

## Operating instructions for clubs, organisations or regulars' tables


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You would like to use Membplace for your membership management or simply try it out. We are delighted! Membplace is new and is constantly being improved with new features. It is important to us that as many clubs as possible use Membplace so that we can offer users an attractive service. That is why we offer the basic membership management features free of charge (1 user must have a paid VIP package). The basic features are also available to users free of charge.

If you would like to use Membplace, it is a good idea to inform your members in advance via your usual communication channels. Let them know that an email will be sent shortly and that they must register or, if they already have a user profile on Membplace, accept the invitation.

### How do you open a club/organisation/group/regulars' table etc. on Membplace?



A registered user with a VIP package can register an unlimited number of clubs. This is done as follows:

1. Go to your profile picture in the top right corner of the Membplace app/browser.
2. Select "My memberships" (before creating a club, you must have a valid VIP package → "Packages")
3. Click on the 
4. Fill in the appropriate fields.
5. After registering for the first time, go back to your profile picture in the top right corner and click on "My memberships" again. You will now see the club listed. You can now select it and configure further settings (described below).

### Description of individual club functions:

#### Please note:

You can enter, save and change data in fields in various places. Please note the corresponding function keys:

	Click on this symbol to edit the field.
	After entering your information, click on this symbol to save the field.

### Members

In this section, you can manage your members or membership applications. If you have founded the club, your profile will appear as president. You can change this role later if someone else becomes president (the president has full access to all functions on Membplace – if you change your role to a normal member, for example, you will lose access to the club's administration).

You can now accept members.

Option 1: "Add member" is intended for very small numbers of members or for individual admissions at a later date.

Option 2: "Import/Export→ Import via CSV file" allows you to upload an Excel file.

Important: The Excel file must be formatted correctly for the import to work. Our support team will edit the Excel file for you and upload it.

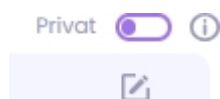
In the "Import/Export" section, you will also find all the options for exporting data. If you now need a current member list for internal administration, you can use the "Member export" function. When you download the file, all changes to your members will be up to date (if a member changed their email address one minute before the download, this will already be reflected in the export).

If you use different software for your club administration and would like to continue doing so, you can use the export function "Export changes" or "Resignation report" to transfer your members' changes.

### Information

This function allows you to manage your club information. You can also upload other images.

If you do not want your club to be visible to other Membplace users who are not members, you can use the "Private" setting here:



If you make your club or organisation public, all Membplace users can also become "fans". This means that they will receive the news you send directly (see description below).

First, you should also enter the member categories (membership fees). You can enter the fees as annual or monthly fees (please set the currency correctly).

You can also specify whether the corresponding member category has voting rights at regular meetings (for the "Voting" function).

The "Generate automatically" field is intended for Membplace to automatically generate and send membership invoices (recommended for monthly contributions). For annual contributions, we recommend disabling this function and then deliberately triggering the dispatch of all invoices (described later).

Please make sure to enter a bank account for the association so that we can pay out your contributions or donations.

For association files, you can upload PDFs such as statutes, regulations or brochures. Please note that these will be visible to all users.

### Packages

The packages show the range of functions that are available.

Additional functions are available depending on the payment package. Please select the desired currency first.

We need the income to develop further features and to enable the further development of Membplace. We are therefore very grateful if you purchase a payment package.

### News

Here you can create your news items. These are available depending on your package. You can choose whether the news items are visible only to members or also to fans. Of course, you can also upload images. You can even schedule when

they should be visible. Members will then find the message in their "News" section of the Membplace app. News items can remain active for a maximum of one month.

### Finances

Here you can access all the necessary functions for handling the club's finances, which are required for membership fees (currently without accounting function). Accordingly, you can download the relevant reports or statements and manage or send membership fees. You can also see which donations the club has received. You will find the functions under "All invoices".

If payments are received via our platform, they will of course be added automatically.

### **Please note**

*As usual, corresponding fees will be charged for payments (whether by credit card or bank transfer). These will then be deducted (at the expense of the recipient or the association).*

*The prices and features of the individual packages can be found in the app. The reference currency is defined as CHF (Swiss franc). The fees for other currencies are therefore adjusted regularly.*

### Wallet

You can find your credit balance in the wallet. Please select the appropriate currency. If you wish to withdraw your credit balance, you can do so here. If the switch to a PAYREXX payment platform has been completed, your credit balance can be accessed on the corresponding platform. Please do not withdraw small amounts, as each withdrawal incurs corresponding bank charges.

### Voting

You can vote on events (e.g. assemblies, meetings, etc.) via the app. The relevant member categories are then entitled to vote. The voting question can be entered and managed here. Please note the separate description on the website.

### Events

Here you can manage all upcoming club events. Instructions can be found on the website.

### Support and suggestions

If you have any suggestions for improvement, have discovered errors or have any questions, please write to us at: [support@membplace.com](mailto:support@membplace.com)

Thank you very much for using Membplace.