



Recovery Club Software Features

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OVERVIEW

The Recovery Club Software (RCS) provides an online system to manage an Alano Club's membership. Members pay their membership online through the RCS website. The funds transfer directly into the Alano Club bank account via a payment processor (e.g. Square). Automated emails inform the member when dues are due or when automated payments are scheduled. An Alano Club may discontinue use of the RCS system and export the membership data at any time.

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USER SIGNUP / LOGIN / PASSWORD RESET

This core functionality allows the user to login into the RCS system so they can manage there account.

Signup

Users are able to signup on the RCS system by entering an email address, password and an associated first and last name.

There will be cases when the clubs have imported the members data into the RCS system so the members email address will already exist. In this case the member should to a password reset to change the password so they can login into the system.

Login

Once a user has signed up on the RCS website they can login.

Password Reset

If a user forgets their password they may perform a password reset. An email will be sent to the user, with a link, allowing them to reset their password.

USER PROFILE

Once a user has an account on the RCS system they can go to their profile and manage their account. The profile is accessed by clicking on the circle in the top right corner that contains an image of the user or their initials. This section will talk about functionality accessible through the user profile.

Order History

The user can view their order history. This will show a list of all purchases made through the RCS system, such as dues, merchandise, and contributions.

Club Memberships

This functionality will allow the member to see their current club membership status, when dues are due and make a payment to the associated club.

Billing Preferences

This section will identify any auto-pay established for paying dues or contributions.

CLUB MANAGEMENT

This section describes how the club manages the club information displayed publicly on the website.

Club Profile

Information pages can be created to display the history, club events and any informational pages the club requires to provide to the public regarding the club.

Club Admins

The club can establish the users who have access to club admin functionality. Based on the admin credentials the user will have specific rights to view specific areas of the club admin functionality.

Meeting Schedule

The club can setup a meeting schedule associated with the club. The meeting schedule can identify if the meeting is in person, zoom or a hybrid meeting. For zoom meeting the zoom information can be linked to the meeting, allowing a user to go directly into zoom from the meeting schedule.

Image Gallery

Images can be added to the image gallery by the club admins. They can be arranged in separate folders and configured to be displayed in the home page image gallery. Banner images, product images and other images are uploaded here and linked to separate areas of the site and to the individual merchandise products if this functionality is used.

Flyers

Flyers can be uploaded to the site and made viewable on the home page. This may include event flyers, or any information the club wants to have available for download. Flyers may be linked to informational pages in the club profile and to information pages linked to the meeting schedule.

Inquires

Users can submit inquires to the club which then can then be answered by the club admins. When the inquiry is answered an automated email is sent to the submitter of the inquiry. This functionality allows a more systematic way of handling inquires to the club without having a user send directly to an individual club admin.

Frequently Asked Questions (FAQ)

The club admins can add FAQ's with specific categories so that recurring questions can be added to reduce the number of inquires made to the club.

Products

Club admins can manage the products available for sale through the RCS website in this section. The product section provides integrated inventory management which allows the products to be displayed as out of stock when the inventory count is depleted. This is also where membership packages are entered allowing a user to purchase or upgrade their membership to the club.

Users

Club admins can search the list of users associated with the club. From the user profile a club admin can view the membership status and orders associated with the club.

Reports

RCS includes a comprehensive reporting system. We are frequently adding requested reports to provide easy access to information.

- Order Summary
 - Orders
 - Merchandise Report
 - Sales Report
 - Users
 - Membership Report
 - Membership List
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