NEW MASTERPOINT CENTRE 2012

GUIDE FOR CLUB MASTERPOINT SECRETARIES

The new Masterpoint Centre web site is opening in January 2012. From that date, there are some changes in the way clubs interact with the Centre.

Because the new database is live, changes you make via the web site like new and changed players, award files etc, are visible in the system immediately.

New web address

The new web site address is www.abfmasterpoints.com.au. There will be a link on the old site to this address.

There is a menu of options on the left side of every page, and there is also a Detailed Site map. Help for various functions is also available from the left menu.

Login and password

The new site includes areas only available to Club Masterpoint Secretaries. To access these areas you will need a login and password. These will be emailed to clubs in early January 2012.

You can log in from any page on the web site by clicking Administration Login on the top of every page. You can log out in the same way.

There is only one user name and password for each club. The password can be changed by you (via Edit Club Details) but your user name cannot be changed.

Month and Quarterly cycles

The Masterpoints year will be divided into 12 months. The major reports will only be done quarterly as previously, but for all other purposes, each month is a period in itself. The previous policy of reducing the March quarter to two periods is no longer applicable – a month-end will be done at the completion of each calendar month throughout the year.

Quarterly Reports by Email

The Centre is switching to email as the preferred method for sending quarterly masterpoint reports. For those clubs for whom we hold an email address for the Masterpoint Secretary, we will be sending PDFs instead of using the postal service.

In contrast to the current reports being on A5, the emailed PDFs will be A4, and if clubs want to display them on the notice board they will need to be printed on your printer. As we can't control what colour paper the reports get printed on, we suggest that you choose a standard colour and print all masterpoint reports on that colour – this may help players locate them on the Club notice board.

Clubs without an email address will continue to get reports by regular mail, but these will also be on A4, and printed on white paper.

The format of the various reports is largely similar to the old system's quarterly reports. However, we have abandoned the Green Point Achievement Awards as from January 2012.

Monthly reports will be sent by post, as these mailings involve certificates and registration cards.

PLAYER MANAGEMENT

All player management is done via the web site. There is no need to email your requests to the Masterpoint Centre.

An email will be sent to your Masterpoint Secretary in respect of all players added, and edits made.

Adding new players

Click **Add New Player** on the left menu. This presents a screen asking for the various player details, including new data fields for preferred first name and email address. Compulsory items are marked with an asterisk.

It is important that before you add a new player, you ensure that the player doesn't already have an ABF registration. Therefore, before adding any new player, it is important that you search the current list of players to see if your new member is already there. If they are, they will then need to be reactivated or transferred into your club. To make this search, click List of Existing and Inactive Players. This will let you search the entire Masterpoints database, including inactive players, by name (or part thereof).

Only when you are certain that the new player has no previous registration should you then go ahead and complete the details and click the button to register the player. You also need to tick the box confirming that you have done this search.

The process then allocates an ABF Number and the new number will be shown on the screen.

Editing player details

By clicking **Edit Player Details** you can:

Edit player details – you can only edit the details of your home club members.

Transfer a player to your club – a member of any club can be transferred into your club. The player name, gender and day/month of birth details will come across, but for privacy reasons the address will not so you will need to fill this in.

Reactivate a player – an inactive member of any club can be reactivated. This process will effect a transfer as well if the inactive member was not a member of your club before. As with transfers, the player name, gender and day/month of birth details will display, but for privacy reasons the address will not so you will need to fill this in.

Mark a player as deceased – option only available for your home club members.

Alternates

Your club Alternate Members are players who are not home club members but who you still want to appear on your reports and CPAR awards forms. These are managed by clicking Alternates on the left menu.

Any player can become an Alternate member of your club. There is no charge for this, and you have no obligation in respect of players who are your alternate members.

Players can be added to your Alternates by clicking Add Alternate Player and entering their ABF Number, and existing Alternates can be removed by clicking Remove next to their name.

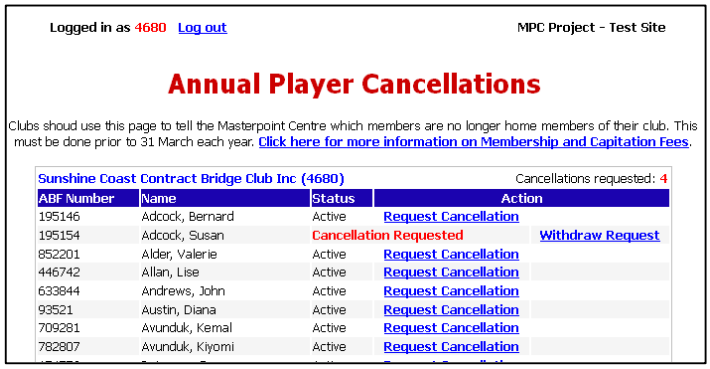
Player Cancellations

As with the old system, clubs are billed annual capitation fees based on home club membership numbers as at 31st March each year.

Therefore during the March quarter, clubs need to advise the Centre of any home club members who are not to be renewed. There are paper forms available but the preferred method is to access the Player Cancellations section of the web site. This lists all your home club members, and for any member who you wish to remove, click Request Cancellation. This setting remains with the player until 31st March at which point they will be set to Inactive. If you have cancelled for the wrong player and need to reinstate them, click Withdraw Request.

There is no overall Accept button for this screen – clicking a request for each player writes it to the database immediately, so when you've finished, just navigate away from this screen.

Clubs will be invoiced in early April for capitation fees for all home club members not removed as at 31st March. There is no provision for reversing these fees, so, as before, it is important that clubs check their membership records carefully in respect of non-renewing members.



Awards

Masterpoint awards can be sent to the Masterpoint Centre several ways. These methods are largely similar to the methods used with the old system, except that the Email option is replaced with Uploading via the web site. The options now are: (1) Upload, (2) CPAR/Sundry, and (3) Paper reporting.

A key element of the new system is that as soon as you provide awards to the Centre via the web site, they will appear on player statements. These points however are marked as "provisional" until the Centre runs the end-of-month process, and until then player ranks are unaffected.

With the new system, awards are grouped into “batches”, and each award file, or each CPAR/Sundry page submission, creates a new batch. Points are consolidated by player within batches, but are not consolidated further. This means that if you provide an award file with a player mentioned several times, the points earned by that player in that batch are grouped. But if you send a new file each week throughout the month (resulting in a new batch every time), the points are not merged across batches, so a player may see your club name appearing on their account several times in a quarter.

Batches for the current month are available to you on the web site by clicking List Award Batches on the left menu. From that screen you can review a batch, and up until the Centre has approved it, you can also delete it. Approval will occur late in the month. Even after approval, but prior to the actual month end, an award file can be deleted or altered by contacting the Masterpoint Centre. However, once the month-end has been run, no prior period changes are permitted.

The existing requirements concerning authorisation number for red point awards are unchanged.

Upload award files

The file format for uploading files is the same as for the old system.

You can upload awards using file extensions of red, rag, grn and gld, and you can also use the old extensions mp1,mp2 etc. The old requirement that the file prefix to be the format XCCCCQYY is now removed, so the award files can have any name you like – all that matters is the file extension to determine the masterpoints colour.

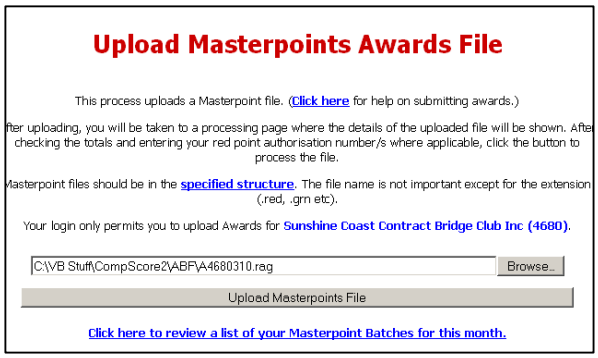
Select Upload Award File from the left menu.

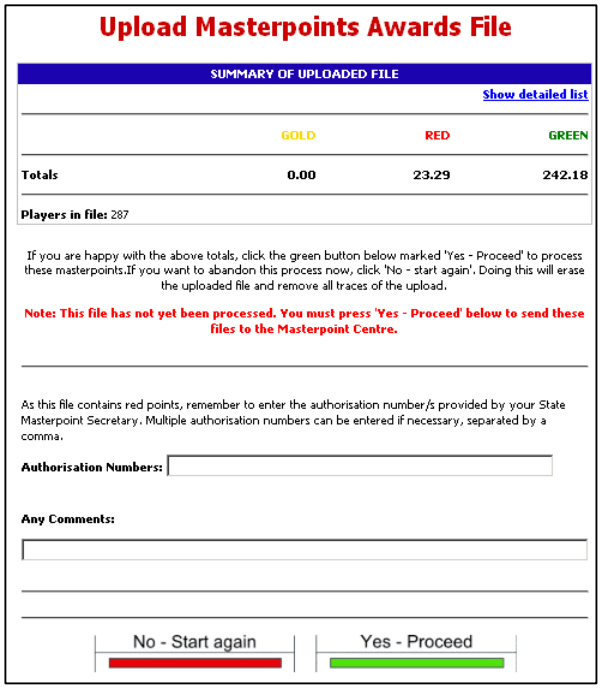
There are 3 steps in uploading an award file – Upload, Review and Process. Remember that larger files may take a little time to upload and process, so be patient.

Upload: Click the Browse button to open a dialog to search your computer, and navigate to the file to upload. Then click Upload Masterpoints File.

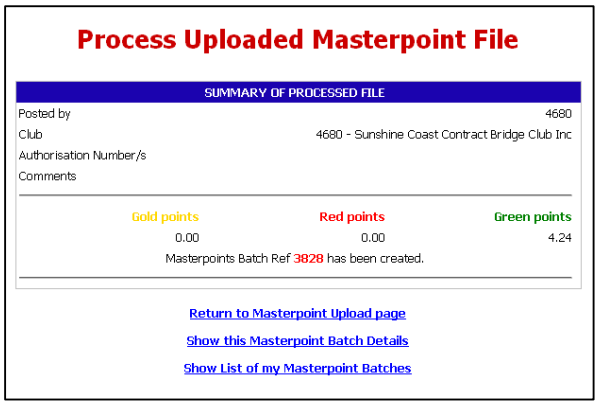
Review: The next screen displays a summary of the file contents. You can click the link Show Detailed List if you wish. Next, enter the Authorisation Number/s if applicable and also any comments for the Centre.

Process: If you are happy with the file contents, click Yes – Proceed. This will post the points to the player accounts. If there’s a problem with the file and you don’t wish to proceed, click No - Start again and you will be taken back to the beginning of the process. **Important** – until you click the green Yes - Proceed button, the award file is not posted and will be lost if you navigate away from the screen.





Once posted, a final summary will be displayed, confirming the totals and advising a Masterpoint Batch Number. You should record this number as it may assist the Centre in resolving any problems.



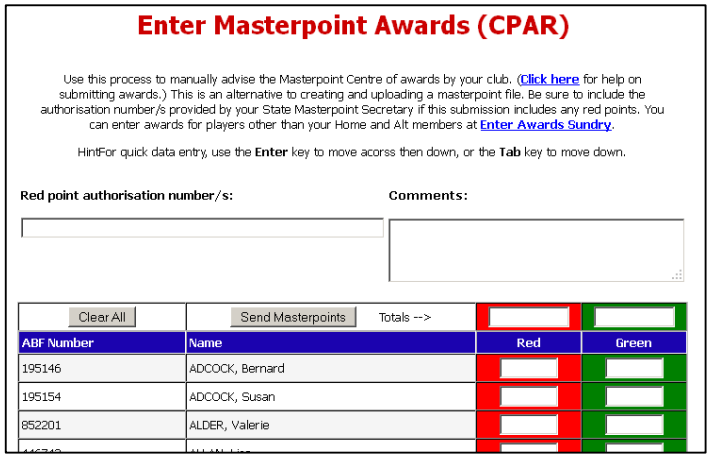
CPAR / Sundries

Using the CPAR and Sundries pages on the web site, you can enter points on a player-by-player basis. The functionality of these pages is very similar to the old web site. This method would apply to clubs who don't have the option of making award files from their scoring program. Note that there is functionality within the Centre's Nat4Win program that allows you to make award files which can be uploaded, and you may find that program more convenient to use than the web site.

The CPAR page lists all your Home and Alternate members and you enter the points beside each name in the appropriate column for red or green. The Sundries page, used for awards to other players, works the same way except that you need to also enter the player's ABF Number. Note the use of the Update Totals button to show the total number of masterpoints entered. Also, on the Sundries page there is a Fill Names button to display names for the ABF Numbers you have entered.

When finished, click Send Masterpoints.

Any adjustments you wish to make e.g. removing points from one player and adding to another can be done on these pages also. Preface negative adjustments with a minus sign.



CLUB DETAILS MANAGEMENT

You can manage your club details on the web site, by selecting Edit Club Details on the left menu.

Your club name cannot be changed on the web site. If a change to your club name is necessary, contact the Masterpoint Centre.

The Centre's previous policy of maintaining a database of club session times etc has been dropped, as this is looked after at the State level. All the Centre needs is contact details for its own purposes plus web site address for display on the Club List page.

There is only one official channel of communication between the Centre and clubs, and that is via the Masterpoint Secretary. Email and regular mail, including reports, invoices and statements, will be sent via the Masterpoint Secretary email and mailing address on this screen. It is not possible for clubs to have multiple points of contact.

An email will be sent to your Masterpoint Secretary in respect of all changes made, and in the case of the change in the Masterpoint Secretary's email address, an email will be sent to both the incoming and outgoing Masterpoint Secretary.

You can change your logon password from this screen by clicking Click here to change your password.

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