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# **membertility**

***Release 1.0***

**Lou King**

**Feb 16, 2024**



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**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.





## ORGANIZATION MODULE

### 1.1 Guides

#### 1.1.1 Organization Admin Guide

This guide describes the concepts of the membership Organization Module.

##### 1.1.1.1 Position Management

*positions* are assigned to *members* for a variety of purposes. **membership** 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	<i>Tags view, Positions view</i>	<i>Meetings view</i>
Meeting Voting	<i>Tags view, Positions view</i>	<i>Meetings view</i>

### 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  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

Create new entry

Email

First Name

Full Name

Roles

Active

yes

Current Login At

Create and Send

Create

Edit entry

Email	justtest@example.com
First Name	Just
Full Name	Test2
Roles	<div> × leadership-member </div> <div> × meetings-member </div>
Active	yes
Current Login At	

Reset Password
Update

### 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

Show  entries     Search:

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)

Edit entry

Member

Lou King

Position

Market Street Mile Race Director

tasks are assigned via position, task groups, or both

Start Date

2019-01-19

Finish Date

Update

#### 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*)



Edit entry

Position	<div> <div>Competition Chair</div> </div>
Description	<div> <div>Competition Chair</div> </div>
Members	<div> <div>Lou King</div> <div>members who hold this position on selected position date</div> </div>
Has Status Report	<div> <div>yes</div> </div>
Tags	<div> <div> <div>× board meeting</div> </div> <div>tags for this position</div> </div>
Agenda Heading	<div> <div>(select)</div> <div>heading under which this position is shown in agenda</div> </div>
Task Groups	<div> <div> <div>× Board Meeting Attendee</div> <div>× General Committee Leadership</div> </div> <div>members who hold this position must do tasks within these groups</div> </div>
Email Groups	<div> <div></div> <div>members holding this position receive summary emails about other members configured with these groups</div> </div>

Update

## 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*.

The image shows a 'Position Wizard' dialog box with a close button (X) in the top right corner. It contains three main sections: 'Position' with the value 'Director', 'Effective Date' with a text input field containing '2021-01-04' and a subtext 'select the date you want to view / have changes be effective', and 'Members' with a list of two items: 'x Librarian Lou' and 'x Lou King', with a subtext 'pick the members you want in this position on the Effective Date'. At the bottom right, there are two buttons: 'Update' and 'Cancel'.

### 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  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

## MEETINGS MODULE

### 2.1 Guides

#### 2.1.1 Meetings Admin Guide

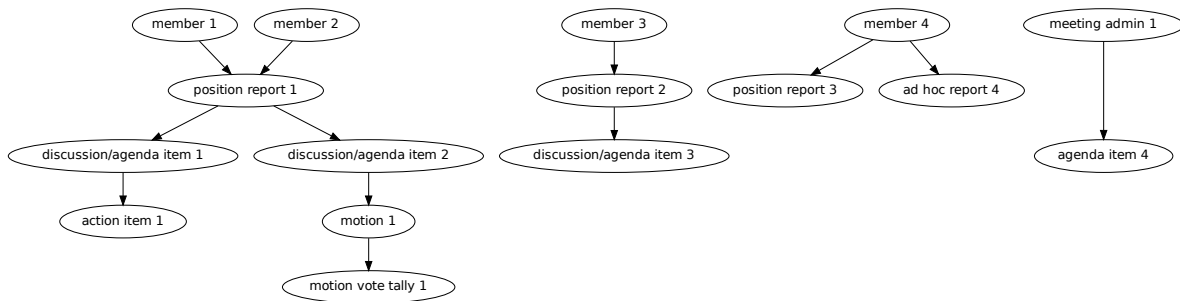
This guide describes the concepts of the **membertility** Meetings Module, and gives guidance on how to achieve the *meeting* work flow.

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** 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<sup>1</sup>](#)
- [How to Write a Motion for a Board Meeting<sup>2</sup>](#)

## 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 **Second**
- 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

---

<sup>1</sup> <https://bizfluent.com/how-10030515-make-motion-board-directors-meeting.html>

<sup>2</sup> <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](#)<sup>Page 21, 1</sup>
- [How to Write a Motion for a Board Meeting](#)<sup>Page 21, 2</sup>

### 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](#)<sup>3</sup>, 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](#)<sup>4</sup> (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.

<sup>3</sup> <https://support.google.com/drive/answer/2375091>

<sup>4</sup> <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:

View	Meeting Date	Meeting Type	Meeting Purpose	Location	RSVP	Attended	Agenda	Status Report	Minutes
🔍	2021-04-05	Newsletter Content	Newsletter					<a href="#">Newsletter Content</a>	
	2021-04-05	eVote Meeting	eVote on document				<a href="#">Agenda</a>		<a href="#">Minutes</a>
🔍	2021-03-31	Board Meeting	Board Meeting Regression	https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRyYTNjTEorRGordzxx	response pending		<a href="#">Agenda</a>	<a href="#">Status Report</a>	
🔍	2021-03-30	Board Meeting	Board Meeting (#367)	zoom	response pending			<a href="#">Status Report</a>	
🔍	2021-02-24	Board Meeting	Meeting to test position efficacy	online	attending	yes	<a href="#">Agenda</a>	<a href="#">Status Report</a>	<a href="#">Minutes</a>
🔍	2020-12-07	Board Meeting	FSRC Board Meeting	C. Burr Artz Public Library 110 E Patrick St Frederick, MD 21701	response pending	no	<a href="#">Agenda</a>	<a href="#">Status Report</a>	<a href="#">Minutes</a>
🔍	2020-11-04	Board Meeting	FSRC Board Meeting	zoom call	attending	yes	<a href="#">Agenda</a>	<a href="#">Status Report</a>	<a href="#">Minutes</a>
🔍	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	<a href="#">Agenda</a>	<a href="#">Status Report</a>	<a href="#">Minutes</a>
🔍	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: <input type="text"/>
+	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:

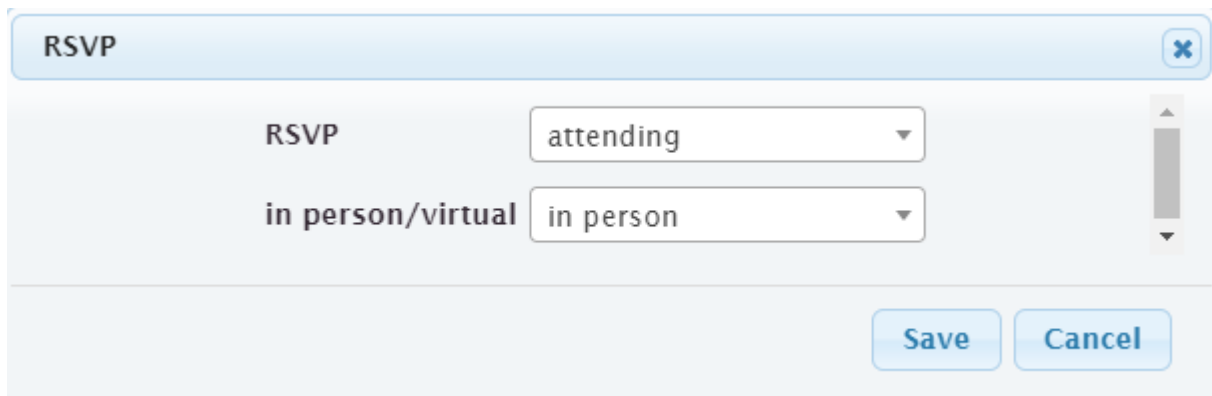
- to *view* a status report, click on + to expand, - to collapse
- to *edit* a status report, click on ✎
- if the edit button is displayed as ✎ this means the status report has been entered – it can still be edited, though

## 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*:



The screenshot shows a modal window titled "RSVP". Inside the window, there are two dropdown menus. The first dropdown is labeled "RSVP" and has "attending" selected. The second dropdown is labeled "in person/virtual" and has "in person" selected. At the bottom right of the window, there are two buttons: "Save" and "Cancel".

- 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*:





Competition Chair Status Report













---

## Edit

---

**Status Report Title**

**Status Report**

Paragraph
▼
**B**
*I*
U



▼







▼



---

Save

Cancel

**Discussion Items**

New

Edit

Delete

Discussion Title	Discussion Details	Reason for Hiding
No data available in table		

- 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*:

Competition Chair Status Report

## Edit

**Status Report Title**

Competition Chair Status Report

**Status Report**

Paragraph **B** *I* U

Here's where the details were added for the competition status report

**Save** **Cancel**

**Discussion Items**

**New** **Edit** **Delete**

Discussion Title	Discussion Details	Reason for Hiding
No data available in table		

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

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

Create new entry

Discussion Title

Discussion Details

**Create**

- 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:


**WARNING!**

Creating a "New" status report starts a report for a topic outside your assigned position(s), which is fine, but may not be what you want to do. Please use the preassigned Position status report(s) to report on your assigned role(s).

Empty Position reports:

- Competition Chair Status Report

Continue to create a new ad hoc report

Cancel to edit your Position reports

Continue

Cancel

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*:

Add ad hoc status report

Status Report Title

Status Report

Paragraph

▼

**B**

*I*


U

⋮

Create

- 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**

**2021-04-12 Board Meeting Demo: Lou King's RSVP**

RSVP attending 

**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.)

Status Select statuses

Show 10 entries Edit CSV Search:  Previous 1 Next

Date Created	Action	Status	Last Update	Updated By
2020-11-05	Work to deploy the second release of membership	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

Showing 1 to 6 of 6 entries

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

Date

From

To

x

Assignee

Select names

Status

x

v

Show

10

entries

CSV

Search:

Previous

1

Next

<div>+ -</div>	Meeting	Date	Action	Assignee	Status
<div>+ </div>	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
<div>+ </div>	Board Meeting	2020-07-03	action 1 with updated changes	Lou King	inprogress
<div>+ </div>	Board Meeting	2020-07-03	action 2	Harriet Langlois	open
<div>+ </div>	Board Meeting	2020-06-03	some action item	Librarian Lou	inprogress
<div>+ </div>	Board Meeting Demo	2020-10-12	new action item	Lou King	open
<div>+ </div>	Board Meeting Demo	2020-10-12	test action item	Lou King	inprogress
<div>+ </div>			Follow up with Julie Harris about Education Night events	Test User	open
<div>+ </div>			create new action item - regression test	Librarian Lou	open
<div>+ </div>	FSRC Board Meeting	2020-12-07	new action item	Lou King	open
<div>+ </div>	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 tally for each *voting member*, one of *approved*, *rejected*, *abstained*, *novote*.

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

Date

Show  entries 
Search:

	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 <a href="https://example.com">https://example.com</a>	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

### Updated Action Items

New	Edit	Delete	Search: <input type="text"/>
Action	Assignee	Status	
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	
action 1	Lou King	closed	
action 2	Harriet Langlois	open	
action 1	Lou King	open	
new action item	Lou King	open	
test action item	Lou King	inprogress	

Edit entry

Action

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?

description of action item

Comments

Details

some details of action item

Notes

details of action item (if needed), notes about progress, and resolution - note won't be printed in agenda

Assignee

Lou King

Status

closed

Update



## 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    Assignee  Status

Show  entries    Search:

Meeting <input type="button" value="v"/>	Date <input type="button" value="v"/>	Action <input type="button" value="v"/>	Assignee <input type="button" value="v"/>	Status <input type="button" value="v"/>
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

Edit entry

Meeting

Board Meeting

Date

Fri, 03 Jul 2020 00:00:00 GMT

Action

action 1

description of action item

Comments

some progress

details of action item (if needed), notes about progress, and resolution - note won't be printed in agenda

Assignee

Lou King

Status

closed

Update

### 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]

---

Show  entries

[New](#) [Edit](#) [Delete](#)

Search:

[Previous](#) [1](#) [Next](#)

Agenda Heading	Positions
Communications Committee	Communications Chair
Community Liaison Committee	Community Liaison Chair
Competition	Competition Chair
Market Street Mile	Market Street Mile Race Director
Technology Committee	Technology Chair

Showing 1 to 5 of 5 entries

Edit entry

Agenda Heading

Community Liaison Committee

Positions

Community Liaison Chair

Update

### 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

Date  From  To  x Name  Select names Attended  x

Show  10 entries   Search:        ...

Meeting	Date	Name	Email	RSVP	Attended	In person/Virtual	Invited
FSRC Board Meeting	2023-02-20			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

Showing 1 to 10 of 1,142 entries

**Edit entry**

Meeting	<input type="text" value="FSRC Board Meeting"/>
Date	<input type="text" value="2023-02-20"/>
Name	<input type="text" value="Lou King"/>
Email	<input type="text" value=""/>
RSVP	<input type="text" value="attending"/>
Attended	<input type="text" value="yes"/>
In person/Virtual	<input type="text" value="in person"/>
Invited	<input type="text" value="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

2020-10-12 - Board Meeting Demo

Status

Show  entries

Send Reminders

CSV

Search:

Previous

1

2

3

Next

Position	Members (last request)	Status Report
Communications Chair		missing
Community Liaison Chair		missing
Competition Chair	Lou King (2020-10-07), Test User (2020-10-07)	entered
FSRC Memorial Scholarship Review Board Chair		missing
Independence 5000 Race Director		missing
Lewis Run Race Director		missing
Li'l Bennet 5K Race Director		missing
Market Street Mile Race Director	Lou King (2020-09-12), Librarian Lou	entered
Membership Chair		missing
Nominating Committee Member		missing

Showing 1 to 10 of 29 entries 1 row selected

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

---

Send Reminders

**Invitation Status**  
Reminders will be sent to

- Librarian Lou (librarian@steeplechasers.org)
- Lou King (lou.king@steeplechasers.org)

**Subject**  

[FSRC Board Meeting 2020-12-07] Reminder -- RSVP and Status Report Request

**Message**  

Paragraph

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S
I<sub>x</sub>
⋮

**From**  

lou.king@steeplechasers.org

☒ Request Status Report  
☒ Show Action Items

Send Reminders

Cancel

### 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 invitation 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 invitation 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

						<input type="checkbox"/> Show hidden items
New	Edit	Delete	Send Invitations	Send Discussion Request	Generate Docs	Send Email
						Search: <input type="text"/>
+	Reorder ^	Title	◇	Agenda Heading		

No data available in table

Showing 0 to 0 of 0 entries

## 2020-10-12 - Board Meeting Demo

						<input type="checkbox"/> Show hidden items
New	Edit	Delete	Send Invitations	Generate Docs	Send Email	
						Search: <input type="text"/>
+	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

**B** *I* U @ ::= ≡ ∅ I<sub>x</sub> ⋮

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

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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

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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		

46

Chapter 2. Meetings Module

### 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

Show  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	<a href="https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox">https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox</a>	2021-04-12	Lou King	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	<a href="https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox">https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox</a>	2021-01-01	Lou King	Little Group	voting member	board status report			
Newsletter	Newsletter Content	2021-04-05				Lou King	Little Group				<a href="#">Newsletter Item</a>	
eVote on document	eVote Meeting	2021-04-05				Lou King	voting member	voting member		<a href="#">Agenda</a>		<a href="#">Minutes</a>
Board Meeting Regression	Board Meeting	2021-03-31	9pm	<a href="https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox">https://zoom.us/j/98380254696?pwd=eWtTMmNURGY1YjRpdjYTNjTEorRGordzox</a>	2021-01-04	Lou King	Little Group voting member	voting member	board status report	<a href="#">Agenda</a>	<a href="#">Status Report</a>	
Board Meeting (#367)	Board Meeting	2021-03-30	8pm	zoom	2020-11-01	Lou King	Little Group	voting member	board status report		<a href="#">Status Report</a>	
Market Street Mile Planning	MSM Committee	2021-03-24	7pm	some location		Lou King	msm committee					<a href="#">Minutes</a>
evote agendaitem test	eVote Meeting	2021-03-08				Lou King	voting member	voting member				

Showing 1 to 10 of 23 entries

Edit entry

Purpose	Board Meeting Demo
Meeting Type	Board Meeting
Date	2020-10-12
Time	6:30pm
Location	https://example.com virtual meeting
Show Actions Since	2020-06-02
Organizer	Lou King
Invite Tags	<div> x board meeting </div> <div>members who have these tags via position, will be invited to the meeting</div>
Vote Tags	<div> x voting member </div> <div>members who have these tags via position, can vote on motions</div>
Status Report Tags	<div> x board status report </div> <div>members who have these tags via position, are prompted to provide position status reports</div>

Update

**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** ✕

<b>Purpose</b>	<input type="text" value="Market Street Mile Planning"/>
<b>Meeting Type</b>	<input type="text" value="MSM Committee"/>
<b>Date</b>	<input type="text" value="2021-04-26"/>
<b>Time</b>	<input type="text" value="7pm"/>
<b>Location</b>	<input type="text" value="some location"/>
<b>Show Actions Since</b>	<input type="text"/>
<b>Organizer</b>	<input type="text" value="Lou King"/>
<b>Invite Tags</b>	<input type="text" value="x msm committee"/> <small>members who have these tags via position, will be invited to the meeting</small>
<b>Vote Tags</b>	<input type="text"/> <small>members who have these tags via position, can vote on motions</small>
<b>Status Report Tags</b>	<input type="text"/> <small>members who have these tags via position, are prompted to provide position status reports</small>
<b>Renew Options</b>	<div><input type="checkbox"/> Show Actions Since Last Meeting <input type="checkbox"/> Copy Invite Email <input type="checkbox"/> Copy Reminder Email <input type="checkbox"/> Copy Agenda Summary <input checked="" type="checkbox"/> Copy Agenda Discussion</div>



### 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 `{{ meeting-type.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](#) [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	<div> board meeting </div> <p>members who have these tags, either directly or via position, will be invited to the meeting</p>
Vote Tags	<div> voting member </div> <p>members who have these tags, either directly or via position, can vote on motions</p>
Status Report Tags	<div> board status report </div> <p>members who have these tags, either directly or via position, will be prompted for status reports</p>
Automatic Agenda Item Title	<div></div> <p>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.</p>
Custom Wording for "meeting"	<div>meeting</div> <p>If you don't want the text on the page and emails to say "meeting" you can customize that here. Use lowercase letters.</p>
Custom Wording for "status report"	<div>status report</div> <p>If you don't want the text on the page and emails to say "status report" you can customize that here. Use lowercase letters.</p>
Custom Wording for "invitation"	<div>invitation</div> <p>If you don't want the text on the page and emails to say "invitation" you can customize that here. Use lowercase letters.</p>
Meeting Options	<div> <input checked="" type="checkbox"/> RSVP Required  <input checked="" type="checkbox"/> Time Required  <input checked="" type="checkbox"/> Location Required  <input checked="" type="checkbox"/> Show Action Items  <input checked="" type="checkbox"/> Has Status Reports  <input checked="" type="checkbox"/> Has Discussions  <input type="checkbox"/> Allow Online Motion/Votes </div>
Meeting Button Options	<div> <input checked="" type="checkbox"/> Send Invitations  <input type="checkbox"/> Send Discussion Request  <input checked="" type="checkbox"/> Generate Docs  <input checked="" type="checkbox"/> Send Email </div>
Meeting Renew Options	<div> <input checked="" type="checkbox"/> Show Actions Since Last Meeting  <input checked="" type="checkbox"/> Copy Invite Email  <input checked="" type="checkbox"/> Copy Reminder Email  <input type="checkbox"/> Copy Agenda Summary  <input type="checkbox"/> Copy Agenda Discussion </div>

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			

Edit entry

Motion

<p>I move that <url> doc be accepted</p>

Date

Mon, 12 Oct 2020 00:00:00 GMT

Member

Lou King

Vote

approved

Update

### 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*

#### Secunder

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 tally 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

---

## 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 ▼

### Action Items


Search:

Action	Assignee	Status
--------	----------	--------

No data available in table

### Motions

Search:

 Motion	Comments	Status
--------------------------------------------------------------------------------------------	----------	--------

No data available in table

**Motions**

New Edit Delete

Search:

Motion	Comments	Status
some motion		open

## Edit

**Motion**

some motion

**Comments**

**Status**

open

**Mover**

(select)

**Secunder**

(select)

Save Cancel

**Votes**

Search:

Member	Vote
Lou King	abstained

## 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

Date

Show  entries

Search:

	Meeting	Date	Motion	Comments	Status
	Board Meeting	2020-06-03	a motion		open
	Board Meeting	2020-06-03	check vote margin		open
	Board Meeting	2020-07-03	motion blah blah		open
	Board Meeting	2020-07-03	blah blah	here are some comments	approved
	Board Meeting	2020-07-03	really? another motion for the same agenda item?		open
	Board Meeting	2020-06-03	new motion		open
	Board Meeting	2020-06-03	new motion		open
	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

Showing 1 to 10 of 13 entries

	Board Meeting Demo	2020-10-12	cancel market street mile		rejected
--	--------------------	------------	---------------------------	--	----------

**Mover**  
Harriet Langlois

**Second**  
Lou King

**Votes**

Search:

Member	Vote
Lou King	rejected

### 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.



2020-12-07 - FSRC Board Meeting -

Lou King

×

New

Edit

RSVP

Instructions

Search:

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

Showing 1 to 3 of 3 entries

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



## 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

In Position On  [Today](#)

Show  entries Search:  [Previous](#) [1](#) [Next](#)

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

Showing 1 to 16 of 16 entries

Task

Training Programs - Youth Participation Policy

Review [Training Programs - Youth Participation Policy](#)

Status

overdue

Last Completed

Expiration Date

2020-04-01

Mark Complete

Task

Safe Sport Training

Complete Safe Sport Training

Status

up to date

Last Completed

2019-06-27

Expiration Date

2021-06-24

Safe Sport Completion Date (last entry)

2019-06-27

Upload Safe Sport Certificate (last entry)

2019-06-27 Michele Newton Safe Sport Certificate.pdf

Safe Sport Completion Date

Upload Safe Sport Certificate

Choose file...

Drag and drop a file here to upload

No file

### 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

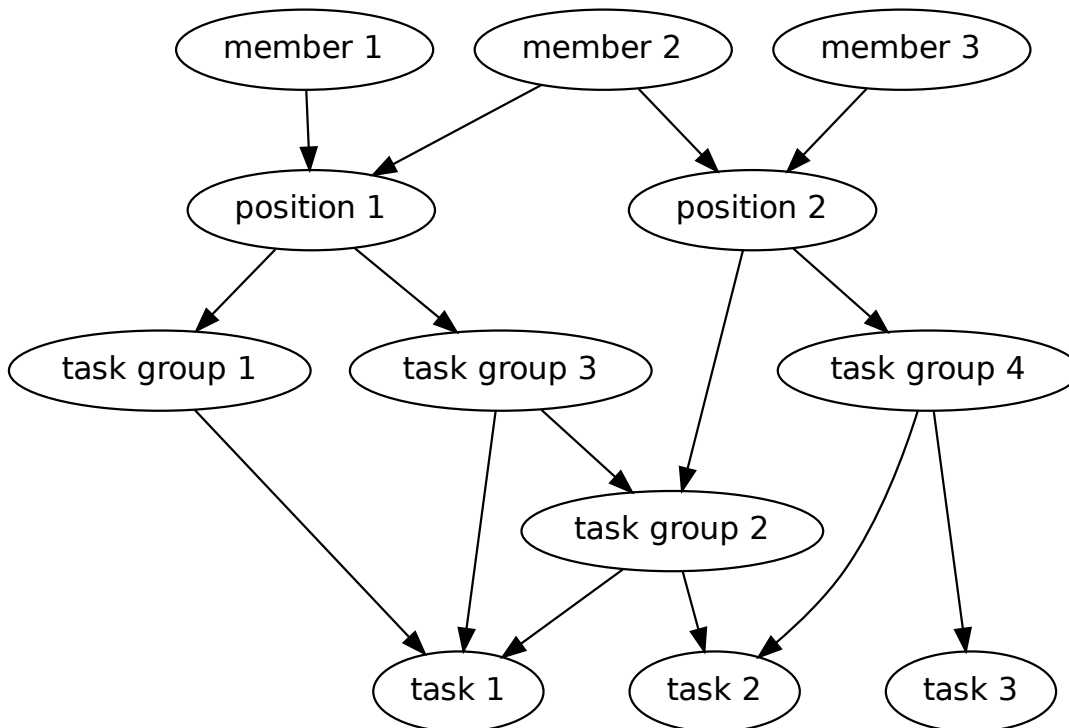
*Members* of a club's leadership team are required to complete various *tasks* in support of the on-boarding process. E.g., the member needs to gain access to the club's documents, read certain policies, complete training courses, etc. Some of these *tasks* need to be renewed periodically. The *Task 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 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 Checklist 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

Update Time  From  To  x Updated By  Select who updated Member  Select members Task  Select tasks

Completed  From  To  x

Show  10 entries   Search:   1

Update Time	Updated By	Member	Task	Date Completed
2020-04-24 16:31:59	Lou King	Michele Newton	Background Check	2020-02-11
2020-04-24 16:08:06	Michele Newton	Michele Newton	Safe Sport Training	2019-06-27
2020-04-24 16:05:31	Michele Newton	Michele Newton	Safe Sport Policy	2020-04-24

Showing 1 to 3 of 3 entries

Task Completion

Update Time

2020-04-24 16:31:59

Updated By

Lou King

Member

Michele Newton

Task

Background Check

Date Completed

2020-02-11

Dismiss

**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  Members in Positions  Members in Task Groups

Show  entries   Search:

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

Showing 1 to 3 of 3 entries

### 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

Show 10 entries [New](#) [Edit](#) [Delete](#) [CSV](#) Search:  [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

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] ( <a href="https://drive.google.com/open?id=1IMc-qg2mIX...">https://drive.google.com/open?id=1IMc-qg2mIX...</a> )	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] ( <a href="https://docs.google.com/document/d/1k1eDvEa64...">https://docs.google.com/document/d/1k1eDvEa64...</a> )	Board Meeting Attendee	no		2 weeks		2 years			no
Board of Directors Job Description	2	Review [Board of Directors Job Description] ( <a href="https://docs.google.com/document/d/1...">https://docs.google.com/document/d/1...</a> )	Board of Directors	no		2 weeks		2 years			no
Board Orientation and Operation	1	Review [FSRC Board Orientation and Operation] ( <a href="https://docs.google.com/document/1...">https://docs.google.com/document/1...</a> )	Board Meeting Attendee	no		2 weeks		2 years			no

Showing 1 to 10 of 46 entries

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/1dQc nj-egwMA9j9k5UuYMIT_3- plmvQxpyPgUIjX9rvo/preview)	
	Markdown can be used. Click link for syntax	
Task Groups	<div> Board Meeting Attendee </div>	
	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	<div> <div>required/COI Input Occupation</div> <div>oneof/COI Input Conflict</div> <div>oneof/COI Input No Conflict</div> <div>optional/COI Display Conflict</div> <div>optional/COI Display No Conflict</div> </div>	
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** 
**Members in Positions** 
**Members in Task Groups**

**Task** 
**Tasks in Task Groups** 
**Status**

**Last Completed**   
**Expiration Date**   
**In Position On**

**Show**    
**Search:**

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	



Task

Member

Michele Newton

Status

up to date

Task

Safe Sport Training

Last Completed

2019-06-27

Expiration Date

2021-06-24

Member Positions

Training Coach

Youth Training Coach

Member Task Groups

Task Task Groups

Training

Upload Safe Sport Certificate (last entry)

2019-06-27 Michele Newton Safe Sport Certificate.pdf

Safe Sport Completion Date

2019-06-27

Upload Safe Sport Certificate

Choose file...

Drag and drop a file here to upload

2019-06-27 Michele Newton Safe Sport Certificate.pdf

Update

Dismiss

### 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

Show  entries [New](#) [Edit](#) [Delete](#) [CSV](#) Search:  [Previous](#) [1](#) [Next](#)

Field	Priority	Field Label	Input Type	Options	Field Hint	Field Value	Field Name	Upload URL	Override Completion
COI Display No Conflict	1	If no conflicts	display			I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the Frederick Steeplechasers Running Club on the other.	HElCwvSNnfmFBaAd		no
COI Input Conflict	4		textarea				OIKOhLWfcsFTJZA		no
COI Input No Conflict	2	Your initials	text				UMGOJnKdCAXOaTSn		no
COI Input Occupation	5	My primary business or occupation at this time is	text				AULhHgrUMeOKkPq		no
Safe Sport Completion Date	1	Safe Sport Completion Date	datetime				CjFYtnWGhHBikhCp		yes
Safe Sport Upload	2	Upload Safe Sport Certificate	upload				IsYonJHtqzCsNDbb	http://dev.localhost:5000/admin/fsrc/fieldupload?fieldname=IsYonJHtqzCsNDbb	no

Showing 1 to 7 of 7 entries

Create new entry

Field

Priority

Field Label

Input Type

Select input type

if you want the field to collect input, select the input type

Field Hint

this gets displayed under the field to help the user fill in the form

Field Name

Upload URL

Create

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

Create new entry

Field

Priority

Field Label

Input Type

datetime

if you want the field to collect input, select the input type

Field Hint

this gets displayed under the field to help the user fill in the form

Field Name

Upload URL

Override Completion

no

if 'yes' this field overrides date when member marks task completed

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*

Show  entries [New](#) [Edit](#) [Delete](#) [CSV](#) Search:

Previous 1 2 Next

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	
			Financial Policies, Sales Tax Exemption, Annual Budget, 1000		

Showing 1 to 10 of 17 entries

Edit entry

Task Group

Board of Directors

Description

Board of Directors

Task Groups

Board Meeting Attendee

Nomination Process

Tasks

Board of Directors Job Description

Positions

Director

Members

Update

## 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

As Of  [Today](#) (last update time 12/15/2023 11:49 AM)

Show  entries [CSV](#) Search:

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@steepchasers.org	Ijamsville, MD	2012-12-09	2027-01-31

Showing 491 to 500 of 1,104 entries

### 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

Since

Show  entries [CSV](#) Search:

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
C	A	Female	19-14					2023-11-16
E	C	Male	19-25					2023-11-10
F	K	Male	19-27					2023-11-11
F	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

Showing 1 to 10 of 11 entries



### 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*

Show  entries [New](#) [Edit](#) [Delete](#) [CSV](#) Search:  [Previous](#) [1](#) [Next](#)

Member	Alias
King, Lou ( )	Will Run For Beer
Langlois, Harriet ( )	Pre Dawn Runner

Showing 1 to 2 of 2 entries

Create new entry

Member

Alias

Create

### 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  entries [Delete](#) [CSV](#) Search:

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				@00A	@00A	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.

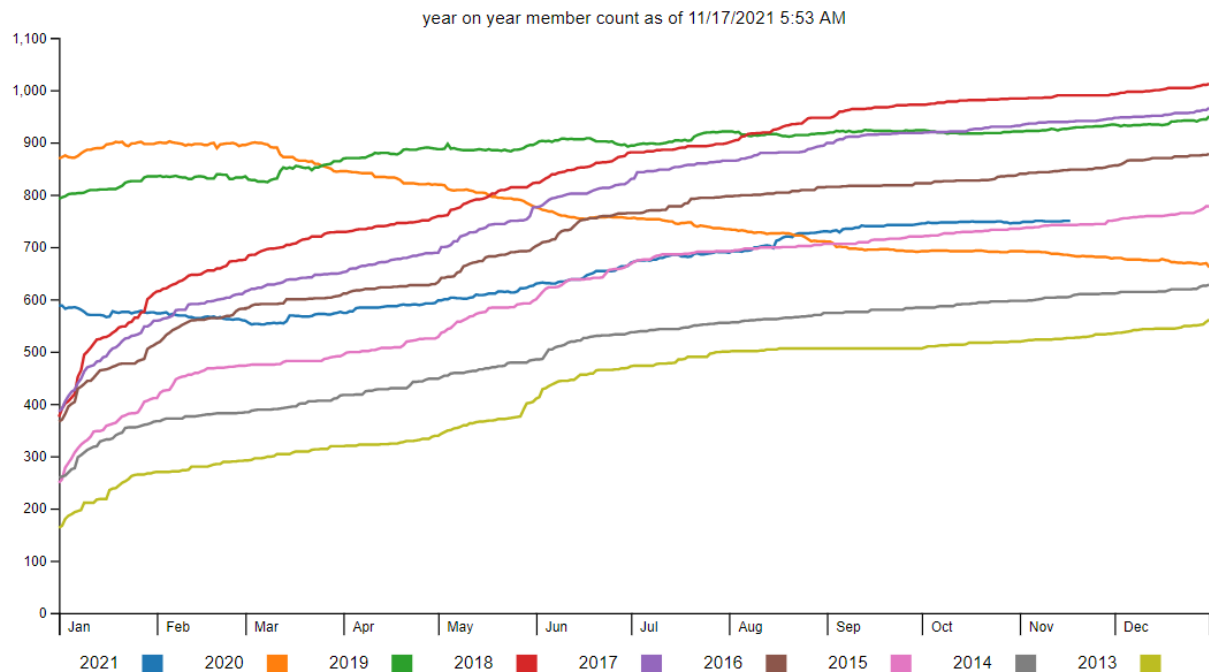
This view is publicly available.

The view has the following filters:

##### Num Years

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

Num Years:



## 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  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		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		2022-01-02	64	race a	race a loc	10	miles	74.62	https://example.com
2022-01-30 08:08	Lou King		2021-12-12	64	race b	race b loc	5	km	75.86	
2022-01-29 14:35	Test Three		2022-01-02	58	race b	race b loc	5	km	72.17	
2022-01-29 14:35	Test Three		2021-10-03	57	race a	race a loc	10	miles	69.85	
2022-01-29 14:16	Test Two		2021-12-05	58	race b	race b loc	5	km	72.17	
2022-01-29 14:16	Test Two		2021-09-12	57	race a	race a loc	10	miles	69.66	
2022-01-29 14:11	Test One		2022-01-02	58	race a	race a loc	10	miles	70.31	
2022-01-29 14:11	Test One		2021-12-12	58	race b	race b loc	5	km	69	
2022-01-29 12:08	Applicant Two		2022-01-09		race y	race y loc	5	km	66.14	
2022-01-29 12:08	Applicant Two		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

Edit entry

Open Behavior

open

Date Ranges

× spring

date ranges to open applications for \*auto\* behavior

From Email

racingteam@steeplechasers.org

Info Form CC Email

lou.king@steeplechasers.org, librarian@steep

Application Form CC Email

librarian@steeplechasers.org

Update

#### 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

Show 10 entries

New

Edit

Delete

CSV

Search:

Previous

1

Next

Range Name	Start Month	Start Date of Month	End Month	End Date of Month
spring	Feb	1	Feb	28

Showing 1 to 1 of 1 entries



Edit entry

Range Name

spring

Start Month

Feb

Start Date of Month

1

End Month

Feb

End Date of Month

28

Update

### 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  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

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



## 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	<i>Members view</i>
Application	<i>Applications view</i>
Role	<i>Roles view</i>
Interest	<i>Interests view</i>

**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.

---

Show  entries [New](#) [Edit](#) [Delete](#) Search:  [Previous](#) [1](#) [Next](#)

Application

- contracts
- members
- routes
- scores

Showing 1 to 4 of 4 entries

### 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	<a href="#">leadership_emails.py</a>
leadership task	member-email	tasks, task.task, task.status, task.expires	<a href="#">leadership_emails.py</a>

Show  entries [New](#) [Edit](#) [CSV](#) Search:  [Previous](#) [1](#) [Next](#)

Template Name	Subject	Template						
leader-email	membertility: overdue tasks for members reporting to you	<p>In your role as a team lead for FSRC Volunteers, you are responsible for ensuring that the volunteers under your direction are completing the tasks required to carry out their role(s) effectively. The following tasks are overdue for the members that you are responsible for. Please follow up as needed. Note that each member has also received a reminder email listing their overdue tasks. For more details please see {{ refurl }}.</p> <ul style="list-style-type: none"> <li>{% for member in members %} <ul style="list-style-type: none"> <li>{{ member.name }} {% for task in member.tasks %} {% endfor %}</li> </ul> </li> </ul> <table> <tr> <th>Task</th><th>Expiration Date</th></tr> <tr> <td>{{ task.task }}</td><td>{{ task.expires }}</td></tr> </table> <p>{% endfor %}</p>	Task	Expiration Date	{{ task.task }}	{{ task.expires }}		
Task	Expiration Date							
{{ task.task }}	{{ task.expires }}							
member-email	membertility: please review your upcoming and overdue tasks	<p>As a volunteer with the Frederick Steeplechasers Running Club, you are responsible for completing a set of tasks (some periodically) to ensure that you are as effective as possible in your assigned role. This email is a friendly reminder that you have one or more tasks that are either due soon or overdue. For more information on these tasks and to mark them as complete, visit {{ refurl }}.</p> <p>Thank you for your service to FSRC Your FSRC Volunteer Management Team</p> <p>{# only sending this member's tasks to template #} {% for task in tasks if task.status in statuses %} {% endfor %}</p> <table> <tr> <th>Task</th><th>Status</th><th>Expiration Date</th></tr> <tr> <td>{{ task.task }}</td><td>{{ task.status }}</td><td>{{ task.expires }}</td></tr> </table>	Task	Status	Expiration Date	{{ task.task }}	{{ task.status }}	{{ task.expires }}
Task	Status	Expiration Date						
{{ task.task }}	{{ task.status }}	{{ task.expires }}						

Showing 1 to 2 of 2 entries

### 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  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  entries [New](#) [Edit](#) [Delete](#) Search:  [Previous](#) [1](#) [Next](#)

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

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  entries [Edit](#) Search:  [Previous](#) [1](#) [Next](#)

Interest	Initial Expiration	From Email
Frederick Steeplechasers Running Club	Wed, 01 Apr 2020 00:00:00 GMT	
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 development 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  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



## 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 interface 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



## 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



## INDICES AND TABLES

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- `modindex`
- `search`



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