

Club POC Instructions:


(updated 4-Aug-2017)

TO APPROVE MEMBER REQUESTS TO JOIN PRIVATE CLUB GROUP:

Sign In to the HMGS Online Community – Under MY Profile (Top Right Side Bar) click Groups (3rd field down) or Under **Manage Profile** click **Groups Icon**




Find the Regional Gaming Club link with your club Name and Click on it

Actions	Group Type: Name
	Communities: Game Masters 
	Communities: Legion of Honor
	Members: HMGS Members 
	Regional Gaming Clubs: GM Sandbox

Note: GM Sandbox is the Sample Club Name. Please substitute your Club Name for GM Sandbox going forward.

Click on **Group Admin Options** – if you do not see **Group Admin Options** please contact **Paul Trani** at database@hmg.org for assistance.

 [Group Home](#)

 [Group Admin Options](#)  [Change Homepage Layout](#)

- this will open the **Group Admin Toolset**, under **Member Management**, click on **View Pending Members**



- Content Management**
 - Homepage Options
 - Group Homepage Layout
 - Custom Pages
 - File Library
- Calendar Management**
 - View Dates & Events
 - Add a New Date
 - Add a New Event
- Photo Management**
 - Manage Photo Albums
 - View All Photos
 - View Pending Photos
 - View Accepted Photos
 - View Rejected Photos
- Blog Management**
 - View Blogs
 - Start a New Blog
- Forum Management**
 - View Forum Categories
 - Add a New Category
 - View Forums
 - Add a New Forum
- Member Management**
 - View Current Members
 - View Pending Members**
 - View Membership Log
 - Export Group Members
- Member Communication**
 - Message Group
 - Email All Group Members
- Reporting**
 - Available Reports

It should default to Pending Group Members, but you may need to change the drop down under **Search**, change the drop down to show **Pending Group Members** and click the red **Search** Button

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 [Group Home](#)

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Search:

First Name:

Last Name:

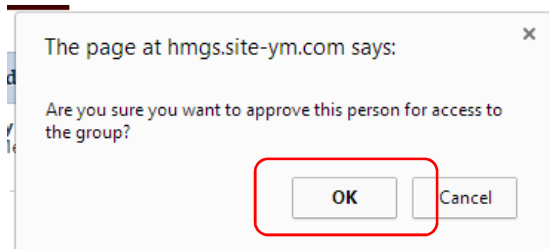
SEARCH

You will then see the list of members that can be added to the group.

3 Records Found	(Sort by Last Name or Group)
Claudia E. Dunaway Members: HMGS Members New Jersey	APPROVE REQUEST DENY REQUEST
Maxwell Trani Guests: Guest New Jersey	APPROVE REQUEST DENY REQUEST
Gregory Zuniga Members: HMGS Members New Jersey	APPROVE REQUEST DENY REQUEST

You can then Approve or Deny the request as needed by clicking the Approve or Deny links

You'll be asked to confirm your selection – click OK



You can also add people directly from Member Management – click View Pending Members and change the drop down under Search to Entire Community – type a last name or partial last name in the box and click the red SEARCH button – this will bring up database Records – you can click ADD TO GROUP – you will get the same confirmation pop-up and the person will be added to the Group and have access. If needed, you can also remove someone from the group from this same area.

Search:

First Name:

Last Name:

SEARCH

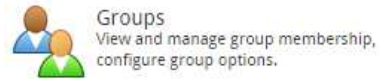
3 Records Found	(Sort by Last Name or Group)
Bridget Blush Members: HMGS Members New Jersey	ADD TO GROUP
Heather J. Blush (MacNab) Members: HMGS Members New Jersey	REMOVE FROM GROUP

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TO PROCESS CLUB EVENT SUBMISSIONS:

STEP 1. Sign In to the HMGS Online Community (If needed) – Under My Profile (Right Sidebar) click Groups (3rd field down) or under Manage Profiles under Communities click Groups



Then find your Club Group Name and Click on it

Actions	Group Type: Name
	Communities: Game Masters
	Communities: Legion of Honor
	Members: HMGS Members
	Regional Gaming Clubs: GM Sandbox

Then click on Group Admin Options

Regional Gaming Clubs: GM Sandbox

Group Pages Directory & Features Options

Group Admin Options Change Homepage Layout

Welcome to the Sandbox Club Test area.

Please click **HERE** to submit a Historicon Sandbox Club Event

Resource Manager

Group Directory

Calendar

Blogs

Forums


Photo Gallery

Which opens the Admin Options window – click View Dates & Events

Content Management Homepage Options Group Homepage Layout Custom Pages File Library	Forum Management View Forum Categories Add a New Category View Forums Add a New Forum
Calendar Management View Dates & Events Add a New Date Add a New Event	Member Management View Current Members View Pending Members View Membership Log Export Group Members
Photo Management Manage Photo Albums View All Photos View Pending Photos View Accepted Photos View Rejected Photos	Member Communication Message Group Email All Group Members
Blog Management View Blogs Start a New Blog	Reporting Available Reports

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You then click on the second icon – Manage Registrations  Next to the appropriate Convention submission

Options	Event?	Name	Date Begins	Status
   	Yes	Historicon 2015 Club Event Submissions	1/1/2015	Active

This will bring up this screen – any unprocessed (pending) registrations should show first





Sandbox Event Submissions

Filter: Show Pending Registrations


Exports:  Registrations  Registrations (including Sessions)  Related Store Orders

MARK SELECTED AS PROCESSED

4 Records Found

Options	Status?	Registrant Name	# Attending	Date Registered
  	Open	Rutherford, Bill	1	2/9/2015 10:21:34 PM
  	Open	Rutherford, Bill	1	2/9/2015 10:21:34 PM
  	Open	Trani, Paul	1	1/13/2015 10:25:04 PM
  	Open	Blush, Heather	1	1/13/2015 7:09:49 PM

Displaying page 1 of 1

You click on the first icon  View/Edit Registration to manage the registration – please verify that all information is correct and complete, then assign the day and time and table number at the bottom of the page. You may edit all fields as necessary.

Time/Day

Table #

Then add comments if needed to the Administrative Comments box – these are not visible to the GM but are visible to the Event's Staff – click the radio button for Processed and then Submit.

Administrative Information

Status Processed Open Incomplete

Event Name Sandbox Event Submissions

Administrative Comments

Game submission good to schedule - POC

SUBMIT

CANCEL

DELETE

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You can them move to the next Open event -

Sandbox Event Submissions

Filter: Show Processed Registrations GO
Show All Registrations
Show Pending Registrations
Export: Show Processed Registrations Registrations (including Sessions) Related Store Orders

You can also click Registrations under Exports to get a .csv file will list all of the Clubs events if you would like for your records.

Exports: Registrations Registrations (including Sessions) Related Store Orders

Registration_Badge_ID	Processed	Number_Attending	Registration_Date	First_Name	Last_Name	Admin Comments	Event_Name
3789033	Incomplete	1	1/13/2015 22:25	Paul	Trani	game good to schedule - GM would like to set up the night before for morning start - POC	Sandbox Ever
3955472	Incomplete	1	2/9/2015 22:21	Bill	Rutherford	Game is good to schedule	Sandbox Ever
3955473	Incomplete	1	2/9/2015 22:21	Bill	Rutherford	Game submission good to schedule - POC	Sandbox Ever
3788422	Open	1	1/13/2015 19:09	Heather	Blush		Sandbox Ever

There are other functions available to your group which you may wish to use under Group Admin Tools



The screenshot shows a menu of administrative tools for a group, organized into several categories:

- Content Management**
 - Homepage Options
 - Group Homepage Layout
 - Custom Pages
 - File Library
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- You may create private web pages using Content Management and then Custom Pages
- You also have photo albums and unlimited storage if you would like to store and display Club photos
- There is also a private calendar for the club which may be used for club business.

If you have any questions or need assistance with Club Event Submissions, please contact the specific convention Events Manager - events@coldwars.org, events@historicon.org or events@fall-in.org.

If you have any questions or need assistance with any technical issues or system functions, please contact Paul Trani at database@hmsg.org