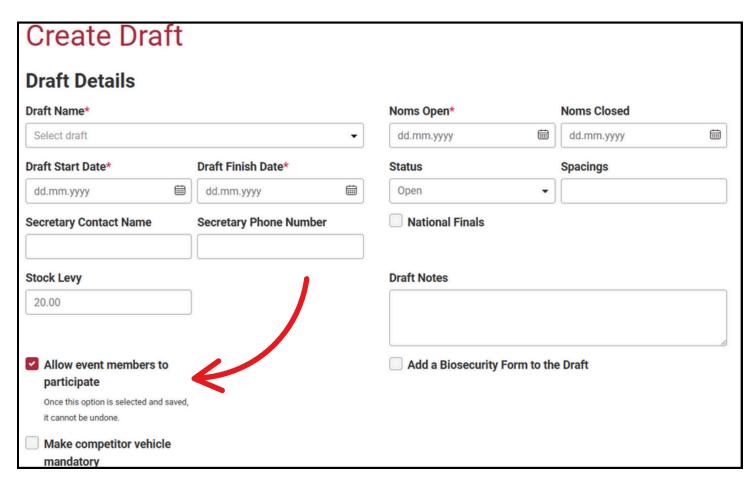
A Secretaries Guide to Accepting Casual Members



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 <u>CANNOT</u> be unselected.

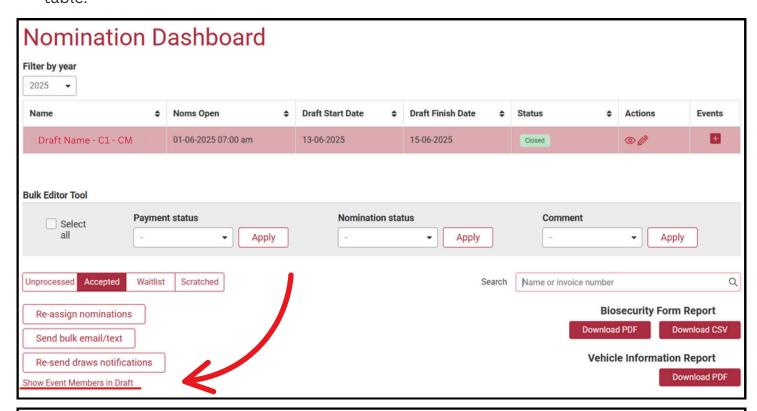


Step Two: Identifying Casual Members

• 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.





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



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 or call (07) 4622 3110

IMPORTANT NOTE: Any Casual Members whose event fees are not marked as paid prior to the draws being generated <u>WILL NOT</u> 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.