membertility

Release 1.0

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CONTENTS:

membertility brings together tools for club leadership and club member support.

Organization Module
: Define *positions* within the organization and associate *members* to positions.

Meetings Module
: Define *meetings*, collect *status reports*, set *agenda*, track *action items*, record *motions* and *votes* on motions. Create *status report*, *agenda*, and *minutes* documents.

Task Module
: Define *tasks* and *task groups* which must be done by the *members* on a scheduled basis.

Membership Module
: Show administrative details about RunSignUp club membership.

Racing Team Module
: Define user views to apply for the racing team, and once on the racing team to submit information about race results and volunteer activities, and administrative views for the racing team coordinator to view the submitted applications and information.

CHAPTER

ONE

ORGANIZATION MODULE

1.1 Guides

1.1.1 Organization Admin Guide

This guide describes the concepts of the membertility Organization Module.

1.1.1.1 Position Management

positions are assigned to *members* for a variety of purposes. **membertility** tracks who is currently in each *position*, which is used by the *Meetings Module*, *Task Module*, etc.

New Member Instructions

When someone new needs to be added to the system, the following should be done:

- send suitable welcome message which describes the system, why they're being added, and that they'll be receiving password reset instructions
- create the member using *Members view*, assigning appropriate *security roles* and *interests*
- give new member their position(s) using *Position Wizard*

Term Management

The period during which a *member* spends time in a *position* is known as a *term*. The *Position Dates view* has a row for each *term*, with the **Member**, **Position**, **Start Date**, and **Finish Date** specified. If the *term* is current, no **Finish Date** is specified.

For easy management of *member's terms* in *positions*, use the *Position Wizard*. With the *Position Wizard*, you select an **Effective Date** for a change in *terms* for one or more *members* for a given *position*. The wizard takes care of updating all the necessary *term* records which can be seen using the *Position Dates view*.

1.1.1.2 Task Assignment

To facilitate assignment of sets of *task groups* to individual *members*, *task groups* may be assigned to one or more *positions* using *Positions view*, and in turn *members* are assigned one or more *positions* using *Position Wizard*. The *Task Hierarchy* gives details on these relationships, and the *Task Module* has complete details about *task* management.

1.1.1.3 Tags Guide

Tags are used for the following. Tags are defined in the *Tags view*, assigned in the view in the **Based On** column below, and used for the **Used For** purpose in the **View** column below.

Used For	Based On	View
Meeting Invitations	*Tags view*, *Positions view*	*Meetings view*
Meeting Voting	*Tags view*, *Positions view*	*Meetings view*

1.1.1.4 Email Distribution List

Sometimes it may be desirable to send emails to *members* in the *organization* using regular email. For this the *Distribution List view* can be used to download a csv file of email addresses.

1.2 Reference

1.2.1 Organization Admin Reference

This page gives a reference to all **membertility** views which are available to *members* who have access to the Organization menu via various *security roles*.

1.2.1.1 Distribution List view

Navigation: Organization > Distribution List

The Distribution List view is used to view and download a distribution list, suitable for copy/paste into an email client. The **CSV** button can be used to download a csv file of the filtered view.

Member
: the *member's* name

Email
: email address for the *member*

Position Tags
: the *tags* which are implied by the *member's positions*

Positions
: the *positions* held by the *member* on **In Position On** date

Roles
: the *security role(s)* which are used by the application when this *member* is accessing the system

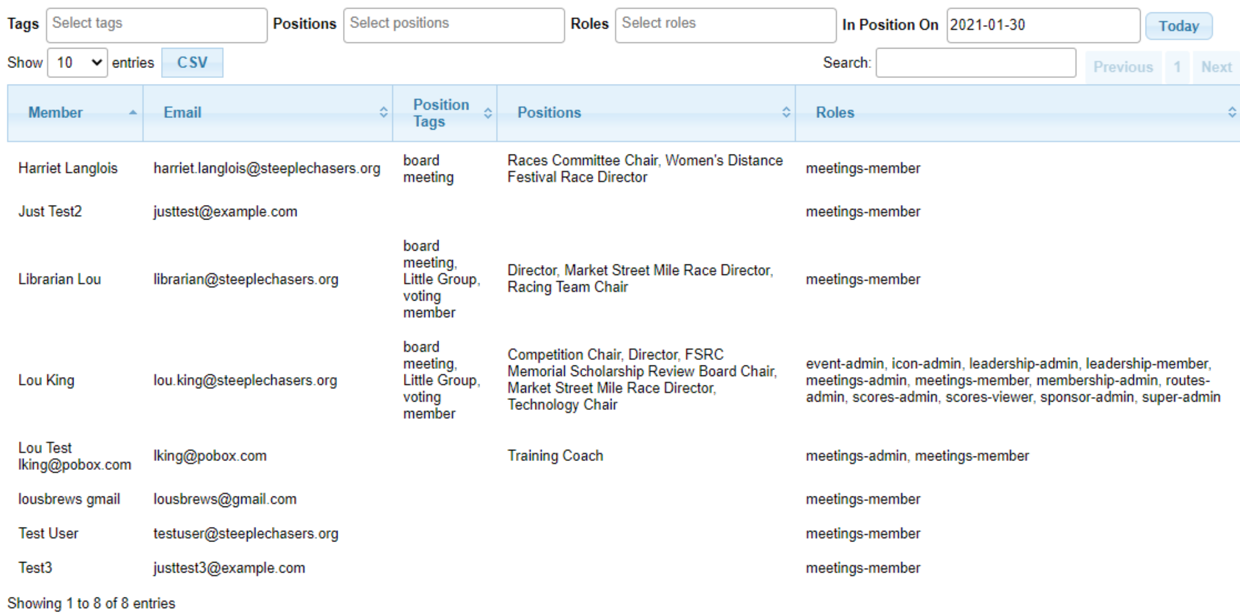
The view has the following filters:

Tags
: the *tags* of interest which are implied by the *member's positions*

Positions
: the *positions* of interest held by the *member* on **In Position On** date

Roles
: the *security role(s)* of interest

In Position On
: date of interest for which *members* hold *positions*


Tags Select tags Positions Select positions Roles Select roles In Position On 2021-01-30 Today

Show 10 entries CSV Search: Previous 1 Next

Member	Email	Position Tags	Positions	Roles
Harriet Langlois	harriet.langlois@steeplechasers.org	board meeting	Races Committee Chair, Women's Distance Festival Race Director	meetings-member
Just Test2	justtest@example.com			meetings-member
Librarian Lou	librarian@steeplechasers.org	board meeting, Little Group, voting member	Director, Market Street Mile Race Director, Racing Team Chair	meetings-member
Lou King	lou.king@steeplechasers.org	board meeting, Little Group, voting member	Competition Chair, Director, FSRC Memorial Scholarship Review Board Chair, Market Street Mile Race Director, Technology Chair	event-admin, icon-admin, leadership-admin, leadership-member, meetings-admin, meetings-member, membership-admin, routes-admin, scores-admin, scores-viewer, sponsor-admin, super-admin
Lou Test lking@pobox.com	lking@pobox.com		Training Coach	meetings-admin, meetings-member
lousbrews gmail	lousbrews@gmail.com			meetings-member
Test User	testuser@steeplechasers.org			meetings-member
Test3	justtest3@example.com			meetings-member

Showing 1 to 8 of 8 entries

1.2.1.2 Members view

Navigation: Organization > Members

The Members view is used to add new system users, known within this document as *members* to the system, and to assign their *security roles* and *interests*.

When creating a new *member* using this view, click **Create and Send** to send an email may be sent to the *member's* email address. This email contains a link the *member* can use to reset their password. Click **Create** to create the new *member* without sending and email.

A reset password email can also be sent to the *member* by clicking **Reset Password** from the edit modal.

Note: This data is in the common database. See *Single Sign-On* for details about how the common database is used.

Email
: email address for the *member*

First Name
: the *member's* first name

Full Name
: the *member's* full name

Roles
the *security role(s)* which will be used by the application when this *member* is accessing the system

Interests
(*super admin* only) the *interests* which will be available to the *member*

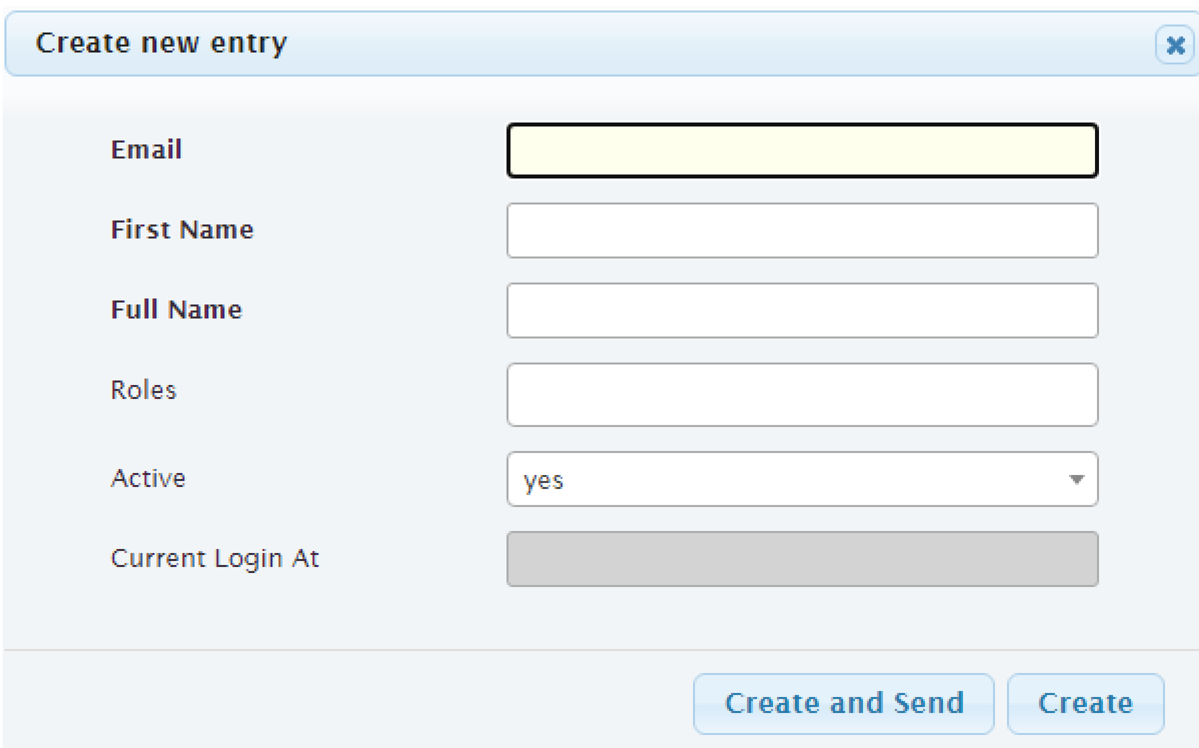
Note: for non *super admin*, when a *member* is created, they will have the *interest* currently selected by the *organization admin*.

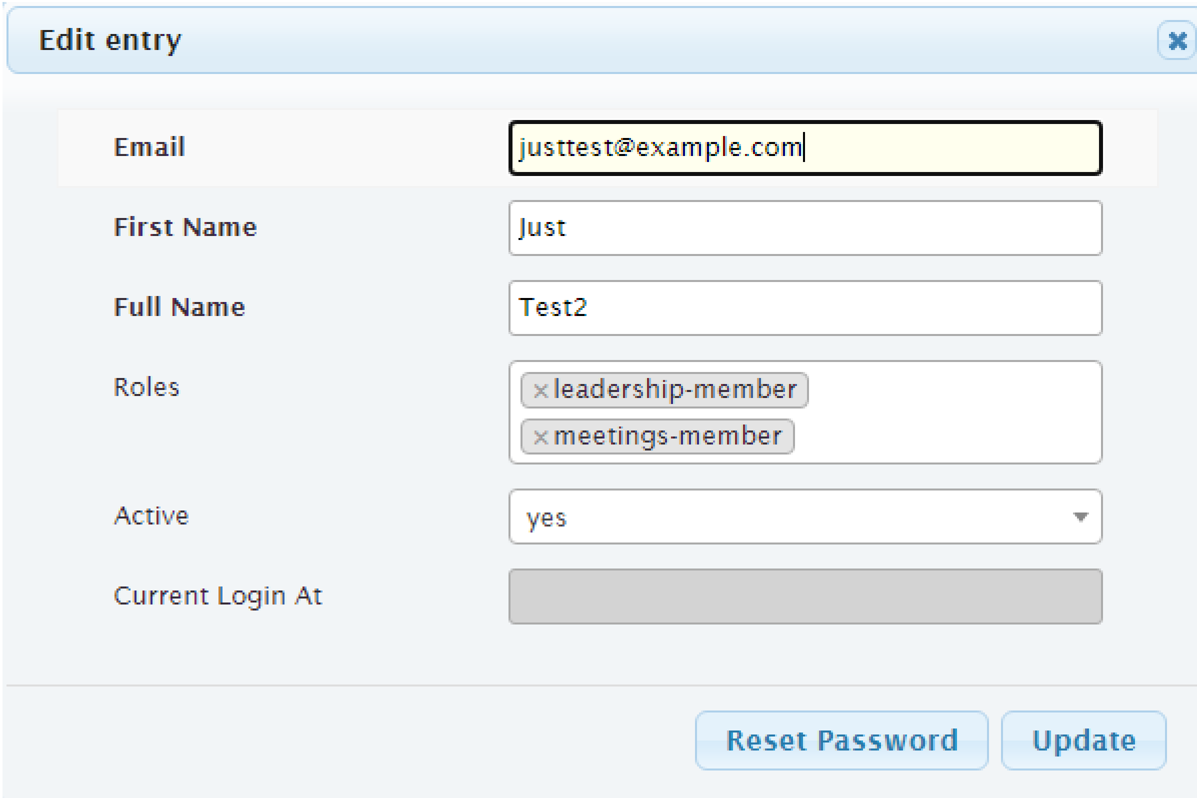
Active
if *yes*, the *member* may log in and access the system

Show 10 entries New Edit Search: Previous 1 Next

Email	First Name	Full Name	Roles	Active	Current Login At
[redacted]	Harriet	Harriet Langlois	leadership-member	yes	
[redacted]	Just	Test2	leadership-member, meetings-member	yes	
[redacted]	Librarian	Librarian Lou	leadership-member, meetings-member	yes	2021-01-02 19:57:55
[redacted]	Lou	Lou Test lking@pobox.com	leadership-admin	yes	2021-01-12 21:16:36
[redacted]	Lou	Lou King	leadership-admin, leadership-member, membership-admin	yes	2021-01-15 20:12:40
[redacted]	lousbrews	lousbrews gmail	membership-admin, leadership-admin, meetings-admin, leadership-member, meetings-member	yes	2021-01-15 20:13:06
[redacted]	Test	Test User	leadership-member, meetings-member	yes	2021-01-12 21:01:53

Showing 1 to 7 of 7 entries





1.2.1.3 Position Dates view

Navigation: Organization > Position Dates

With the Position Dates view, each *term* for which a *member* held/holds a *position* can be viewed or edited. But please note that the *Position Wizard* is the easiest way to manipulate this table.

Member
member who holds or held the *position* from **Start Date** to **Finish Date**

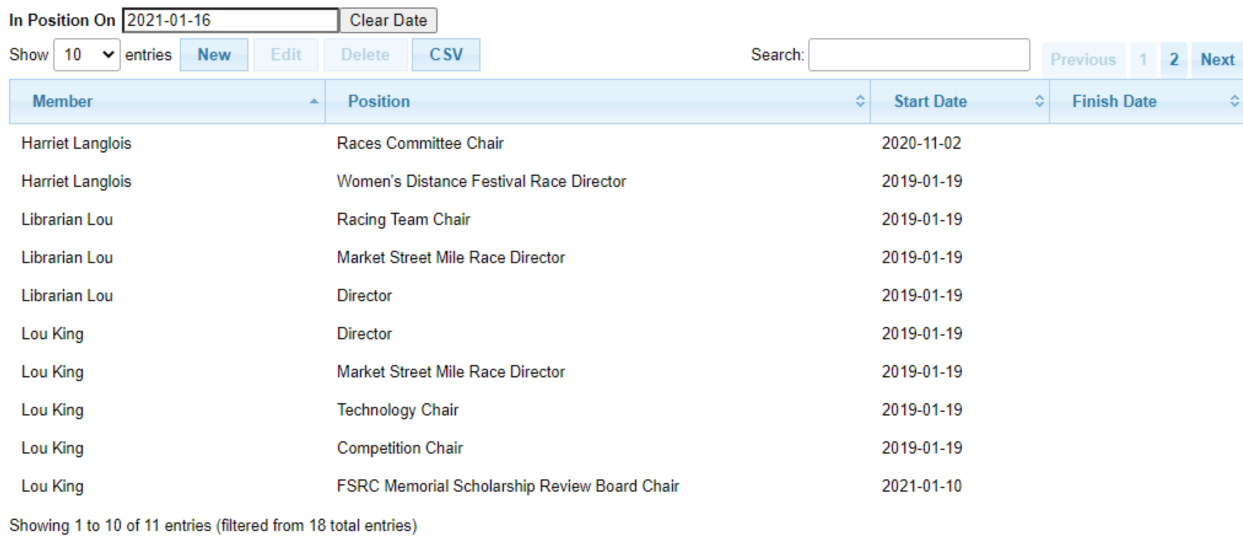
Position
position which is held by the *member* from **Start Date** to **Finish Date**

Start Date
date that the *member* started this *term* of the *position*

Finish Date
date that the *member* finished this *term* of the *position*. If the *member* is currently in this *position*, this should be left blank

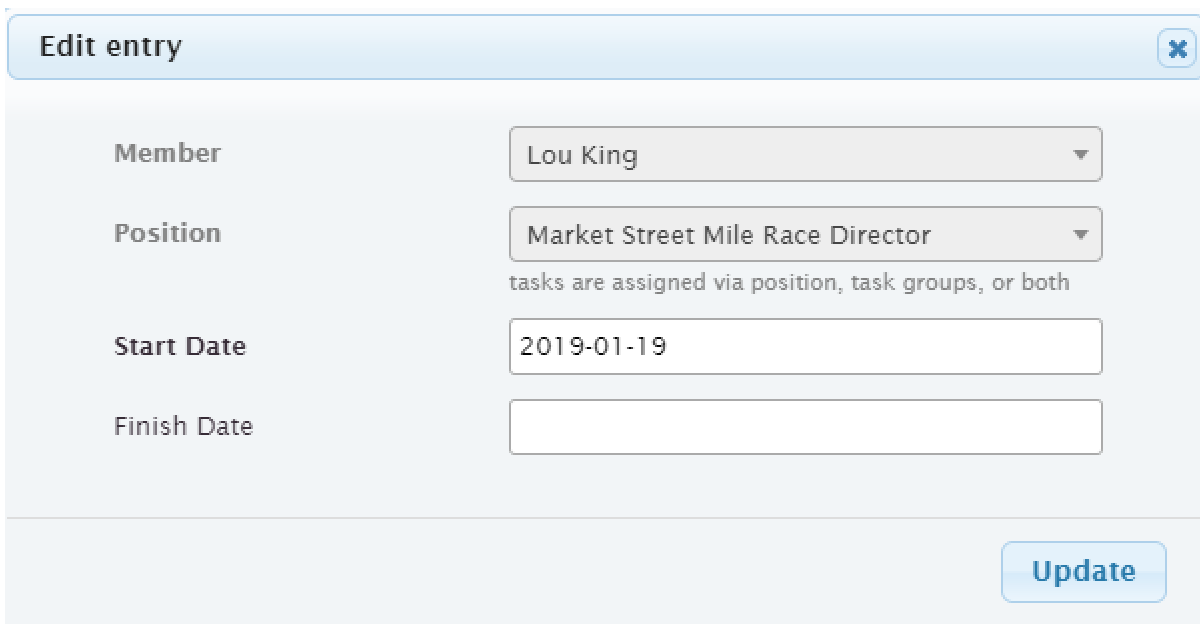
The view has the following filters:

In Position On
date of interest for which *members* hold *positions*


In Position On 2021-01-16 Clear Date
Show 10 entries New Edit Delete CSV Search: Previous 1 2 Next

Member	Position	Start Date	Finish Date
Harriet Langlois	Races Committee Chair	2020-11-02	
Harriet Langlois	Women's Distance Festival Race Director	2019-01-19	
Librarian Lou	Racing Team Chair	2019-01-19	
Librarian Lou	Market Street Mile Race Director	2019-01-19	
Librarian Lou	Director	2019-01-19	
Lou King	Director	2019-01-19	
Lou King	Market Street Mile Race Director	2019-01-19	
Lou King	Technology Chair	2019-01-19	
Lou King	Competition Chair	2019-01-19	
Lou King	FSRC Memorial Scholarship Review Board Chair	2021-01-10	

Showing 1 to 10 of 11 entries (filtered from 18 total entries)



1.2.1.4 Positions view

Navigation: Organization > Positions

The Positions view is used for the following

- associate *task groups* to each *position* to follow the *Task Hierarchy*.
- identify which *positions* receive *summary emails* for any *overdue* tasks within specific *task groups*.
- identify which *positions* have *meeting status reports*
- tag *positions* for use within *Meetings Module* for *invitations* and *voting*
- add a heading to group this *position* under for the *meeting agenda* and *status report* (headings are managed by the *meeting admin* using the *Agenda Headings view*)

The Positions view defines all of the *positions* within the organization. The *organization admin* can assign *members* to a position from this view using the *Position Wizard* (preferred), or from the *Position Dates view*.

Position
: name of the position

Description
: describes the position, possibly giving more information than just the name

Members
: list of *members* holding this position. This list is managed using the *Position Wizard* or the *Position Dates view*

Has Status Report
: indicate whether the *members* in this *position* should be prompted for a *status report* about the *position*

Tags
: *tags* associated with this position. See *Tags Guide* for more information on how *tags* are used

Agenda Heading
: the heading under which this *position* is shown in the *agenda* and *status report* for *meetings* which include this *position*

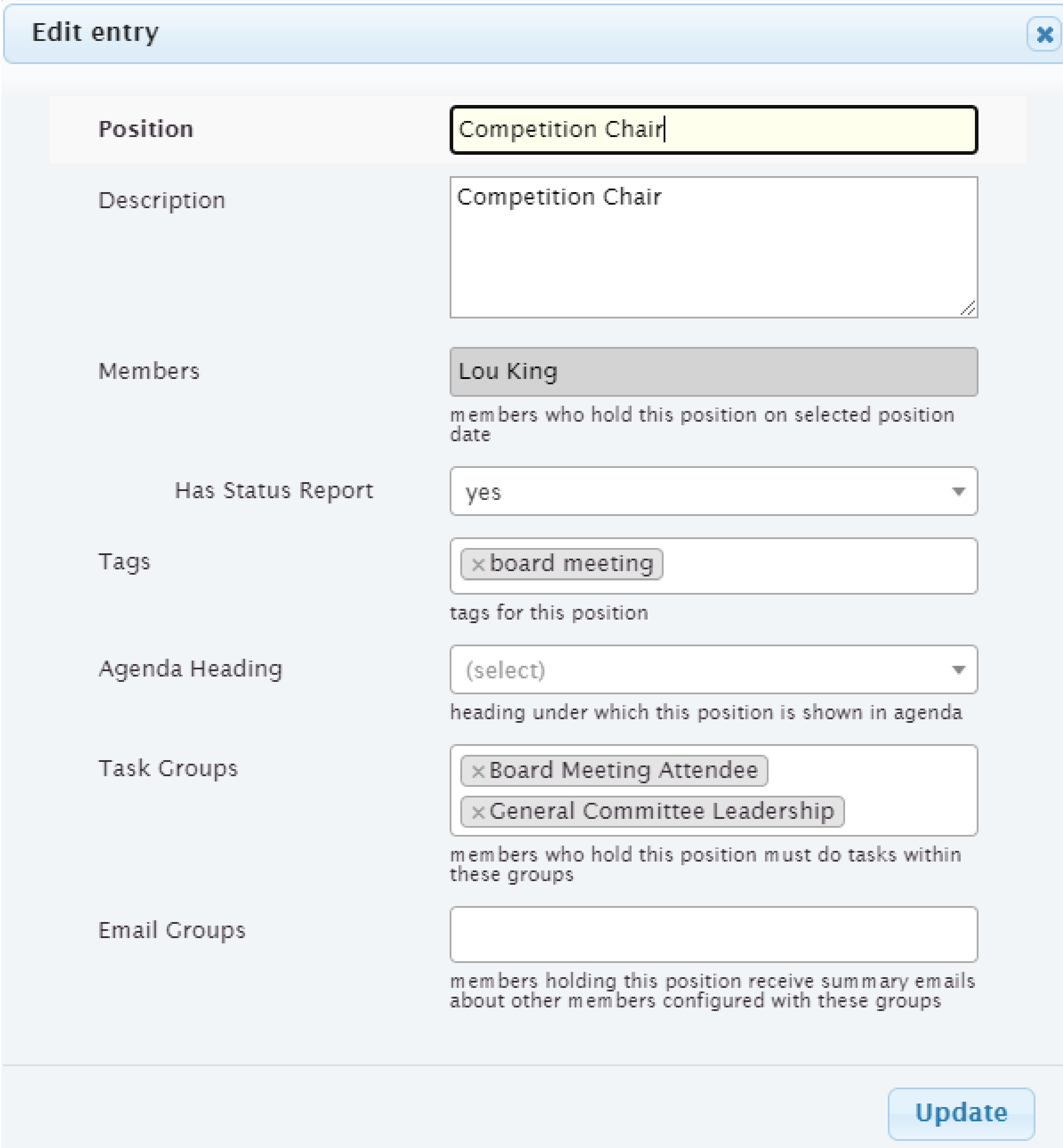
Task Groups
: list of *task groups* that are associated with the *position* to follow the *Task Hierarchy*

Email Groups
: list of *task groups* for which *summary emails* for any *overdue* tasks are sent to supervisory *members* holding this *position*

The view has the following filters:

In Position On
: date of interest for which *members* hold *positions*

Position	Description	Members	Has Status Report	Tags	Agenda Heading	Task Groups	Email Groups
Communications Chair	Communications Chair		yes			Board Meeting Attendee, Communications Committee Leadership	
Community Liaison Chair	Community Liaison Chair		yes		Community Liaison Committee	Board Meeting Attendee, General Committee Leadership	
Competition Chair	Competition Chair	Lou King	yes	board meeting		Board Meeting Attendee, General Committee Leadership	
Director	Director	Librarian Lou, Lou King	no	board meeting, voting member		Board of Directors	



Position Wizard

Navigation: Organization > Positions > [select position] > **Position Wizard**

The Position Wizard is invoked from the *Positions view* by selecting a *position* and then clicking **Position Wizard**. This wizard automatically updates *terms* for *members* for the selected *position*.

Effective Date
: date at which this change should become effective

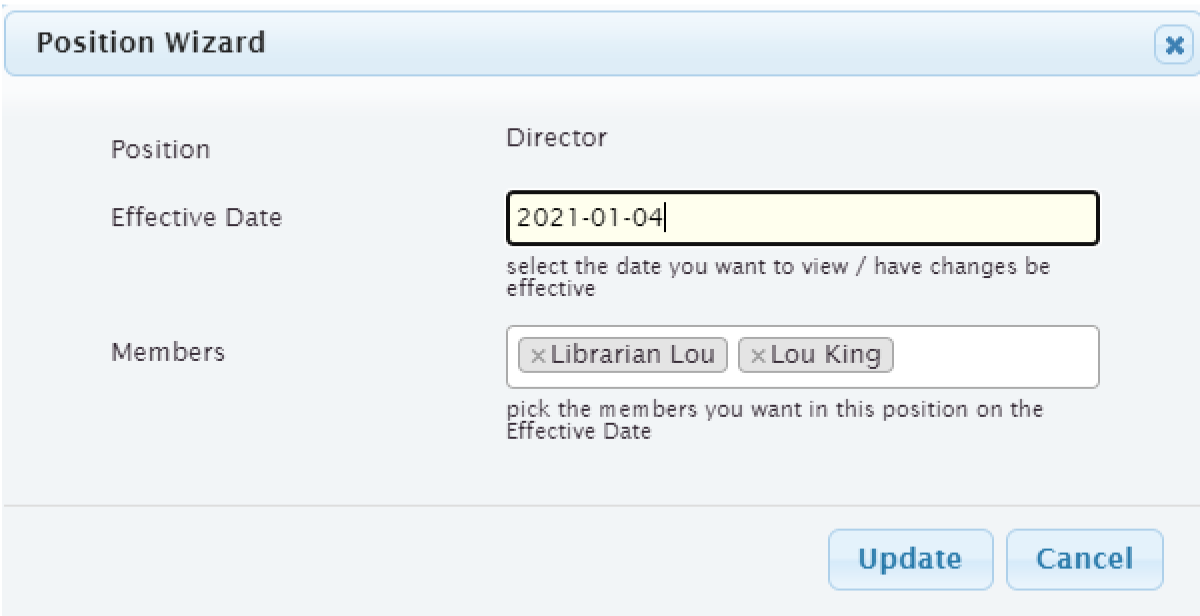
Members
: select the *members* which are in the position on the **Effective Date**. When the **Effective**

Date is chosen, the existing *members* for that *position* on that date are shown.

Remove *members* who won't remain in the *position* as of the **Effective Date**, and add *members* who will be starting the *position* on the **Effective Date**.

For *members* who will remain in the *position*, leave them selected.

Hint: The result of Position Wizard **Update** can be viewed at *Position Dates view*.



1.2.1.5 Tags view

Navigation: Organization > Tags

Tags are used for grouping together *positions* and *members* for various purposes, e.g., for invitations to be sent for a *meeting*, or to indicate who may *vote* at a *meeting*. See *Tags Guide* for a complete list of how *tags* should be used.

Tag
: name of tag

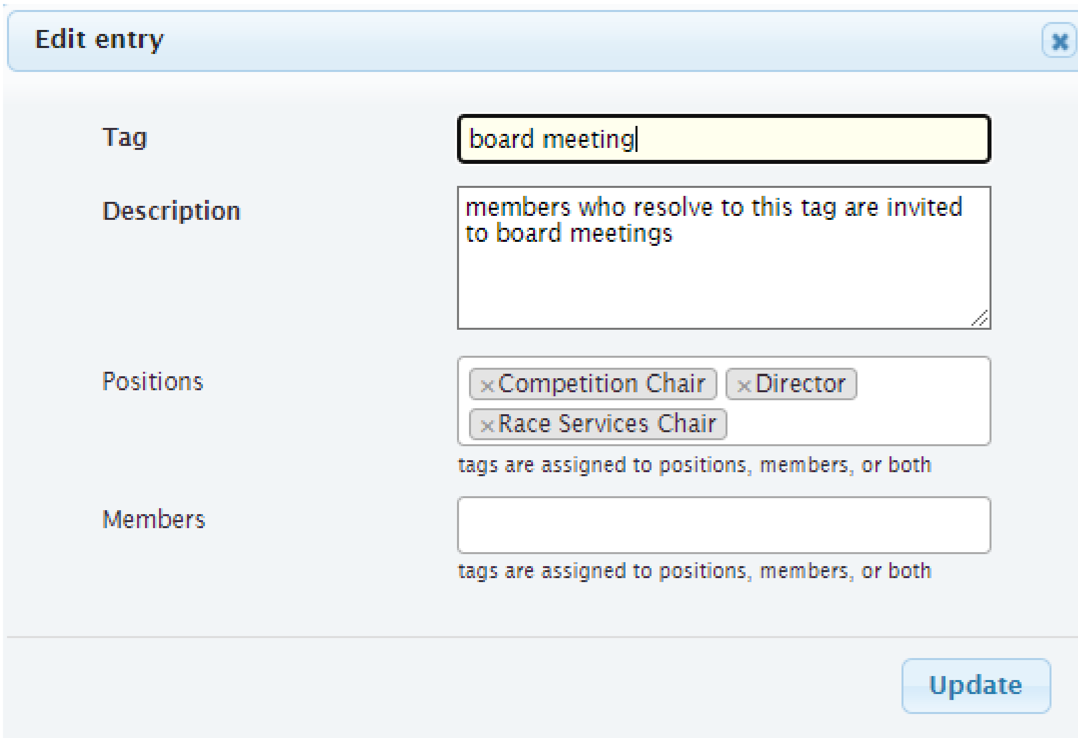
Description
: description of how the tag is used

Positions
: this tag is attached to these *positions*

Members
: this tag is attached to these *members*

Note: it is recommended to use the **Positions** field rather than **Members** field because as *positions* change, use of **Members** may become out of date


Show 10 entries
New
Edit
Delete
CSV
Search:
Previous
1
Next
Tag
Description
Positions
Members
board meeting
members who resolve to this tag are invited to board meetings
Competition Chair, Director, Race Services Chair
voting member
members who resolve to this tag are allowed to vote on motions
Director, President, Secretary, Treasurer, Vice President
Showing 1 to 2 of 2 entries
1 row selected


Edit entry
Tag
board meeting
Description
members who resolve to this tag are invited to board meetings
Positions
×Competition Chair
×Director
×Race Services Chair
tags are assigned to positions, members, or both
Members
tags are assigned to positions, members, or both
Update

CHAPTER

TWO

MEETINGS MODULE

2.1 Guides

2.1.1 Meetings Admin Guide

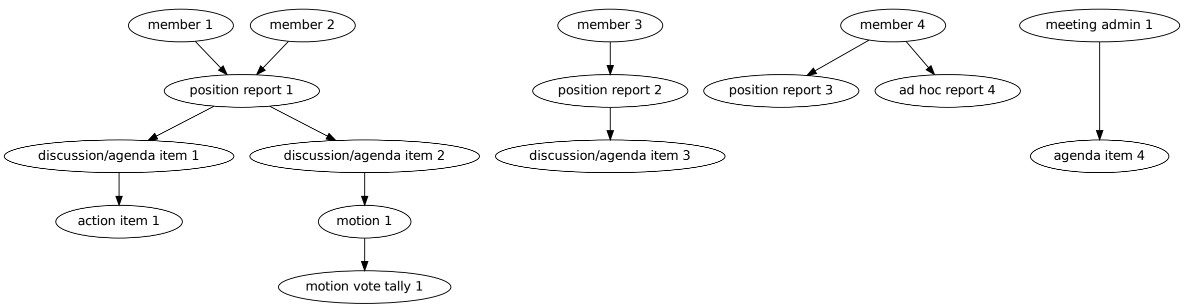
This guide describes the concepts of the **membertility** Meetings Module, and gives guidance on how to achieve the *meeting* work flow.

The general work flow for *meetings* is

- *meeting admin* creates *meeting*, indicating who would be invited, date, time, location, and purpose of the meeting
- *meeting admin* generates *invitations* for the *meeting*
- in the *invitation*, the *member* is given a link to click
  - *member* is shown any outstanding *action items* they're responsible for
  - *member* clicks link and can indicate if *attending* the *meeting*
  - *member* should also give their *status report* for each *position* they're responsible for
  - *member* can update *action item* status and record comments about the *action item*
  - *member* can add any *discussion items* for *meeting*
- as *members* add *discussion items*, the *meeting agenda* is being built, with each *discussion item* turned into a *meeting agenda item*
- when ready, the *meeting admin* can generate *status report* and *agenda* documents
  - this will go to a Google Workspace drive location. In a future releases support will be added to create a Word doc
  - once a Google Workspace file is created, it is updated nightly as *members* continue to add or update *status reports*. Alternately, the *meeting admin* can cause it to be updated on demand
  - the Google Workspace documents are initially generated to a configured folder, but can safely be moved to any desired folder
- additional emails can be sent to the *meeting invite* list if needed, e.g., with links to documents which should be read to prepare for the meeting
- during the meeting, the admin can do the following, which forms the minutes for the meeting
  - update attendee list (who actually came)
  - add discussion about any *agenda item*
  - add an *action item* under an *agenda item*

   - add a *motion* under an *agenda item*, and tally its *votes*
   - create a new *agenda item* (e.g., for unplanned discussion)
- after the meeting, the admin can make any adjustments to the notes which were taken, and when satisfied, generate the *minutes* document (again to a Google Workspace drive location)
   - when *minutes* from the last meeting are voted on, changes are rarely required. But if changes are required, the admin can go into the last *meeting's* view, make the changes, and generate the *minutes* again
   - Google Workspace *minutes* are generated to configured location but can safely be moved to the desired folder
- *action items*, *motions* / *votes*, *minutes* are available to the *members* through the system immediately after the meeting
- *members* receive reminder emails about outstanding *action items*

2.1.1.1 Meeting Data Model



2.1.1.2 Prepare for Meeting Module use

The following needs to be set up in the database before using the meeting module. These require the indicated role to achieve. Full documentation of this is TBD.

- create *positions*, with proper **Has Status Report** configuration [organization-admin]
- assign *members* to their *position(s)* [organization-admin]
- create *tags* which will be used to *invite members* to *meetings* and to indicate the *voting members* [meetings-admin]
- set *interest* defaults for **Meeting Invite Tags**, **Meeting Vote Tags**, Google Workplace folders [super-admin]

2.1.1.3 Use cases for before the meeting (for when you want to...)

These sections describe what an *meeting admin* might want to do when planning a *meeting*.

create a meeting

When a *meeting* is being planned, the first thing to do is create it.

- bring up *Meetings view*
- click **New**
  - **Purpose** should be a short description of the meeting, e.g., *Board Meeting*
  - **Meeting Type** defines the behavior of the meeting. The different meeting types are defined using *Meeting Types view*
  - **Date** is when the meeting takes place, or the date after which no more activity is allowed on the meeting
  - **Time** the time of the meeting needs to be entered (optional, depending on **Meeting Type**)
  - **Location** can be a physical location, a videoconference URL, or *by email* (optional, depending on **Meeting Type**)
  - **Show Actions Since** is used to determine which *action items* are highlighted in the *meeting invitation*, in the *agenda*, etc. This should normally be set to the date of the last meeting of this type. (optional, depending on **Meeting Type**)
  - **Invite Tags**, **Vote Tags**, and **Status Report Tags** need to be set to the group(s) used for the *invitations*, *votes*, and *status reports* respectively

  Note: these *tags* are associated with *positions* using the *Positions view*

- click **Create**

To access the *meeting* you just created, select the new row and click **View Meeting**. You'll see that there is an *action item agenda item* which was automatically created.

If the **Meeting Type** has an **Automatic Agenda Item Title**, an *agenda item* with the indicated title is created.

renew a meeting

If a previously held *meeting* needs to be created again, an easy way is to renew it.

- bring up *Meetings view*
- click **Renew**

  Note: all of the fields are filled in based on the meeting being renewed, but you'll want to change the **Date** to be the date of the new meeting

  - **Purpose** should be a short description of the meeting, e.g., *Board Meeting*
  - **Meeting Type** defines the behavior of the meeting. The different meeting types are defined using *Meeting Types view*
  - **Date** is when the meeting takes place, or the date after which no more activity is allowed on the meeting
  - **Time** the time of the meeting needs to be entered (optional, depending on **Meeting Type**)
  - **Location** can be a physical location, a videoconference URL, or *by email* (optional, depending on **Meeting Type**)

- **Show Actions Since** is used to determine which *action items* are highlighted in the *meeting invitation*, in the *agenda*, etc. This should normally be set to the date of the last meeting of this type. (optional, depending on **Meeting Type**)
- **Invite Tags**, **Vote Tags**, and **Status Report Tags** need to be set to the group(s) used for the *invitations*, *votes*, and *status reports* respectively

  Note: these *tags* are associated with *positions* using the *Positions view*

- **Renew Options** are defaulted based on **Meeting Type**. These can be changed for this renewal, but if you find yourself changing these each time, it would probably be best to set them as you'd like in the *Meeting Types view*.

- click **Renew**

To access the *meeting* you just renewed, select the new row and click **View Meeting**. You'll see that there is an *action item agenda item* which was automatically created, and any agenda items which were meant to be copied based on the **Renew Options** will also be there.

If the **Meeting Type** has an **Automatic Agenda Item Title**, an *agenda item* with the indicated title is created.

invite members to a meeting (in-person / virtual)

In order to *invite members* to an in-person or virtual meeting, you must be in the *meeting's Meeting view*. To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- click **Send Invitations**
- there will be a popup with the list of *members* who will be invited, and you will be given the option to change the **Subject**, add a **Message**, and update the **From** address
- click **Send Invitations**

The *invitations* are sent to the *members* who resolve to the **Invite Tags** specified for the *meeting*.

If the **Meeting Type** is has the option *RSVP Required*, an *agenda item* with title *Attendees* is created. As *invited members rsvp* to the meeting, their **RSVP** will show whether they plan to come to the *meeting*.

invite member discussion for a meeting (*Online Motion/Votes*)

In order to solicit discussion for a meeting with *Online Motion/Votes*, you must be in the *meeting's Meeting view*. To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- click **Send Discussion Request**
- there will be a popup with the list of *members* who will be invited, and you will be given the option to change the **Subject**, add a **Message**, and update the **From** address

  Hint: the **Message** should include what the discussion is about, and when the discussion should be completed. The *meeting* **Date** is the last day for voting on any *motions* which come out of the discussion

- click **Send Discussion Request**

The *discussion request* is sent to the *members* who resolve to the **Invite Tags** specified for the *meeting*. The intention is that discussion will be held on the email thread. Once the discussion has run its course, motion text should be proposed and the motion moved and seconded.

This electronic voting process continues at *record a motion, its discussion, and vote tally (Online Motion/Votes)*.

check to see if status reports are missing, and send reminders

To access the *meeting's Meeting Status view*, from *Meetings view* select the meeting and click **Meeting Status**.

From the *meeting's Meeting Status view*,

- to determine which *status reports* are missing, set the **Status** filter on the top to *missing*
- select one or more *positions* you'd like to send reminders to

  Note: to see all the *positions*, you may need to show additional entries (top left of the table)

- click **Send Reminders**
- there will be a popup with the list of *members* to whom reminders will be sent, and you will be given the option to change the **Subject**, add a **Message**, and update the **From** address
- click **Send Reminders** to send the reminder emails

on behalf of a member, enter RSVP and status reports

If a *member* isn't able to use the system to *RSVP* and/or enter their *status reports*, the *meeting admin* can use the *Their Status Report view* to enter the information provided outside the system.

To access the *meeting's Their Status Report view*, from *Meetings view* select the meeting and click **Their Status Report**. An empty view is displayed.

To enter the *member's RSVP* and/or *status reports*, select the member in the table heading. From there, you can proceed as if you were the selected *member*, using the instructions from *My Status Report view*.

review the agenda

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**. The current *agenda* is displayed.

As *members* add *discussion items* to their *status report*, these get added as *agenda items* for the meeting.

Once most of the *status reports* have been received, you may want to update the *agenda item* titles, or update the headings which will be used to outline the *agenda items* in the *agenda* and *minutes* documents.

From the *meeting's Meeting view*,

- if the *agenda item* title chosen by the *member* is unclear, you can make updates here.
  - select the *agenda item*, click **Edit**, then update the **Title**

    Note: discussion item titles shown in the *status report* document will show the *member's* original text

- each *position* has a default *agenda* heading, but if this needs to be changed

    - select the *agenda item*, click **Edit**, then select the **Agenda Heading** (new *agenda* headings must be created first using the *Agenda Headings view*)

- **Summary** captures what the *member* said in the *discussion item*. If necessary, this can be edited for clarity
    - select the *agenda item*, click **Edit**, then update the **Summary**

    Note: this overwrites the words written by the *member* when they created their *status report* and will be reflected into the *status report* document, so should be done only when needed

reorder agenda items

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**. The current *agenda* is displayed.

As each *discussion item*/*agenda item* is collected, it is automatically added to the end of the *agenda*. Once most of these are collected, it may be desired to reorder them.

From the *meeting's Meeting view*,

- use the reorder icon ( ) to grab an *agenda item* and place it where desired in the *agenda* order

Note: for best results, *agenda items* with the same *agenda* heading should be grouped together

create a new agenda item

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

The *meeting admin* may want to add specific *agenda items* related to the *meeting*, such as *Call to Order*, *Next meeting <date>*, or such.

From the *meeting's Meeting view*,

- click **New**
- enter **Title**
- (optional) enter **Summary**
- (optional) select **Agenda Heading** (new *agenda* headings must be created first using the *Agenda Headings view*)
- click **Save**
- reorder as needed

generate meeting documents

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- click **Generate Docs**
- select the documents to be generated (e.g., *Agenda*)
- click **Submit**

- the documents are generated and the popup disappears
- the link(s) to the documents can be found using the *Meetings view*

Note: the *status report* document is automatically updated as *members* update their status reports, after a slight delay

send email to meeting invitees

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- click **Send Email**
- there will be a popup with the list of *members* to whom the email will be sent, and you will be given the option to change the **Subject**, add a **Message**, and update the **From** address
- click **Send Email**

2.1.1.4 Use cases for during the meeting (for when you want to…)

This section describes what the *meeting admin* might want to do during the *meeting*.

update the attendance list

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- select the *agenda item* entitled *Attendees*
- click **Edit**
- under the **Invites** table, on the *member* row, click the cell under the **Attended** and/or **In person/Virtual** columns to change
- click off the selected cell to save – when select widget disappears, the entry is saved

  Important: if you don't click off the selected cell, this change won't be saved

Note: if someone comes to the meeting who isn't in the Invites table, this can be recorded in the **Discussion** field – use a bullet list for best formatting in the *minutes* document

add discussion about an agenda item

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- select the *agenda item* to be discussed
- click **Edit**
- add discussion text under **Discussion**
- click **Save**

add an action item

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- select the *agenda item* being discussed which relates to the *action item*
- click **Edit**
- under **Action Items**, click **New**
- enter a concise, specific description of the action item under **Action**
- generally the **Comments** section should be left blank at this point (but see the **Note** below)
- select an **Assignee** who is responsible for the action

> **Note:** a single **Assignee** is responsible for any *action item*. If the **Assignee** should be working with others and the names need to be captured, this can be done within the **Action**, or within the **Comments**

- click **Create**

record a motion, its discussion, and vote tally (in-person / virtual)

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- select the *agenda item* being discussed which relates to the *motion*
- click **Edit**
- under **Motions**, click **New**
- enter a clear, specific description of the *motion* under **Motion** (see the references for best practices for wording motions)
- select the person who made the motion as the **Mover**
- select the person who seconded the motion as the **Seconder**
- optionally record any comments about the *motion* which come out during the discussion
- if the wording of the *motion* needs to be changed due to the discussion, change this now

- click **Create**

Note: the motion can be created as above, and then updated by clicking **Edit** under **Motions**

After creating the *motion* the motion's **Votes** table is created. The *votes* are initialized to *approved* if the *member* is recorded as attending the meeting and *novote* if not.

To edit the *votes*,

- select the *motion*
- under **Motions** click **Edit**
- under **Votes**, on the *member* row, click the cell under the **Vote** column to change
- click off the selected cell to save – when select widget disappears, the entry is saved

Important: if you don't click off the selected cell, this change won't be saved

Note: if a *member* comes to the meeting and votes after the *motion* was created, their default *novote* can be changed accordingly without immediately updating their **Attendee** status

- in the *motion* **Edit** form, select the resulting **Status** (*approved*, *rejected*, *tabled*) as appropriate
- click **Save**

References

- How to Make a Motion at a Board of Directors Meeting[1]
- How to Write a Motion for a Board Meeting[2]

record a motion, its discussion, and vote tally (*Online Motion/Votes*)

To access the *meeting's Meeting view*, from *Meetings view* select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- select the *agenda item* being discussed which relates to the *motion*
- click **Edit**
- under **Motions**, click **New**
- enter a clear, specific description of the *motion* under **Motion** (see the references for best practices for wording motions)
- select the person who made the motion as the **Mover**
- select the person who seconded the motion as the **Seconder**
- optionally record any comments about the *motion* which come out during the discussion
- if the wording of the *motion* needs to be changed due to the discussion, change this now

[1] https://bizfluent.com/how-10030515-make-motion-board-directors-meeting.html
[2] https://www.boardeffect.com/blog/how-to-write-a-motion-for-a-board-meeting/

- click **Create**

Note: the motion can be created as above, and then updated by clicking **Edit** under **Motions**

After creating the *motion* the motion's **Votes** table is created. The *votes* are initialized to *novote*.

To send a link for voting on the *motion* to the *voting members*, select the *motion* and click the **Send eVote Requests** button. The *voting members* will be displayed, and the *meeting admin* will have the opportunity to change the **Subject**, **Message**, and **From Address**. The text of the *motion* will automatically be included in the email.

The *voting members* will receive an email with a link they can click to record their *vote*. All *votes* must be recorded by the **Date** set for the *meeting*.

Note: if additional time is required for the voting, simply update the **Date** set for the *meeting* using the *Meetings view*.

References

- How to Make a Motion at a Board of Directors Meeting[Page 21, 1]
- How to Write a Motion for a Board Meeting[Page 21, 2]

2.1.1.5 Use cases for after the meeting (for when you want to. . .)

These sections describe what an *meeting admin* might want to do after a *meeting*.

generate meeting minutes

To access the *meeting's Meeting view*, from *Meetings view*, select the meeting and click **View Meeting**

From the *meeting's Meeting view*,

- click **Generate Docs**
- select the documents to be generated (in this case **Minutes**)
- click **Submit**
- the *minutes* are generated and the popup disappears
- the link to the *minutes* can be found using the *Meetings view*

add Google Workspace documents to a meeting folder

Prior to any *meeting* being created, the *super admin* must use the *Interest Attributes view* to configure the system with a folder to store the Google Workspace documents which will be created. There's a separate folder configuration for each type of document.

Note: the folders for the types of documents can be the same or different as desired

If it is desired to have the documents accessible from some other folder (e.g., one which was created specifically for the meeting), manual intervention is needed.

The file(s) must be "Added" rather than "Moved" to the specific meeting folder. This allows meeting documents to be found in a well known place for ease of review across meetings, as well as in the folders for each meeting. But more importantly, membertility only has permission to write to certain folders, so if the file is moved that will cause problems with the access, and there will be unpredictable results.

Using Google Workspaces,

- open the folder where the file was created
  - to find this folder, click on the file's link in the *Meetings view*, then in the browser address box, change "preview" to "edit" and reload the page
  - then click on the folder icon to the right of the filename, which opens a pull-down
  - then click on the square/arrow icon to the right of the folder name in the pull-down to open the file's folder
  - again **please don't move the file**
- click on the file you want to add to another folder
- on your keyboard, press **Shift + z**
- choose the destination folder you want to add the file to
- click **Add here**

Now the same file(s) can be found by navigating to the well known folder, or by navigating to the meeting folder, and any changes to the file(s) will happen in both folders.

Also see Organize your files in Google Drive[3], click on Create a shortcut for a file or folder

> **Warning:** do not copy the file and save it somewhere else, as this would prevent the system from managing the file contents

> **Warning:** do not edit any of these files directly as the system may overwrite what you've changed. Rather, use the system to make any changes you want captured in the file. Then **Generate Docs** can be used to make the update to the *agenda* or *minutes*. *Status report* will be updated automatically.

download images from the meeting report

To access the meeting status report (or newsletter items), navigate to Meetings > Meetings. Under the **Report** column click the link (the naming of the link depends on the *meeting type*).

A google doc should open in another tab.

Google docs does not allow you to right click on the image and save. It gives you a way to copy the image but there doesn't seem to be a way to paste the image locally. How to Download All the Images From a Google Doc or Microsoft Word Document[4] (and others) suggest downloading as html. This creates a zip file that includes the original images (named as *image1.jpg*, etc).

In order to see the download menu, you need to manually change the "/preview" to "/edit" at the end of the URL in your browser's address bar.

[3] https://support.google.com/drive/answer/2375091

[4] https://zapier.com/blog/download-images-google-doc-word/

Warning: do not edit this file directly as the system may overwrite what you've changed. Rather, use the system to make any changes you want captured in the file. Changes can be made to other *member's* reports by navigating to *Meetings view*, selecting the meeting, then clicking **Their Status Report** button, which will bring up *Their Status Report view*.

References

2.1.2 Meetings Member Guide

This document gives guidance on the *meeting* work flow for *members*.

2.1.2.1 Meeting Invitation and Status Report Request

When you are invited to a *meeting*, you will receive an email with the invitation, worded something like this.

> You have been invited to the <meeting> on <date and time>.
>
> Location / URL
>
> <location>
>
> Please RSVP and update your status report by clicking here.
>
> Your outstanding action items are listed below. You can update the action item status by clicking here.

Action Item	Status
action 1	open
new action item	open
test action item	inprogress

You can see that there are two links in the email, each under the word "here" in different paragraphs.

The first link brings you to the *My Status Report view* for this meeting. The *My Status Report view* allows you to *rsvp* to the meeting, and to enter your *status report(s)*.

The second link brings you to your *My Action Items view*. The *My Action Items view* allows you to update status and provide comments for any *action items* you've been assigned.

Warning: The links in this email are constructed specifically for you, for this meeting. Please do not forward this email to anyone else as it would give them access to your account without needing your password.

2.1.2.2 My Meetings view

Navigation: Meetings > My Meetings

The My Meetings view can be used to see a summary of *meetings* you were *invited* to, or to navigate to the *My Status Report view* for a particular meeting.

This view shows your *RSVP* response, whether you attended, and gives links to any reports which have been generated about the meeting.

To navigate to the *My Status Report view*, where you can *RSVP* and/or enter your *status reports*,

- on the row with the *meeting* you want to *RSVP* and/or enter your *status report*, click the view button ( )

Show 10 entries CSV Search: Previous 1 2 Next

View	Meeting Date	Meeting Type	Meeting Purpose	Location	RSVP	Attended	Agenda	Status Report	Minutes
	2021-04-05	Newsletter Content	Newsletter					Newsletter Content	
	2021-04-05	eVote Meeting	eVote on document				Agenda		Minutes
	2021-03-31	Board Meeting	Board Meeting Regression	https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpYTNjTEorRGordzxx	response pending		Agenda	Status Report	
	2021-03-30	Board Meeting	Board Meeting (#367)	zoom	response pending			Status Report	
	2021-02-24	Board Meeting	Meeting to test position efficacy	online	attending	yes	Agenda	Status Report	Minutes
	2020-12-07	Board Meeting	FSRC Board Meeting	C. Burr Artz Public Library 110 E Patrick St Frederick, MD 21701	response pending	no	Agenda	Status Report	Minutes
	2020-11-04	Board Meeting	FSRC Board Meeting	zoom call	attending	yes	Agenda	Status Report	Minutes
	2020-10-15	Board Meeting	Little Meeting	by mail	response pending	no			
	2020-10-12	Board Meeting	Board Meeting Demo	https://example.com virtual meeting	attending	yes	Agenda	Status Report	Minutes
	2020-09-02	Board Meeting	Board Meeting (send invitation emails)	virtual with an address	attending	no			

Showing 1 to 10 of 13 entries

2.1.2.3 My Status Report view

Navigation: Meetings > My Meetings > [select meeting] > **My Status Report** (or via the link in the emailed *invitation*)

You will see a table similar to the following, with a button for your *RSVP* and a row for each of your *position* based *status reports*.

If the RSVP button is orange-red, that means the RSVP hasn't been indicated.

If the edit icon on a row is orange-red ( ), that means the status report hasn't been entered.

2020-12-07 - FSRC Board Meeting - Lou King

New RSVP Instructions Search:

	Edit	Status Report Title
		Market Street Mile Status Report
		Technology Chair Status Report
		Competition Chair Status Report

Showing 1 to 3 of 3 entries

Important:

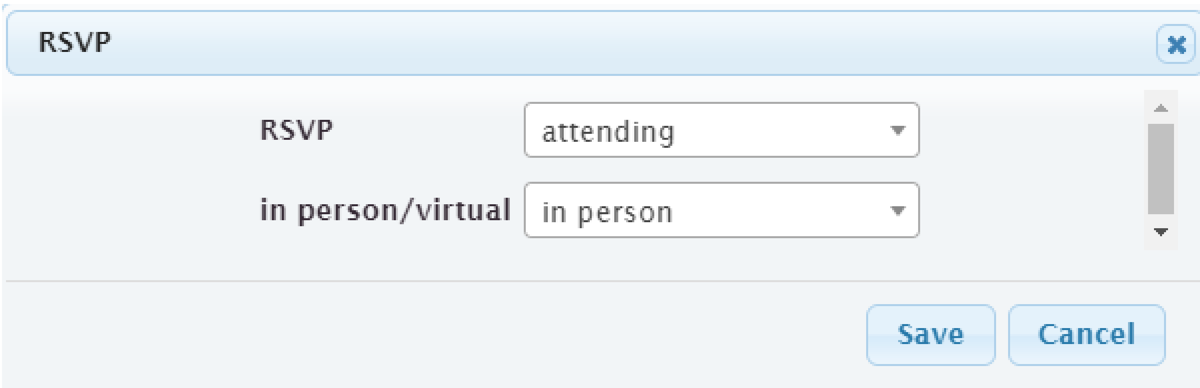
- to *view* a status report, click on to expand, to collapse
- to *edit* a status report, click on
- if the edit button is displayed as this means the status report has been entered – it can still be edited, though

RSVP for the meeting

First you need to record whether you plan to come to the *meeting* or not

- click the **RSVP** button

This opens a form for your *RSVP*:



- next to **RSVP** select your response, one of *attending*, *not attending*
- if you chose *attending*, you need to pick whether you will be attending *in person* or *virtual*

> **Note:** if the meeting only allows *in person* or only allows *virtual*, only that option will be shown

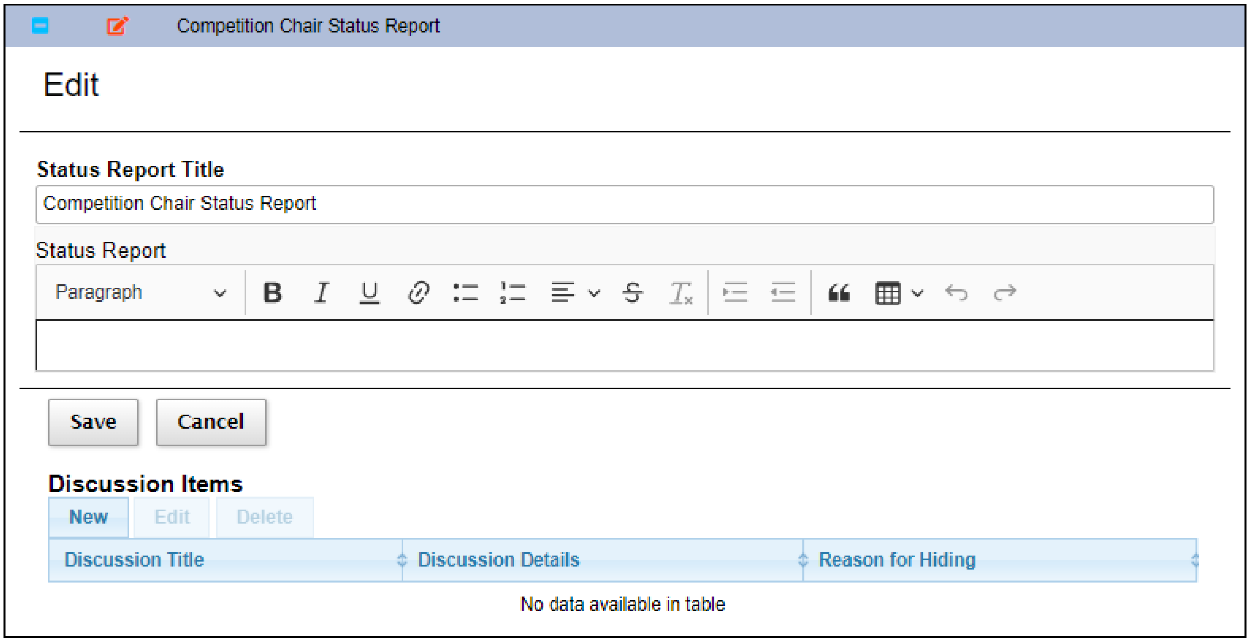
- click **Save**

Update your status report(s)

Now you can enter your *status report(s)*.

- on the row for the *status report* you want to enter, click the edit button (or)

This opens an Edit form for this *status report*:



- enter your status for this *position*
- click **Save**

Note: *Status reports* are by *position*. So if there are more than one *member* in the same *position*, they will see the same *status report* for that *position*. If one *member* edits the report the other *member(s)* will be able to see those edits when they open the *position* row.

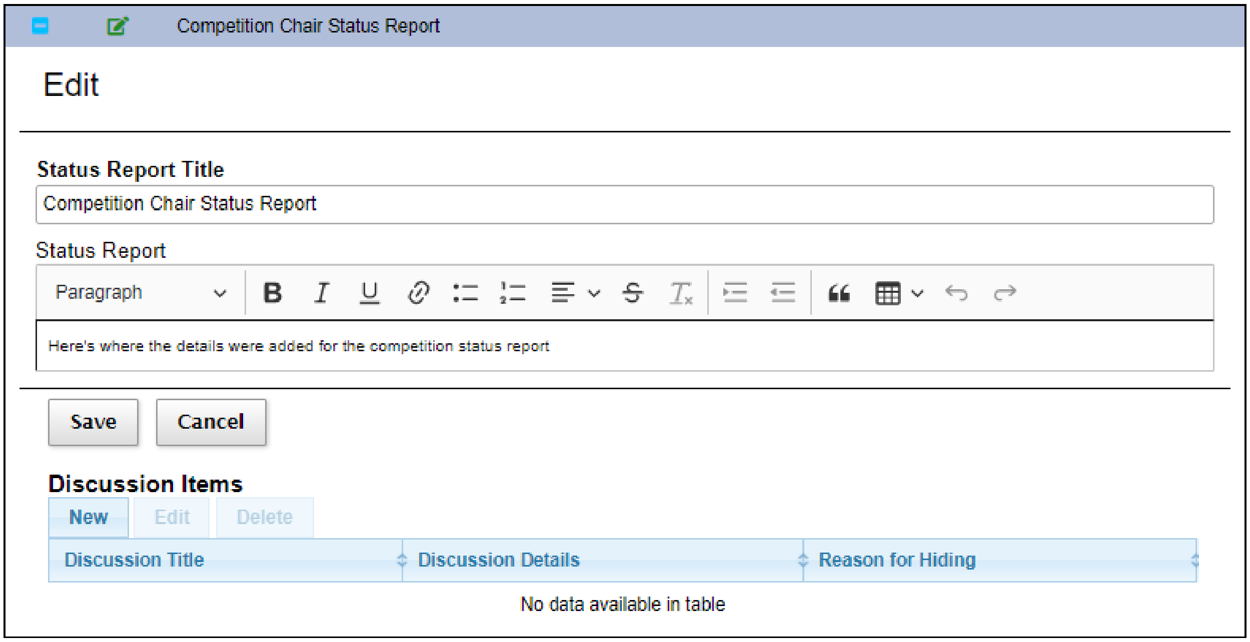
So if the position is shared, there needs to be coordination for producing the *status report*.

Optionally add discussion items for the meeting

If a topic needs to be discussed at the meeting, a *discussion item* must be created. This adds the topic to the *meeting agenda*.

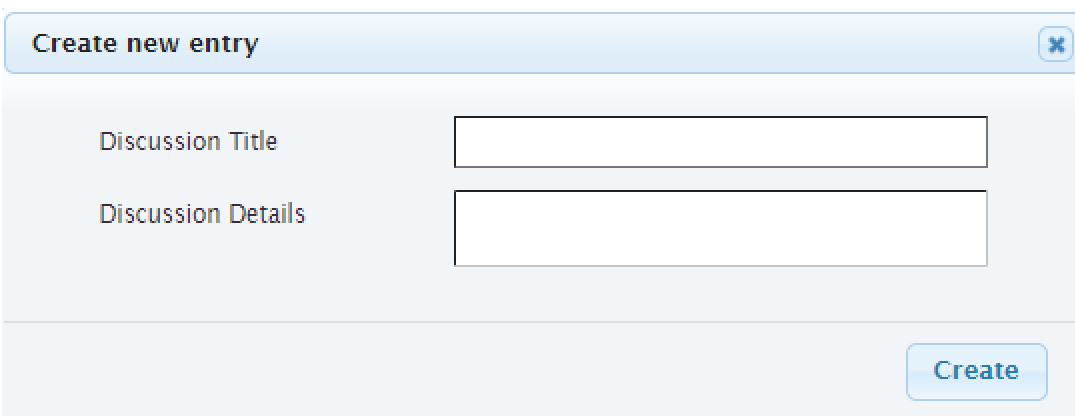
- click for the *status report* you want to enter a *discussion item* about

This opens an Edit form for this *status report*:



- under **Discussion Items**, click **New**

This opens a Create form for the *discussion item*:



- fill in a concise, descriptive title under **Discussion Title**
- use **Discussion Details** to give more details of what the discussion is about, what decisions might be taken, options, etc.
- click **Create**

You can edit the discussion item up until the meeting.

- click for the *status report* which holds the *discussion item*
- under **Discussion Items**, select the *discussion item* to be edited
- under **Discussion Items**, click **Edit**
- make the desired edits to **Discussion Details**
- click **Save**

Note: The *meeting agenda item* is created when you click **Create** for the *discussion item*. While you can edit the

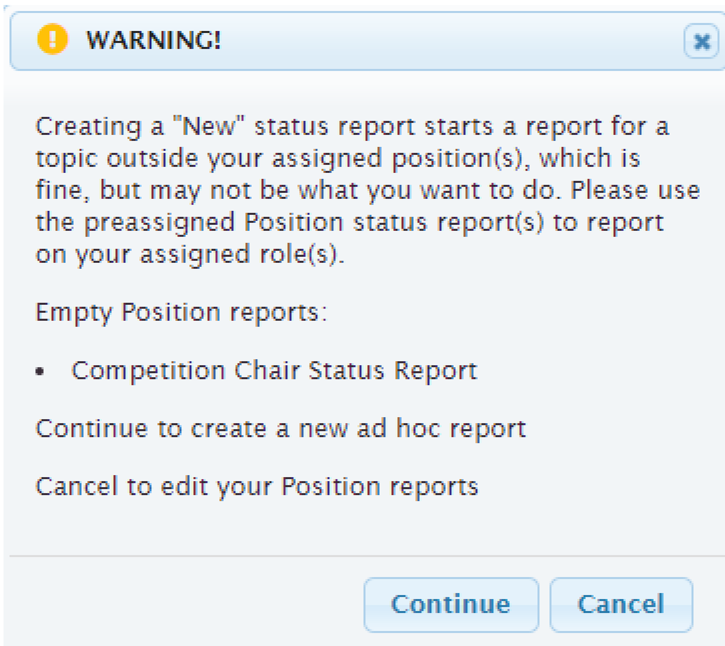
Discussion Details up until the start of the *meeting*, there's no way for you to update the title used in the *meeting* for the *agenda item*. However, your updates to the **Discussion Title** will be saved in the *Status Report* document.

Optionally create ad hoc status for areas not covered by one of your positions

Occasionally, there might be a need to create a *status report* or *discussion item* which doesn't neatly fit under one of your assigned *positions*.

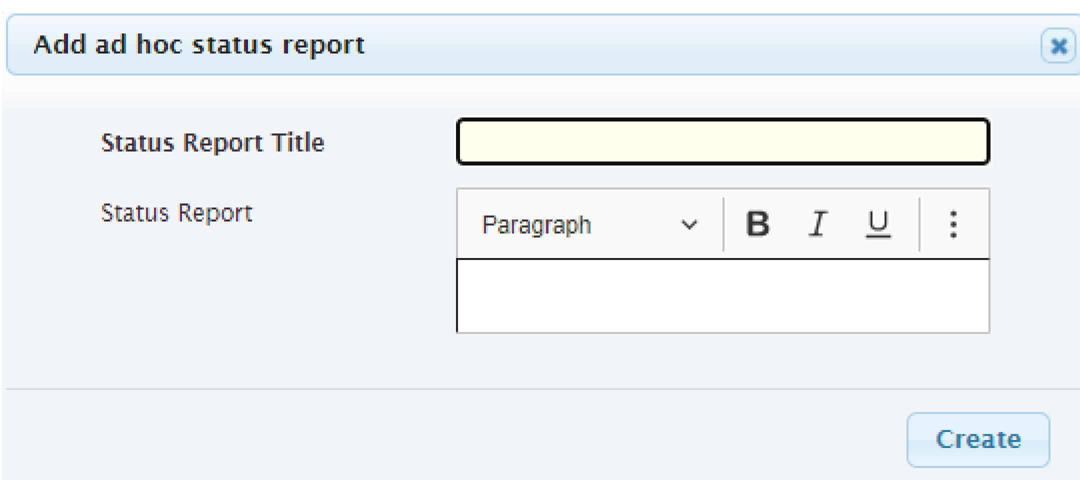
- above the Status Report table, click **New**

If you have one or more empty *position status reports*, you will be shown the following challenge:



Assuming you really do mean to create an ad hoc report, click **Continue**. But if you mean to create a report for one of your assigned *positions*, click **Cancel** and then follow the directions at *Update your status report(s)*.

If all of your assigned *positions* reports have been filled in, or if you click **Continue** at the challenge, you will see a form to add an ad hoc *status report*:



- give the report a clear, concise **Status Report Title**
- put details into the **Status Report** field
- click **Create**

If an item about this report needs to be added to the *meeting agenda*, create a *discussion item*.

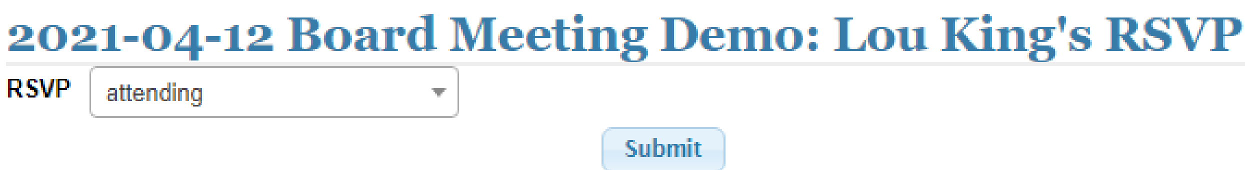
- click for the new ad hoc *status report* you just created
- add the *discussion item* as described in *Optionally add discussion items for the meeting*

2.1.2.4 RSVP view

Navigation: Meetings > My Meetings > [select meeting] > **My Status Report** (or via the link in the emailed *invitation*)

This view is for *meetings* which require an *rsvp* but do not have *status reports*

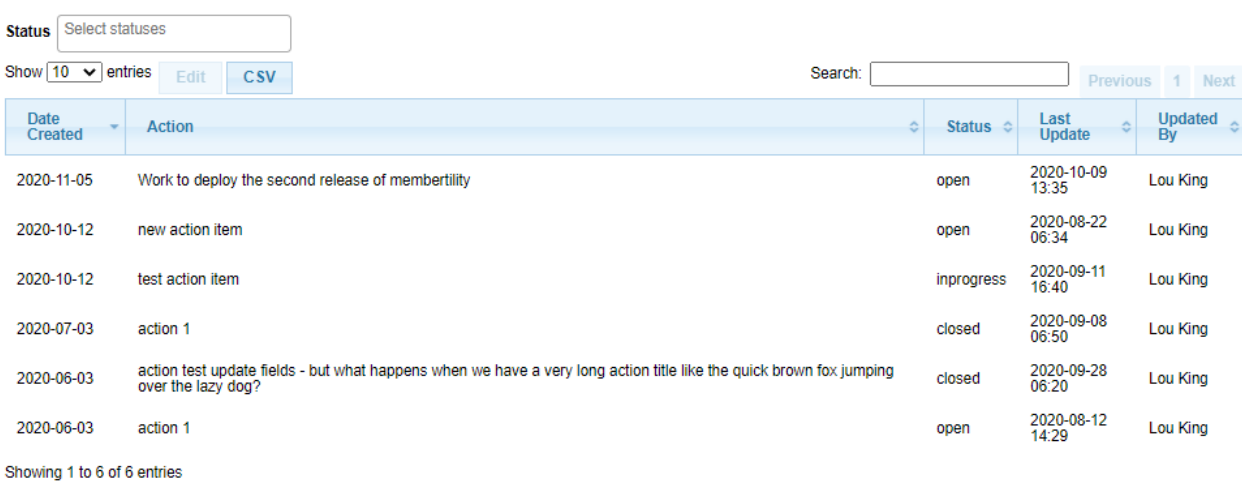
- next to **RSVP** select your response, one of *attending*, *not attending*
- click **Submit**



2.1.2.5 My Action Items view

Navigation: Meetings > My Action Items (or via the link in the emailed *invitation*)

To see what *action items* you have outstanding, or update the status or progress for any of these, you can use the My Action Items view. (Normally, action items are written more clearly than what you see here, but of course these are what was being used for system testing.)



Date Created	Action	Status	Last Update	Updated By
2020-11-05	Work to deploy the second release of membertility	open	2020-10-09 13:35	Lou King
2020-10-12	new action item	open	2020-08-22 06:34	Lou King
2020-10-12	test action item	inprogress	2020-09-11 16:40	Lou King
2020-07-03	action 1	closed	2020-09-08 06:50	Lou King
2020-06-03	action test update fields - but what happens when we have a very long action title like the quick brown fox jumping over the lazy dog?	closed	2020-09-28 06:20	Lou King
2020-06-03	action 1	open	2020-08-12 14:29	Lou King

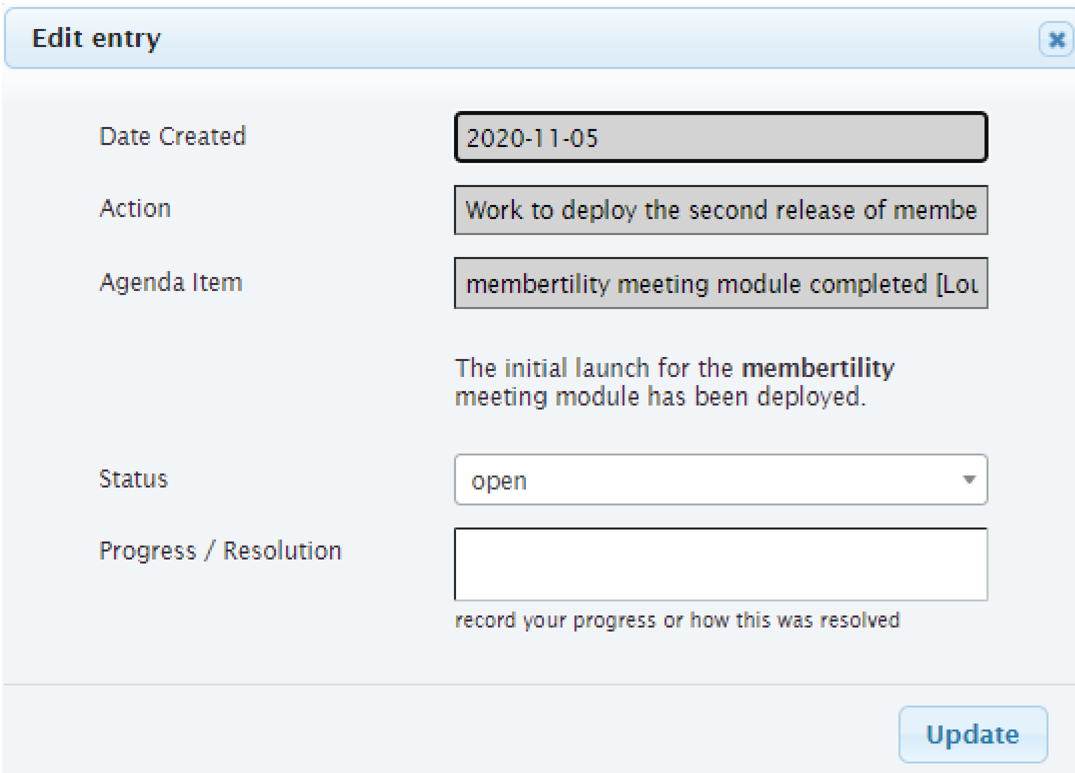
As you can see, the table shows when the *action item* was first created, what the action is, the current status (*open*, *inprogress*, *closed*), when it was last updated and who made the last update.

You can see more details and make updates by opening the Edit form.

- select an *action item*

- click **Edit**

This opens the Edit form for the *action item*:



Here you can see the *agenda item* under which the *action item* was created, which might give you additional context of what is needed. You can also change the **Status** and make updates to the **Progress / Resolution** field.

- update the **Status** to *inprogress* or *closed* if appropriate
- add information about your progress, or how this was resolved to the top of **Progress / Resolution**
- click **Update**

Note: If **Progress / Resolution** has been updated multiple times, it makes sense to add the date of each update, with the latest update being at the top.

2.1.2.6 Action Items view

This view can be used to see all of the *Action Items* in the system. (Normally action items are written more clearly than what you see here, but of course these are what was being used for system testing.)

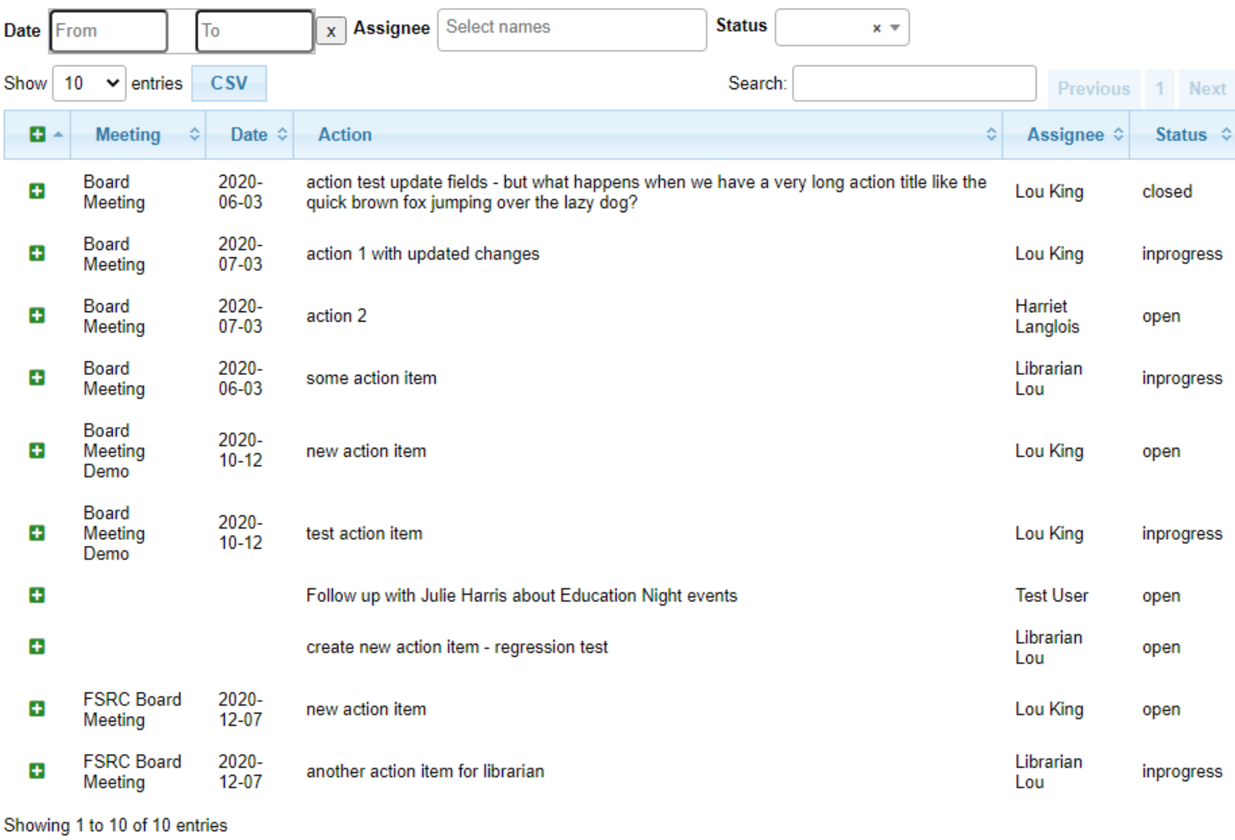
Action
: text of the action item describing the action to be done

Assignee
: who is responsible for taking care of the action item

Status
: current action item status: *open*, *inprogress*, *closed*

Comments
updates on progress or how the action item was completed

Hint: click on ⊞ to expand (see more fields), ⊟ to collapse



	Meeting	Date	Action	Assignee	Status
⊞	Board Meeting	2020-06-03	action test update fields - but what happens when we have a very long action title like the quick brown fox jumping over the lazy dog?	Lou King	closed
⊞	Board Meeting	2020-07-03	action 1 with updated changes	Lou King	inprogress
⊞	Board Meeting	2020-07-03	action 2	Harriet Langlois	open
⊞	Board Meeting	2020-06-03	some action item	Librarian Lou	inprogress
⊞	Board Meeting Demo	2020-10-12	new action item	Lou King	open
⊞	Board Meeting Demo	2020-10-12	test action item	Lou King	inprogress
⊞			Follow up with Julie Harris about Education Night events	Test User	open
⊞			create new action item - regression test	Librarian Lou	open
⊞	FSRC Board Meeting	2020-12-07	new action item	Lou King	open
⊞	FSRC Board Meeting	2020-12-07	another action item for librarian	Librarian Lou	inprogress

Showing 1 to 10 of 10 entries

2.1.2.7 Motions view

Navigation: Meetings > Motions

The Motions view can be used to view *Motions* which have been made, and their result. Approved motions are formal decisions which have been made. (Normally motions are written more clearly than what you see here, but of course these are what was being used for system testing.)

Motion
text of the motion

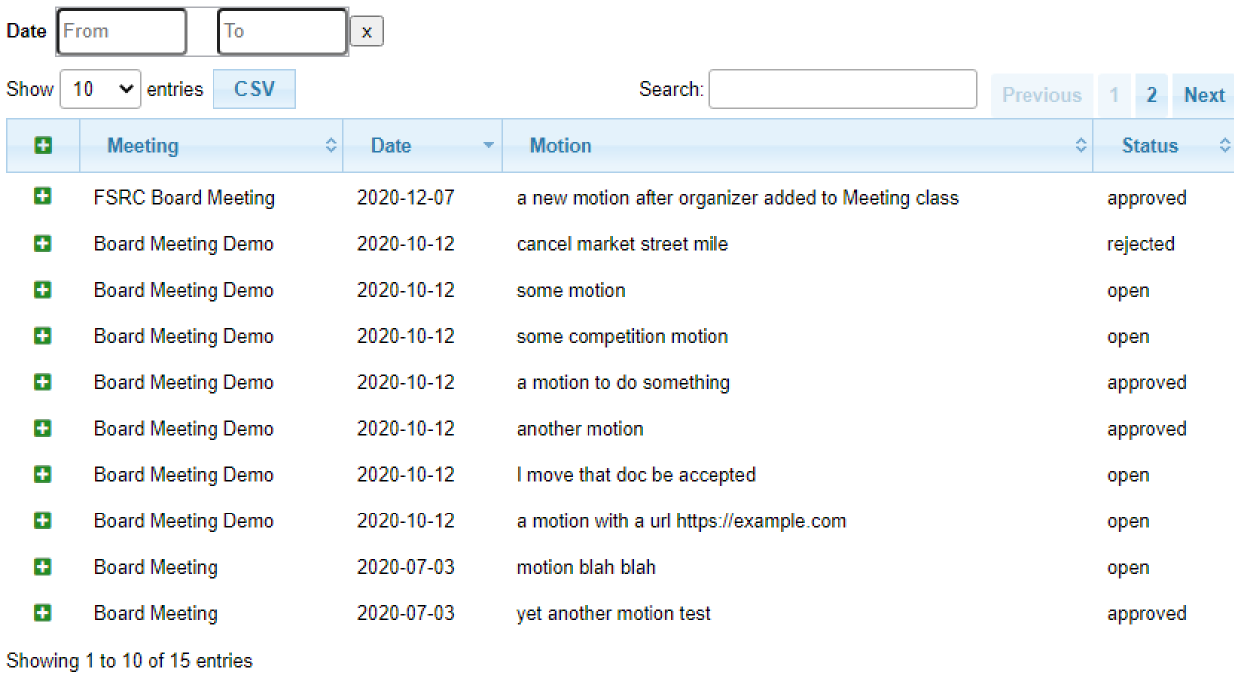
Mover
the person who made the motion

Seconder
the person who seconded the motion

Status
the result of the motion vote, one of *open*, *tabled*, *approved*, *rejected*. The **Status** should not be left *open* after the *meeting*

Vote
vote talley for each *voting member*, one of *approved*, *rejected*, *abstained*, *novote*.

Hint: click on to expand (see more fields), to collapse



Date From To x

Show 10 entries CSV Search: Previous 1 2 Next

	Meeting	Date	Motion	Status
	FSRC Board Meeting	2020-12-07	a new motion after organizer added to Meeting class	approved
	Board Meeting Demo	2020-10-12	cancel market street mile	rejected
	Board Meeting Demo	2020-10-12	some motion	open
	Board Meeting Demo	2020-10-12	some competition motion	open
	Board Meeting Demo	2020-10-12	a motion to do something	approved
	Board Meeting Demo	2020-10-12	another motion	approved
	Board Meeting Demo	2020-10-12	I move that doc be accepted	open
	Board Meeting Demo	2020-10-12	a motion with a url https://example.com	open
	Board Meeting	2020-07-03	motion blah blah	open
	Board Meeting	2020-07-03	yet another motion test	approved

Showing 1 to 10 of 15 entries

2.2 Reference

2.2.1 Meetings Admin Reference

This page gives a reference to all **membertility** views which are available to *members* who have the *meeting admin security role*.

2.2.1.1 Action Items view

Action Items can be accessed from *Meeting view* or from the top level menu. *Action Items* are normally generated from *Meeting view*, but all action items can be seen from the top level menu.

Action
text of the action item describing the action to be done

Assignee
who is responsible for taking care of the action item

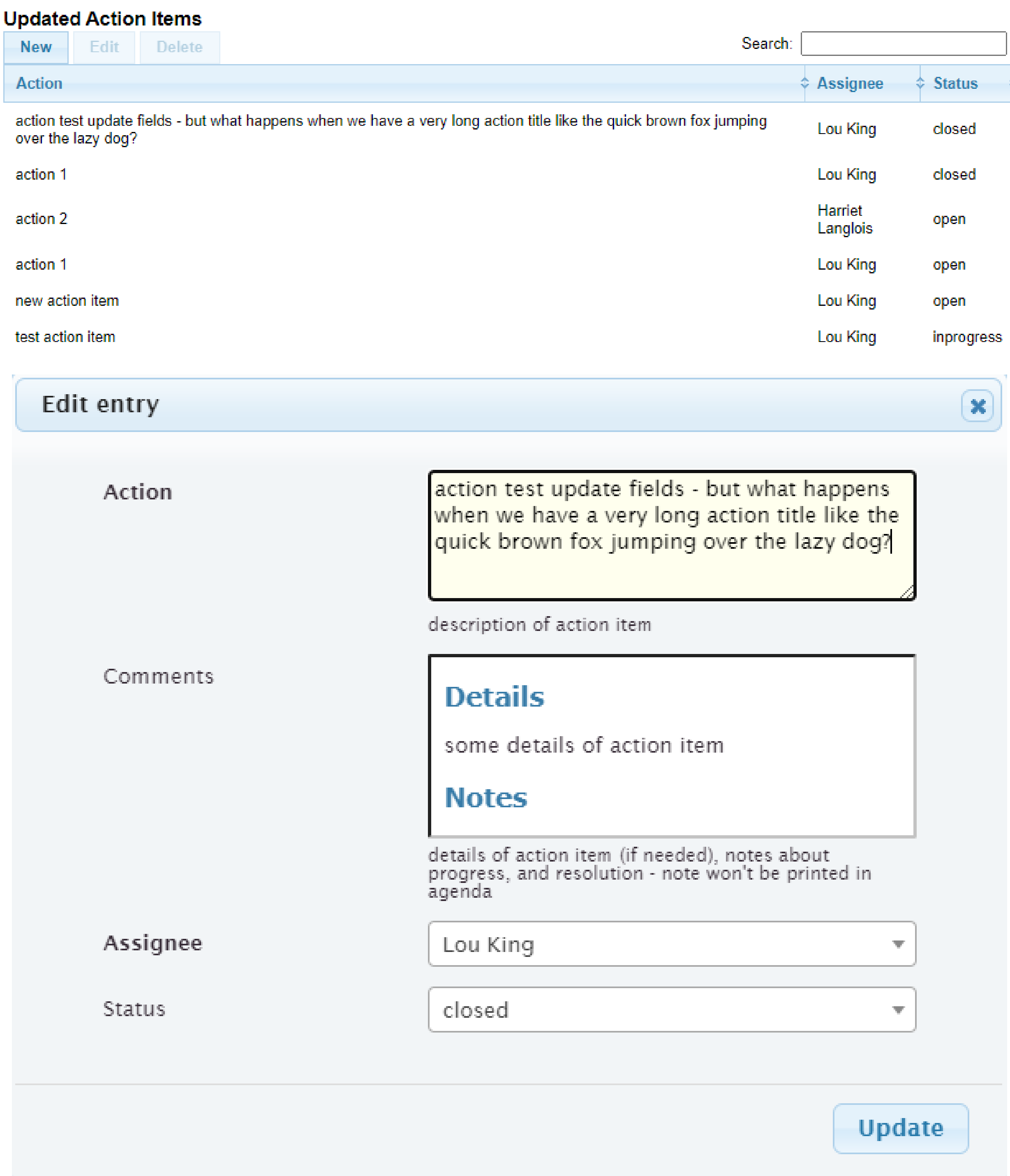
Status
current action item status: *open*, *inprogress*, *closed*

Comments
updates on progress or how the action item was completed

Meeting Action Items

Navigation: [*Meeting view*] > [select agenda item] > **Edit**

Note: all action items since **Show Actions Since** date can be viewed or edited under the automatically created *Action Items* agenda item



All Action Items

Navigation: Meetings > Action Items

Additional fields shown in the All Action Items view

Meeting
meeting at which this action item was created

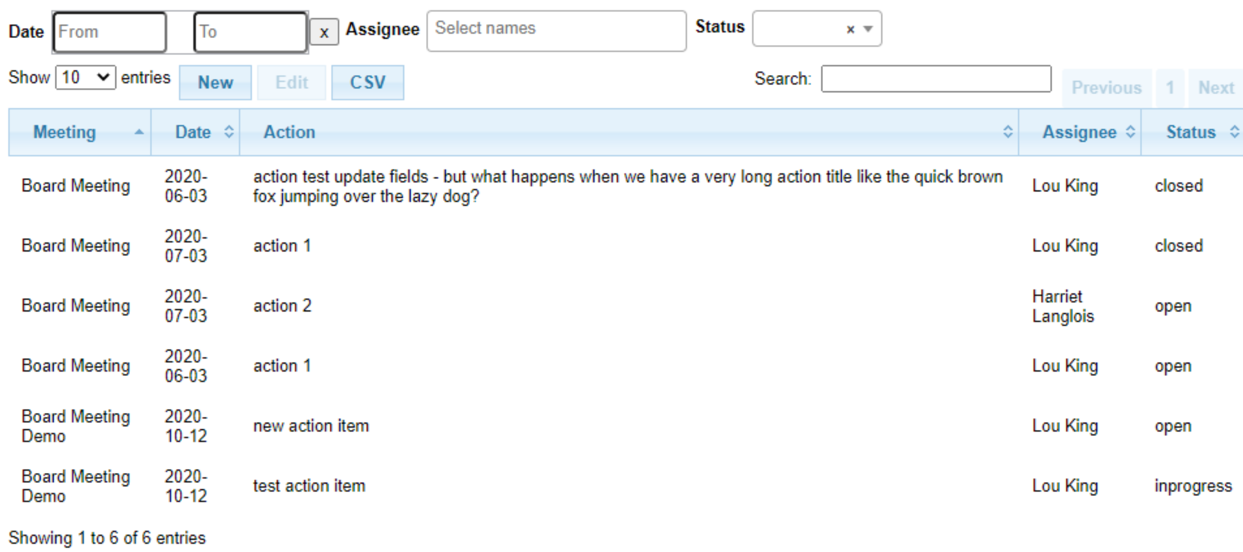
Date
date for *meeting* that this action was created

The view has the following filters:

Date
date range of interest

Assignee
who is responsible for taking care of the action item

Status
current **Status** of interest

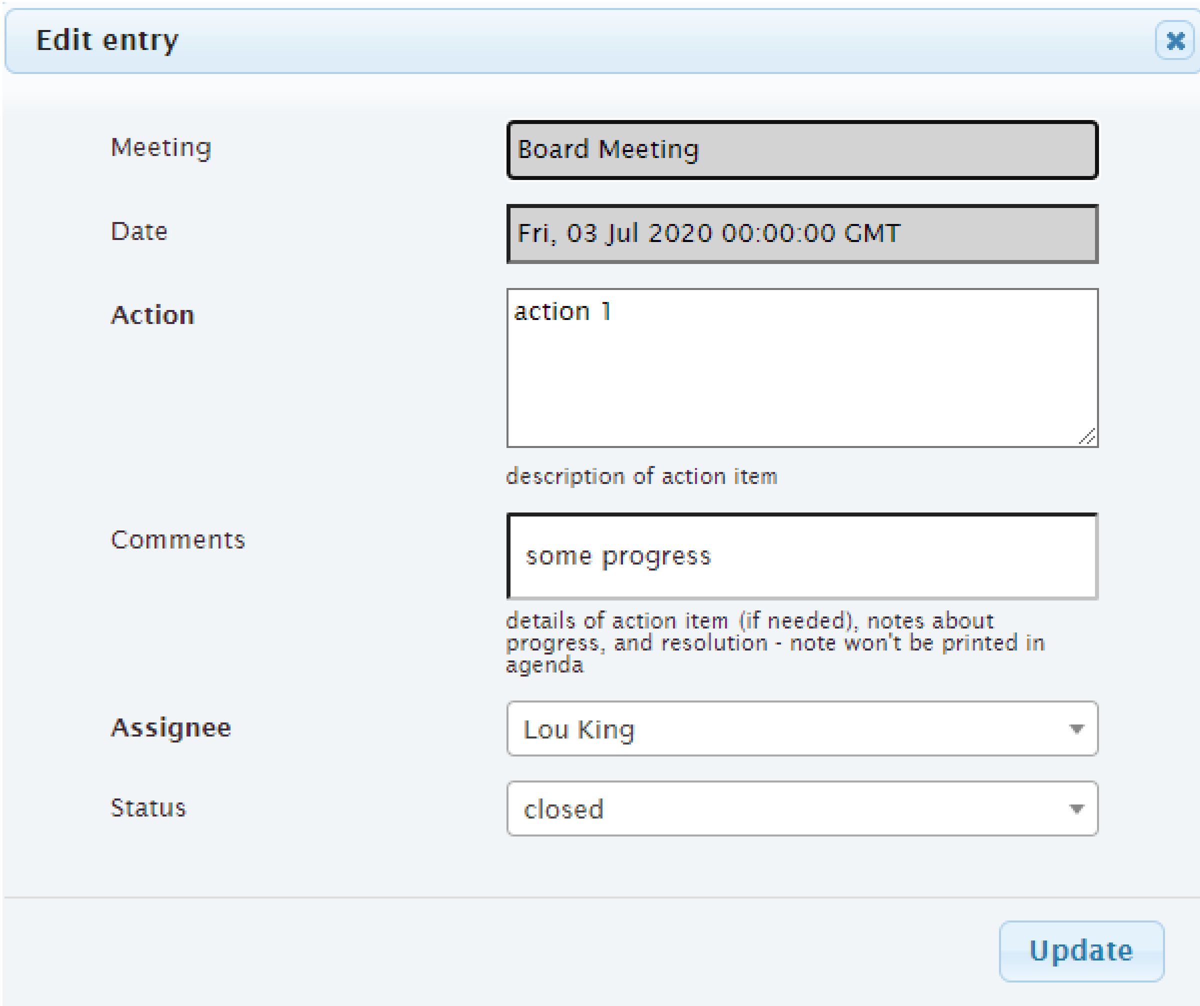


Date From To x Assignee Select names Status ×

Show 10 entries New Edit CSV Search: Previous 1 Next

Meeting	Date	Action	Assignee	Status
Board Meeting	2020-06-03	action test update fields - but what happens when we have a very long action title like the quick brown fox jumping over the lazy dog?	Lou King	closed
Board Meeting	2020-07-03	action 1	Lou King	closed
Board Meeting	2020-07-03	action 2	Harriet Langlois	open
Board Meeting	2020-06-03	action 1	Lou King	open
Board Meeting Demo	2020-10-12	new action item	Lou King	open
Board Meeting Demo	2020-10-12	test action item	Lou King	inprogress

Showing 1 to 6 of 6 entries



2.2.1.2 Agenda Headings view

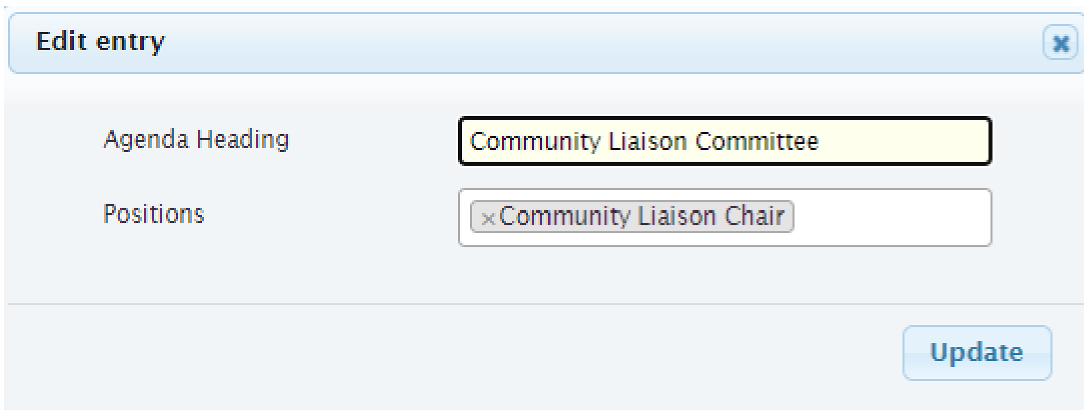
Navigation: Meetings > Agenda Headings

Agenda Headings can be configured to show context for *agenda items*. An agenda heading must be configured here before being added to the *agenda items* on *Meeting view*.

Agenda Heading
: text of heading which will appear in the *Agenda* document or the *Minutes* document

Positions
: (optional) when a *discussion item* is created for one of these *positions*, this agenda heading will be used

> **Note:** if multiple agenda headings share a *position*, the behavior is undefined [#256]



2.2.1.3 Invites view

Navigation: Meetings > Invites

Meeting
meeting at which this motion was created

Date
date for *meeting* that this motion created

Name
name of the *member* invited to the *meeting*

Email
email address of the *member* invited to the *meeting*

RSVP
the *member's rsvp* response when invited to the *meeting*

Attended
indication of whether the *member* attended the meeting, *yes* or *no*

In person/Virtual
if the *meeting* includes the option *RSVP Required*, this shows whether the *member* plans to or has attended *in person* or *virtual*

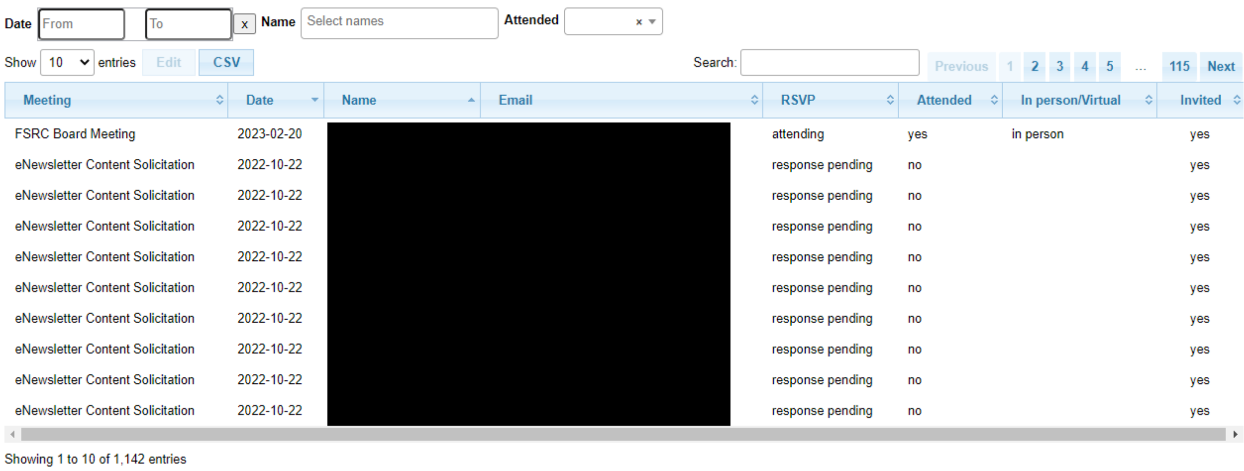
Invited
generally *yes* but if the *member's position* changed after the initial *invite* was sent, may be *no*

The view has the following filters:

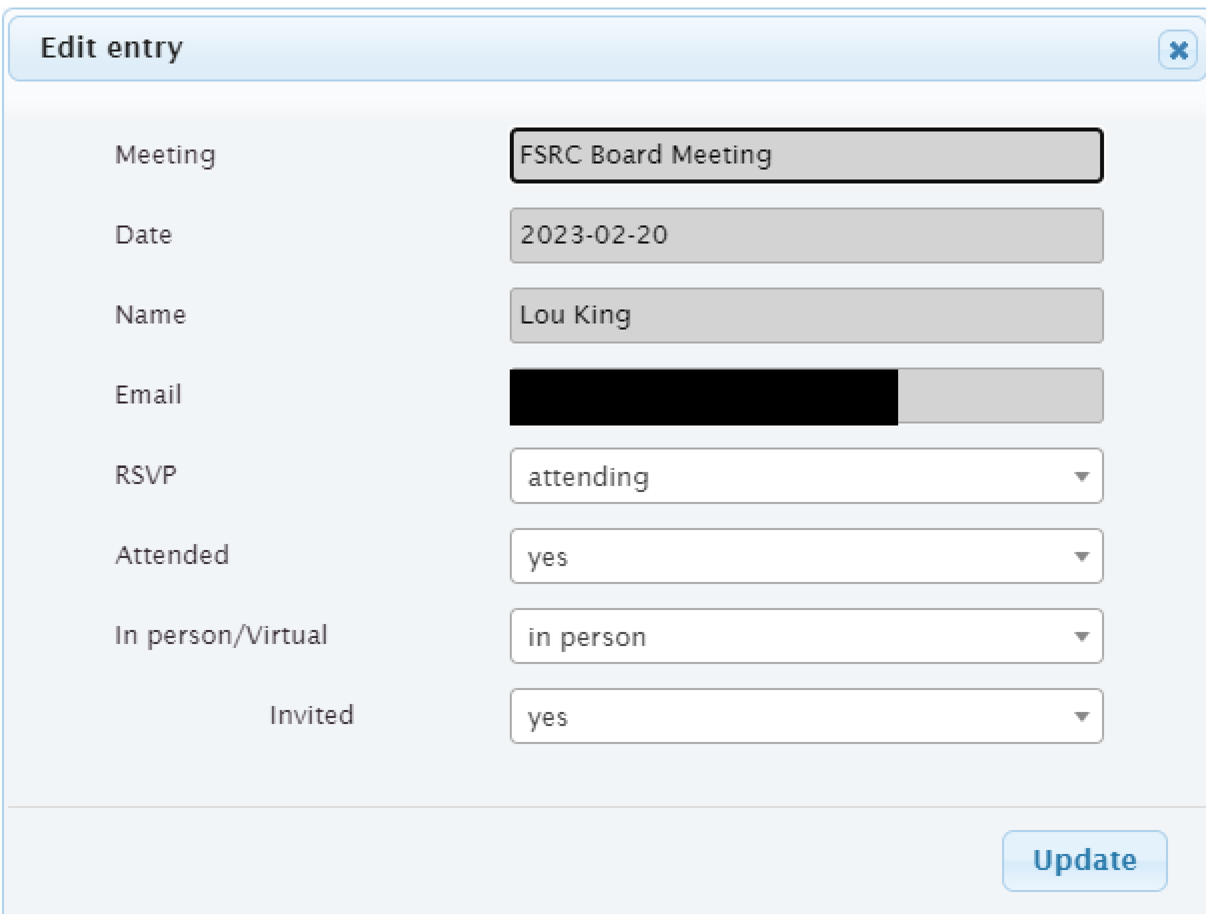
Date
date range of interest

Name
name of *member*

Attended
attendance value of interest



Meeting	Date	Name	Email	RSVP	Attended	In person/Virtual	Invited
FSRC Board Meeting	2023-02-20	[redacted]		attending	yes	in person	yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes
eNewsletter Content Solicitation	2022-10-22			response pending	no		yes



2.2.1.4 Meeting Status view

Navigation: Meetings > Meetings > [select meeting] > **Meeting Status**

The Meeting Status view is used to determine what, if any, status reports are missing, and to send reminders to chosen positions about the missing status report(s).

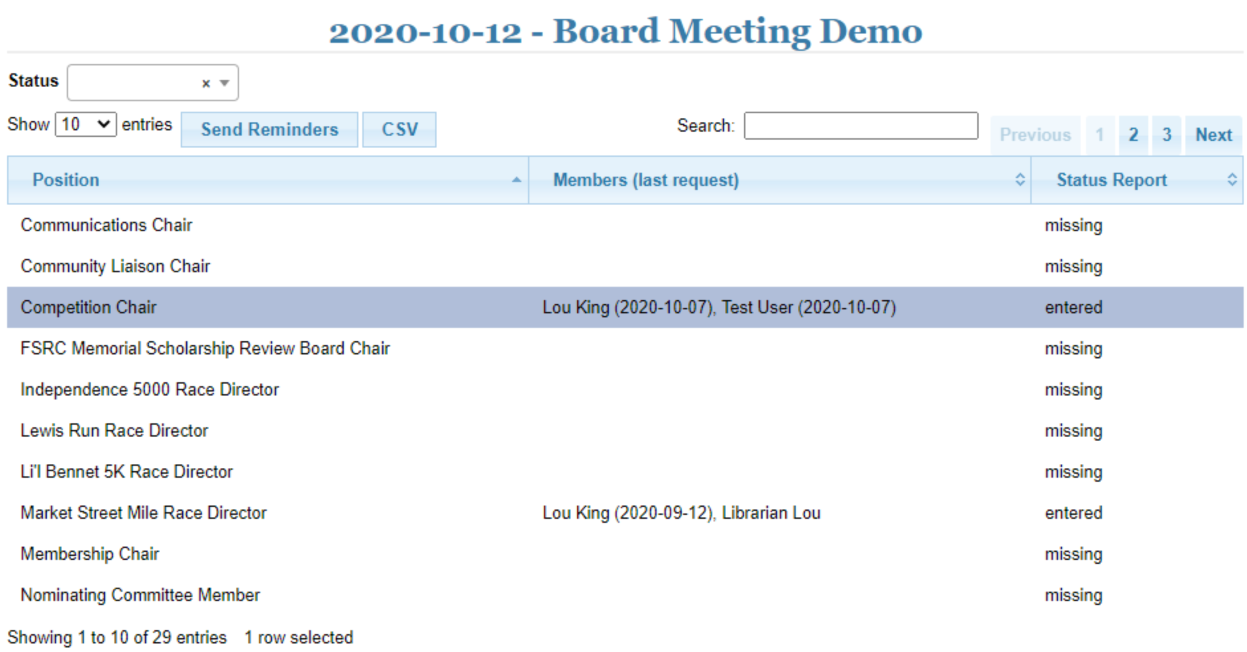
Position
: *positions* which are configured to have a status report are listed here

Members (last request)
: *member(s)* who hold the position are listed here, along with the date the last request for status report was made to that *member*. If a date isn't listed, this means the *member* was added to a *position*, but wasn't sent a *meeting invite*, which should be a transient condition

Status Report
: either *entered* if someone holding this *position* entered a *status report*, or *missing* if no *status report* was entered

The view has the following filters:

Status
: the status of whether the *status report* was *entered* or *missing* can be selected here



There is one action button.

Send Reminders
: select the row(s) for which a reminder should be sent. The *members* who hold the selected *positions* will be sent a reminder.

  Subject
  : default subject is provided by the system, but can be changed if desired

  Message
  : add additional message to the reminder if desired

  From
  : defaults to **From** from the last **Send Invites** or **Send Reminders** (see note), but

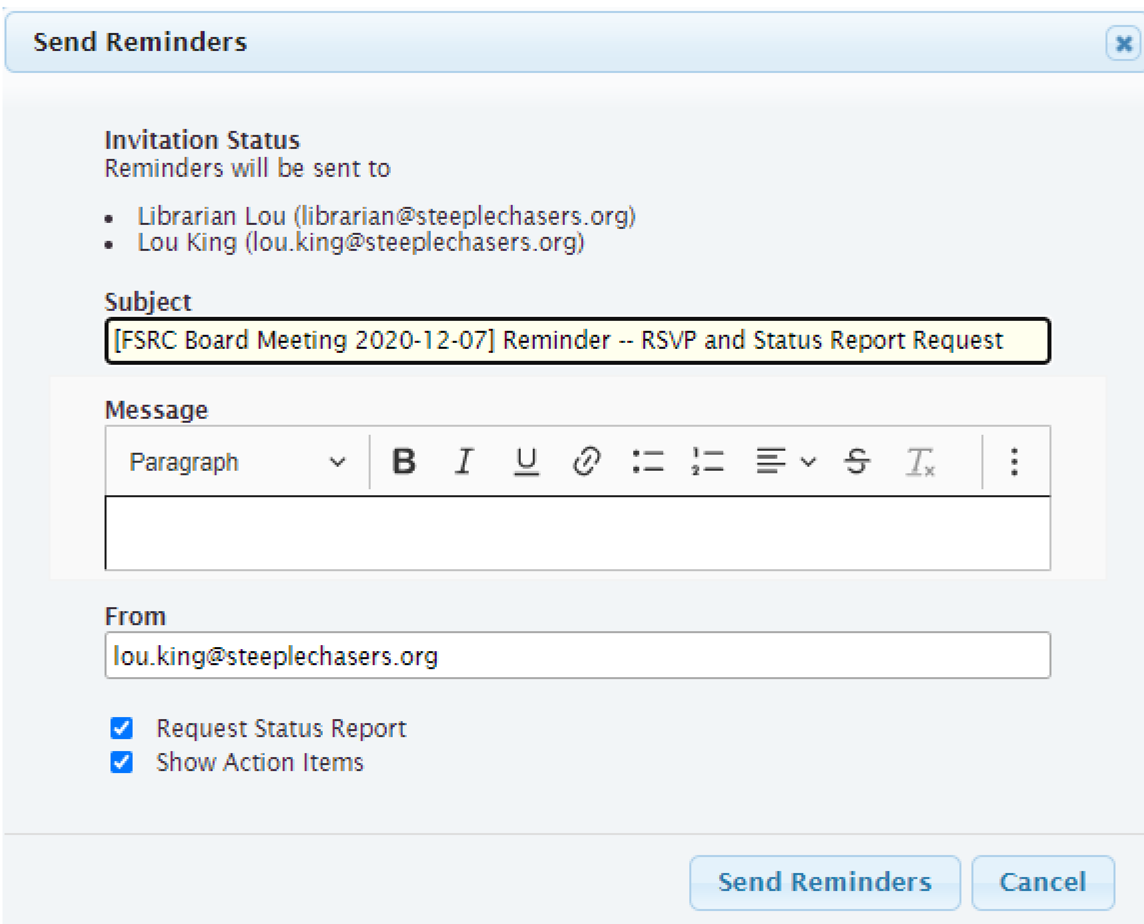
can be updated if desired

option checkboxes

- check **Request Status Report** if the text in the email should mention that a status report is needed
- check **Show Action Items** if outstanding action items should be shown in the email

Note: For best results, set the **Status** filter to *missing* before using **Send Reminders**

Note: **Message**, **From**, and option checkboxes default from the last **Send Reminders**, or the last *Meeting view*'s **Send Invites** if **Send Reminders** hasn't been used for this meeting



2.2.1.5 Meeting view

Navigation: Meetings > Meetings > [select meeting] > **View Meeting**

The meeting view is used to manage the *meeting*. The following can be done from this view

- send *meeting invites*
- create new *agenda* items
- rearrange *agenda* items
- generate documents related to the meeting
- send email to *members* who were *invited* to the meeting
- tally *meeting* attendance
- record discussion about *agenda* items
- create *action items*
- create and record votes on *motions*

Edit of an *agenda* item is inline with the table, with *Action Items view* and *Motions view* embedded.

Reorder
the reorder icon ( ) can be used to grab an *agenda item* and place it where desired in the *agenda* order

Title
title of the *agenda* item, initialized by the *invitee* who wrote the discussion item, but can be changed

Summary
summary of the *agenda* item, initialized by the *invitee* who wrote the discussion item. This can be changed, but normally would be left intact except for editorial changes for clarity

Discussion
discussion which took place at the meeting, if the *meeting admin* wants to record this in the minutes

Agenda Heading
heading under which this *agenda* item will be shown in the agenda and in the minutes. The Agenda Headings are configured under *Agenda Headings view*

Hide
if, for some reason, a *discussion item* recorded by an *invitee* will not be part of the *meeting agenda*, set **Hide** to *yes* and fill in **Reason for Hiding**

Reason for Hiding
if **Hide** is set to *yes*, the reason the *agenda* item was hidden should be entered here. The *invitee* will be able to see this from their *My Status Report view*

In addition to the **New**, **Edit**, **Delete** buttons, there are action buttons. Action buttons are shown or not depending on which **Meeting Type** was chosen (configured in the *Meeting Types view*).

Send Invitations
use this to send the initial *invitations* to the meeting, or if any positions have been updated which affect the meeting attendance. Individual emails are sent which include a link that the *member* can use to *RSVP* and/or update their *status reports*

Subject
default subject is provided by the system, but can be changed if desired

Message
add additional message to the invitiation if desired

From
defaults to the email address of the *meeting* **Organizer**, but can be updated if desired

Note: if any positions which affect meeting attendance have been updated, a nightly job will take care of sending additional *invitations*

Send Discussion Request
use this to send a discussion request for the meeting. A single email is sent to the *invitees*, suitable for a *reply/all* discussion

Subject
default subject is provided by the system, but can be changed if desired

Message
add additional message to the invitiation if desired

From
defaults to the email address of the *meeting* **Organizer**, but can be updated if desired

Generate Docs
use this to generate documents associated with the meeting

Note: the *status report* document is automatically created and updated as people write or update their status reports

Note: for upcoming meetings, a nightly process regenerates the *agenda*, in case changes are made which would affect it. This does not apply to *minutes* since these are normally generated after the meeting

Send Email
use this to send email to the *invitees*. Note the default subject contains the meeting purpose and date, and can be edited

Subject
default subject is provided by the system, but can be changed if desired

Message
add message

From
defaults to the email address which was used during **Send Invites**, but can be updated if desired

2021-03-08 - All Buttons Demo

Show hidden items

New | Edit | Delete | Send Invitations | Send Discussion Request | Generate Docs | Send Email

Search:

	Reorder	Title	Agenda Heading

No data available in table

Showing 0 to 0 of 0 entries

2020-10-12 - Board Meeting Demo

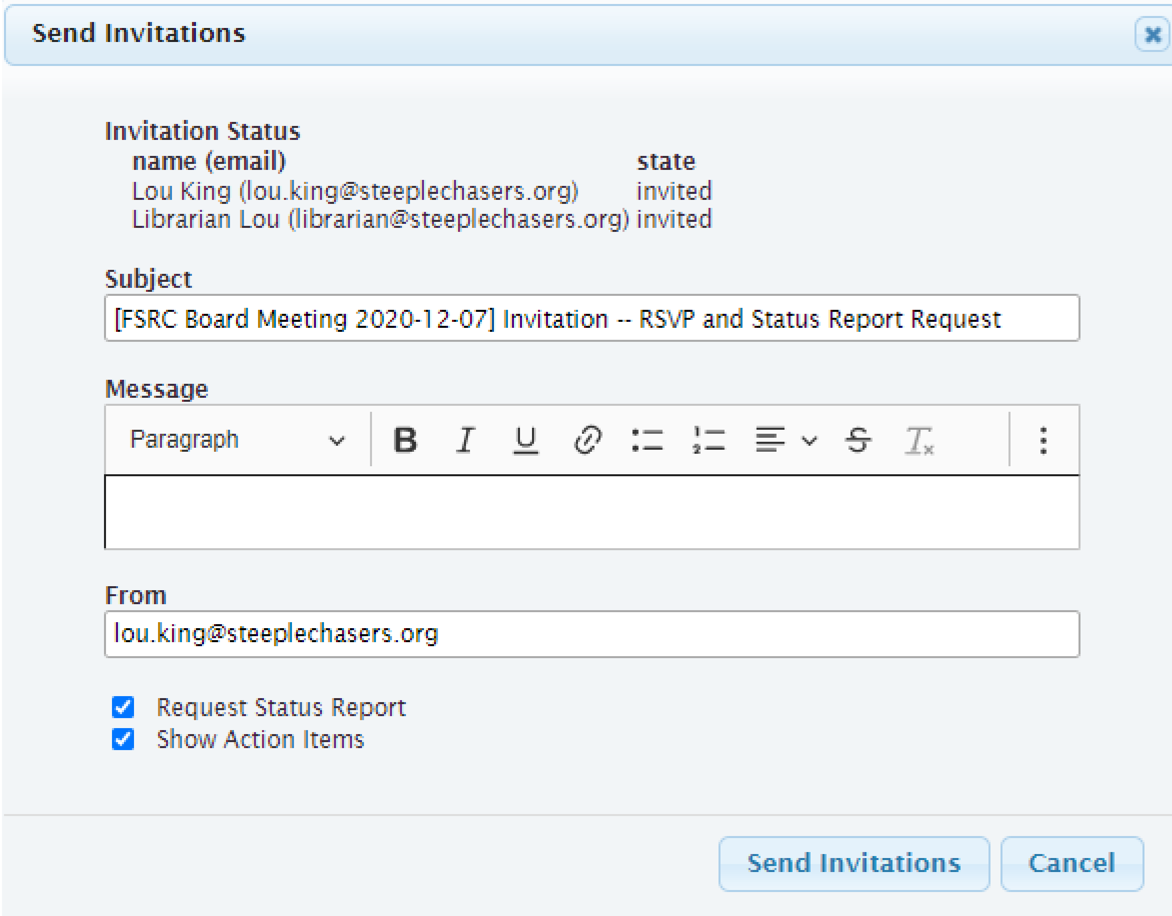
Show hidden items

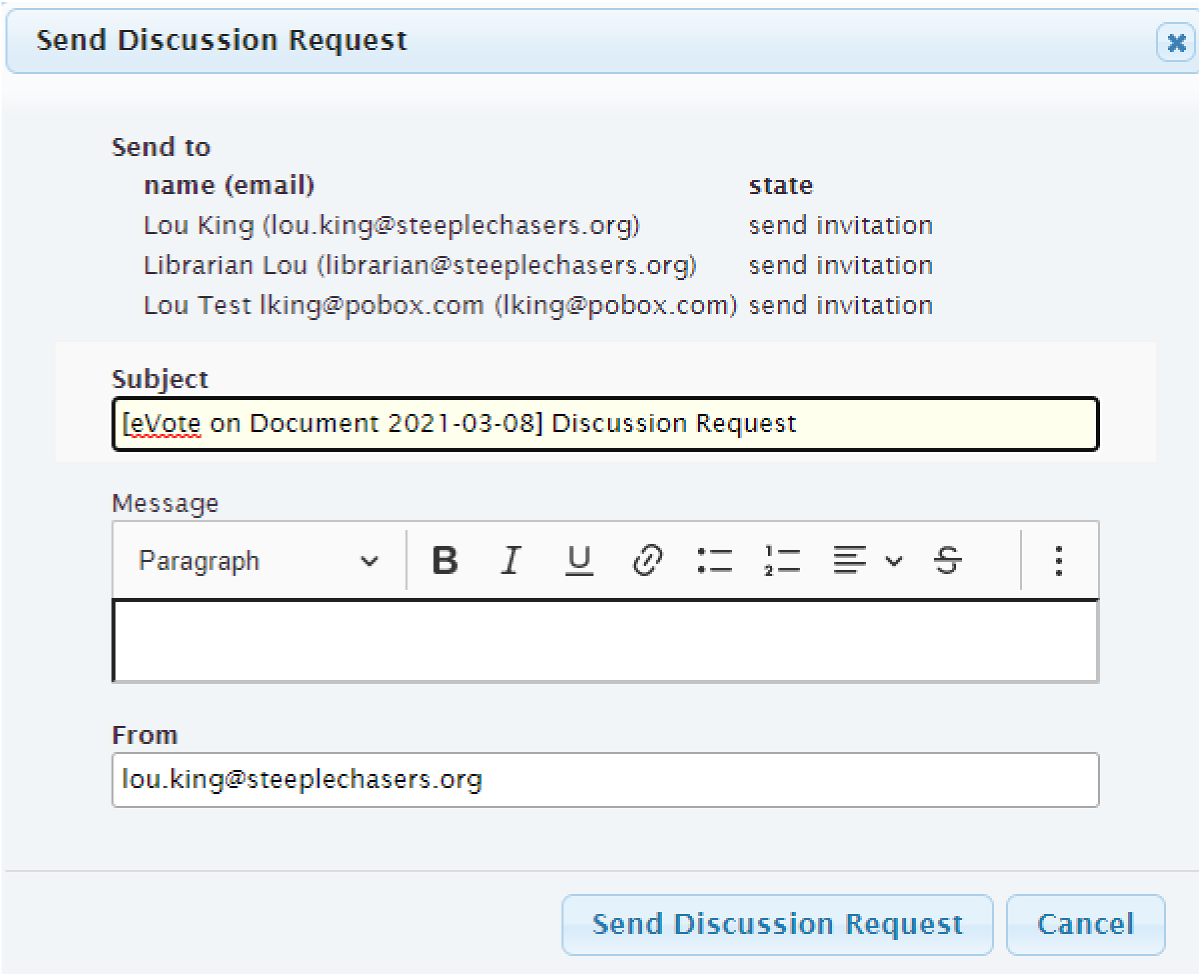
New | Edit | Delete | Send Invitations | Generate Docs | Send Email

Search:

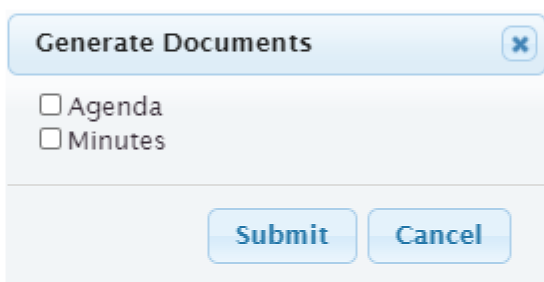
	Reorder	Title	Agenda Heading
		Call to Order	
		Attendees	
		Treasurer's Report	
		Action Items	
		registrations are low [Librarian Lou / Market Street Mile Race Director]	Market Street Mile
		sponsorships are up [Lou King / Market Street Mile Race Director]	Market Street Mile
		exec discussion [Josh Roane / President]	
		discussion for ad hoc status report [Lou King]	
		new discussion [Lou King / Technology Chair]	Communications Committee
		competition discussion should have agendaheading [Lou King / Competition Chair]	Competition
		some competition discussion [Lou King / Competition Chair]	Competition
		2nd try should have competition agendaheading [Lou King / Competition Chair]	Competition
		Next meeting Nov 18, 2020	

Showing 1 to 13 of 13 entries

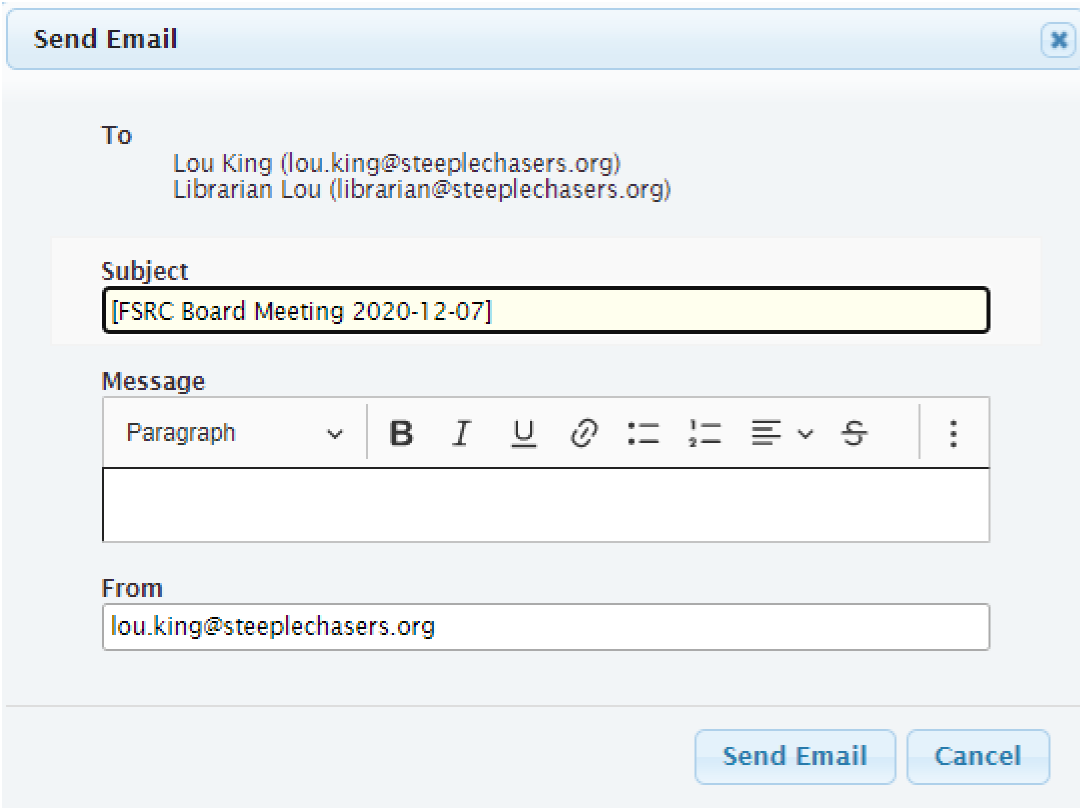

Send Invitations
Invitation Status
name (email)
state
Lou King (lou.king@steeplechasers.org)
invited
Librarian Lou (librarian@steeplechasers.org)
invited
Subject
[FSRC Board Meeting 2020-12-07] Invitation -- RSVP and Status Report Request
Message
Paragraph
From
lou.king@steeplechasers.org
Request Status Report
Show Action Items
Send Invitations
Cancel

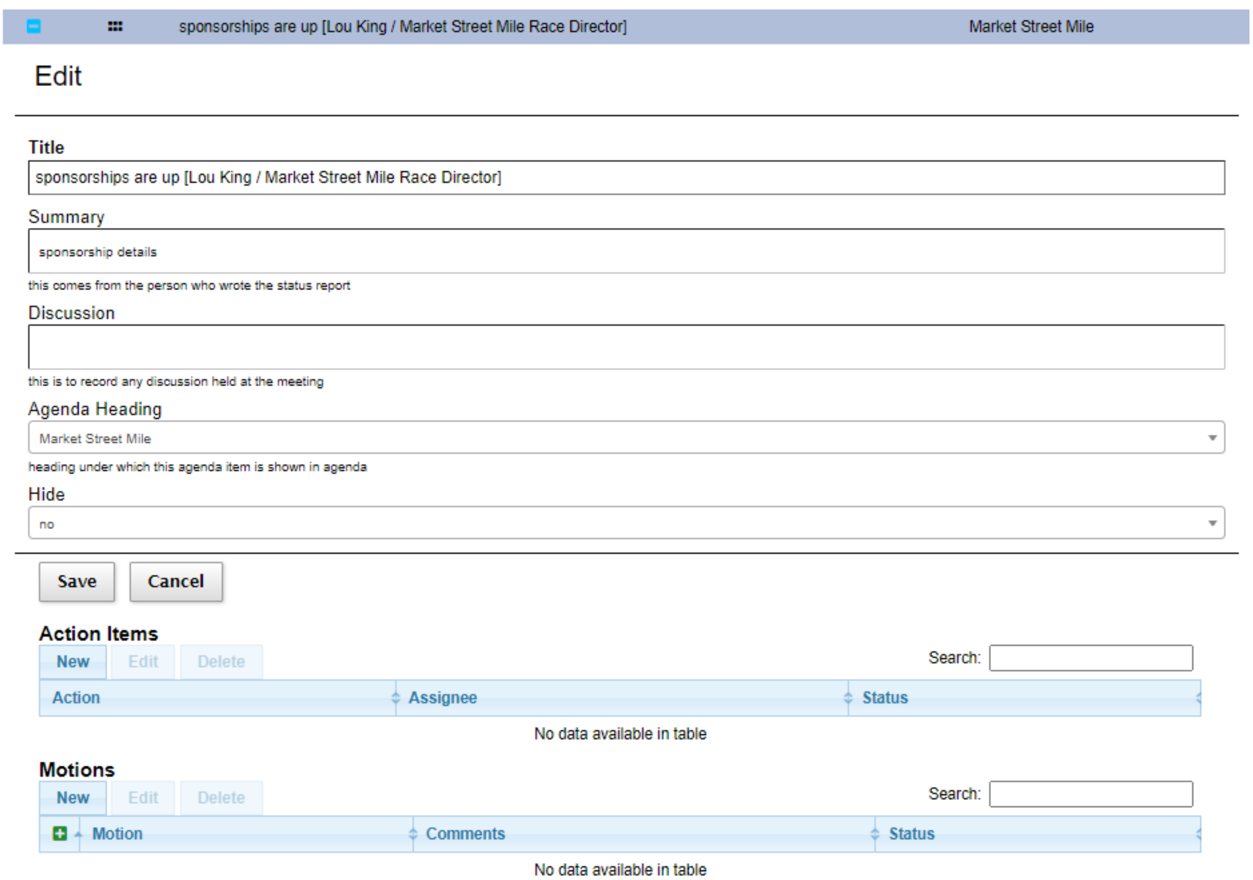


Send Discussion Request
Send to
name (email)
state
Lou King (lou.king@steeplechasers.org)
send invitation
Librarian Lou (librarian@steeplechasers.org)
send invitation
Lou Test lking@pobox.com (lking@pobox.com)
send invitation
Subject
[eVote on Document 2021-03-08] Discussion Request
Message
Paragraph
From
lou.king@steeplechasers.org
Send Discussion Request
Cancel



Generate Documents
Agenda
Minutes
Submit
Cancel


Send Email
To
Lou King (lou.king@steeplechasers.org)
Librarian Lou (librarian@steeplechasers.org)
Subject
[FSRC Board Meeting 2020-12-07]
Message
Paragraph
From
lou.king@steeplechasers.org
Send Email
Cancel


sponsorships are up [Lou King / Market Street Mile Race Director]
Market Street Mile
Edit
Title
sponsorships are up [Lou King / Market Street Mile Race Director]
Summary
sponsorship details
this comes from the person who wrote the status report
Discussion
this is to record any discussion held at the meeting
Agenda Heading
Market Street Mile
heading under which this agenda item is shown in agenda
Hide
no
Save
Cancel
Action Items
New
Edit
Delete
Search:
Action
Assignee
Status
No data available in table
Motions
New
Edit
Delete
Search:
Motion
Comments
Status
No data available in table

2.2.1.6 Meetings view

Navigation: Meetings > Meetings

This is the main view for managing *meetings*. The meeting can be created or edited. Once created this view is used to navigate to the individual meeting for administration purposes.

Purpose
: short name of the meeting, e.g., Board Meeting

Meeting Type
: type of the meeting, as created by *Meeting Types view*

Date
: date the meeting will take place

Time
: time of the meeting (optional, depending on **Meeting Type**)

Location
: location of the meeting, either a physical address or a URL (e.g., for Google Meet) (optional, depending on **Meeting Type**)

Show Actions Since
: action items are shown in agenda, minutes, etc. Any action items which have been updated after this date will be shown associated with this meeting (optional, depending on **Meeting Type**)

Organizer
: the meeting organizer. When emails are sent from this view, the **From** address will default to this *member's* email address. This defaults to the currently logged in member

Invite Tags
: *members* who are associated with these *tags* through their *position* will be invited to the *meeting*

Vote Tags
: *members* who are associated with these *tags* through their *position* may vote on *motions* associated with the *meeting*

Status Report Tags
: *members* who are associated with these *tags* through their *position* will be prompted to provide *position status reports*

Agenda
: this is the link to the *agenda* document

Status Report
: this is the link to the *status report* document

Minutes
: this is the link to the *minutes* document

In addition to the **New**, **Edit**, **Delete** buttons, there is one additional meeting creation button

Renew
: this allows the *meeting admin* to create a new *meeting* just like the selected previous meeting, but on a different date

and these navigation buttons

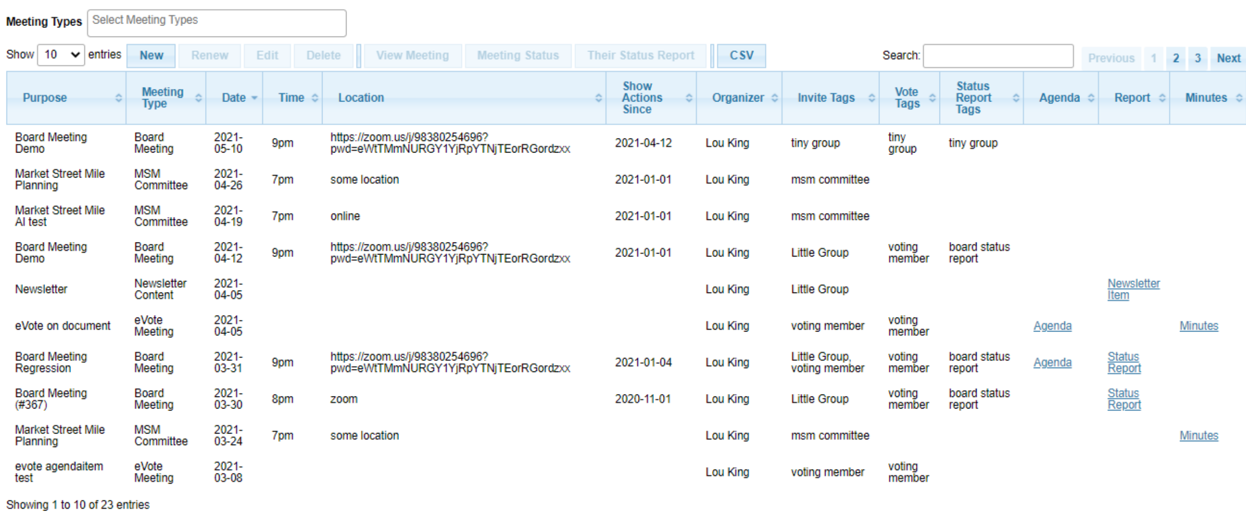
View Meeting
: this is the view for the *meeting* which can be used to prepare the *agenda* or during the *meeting*, brings up *Meeting view*

Meeting Status
: this gives status of the *meeting*, showing missing and entered status reports. This brings up *Meeting Status view*

Their Status Report
: this allows the *meeting admin* to *RSVP* and enter *status reports* on behalf of another *member*. This brings up *Their Status Report view*

The view has the following filters:

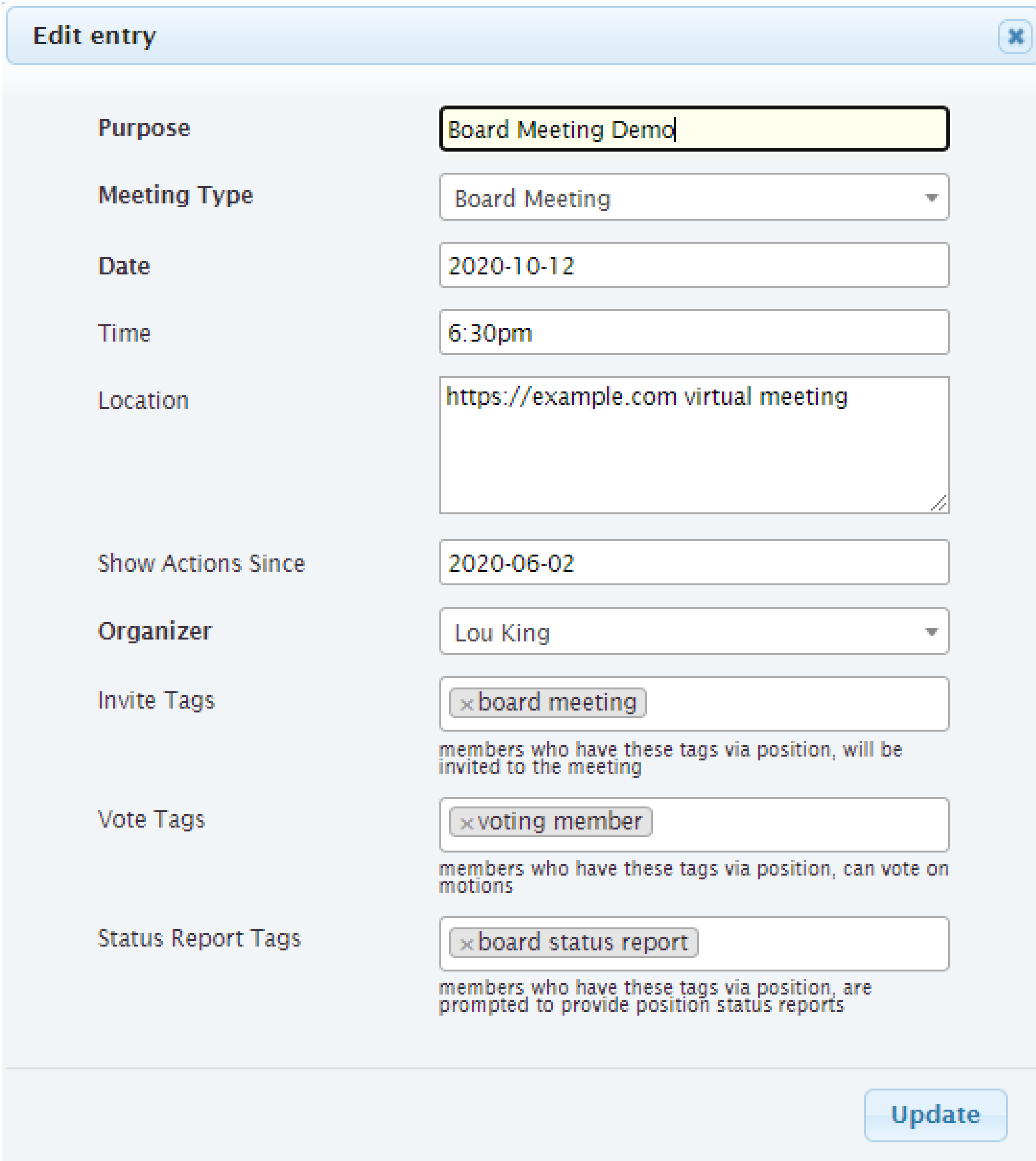
Meeting Types
: *meeting types* of interest


Meeting Types [Select Meeting Types]

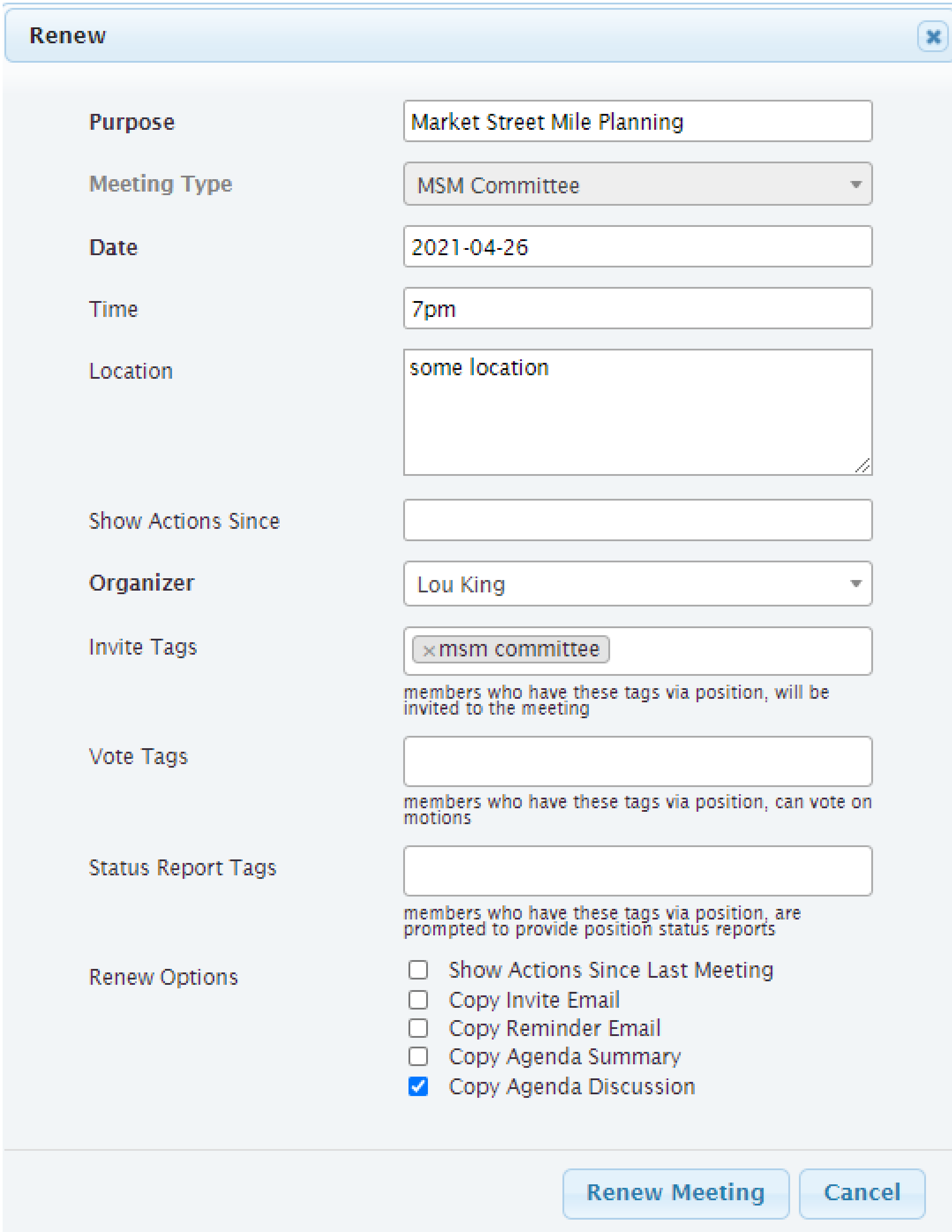
Show 10 entries | New | Renew | Edit | Delete | View Meeting | Meeting Status | Their Status Report | CSV | Search: | Previous 1 2 3 Next

Purpose	Meeting Type	Date	Time	Location	Show Actions Since	Organizer	Invite Tags	Vote Tags	Status Report Tags	Agenda	Report	Minutes
Board Meeting Demo	Board Meeting	2021-05-10	9pm	https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpYTNjTEorRGordzxx	2021-04-12	Lou King	tiny group	tiny group	tiny group			
Market Street Mile Planning	MSM Committee	2021-04-26	7pm	some location	2021-01-01	Lou King	msm committee					
Market Street Mile AI test	MSM Committee	2021-04-19	7pm	online	2021-01-01	Lou King	msm committee					
Board Meeting Demo	Board Meeting	2021-04-12	9pm	https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpYTNjTEorRGordzxx	2021-01-01	Lou King	Little Group	voting member	board status report			
Newsletter	Newsletter Content	2021-04-05				Lou King	Little Group				Newsletter Item	
eVote on document	eVote Meeting	2021-04-05				Lou King	voting member	voting member		Agenda		Minutes
Board Meeting Regression	Board Meeting	2021-03-31	9pm	https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpYTNjTEorRGordzxx	2021-01-04	Lou King	Little Group, voting member	voting member	board status report	Agenda	Status Report	
Board Meeting (#367)	Board Meeting	2021-03-30	8pm	zoom	2020-11-01	Lou King	Little Group	voting member	board status report		Status Report	
Market Street Mile Planning	MSM Committee	2021-03-24	7pm	some location		Lou King	msm committee					Minutes
evote agendaitem test	eVote Meeting	2021-03-08				Lou King	voting member	voting member				

Showing 1 to 10 of 23 entries



Renew allows the *meeting admin* to select options for renewing the meeting. The defaults for these options are set in *Meeting Types view*. See *Meeting Types view* for a description of how these options work


Renew
Purpose
Market Street Mile Planning
Meeting Type
MSM Committee
Date
2021-04-26
Time
7pm
Location
some location
Show Actions Since
Organizer
Lou King
Invite Tags
×msm committee
members who have these tags via position, will be invited to the meeting
Vote Tags
members who have these tags via position, can vote on motions
Status Report Tags
members who have these tags via position, are prompted to provide position status reports
Renew Options
Show Actions Since Last Meeting
Copy Invite Email
Copy Reminder Email
Copy Agenda Summary
Copy Agenda Discussion
Renew Meeting
Cancel

2.2.1.7 Meeting Types view

Navigation: Meetings > Meeting Types

The Meeting Types view is used to control the behavior of the *Meeting view*, and to identify which buttons should be shown.

Meeting Type
name of the meeting type

Automatic Agenda Item Title
if this is specified, when the meeting is created an agenda item will be created in the meeting with this title. Note this can include text of the form {{ purpose }} or {{ meetingtype.statusreportwording }} which is templated against the meeting record. See the administrator for acceptable template variables.

Custom Wording for "meeting"
if you don't want the text on the page and emails to say something other than "meeting" you can customize that here. Use lowercase letters.

Custom Wording for "status report"
if you want the text on the page and emails to say something other than "status report" you can customize that here. Use lowercase letters.

Custom Wording for "invitation"
if you want the text on the page and emails to say something other than "invitation" you can customize that here. Use lowercase letters.

Meeting Options
these control the behavior of the *Meeting view* for meetings of this **Meeting Type**

- *RSVP Required* - require the *member* to *RSVP* to the meeting
- *Time Required* - require the *meeting admin* to add **Time** when creating the *meeting*
- *Location Required* - require the *meeting admin* to add **Location** when creating the *meeting*
- *Has Status Reports* - the *member* will be shown a page which allows creation of *status reports*
- *Show Action Items* - require the *meeting admin* to add **Show Actions Since** when creating the *meeting*. The *Meeting view* will show and agenda item with *action items*
- *Allow Online Motion/Votes* - the *Motions view* within a meeting agenda item will have a button to **Send eVote Requests**

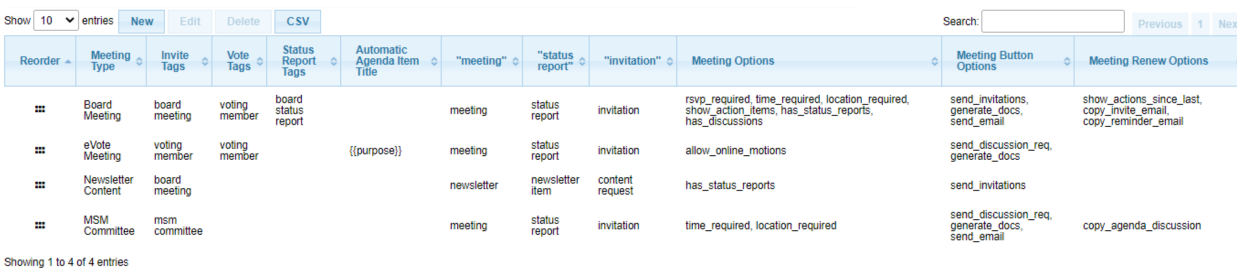
Meeting Button Options
these control what buttons to show for the *Meeting view*. See *Meeting view* for the description of each button's behavior

- *Send Invitations* - this button should be configured if the **Meeting Options** include *RSVP Required* and/or *Has Status Reports*.
- *Send Discussion Request* - this button should be configured if the **Meeting Options** include *Allow Online Motion/Votes*
- *Generate Docs* - this button should be configured if the *meeting* will include an *agenda* or *minutes*
- *Send Email* - this button should be configured if there will be any need to send email to the *invitees* after invitations are sent out

Meeting Renew Options

these control how meetings of this type are renewed

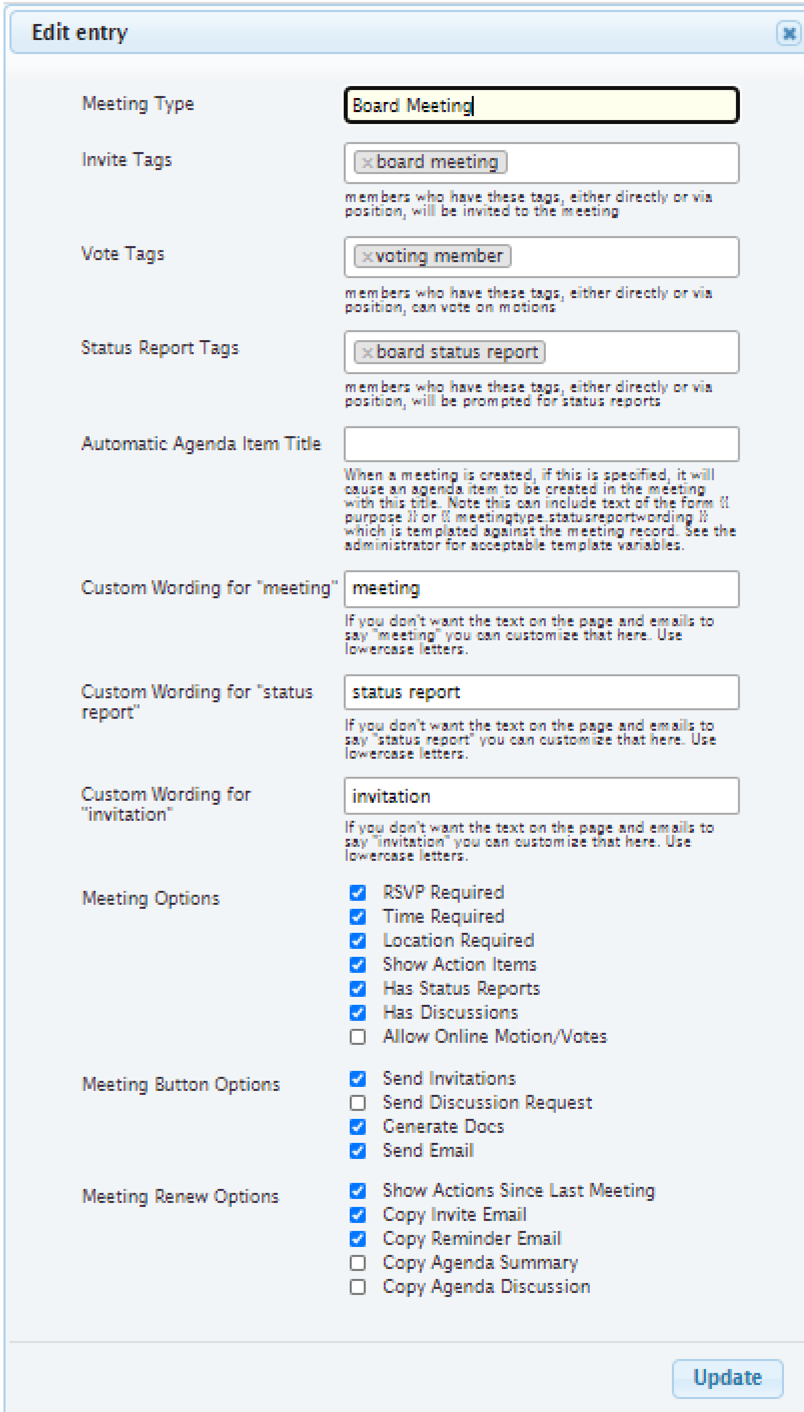
- *Show Actions Since Last Meeting* - if checked, the **Show Actions Since** for the new *meeting* will be set to the date of the last meeting
- *Copy Invite Email* - if checked, the text which was sent in the invite email will be copied from the last meeting's
- *Copy Reminder Email* - if checked, the text which was sent in the reminder email will be copied from the last meeting's
- *Copy Agenda Summary* - if checked, *agenda* titles and summaries will be copied from the last meetings's
- *Copy Agenda Discussion* - if checked, *agenda* titles and discussions from the last meeting will be copied into the new meetings agenda summaries



Show 10 entries New Edit Delete CSV Search: Previous 1 Next

Reorder	Meeting Type	Invite Tags	Vote Tags	Status Report Tags	Automatic Agenda Item Title	"meeting"	"status report"	"invitation"	Meeting Options	Meeting Button Options	Meeting Renew Options
	Board Meeting	board meeting	voting member	board status report		meeting	status report	invitation	rsvp_required, time_required, location_required, show_action_items, has_status_reports, has_discussions	send_invitations, generate_docs, send_email	show_actions_since_last, copy_invite_email, copy_reminder_email
	eVote Meeting	voting member	voting member		{{purpose}}	meeting	status report	invitation	allow_online_motions	send_discussion_req, generate_docs	
	Newsletter Content	board meeting				newsletter	newsletter item	content request	has_status_reports	send_invitations	
	MSM Committee	msm committee				meeting	status report	invitation	time_required, location_required	send_discussion_req, generate_docs, send_email	copy_agenda_discussion

Showing 1 to 4 of 4 entries


Edit entry
Meeting Type
Board Meeting
Invite Tags
board meeting
members who have these tags, either directly or via position, will be invited to the meeting
Vote Tags
voting member
members who have these tags, either directly or via position, can vote on motions
Status Report Tags
board status report
members who have these tags, either directly or via position, will be prompted for status reports
Automatic Agenda Item Title
When a meeting is created, if this is specified, it will cause an agenda item to be created in the meeting with this title. Note this can include text of the form {{ purpose }} or {{ meetingtype.statusreportwording }} which is templated against the meeting record. See the administrator for acceptable template variables.
Custom Wording for "meeting"
meeting
If you don't want the text on the page and emails to say "meeting" you can customize that here. Use lowercase letters.
Custom Wording for "status report"
status report
If you don't want the text on the page and emails to say "status report" you can customize that here. Use lowercase letters.
Custom Wording for "invitation"
invitation
If you don't want the text on the page and emails to say "invitation" you can customize that here. Use lowercase letters.
Meeting Options
RSVP Required
Time Required
Location Required
Show Action Items
Has Status Reports
Has Discussions
Allow Online Motion/Votes
Meeting Button Options
Send Invitations
Send Discussion Request
Generate Docs
Send Email
Meeting Renew Options
Show Actions Since Last Meeting
Copy Invite Email
Copy Reminder Email
Copy Agenda Summary
Copy Agenda Discussion
Update

2.2.1.8 Motion Votes view

Navigation: Meetings > Motion Votes

Motion Votes can be accessed from *Meeting view* or from the top level menu. Motion votes are normally generated from *Meeting view*, but all motion votes can be seen from the top level menu.

Motion
text of the motion. Motions should be specific enough that they capture all relevant details, without being too wordy

Date
date the motion was made

Member
the *voting member* who made this vote

Vote
vote talley for each *voting member*, one of *approved*, *rejected*, *abstained*, *novote*.

Meeting Motion Votes

Navigation: [*Meeting view*] > [select agenda item] > **Edit**

See *Meeting Motions* for details.

All Motion Votes

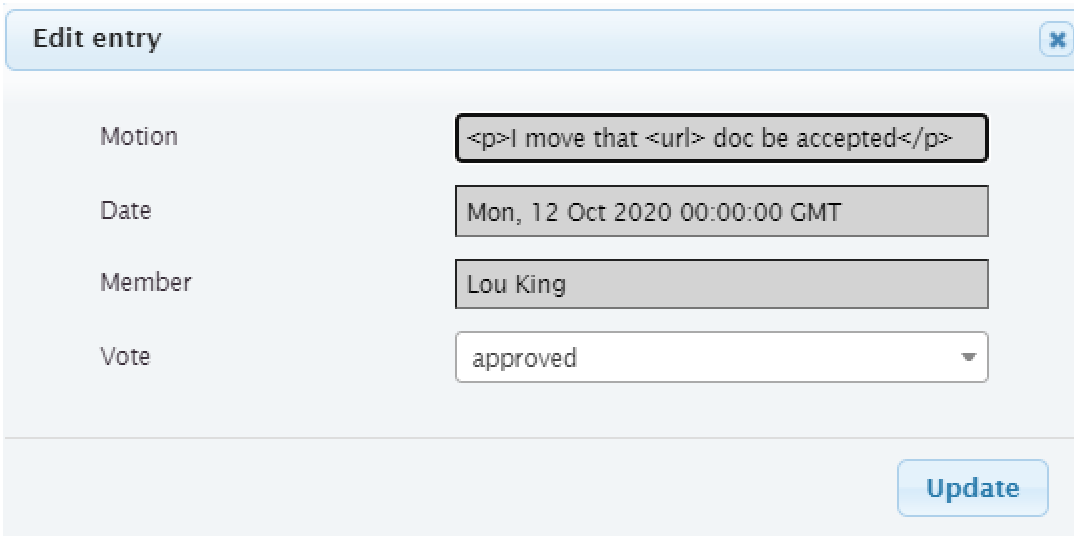
Navigation: Meetings > Motion Votes

Date [From] [To] [x]

Show [10] entries [New] [Edit] [CSV] Search: [ ] Previous 1 2 Next

Motion	Date	Member	Vote
a motion to do something	2020-10-12	Lou King	approved
another motion	2020-10-12	Lou King	approved
another motion	2020-10-12	Librarian Lou	novote
blah blah	2020-07-03	Harriet Langlois	approved
blah blah	2020-07-03	Lou King	approved
cancel market street mile	2020-10-12	Lou King	rejected
check vote margin	2020-06-03	Harriet Langlois	novote
check vote margin	2020-06-03	Lou King	approved
I move that <url> doc be accepted	2020-10-12	Lou King	approved
I move that <url> doc be accepted	2020-10-12	Librarian Lou	novote

Showing 1 to 10 of 18 entries



2.2.1.9 Motions view

Motions can be accessed from *Meeting view* or from the top level menu. *Motions* are normally generated from *Meeting view*, but all motions can be seen from the top level menu.

Motion
: text of the motion. Motions should be specific enough that they capture all relevant details, without being too wordy

Mover
: the person who makes the motion. This must be one of the *voting members*

Seconder
: the person who seconds the motion. This must be one of the *voting members*

Status
: the result of the motion vote, one of *open*, *tabled*, *approved*, *rejected*. The **Status** should not be left *open* after the *meeting*

Vote
: vote talley for each *voting member*, one of *approved*, *rejected*, *abstained*, *novote*.

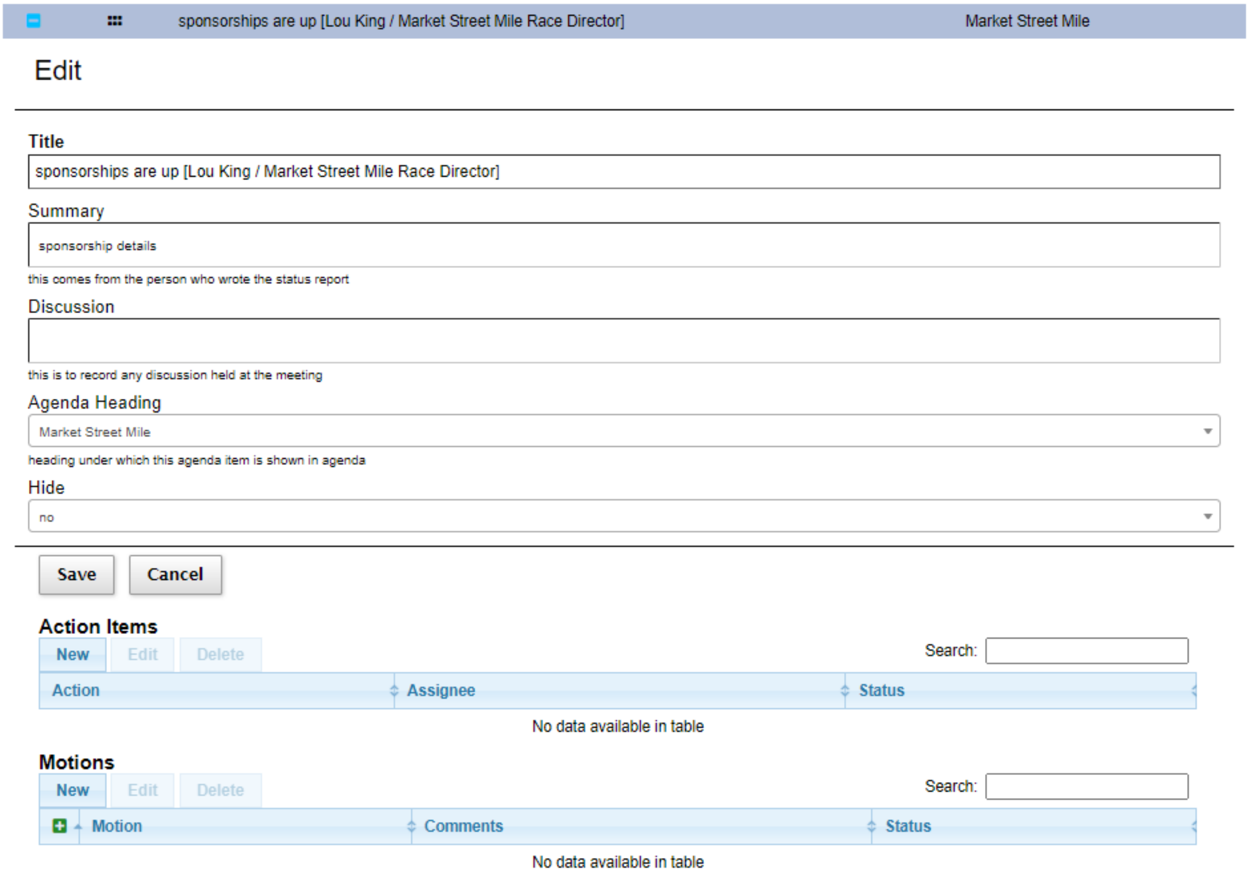
> **Note:** *voting members* who are not present should be listed as *novote*

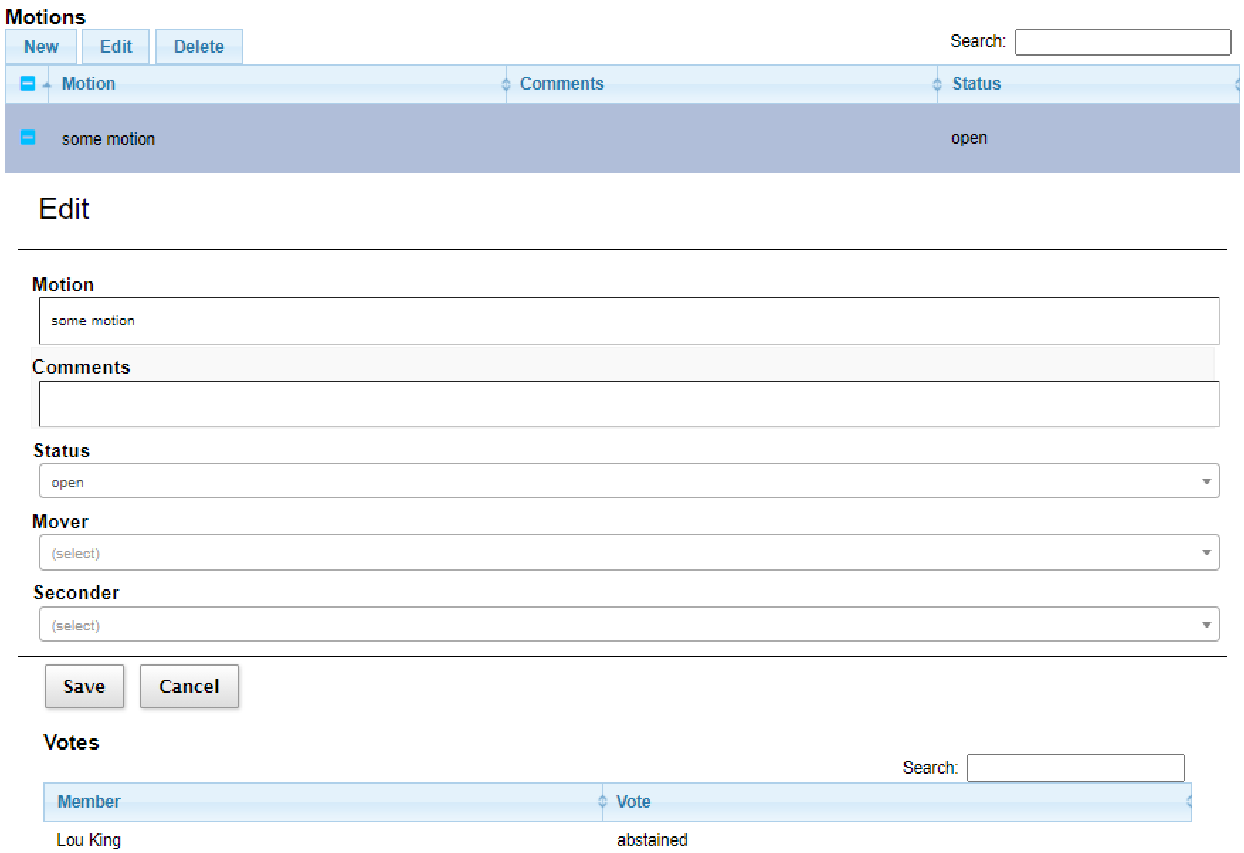
Meeting Motions

Navigation: [*Meeting view*] > [select agenda item] > **Edit**

Vote can be edited by clicking on the *vote* cell, changing it, then clicking off the cell. The *agenda item* must be in **Edit** mode for the *vote* to be editable

> **Note:** votes are initialized as *approved* for *voting members* who are at the meeting at the time the *motion* was created, and *novote* for those who were not


sponsorships are up [Lou King / Market Street Mile Race Director]
Market Street Mile
Edit
Title
sponsorships are up [Lou King / Market Street Mile Race Director]
Summary
sponsorship details
this comes from the person who wrote the status report
Discussion
this is to record any discussion held at the meeting
Agenda Heading
Market Street Mile
heading under which this agenda item is shown in agenda
Hide
no
Save
Cancel
Action Items
New
Edit
Delete
Search:
Action
Assignee
Status
No data available in table
Motions
New
Edit
Delete
Search:
Motion
Comments
Status
No data available in table



All Motions

Navigation: Meetings > Motions

Note: motions can only be edited within the meeting context

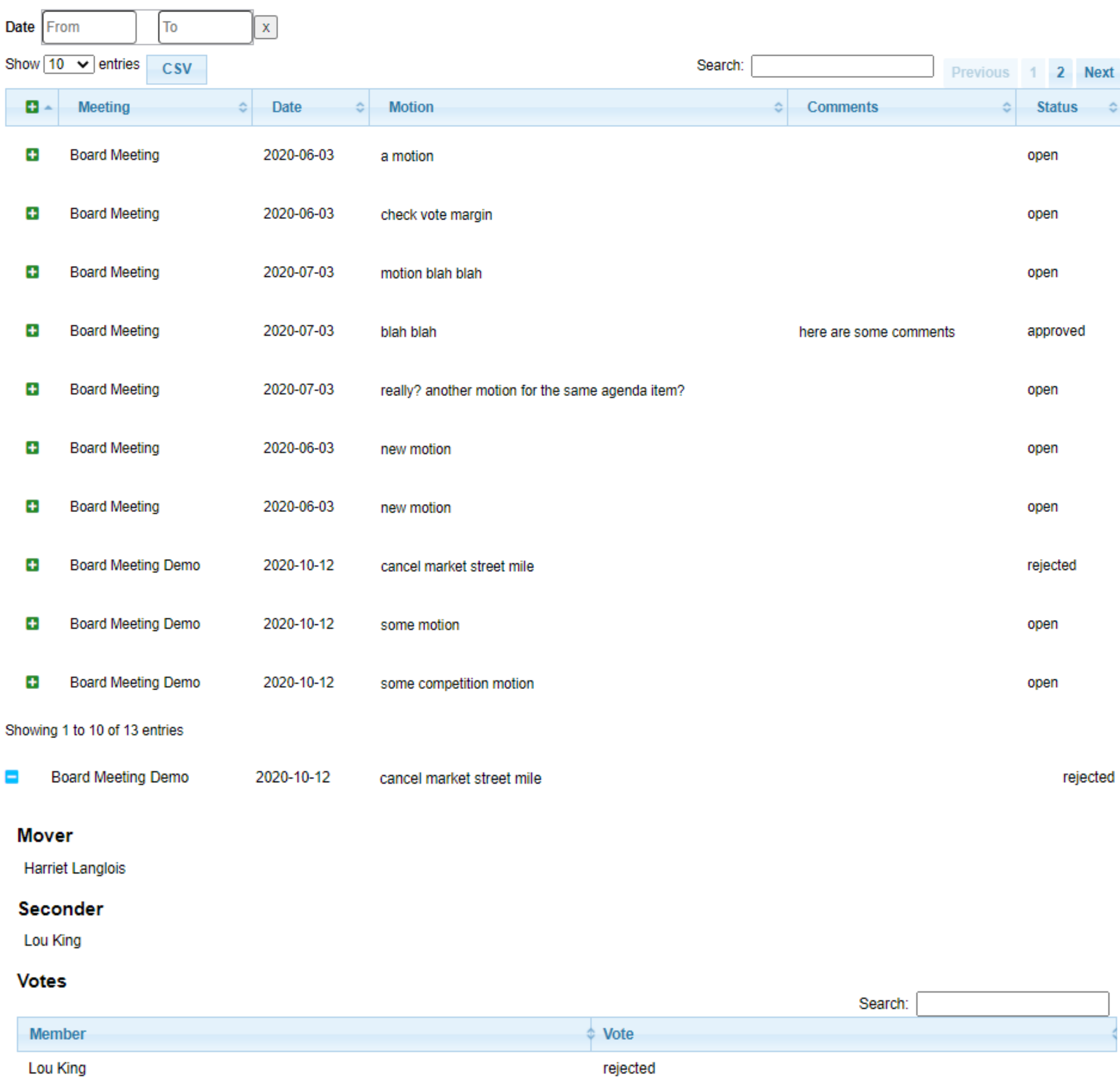
Additional fields shown in the All Motions view

Meeting
: *meeting* at which this motion was created

Date
: date for *meeting* that this motion created

The view has the following filters:

Date
: date range of interest



2.2.1.10 Their Status Report view

Navigation: Meetings > Meetings > [select meeting] > **Their Status Report**

This view is used to enter *RSVP* or *status reports* on behalf of a *member*. The view is exactly the same as *My Status Report view*, with the exception that the header above the table allows the *meeting admin* to choose which *member's status report* to work on.

See *My Status Report view* for more details on how to use this view.

CHAPTER

THREE

TASK MODULE

Members of a club's leadership team are required to complete various *tasks* in support of the on-boarding process. E.g., the member needs to gain access to the club's documents, read certain policies, complete training courses, etc. Some of these *tasks* need to be renewed periodically. The "task module" of the **membertility** system is designed to define these *tasks* and track the *members'* completion records.

3.1 Guides

3.1.1 Task Member Guide

Members of a club's leadership team are required to complete various *tasks* in support of the on-boarding process. E.g., the member needs to gain access to the club's documents, read certain policies, complete training courses, etc. Some of these *tasks* need to be renewed periodically. The *Task Module* of the **membertility** system is designed to define these *tasks* and track the *members'* completion records.

This guide describes how a *member* manages their *task* checklist.

3.1.1.1 Task Checklist view

The leadership *members* manage their tasks is through the Task Checklist View. If you don't see **Task Checklist** in the menu, make sure **Interest** is set correctly at the top of the view.

Tasks are marked with their *status*, *expiration date*, and when *last completed*.

The *status* tells you whether the *task* needs to be completed now (*overdue*), is coming up (*expires soon*), is completed (*up to date* or *done*), or if the task is optional (*optional*).

When you click the view button ( ) next to a *task*, a window will open. Some tasks may have one or more fields which need to be filled in, but many just give instructions (e.g., to read a particular document). Once you have completed the instructions and filled in any required fields, click **Mark Complete** to tell the system you've completed the task.

The view has the following filters:

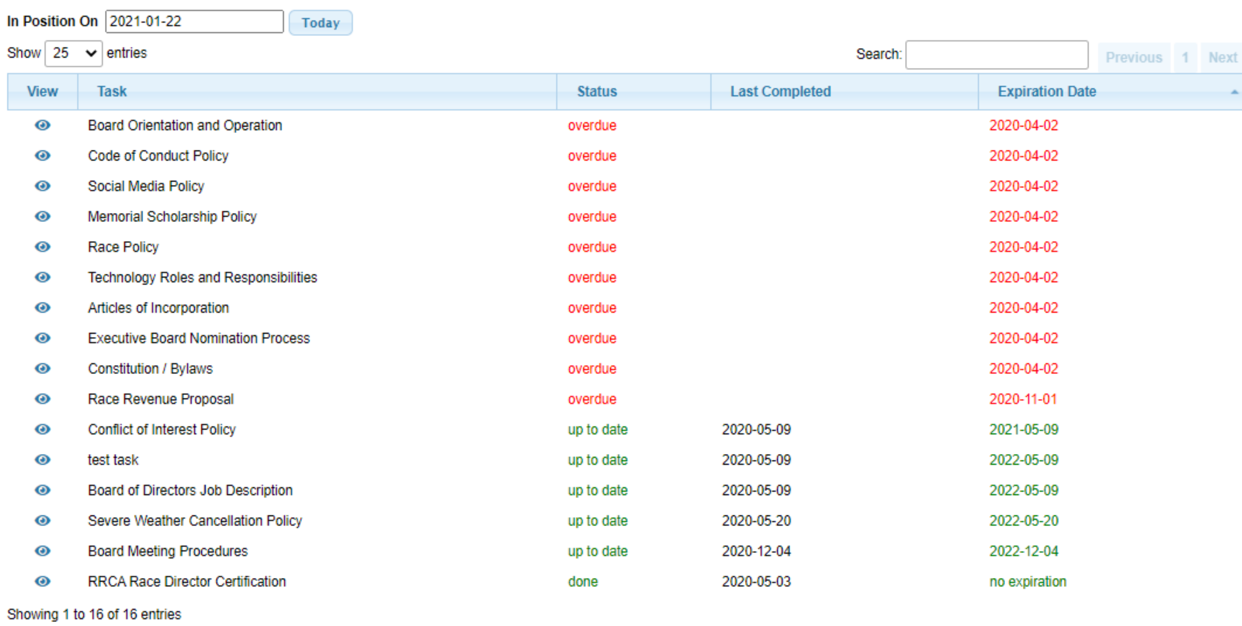
In Position On
: date of interest for when you held the *positions*. Normally this can be left alone as it defaults to 'today'

Note: When you click on a document link, Google may tell you **you don't have permission to access the document, or to verify it's you and log in again** – if this happens, you need to click on "Switch accounts" or otherwise log in to the correct account to access the document. In some cases, you may need to "switch accounts" more than once - and the option to switch accounts may only be offered if you click on your personal email link on the access denied screen. Please do not click on “Request Access”, as this will send a request to allow access from your personal gmail account.

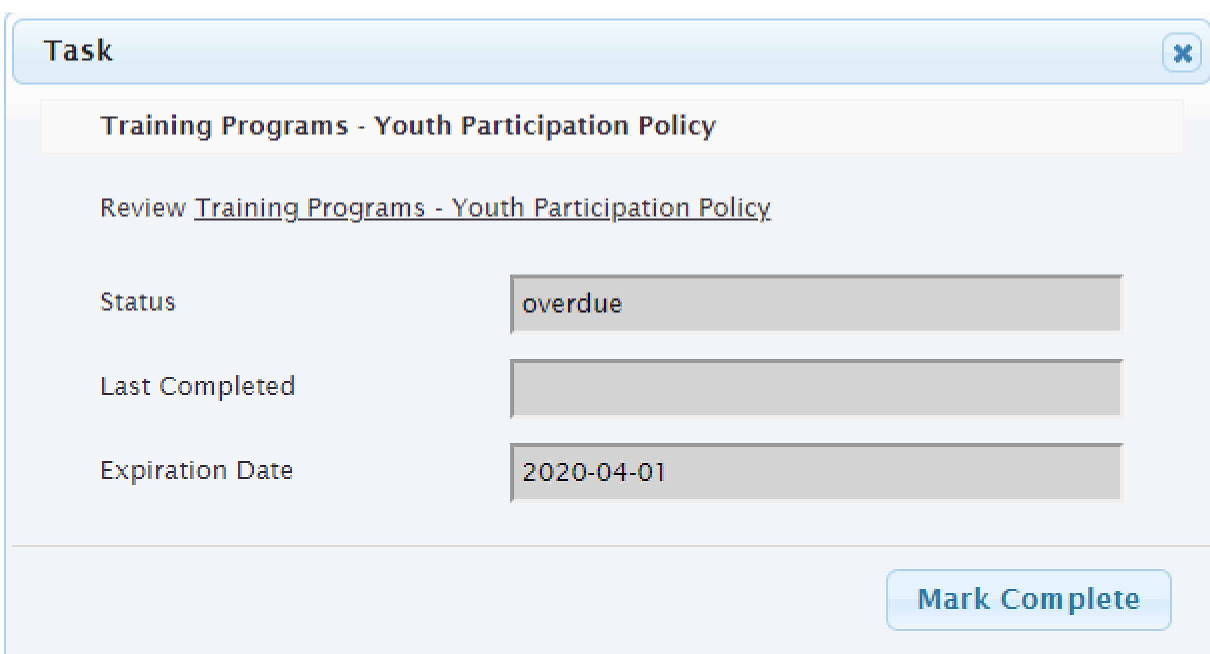
Note: If you are marking a *task* completed which was previously completed and had additional *fields*, the last *field* entry(ies) you made will be shown when opening the *task*.

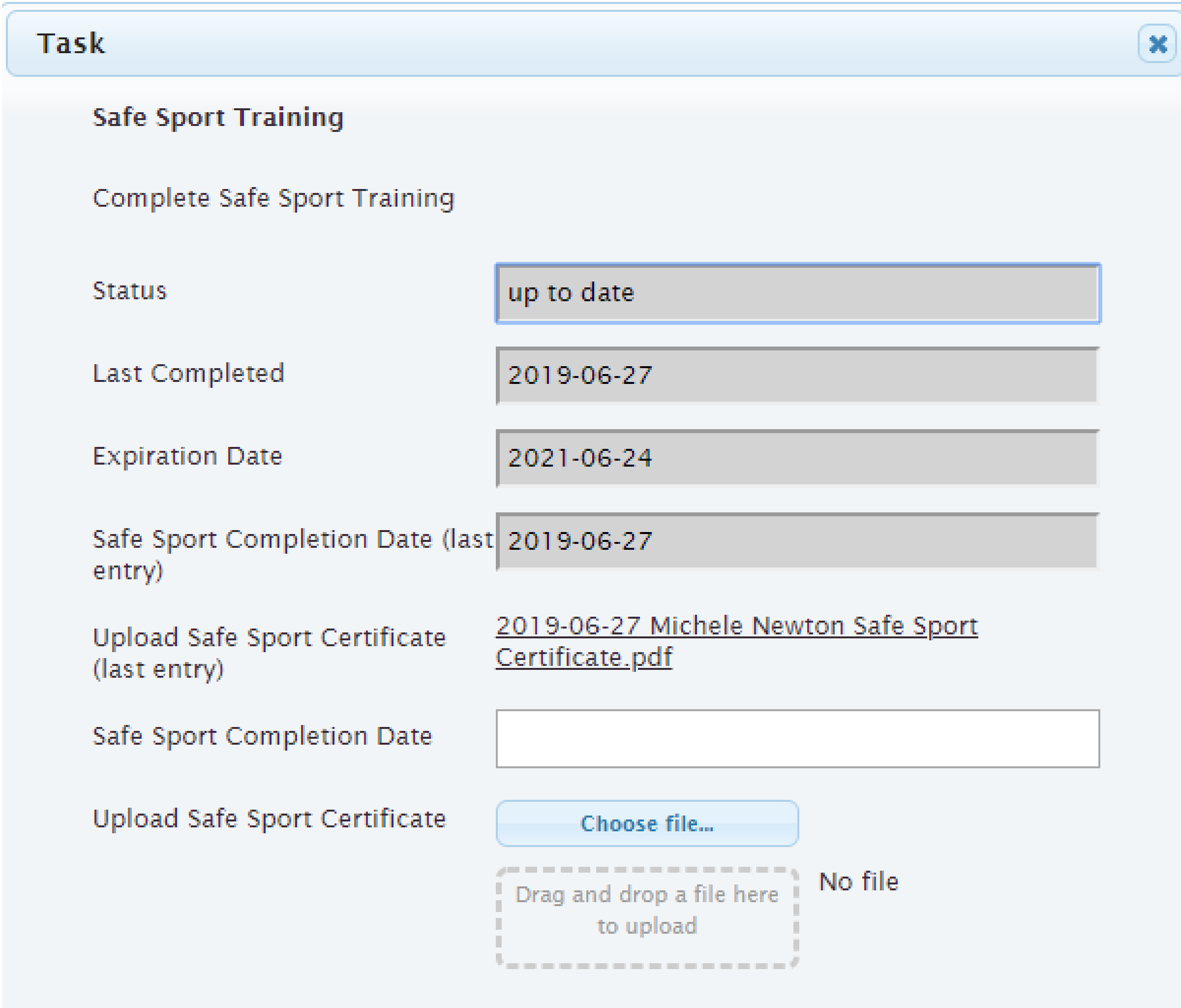
Note: Some additional date *fields* have been configured to override the Last Completed date, e.g., the Safe Sport Completion Date in the example below

---



View	Task	Status	Last Completed	Expiration Date
	Board Orientation and Operation	overdue		2020-04-02
	Code of Conduct Policy	overdue		2020-04-02
	Social Media Policy	overdue		2020-04-02
	Memorial Scholarship Policy	overdue		2020-04-02
	Race Policy	overdue		2020-04-02
	Technology Roles and Responsibilities	overdue		2020-04-02
	Articles of Incorporation	overdue		2020-04-02
	Executive Board Nomination Process	overdue		2020-04-02
	Constitution / Bylaws	overdue		2020-04-02
	Race Revenue Proposal	overdue		2020-11-01
	Conflict of Interest Policy	up to date	2020-05-09	2021-05-09
	test task	up to date	2020-05-09	2022-05-09
	Board of Directors Job Description	up to date	2020-05-09	2022-05-09
	Severe Weather Cancellation Policy	up to date	2020-05-20	2022-05-20
	Board Meeting Procedures	up to date	2020-12-04	2022-12-04
	RRCA Race Director Certification	done	2020-05-03	no expiration





3.1.1.2 Set Your Password

When your account is first created, you will receive an email to set your password. This email will have a link you need to click on in order to initially set your password. If you don't click on this link within 48 hours from the time the email was sent, the link will expire. If that happens, simply go to https://members.loutilities.com/admin, and at the login view click **Forgot password**. A new email will be sent to you which contains a new link to click on.

Please choose a password you don't use on other sites, and make sure there are letters, numbers, punctuation, i.e., that this is a strong password.

3.1.2 Task Admin Guide

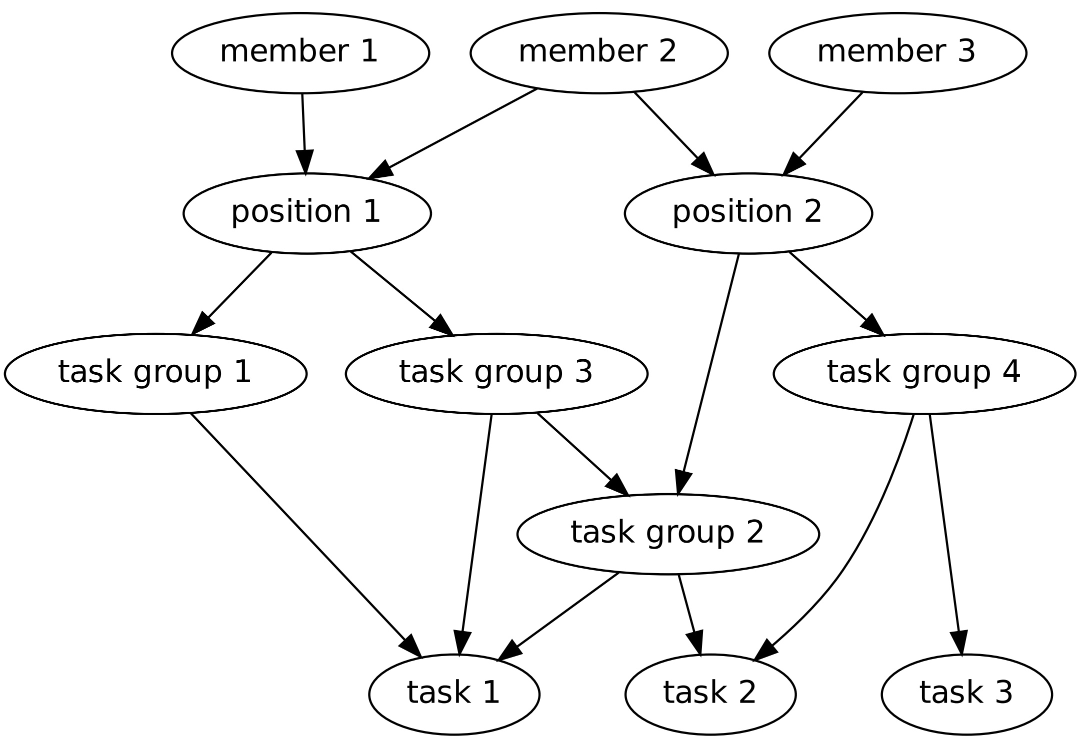
Members of a club's leadership team are required to complete various *tasks* in support of the on-boarding process. E.g., the member needs to gain access to the club's documents, read certain policies, complete training courses, etc. Some of these *tasks* need to be renewed periodically. The *Task Module* of the **membertility** system is designed to define these *tasks* and track the *members'* completion records.

This guide describes the concepts of the membertility Leadership Task Module, as well as gives guidance for how to configure the items in the *Task Hierarchy*.

3.1.2.1 Task Hierarchy

To facilitate *task* assignment to *members*, a task hierarchy is defined. The *leadership admin* creates *positions* and *task groups* to facilitate management of sets of *tasks*.

- each *task* may be assigned to one or more *task groups* (*Task Groups view*)
- each *task group* may be assigned to one or more *positions* (*Task Groups view*, *Positions view*)
- each *position* may be be assigned to one or more *members* (*Position Wizard*)
- *tasks* which follow the *member* -> *position* -> *task group* -> *task* tree are displayed on that *member's Task Check-list view*



3.1.2.2 Tasks

The system keeps track of a list of *tasks* for each *member*, and that *member's* indication that they have completed each of a list of the *tasks*, and when it was completed.

- *tasks* are displayed to *member* via the *Task Checklist view*
- using the *Task Checklist view*, the *member* can select a *task*, open an "view task" window, and click a button to mark the *task* as completed
- *leadership admin* sets the attributes for *task* (e.g., conflict of interest may be required every other year, safe sport every year), to control the *task status* and expiration behavior, as defined in *Task Configuration Guide*
- *tasks* are generally displayed by urgency, e.g., if the *task* expires sooner it will be displayed closer to the top, but there is also a priority, which controls the order of display all things being equal

Task Configuration Guide

The *Tasks view* is used to configure *task* behavior.

The *task* display *Task Checklist view* is controlled by the attributes

- **Priority** - controls the order of task display, all other things being equal
- **Task Groups** - *Task Groups* form a group of tasks which can be assigned to *positions* via *Positions view*

Task status can be for individual *members* or by *position*, as controlled by the attributes

- **Position Based** - if *yes*, when anyone in **Position** marks the *task* complete, it is displayed as complete for all *members* in **Position**; if *no* this task must be completed by each *member* in any *position* assigned this *task* via **Task Groups**
- **Position** - if **Position Based** = *yes*, identifies the *position* for which all *members* will see the *task* as completed when any *member* marks it completed

> **Warning:** for this to work properly, **Task Groups** should contain a single *task group*, and that *task group* should only be assigned to the indicated **Position**

Task status and expiration is controlled using the attributes

- **Period** - how long after the *task's* completion date when it become *overdue*
- **Date of Year** - *task* becomes *overdue* on a date of year (e.g., March 3) if not marked completed
- **Overdue Starts** - task remains *up to date* after **Date of Year** for this duration. Only applicable when **Date of Year** is set
- **Expires Soon** - how long before *task* expires that the status shows up as *expires soon*
- **Optional Task** - if set to *yes*, *task* is suggested but not required, and does not expire

To configure a *task* to be required periodically, but not on any specified date, set

- **Period** to the duration after completion that the *task* before the task expires
- **Expires Soon** to the duration in advance of Expiration Date that the *task* should start showing *expires soon*
- **Optional Task** to *no*
- leave **Date of Year** and **Overdue Starts** unset

To configure a *task* to be required periodically by a specified date, set

- **Date of Year** to the date the *task* must be completed by
- **Overdue Starts** to the duration after **Date of Year** during which the *task* remains *up to date*
- **Expires Soon** to the duration in advance of Expiration Date that the *task* should start showing *expires soon*
- **Optional Task** to *no*
- leave **Period** unset

To configure a *task* to be required but done only once, set

- **Optional Task** to *no*
- leave **Period**, **Date of Year**, **Expires Soon**, and **Overdue Starts** unset

To configure a *task* to be optional, set

- **Optional Task** to *yes*
- leave **Period**, **Date of Year**, **Expires Soon**, and **Overdue Starts** unset

3.1.2.3 Task Groups

To facilitate assignment of sets of *tasks* to individual *members*, *tasks* are assigned into one or more *task groups* using the *Task Groups view*.

3.1.2.4 Positions / Task Groups / Members

See *Position Management* for details on how to assign *task groups* to *positions* and *members* to *positions*.

3.1.2.5 Admin Tracking

The *leadership admin* needs to be able to see summaries of what *tasks* are outstanding in total and for individual *members*.

- *Member Summary view* - shows a summary of *task* completion by *member*
- *Task Details view* - shows the details of *task* completion by all *members*, with appropriate filters for individual *members*, *status*, etc.

Member Summary

The *Member Summary view* shows a summary of the *task status* for each *member*. From this view, the *leadership admin* can select a *member*, then view that *member's* details using the *Task Details view*.

Task Details

Each *member* is shown *tasks* they are responsible for on their *Task Checklist view*. The *tasks* which each *member* is responsible for can be viewed by the *leadership admin* on the *Task Details view*.

Task Status / Expiration Date

When using *Member Summary view* or *Task Details view*, the task *status* is displayed. These may be one of the following.

overdue
task should have been done by now, and needs to be completed

expires soon
task will be becoming overdue shortly

optional
task can be completed, but isn't required

up to date
required *task* has been completed, and does not need to be done until *expiration date*

done
optional *task* has been completed

Task Reminder Emails

For those *members* who have not completed all their *tasks*, emails will be sent periodically to remind them what *tasks* are outstanding.

- individual emails are sent to *members* who have overdue or upcoming *tasks*
- *leadership admin* receives a summary email, separate from the individual emails mentioned above
- the emails are sent every two weeks

3.2 Reference

3.2.1 Task Admin Reference

This page gives a reference to all **membertility** views which are available to *members* who have the *leadership admin security role*.

3.2.1.1 History view

Navigation: Tasks > Task Fields

The History view can be used to see the history of *tasks* which have been marked completed. Since *tasks* can be marked completed by *leadership admins* as well as the *member* to which the *task* was assigned, the History view shows who marked this *task* as completed and at what time it was marked.

Currently the History view does not keep track of the *task fields* which were set at the time of the update, but that may change in the future.

The view has the following filters:

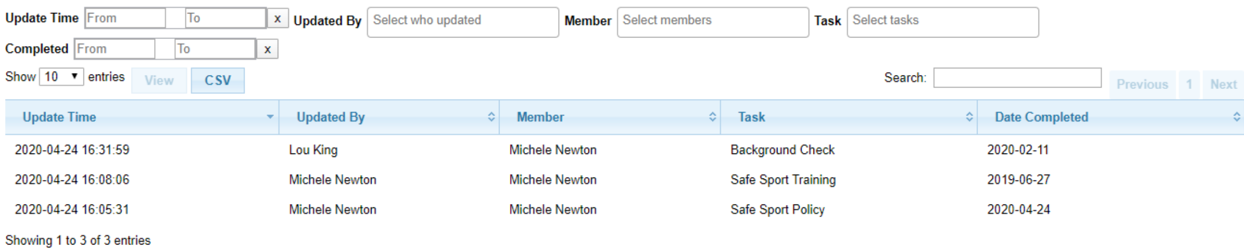
Update Time
chooses range of Update Times to show

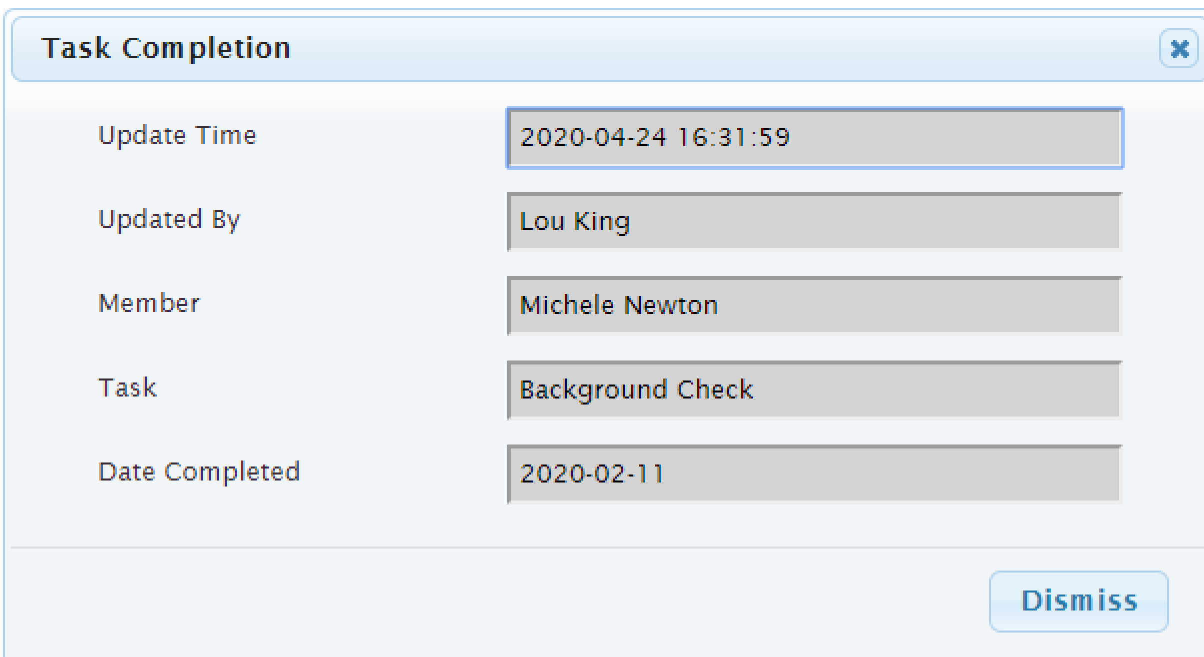
Updated By
chooses which *member(s)* who made the update to show

Member
: chooses which *member(s)' tasks* to show

Task
: chooses which *task(s)* to show

Completed
: chooses range of Date Completed to show





3.2.1.2 Member Summary view

Navigation: Tasks > Member Summary

The Member Summary view gives an overview of each *member*, showing the number of *tasks* in each *status*. Additionally this view shows the *positions* each member holds, and the *task groups* implied by those positions.

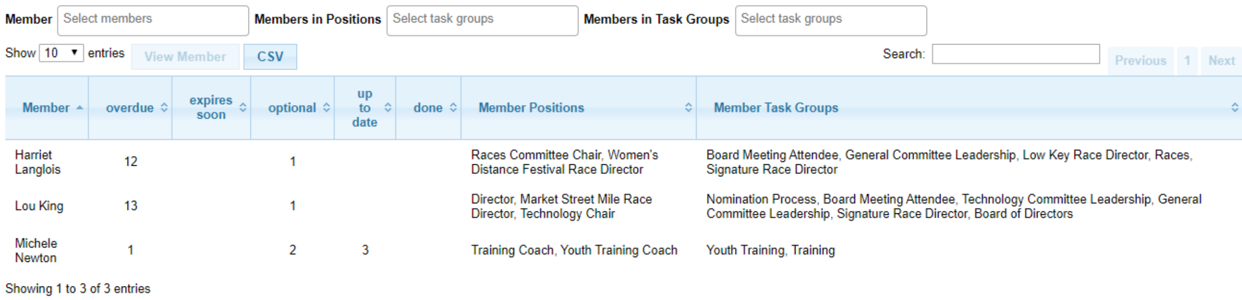
If an individual *member* is selected, you can click on the **View Member** member, to get to a filtered *Task Details view* of the *member's tasks*.

The view has the following filters:

Member
: chooses which *member(s)* to show

Members in Positions
: chooses which *position(s)* to show

Members in Task Groups
: chooses which *task group(s)* to show



Member	overdue	expires soon	optional	up to date	done	Member Positions	Member Task Groups
Harriet Langlois	12		1			Races Committee Chair, Women's Distance Festival Race Director	Board Meeting Attendee, General Committee Leadership, Low Key Race Director, Races, Signature Race Director
Lou King	13		1			Director, Market Street Mile Race Director, Technology Chair	Nomination Process, Board Meeting Attendee, Technology Committee Leadership, General Committee Leadership, Signature Race Director, Board of Directors
Michele Newton	1		2	3		Training Coach, Youth Training Coach	Youth Training, Training

3.2.1.3 Tasks view

Navigation: Tasks > Tasks

The Tasks view is used to define the *tasks* which are done within the organization.

This view is where the *tasks* in the *Task Hierarchy* are defined.

See the *Task Configuration Guide* for details on how *tasks* should be configured.

Task
: name of the task

Priority
: the display priority of the *task*, all other things being equal

Display
: description of the task which needs to be done. This accepts plain text or Markdown (see https://daringfireball.net/projects/markdown/syntax for information on Markdown syntax)

Task Groups
: select the *task groups* the *task* is in. This can also be defined in the *Task Groups view*

Position Based
: set to *yes* if you want the task to be *completed* for everyone when anyone in **Position** marks the *task* complete; set to *no* if this task must be completed by each *member* in any *position* assigned this *task*

Position
: if **Position Based** = *yes*, identifies the *position* for which all *members* will see the *task* as completed when any *member* marks it completed

> **Warning:** for this to work properly, **Task Groups** should contain a single *task group*, and that *task group* should only be assigned to the indicated **Position**

Expires Soon
: this is the time period before which the *task* becomes *overdue* for *tasks* which have **Optional Task** set to *no* (i.e., required tasks)

Fields
: if the *task* needs to collect information from the *member* at the time it is marked complete, one or more *fields* may be chosen here. *Fields* are defined in the *Task Fields view*.

The validation which is performed on the *Task Checklist view* Task form is defined by the text before the *field* name in this selection.

- required - *field* must be filled in
- oneof - if there are several *oneof* *fields*, at least one of these must be filled in
- optional - optional *fields* do not need to be filled in

Period

this is the time period after a *task* is marked complete when it will become *overdue* again. This is for *tasks* which must be done periodically, meaning the next Expiration Date depends on when the *task* was last marked complete. For *tasks* which must be done repeatedly, either **Period** or **Date of Year** must be entered.

Date of Year

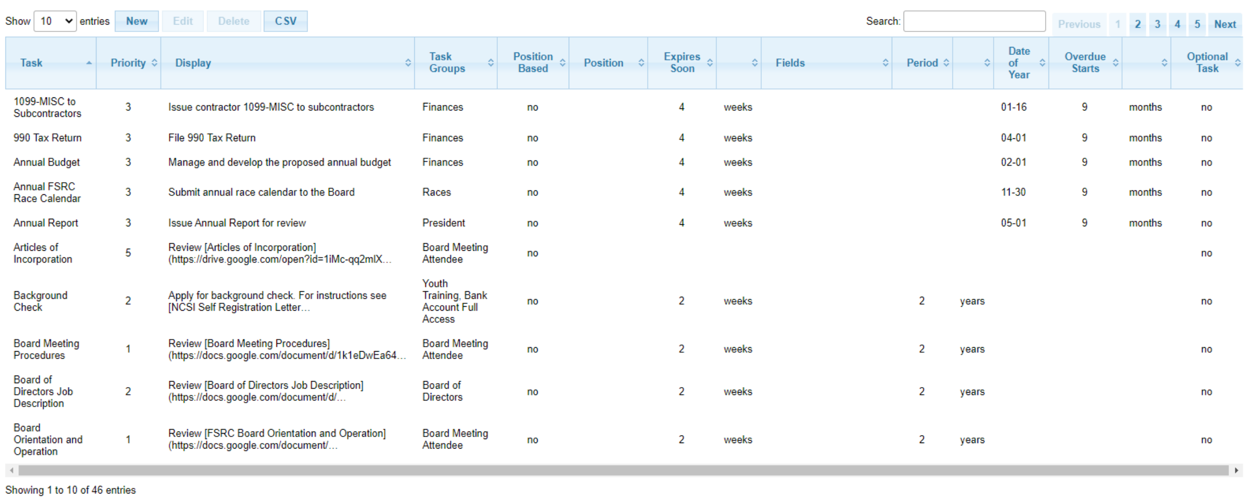
this is the date of year after which a *task* becomes *overdue*. This is for *tasks* which must be done by a certain date of the year. For *tasks* which must be done repeatedly, either **Period** or **Date of Year** must be entered.

Overdue Starts

this is the time period after **Date of Year** for which the *task* remains *up to date* if marked completed. This is only used if **Date of Year** is specified.

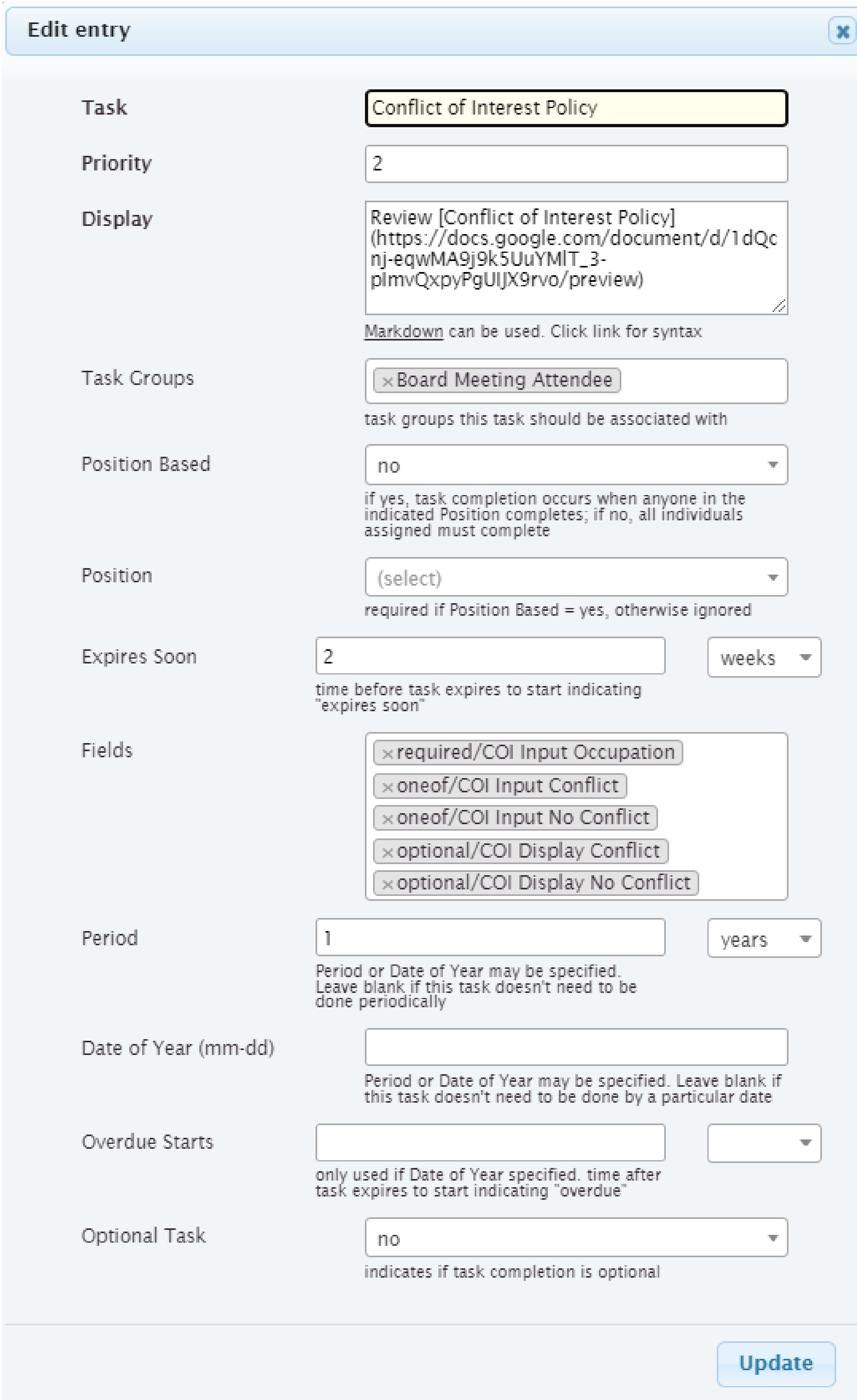
Optional Task

indicates if the task is optional or required. If this is set to *yes*, **Expires Soon**, **Period**, **Date of Year**, and **Overdue Starts** should be left blank



Task	Priority	Display	Task Groups	Position Based	Position	Expires Soon		Fields	Period		Date of Year	Overdue Starts		Optional Task
1099-MISC to Subcontractors	3	Issue contractor 1099-MISC to subcontractors	Finances	no		4	weeks				01-16	9	months	no
990 Tax Return	3	File 990 Tax Return	Finances	no		4	weeks				04-01	9	months	no
Annual Budget	3	Manage and develop the proposed annual budget	Finances	no		4	weeks				02-01	9	months	no
Annual FSRC Race Calendar	3	Submit annual race calendar to the Board	Races	no		4	weeks				11-30	9	months	no
Annual Report	3	Issue Annual Report for review	President	no		4	weeks				05-01	9	months	no
Articles of Incorporation	5	Review [Articles of Incorporation] (https://drive.google.com/open?id=1iMc-qq2mlX…	Board Meeting Attendee	no										no
Background Check	2	Apply for background check. For instructions see [NCSI Self Registration Letter…	Youth Training, Bank Account Full Access	no		2	weeks		2	years				no
Board Meeting Procedures	1	Review [Board Meeting Procedures] (https://docs.google.com/document/d/1k1eDwEa64…	Board Meeting Attendee	no		2	weeks		2	years				no
Board of Directors Job Description	2	Review [Board of Directors Job Description] (https://docs.google.com/document/d/…	Board of Directors	no		2	weeks		2	years				no
Board Orientation and Operation	1	Review [FSRC Board Orientation and Operation] (https://docs.google.com/document/…	Board Meeting Attendee	no		2	weeks		2	years				no


Create new entry
Task
Priority
Display
Markdown can be used. Click link for syntax
Task Groups
task groups this task should be associated with
Position Based
no
if yes, task completion occurs when anyone in the indicated Position completes; if no, all individuals assigned must complete
Position
(select)
required if Position Based = yes, otherwise ignored
Expires Soon
2
weeks
time before task expires to start indicating "expires soon"
Fields
Period
years
Period or Date of Year may be specified. Leave blank if this task doesn't need to be done periodically
Date of Year (mm-dd)
Period or Date of Year may be specified. Leave blank if this task doesn't need to be done by a particular date
Overdue Starts
months
only used if Date of Year specified. time after task expires to start indicating "overdue"
Optional Task
no
indicates if task completion is optional
Create


Edit entry
Task
Conflict of Interest Policy
Priority
2
Display
Review [Conflict of Interest Policy](https://docs.google.com/document/d/1dQcnj-eqwMA9j9k5UuYMlT_3-plmvQxpyPgUlJX9rvo/preview)
Markdown can be used. Click link for syntax
Task Groups
×Board Meeting Attendee
task groups this task should be associated with
Position Based
no
if yes, task completion occurs when anyone in the indicated Position completes; if no, all individuals assigned must complete
Position
(select)
required if Position Based = yes, otherwise ignored
Expires Soon
2
weeks
time before task expires to start indicating "expires soon"
Fields
×required/COI Input Occupation
×oneof/COI Input Conflict
×oneof/COI Input No Conflict
×optional/COI Display Conflict
×optional/COI Display No Conflict
Period
1
years
Period or Date of Year may be specified. Leave blank if this task doesn't need to be done periodically
Date of Year (mm-dd)
Period or Date of Year may be specified. Leave blank if this task doesn't need to be done by a particular date
Overdue Starts
only used if Date of Year specified. time after task expires to start indicating "overdue"
Optional Task
no
indicates if task completion is optional
Update

3.2.1.4 Task Details view

Navigation: Tasks > Task Details

The Task Details view gives the *leadership admin* full visibility into all of the *tasks* in the system. Each *task* is on a separate line, and can be viewed in more detail by selecting it and clicking **View**.

From the *task* pop-up, the *leadership admin* can see details about the *task*, including the contents of any *fields* which have been entered by the *member* when the *task* was marked complete.

Further, the *leadership admin* has the ability to update :term`fields <field>` and change the completion date, if needed.

Note: Some date fields are used to override the Last Completed date from the *member's Task Checklist view*. However, from the Task Details view, these must be set independently.

The view has the following filters:

Member
: chooses the *member(s)* to show

Members in Positions
: chooses the *member(s)* in selected *position(s)*

Members in Task Groups
: chooses the *member(s)* in selected *task groups(s)*

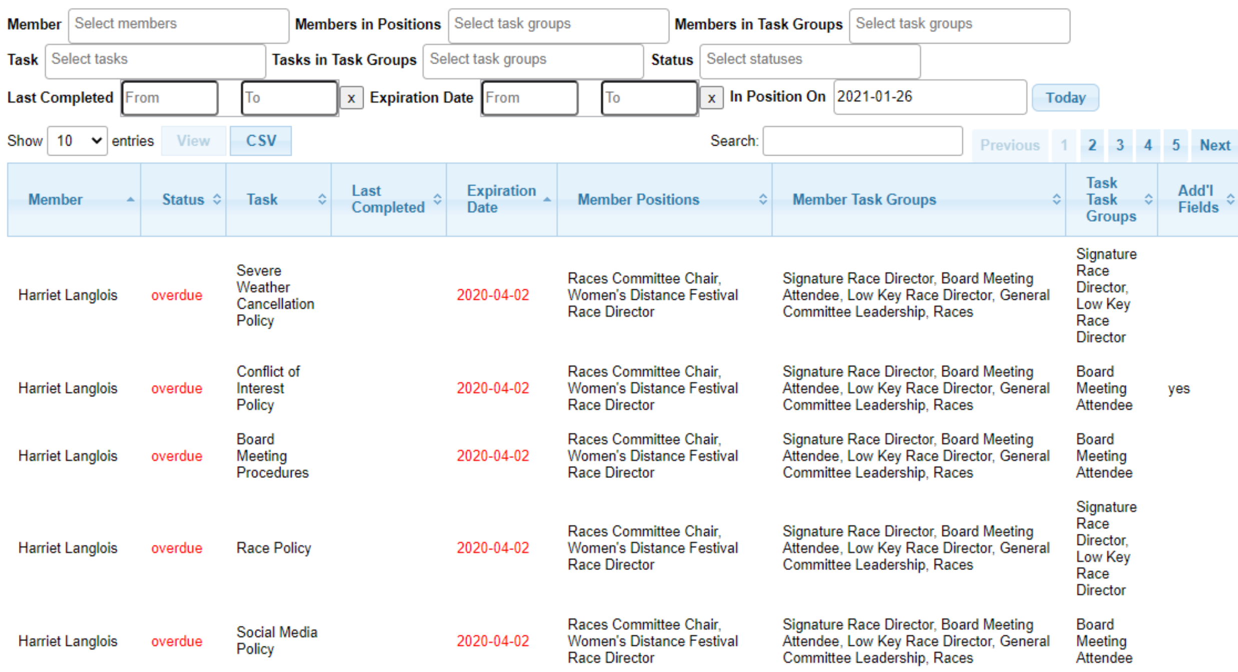
Task
: chooses the *task(s)* to show

Tasks in Task Groups
: chooses the *tasks(s)* in selected *task groups(s)*

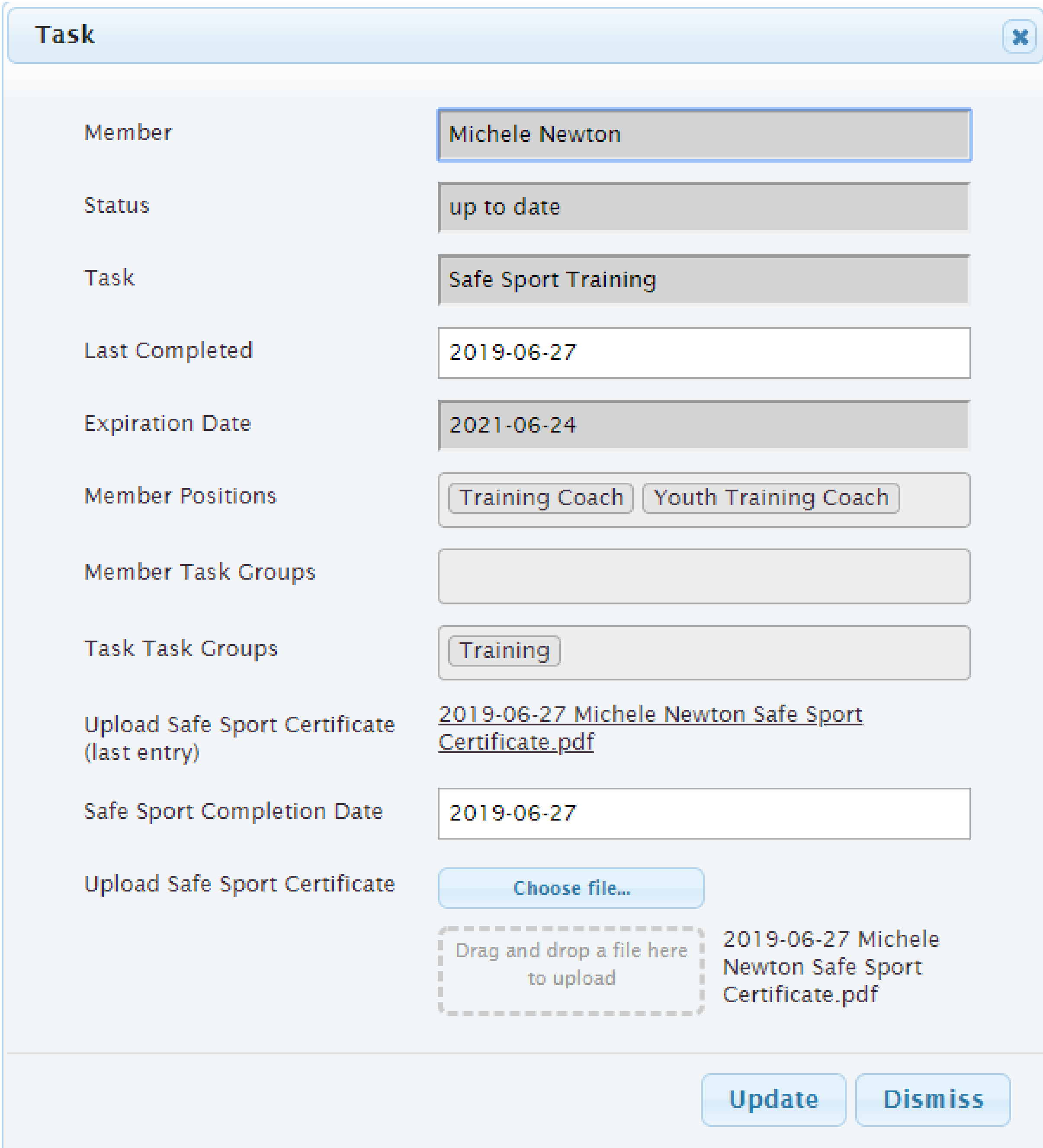
Last Completed
: chooses the date range for the completion date, can set start, finish or both

Expiration Date
: chooses the date range for the expiration date, can set start, finish or both

In Position On
: date of interest for which *members* hold *positions*



Member	Status	Task	Last Completed	Expiration Date	Member Positions	Member Task Groups	Task Task Groups	Add'l Fields
Harriet Langlois	overdue	Severe Weather Cancellation Policy		2020-04-02	Races Committee Chair, Women's Distance Festival Race Director	Signature Race Director, Board Meeting Attendee, Low Key Race Director, General Committee Leadership, Races	Signature Race Director, Low Key Race Director	
Harriet Langlois	overdue	Conflict of Interest Policy		2020-04-02	Races Committee Chair, Women's Distance Festival Race Director	Signature Race Director, Board Meeting Attendee, Low Key Race Director, General Committee Leadership, Races	Board Meeting Attendee	yes
Harriet Langlois	overdue	Board Meeting Procedures		2020-04-02	Races Committee Chair, Women's Distance Festival Race Director	Signature Race Director, Board Meeting Attendee, Low Key Race Director, General Committee Leadership, Races	Board Meeting Attendee	
Harriet Langlois	overdue	Race Policy		2020-04-02	Races Committee Chair, Women's Distance Festival Race Director	Signature Race Director, Board Meeting Attendee, Low Key Race Director, General Committee Leadership, Races	Signature Race Director, Low Key Race Director	
Harriet Langlois	overdue	Social Media Policy		2020-04-02	Races Committee Chair, Women's Distance Festival Race Director	Signature Race Director, Board Meeting Attendee, Low Key Race Director, General Committee Leadership, Races	Board Meeting Attendee	



3.2.1.5 Task Fields view

Navigation: Tasks > Task Fields

Some *tasks* may require additional *fields* to be displayed/collected on the *Task Checklist view* Task form. These must be configured here.

Field
: this will be the name of the field seen on the *Tasks view*, for selection onto the *task's* form

Priority
: this defines the display order on the *Task Checklist view* Task form. Lower numbers are

displayed earlier

Field Label
this text is placed on the *Task Checklist view* Task form on the left side

Input Type
several input types are defined. This controls the behavior of the *field* on the *Task Checklist view* form

- checkbox - *field* will show a set of checkboxes, which will allow the *member* to select one or more options. **Options** is displayed on this form
- datetime - *field* will show a date picker. **Override Completion** is displayed on this form
- display - *field* is display only. **Field Value** is displayed on this form
- radio - *field* will show a set of radio buttons, which will allow the *member* to select one of the options. **Options** is displayed on this form
- select2 - *field* will show a select pulldown, which will allow the *member* to select one of the options. **Options** is displayed on this form
- text - *field* will show a one line text box
- textarea - *field* will show an expandable text field
- upload - *field* will show widget for uploading a file

Options
only shown when **Input Type** is *checkbox*, *radio*, or *select2*. You can enter the required options by typing in the **Options** field and use carriage return to accept each option.

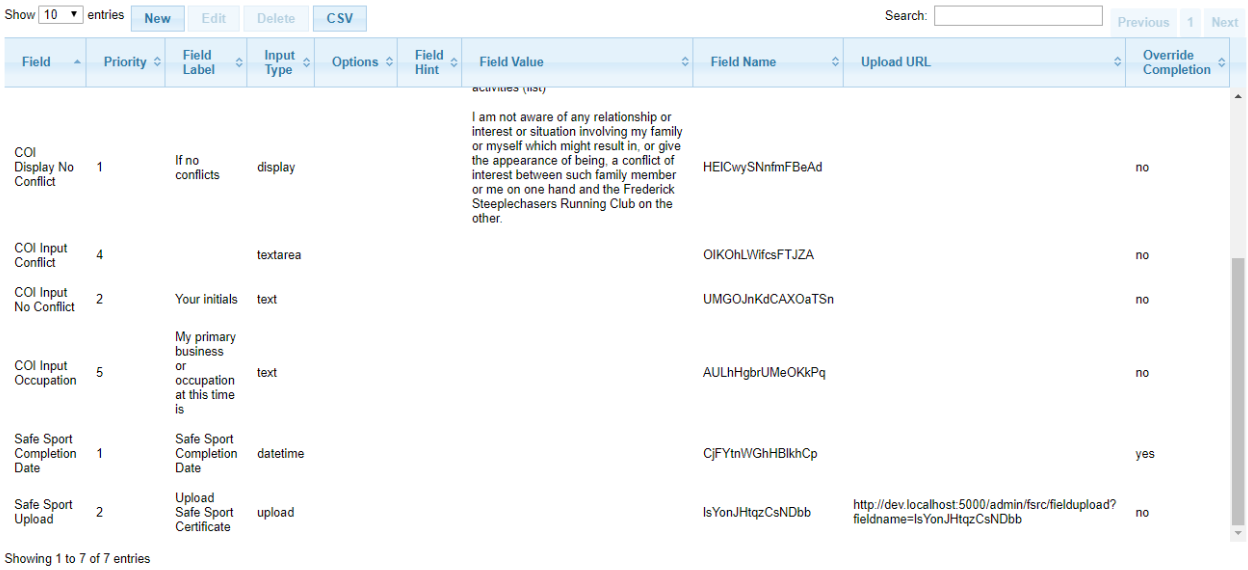
Field Hint
only shown if **Input Type** is not *display*. This is shown under the *field* input on the *Task Checklist view* form to give the *member* a hint on how the *field* should be filled in

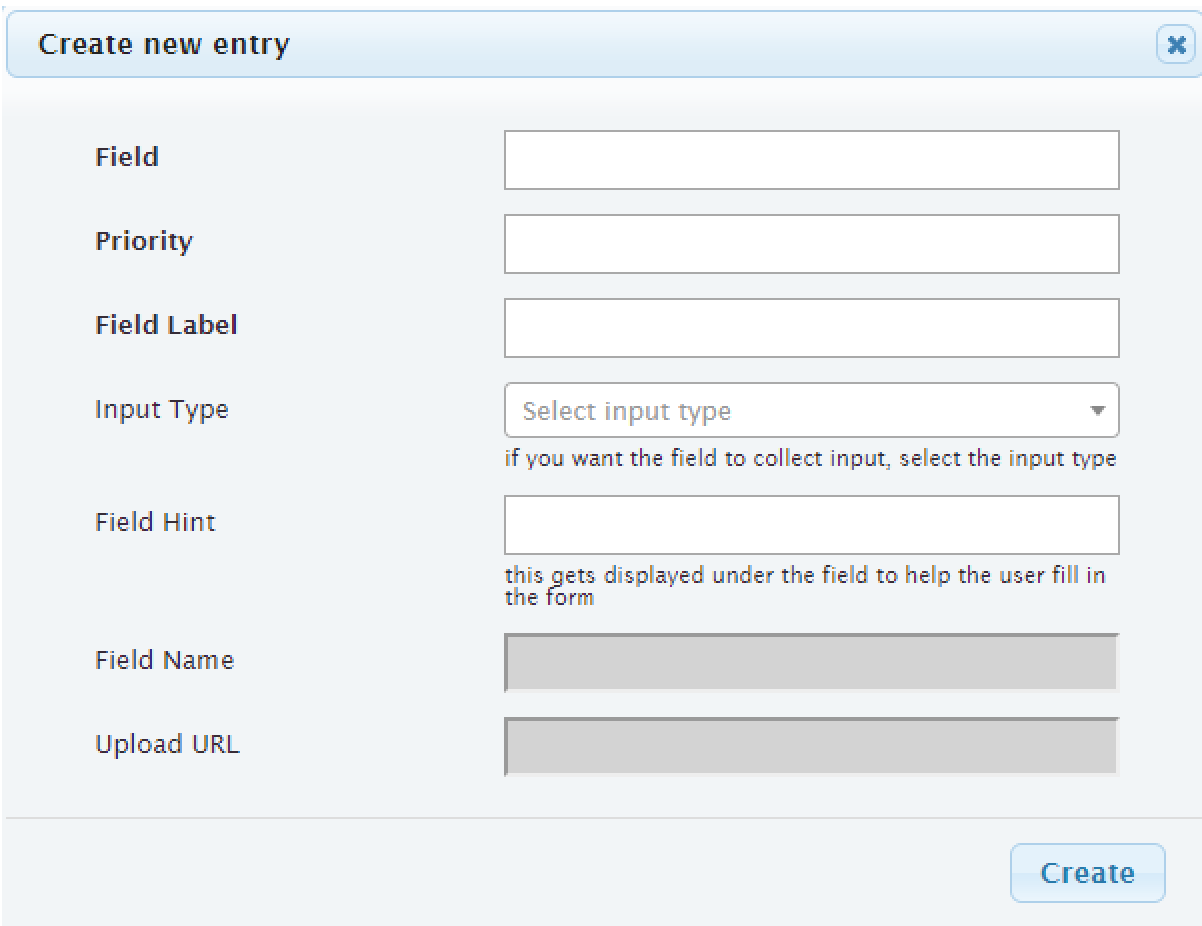
Field Value
only shown when **Input Type** is *display*. This is the text to be displayed on the *Task Checklist view* form to give the *member* instructions, etc. This accepts plain text or Markdown (see https://daringfireball.net/projects/markdown/syntax for information on Markdown syntax)

Override Completion
only shown when **Input Type** is *datetime*. If this is set to *yes*, the contents of this *field* will override the completion date normally generated automatically by the system when the *member* clicks **Mark Complete** on the *Task Checklist view* form

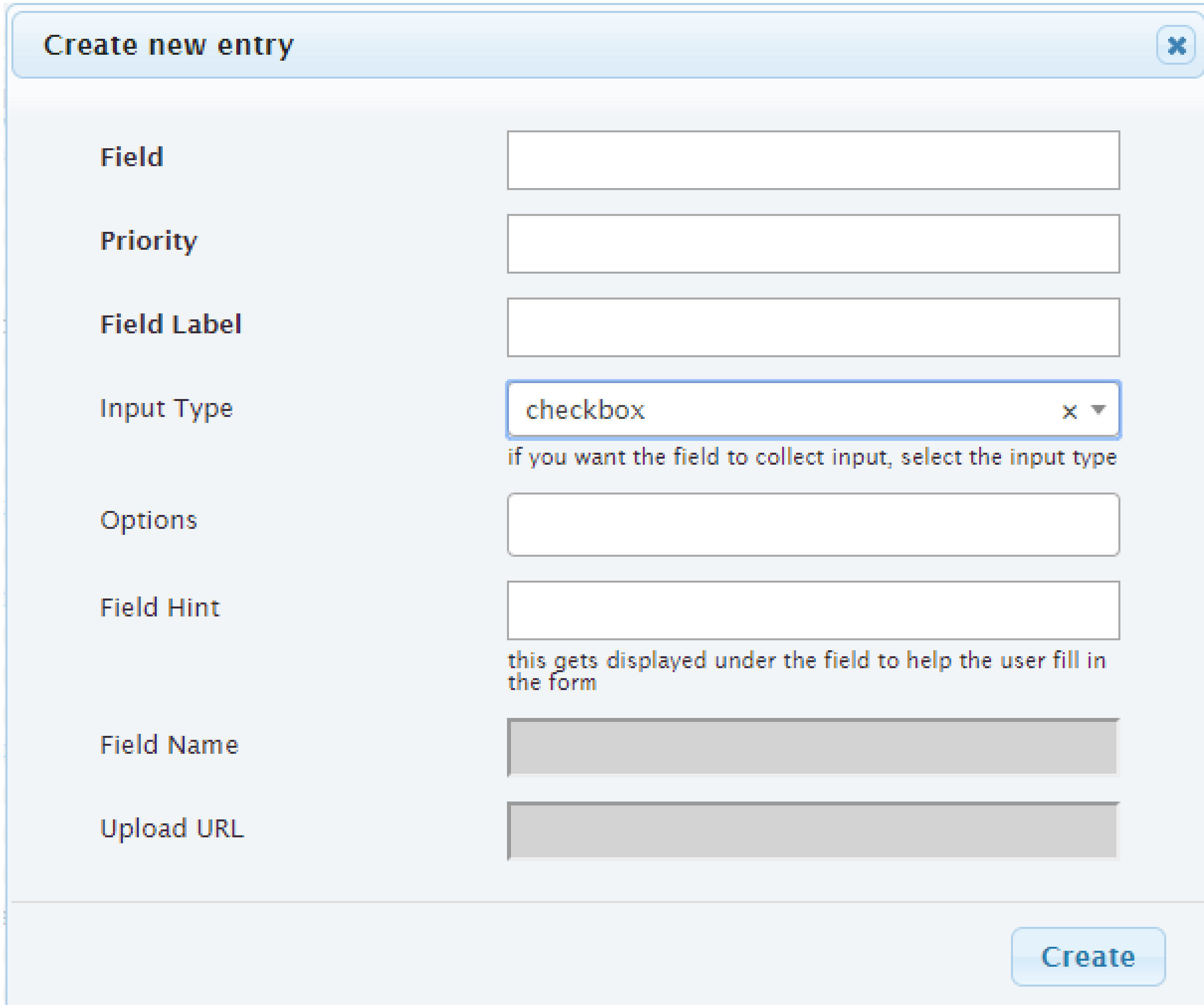
Field Name
generated by the system, and only used internally

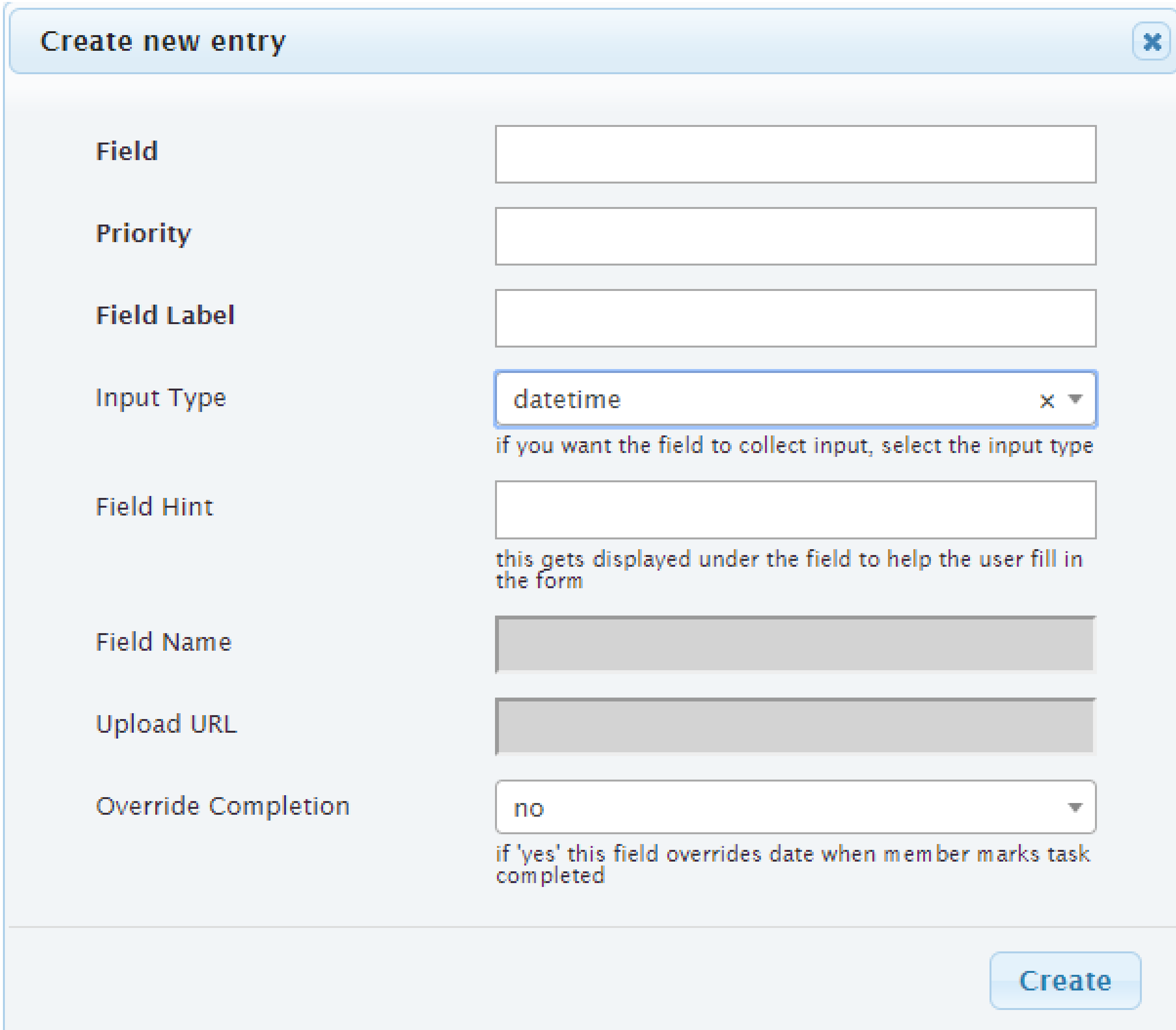
Upload URL
generated by the system, and only used internally





Some examples of how the form changes with different **Input Type** selections


Create new entry
Field
Priority
Field Label
Input Type
checkbox
if you want the field to collect input, select the input type
Options
Field Hint
this gets displayed under the field to help the user fill in the form
Field Name
Upload URL
Create



3.2.1.6 Task Groups view

Navigation: Tasks > Task Groups

The Task Groups view is used to define how *tasks* are grouped within the organization.

This view is where *tasks* are associated with the *task group* to follow the *Task Hierarchy*.

Task Group
name of the task group

Description
describes the task group, possibly giving more information than just the name

Task Groups
list of *task groups* that are associated below this *task group* to follow the *Task Hierarchy*

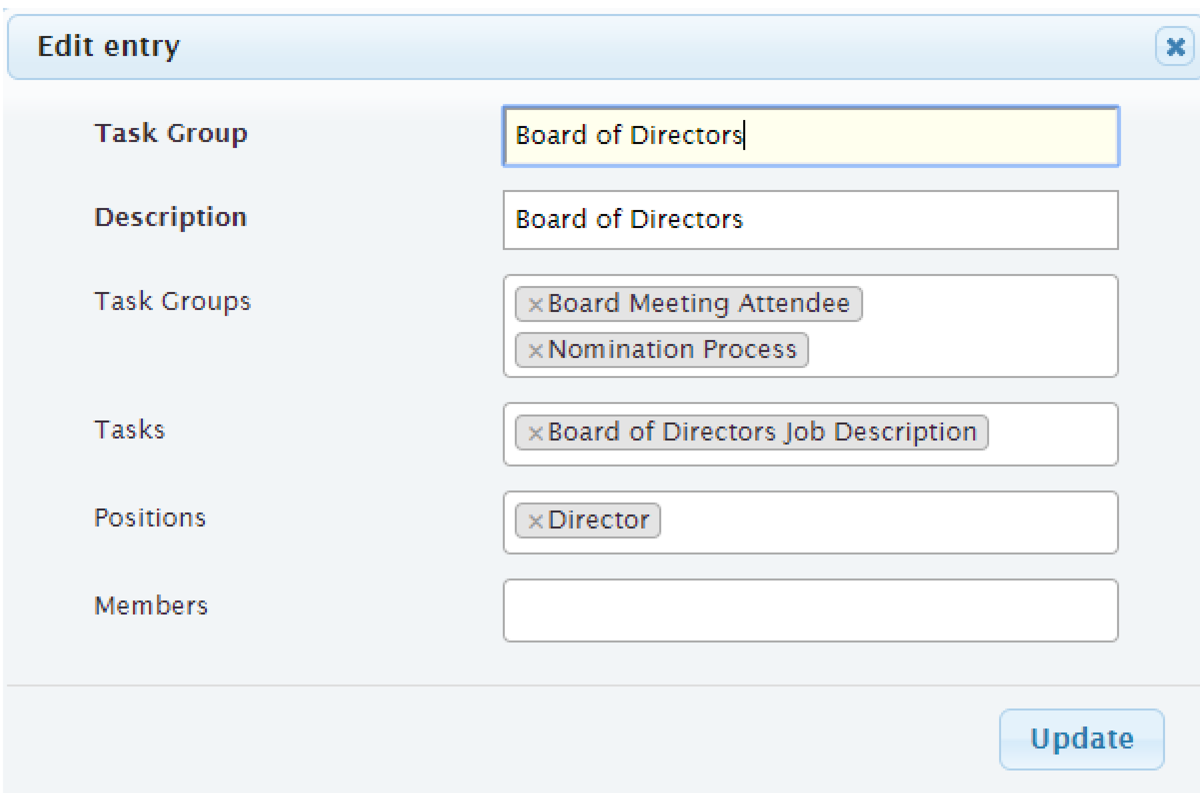
Tasks
list of *tasks* that are associated below this *task group* to follow the *Task Hierarchy*

Members
list of *members* associated directly with this *task group*. This can be configured here or in

the *Positions view*

Note: While it is possible to associate the *member* directly with a *task group*, it is recommended that this be done only indirectly by *position*

Task Group	Description	Task Groups	Tasks	Positions	Members
Bank Account Full Access	Task for those who have full access to bank account		Background Check	Treasurer, Reviewing Officer	
Board Meeting Attendee	People who attend board meeting		Board Orientation and Operation, Articles of Incorporation, Constitution / Bylaws, Conflict of Interest Policy, Board Meeting Procedures, Code of Conduct Policy, Social Media Policy	Training Committee Chair, Races Committee Chair, FSRC Memorial Scholarship Review Board Chair, Technology Chair, Membership Chair, Communications Chair, Store Chair, Race Services Chair, Competition Chair, Community Liaison Chair, Racing Team Chair, Volunteer Appreciation Chair, Panther's Head Coach, Spires Head Coach, Social Chair	
Board of Directors	Board of Directors	Board Meeting Attendee, Nomination Process	Board of Directors Job Description	Director	
Communications Committee Leadership	Committee lead tasks	Board Meeting Attendee, General Committee Leadership	Communications Roles and Responsibilities	Communications Chair	
Executive Officer	President, Vice President, Treasurer, Secretary	Board Meeting Attendee, Nomination Process	Executive Officer Job Description	President, Vice President, Treasurer, Secretary	



CHAPTER

FOUR

MEMBERSHIP MODULE

4.1 Guides

4.1.1 Membership Admin Guide

The club's membership committee needs access to certain club-related data in order to perform their jobs. The "membership module" of the **membertility** system is designed to provide access to this data.

4.1.1.1 Use Cases

Facebook Group Member Management

Sometimes, when determining if a Facebook user is a *member* of the club, it's difficult because their Facebook name isn't the same as their real name (assumedly the name they joined the club under). The *Facebook Aliases view* allows the *membership admin* to record the Facebook name used by a member.

The *Club Members view* shows the members as of a given date, showing their name as well as their Facebook alias. This allows the *membership admin* to search for a Facebook name to determine if the Facebook user is indeed a *member* of the club.

The *Expired Members view* shows the members whose memberships have expired since a given date, including their Facebook alias. This allows the *membership admin* to look for Facebook Group members who should be removed from members-only groups.

4.1.2 Membership Admin Reference

The club's membership committee needs access to certain club-related data in order to perform their jobs. The "membership module" of the **membertility** system is designed to provide access to this data.

4.1.2.1 Club Members view

The Club Members view can be used to view or download club member records. Separate club member records are maintained for contiguous membership records (see *Memberships view*).

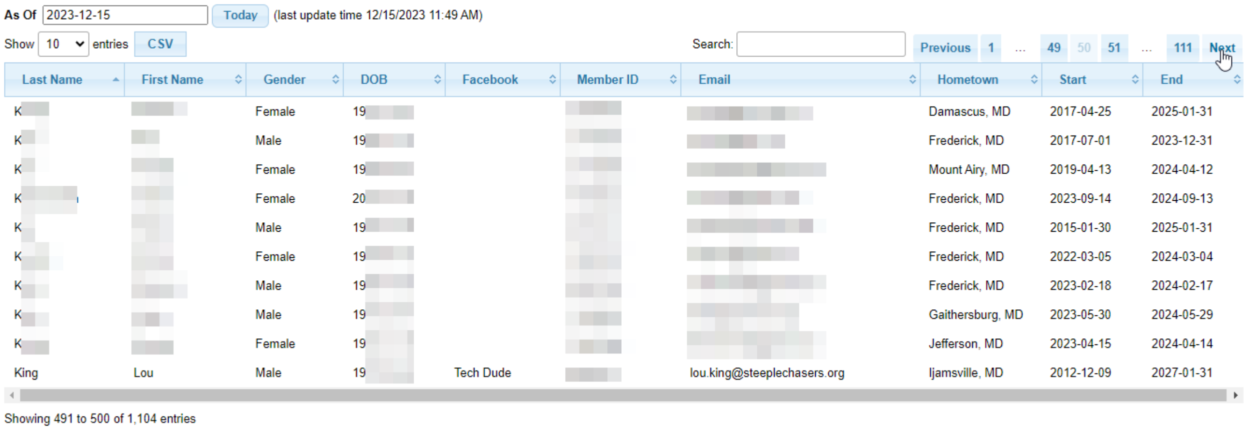
To show the members as of a particular date, set the **As Of** date.

To download the filtered spreadsheet of members, click the **CSV** button.

Note: To download all of the members with the **CSV** button, you need to set **Show** to *all*.

The view has the following filters:

As Of
: chooses the date for which memberships are shown



Last Name	First Name	Gender	DOB	Facebook	Member ID	Email	Hometown	Start	End
K		Female	19				Damascus, MD	2017-04-25	2025-01-31
K		Male	19				Frederick, MD	2017-07-01	2023-12-31
K		Female	19				Mount Airy, MD	2019-04-13	2024-04-12
K		Female	20				Frederick, MD	2023-09-14	2024-09-13
K		Male	19				Frederick, MD	2015-01-30	2025-01-31
K		Female	19				Frederick, MD	2022-03-05	2024-03-04
K		Male	19				Frederick, MD	2023-02-18	2024-02-17
K		Male	19				Gaithersburg, MD	2023-05-30	2024-05-29
K		Female	19				Jefferson, MD	2023-04-15	2024-04-14
King	Lou	Male	19	Tech Dude		lou.king@steeplechasers.org	Ijamsville, MD	2012-12-09	2027-01-31

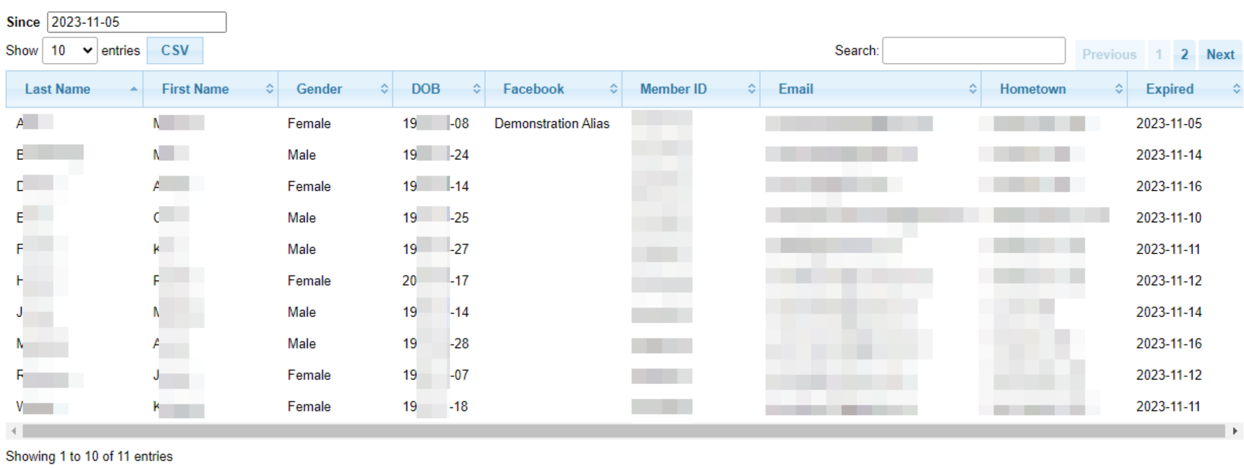
4.1.2.2 Expired Members view

Navigation: Members > Expired Members

The Expired Members view is used to determine members who have expired since a specific date. The members which have memberships expired on or after the **Since** date and before the current date are shown.

The view has the following filters:

Since
: chooses the date on or after which the members memberships have expired



Last Name	First Name	Gender	DOB	Facebook	Member ID	Email	Hometown	Expired
A	M	Female	19 -08	Demonstration Alias				2023-11-05
E	M	Male	19 -24					2023-11-14
D	A	Female	19 -14					2023-11-16
E	C	Male	19 -25					2023-11-10
F	K	Male	19 -27					2023-11-11
H	F	Female	20 -17					2023-11-12
J	M	Male	19 -14					2023-11-14
M	A	Male	19 -28					2023-11-16
F	J	Female	19 -07					2023-11-12
V	K	Female	19 -18					2023-11-11

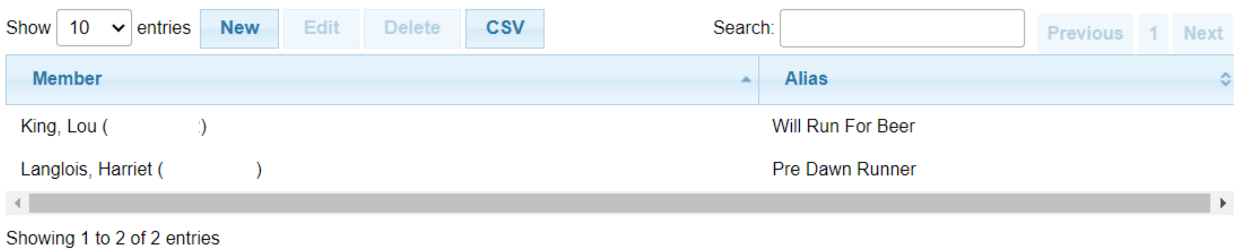
4.1.2.3 Facebook Aliases view

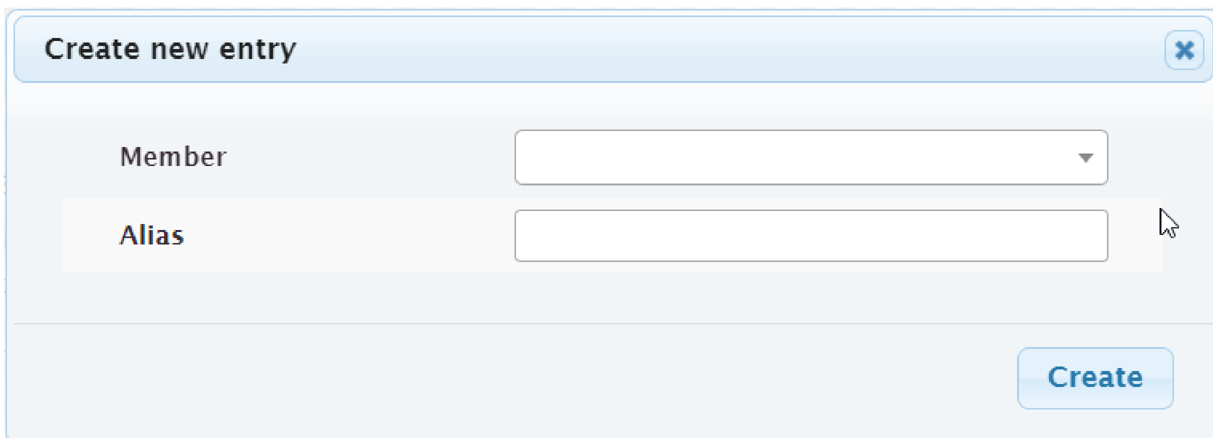
Navigation: Members > Facebook Aliases

The Facebook Aliases view is used to view and update the Facebook alias which might exist for any given member. If present, this is displayed at the *Club Members view*.

Member
: the *member's* name with birth date (to avoid ambiguity)

Alias
: the name used on Facebook for this *member's*





4.1.2.4 Memberships view

The Memberships view can be used to view or download membership records. A membership record is created by the registration provider (e.g., RunSignUp) each time a member renews their membership. This is typically every year, but there are also multiyear memberships available. This view shows these individual memberships.

To download the filtered spreadsheet of memberships, click the **CSV** button.

Note: To download all of the memberships with the **CSV** button, you need to set **Show** to *all*. This can take a while to load.

Show 10 entries Delete CSV Search: Previous 1 2 3 4 5 … 692 Next

Last Name	First Name	Gender	DOB	Hometown	Email	Membership ID	Member ID	Membership Type	Primary	Start	End	Last Updated
A Moser	Bradley	Male				425312	45176795	Individual	true	2020-07-01	2021-06-30	2020-07-01 12:29:02
Abdu	Roseann	Female				@O0A	@O0A	Individual	true	2013-05-02	2013-12-31	2017-12-31 23:59:00
Abdu	Roseann	Female				@bmB	@bmB	Individual	true	2014-01-01	2014-12-31	2017-12-31 23:59:00
Abdu	Roseann	Female				@8X0	@8X0	Two in Household	true	2015-01-01	2015-12-31	2017-12-31 23:59:00
Abdu	Roseann	Female				@rXA	@rXA	Two in Household	true	2016-01-01	2016-12-31	2017-12-31 23:59:00
Abdu	Roseann	Female				@Q1F	@Q1F	Two in Household	true	2017-01-01	2017-12-31	2017-12-31 23:59:00
Abdu	Roseann	Female				258361	4491651	Two in Household	true	2018-01-01	2018-12-31	2018-02-02 08:34:16
Abdu	Roseann	Female				311059	4491651	Two in Household	true	2019-01-01	2019-12-31	2018-12-09 19:33:34
Abdu	Roseann	Female				385330	4491651	Two in Household	true	2020-01-01	2020-12-31	2019-12-01 11:35:13
Abdu	Roseann	Female				447893	4491651	Two in Household	true	2021-01-01	2022-01-31	2020-12-09 07:50:42

Showing 1 to 10 of 6,912 entries

4.1.2.5 Membership Stats view

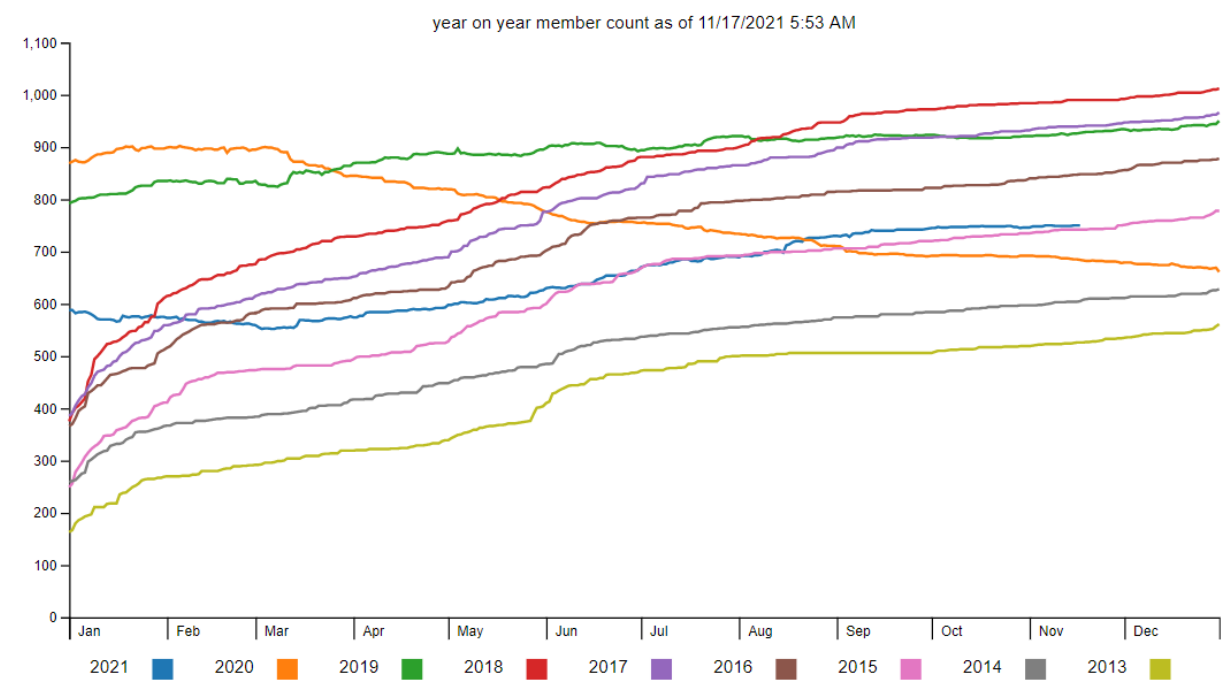
The Membership Stats view gives a graphic view of year on year membership numbers. Hover the mouse over the chart (or if using a phone or tablet, touch the chart) to see the counts on a particular date.

This view is publicly available.

The view has the following filters:

Num Years
: choose the number of years of data to show, or *all*

Num Years: all



CHAPTER

FIVE

RACING TEAM MODULE

Define user views to apply for the racing team, and once on the racing team to submit information about race results and volunteer activities, and administrative views for the racing team coordinator to view the submitted applications and information.

5.1 Guides

5.1.1 Racing Team Admin Guide

This guide describes the concepts of the **membertility** Racing Team Module, and gives guidance on how to achieve the associated work flow.

5.1.1.1 Use cases

These sections describe what an *racingteam admin* might want to do in support of the *racing team*.

add a new racing team member

If the racing team *member* was not already in the system, they need to be added to the system before adding them to the racing team.

- use *Members view* to add the racing team member to the system
- first check to see if they are already in the system, using search on their name
- if they are in the system, see *update member for racing team*
- if they are not in the system,
  - click **New**
  - fill in **Email**, **First Name**, **Full Name**

    Note: the field is **Full** Name, not **Last** Name

  - For **Role** add *leadership-member*, *racingteam-member*
  - For **Interests** add *Frederick Steeplechasers Running Club*
  - Click **Create**
- continue with *add a member to the team*

update member for racing team

If the racing team *member* was in the system but not yet on the team, their record may need to be updated.

- use *Members view* to update the racing team member's configuration to support racing team features
  - select the member
  - click **Edit**
  - make sure **Role** includes *leadership-member*, *racingteam-member*
  - make sure **Interests** includes *Frederick Steeplechasers Running Club*
  - make sure **Active** is *yes*
  - Click **Update**
- continue with *add a member to the team*

add a member to the team

The team *member terms* are managed via the Racing Team Member *position*.

- *positions* are used indirectly to assign tasks to people. In the case of the racing team, the task the racing team member must do is agree to the racing team contract
  - from *Positions view* select the appropriate *Racing Team Member position* (depending on their term)
  - use the *Position Wizard* to manage the team membership
    - add the *member* on the effective date
- *Racing Team Members view* is used to save the racing team member's gender and birth date, which is used to calculate age grade. This table is also used to populate the name pull-down on the Racing Team Information form.
  - from *Racing Team Members view*, check *Show inactive members* to see all the members, then search to see if the new member has been a member of the team before.
  - if the new member has been a member of the team before, select the member, then use **Edit** to set the member **Active** to *yes*
  - otherwise use **New** to create the new member record

team management

- the *Positions view* can be used to show the team on a given date by searching for *Racing Team Member*
- the *Position Dates view* can be used to show the *position terms* directly by searching for *Racing Team Member*
- the *Distribution List view* can be used to get a distribution list for the racing team on a given date

remove a member from the team

The team *member terms* are managed via the Racing Team Member *position*.

- from *Positions view* select Racing Team Member *position*
- use the *Position Wizard* to manage the team membership
  - remove the *member* on the effective date
- use *Racing Team Members view* to indicate that the racing team member is not active any more

open racing team applications outside of normal window

- use *Racing Team Config view* to manage the racing team configuration
  - normally **Open Behavior** should be set to *auto* to automatically allow applications during the specified date ranges
  - if you want applications to be open outside of the date ranges, set **Open Behavior** to *open*
  - don't forget to reset to *auto* to have the normal behavior

5.2 Reference

5.2.1 Racing Team Admin Reference

This page gives a reference to all **membertility** views which are available to *members* who have the *racingteam admin security role*.

5.2.1.1 Racing Team Applications view

Navigation: Racing Team > Applications

Timestamp
date and time the application was submitted

Name
applicant's name

Gen
applicant's gender

DOB
applicant's date of birth

Email
applicant's email address

Type
type of application, one of *new*, *renewal*

Comments
any comments the applicant entered. If there are ellipses at the end, hovering over this field will display the full comment

Race 1/2
: name of submitted race 1/2

Note: detailed application results can be found in *Racing Team Application Results view*

R1/2 Date
: date of submitted race 1/2

R1/2 AG
: age grade for submitted race 1/2

Show 10 entries CSV   Search: Previous 1 Next

Timestamp	Name	Gen	DOB	Email	Type	Comments	Race 1	R1 Date	R1 AG	Race 2	R2 Date	R2 AG
2022-01-30 08:08	Lou King	M	1956-09-02	[redacted]	new		race b	2021-12-12	75.86	race a	2022-01-02	74.62
2022-01-29 14:35	Test Three	M	1963-10-30		new		race a	2021-10-03	69.85	race b	2022-01-02	72.17
2022-01-29 14:16	Test Two	M	1963-10-31		renewal	some comments	race a	2021-09-12	69.66	race b	2021-12-05	72.17
2022-01-29 14:11	Test One	M	1963-01-11		renewal		race b	2021-12-12	69	race a	2022-01-02	70.31
2022-01-29 12:08	Applicant Two	M	1963-05-15		renewal	Hey I know I didn't...	race x	2021-11-07	70.14	race y	2022-01-09	66.14
2022-01-29 11:57	Test Applicant	F	1960-05-06		renewal		race x	2021-11-07	86.15	race y	2021-12-19	65.73
2022-01-29 05:35	Lou King	M	1958-03-19		new		race b	2021-12-12	75.86	race a	2022-01-09	74.42

Showing 1 to 7 of 7 entries

5.2.1.2 Racing Team Application Results view

Navigation: Racing Team > Application Results

Timestamp
: date and time the application was submitted

Name
: applicant's name

Email
: applicant's email address

Event Date
: date for this result submission

Age
: applicant's age on **Event Date**

Event Name
: name of the race

Distance
: race distance

Units
: units of race distance, one of *miles*, *km*

Age Grade
: age grade for this result

Results Link
: link to official results (optional)

Show 10 entries CSV Search: Previous 1 2 Next

Timestamp	Name	Email	Event Date	Age	Event Name	Location	Dist	Units	Age Grade	Results Link
2022-01-30 08:08	Lou King	[redacted]	2022-01-02	64	race a	race a loc	10	miles	74.62	https://example.com
2022-01-30 08:08	Lou King	[redacted]	2021-12-12	64	race b	race b loc	5	km	75.86	
2022-01-29 14:35	Test Three	[redacted]	2022-01-02	58	race b	race b loc	5	km	72.17	
2022-01-29 14:35	Test Three	[redacted]	2021-10-03	57	race a	race a loc	10	miles	69.85	
2022-01-29 14:16	Test Two	[redacted]	2021-12-05	58	race b	race b loc	5	km	72.17	
2022-01-29 14:16	Test Two	[redacted]	2021-09-12	57	race a	race a loc	10	miles	69.66	
2022-01-29 14:11	Test One	[redacted]	2022-01-02	58	race a	race a loc	10	miles	70.31	
2022-01-29 14:11	Test One	[redacted]	2021-12-12	58	race b	race b loc	5	km	69	
2022-01-29 12:08	Applicant Two	[redacted]	2022-01-09		race y	race y loc	5	km	66.14	
2022-01-29 12:08	Applicant Two	[redacted]	2021-11-07		race x	race x loc	10	miles	70.14	

Showing 1 to 10 of 14 entries

5.2.1.3 Racing Team Config view

Navigation: Racing Team > Config

Open Behavior
one of *auto*, *open*, or *closed*. This defines whether racing team applications are open. In practice, this should be set to *auto* to use the date ranges to automatically allow applications only during the specified ranges. To allow applications outside of the date ranges, set this to *open*. To turn off applications within the date ranges set to *closed*.

Date Ranges
list of date ranges as configured on the *Racing Team Date Range view*. Applications are allowed automatically during the dates in these ranges if **Open Behavior** is set to *auto*.

From Email
email address which racing team emails are sent from

Info Form CC Email
list of email addresses which are copied when a *racingteam member* submits the Racing Team Information Form

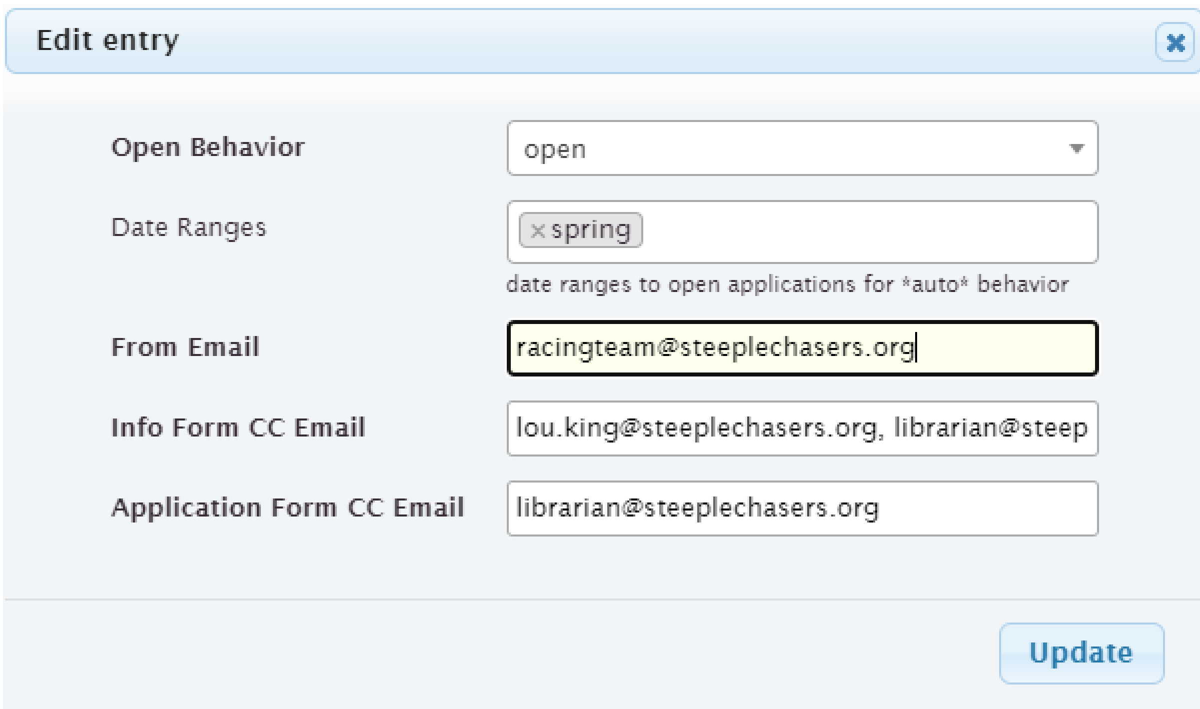
Application Form CC Email
list of email addresses which are copied when someone submits the Racing Team Application Form

Note: do not create more than one row per interest. If more than one row is created the results will be unpredictable.

Show 10 entries New Edit Delete CSV Search: Previous 1 Next

Open Behavior	Date Ranges	From Email	Info Form CC Email	Application Form CC Email
open	spring	racingteam@steeplechasers.org	lou.king@steeplechasers.org, librarian@steeplechasers.org	librarian@steeplechasers.org

Showing 1 to 1 of 1 entries



5.2.1.4 Racing Team Date Range view

Navigation: Racing Team > Date Range

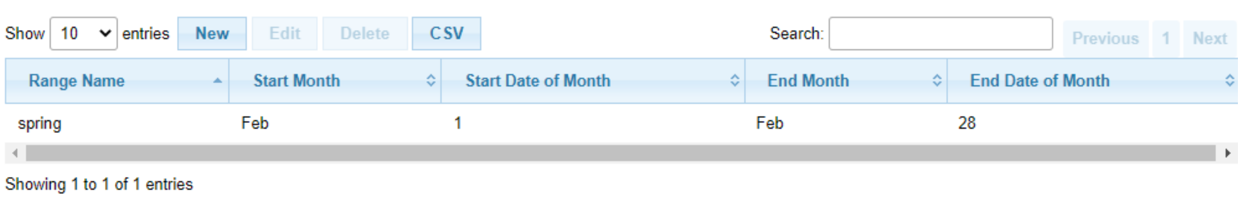
Range Name
name of date range, e.g., 'summer', 'winter'

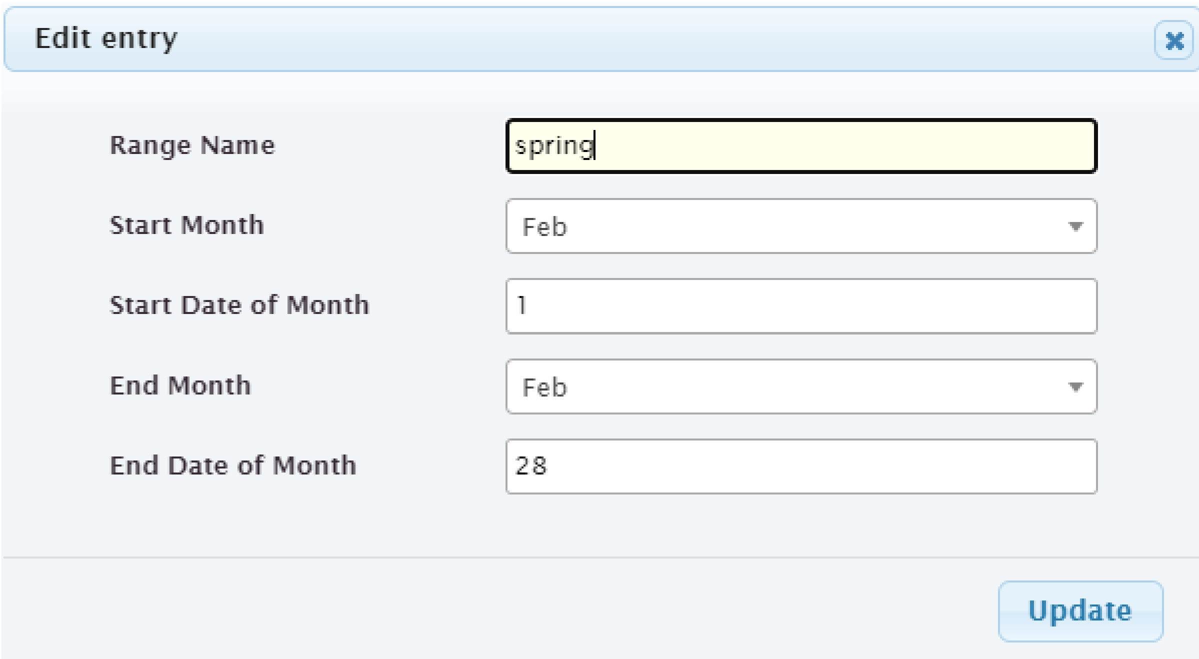
Start Month
month of year this date range starts

Start Date of Month
date of **Start Month** this date range starts

End Month
month of year this date range ends

End Date of Month
date of **End Month** this date range ends





5.2.1.5 Racing Team Info Results view

Navigation: Racing Team > Info Results

Timestamp
date and time the result was submitted

Name
member's name

Event Date
date for this result submission

Age
member's age on **Event Date**

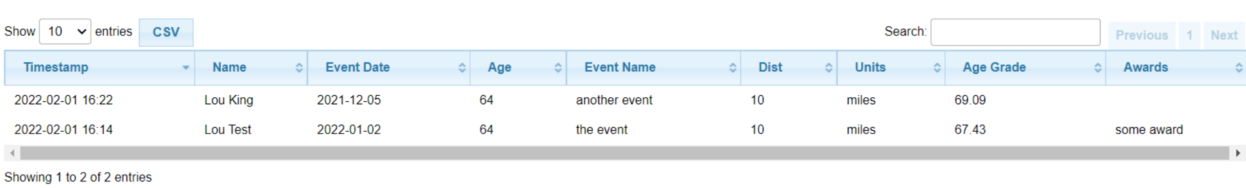
Event Name
name of the race

Distance
race distance

Units
units of race distance, one of *miles*, *km*

Age Grade
age grade for this result

Awards
awards achieved (optional)


Show 10 entries CSV Search: Previous 1 Next

Timestamp	Name	Event Date	Age	Event Name	Dist	Units	Age Grade	Awards
2022-02-01 16:22	Lou King	2021-12-05	64	another event	10	miles	69.09	
2022-02-01 16:14	Lou Test	2022-01-02	64	the event	10	miles	67.43	some award

Showing 1 to 2 of 2 entries

5.2.1.6 Racing Team Info Volunteer view

Navigation: Racing Team > Info Volunteer

Timestamp
date and time the volunteer activity was submitted

Name
member's name

Event Date
date for this volunteer activity submission

Hours
number of hours being reported

Comment
any additional comments (optional)

Show 10 entries CSV Search: Previous 1 Next

Timestamp	Name	Event Date	Event Name	Hours	Comment
2022-02-01 16:18	Lou Test	2022-01-31	monthly hours	12	did some work

Showing 1 to 1 of 1 entries

5.2.1.7 Racing Team Members view

Navigation: Racing Team > Members

Member
member which is on the racing team

Gender
members gender

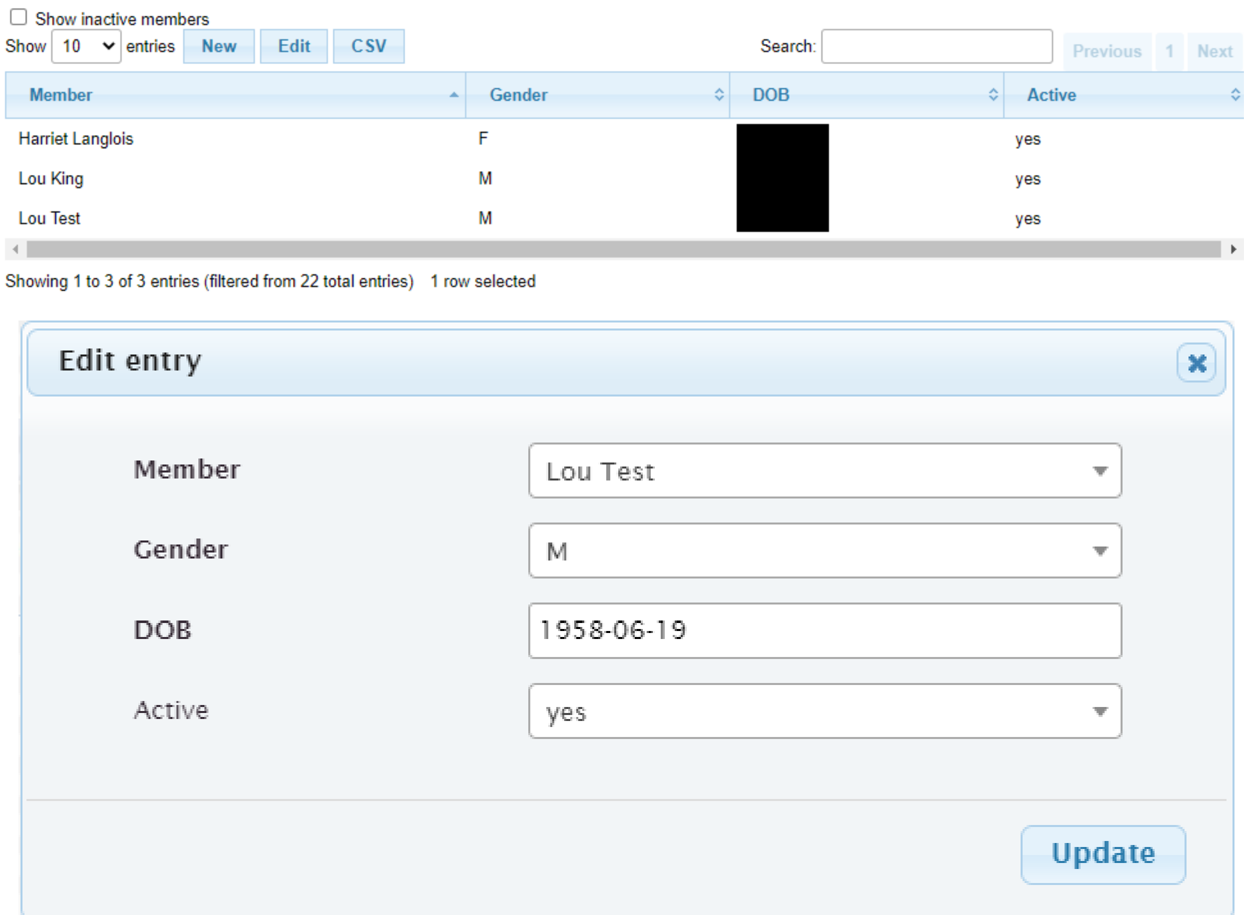
DOB
members date of birth

Active
if *yes*, indicates *member* is currently on the racing team

The view has the following filters:

Show inactive members
check this to see inactive members. This allows old members to be added back to the racing team by checking this then setting the old member's **Active** to *yes*

Note: before using this view, new *members* needs to be created on the *Members view*, and assigned *racingteam member security role* there


Show inactive members
Show 10 entries
New
Edit
CSV
Search:
Previous
1
Next
Member
Gender
DOB
Active
Harriet Langlois
F
yes
Lou King
M
yes
Lou Test
M
yes
[redacted]
Showing 1 to 3 of 3 entries (filtered from 22 total entries)
1 row selected
Edit entry
Member
Lou Test
Gender
M
DOB
1958-06-19
Active
yes
Update

CHAPTER

SIX

SUPER ADMIN MODULE

6.1 Guides

6.1.1 Super Admin Guide

Members of a club's leadership team are required to complete various *tasks* in support of the on-boarding process. E.g., the member needs to gain access to the club's documents, read certain policies, complete training courses, etc. Some of these *tasks* need to be renewed periodically. The *Task Module* of the **membertility** system is designed to define these *tasks* and track the *members'* completion records.

This guide describes the concepts of the **membertility** Leadership Task Module, as well as gives guidance for how to configure the items accessible to the superadmin.

6.1.1.1 Single Sign-On

membertility is the first **loutilities** application which supports a common database for User administration and password management. The tables in the common database are

- User - user management (email, password, name) for *members*

Note: In **membertility**, users are known as *members*

- Application - identifies the **loutilities** application (in this case, *members*)
- Role - *security roles* are used to give permissions by application which can be associated to users/*members*
- Interest - interests are used to partition most database tables. These are by application and can be associated to users/*members*

Each application that supports Single Sign-On has access to these tables, and also has local user and interest tables. When users or interests are updated from the application, the local tables are refreshed.

Table 1: common database tables are accessed through these views

table	view
User	*Members view*
Application	*Applications view*
Role	*Roles view*
Interest	*Interests view*

Warning: If a change is made to a user or interest from an application, the local tables at the other applications may not get refreshed. In this case, the *super admin* must force the update of any entry in the common User or Interest table from the application which was not updated automatically, to force the refresh of its local table.

6.1.1.2 Reset Member Password

The *Members view* can be used to generate a password reset email to the *member*. This does not invalidate the current password, but does give the *member* a link to get to the password reset view and change their password.

6.1.1.3 Interest Attributes

There are certain attributes which are maintained in the application local database (not the common database) which are associated with *interests*. These are accessed via the *Interest Attributes view*.

6.1.1.4 Email Setup

The system sends emails periodically about *tasks* which are *overdue* or *expiring soon*. The contents of these emails can be configured using the *Email Templates view*.

6.1.1.5 File Naming and Storage

Files are named on upload but stored based on a system-created file id. This allows multiple files with the same name to exist separately within the system. The association between filename and file id can be seen using the *Files view*.

6.1.1.6 New Member Instructions

When someone new needs to be added to the system, the following should be done:

- send suitable welcome message which describes the system, why they're being added, and that they'll be receiving password reset instructions
- create the member using *Members view*, assigning appropriate roles and interests
- give new member their position(s) using *Position Wizard*

6.2 Reference

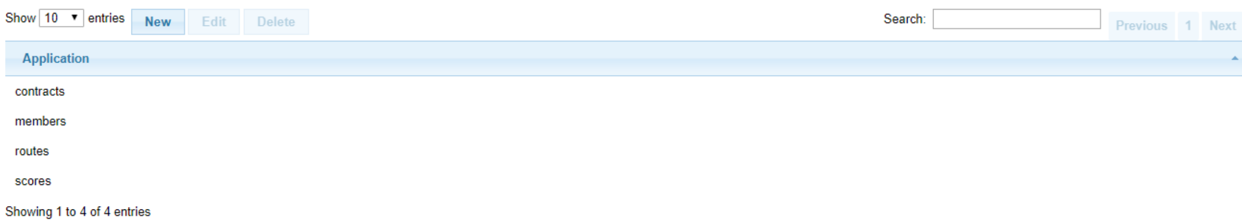
6.2.1 Super Admin Reference

6.2.1.1 Applications view

Navigation: Super > Applications

The Applications view has one entry per **loutilities** application. This should only be changed by the software development team.

Note: This data is in the common database. See *Single Sign-On* for details about how the common database is used.



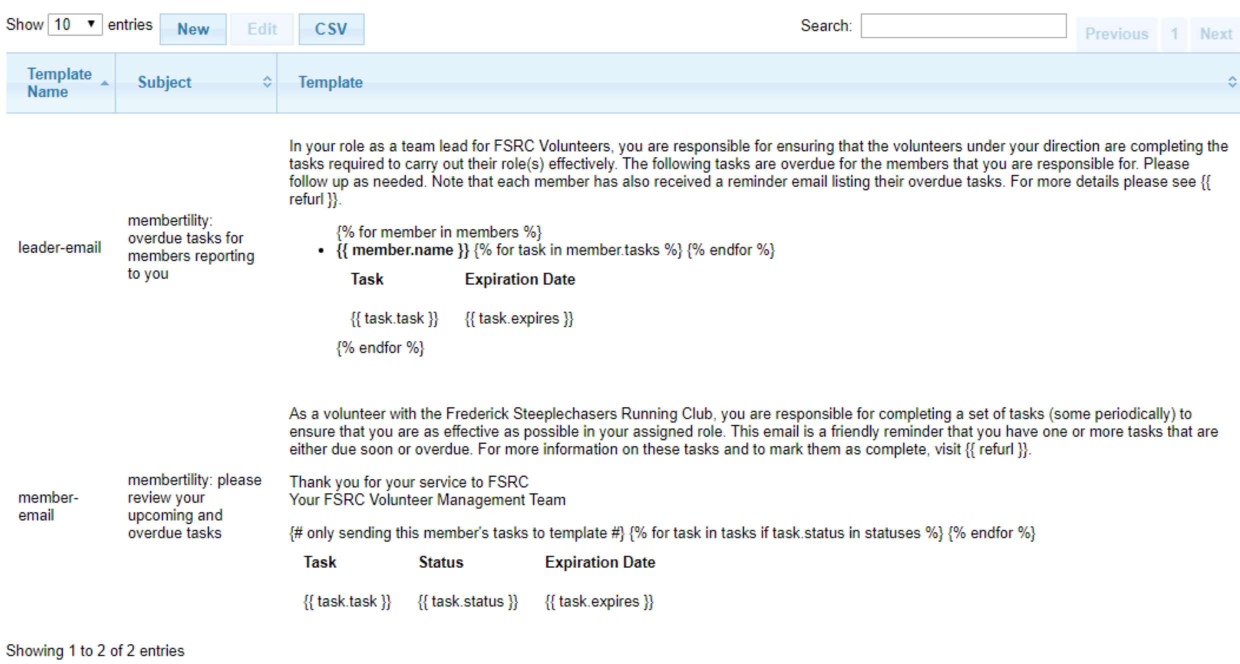
6.2.1.2 Email Templates view

Navigation: Super > Email Templates

The Email Templates view has one entry per system email type. For details of the substitution variable usage, see the indicated software module(s).

Table 2: email types and substitution variables

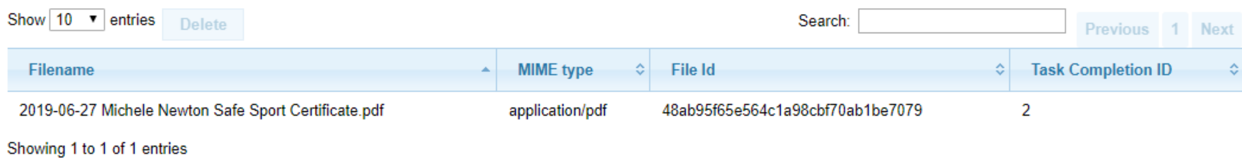
module	email type	substitution variables	software module(s)
leadership task	leader-email	members, member.tasks, task.task, task.expires	leadership_emails.py
leadership task	member-email	tasks, task.task, task.status, task.expires	leadership_emails.py



6.2.1.3 Files view

Navigation: Super Files

The Files view gives the superadmin visibility into the files which were uploaded into the system.



Show 10 entries Delete Search: Previous 1 Next

Filename	MIME type	File Id	Task Completion ID
2019-06-27 Michele Newton Safe Sport Certificate.pdf	application/pdf	48ab95f65e564c1a98cbf70ab1be7079	2

Showing 1 to 1 of 1 entries

6.2.1.4 Interests view

Navigation: Super > Interests

The Interests view gives the superadmin control over what *interests* are available to what applications, and to control what users/*members* are able to access what *interests* (the latter is also available via the *Members view*).

Note: This data is in the common database. See *Single Sign-On* for details about how the common database is used.

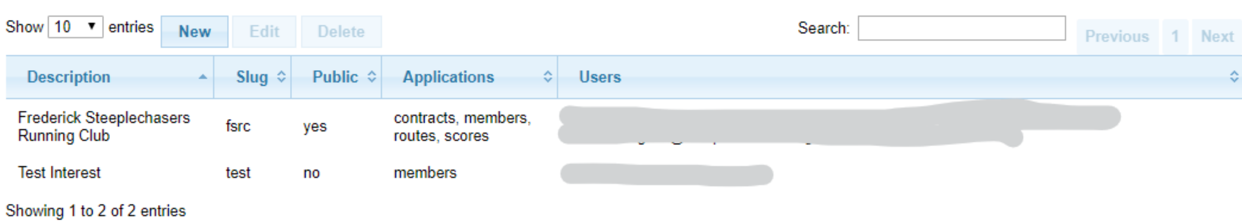
Description
name of interest, used for the select in the banner in all the views

Slug
used to identify the *interest* in URLs

Public
yes or *no* for whether this *interest* is visible via the public interface

Applications
applications within which this *interest* is shown

Users
users/*members* who are able to use this *interest*



Show 10 entries New Edit Delete Search: Previous 1 Next

Description	Slug	Public	Applications	Users
Frederick Steeplechasers Running Club	fsrc	yes	contracts, members, routes, scores	[redacted]
Test Interest	test	no	members	[redacted]

Showing 1 to 2 of 2 entries

6.2.1.5 Interest Attributes view

Navigation: Super > Interest Attributes

The Interest Attributes view allows the superadmin to control certain attributes which may be specified by *interest*.

Note: This data is in the local application database.

Interest
this view is pre-populated with *interests* which are defined in the *Interests view*

Initial Expiration
: Expiration Date to be used for *tasks* which have **Period** defined and have not ever been marked complete

From Email
: email address to be used as the from address for emails sent by the system

Show 10 entries Edit Search: Previous 1 Next

Interest	Initial Expiration	From Email
Frederick Steeplechasers Running Club	Wed, 01 Apr 2020 00:00:00 GMT	[redacted]
Test Interest		

Showing 1 to 2 of 2 entries

6.2.1.6 Roles view

Navigation: Super > Roles

The Roles view is used to define *security roles* and assign them to specific applications. This must be coordinated with the software developement and is therefore best left to the software development team to configure.

Name
: name of the *security role*, as used by the application internally

Description
: description of the *security role*, i.e., what it means to the user/*member* system capabilities

Applications
: applications which use this *security role*

Note: This data is in the common database. See *Single Sign-On* for details about how the common database is used.

Show 10 entries New Edit Delete Search: Previous 1 Next

Name	Description	Applications
event-admin	access to events for contracts application	contracts
icon-admin	access to icons for routes application	routes
leadership-admin	access to leadership tasks for members application	members
leadership-member	user of leadership tasks for members application	members
routes-admin	access to routes for routes application	routes
scores-admin	administer scores application	scores
scores-viewer	view scores application	scores
sponsor-admin	access to sponsors/races for contracts application	contracts
super-admin	allowed to do everything on all applications	contracts, members, routes, scores

Showing 1 to 9 of 9 entries

CHAPTER SEVEN

GLOSSARY

action item
: item assigned to someone at a *meeting* which needs to be resolved in some manner

agenda
: list of items to be covered in a meeting, or document containing that list of items

agenda item
: single *agenda* item to be covered in a meeting, or row on *Meeting view*

discussion item
: a topic which needs to be brought up at a *meeting*. When a discussion item is created from *My Status Report view*, this automatically creates an *agenda item*

discussion request
: an email which is sent to the *members* who resolve via *position* to the **Invite Tags** of a *meeting*

expiration date
: this is the date the *task* should next be completed by. If this date is in the past, the *task* is *overdue* and should be completed as soon as possible.

field
: some *tasks* have additional fields which require information to be entered by the *member*. These fields can be filled in text, uploaded files, etc., and the data entered is associated with the *task* completion

interest
: most of the data held within the system are grouped by "interest". When logged into the system, the *member* selects the interest near the top of the view. The interest can be a running club, etc.

invite
: sent to a *member* inviting them to a *meeting*. In this email is a link for the *member* to access their *My Status Report view* at which they can record their status for each *position*, and to create *discussion items* for the meeting

leadership admin
: *members* with this *security role* serve in a supervisory position and can create *tasks*, *task groups*, and *positions*, as well as assign *members* to *positions*

meeting
: get-together either physically, virtually via teleconference, or by email, where business is discussed for which minutes are required, action items may be generated, and/or decisions made (by motion / vote)

meeting admin
: *members* with this *security role* serve in a supervisory position and can create and manage *meetings*

meeting type
: the meeting type defines the behavior of the *meeting*, e.g., what user interace elements and buttons are shown, the wording used for certain terms, defaults tags, etc.

member
: a club member that serves in a volunteer position that requires specific and trackable training and orientation

membership admin
: *members* with this *security role* serve in a supervisory position and can manage membership information

minutes
: record of *meeting agenda*, discussions, *votes*, etc.

motion
: a formal proposal put to the voting *members*, for which a *vote* will be taken and a formal decision made

organization
: the group of *members* who hold *positions* for managing the *interest*

organization admin
: *members* who serve in a supervisory position and can manage the *organization* by creating *members*, *positions*, and assigning *members* to *positions*.

position
: the volunteer position that a *member* is assigned. Examples: President, Training Coach, Race Director

racing team
: clubs may support a racing team. A member of the racing team may apply to be on the team and also may update their result information and volunteer information

racingteam admin
: *members* with this *security role* serve in a supervisory position and can create and manage *racing team* information.

racingteam member
: *members* with this *security role* serve on the racing team

rsvp
: when a *member* is *invited* to a *meeting*, they are given a link to a form which they can use to indicate their intention to come to the *meeting* or not. See also *status report*

security role
: security roles control what views the *member* has access to, what data can be changed in the database, etc.

status
: status of *task* completion,

  - *overdue* means *task* needs to be completed now
  - *expires soon* means *task* expiration is coming up
  - *up to date* means a periodic *task* has been completed
  - *done* means a one time *task* has been completed
  - *optional* means the task is not required, and has not been completed

status report
: when a *member* is *invited* to a *meeting*, they are given a link to a form for filling out their status report for each *position* they hold. See also *rsvp*

summary email
: email which is sent to a manager of specific *task groups*, with a list of *members* and their *overdue tasks*

super admin
: *members* with this *security role* serve in a supervisory position and can create *interests*, assign *security roles*, *interests*, etc.

tag
: *positions* and *members* can be associated with one or more tags. These tags can be used to group those positions/members for certain purposes

task
: a trackable training or orientation requirement for a specific position. Examples: Read Bylaws, Read/Complete Conflict of Interest Form, Complete Safe Sport Training

task group
: a collection of tasks that are assigned, in aggregate, to a position. Examples: Training, Executive Officer

term
: the period during which a *member* holds a *position*. If the *member* holds the *position* multiple times with gaps, these are multiple terms

vote
: formal indication of approval or rejection of a *motion*, or the desire for recusal by abstaining

voting member
: a *member* who is allowed to vote at the meeting

CHAPTER

EIGHT

TYPOGRAPHICAL CONVENTIONS

This describes typographical conventions used within the documentation

8.1 Product Reference

The product referenced by the manual is shown in bold, e.g., **membertility**

8.2 Buttons

Button text is shown in bold, e.g., **Edit**

Specific buttons are described using definitions, e.g.,

This Button
: what this button does

8.3 Fields

Fields on a view are described using definitions, e.g.,

Field
: what the field does

Fields are referenced in text by using bold, e.g., **Field**

Values for fields are referenced in text by using italics, e.g., *fieldvalue*

8.4 Filters

Filter labels are referenced in text by using bold, e.g., **Filter Label**

Values for filters are referenced in text by using italics, e.g., *filtervalue*

8.5 Navigation

Navigation is prefixed by **Navigation:** then menu traversal is followed using greater than (>). If some action is required before traversal, that is described within square brackets ([action]), e.g.,

Navigation: Meetings > Meetings > [choose meeting] > **View Meeting**

Note: since View Meeting is a button, it is shown in bold

8.6 Section Management

Should really be following https://www.sphinx-doc.org/en/master/usage/restructuredtext/basics.html?#sections, but accidentally ended up with what is below.

Top level section is delineated by ============== above section title and ============== below section title, as can be seen in *Typographical Conventions*.

Next level section is delineated by ============== below section title, as can be seen in *Section Management*.

Next level is delineated by ————- as can be seen below

8.6.1 Lower Level Section

CHAPTER

NINE

INDICES AND TABLES

- genindex
- modindex
- search

INDEX