

## Mempad – Club Secretary Guide

The club secretary's role in Mempad is ensure that the list of members of the club is kept up to date. There are two variations of Club Members: Home members and Away members. Home Members are those for whom the club pays the SBU annual subscription.

Logging on to Mempad:

Go to [www.mempad.co.uk](http://www.mempad.co.uk)

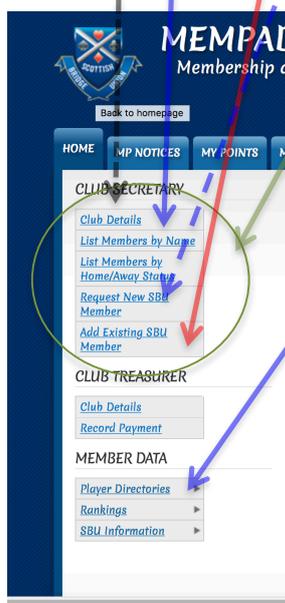
Enter your username (note this is your Masterpoint number)

Enter your password.

If you have forgotten your password you should click on the "Request New Password" link. A separate guide is available on this – email [masterpoints@sbu.org.uk](mailto:masterpoints@sbu.org.uk) to request this guide.

Once logged on, the secretary will be able to see a menu with various options:

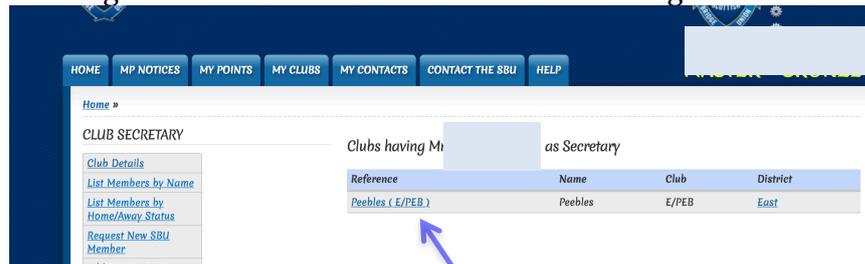
1. View club details – see page 2
2. Add an existing SBU member to the club membership list - see page 3
3. Add a new person to the SBU and club membership list - see page 4
4. List members - see page 5 - to:
  - a. Update club members' details, including, name, address, phone number, email
  - b. Remove a person from the club membership list
  - c. Update a member's Home club. The Home club for a member is the club which is responsible for paying their SBU subscription. Members may belong to multiple clubs but only one club will be noted as the 'Home Club'. Secretaries must remember to untick this box when a member leaves a club – this allows another club to become their Home club.
  - d. Search for SBU numbers of players (click on Player Directories then "Fully Alphabetical List"- then enter search criteria. Entering Mil will return all Miller Millar and Milne. The results include recent active and non-active layers.



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### Club Details

Clicking on “Club Details” will show the following screen:



The screenshot shows the Mempad interface with a navigation menu at the top: HOME, MP NOTICES, MY POINTS, MY CLUBS, MY CONTACTS, CONTACT THE SBU, and HELP. The main content area is titled 'CLUB SECRETARY' and displays a table of clubs. A blue arrow points to the 'Peebles (E/PEB)' entry in the table.

Reference	Name	Club	District
Peebles (E/PEB)	Peebles	E/PEB	East

You may then click on the club name to show the details of the club as follows:



The screenshot shows the detailed view for the club 'Peebles (E/PEB)'. A blue arrow points to the 'MPC BALANCE: 645' field.

**CLUB SECRETARY**

**Peebles (E/PEB)**

CLUB CODE: E/PEB  
DISTRICT: East  
NAME: Peebles  
ETRANSFER DATE: 29-Aug-2014

MEMPAD ADMIN: [Redacted]  
SECRETARY: [Redacted]  
TREASURER: [Redacted]  
IT CONTACT: [Redacted]  
EMAIL IT CONTACT: [Redacted]@om

MPC BALANCE: 645

Club Master Point Certificate Payment Records

Note for clubs sending in masterpoints by xml file the current certificate balance is shown.

Details are shown as follows: the name of the Club Secretary, Treasurer, club's email address (if you have one) and also the email address to which automated emails are sent on processing of masterpoint xml files. If any of these need to change please contact [masterpoints@sbu.org.uk](mailto:masterpoints@sbu.org.uk).

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### **Add an existing SBU member to the club membership list**

On the Secretary menu within Mempad use “Add Existing SBU Member” to add a person who already has an SBU number and who you wish to note as a member of the club.

This will show the screen below:



The screenshot shows the MEMPAD web application interface. The header includes the MEMPAD logo and the text "Membership and Master Point Administration Database". A navigation menu contains links for HOME, MP NOTICES, MY POINTS, MY CLUBS, MY CONTACTS, CONTACT THE SBU, and HELP. The main content area is titled "Create ClubMem" and features a form with the following fields and options:

- MASTER POINT NUMBER \***: A text input field.
- CLUB CODE \***: A dropdown menu.
- E/P/E/B (Pe...)**: A dropdown menu.
- SBU Club Code**: A dropdown menu.
- HOME CLUB**: A checkbox with a note: "If this box is ticked, then it indicates that this club is the member's home club".
- Save**: A button at the bottom of the form.

On the left side, there is a sidebar menu with sections for "CLUB SECRETARY" and "CLUB TREASURER". Under "CLUB SECRETARY", there are links for "Club Details", "List Members by Name", "List Members by Home/Away Status", "Request New SBU Member", and "Add Existing SBU Member". Under "CLUB TREASURER", there are links for "Club Details" and "Record Payment".

Fill in the masterpoint number – this will bring up the name of the person. Note, if the player is inactive or lapsed then they may not be listed- if this occurs please send an email to [masterpoints@sbu.org.uk](mailto:masterpoints@sbu.org.uk) explaining the situation. Their number will then be reactivated.

Assuming they are active you should continue by ticking the 'Home Club' box if this is to be the member's home club – this means the club will be responsible for paying the annual SBU membership fee. If the member is still noted as having their old club as 'home' you may need to contact the secretary of that club to ask them to remove the home club marker. Alternatively email to [masterpoints@sbu.org.uk](mailto:masterpoints@sbu.org.uk).

Click SAVE at end to add the member to your club.

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### **Add a new person to the SBU and club membership list**

On the Secretary menu within Mempad use “Request New SBU Member” for a person who has never been in the SBU i.e. they do not have an SBU number.

You must then fill in their details (address, phone number, email etc) and Click SAVE at the end.

This will send a request to the SBU.

At a later date this will result in a new member number being created. A notification email will be sent to the new person and copied to the secretary.

*Please remember to update your Bridge Scoring program player database with the number when you receive it.*

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### Update an existing Member's details

From the Club Secretary menu, select “List Members by Name” or “List Members by Home/Away Status”.

To update the contact details (address/phone number/email) of a club member click on the Contacts link of a person. This shows the following screen:

To update name, address, email etc click on the Edit tab  
Screen will show the details. Change as required and click SAVE at end.

**To remove person as member of club** – click on the **EDIT** link on the main member list. This should also be used to change the ‘Home club’ status of an existing club member i.e to make the club the home club or to remove home club status whilst retaining membership of club.

This will display the following screen:

### To remove a member:

Use the drop down box (removal reason) and pick the reason for removal.

Untick the Home club box.

Click SAVE.

### To change Home Club status:

Leave removal reason as None. Change the home club – tick or untick as required.

Click SAVE.

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