ESVGA Procedures
Checklist for Adding New Members

Membership Application

Receive membership application
Check payment made with Treasurer: Cheque / Cash / EFT

Add item to Meeting Agenda

Motion "That the above players be accepted as members of the ESVGA.

Proposed ……..… …. **Seconded** ……

Scan Member Application

File under "Membership Applications - Scans New Members Apps / Scan of New Members Applications 2015"

Update Membership Register 2015

File "Membership Register for 2015 - 2015-03-03.xlsx"

Open "New Members 2015" Sheet

1. Assign Membership Number
2. Add details to register from Membership Application
3. Record (in Column C) when Introductory letter sent to member
4. Record (in Column V) when:
    - email address sent to Barry Smith for Newsletter
    - name sent to Rod Coling for Badge

Open "Members" Sheet (i.e. Sheet 1)

1. Copy Row from "New Members" Sheet in alphabetic order

If no email address

1. Copy Row to "Non Email Members" Sheet
2. Save file with the current date eg "Membership Register for 2015 - 2015-03-03.xlsx"

Complete Membership Card

If Member has email

Have card & Handbook available at future games

If Member does not have email

Post Intro Letter, Membership Card and Handbook.

Update Email Address book (Thunderbird)

Create "New Contact" under "ESVGA Email Addresses" from details on application.
Drag member entry into the A-L or M-Z bulk mail listing.
Send pre approval email outline procedures.