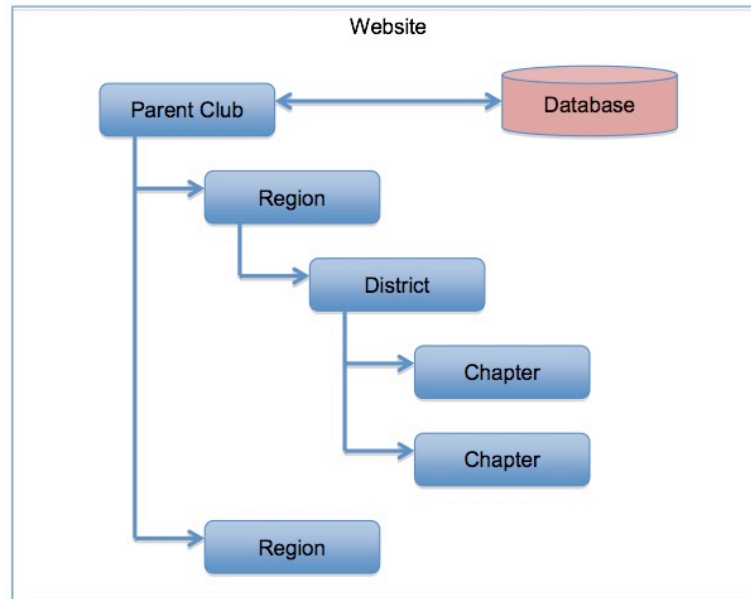


ClubExpress For Multi-Tier Organizations

Option 1 – One Website



In this model, the club can have up to three levels of subgroups below the parent organization: chapters, districts and regions (these names can be changed and you can have fewer levels.) Everyone belongs to the top-level organization and there is only one website for members to login to. The database belongs to the top-level organization that manages and controls the subgroups directly. Members select or are assigned to individual chapters based on location or some other criterion. These chapters may be part of a district and region.

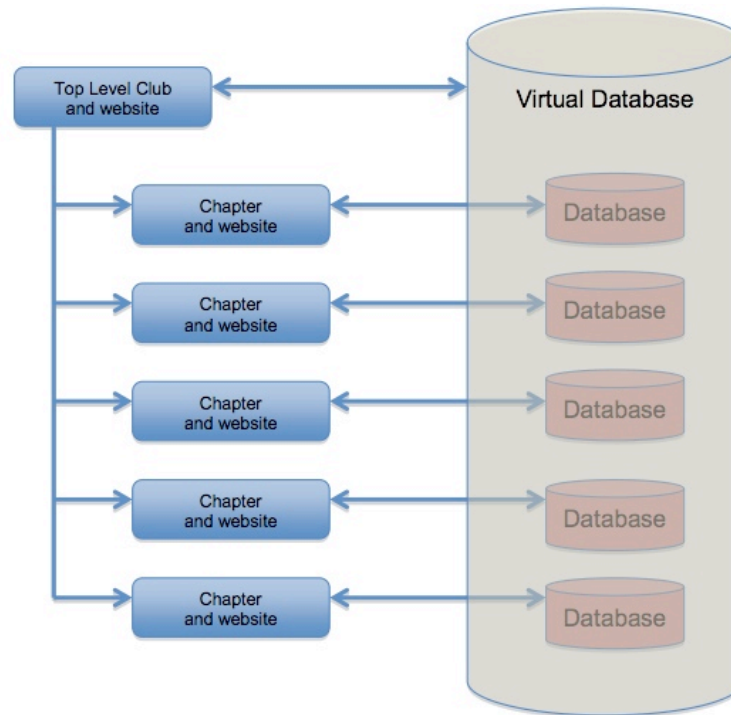
In this model, the top-level organization defines member types and dues. There are many options to control the fees that may or may not be charged at each level, and to control how members and their secondary/tertiary members join one or more chapters. ClubExpress will automatically distribute fees collected for each chapter, district or region into separate bank accounts for that subgroup.

Many of the modules in ClubExpress have been subgroup enabled. You can define custom web pages, events, document libraries, committees and discussion forums at a subgroup level, so that the event, document category, committee or forum is only available to members of that subgroup. When you link a discussion forum to a subgroup, forum membership is maintained automatically.

ClubExpress also allows you to define subgroup administrators at any level. These admins have access to the member manager; they can run reports or data exports; and they can send emails, but in each case, only to the members at their subgroup level.

ClubExpress fees are paid by the top-level club, based on the total of active members in the database.

Option 2 – Separate Websites



ClubExpress also supports multi-tier organizations with a website at each level. For example, each chapter or local club could have its own website but these chapters could be part of a district or top-level club, also with its own website. This option is suitable where the lower-level clubs are independent organizations but are also part of a larger group.

With this option, each local club has its own membership database. Members can login to their local club website to update their profile, renew their membership, register for local club events, participate in club forums, etc. But they can also login to a higher level website to update their profile, register for events at that level and participate in forums at that level. The databases at each higher level of the hierarchy are *virtual databases*, using the information from the actual databases belonging to each club at the lowest level. So each member is in the database only once, to ensure that there is no unnecessary duplication of information (which could lead to inconsistencies.)

ClubExpress also supports shared templates to control the look and feel of each website. The top-level club can define a template that becomes the standard for each club within the hierarchy. This template can include one or more shared content panels controlled by the top-level club but appearing on every club website. It can also include a page header to uniquely identify each individual club. Through a common look and feel, this model reinforces the overall *brand* of the organization while still retaining the individuality of each website.

Administrators at higher levels can manage their own websites but can also run reports and data exports for all clubs within the hierarchy. The system allows them to send blast emails to all members within the hierarchy or a selection of members, and to view (but not update) member contact info.

A number of ClubExpress modules have already been updated to work within this model, including committees the event calendar, discussion forums and the member directory. For example, you can already define committees at each level, including adding members from a local club to a higher-level committee. The "Chapter Finder" module shows detailed information about each club. In the coming months, we'll be adding more functionality, including the ability for an admin at a higher level to create and close individual organizations at the lowest level.

ClubExpress fees can be paid by the individual clubs or at the top-level club. Our fees are based on the aggregate number of members across all linked clubs.

For more information, contact ClubExpress toll-free at (866) HLP-CLUB (457-2582).
Our website is <http://www.clubexpress.com>. Our email address is info@clubexpress.com