

# A Secretaries Guide to Accepting Casual Members



## Step One: Allowing Casual Members to Nominate

- While in the 'Draft Setup', select the tick box that says 'Allow event members to participate'. This will allow Casual Members to nominate into your draft. Once this box is Selected it CANNOT be unselected.

### Create Draft

#### Draft Details

<b>Draft Name*</b> <input type="text" value="Select draft"/>	<b>Noms Open*</b> <input type="text" value="dd.mm.yyyy"/>	<b>Noms Closed</b> <input type="text" value="dd.mm.yyyy"/>
<b>Draft Start Date*</b> <input type="text" value="dd.mm.yyyy"/>	<b>Draft Finish Date*</b> <input type="text" value="dd.mm.yyyy"/>	<b>Status</b> <input type="text" value="Open"/>
<b>Secretary Contact Name</b> <input type="text"/>	<b>Secretary Phone Number</b> <input type="text"/>	<b>Spacings</b> <input type="text"/>
<b>Stock Levy</b> <input type="text" value="20.00"/>	<input type="checkbox"/> National Finals	
<input checked="" type="checkbox"/> <b>Allow event members to participate</b> <small>Once this option is selected and saved, it cannot be undone.</small>	<b>Draft Notes</b> <input type="text"/>	
<input type="checkbox"/> <b>Make competitor vehicle mandatory</b>	<input type="checkbox"/> Add a Biosecurity Form to the Draft	

## Step Two: Identifying Casual Members

- Casual Members can be identified within your nominations with the (EM) showing beside their names. For example: **“John Smith (EM)”** is an Event Member, whilst **“Joe Smith”** is a full member.




# Step Three: Marking Event Membership Fees as Paid

- Casual Members receive two invoices, one for nominations and one for their “Event Membership.” Both invoices should be paid to you, the committee. You must mark each Casual Members' “Event Membership” as “paid” or they will not show in the draw.
- In the ‘Nomination Dashboard’ on Campdraft One, click on the name of your draft and scroll down to select ‘Show Event Members in Draft’.
- Then, to mark Casual Members’ event fees as paid, select ‘Update Statuses’ from the table.

## Nomination Dashboard

Filter by year

2025

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
Draft Name - C1 - CM	01-06-2025 07:00 am	13-06-2025	15-06-2025	Closed	 	

Bulk Editor Tool

☐ Select all

Payment status

-

Apply

Nomination status

-

Apply

Comment

-

Apply

Unprocessed

Accepted

Waitlist

Scratched

Re-assign nominations

Send bulk email/text

Re-send draws notifications

Show Event Members in Draft

Search

Name or invoice number

Biosecurity Form Report

Download PDF

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Vehicle Information Report

Download PDF



back to Nomination Dashboard

## Event Members in Draft Name - C1 - CM

	Member name	Contacts	Cost	Invoice Status	Payment Status
#6924	Competitor Name (EM)	Mobile Number Email	\$100	Sent	<div>Not Paid</div> Competitor Name (EM) <a href="#">Update statuses</a>
#156376	Competitor Name (EM)	Mobile Number Email	\$100	Sent	<div>Not Paid</div> Competitor Name (EM) <a href="#">Update statuses</a>
#164398	Competitor Name (EM)	Mobile Number Email	\$100	Sent	<div>Not Paid</div> Competitor Name (EM) <a href="#">Update statuses</a>
#159712	Competitor Name (EM)	Mobile Number Email	\$100	Sent	<div>Paid</div> Competitor Name (EM) <a href="#">Update statuses</a>
#16349	Competitor Name (EM) Competitor Name (EM)	Mobile Number Email	\$200	Sent	<div>Paid</div> Competitor Name (EM) <div>Paid</div> Glenn Cook (EM) Competitor Name (EM)
#155223	Competitor Name (EM)	Mobile Number Email	\$100	Sent	<div>Paid</div> Competitor Name (EM) <a href="#">Update statuses</a>

- A placard will pop up on screen. Select the tick box under the 'Paid' heading. Next, Click the 'Update' button.

#Invoice	Competitor Name	Invoice	
	Email	Total: <b>100.00</b>	
	Mobile Number		

	Cost	Paid	Action
Competitor Name	\$100.00	<input checked="" type="checkbox"/>	Scratch

Comment

DD

Update

Cancel

After this process has been completed no other special steps are required for Casual Members.

As always, if you have any questions or concerns regarding this, please reachout to the ACA Office at [aca@campdraft.com.au](mailto:aca@campdraft.com.au) or call (07) 4622 3110

**IMPORTANT NOTE:** Any Casual Members whose event fees are not marked as paid prior to the draws being generated WILL NOT be included in the draw. These Casual Members must be moved to the waitlist in order to add them to the draft after draws have been created.