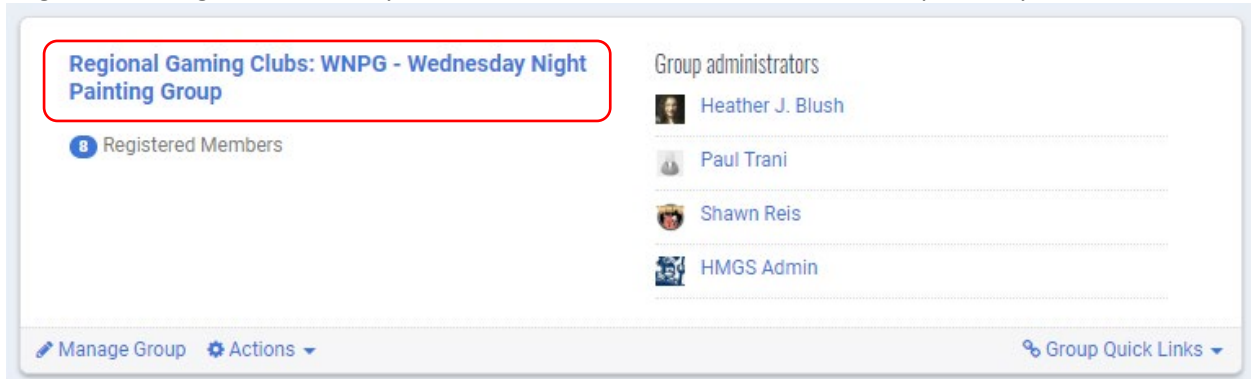


## Club POC Instructions:

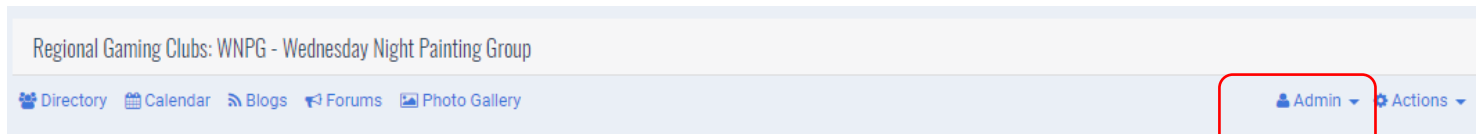
TO APPROVE MEMBER REQUESTS TO JOIN PRIVATE CLUB GROUP:

Sign In to the HMGS Online Community – Under MY Profile (Top Right Side Bar) click Groups (4<sup>th</sup> field down)

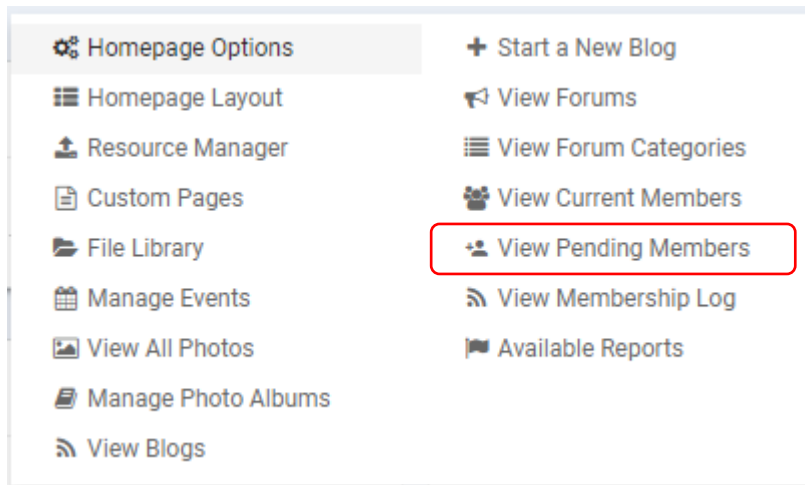
Find the Regional Gaming Club link with your club Name and Click on it – this is a sample, use your club name



Click on **Group Admin Options** – if you do not see **Group Admin Options** please contact Paul Trani at [database@hmgs.org](mailto:database@hmgs.org) for assistance.



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



You can 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. There are HMGS Admin Personal in your group – please do not remove them as you may need them to provide technical assistance at some point. The convention Event Managers are in your group as well.

## Club POC Instructions:

Group Member Search

Entire Community ▾

First Name ... Last Name ... Search

No Records Matched Your Selected Criteria.

**3 Records Found** (Sort by Last Name or Group)

<b>Bridget Blush</b> Members: HMGS Members New Jersey	ADD TO GROUP
<b>Heather J. Blush (MacNab)</b> Members: HMGS Members New Jersey	REMOVE FROM GROUP

TO PROCESS CLUB EVENT SUBMISSIONS:

STEP 1. Sign In to the HMGS Online Community (If needed) – Under My Profile (Right Sidebar) click Groups (4<sup>th</sup> field down)

Then find your Club Group Name and Click on it

**Regional Gaming Clubs: WNPG - Wednesday Night Painting Group**

8 Registered Members

Group administrators

- Heather J. Blush
- Paul Trani
- Shawn Reis
- HMGS Admin

Manage Group Actions ▾ Group Quick Links ▾

Then click on Group Admin Options

Regional Gaming Clubs: WNPG - Wednesday Night Painting Group

Directory Calendar Blogs Forums Photo Gallery

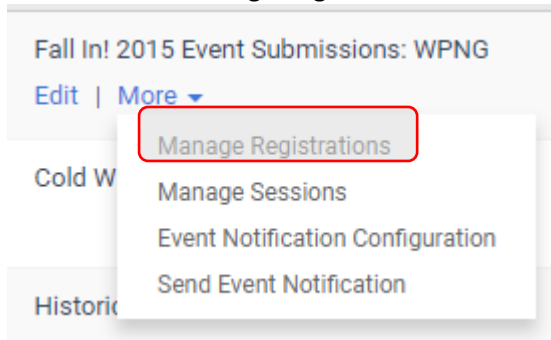
Admin ▾ Actions ▾

Which opens the Admin Options window – click Manage Events

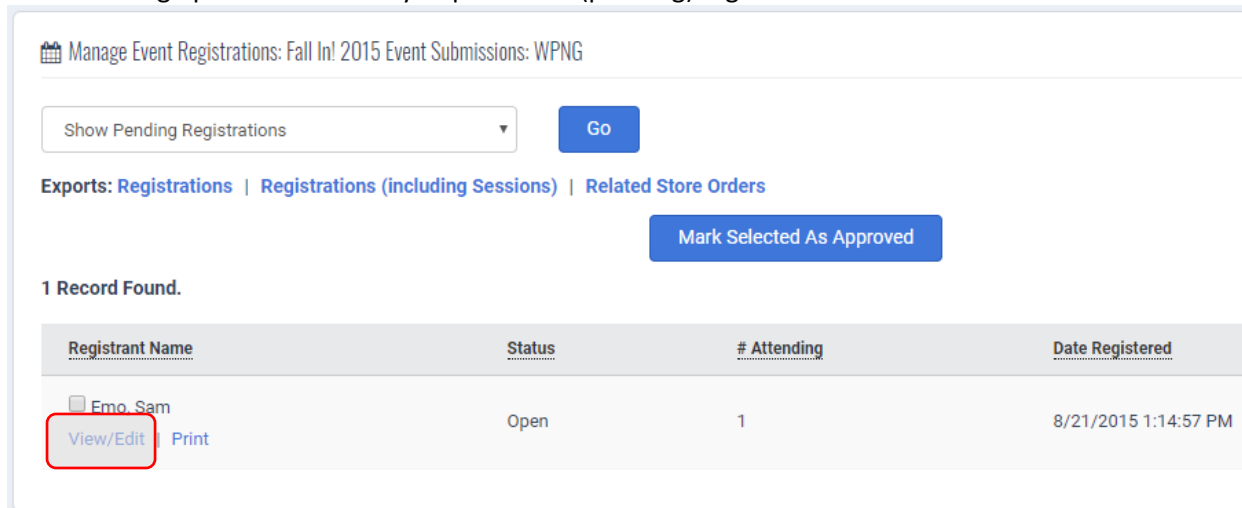
- Homepage Options
- Homepage Layout
- Resource Manager
- Custom Pages
- File Library
- Manage Events**
- View All Photos
- Manage Photo Albums
- View Blogs
- Start a New Blog
- View Forums
- View Forum Categories
- View Current Members
- View Pending Members
- View Membership Log
- Available Reports

## Club POC Instructions:

You then click Manage Registration under More under the appropriate Convention submission listing



This will bring up this screen – any unprocessed (pending) registrations should be the default list



You click on 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 Approved and then Submit.

**Administrative Information**

Status  Approved  Open  Incomplete

Event Name Fall In! 2015 Event Submissions: WPNG

**Administrative Comments**

Game Submission Good to schedule - POC

**SUBMIT**

## Club POC Instructions:

You can then move to the next Open event as needed.



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.

 [Manage Event Registrations: Fall In! 2015 Event Submissions: WPNG](#)

Show All Registrations ▼

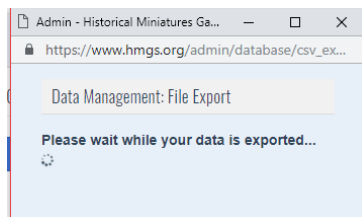
Go

[Exports: Registrations](#) | [Registrations \(including Sessions\)](#) | [Related Store Orders](#)

Exports:  [Registrations](#)  [Registrations \(including Sessions\)](#)  [Related Store Orders](#)

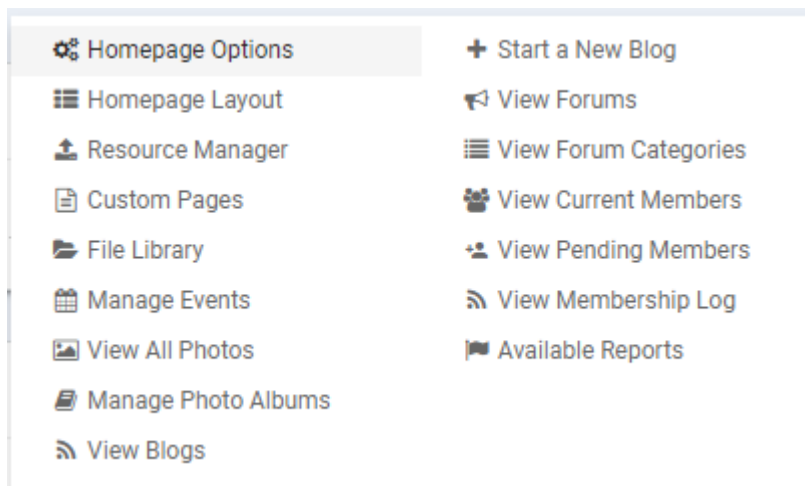
A	B	C	D	E	F	G	
Registration_Badge_ID	Processed	Number_Attending	Registration_Date	First_Name	Last_Name	Admin Comments	Event_Name
3789033	Incomplete	1	1/13/2015 22:25	Paul	Trani	game good to schedule - GM would like to set up the night before for morning start - POC	Sandbox Ever
3955472	Incomplete	1	2/9/2015 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

You will get a pop-up



\*\*\*\*\*

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



- Homepage Options
- Homepage Layout
- Resource Manager
- Custom Pages
- File Library
- Manage Events
- View All Photos
- Manage Photo Albums
- View Blogs
- Start a New Blog
- View Forums
- View Forum Categories
- View Current Members
- View Pending Members
- View Membership Log
- Available Reports

- You may create private web pages using 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 the club area or functions, please contact Paul Trani at [database@hmg.org](mailto:database@hmg.org)