

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

The screenshot shows a web page titled "Snooker and Billiards Venues in Melbourne and Country Victoria". The top navigation bar includes links for Home, VBSA, Affiliates, Juniors, Coaching, Referees, Tournaments, Women's, Leagues, and Help. Below the navigation is a search bar with fields for "Search club by name", "Search club by postcode", "Associations/Media Details", and "View Clubs by Association". A note below the search bar states: "Looking for somewhere to play Snooker or Billiards in Melbourne or country Victoria? Clubs are listed here to assist you. The VBSA offer free listing fees. If your Club, or Association is not listed please contact the VBSA Webmaster". The main content area displays three club entries:

- AK8 Billiards**: Address: 45 Therry St, Melbourne CBD, 3000. Phone: 0409998200. Melba Ref: 152 C12. Tables: 2. Email: ak8_2011@gmail.com. Web Address: <http://www.ak8.com.au>.
- Rapendale Edithvale RSL**: Address: 111 Kintore Avenue, Edithvale, 3192. Phone: 03 9762 2314. Melba Ref: 57 108. Tables: 2. Email: amr@rapendalerlsc.com.au. Web Address: <http://www.rapendalerlsc.com.au/>.
- Bethungra Club**: Address: 87 Collins St, Bellarine, 3200. Phone: 03 524 3210. Melba Ref: 151 118. Tables: 2.

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.

The screenshot shows the "Clubs, Affiliates and Associations" administrative page. At the top, there are search boxes for "Search Member First Name" and "Search Member Last Name", and a larger search box for "Search clubs, Affiliates and Associations by name". Below these are several sections with buttons:

- Insert a new club or Association**: Insert a new Club or Association, please check the club is not listed by searching the club name.
- List Views**:
 - View all Clubs**: Shows all clubs listed in the database.
 - View all VBSA Clubs**: Shows all clubs that have teams playing in the VBSA.
 - Associations**: View all Associations and Affiliates listed in the database.
- Website View**:
 - View all Clubs (website view)**: Shows all clubs listed in the database in the same view as the website.
 - VBSA Clubs (website view)**: View all VBSA Clubs in the same view as the website.
 - Associations (website view)**: View all Associations and Affiliates listed in the database in the same view as the website.
- Bulk Email**:
 - Clubs & Affiliates**: Create and send bulk email to clubs and affiliates, contact details are as per the “Club Directory” (Public View).
 - Clubs**: Create and send bulk email to clubs, contact details are as per the “Club Directory” (Public View).
 - VBSA Clubs**: Create and send bulk email to VBSA clubs, contact details are as per the “Club Directory” (Public View).
 - Associations**: Create and send bulk email to Associations, contact details are as per the “Club Directory” (Public View).

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.

All Clubs - contact details are as per the "Club Directory" (Public view) to view "Club Management, Snooker Section or Invoice to" go to the detail page.
 Total Clubs: 54 [Insert a new club](#) [Return to previous page](#)

| Club ID | Title | Phone | Email | Contact | VBSA | Church | City Clubs | DVSA | MIBA | Over 55 | RSL | Southern | WPSA | NSA | ASAC | Other |
|---------|-------------------------|---------------|----------------------------------|----------------|------|--------|------------|------|------|---------|-----|----------|------|-----|------|-------|
| 66 | AKB Billiards | 0488998200 | akb2011@gmail.com | Karen Xu | ✓ | | | | | | | | | | | |
| 49 | Alpendale/Eldthorpe RSL | 9762 2314 | asrl@bigpond.com | | | | | | | | ✓ | | | | | |
| 21 | Athenaeum Club | 9654 3200 | secretary@atheneumclub.com.au | Mark Holberton | | | ✓ | | | | | | | | | |
| 32 | Australian Club | 9672 1700 | | | | | ✓ | | | | | | | | | |
| 12 | Ballarat | 0413 336648 | bbilains@gmail.com | Graeme Wright | ✓ | | | | | | | | | | | |
| 13 | Bentleigh Club | 03) 9557-7928 | managpr@thebentleighclub.com.au | Brett Rowlands | ✓ | | | | | | | | | | | |
| 37 | Bentleigh RSL | 9657 4547 | reception@bentleighrsl.com.au | | | | ✓ | | | ✓ | ✓ | | | | | |
| 48 | Boronia RSL Sub-Branch | 9710 2314 | secretary.boroniarsl@bigpond.com | | | | | | | ✓ | ✓ | | | | | |

- 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.

| Member ID: | Contact Type: | Name: | Job Description: | Email: | Mobile: | Last Updated: | Update By: |
|------------|-----------------|---------------|------------------|--------------------|------------|---------------|------------|
| 4617 | Invoice to | AKB Billiards | Club Owner | akb2011@gmail.com | 0488998291 | 2016-04-24 | Alan Draft |
| 4017 | Club Management | Karen Xu | Owner | xxmxx@gmail.com.au | 0488998291 | 2016-07-26 | Update by: |
| 4817 | Snooker Section | Karen Xu | Owner | xxmxx@gmail.com.au | 0488998291 | 2016-04-24 | Update by: |

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.

INSERT A NEW PERSON, PLAYER OR MEMBER

| | | | |
|---|--|---|---|
| Member ID will be: 5518 | Personal & Contact Details | | |
| Last Name: | Home Address: | Work Phone: | Mobile: |
| First Name: | Suburb: | | |
| Home Phone: | Postcode: | | |
| Email: | Receive Email: Auto inserted as "Yes", edit to alter | | |
| Female: <input type="checkbox"/> | State: <input type="button" value="Vic"/> | Club: <input type="button" value="No Entry"/> | Club 2: <input type="button" value="No Entry"/> |
| DOB: <input type="text"/> <input type="text"/> <input type="text"/> Please insert as dd - mm - yyyy eg 01-01-2001. NOTE: For a player to appear as a junior they MUST have a date of birth listed | Referee? <input type="checkbox"/> | | |
| Affiliate Memb: <input type="button" value="No Entry"/> | Overseas: <input type="text"/> | Referee Class: <input type="text"/> | |
| Board Member: <input type="checkbox"/> | | | |
| Board Position: <input type="text"/> | | | |
| Contact: <input type="checkbox"/> check this box if a person is entered into the database for contact only eg. a Club Manager, or Affiliate contact (Not a player) | | | |
| <input type="button" value="Insert person"/> | | Entered on: 24-04-2016 (auto inserted) | |

[Edit](#) [View all players in the database that are listed as female](#)

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.