams** (List of teams with checkboxes):
 - Badgers Blacks
 - Badgers Reds
 - Beavers A
 - Beavers B
 - Bowdon 1-1 & GK Coaching
 - Bowdon Bears
- Sports** (List of sports with checkboxes):
 - Adult Guest Player
 - Adult Member
 - Bowdon Bears (Sunday Juniors Years 4 - 6)
 - Bowdon Minis (Sunday Juniors Reception - Year 3)
 - Junior Guest Player
 - Junior Member
- Matches** (List of matches with checkboxes):
 - Select (Dropdown arrow)
 - Search.. (Text input)
 - Reset
 - Outside Let v England Divisional 045s - 2021-07-24
 - Outside Let v England Divisional 045s - 2021-07-25
 - Men's 5s v Test Match - 2021-07-31

Please note, if you are mixing filter columns to select a group of recipients (e.g. Badgers Blacks and Beavers A from 'Teams' and subsequently Adult Guest Players from

'Categories'), the previous column selection needs to be wiped with the 'RESET' button on the right-hand side once the recipients have been added (e.g. add recipients in Badgers Blacks and Beavers A from the 'Teams' column first, then press 'RESET' before adding Adult Guest Players from the 'Categories' column), otherwise all selection criteria will be looked at jointly to find only the common factors.

Once you have a list of filtered players on the bottom left, click on them (a blue tick will appear next to their name) to select and press the 'ADD TO RECIPIENTS' box; this will add them to the email recipients list on the bottom right of the page. In addition, you can input further emails addresses to the 'Added Recipients' area on the right via the button 'ADD NON-MEMBER'.

The screenshot displays a web interface for managing email recipients. At the top, there is a 'Membership Status' section with a dropdown menu set to 'Select' and a red 'Reset' button circled in purple. Below this, the 'Filtered Members' section shows a list of members: 'Select All', 'Heike Addiscott', and 'Louis Driver'. The 'Louis Driver' entry is selected with a blue checkmark. A red 'Add to recipients' button is positioned to the right of the list. To the right of the filtered members is the 'Added Recipients' section, which includes a red 'Add non-member' button, a red 'Remove all' button, and a grey tile containing the name 'Louis Driver' with a minus sign icon to its left. At the bottom of the interface, there are two red buttons: 'PREVIOUS' and 'PROCEED'.

If you need to remove a name added to an email in error then click on the - to the left of name on the little tile.

When you are happy with the distribution list press the 'PROCEED' button at the bottom of the page.

For further guidance please see the help video below:

<https://help.clubbuzz2.co.uk/send-emails>

To permanently edit a 'Team', go to:

ADMIN – CLUB – TEAMS, selecting 'Assign' on the required list

Manage Teams

[New Team](#)

Search Entries:

[SEARCH](#)

[COPY](#) [CSV](#) [PRINT](#) Show 25 entries

Name	Sport	Edit Team	Assign Players
Badgers Blacks	Hockey	Edit	Assign
Badgers Reds	Hockey	Edit	Assign
Beavers Blacks	Hockey	Edit	Assign
Beavers Reds	Hockey	Edit	Assign

To permanently edit a 'Custom Mailing List', use:

ADMIN – COMMUNICATE – EMAIL – CUSTOM MAILING LISTS

Custom Mailing Lists

[New Custom Mailing List](#)

Search Entries:

[SEARCH](#)

Show 50 entries

Name	Edit List
All Dadgers and Beavers squads 20 21	Edit
ALL CHESHIRE U18s	Edit
Badgers Blacks	Edit
Beavers Reds	Edit

Finally, some may find it useful to have a second tab of the Bowdon ClubBuzz website open in your browser whilst working on emails in case a recipient needs to be added to a team or other list whilst composing an email or completing a training/match report (being able to do this in a duplicate tab means that the email or report template can stay active at the same time as adding names to groups). Please remember to always refresh the screen you are currently working on after making any changes or additions.