

EFCL website

Accessing and Updating manual

for

Edmonton Community Leagues

Home Calendar   

 **WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN**
EDMONTON FEDERATION OF COMMUNITY LEAGUES

About Us News/Media Contact us Annual Events

League Membership Purchase Find a Facility/ League Partners/Sponsors Member Login

EFCL EVENTS

- 2014-10-23 @ 17:00
▶ Annual Seniors Friendly Community Leagues Workshop
- 2014-10-28 @ 18:30
▶ EFCL Fall AGM
- 2014-11-22 @ 08:30
▶ Leagues Alive 2014 Conference

Show All

Building amenities
Community leagues build parks, play grounds and much more.

EFCL NEWS & UPDATES

EFCL 2014 website Accessing and Updating manual for Edmonton Community Leagues

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**WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN**
EDMONTON FEDERATION of COMMUNITY LEAGUES

Direct your questions to:

Barb Martowski — Communications Director

780-437-2913 ext. #29

Barb.martowski@efcl.org

Welcome to the new Edmonton Federation of Community Leagues (EFCL) website

The goal of the new site is to be the "Door to your website/league."

The new main website is has been created to provide community leagues and the general public as much information about The Edmonton Federation of Community Leagues and its members (you) as possible.

The site offers information on community leagues and facilities searches, membership purchase, conferences and public workshops, activities and events, civic-related issues and the EFCL. As mentioned, our goal is to get people to your website or your facebook page — whichever online tool you use to reach your community members.

The website is designed to give the public enough information to be interested in what community leagues are about and what they do. Once that interest is sparked, we want them to head to the website of their own community league to learn more about it, what the league offers and how they can become involved.

You will also notice at the bottom of the site pages, a Libraries section. There is a library specifically for members of community league boards and is where you will find most of the information and tools for board development - templates, effective meetings, board roles, etc. (*The content on this side will continue to grow as we refine and redevelop what was available on the old site and develop new tools to help your board.*)

Your access also gives you the ability to sign into our Administration Site. This is where you will control and update the information pertaining to your league: membership rates, directors' lists, facility amenities, rink info, etc., plus post special events to the *public calendar.

**The calendar is not for ongoing programming, but annual or one-off special community events your league is hosting — like an annual holiday party or fundraising event. *The EFCL reserves the right to remove any event that does not comply with the rules of the public calendar.*

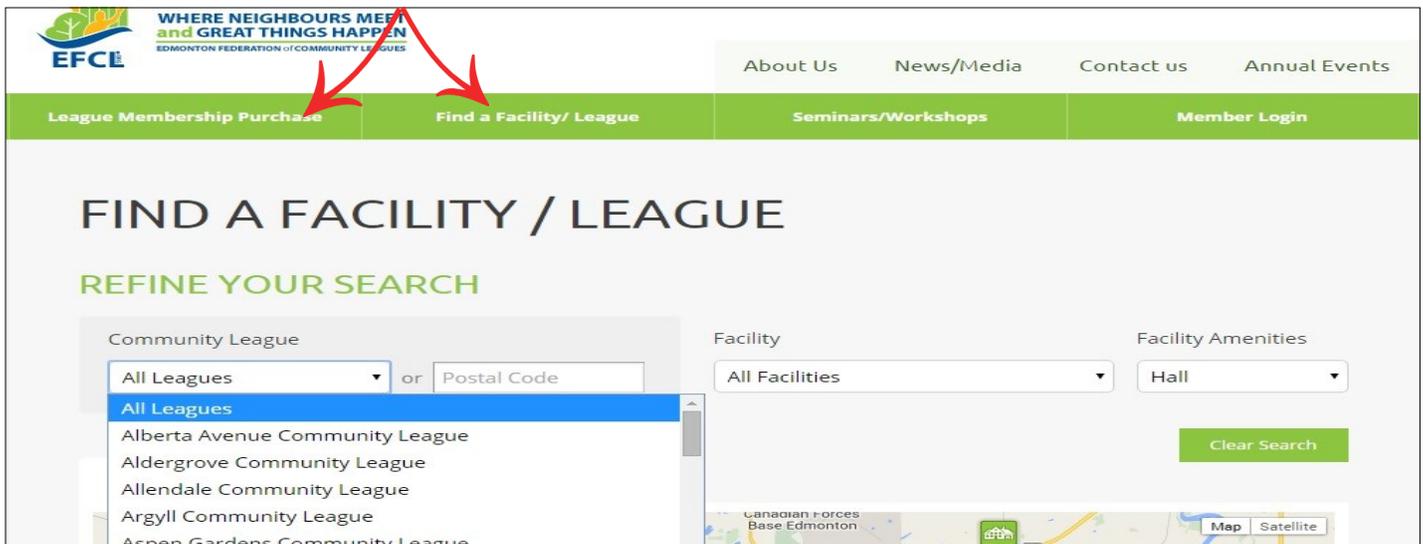
The login gives you access to your league's membership sales that are purchased online through the EFCL. You will be able to view this information in real time; it will include the member number, name and what type of membership they bought. You will also have access to the EFCL store where you can make purchases such as Membership Kits.

League login usernames and initial passwords were supplied at the 2014 Fall AGM, and mailed out to all leagues who were not able to attend. We encourage you to change your password after the first time you sign in. Please keep this login access in a secure place to ensure that the information regarding your league is accurate at all times, and is being updated and managed by a responsible member of your board.

If you do not have your league's main login ID, please contact Barb at 780-437-2913.

The main site – www.efcl.org

Please take a tour around the main site, paying special attention to your league's information in both the Find a Facility/League and the League Membership Purchase areas.



The league information that is on this site was taken from the old site; if it is incorrect, you now have the ability to make changes and ensure that your information, including your membership rates, is accurate.

When people click on "Find a facility/league," they can either scroll through the listings or use their postal code. They can also refine the search by *All Facility – Hall*, as indicated on the right. The accuracy of the hall information is what you provide, using the administration site.



Community League Boards Resources — is located at the bottom of the homepage as indicated in the pic above.

Community league details

When viewers click on the "League Details" link, this is what will pop up. Some leagues offer a lot more information — how much and about whom is up to you. Please go through this to make sure information is correct and up-to-date, especially the contact info and website or facebook URL. Remember — we want them to go to your site.

The screenshot shows a search interface with the heading "REFINE YOUR SEARCH". It includes filters for "Community League" (set to "Alberta Avenue Commu"), "Postal Code", "Facility" (set to "All Facilities"), and "Facility Amenities" (set to "Hall"). Below the filters are two buttons: "League Details" and "Buy a Membership". A red arrow points from the "League Details" button to a popup window.

League Details

ALBERTA AVENUE COMMUNITY LEAGUE

Mailing Address	Street Address
9210 - 118 Avenue	9210 - 118 Avenue
Postal: T5G 0N2	
Phone: (780) 477-2773	
Email: info@albertaave.org	
http://www.albertaave.org/	

EXECUTIVES

President	EFCL District Representative
Karen	Cora

Close

League membership purchase

Prospective members can purchase a membership through three different access points: the "League Membership Purchase" button in the upper green bar on the homepage, the "Find or join your league" link in the footer of the homepage and finally, by clicking on the "Buy a Membership" link in the Facility/League search area.

Regardless of where they head to the purchase area from, this is what they will see.

PURCHASE A MEMBERSHIP

Online purchases go through paypal and incur a fee of \$2 to support the administration of this site. The full membership fee is remitted to the Community League. Purchase directly from your League to save this fee and to get informed about the special benefits your League offers.

FIND YOUR LEAGUE

I ALREADY KNOW MY LEAGUE

Membership Information				
YEAR	MEMBERSHIP TYPE	LEAGUE	PRICE	QUANTITY
2014 - 2015	Senior Membership	Bellevue Community League	\$5.00	<input type="text" value="0"/>
2014 - 2015	Family Membership	Bellevue Community League	\$15.00	<input type="text" value="0"/>
2014 - 2015	Individual Membership	Bellevue Community League	\$10.00	<input type="text" value="0"/>

Like all the league-related content on this site, the membership rates and types have been brought over from the old site. Please go through to ensure it is all correct.

*When a purchase is made, an email will be sent to the purchaser, the league and to the EFCL. The customer will also receive a receipt confirmation email from PayPal.

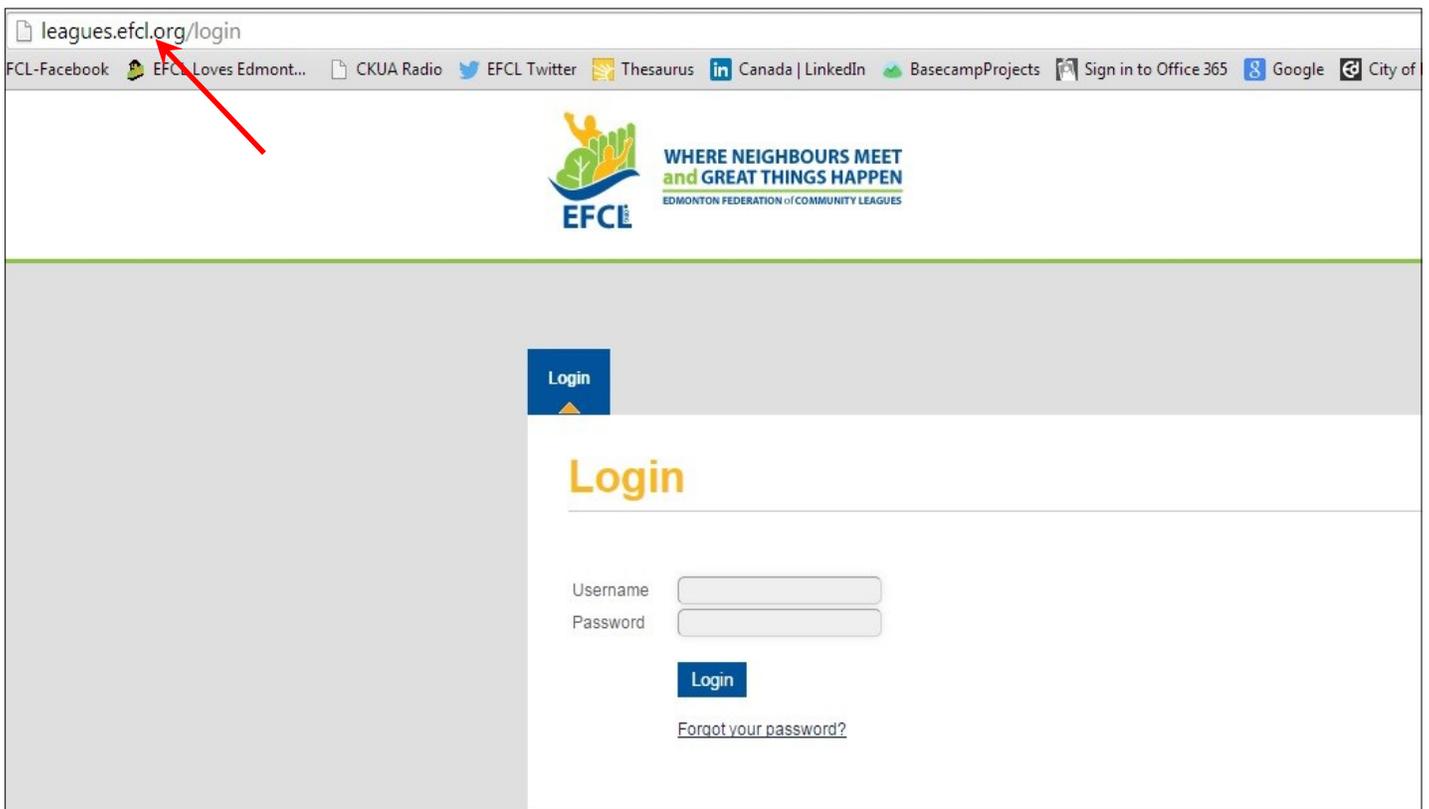
Updating your league's info

To make any changes, please sign out of the main URL website, and open up the Administration URL site in your browser — **leagues.efcl.org** — this has been specifically created to provide you access to the backend of your league's area. Your username and password for this **is the same** as your login information on the main website.

Once you have logged in here, you will be able to view the membership sales for your league in real time, update your league's information, including who is sitting on your board. You will also be able to make changes to membership rates if you need to, pull membership sales reports, purchase merchandise such as membership kits from the store and add special events to the Public Events Calendar, which will appear on the homepage of the main website.

You will also be able to update info and rental rates on your hall and/or rink if you have one through the Facilities edit button.

How much information you chose to share is up to you. Our goal is to get people to your website, however, the EFCL site is also used to search for halls/rinks to rent. Please consider putting in certain *in-demand* details such as hall capacity, kitchen, wheelchair access, rink info, but ask the visitor to visit your website for more details



leagues.efcl.org/login

FCL-Facebook EFCL Loves Edmont... CKUA Radio EFCL Twitter Thesaurus Canada | LinkedIn BasecampProjects Sign in to Office 365 Google City of

EFCL WHERE NEIGHBOURS MEET and GREAT THINGS HAPPEN EDMONTON FEDERATION OF COMMUNITY LEAGUES

Login

Login

Username

Password

Login

[Forgot your password?](#)

Once you have signed in, what you will see is unique to your league only. The menu will be your league's "homepage" which will automatically show Membership Sales in real time. **It is not shown here, but you will be able to see the details of who bought memberships.*

The screenshot shows the EFCL website dashboard. At the top left is the EFCL logo with the tagline "and GREAT THINGS HAPPEN EDMONTON FEDERATION of COMMUNITY LEAGUES". At the top right, it says "Last Login: Friday, October 24, 2014". Below the logo is a navigation menu with "Home", "Community Leagues", "League Supplies", "Events", and "Logout". A red arrow points to the "Real time info" text above the "This Week" column in the "Membership Sales Update" table. The table has four columns: "This Year", "This Month", "This Week", and "Today", all showing a value of "0". Below the table is a "Memberships" section with search filters: "2014 - 2015" (dropdown), "Membership #" (input), "Customer Last Name" (input), "Order #" (input), "Start Date Range" (input), "End Date Range" (input), and a "Clear Search" button. Below the filters is a table with columns: "Order #", "Membership #", "Community League", "Name", "Membership", and "Date". The table is empty, showing "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" navigation links.

Along with the **Home** button, there is:

Community Leagues: this is what you click on to make changes to information regarding your league info: address, website, etc., board listings, hall info, rink info and membership rates

League Supplies: the EFCL Store where you will be able to purchase membership supplies

Events: where you can upload information on special events your league is hosting

Logout: don't forget to do this when you are done your updates

Updating/changes to league info

Once you have clicked on the "Community Leagues" button, this is what you will see.

The login for each league is unique and it will open to just your league's info.

Click on the "edit" icon (indicated below).



The screenshot displays a web application interface for managing community leagues. At the top, a navigation bar includes links for Home, Community Leagues, League Supplies, Events, and Logout. Below this, the main heading is "Community Leagues". There are two tabs: "Leagues" (active) and "Facilities". The interface includes a search bar, a "Show 10 entries" dropdown, and a table with one entry: "test - EFCL Community League". To the right of the table entry are two icons: a pencil (edit) and a trash can (delete). A red arrow labeled "Edit icon" points to the pencil icon. At the bottom right, there are "Previous" and "Next" navigation buttons, with the number "1" in a box between them, indicating the current page.

Double-check all info relating to your community league, especially the Postal Code on the left-hand side. This is the *postal code that is tied to Google Maps and to the residential postal codes in your community.

If your “mailing” postal code is different, do not put it here - make sure to use the postal code of your hall.

*If you do not have a hall, but are using a church basement or school that sits within your boundaries for meetings, use that postal code for this area.

The screenshot shows the 'Edit League' form with the following fields and values:

- League Name: test - EFCL Community League
- Email: info@efcl.org
- Phone: 780 437 2913
- Postal: T6E 4G8
- Website: efcl.org
- Mailing Address: 7103-105 Street, Edmonton, Alberta, T6E 4G8

A red arrow points to the Postal field with the text: **Must be the same postal code as your hall or meeting place.**

Make sure the contact email and phone number is correct, along with your website URL.

If you do not have a website, but are using facebook as your principle online communications, use that URL instead. ie: <https://www.facebook.com/OliverCommunityLeague>

Remember to click the yellow SAVE button— bottom right—when you are done.

Adding board members

When you are finished with your league info, scroll down to begin adding (or correcting) the information for your league board members.

In this area, you will notice to the right an area for providing usernames and passwords for your board members. We strongly suggest limiting who has access to the **Administration site** to no more than two (2) members and tie those to the position, not the person when creating the username. **All usernames must be lower case for this site.*

For example: the league's username and password that was supplied by the EFCL remains the principle one and is therefore has "admin" at the end of the username. The principle administrator of your league area should be either the president, vice president or secretary—whomever will ensure that your info is always up-to-date and correct.

The other two (your choice) should be for the secretary and/or membership directors. (**Notifications for membership sales will be automatically sent to whatever designated email you have put in the Membership Notification area— this person should have access, so they can pull reports.*) Our suggestion for usernames (and again, this must be based on the principle admin username given to you by the EFCL) would be league-name + CL+ position. IE: highlandsclmembership or highlandsclsecretary

You also have the ability to dictate what will show up on the EFCL website and what will remain private by ticking the little "View on Website" box underneath the information.

Please note: *though you may not want to list all your board members, their positions and contact info **publically** on the website, we would graciously ask that you do list them. The EFCL will often have information that might be geared towards only the communications or sports directors. By having everyone and their contact info plus their positions listed, we are able to pull a report of the information we need to ensure only those board members will receive the intended information.*

This prevents president or the "info@" inboxes from being filled with information they do not need.

All information for league boards has been transferred from the old site. Note how the "admin" login info has already been assigned to the president of this league. While his name, position and league email is public, his personal phone number is not.

NOTE: all the "Display on website" boxes are automatically checked—remember to un-check them if you do not want the information to show up on the EFCL website.

Executives

Position: Executive Bio:

First Name: Display on website

Last Name: Display on website

Email: Display on website

Phone: Display on website

League Editing Access (Optional): Username: Password: Confirm Pass.:

The box has been un-checked to prevent this info from showing up on the website.

To add another member, click on this box - another fill-in menu will show.

Position: Executive Bio:

First Name:

Last Name:

Email: Display on website

Phone: Display on website

League Editing Access (Optional): Username: Password: Confirm Pass.:

Select the position of this board member and fill in the appropriate areas, remembering the fields that you want public and what you want to keep private.

Bios are optional as is providing the member with editing access to this website.

Adding members other than the executive

The selection for board members includes the four executive, plus "Other" for the remaining directors and managers. When inputting a non-executive member, select "Other" and type in the position they hold in the space below.

Position: Other
Membership Director

First Name: Linda
 Display on website

Last Name: Begoray
 Display on website

Email: membership@efcl.org
 Display on website

Phone: 780 478 7896
 Display on website

Executive Bio

League Editing Access (Optional)

Username: efcflmembership

Password:

Confirm Pass:

While her/his league affiliated email is public, her personal phone number is not.

Because of the position, you can decided to give this board member access to the league's editing backend. This allows him/her to ALSO make any changes that your league may need, plus keep an eye on memberships being sold online through the EFCL website. You can either let him/her use the main "admin" access or provide the person with their own username/password as indicated here.

Add Executive

***Always make sure to hit the yellow SAVE button once you have updated any info. It is located in the lower right-hand corner.**

Updating Membership Products

Membership card products are located below the board members area. Scroll down and you will come to this. Again—all info has been transferred from the old site, so we would impress upon you to review this area to ensure it is correct.

Add Executive

Memberships

Year: 2014 - 2015

Product Name: (i.e. Family Membership)

Price: \$

Status: Active Disabled

Product Description

Add Product

Save Changes Cancel

Adding/correcting membership products

Adding or correcting existing membership products is very easy, and product descriptions are optional.

One thing to remember is the wording: Family Membership, Single Membership, Seniors Membership, etc. By keeping it consistent, it is less likely to confuse prospective members.

There is no need to include a \$ sign, and you must ensure that the "Active" button is on. If you would like to get rid of a product, you can either click on the "Disabled" button or trash the whole thing by clicking the "garbage can" icon to the right. We recommend the latter.

Email: Display on website

Phone: Display on website

Add Executive

Memberships

Year	<input type="text" value="2014 - 2015"/>	Product Description	<input type="text"/>	
Product Name	<input type="text" value="Family Membership"/>			
Price	<input type="text" value="25.00"/>			
Status	<input checked="" type="radio"/> Active <input type="radio"/> Disabled			

Year	<input type="text" value="2014 - 2015"/>	Product Description	<input type="text"/>	
Product Name	<input type="text" value="Single Membership"/>			
Price	<input type="text" value="15.00"/>			
Status	<input checked="" type="radio"/> Active <input type="radio"/> Disabled			

Add Product

You can add more membership products by clicking this button for the next fill-in screen.

***Always make sure to hit the yellow SAVE button once you have updated any info. It is located in the lower right-hand corner.**

Facility Information

This is the screen that contains as much or as little about your facility as you would like the general public to see. If you rent out your hall, it will be important to include capacity, rates (member/non-member), kitchen, tech amenities, etc. — those things that people look for when scouting out venues. You may or may not chose to include the contact info for Rentals — the choice is yours.

To find your facility, click on the yellow Facilities button and enter your league’s name. Click on the edit icon attached to your league’s hall and begin making any changes/ updates you need to.

*If you do not have a hall, you will not need to do anything here.

But...

You can always add a hall/rink/whatever facility you would like, by clicking here

Facility	League		
Drew Test Hall	League 2! Updated!		
EFCL Community Hall	test - EFCL Community League		
EFCL Community Rink	test - EFCL Community League		

Note — just below this is also the Rink info. The process for updating/changing rink info is exactly the same, except that you will select its edit icon instead.

Hall changes/updates

Below are the fields that show up for your hall menu. The top portion is picked up from your original league info menu. (This carries through for rinks, halls and swimming)

The field you will be making changes or updates to is the Facility Information area. *Note: above it is a box by the word, Hall. It needs to be checked for this info to show up on the website. Make sure to hit SAVE when you are finished.*

Communities > Edit Facility

Edit Facility

League	Highlands Community League	Mailing Address	6112 - 113 Avenue
Facility Name	Highlands Hall	Street Address	6112 - 113 Avenue
Email	rentals@highlandscommunity.ca	Facility Capacity	60
Phone	780 477 5350	Facility Rental Rate (Per Event Charge)	175.00
Postal	T5W 4C2	Other Amenities	Kitchen
Website	http://www.highlandscommunity.ca/		
Type	<input type="checkbox"/> Baseball <input checked="" type="checkbox"/> Basketball <input type="checkbox"/> Community Garden <input type="checkbox"/> Gymnasium <input checked="" type="checkbox"/> Hall <input type="checkbox"/> Rink <input type="checkbox"/> Skate Park <input type="checkbox"/> Spray Park <input type="checkbox"/> Swimming <input type="checkbox"/> Tennis Court		

Facility Information

Rental - Non-member: *\$175, Member: *\$50, Kid's Birthday Parties (10 & under, no alcohol): *\$50
*Damage deposit required
Lounge - 60 person max capacity
Deck - seats 12
Multipurpose programs Room - 40 person max capacity
Piano
Kitchen and bar area
BBQ
Outside amenities: skating rink

These areas help to refine searches when people are looking for specific hall rentals, so make sure to fill them out. Adding in the most common amenities asked for will also help bring your hall up.
**Make sure to go through each type of search pertains to you and fill it in.*

Save Changes Cancel

Rink Facility Updates

Making changes or updates to your rink information is the same procedure as the Hall Facility Updates. (Note: this same procedure applies also to Swimming. (More facilities will be added in the future. Ie: tennis courts, spray parks)

To find your rink facility, click on the yellow Facilities button and enter your league's name. Click on the edit icon attached to your league's rink and begin making any changes/updates you need to.

The screenshot shows a web application interface for editing a facility. At the top is a navigation bar with links: Home, Community Leagues, League Supplies, Users, Website, Store Merchandise, and Logout. Below this is a breadcrumb trail: Communities > Edit Facility. The main heading is 'Edit Facility'. The form contains several fields: League (a dropdown menu showing 'test - EFCL Community League'), Facility Name (text input 'EFCL Community Rink'), Email (text input 'info@efcl.org'), Phone (three separate input boxes for '780', '437', and '2913'), Postal (two separate input boxes for 'T6E' and '4G8'), Website (text input 'efcl.org'), and Type (radio buttons for 'Hall', 'Rink', and 'Swimming', with 'Rink' selected). There are also two text areas for 'Mailing Address' (containing '7103-105 Street', 'Edmonton, AB', 'T6E 4G8') and 'Street Address' (containing '7103-105 Street'). A 'Facility Information' section contains a text area with the following text: 'Outdoor rink with skate shack facilities attached to main community hall. Attendants on-site between 3:30 pm and 9 pm Monday to Friday, 10 am to 9pm Saturday and Sunday. Rental available, \$50 per hour weekend mornings only. Contact: sports@efcl.org'. At the bottom right are two buttons: 'Save Changes' and 'Cancel'. Red arrows and text annotations highlight specific areas: one points to the Website field with the text 'If your rink location is different from your hall, make sure to update this postal code area to reflect the rink's address. Same goes for street address.'; another points to the 'Rink' radio button with the text 'Make sure to check the Rink box.'; and a third points to the Facility Information text area with the text 'Changes/updates go here.'

The EFCL Store

Whether it's event kits or membership supplies, now you can order directly online and receive confirmation that your order has been placed. Your login is unique to your league, so whenever you place an order, it will automatically be flagged to your league. To get started, select the "League Supplies" button in the blue bar. The screen below will open— click on the "Place an Order" button.

The screenshot shows the top navigation bar with links for Home, Community Leagues, League Supplies, Events, and Logout. Below the navigation bar is the "EFCL Supply Store" header. A yellow box highlights the "Place an Order" button, with a red arrow pointing to it. Below the button is a search bar and a table with columns for Order #, Order Date, Order Sub Total, and Total. The table is currently empty, displaying "No data available in table".

Ordering is as simple as inputting how many units you want. The price (if any) will automatically updated for you, and once you hit "Submit Order," will be added to your league's account.

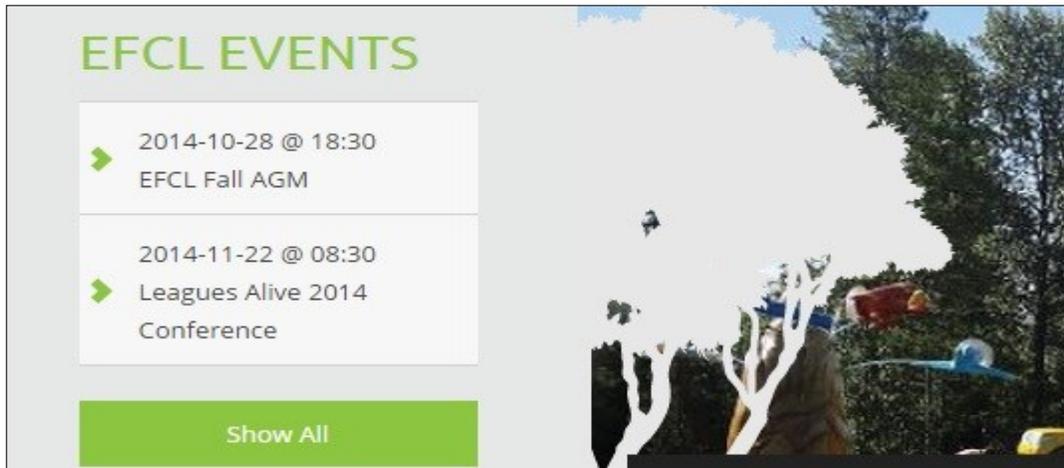
The screenshot shows the "Place an Order" page. A red arrow points to the "Place an Order" button in the top navigation bar. Below the button is a search bar with the text "programs@efcl.org". A table lists products with columns for Product, Product Description, Unit Price(\$), Qty/Unit, Units, and \$. The table contains four rows of products, with the "Units" column having input boxes. A red arrow points to the "Units" input box for the "Leagues Alive Kit" product, which has the value "2" entered. Below the table is a "Submit Order" button. The table shows a Sub Total of 90.00 and a Total of \$ 90.00.

Product	Product Description	Unit Price(\$)	Qty/Unit	Units	\$
Leagues Alive Kit	This is the Leagues Alive Kit	0.00	1	2	\$ 0.00
Membership Cards	A package of 10 cards for your community league.	20.00	10	3	\$ 60.00
Skate Tags	Community Skate Tags	10.00	10	3	\$ 30.00
testerkp	this is the description of the product	22.00	45	0	-
Sub Total:					90.00
Total: \$					90.00

After placing an order with us we will contact you to confirm the order as well set up a time to pick up your items at the EFCL office. You will also receive an email with the order summary.

Adding Special Events

Promote your league's special events! This field allows you to post your special events— annual and or one-off— that brings your community together. Your post will appear on the EFCL homepage under the EFCL EVENTS area on the left.



The green "Show All" brings up a full monthly calendar and visitors to the site have the option of choosing either "EFCL Events" or "League Events."

AVAILABLE CALENDARS

- EFCL
- Community League

< > today **OCTOBER 2014** month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Connecting Us 4	17	18
19	20	21	22	23 5p Annual Senie	24	25
26	27	28 6:30p EFCL Fall	29	30	31	1
2	3	4	5	6	7	8

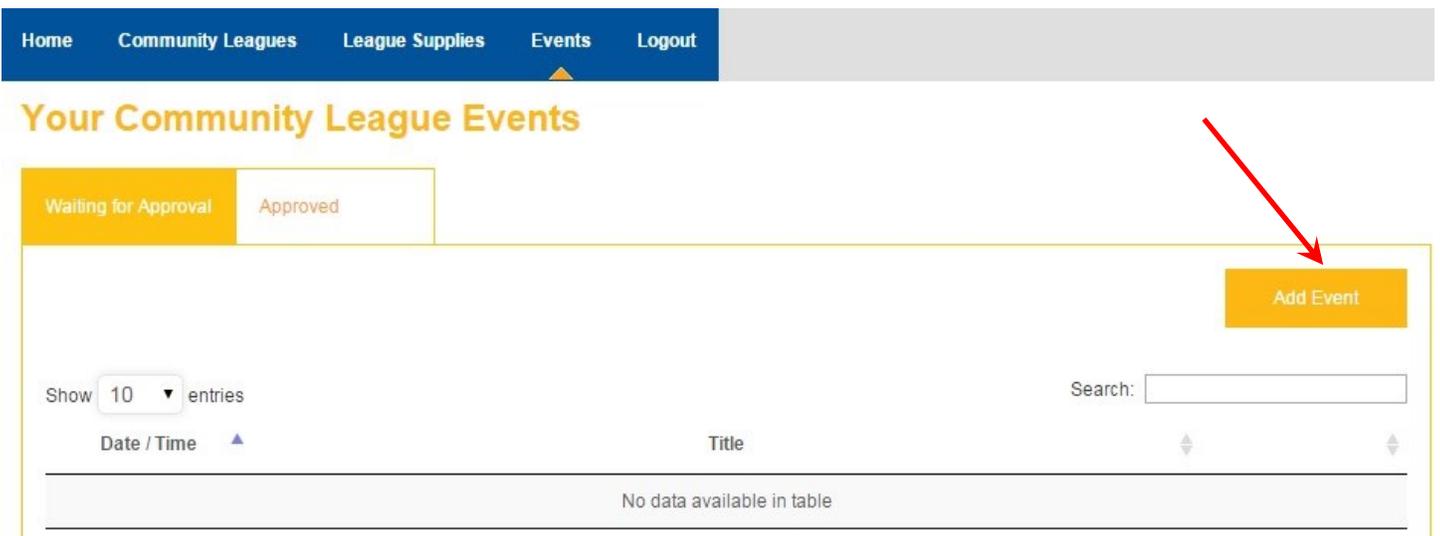
By clicking on any highlighted date, a full list of activities for that day will show. Visitors may click on the event of their choice to see details.

To add an event

To get started, click on the “Events” in the blue bar.



Once you have clicked on the Events button, click on the yellow “Add Event” button.



In the upper left-hand corner under “Your Community League Events” are two buttons— “Waiting for Approval” and “Approved.”

Because this calendar is for special events only, the EFCL reserves the right to approve or not approve any events that are posted. Once the post has been reviewed and approved, your post will be automatically uploaded to the calendar. **Please allow for 48 hour response time.*

If your post is not approved, an email will be sent to your league. What is **Not Approved*: ongoing programming, league board meetings/AGMs and facility operational hours. IE: EFCL Skating Rink now open from 2 p.m. to 9 p.m. **EFCL reserves the right to add to this list*

***In the event of city-wide activities such as Community League Day or Family Day — these dates will be blocked and a link will be provided to a “full listings” page showcasing all league events that are registered with the EFCL through email notices sent to us or pre-event registration forms that we set up.*

Your event screen will look like this. You can add any information regarding your event, including contact info, but we have indicated the bare minimum below.

We have added “*hyperlink capabilities*” to this field, which allows you to link to your facebook page or to a PDF poster/events page on your own website, where people can go to find out the full information on your event.

The screenshot shows a web interface for adding an event. At the top is a navigation bar with links for Home, Community Leagues, League Supplies, Events, and Logout. Below this is the 'Add Event' section. It includes fields for Date (11/19/2016 to 11/19/2016), Start Time (12:00), End Time (14:00), and Name (EFCL League Cookie Sale). A 'Details' field contains a rich text editor with the text: 'EFCL Cookie Sale', 'Nov. 19, Noon to 2pm, Community Hall, 1000-101 St.', and 'Full details, Click Here'. A yellow 'Save Changes' button is at the bottom. Red arrows and boxes provide instructions: one box points to the details text, another points to the URL link icon in the editor toolbar, and a third points to the 'Full details, Click Here' text.

Home Community Leagues League Supplies Events Logout

Add Event

Date 11/19/2016 to 11/19/2016

Start Time 12:00 * Only applicable to single-day events.

End Time 14:00 * Only applicable to single-day events.

Name EFCL League Cookie Sale

Details

B I [List Icon] [Bulleted List Icon] [Link Icon] [Unlink Icon] [Help Icon]

EFCL Cookie Sale

Nov. 19, Noon to 2pm, Community Hall, 1000-101 St.

Full details, Click Here

Save Changes

Full name, including your league name
Date, time, where
All go in this area

Add in your website's URL or your facebook page URL by using the URL link option.

***Always make sure to hit the yellow SAVE button once you have updated any info. It is located in the lower right-hand corner.**

Generating membership reports

There are three (3) reports you can generate, depending on what type you want. A: quick search for one member, B: report by specific date range and C: a full report, which will provide you with a membership list dating back to when this website became live in October of 2014.

The screenshot shows the 'Membership Sales Update' page. At the top, there is a navigation bar with 'Home', 'Community Leagues', 'League Supplies', 'Events', and 'Logout'. Below the navigation bar, there are three buttons: 'Order Summary Report', 'Full Membership Report', and 'Membership Report (Range)'. A table below these buttons shows membership counts for 'This Year', 'This Month', 'This Week', and 'Today'. The counts are 10, 0, 0, and 0 respectively. Red arrows point to the 'Full Membership Report' button (labeled 'C'), the 'Today' column (labeled 'B'), and the 'Membership #' search field (labeled 'A'). Below the table, there is a 'Memberships' section with search filters: '2015 - 2016' (dropdown), 'Membership #' (text input), 'Customer Last Name' (text input), 'Order #' (text input), 'Start Date Range' (text input), 'End Date Range' (text input), and a 'Clear Search' button.

This Year	This Month	This Week	Today
10	0	0	0

Generating purchase reports

Finding out your league's purchase history can be done in two places— on the HOME page and also when you are in the League Supplies field, as indicated below. On the Home page, the button will say Order Summary Report, as shown in the above pic.

The screenshot shows the 'EFCL Supply Store' page. At the top, there is a navigation bar with 'Home', 'Community Leagues', 'League Supplies', 'Events', and 'Logout'. Below the navigation bar, there is a button labeled 'Supply Order Summary Report' with a red arrow pointing to it. Below the button, there are two tabs: 'Order History' and 'Place an Order'. Below the tabs, there is a search bar with 'Show 10 entries' and a 'Search:' field. Below the search bar, there is a table with columns: 'Order #', 'Order Date', 'Order Sub Total', and 'Total'. The table contains one row with the following data: Order # 1131, Order Date 2015-03-10, Order Sub Total 420.00, and Total \$ 420.00.

Order #	Order Date	Order Sub Total	Total
1131	2015-03-10	420.00	\$ 420.00

Notes



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and GREAT THINGS HAPPEN
EDMONTON FEDERATION of COMMUNITY LEAGUES

Direct your questions to:

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