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UPDATING YOUR CLUB'S DETAILS

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Please help us to keep in touch. Have any details regarding your club changed? Are you no longer the chair, ALO of your club, then this article is for you :-

This short article explains how to update your Clubs information on the IVC National Web Site at ivc.org.uk.

This information allows AIVC Officers and members of other IVCs to get in touch with the officers of your club and to find out some information about your club such as how many members you have. This last piece of information is vital to AIVC to calculate your annual Levy.

This information also allows members of the public who are interested in IVC to find out about your club and contact you if they want to find out more or to join.

The information for the IVC National Web site comes from Activity Exchange. All IVC Clubs are on Activity Exchange although of course how much clubs use it varies widely. Activity Exchange is a free for always, voluntary project designed for IVC and IVC like clubs. Like IVCs, no-one makes any money out of Activity Exchange.

To update your information on Activity Exchange you will first have to go to your Clubs page on Activity Exchange. There are a number of ways you can do this but perhaps this is the "AIVC Way".

- In your Browser go to this web address <http://ivc.org.uk>
- Click on the tab "Find an IVC"
- Find your Club in the list and click on the Name.

This will take you to your clubs page on Activity Exchange.

Logging On

Before you can add or alter any information for your Club you will need to logon. At least initially the easiest way to do this is by using a Master AccessCode.

AccessCodes are a short string of letters and digits, they are not case-sensitive. There are three kinds, User, Organiser and Master. The Master one lets you do anything so that is the easiest one to use to get you started. AccessCodes are emailed to Clubs on the 10th of each month but as people move on and email addresses become stale they often don't go to the right people. If you can't find your Master AccessCode please get in touch and I'll provide it for you (once I've made sure you're genuine of course ☺).

Once you are set up on Activity Exchange as a Person you'll be able to Logon with your Email Address and your own Password.

People Information

When you are logged on you can click on the "People" link on your Clubs page on Activity Exchange (third link down on the left). This will show you the list of People for your club. You can edit individual entries by clicking on the "Edit" button next to each name or you can send the Person an email by clicking on the "Email" button.

At the bottom of the page is an "Add" button that you can use to add new Person records. This will give you a form to fill in for the new Person. (Activity Exchange uses the term Person as it might be that not everyone is a Member).

The fields shown here don't by default include the membership record information such as Address, Class of Membership etc. This is something that can be configured to suit your Clubs needs later if needed.

The first fields are obvious items such as Name, Email and Phone Numbers.

If you set a Persons "Logon Type/Access Level" to other than "None" then that Person will be able to Logon with their Email Address and their own Password. I would advise that at least one Person in each Club has this set to Master so that they can logon with their Email Address and look after your Clubs information.

Part way down there is a button called "Add Club Job Information Record". Clicking this will bring up a blank set of fields that you can use to add information about a Persons job within the Club. A Person can have any number of these Job Information Records to allow for them having a number of jobs within your Club.

Various of the data items can have a Visibility set which can be one of

- Public - can be seen by anyone
- Private - can only be seen with a Club AccessCode or otherwise when Logged on
- Hidden - can only be seen with the Club Master AccessCode or when logged on with Master Access

For your Club Officers to be seen on the IVC National Web Site you need to set the Visibility of their Job Title to Public. If you want people to be able to send you email by using the Email Web Form then you need to make the "Web Email Button" Public as well. This allows people to send you email without knowing your email address.

AIVC Address List

You can (and should) make more detailed contact information available to AIVC and other Clubs by Publishing selected Jobs to the AIVC Address List. This information important to AIVC as it uses it to operate; it can't really function without it. It is also very useful to your Club and other Clubs so you can contact each other, particularly since committee members and roles are always changing.

The information you Publish to the AIVC Address List is only visible to other people on the AIVC Address List and to AIVC Officers. You can set Privacy Levels including one that makes information visible only to AIVC Officers.

To Publish this information all you have to do is to set the AIVC Visibility on the Title record you want to Publish to say what level of visibility you want to allow. As soon as one or more Title records are set to other than “Not Published to AIVC” a section will appear called “AIVC Overall Settings”. There are some settings here which apply to all Title records that you Publish to the AIVC Address List for that Person.

The Privacy Levels are as follows. In all cases information may only be revealed for proper IVC purposes.

Setting	Shown by	Information Visible To	Information may be revealed to
For any IVC Purpose	No Asterisks	Anyone on the Address List	Anyone
For IVC Members Only	*	Anyone on the Address List	IVC Members Only
For IVC Officers Only	**	Anyone on the Address List	IVC Officers Only
For AIVC Officers Only	***	AIVC Officers Only	AIVC Officers Only

Only four items of information are shown on the Address List. These are Job Title or Role, Name, Home and Mobile Phone Numbers and an Email address which will be the most suitable if more than one is available.

What information is shown and who it may be shown to or revealed to is fully under the control of each Club.

Each Club (and All Clubs) have an @ivc.org.uk email address. This sends emails to all those people listed on the Address List who have Published an email address to the Address List and who have not opted out. If some Officers from your Club choose to be opted out of AIVC emails do please make sure you don't all opt out! You can use these email addresses yourself to send email to other IVC Clubs or to all of them. Obviously please use considerately. The email addresses are not shown here as this is a publicly available document. You can see them when you visit the Address List.

To get access to the Address List you need to logon with your email address and password and you need to be already on the Address List. The AIVC Address List is here www.ivc.org.uk/AAL

Do please try to keep your Clubs information up to date on the Address List, it is vital for AIVC to function and very useful for other Clubs that might want to contact you.

Club Information

Activity Exchange holds some IVC specific information. You can edit this from your Clubs page on Activity Exchange by clicking on the “Club Admin” link (left-hand side towards the bottom) and then on the “Edit Club” link. Finally click on the “AIVC Options” button.

The five items of information that you can see and edit here are as follows.

Activities Web Site Address	For showing on IVC National Web Site
Photos Web Site Address	For showing on IVC National Web Site
AGM Month	The Month when your AGM is held
Membership End Month	Fixed Renewal Month or Rolling
Number of Members	For AIVC Levy Purposes

Activity Information

To have an Activity from your Club shown on the IVC National Web Site you need to add it to Activity Exchange.

To do this go to your Clubs page on Activity Exchange and click on the link “Add Activity”, on the left hand side, first one under the title “Members”.

This will bring up a simple form for you to fill in. At the bottom there are a block of checkboxes for your local IVCs and for “All IVC Clubs”. Simply check the box “All IVC Clubs” and your Activity will show on the IVC National Web Site.

Members of other IVC Clubs will be able to access all the details of the Activity by using the AccessCodes or Logons for their Club. If any of your members asks you for access to an event on the National Web Site you can simply give them the User (or Read-Only) AccessCode or set them up as a Person so they can logon with their Email Address. I can't do this for you as only your club knows who is and is not a member.

Members of Invited Clubs only get Read-Only access to the Activities of other Clubs regardless of what level of access they have for their own club.

If the Club hosting the event uses PayPal, and the Activity Organiser has enabled it for that Activity, your Members will be able to pay online with the money going straight into the organising Clubs PayPal account.

Activity Exchange does have extensive FAQs which will tell you far more than I can manage in this short article. They can be found here <http://ActivityExchange.com/faq.asp>

This has been a high-speed introduction to getting your Clubs information onto the National Web Site which I hope you have found useful.

If you have any questions or comments, or if I can help in any way, do please get in touch.