

Using the Club Management Module

As a Trusted Club Contact, you can:

- Add a member to your club.
- Edit a member's contact information (including home, work and email addresses) by clicking on the member's name in the club member list.
- View date stamps next to name and address entries to assure inclusion of most recent contact information.
- Download club member information for import to spreadsheets, etc.
- View a list of expired members.
- Edit the club's web page URL and club's email address
- Enter and edit club events.
- Send email to all club members, or to sub-sets of the club (dues-paying members or expired members, e.g.)
- Download email lists of all club members, or sub-sets of the club
- Update work industry and function.

Where to Go

www.bus.umich.edu/ClubManagement

Adding a Member

- Click **Add Member**.
- Enter first name (optional) and full or partial last name. Click **Search**.
- Click on the name of the person you want to add.
- Fill in member information. Click **Submit**.

Editing Member Information

- To edit a member's information, including work, home and email addresses, click on their name in the member list.

Downloading Member Information (For import to spreadsheet, etc.)

- Click **Download/Email**.
- Select the type of information you wish to download for each member.
- Click **Download**.
- Follow the instructions for saving the file to your computer.

Viewing Expired Members

- Click **Expired Members**. A list of expired members is displayed.

Note: To email all expired members, see “Emailing Members” below.

Entering and Editing General Club Information

- Click **Edit Club Info**.
- Enter or edit club information. Click **Submit**.

Note: The club name, city, state, and country fields are not editable. If any of these are not correct, contact Marla Mast at mmast@umich.edu or 734.763.5775.

Entering Club Events

- To add an event, click **Club Events**, then **Add Event**.
- Fill in event information. Click **Submit**.

Editing Club Events

- To edit an event, click **Club Events**, then click **Edit** next to the event listing.
- Edit event information. Click **Submit**.

Deleting Club Events

- To delete an event, click **Club Events**, then click **Delete** next to the event listing.

Emailing Club Members

- Click **Download/Email**.

To email members:

- Select the group(s) you wish to email. Click **Email**.

*Note: Email messages will be sent through M-Track, which sends in plain text and doesn't allow attachments. When sending email to a group, the names will be placed in a BCC list and will not appear on the **Send Email** screen.*

- Compose your message and click **Send Email**.

To view the email list of members:

- Select the group(s) you wish to email.
- Under **Email Options**, select **Show a list of individual email recipients**.
- Click **Email**.
- A list of the members who wish to email will be displayed on the **Send Email** screen.