

# Club Management



## Feature Highlights

- Scheduled emails around renewal date
- Scheduled "set and forget" tasks
- Member management
- Member mailing wizard
- Stationery merge



## Available in

- Clubs & Associations Package
- Membership & Events Package



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## Overview

OscarOnline® (Oscar) has been designed to be simple to learn and easy to use, aimed at meeting the needs of UK small businesses.

The Club Management module is intended for businesses that operate memberships such as clubs and associations. It enables you to keep track of your members and communicate with them automatically based around their renewal date.

## The Club

You can create a club in Oscar simply by providing a name for the club, assigning a club type and setting a member limit.

## Mail Members

You can mail your members using the mailing wizard covered in the Contacts & Marketing Datasheet. Mailings sent from the club can merge in information relating to the club such as the club name, renewal fee, joining fee, renewal date etc. It is an ideal way to notify members of new benefits or price changes, for example.

## Club Events

When combined with the Events Management Module you can create member only events with all the features described in the Events Management Datasheet.

## Membership Fees

A range of different membership fees can be created for each club. There can be a separate joining fee and renewal fee and the number of members/users included under the fee can be assigned. You can also set a fee for any additional members over and above the included user limit. This is ideal if a company is the member and they have several individuals they want to have access to the member benefits.



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memberships the renewal (main) contact can be set. Renewal dates and invoiced to dates can be viewed and administered easily. You can view the communication for each member related to their club membership and view any tasks due.

## Scheduled Emails

Never forget to keep your members informed again, by using Oscar's scheduled emails. As soon as you create the club you can setup your scheduled emails based around your member renewal dates.

To create a scheduled email, simply choose how many days before or after the renewal date the email should go, pick the email template and decide who should receive it; trial members, current or deactivated members, renewal contacts only or all members.

## Scheduled Tasks

As member renewal dates approach there are things that you will need to remember to do. With Oscar you can assign your staff the club management role and they will get tasks that are scheduled for club members. When a task becomes due they will receive a dashboard reminder which will stay there until the task is marked as complete against the member.

To create a scheduled task you simply need to give the task a subject e.g. "chase renewal" and pick how many days before or after the renewal date the task should show up.

## Stationery

If you need to run off certificates or other stationery for your club, Oscar has a great tool to help you. Using stationery templates that can be created using Microsoft Word Oscar can merge your member list to the stationery to save you time.

It's possible to pick individual members or select multiple based on criteria i.e. trial or full, deactivated or current, renewal contact and/or other member.



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