

MRPC Signup System

The MRPC Signup System is designed to make it easier to create signup groups for MRPC members. Here are some of the benefits of using this system.

- Designed to work on a smartphone but will work on almost any internet connected device.
- No Advertising
- Are Emails are not shared with another system.
- Minimal amount of typing most items are clicked to select.
- Members are added without having to type in their name or email address.
- Verifies Member registration & current rating at time of adding to Program.
- Groups can contain Members and Non-members for inter-park play.
- Signing up is a easy as 2 clicks of the screen.
- List may include a wait list of members, when a member accepts & then declines later the next person on the wait list moves up automatically and receives a Confirmation Email to say they have been accepted to the event.
- Coordinators may invite all members at once or select 1 or more members to invite if additional members are needed after the original invitation is sent out.
- Coordinators may send an email to all members or select 1 or more members to email additional information like the event is cancelled due to rain or some other issue.
- All email addresses are BCC (blind copied) so no one sees the list of email addresses.
- Program Coordinators may assign an alternate to send out invitations in their absence.

What is the Process for completing a MRPC Signup?

1. A signup group is created by the program coordinator.
2. A default Email message is created so it does not have to be typed for each event.
3. Members (and Non-members) are added to the group by member names.
4. Events are created for the Program for a given date & time.
5. Events can have a set number of attendees and waitlist number.
6. Events are managed and can add members (or non-members) for one specific event only, or a member can be removed from a given event, if it is known they will be unable to attend.
7. Invitations to the event can be sent to all Group members or selected group Members.
8. Group Members can accept or decline the invitation and the status of each is shown.

MRPC Sign Up System	Getting Started
<p style="text-align: center;">Welcome to the MRPC Signup System</p> <ol style="list-style-type: none">1. Start by creating a Program to Manage.2. Give it a name, like 'Ladders' or 'Shoot Out'.3. Give it a default Email message like 'You are invited to....';(can be changed later)4. Click Create, to save your Program Signup.5. Once the Program is created add default Members to the Program6. The program can include Members or Non-Members for interpark play <p>Program Name: <input type="text" value="New Program Name"/></p> <p>Coordinator Name: <input type="text" value="Lawrence Green"/></p> <p>Default Message: <input type="text" value="You are invited to attend the program of"/></p> <p><input type="button" value="X Cancel"/> <input type="button" value="Create"/></p>	<h3 style="text-align: center;">Getting Started</h3> <ol style="list-style-type: none">1. Enter a program name, keep it short , to describe the group. Recommended using the noun first and then the description 'Ladders 3.0/3.5' instead of '3.0/3.5 Ladders.2. Create a default email message that will be populated each time an event is created. This saves time on each event, and the email message can be changed for each event. The default message should be something that is in each invitation. Examples might be "You are invited to attend the Ladders 3.0/3.5 on Wednesdays. Please ensure your park badge is worn each week.3. Do not include specific details on a give event as it will need to be changed on the creation of each event. (Nov 23, limited courts available.)4. Each event may have the email changed before the invitation is sent out.

MRPC Sign Up System

Program Name:

Program Leader: **Lawrence Green**

Alternate Leader:

Default Message:

Program Default Participants

Count	Name	Rating	
1			<input type="button" value="🗑️ Delete"/>

Program Events

Date	Time	Seats	Wait
------	------	-------	------

- ### Creating Group Members
1. An alternate Leader may be added here.
 2. The Default message may be changed at any time to reflect changes in the group over time.
 3. Click either Add Member or Add Non-member to add members to the group.

Add Member to Group

Full Name:

	G	Rating
Email:		
Grandy, Jake	M	4.00
Rating:		
Green, Jacinthe	F	3.50
Green, Lawrence	M	3.50
Grieve, Kathy	F	3.00

- 4.
5. Members current rating will appear in the group list.
6. If member fails to appear in the list, they have not been registered for this season yet.
7. Member may also be removed from the group list for any reason.
8. Non-Members may also be added to the group to allow for inter-park play.
9. For Non-members, First Name, Last Name, Email Address, and rating must be entered.

Add Non-Member to Group

Full Name:

Email:

Rating:

MRPC Sign Up System

Program Name:

Program Leader: Lawrence Green

Alternate

Default

Program Events

Count	Program Name	Date	Time	Seats	Wait	Manage	Delete
1							
2							
3							
4	Clarence Lindholm		4:00				

Create New Program Event

Event Date:

Event Time:

Event Time:

Max # Seats:

WaitList Seats:

Program Events

Date	Time	Seats	Wait	Manage	Delete
2023-09-01	12:00 PM	5	2	<input type="button" value="Manage"/>	

Creating an Event

1. Click the “New Event” button to start a new event.
2. Set the date of the event, pick from the calendar to make it easier.
3. Set the time of the event, ensure that the AM/PM is correct, remember that the 12 Noon is PM.
4. Set the duration of the event from the picklist.
5. Set the number of seats, this could be 16 for 4 courts, of if byes are wanted, 18 or 20 for 4 courts would allow for 2 or 4 byes.
6. Set the number of wait list members you wish. Keep in mind if that if more than the maximum members accept, they will be waitlisted, and if an accepted member drops off, the next waitlisted person will pop-up and receive a confirmation email.
7. Once the event has been created it can be managed by clicking the “Manage” button on the event.

MRPC Sign Up Event

Event **New Program Name** Seats **5** Waitlist **2**
Event Scheduled **2023-09-01 12:00 PM**

#	Name	Rating	Accept	Decline	<input type="checkbox"/>	
1	John Doe	2.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Jacinthe Green	3.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Lawrence Green	3.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Clarence Lindbl...	4.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Non Member **Add Member**

Invitation Message

You are invited to attend the program of

Invite All

Generate Roster List

Managing the Event

1. Managing the event includes specific changes needed for the specific event.
2. Program Coordinators may Accept or Decline any member for that member.
3. Additional Members may be added for this event only without them being on the master default list.
4. Additional Non-Members can be added to this event only without them being added to the Master List.
5. Members & Non-members may be deleted from this event only by clicking the trash can.
6. The invitation message may be changed for each event for special information for the given event only.
7. Members in the group can be selected to be singled out for invitation or emails by clicking the select box.
8. Invitations can be sent to all, or to selected group members by changing the button to Invite Selected. This allows for additional members to be added after the original invitation was sent out.
9. An Email can be sent to all group members or to selected group members by changing the button to Email All or Email Selected.
10. A roster list can be generated for all members that have been accepted.

MRPC Sign Up Event

Send an Email to Signup Group

To: John Doe

BCC include: mrpickleballclub@mrpickleballclub.com

Subject: **Cancel the 12PM Men's Event**

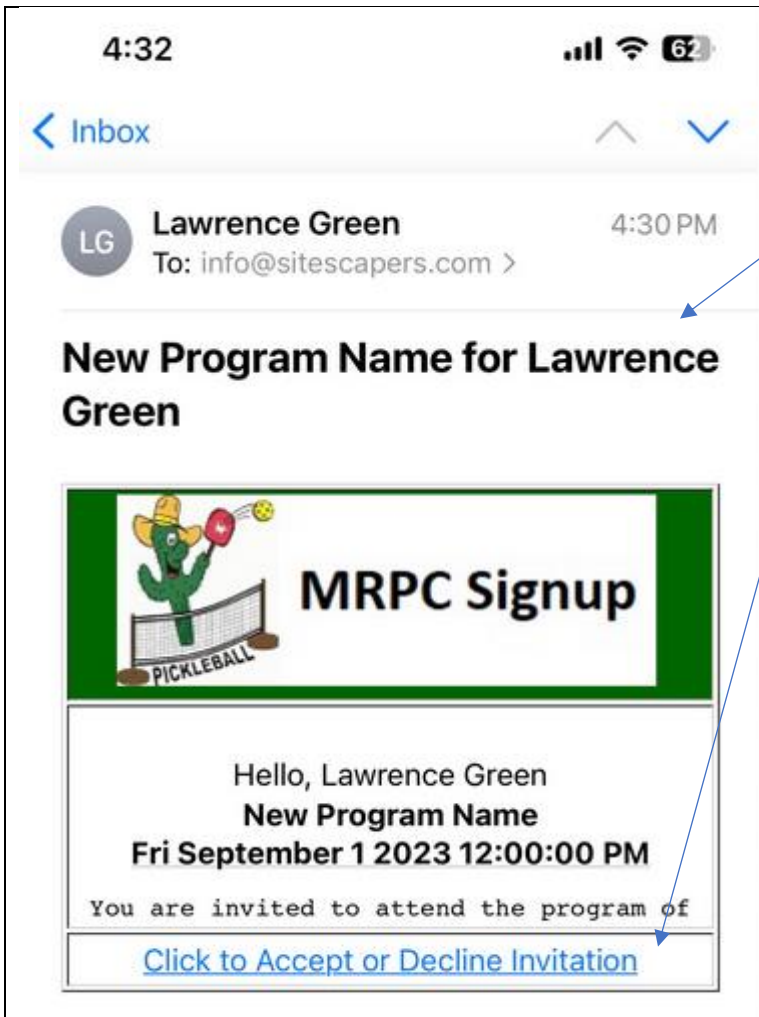
Message: **Sorry due to rain, the courts are too wet to play on, and we will need to cancel this weeks event.**

Signed: Lawrence Green

Emailing Members of a Group Event

A separate email may be generated to send to the group that is not an invitation. This maybe a cancellation notice or specific instructions of something that has changed on the event.

1. On the Manage Event page change the action button at the bottom to either 'Email All' or "Email Selected"
2. When the Email button is clicked, the Email page will appear with the list of members that the email will be sent to.
3. Any Addition email address can be added if needed, or more separated by commas.
4. A new subject line can be created.
5. A message can be created for the email.
6. It can be signed by the Coordinator or it can have some other closing.
7. Clicking the "Send Email" will send out the email to a group members or selected group members if they are selected.



What will members receive?

1. When an invitation is sent out to members, they will receive an email similar to the one shown on the left.
2. The Email will show the name of the Program, who the invitation is sent to and a link to Accept or Decline the invitation.
3. Each member has a different encrypted link, therefore they cannot be forwarded to other members.
4. Members may contact the Program Coordinator by a simple reply.
5. Clicking the Link will bring them to a update page shown on the next page

MRPC Sign Up Event

Please Accept or Decline invitation for

Event **New Program Name** Accepted
Event Scheduled **Fri September 1 2023 12:00:00 PM** 0

#	Name	Rating	Accept	Decline
1	John Doe	2.50	<input type="checkbox"/>	<input type="checkbox"/>
2	Jacinthe Green	3.50	<input type="checkbox"/>	<input type="checkbox"/>
3	Lawrence Green	3.50	<input checked="" type="checkbox"/> Accept	<input checked="" type="checkbox"/> Decline
4	Clarence Lindblo...	4.00	<input type="checkbox"/>	<input type="checkbox"/>

You are invited to attend the program of

[Add to Calendar](#)

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Accept or Decline Invitation

1. The page contains the Program Name, Date & time of the event as well as the number of members who have accepted.
2. Invited members may "Accept/Decline" the invitation by clicking either button.
3. When Accepted, the member moves to the top of the list and turns to a green check mark.
4. A confirmation email is sent to the member.
5. If the member Declines, it turns to a Red 'X'.
6. If a person changes their mind after the original accept/decline they may change it at any time.
7. If the number of accepts exceeds the number of seats, the member is put in a waitlist and turns yellow.
8. If a member declines, the waitlist moves up based on the order of the members who have accepted. A confirmation email is sent to the member that moved up the list.
9. The event invitation message is include for reference.
10. The event can be added to persons calendar by clicking the Add to Calendar

MRPC Signup System FAQ

Can a member have more than one signup group to coordinate?

Yes, members can have multiple Signup groups. A new Signup Group can be added to the existing group being managed by a member by clicking the +Folder next to the Group Name. Toggle between the groups by pulling down the list of groups managed by the Member.

Can member Create a signup and be an alternate Coordinator for another group?

Yes, the list of programs that a member can manage will appear on the pull down list regardless if they are the primary coordinator or the alternate coordinator. Toggle between the group with the selection on the pull down list.

I made a mistake on creating the time on an event, how do a fix it.

The easiest way to way to fix it, is to just delete the event, and create a new one. Since most of the event information is brought from the default list, it will be easy to re-create the event.

May I add someone to the list for one event only?

Yes, on the manage event page, a member or non-member can be added after the original event invitation was sent out. A separate invitation to the person can be done by selecting them and clicking 'Invite Selected'