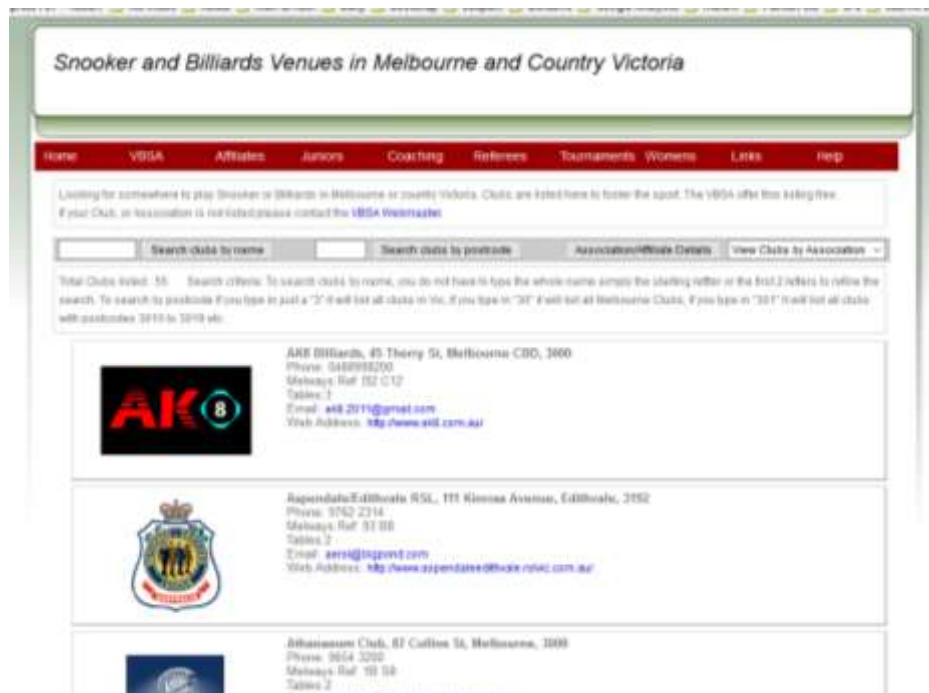VBSA database "Clubs" help file

About the database.

Without going into too much detail the VBSA database is designed using a set of tables that store the data. The Clubs area uses 3 tables – "clubs" which stores all the public view data, club name, logo, address and contact details – "clubs_contact" which stores the club management, snooker section and invoice to details – "members" which stores the personal contact details of all contacts. The data is then linked together via the club_id and the member_id using a query language to give the result sets .

Using the "Clubs" section of the database

Public view

Available by going to the "Club Directory". All this information comes from the "clubs" table and can be edited in the administration area. Login >Administrative Database > Clubs.

From here you can insert a new club (please check the club does not already exist), or view several different lists and views of the clubs currently listed. From these lists you can update contacts or bulk email.

When you click on any of the lists eg. "View all Clubs" you are sent to a page that lists all clubs (not Associations) in the database.

- The information listed here is the public view available on the website Club Directory
- This list can be sorted by clicking any of the column headers – click once descending, click again ascending
- If you are working on a device that has a phone you can call any number by clicking it
- You can send an email by clicking the email address

to edit all public view details – contact details, participating clubs etc

to view all details. From this page you can update, insert or delete club contacts both the public view and the contacts in the "Current Club Contacts". There are 3 types of "Current Club Contacts". – Club Management, Snooker Section or Invoice to contacts. If you see something missing or incorrect please insert/edit. Note: To insert or edit these contacts the person must exist in the members table, you will need a member id number to alter.

upload an image and delete are available to the webmaster only. If you are listing a new club and have an image of their logo please email it for upload.

If you wish to insert or update a person in the "Current Club Contacts" and they do not currently exist you will have to insert a new contact to the members table. To do this please go to the members area, using the searches ensure this person does not already exist, if they do then get their ID number. If they do not then select "Insert a new person and fill in the appropriate fields correctly. If this person is not a player then please check the "Contact" checkbox. Take note of the Member ID number for insertion into the contacts.

Any time you are using the database and you see data that is incorrect or missing please update the relevant areas.

Bulk email is available from the Clubs opening page. You will see various lists to send email to. If you would like a list that is not presently available please contact the webmaster.

Remember if you wish to add an attachment to the email please upload it first. Uploading is available from any "Bulk Email" page. On completion of the upload you will be returned to the opening page.

When bulk emailing there is a "Help" file available to assist. If you need further assistance please contact the webmaster.