

Instructions Twizzit membership platform for Flemish cricket clubs

WHO

There are different types of members at the Flemish cricket clubs. As described in the Internal Regulations of Cricket Vlaanderen:

- a. **Competitive member:** all individual members participating in at least 1 competitive cricket match.
- b. **Recreational member:** all individual members who play at least 1 game of cricket during the year, but do not participate in any competitive match.
- c. **Sporting member:** all individual members who are active on the field, but never play active cricket themselves, plus board members. Such as: coaches, officials, scorers, equipment keepers, etc.
- d. **Promotional member:** people who participate in a promotional activity of the club, but otherwise do not participate in club activities. Participants in initiations, sports camps, cricket events. These people are not members of the club.
- e. **Non-sporting member:** all individual members of the club who do not play cricket at any time. Neither during a match, nor during training. So can be supporting members.

This is also how they are registered in Twizzit. The rules:

- A member can change his membership type in a club, but can only be promoted up, not down. From e. to a., not from a. to e..
- A member can have different membership types in different clubs. But only 1 type of membership per club, and only 1 competitive membership per season.

Adding a person to the system does not mean that he is a member of your club or federation. A person in the system can be a member of your club, or the federation or of both.

WHERE

There is a difference between club and federation membership.

All members as above who are a, b, c or d MUST have membership in the club and the federation. They are insured in this way for their activities within the club. The non-sporting members or supporting members do not necessarily have to take a membership with the federation.

When adding a membership you can always choose to create a membership for both the club and the federation in one go.

WHEN

All members have a membership for a certain year. The year starts on 01/03 of that year and ends on 28/02 of the following year. A member gets a membership from the day he is added, and it ends on 28/02 of the following year.

Example: the 2022 season starts on 01/03/2022 and ends on 28/02/2023.

Transfers can be made during the month of March. The membership of a transferred member expires on 28/02 as usual. His membership at his new club starts when he is registered, at the earliest on 1/03. The member can be registered earlier but his membership can only start on 1/03.

START-UP

After logging in, click on 'manage' in the menu on the left to see your dashboard. Click on 'CRM' to see your customer relationship management. Here you will find all the relationships/people/memberships you have as a club.

CRM

On the right, in the contacts section, you have a few options.

- Contacts > contacts: all the people who have already come into contact with your club.
- Contacts > memberships: all the memberships of your club. From all years, this can be adjusted with filters.
- Contacts > applications in progress: New memberships, adjustments of data, which still have to be confirmed. These can be confirmed or cancelled.

START 2022

All members of 2021 are listed under contacts. There you can easily make a selection to add new members for 2022. Go to contacts > contacts and press the arrow to find all contacts. To the left of the name, you can use the boxes to make a selection of people to create a membership. Selection > Actions > Add memberships.

Give your players a double membership: your club + Cricket Vlaanderen. That way they are registered in your club and have insurance with the federation.

Select all active members of your club and give them a membership in both your club and the federation.

Additional members can be added by clicking on the "+" at the bottom right. The required fields are: name, first name, address, date of birth, nationality, gender and membership type. Please add email and phone number as contact information. This will help the club and federation to contact our members for for instance news letters or events.