



PCNS

Updates & Memberships

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Goals Tonight

- Review criteria for affiliation
- Review updates since joining
- How to use membership data
 - Finding information
 - Creating Reports
 - Communicating with your players
- How to find instructions for more
- Share resources
- Questions & sharing



PCNS?

What is PCNS? **Pickleball Canada National System**

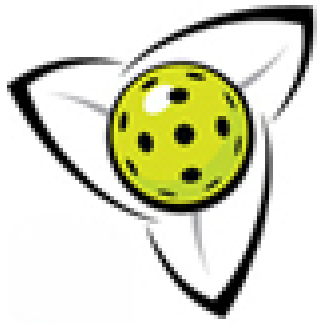
It is a bilingual system that affiliated clubs have access to and features:

- Membership Management
 - direct membership signup – one fee payment for club, PTSO and Pickleball Canada
 - individual access to member's profile
 - full access to membership information



PCNS?

- mass email communication
 - newsletter function
- Website – free website that is quite easy to customize
- Commercial Application – an online store function to sell merchandise and keep track of inventory
- Event Management – create and manage your own events



Becoming a Member Club

- Recognize Pickleball Ontario provincially and Pickleball Canada nationally as the governing bodies of pickleball in Ontario and Canada respectively;
- Support the vision, mission, and goals of Pickleball Ontario and Pickleball Canada;
- Have at least 10 members;
- membership who also has 100% Pickleball Ontario and Pickleball Canada (included in annual fees);



Becoming a Member Club

- Have a Board of Directors;
- Charge fees to belong to the club (may include play fees);
- Have a bank account in the club's name;
- Have a non-misleading name;
- Designate one person to interact with Pickleball Ontario;
- Be approved for membership by the Board of Directors; and
- Be the Holder of a Member Club Agreement (or be holder of an Affiliate Club Agreement) and Certificate issued by Pickleball Ontario



Different categories – different roles, access

- Provincial Administrators
- Club Administrators
- Club Members

Different Ways to Login

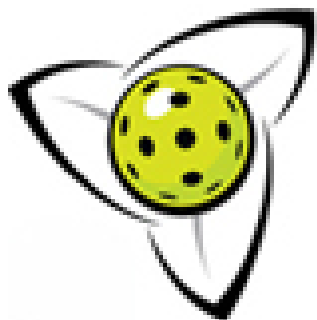


or



MEMBERS LOGIN

Login



Respect Fairness Integrity Honesty Transparency Safety

Check out the new official merchandise being offered!



Pickleball Ontario is working with POSITIVE IDENTITY to provide its members quality sportswear etc. to order.

Show your pride in belonging to Pickleball Ontario at that next event.



MEMBERSHIP
Join/Renew

[Member Login](#)



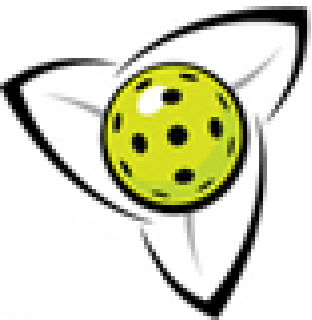
Why Become an PAO Affiliated Club

JOIN US

There are many benefits to being an affiliated club.

- liability insurance for your club, your club directors, personal injury insurance and abuse insurance
- free membership database, mass email, event application and webpage as part of the National Online System

Login



Pickleball Ontario



REGISTER

WEBSITE

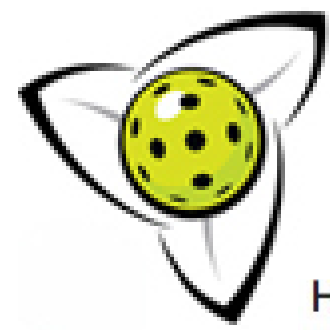
MEMBERS ONLY



GO BACK

⚠ To gain access to this page you must be a member of this club. If you're already a member [login here](#). To register [click here](#).

Login



Dashboard-Member

Hello, what would you like to do?

Pickleball Canada Membership

- membership expires on December 31st, 2023 *(in 267 days)* - [Renew](#) | [Membership Card](#)

[View My Registrations](#)

My Registrations

Keep track of everything that you have registered for.

[VIEW MY REGISTRATIONS](#)

Messaging Centre

View a history of messages sent to you and manage your subscription settings.

[VIEW INFORMATION](#)

Login Information

Manage your login settings such as password and email address.

[VIEW INFORMATION](#)

Technical Support

If you have issues/questions regarding the registration platform.

[CONTACT SUPPORT](#)

Resource Centre

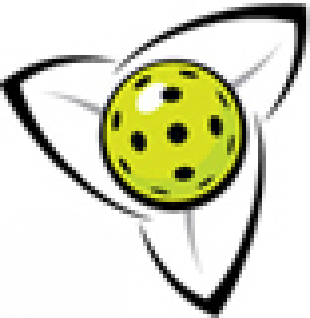
Learn how to use the system through our resource centre.

[VIEW INFORMATION](#)

System Updates

Keep informed on our progress with system updates.

[VIEW INFORMATION](#)



Dashboard-Admin

🚩 My Events

Create and manage your events (competitions, training courses, etc).

[VIEW MY EVENTS](#)

👥 My Members

View and manage your organizations membership data.

[VIEW MY MEMBERS](#)

👤 My Registrations

Keep track of everything that you have registered for.

[VIEW MY REGISTRATIONS](#)

💬 Messaging Centre

View a history of messages sent to you and manage your subscription settings.

[VIEW INFORMATION](#)

📍 Places to Play

Help manage our [online database](#) for places to play across Canada.

[MANAGE PLACES TO PLAY](#)

👤 Login Information

Manage your login settings such as password and email address.

[VIEW INFORMATION](#)

🔗 Technical Support

If you have issues/questions regarding the registration platform.

[CONTACT SUPPORT](#)

▶ Resource Centre

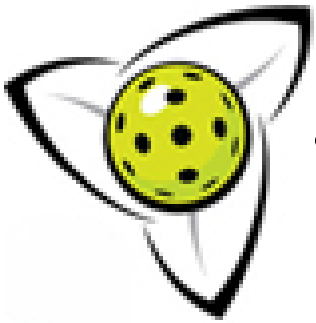
Learn how to use the system through our resource centre.

[VIEW INFORMATION](#)

☰ System Updates

Keep informed on our progress with system updates.

[VIEW INFORMATION](#)



- Master Administrator
 - Choose single person
 - not club email
 - Trusted – should have Police Check
 - Only person who can change bank account
 - Add one other admin with full access as backup
- Other Admins
 - Assign partial access
 - Specific roles

Admin-Settings

Settings – Review



Komoka & Area 55+ Club



[Settings](#) [Admins](#) [Webpage](#)

FINANCIALS

EXPORT DATA

PRINT REPORT

MASS EMAIL

ADD REGISTRANT(S)

RENEWAL NOTICES

Member List

Reporting

	Members (Avg. Age)	Male (Avg. Age)	Female (Avg. Age)	Other (Avg. Age)
Active	186 (66.6)	60 (68.3)	126 (65.8)	0
Expired	57 (66.2)	23 (68)	34 (65)	0
Total	243 (66.5)	83 (68.2)	160 (65.7)	0

Latest registration: Apr 4 5:20pm (3 days ago)

Legend

- Edit
- More Info
- Remove
- Reinitialize
- Online
- Refunded
- Waitlist

By registrant name

By membership

By status

+ Add Filter

SEARCH



01. General Information

02. Categories

03. Membership Types

04. Payments & Deadlines

05. Confirmation

Club Name *

Request Modification to Club Name

Komoka & Area 55+ Club

Your Page URL ?

Preview Page

pickleballcanada.org/club/komoka55plus

City Not applicable ?

Add Venue Location

Middlesex Centre

Country *

Canada

Province/State/Region *

Ontario

Logo (jpg, gif or png)

Banner Image ?

Page Color ?

✕

✕

Twitter Handle Hashtag

@

Facebook URL

https://www.facebook.com/komoka55plus

Instagram URL

https://

External Website

http://

Contact Information

Name

Gail Prior

Email

gprior@rogers.com

Phone

519-870-5423

Fax

+ Add Another Contact

Documents

Document Name

+ Add Another Document


MANAGE QUESTIONS	>	WAIVER FORMS	>
ADDITIONAL PURCHASES	>	CUSTOM MESSAGES	>
MANAGE SPONSORS	>	MANAGE NEWS	>

Settings – Review

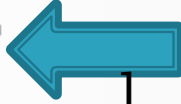
Advanced Options



Additional Options

Disable public webpage ? 

Yes No



Hide social media sharing ?

Yes No

Require billing phone

Yes No Hide

Enable entry notification ?

Yes No

Send email notifications to ?

gprior@rogers.com



Receive notifications

Every entry

Confirmation List

Public confirmation list

Yes No
 Registrant access only ?

-- Confirmation list format --

Show only after registration deadline

Manage Access

Enable editing ?

Yes No [Settings](#)

Enable removals ?

Yes No

Manually approve entries ?

Yes No

Hide on Pickleball Canada ?

Yes No

Disable registration ?

Yes No



2

Setup access code ?

Restrict access to specific emails

Yes No

Other Features

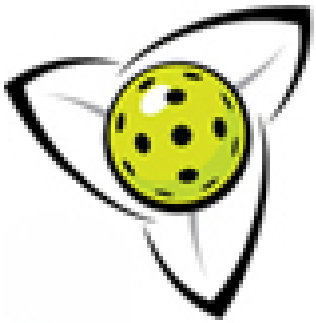
Enable volunteer promotion

Yes No

Enable donations

Yes No

Settings – Review



NOTE: This message has been added to all registration forms

PLEASE check to see if you are already in the system before you register as a new member. You may just need to renew.

What is the Membership Year?

The membership year for Pickleball Canada and the Provincial and Territorial pickleball associations is from January 1 to December 31. If you register **on October 1 or later in the year your membership runs to December 31 of the following year.**

Settings – Review

Edit Settings

01. General Information

02. Categories

03. Membership Types

04. Payments & Deadlines

05. Confirmation

Open

Recommended when combining all categories.









Category Specific

If you want to setup different categories.

+ PREDEFINED CATEGORIES

+ ADD CUSTOM CATEGORY

Description	Type	Min ?	Max ?	Age calculated on	
<input type="checkbox"/> Adult EN	By Age	18	150	Dec. 31	 
<input type="checkbox"/> Youth EN	By Age	12	17	Dec. 31	 
<input type="checkbox"/> Family EN	By Age	12	150	Dec. 31	 

Advanced Options



Allow older registrants to register for younger categories.

No Yes

Allow younger registrants to register for older categories.

No Yes

Auto populate age category based on registrants DOB.

No Yes

Combine categories on confirmation/entry list.

No Yes

Hide categories that registrant cannot register.

No Yes

Rename dropdown to:

Category

EN

Settings – Category Types

Edit Settings

01. General Information

02. Categories

03. Membership Types

04. Payments & Deadlines

05. Confirmation

Single Membership

When registrants all register for the same membership.



Multiple Memberships

When registrants have multiple membership options.

+ ADD MEMBERSHIP TYPE

Apply to checked: [Categories](#) | [Cap/Waitlist](#) | [Disable](#) | [Delete](#)

<input type="checkbox"/> Name	Male Categories	Female Categories	
<input checked="" type="checkbox"/> Yearly EN	<input type="text" value="x All categories"/>	<input type="text" value="x All categories"/>	
<input checked="" type="checkbox"/> Summer (May - October) EN	<input type="text" value="x All categories"/>	<input type="text" value="x All categories"/>	
<input checked="" type="checkbox"/> Winter (November - April) EN	<input type="text" value="x All categories"/>	<input type="text" value="x All categories"/>	

Advanced Options



Maximum individual types per registrant:

Hide types not available to registrant.

Location of membership types:

Rename to:

EN

Display as checkboxes

Limit registration form to one registrant at a time.

No Yes

Allow duplicate registrations.

No Yes

Limit # of registrants/setup waitlist (all entries).

No Yes

Settings – Membership Types

SET ENTRY CAP



Leave textbox blank if no cap applies.



VIDEO TUTORIAL

Combine categories Combine genders Cap by division Cap by team

Enable waitlist → No charge to be on waitlist Charge to be on waitlist *(Additional Settings)*

CATEGORY	MALE CAP	FEMALE CAP
Junior	6	6

Settings Options

CREATE EVENT

01. General Information

02. Categories

03. Division Information

04. Payments & Deadlines

05. Confirmation

No entry deadline (registration always opened).

No charges for registration (free event).

Open registration on a specific date.

Early Bird Deadline

Regular Deadline

Closing Date

11:59pm (23:59)

\$ Price

Per registrant

+ Add Custom Price

Late Deadline

+ Add Another Deadline

+ Manage Promotions

+ Manage Discounts for Specific Registrants

Payment Information

Processing fee *Why is there processing fees & price chart*

Charge each registrant Absorb processing fee

How would you like to handle refunds?

Manually submit refunds No refunds Automatically refund cancellations

How would you like us to transfer funds to you?

Account name

Transit #

Institution #

Account #



* Your bank account information can be found at the bottom of a cheque.

|| 1 5 1 || | 1 2 3 4 5 || 6 7 8 || | 1 2 3 4 5 || 6 7 8 9 ||
Cheque # Transit # Institution # Account #

Settings Options

Edit Settings

01. General Information

02. Categories

03. Membership Types

04. Payments & Deadlines

05. Confirmation

No entry deadline (registration always opened).

No charges for registration (free membership).

Open registration on a specific date.

Early Bird Deadline

[+ Add Custom Price](#)

Regular Deadline

\$ Price

Per registrant

View Registrants	Type	Price	Membership type	Category	Advanced Settings
	Specific membership type or category	\$50.00	Yearly	Adult	All registrants
	Specific membership type or category	\$25.00	Yearly	Youth	All registrants
	Family/group	\$100.00 (max members: 4 / required members: 1)	Yearly	Family	All registrants
	Specific membership type or category	\$30.00	Summer (May - October)	Adult	All registrants
	Specific membership type or category	\$30.00	Winter (November - April)	Adult	All registrants
	Specific membership type or category	\$18.00	Summer (May - October), Winter (November - April)	Youth	All registrants

[+ Add Custom Price](#)



Settings – Payment

of individuals you want to register

1

Switch registration choice

Required fields

Membership Types

Yearly

Adult

Summer (May - October)

Winter (November - April)

Member # [Lookup](#)

I am a new member

Click to lookup your membership #

First Name

Last Name

Gender

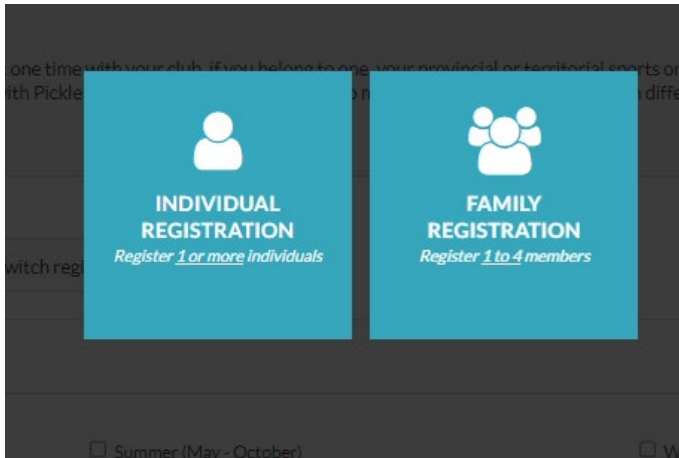
Male Female Gender Diverse

Date of Birth (YYYY-MM-DD)

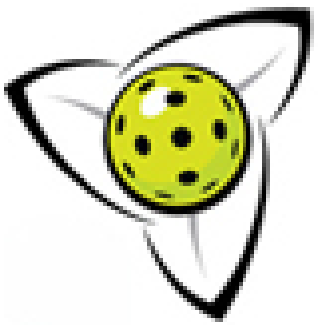
YYYY / MM / DD

Member with a disability

Yes No Prefer not to answer



Registration



What can you do with Member list?

1. View Member Information
 - i. Personal
 - ii. Payment
 - iii. Registration
2. Arrange information
 - i. Add, delete fields
 - ii. Sort information
 - a. Filter
 - b. Search
3. Edit profiles
4. Print/Export Reports
5. Email
 - i. All or select group
 - a. Only if in the database

By registrant name

By membership

By status

+ Add Filter

SEARCH



Apply to checked: [Edit](#) | [Remove](#) | [Email](#) | [Export](#) | [Print Report](#) | [More Info](#) | [Less Info](#)

Visible fields ▾

Sort by ▾

Viewing entries: 1 - 100 of 243

Page size: 100 ▾

#	<input type="checkbox"/> Check all	Full Name ▲	City	Status	Gender	Year of Birth	PCO #	PCO Expiry Date	Home Club
1	<input type="checkbox"/>	Abdallah, Gwen	Delaware	Active	Female	1961	86600	2023-12-31	Komoka & Area 55+ Club
2	<input type="checkbox"/>	Alce, Jim	Mt. Brydges	Expired	Male	1953	54804	2022-12-31	Komoka & Area 55+ Club
3	<input type="checkbox"/>	Amato, Fran	London	Active	Female	1956	95256	2023-12-31	Komoka & Area 55+ Club
4	<input type="checkbox"/>	Appeldoorn, Leslie	London	Expired	Female	1957	54830	2022-12-31	Komoka & Area 55+ Club
5	<input type="checkbox"/>	Arnott, Heather	London	Expired	Female	1965	67922	2022-12-31	Komoka & Area 55+ Club
6	<input type="checkbox"/>	Arnott, John	London	Expired	Male	1965	67921	2022-12-31	Komoka & Area 55+ Club
7	<input type="checkbox"/>	Baker, Bryan	Delaware	Active	Male	1943	54880	2023-12-31	Komoka & Area 55+ Club
8	<input type="checkbox"/>	Balderston, John	Komoka	Expired	Male	1946	84628	2022-12-31	Komoka & Area 55+ Club
9	<input type="checkbox"/>	Banting, Jan	London	Active	Female	1951	93405	2023-12-31	Komoka & Area 55+ Club

Reporting

What would you like to export:

Individuals (+) [View fields](#)

Unselect All

Registrant Information

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Registration date | <input checked="" type="checkbox"/> First Name | <input checked="" type="checkbox"/> Last Name |
| <input checked="" type="checkbox"/> Gender | <input checked="" type="checkbox"/> Profile Photo | <input checked="" type="checkbox"/> Date of birth |
| <input checked="" type="checkbox"/> Age (as of Dec. 31) | <input checked="" type="checkbox"/> Age (as of today) | <input checked="" type="checkbox"/> PCO # |
| <input checked="" type="checkbox"/> NSO join date | <input checked="" type="checkbox"/> NSO expiry | <input checked="" type="checkbox"/> NSO days to expiry |
| <input checked="" type="checkbox"/> PTSO | | |

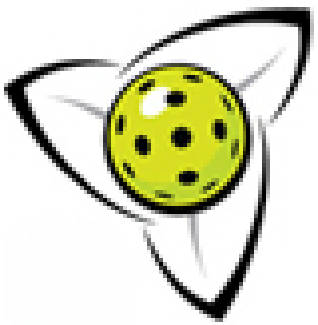
Club Information

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Komoka & Area 55+ Club expiry date | <input checked="" type="checkbox"/> Club Expiry Date | <input checked="" type="checkbox"/> Club Days to Expiry |
| <input checked="" type="checkbox"/> Home Club | <input checked="" type="checkbox"/> Club Expiry Date 2 | <input checked="" type="checkbox"/> Club Days to Expiry 2 |
| <input checked="" type="checkbox"/> Club 2 | <input checked="" type="checkbox"/> Club Expiry Date 3 | <input checked="" type="checkbox"/> Club Days to Expiry 3 |
| <input checked="" type="checkbox"/> Club 3 | <input checked="" type="checkbox"/> Club Expiry Date 4 | <input checked="" type="checkbox"/> Club Days to Expiry 4 |
| <input checked="" type="checkbox"/> Club 4 | <input checked="" type="checkbox"/> Club Expiry Date 5 | <input checked="" type="checkbox"/> Club Days to Expiry 5 |
| <input checked="" type="checkbox"/> Club 5 | <input type="checkbox"/> Club Expiry Date 6 | <input type="checkbox"/> Club Days to Expiry 6 |
| <input type="checkbox"/> Club 6 | <input type="checkbox"/> Club Expiry Date 7 | <input type="checkbox"/> Club Days to Expiry 7 |
| <input type="checkbox"/> Club 7 | <input type="checkbox"/> Club Expiry Date 8 | <input type="checkbox"/> Club Days to Expiry 8 |
| <input type="checkbox"/> Club 8 | <input type="checkbox"/> Club Expiry Date 9 | <input type="checkbox"/> Club Days to Expiry 9 |
| <input type="checkbox"/> Club 9 | <input type="checkbox"/> Club Expiry Date 10 | <input type="checkbox"/> Club Days to Expiry 10 |
| <input type="checkbox"/> Club 10 | | |

EXPORT

CANCEL

Reporting



There are a couple of places where a person can change whether they receive emails.

It can be done on the **Edit of the profile** by checking off the Opt in to receive emails and to **uncheck the box** if they wish to opt out.

A better way is to go to the **Messaging Centre**, choose **Subscribe/Unsubscribe Settings** where it lists different sources of emails such as PAO, PCO and club. You can then check the ones you wish to unsubscribe to.

Opting out

Pickleball Canada Membership

MESSAGING CENTRE



[View Message History](#) [Subscribe/Unsubscribe Settings](#)

SENDER	STATUS	<input type="checkbox"/> UNSUBSCRIBE FROM ALL
Komoka & Area 55+ Club	<input checked="" type="radio"/> Subscribe	<input type="radio"/> Unsubscribe
Pickleball Canada	<input checked="" type="radio"/> Subscribe	<input type="radio"/> Unsubscribe
Pickleball Ontario	<input checked="" type="radio"/> Subscribe	<input type="radio"/> Unsubscribe

[UPDATE SETTINGS](#)

Opting out

Send an email View history/stats Export email list MailChimp integration

Send email to: All registrants Customized list



Send to: Billing email Individuals email [\(add email\)](#)

From: Gail Prior <gprior@rogers.com> [\(change\)](#)

Subject



EN

Message - Load Template

EN FR

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, text color, background color, and font size.



Add your logo, title and a border around your email [\(more info\)](#).

Attachments

None

[+ Add Attachment](#)

SEND EMAIL

PREVIEW

SEND A TEST EMAIL

SAVE AS TEMPLATE/DRAFT

Email

Send an email View history/stats Export email list MailChimp integration

Send email to: All registrants Customized list

Send to: Billing email Individuals email [\(add email\)](#)


From: Gail Prior <gprior@rogers.com> [\(change\)](#)

Subject

EN

Message - [Load Template](#)

EN FR



Add your logo, title and a border around your email [\(more info\)](#).

- SEND EMAIL
- PREVIEW
- SEND A TEST EMAIL
- SAVE AS TEMPLATE/DRAFT

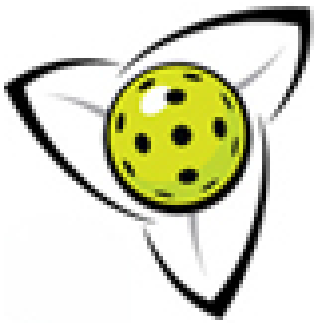
Attachments

None

[+ Add Attachment](#)



Email All Club Members



By registrant name **Search Active members only**

[+ Add Filter](#)

Apply to checked: [Edit](#) | [Remove](#) | [Email](#) | [Export](#) | [Print Report](#) | [More Info](#) | [Less Info](#)

[Visible fields](#) [Sort by](#)

Check all
Viewing entries: 1 - 500 of 2756 Page size:

<input checked="" type="checkbox"/> All	Full Name	PCO #	Gender	City	PCO Expiry Date	PCO Days to Expiry	Home Club	Registration Date	Date of Birth	Region
<input type="checkbox"/>		50050	F		2004-10-01	044		2004-05-01	1944-11-10	01 S

Email Filtered Club Members

MASS EMAIL

Send an email View history/stats Export email MailChimp integration



Send email to: All registrants Customized list

Send to: (BCC)

Individuals email

Barry Elliott <elliott4972@gmail.com>

Dave Beaumont <dsbeau@execulink.com>

Dave Mitchell <Dmitch27@hotmail.com>

Mary Beth Husson <marybethhusson@gmail.com>

Paul Hales <paul_hales@yahoo.ca>

Peggy Parkinson <peggy1.parkinson@gmail.com>

Renato Natale <eaglenat@hotmail.com> - Opted out from emails



Email Selected Club Members



Send an email View history/stats Export email list MailChimp integration

Send email to All registrants Customized list

Send to: Billing email Individuals email [\(add email\)](#)

From: Gail Prior <gprior@rogers.com> [\(change\)](#)

Subject

Message - [Load Template](#)

EN FR

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert link, text color, background color, and font size.

Attachments

None

[+ Add Attachments](#)

View Email Statistics



Message Statistics [\(refresh page\)](#)

Totals

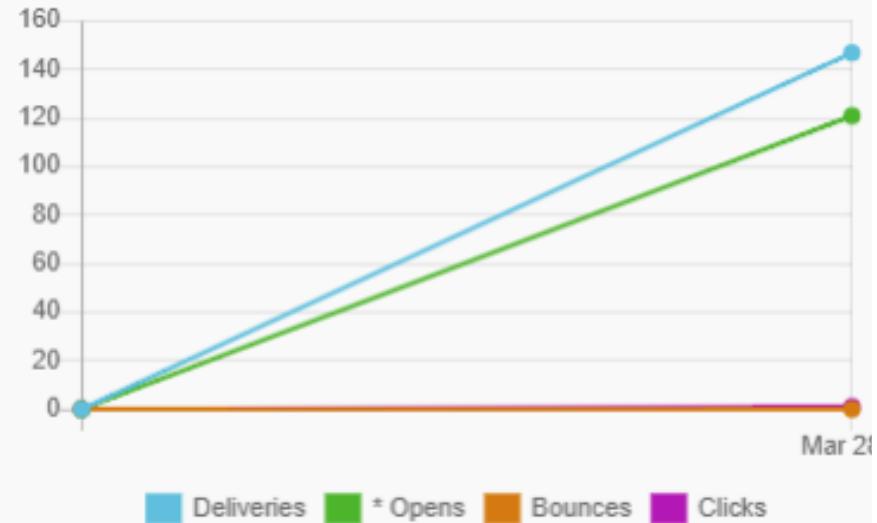
Recipients: 147
Processed: 147
Deliveries: 147 (100%)
* Opens: 134 (91.16%)



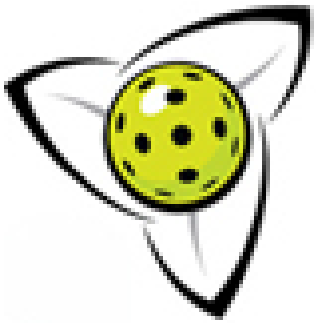
#	Email	Opened date
1	adrianvans@bell.net	March 28th, 2023 2:51pm ET
2	ajtuc@hotmail.com	March 28th, 2023 2:58pm ET
3	allen_fran@hotmail.com	March 28th, 2023 10:51pm ET
4	aorsini66@gmail.com	March 28th, 2023 7:10pm ET

Bounces: 0 (0%)

Daily summary



View Email Statistics



Resources

- Change Home Club from v-club

<https://vimeo.com/530036595/fbd637ec8c>

- Move V-Club to another club

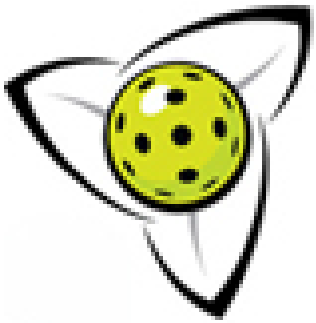
<https://vimeo.com/691826033/77141b25d7>

- Customize email

<https://vimeo.com/507576654/aee79c5bd2>

- Create Email Groupings (excellent)

<https://vimeo.com/667716628/1ea8041ea6>



Questions? Other Ideas

Thank you for joining this presentation

Contact Info: info@pickleballontario.org

gailprior@pickleballontario.org

suzannepenner@pickleballontario.org