TREASURER USER GUIDE

EXT 092

AUSTRALIAN CAMPDRAFT ASSOCIATION **V 2.0**

Australian Campdraft Association Inc.
ABN 33 767 694 241

PO Box 18189
CLIFFORD GARDENS QLD 4350
Phone: 07 4622 3110
Email: aca@campdraft.com.au

Treasurer User Guide
EXT092

Version	Date	Approved By	Brief Description
1.0	24/10/2023	Operations Manager	Document Inception.
2.0	22/10/2025	Operations Manager	Major revision: Format updated, addition of casual membership & event fees.

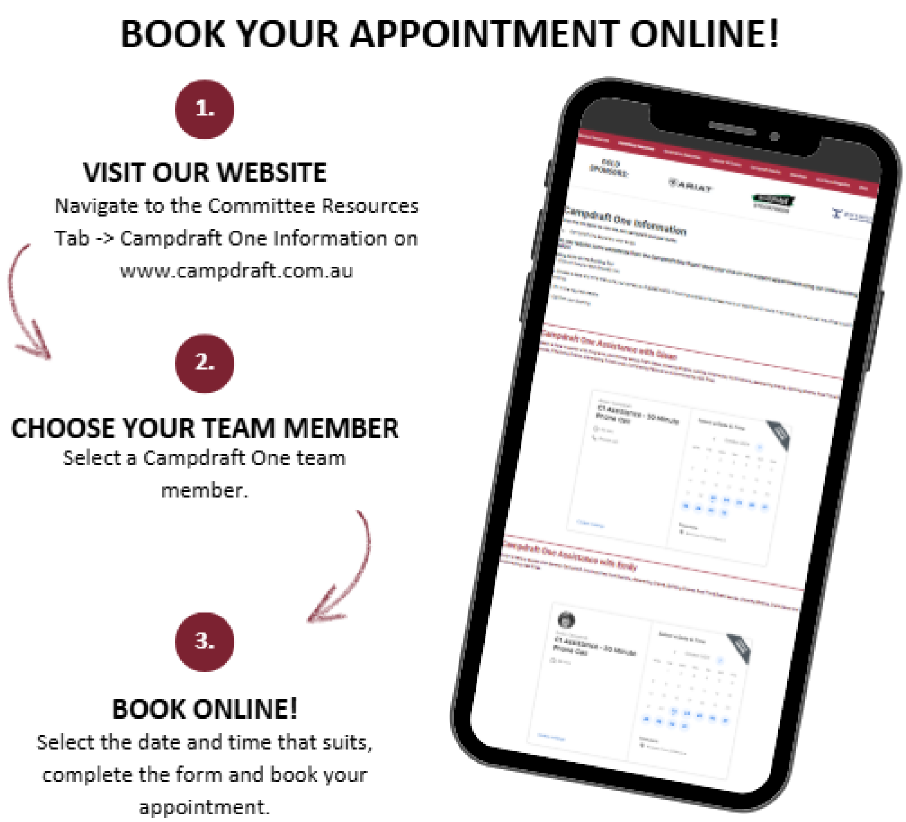
THE CAMPDRAFT ONE TEAM IS HERE TO HELP!

As a Campdraft One Secretary, support is available in three ways:

1. **During business hours:** Monday–Friday, 8:30am–4:00pm via phone or email
2. **Outside of hours by appointment:** Book at campdraft.com.au under "Committee Resources" → "Campdraft One Information" Book Via Calendly by choosing either "Weekday" or "Weekend" appointments
3. **On-call support:** Available during your draft via the after-hours line. The after-hours line is only attended for the duration of your draft (i.e. draft start date to draft finish date), to contact the team prior or after your draft, please use the above methods

Email: aca@campdraft.com.au

After Hours Line: 07 4622 7110



Glossary

ABA: Australian Bankers Association file for bulk payments. Requires APCA number for some banks

Additional Attachments: Optional docs for auto-generated programs (e.g. waivers, terms)

Committee Affiliation: Covers ACA events, liability, indemnity, and volunteer insurance

APCA: Australian Payments Clearing Association number (used in ABA files). If this is required this must be allocated by your bank.

Auto Scratching: When a rider double-nominates into two overlapping drafts, the first one keeps them, and the second auto-scratches

Biosecurity Form: Optional form that can be completed online or emailed. Appears in 'My Nominations' until the status is 'closed'

Combined Event: Shared round with another event, but a separate final (e.g., Maiden/M4M)

Committee Credit (CC): Used to mark payments as paid for certain roles like Judges or Donors

CSV: Downloadable Excel format

Draft Status:

- *Closed:* Competitors can no longer change nominations
- *Finalise:* Sends invoices to 'accepted' & 'unpaid' competitors. Waitlists open
- *Open:* Accepts nominations based on date/time in setup

Draws: Must be generated before editing or publishing. Modify freely before publishing

Envelope Icons:

- *Green:* Invoice sent
- *Red:* Invoice not sent

Eyeball Icon: Opens overview of event and nomination details (cost, type, rounds, restrictions, etc.)

Fork in the Road Icon: Splits events A/B while finalised

Green Star: Indicates Committee Member, Sponsor, or Donor. They appear in all nominations

Invoice Download: Lets you view and export invoices

Judges: Only ACA-endorsed Judges can be entered. External judges need ACA approval

Linking Horse/Rider: Must be linked in the horse profile or rider can't nominate

Mandatory Vehicle Report: Required if enabled in draft setup. Blocks competitors without one

Online Payments: Invoices have "Pay Now" buttons. Auto-marked paid after card success

Pencil Icon: Edit items wherever the pencil appears

Primary Member: Main account holder. Shows up in dashboards and reports

Prize Money Summary: Lets you review and edit payouts for each round before finalising

Publish Draws: Sends text alerts and makes draws public, and later edits notify competitors

Reassign Nominations: Can be reassigned by horse or competitor

Red Person Icon: Shows when nomination becomes ineligible due to rule change (e.g., age)

Refund Full Amount: Full refund given — typically scratched more than 7 days before the event or extenuating circumstances approved

Refund Less Stock Levy: Committee refunds but keeps the stock levy to offset costs. Refunds automatically populate this way when a competitor scratches 7-4 days before the draft starts

Retain Full Amount: No refund issued — usually for scratches 3 days or less before draft starts without valid excuse

Secretary Users: Committee Members granted access to Campdraft One (e.g., Secretary, Treasurer, President)

Spacings: Blank runs inserted every X entries in a draw (e.g., every 50 runs) to allow flexibility.

Volunteer: Covered by ACA volunteer insurance, any person who is providing unpaid help to the committee

Yellow Exclamation Icon: Indicates a restriction change affecting horse/rider eligibility since nomination. Competitor must choose which events to drop or keep

Table of Contents

Section 1: Committee Setup

This section explains how to set up your committee profile and complete ACA affiliation documentation.

💡 **Tip:** Complete this process early in the financial year (1 Jan – 31 Dec) to ensure insurance coverage and timely event approval.

⚠ Programs cannot be approved without completed affiliation in Campdraft One.

1.1 Secretary Access to Committee Profile

If your committee hasn't yet affiliated with ACA, or if you're a new secretary, contact the ACA Office to set up your Campdraft One profile.

This will:

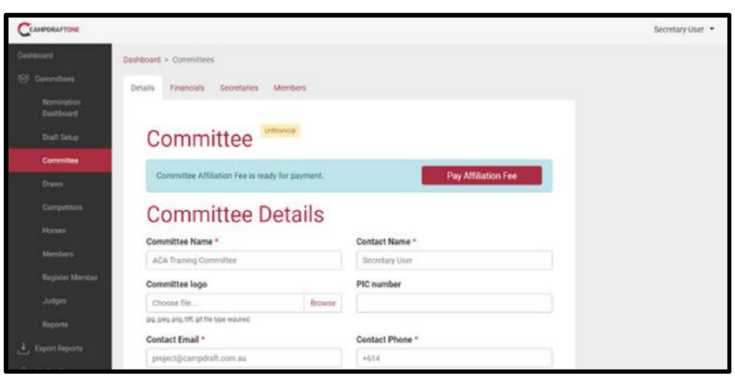
- Give you access to your committee dashboard
- Allow you to pay affiliation fees

If you see an error like "not approved by Admin," you're not properly linked. Contact ACA for help and mention any other committee members needing access.

Once approved, you'll gain access to the Nominations Dashboard and Committee area.

1.2 Committee Details Page & Paying Affiliation

Navigate to the **Committee** tab on the left-hand side of the screen, then click on the **Details** tab. *(Next page)*



⚠️ **Important Notes for Completing the Form:**

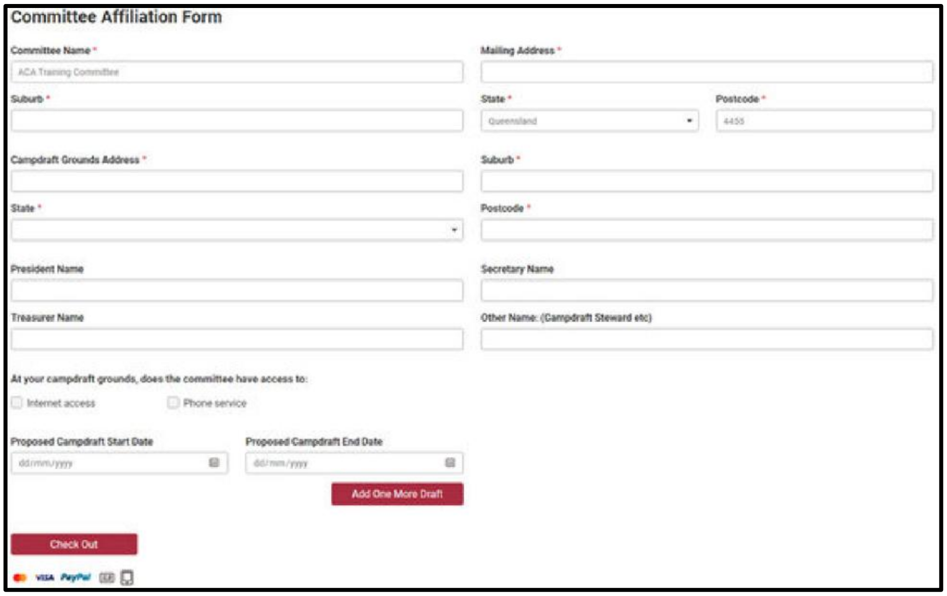
- Uploading a committee logo is optional but encouraged
- Avoid using special characters (e.g., &, ., -, _, /, ', ;, %, *)
- Format phone numbers like this: (+61)
- Contact email must be unique (not used in another Campdraft One profile)
- If enabling online payments, refer to *Setting Up Online Payments for Nominations*
- If GST registered, refer to *GST Registered* section

Once all required fields are complete, you're ready to proceed to payment.

Once your details are saved, you'll see a **green confirmation banner** at the top of the screen.

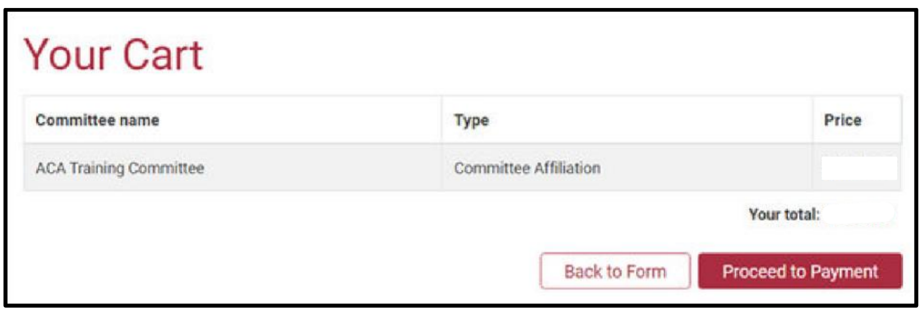
To continue:

1. Click the **Pay Affiliation Fee** button
2. Complete the **Committee Affiliation Form**:
    - Fill in all required details accurately
    - Indicate whether your grounds have internet and/or phone service
    - Optionally, add multiple proposed event dates



Once done, click **Check Out** to submit the form and proceed with payment.

When affiliating, a confirmation box appears asking you to confirm the season.



Example:
Committee: ACA Training Committee
Type: Committee Affiliation
Price: $100.00

Click **Proceed to Payment**.

Payment Options:

- Credit Card
- PayPal
- Bank Cheque
- Bank Transfer

💡 **Notes:**

- Credit Card / PayPal: affiliation is processed immediately
- Bank Cheque / Transfer: must clear first; your committee is not financial until then
- Use your **committee name** as the reference in a bank transfer

After selecting a method, click **Make Payment**.

Once payment is processed:

- **Credit Card / PayPal:** confirmation appears
- **Bank Cheque / Transfer:** you'll see a "Waiting for payment" message

If paying via **Bank Transfer**, use:

- **Account Name:** Australian Campdraft Association
- **BSB:** 034 171
- **Account Number:** 171 918
- Reference: Your Committee's Name

💬 If you choose Bank Transfer, an unpaid invoice will be sent to your committee inbox

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1.3 Setting Up Online Payments for Nominations (Optional)

To accept online payments:

1. Go to the **Committee** tab
2. Click **Accept Online**
3. Enter required details:

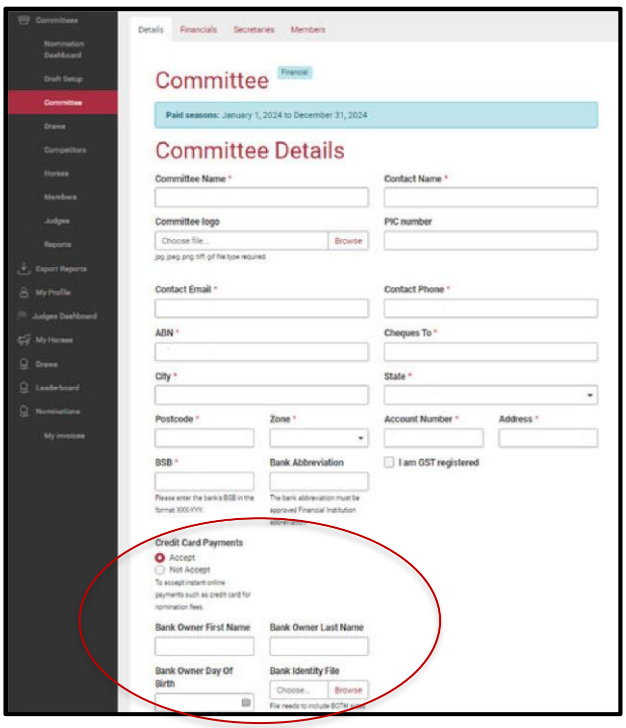
  - Full name, DOB, etc.
  - Upload front/back photo ID (under 1MB)

📝 ACA will follow up with Stripe to verify the details.

Once verified, two options:

- **Online Payments:** Includes bank details
- **Online Payments Only:** Excludes bank details from invoice

💸 **Stripe Fees:** Stripe updates their fees periodically, so please check with the office for the exact fees. Typically, the fee is around 3% per transaction. The committee may choose to absorb this cost or increase nomination fees slightly to offset the impact of the fees to the committee.



1.4 Financials, Secretaries & Members Tab in Committee Profile

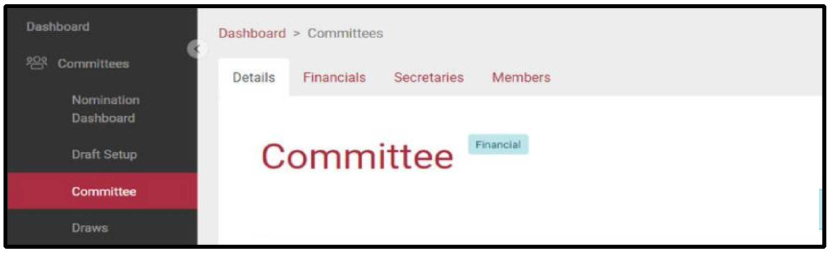
Financials Tab:

View and download current and previous paid invoices.

Secretaries Tab:

Shows accounts that have been linked to your committee with secretary access.
If the person you want to add isn't listed, contact the ACA Office.

Members Tab:
Lets you add committee members, sponsors, and/or cattle donors.
They will display with a green star in the Nominations Dashboard.

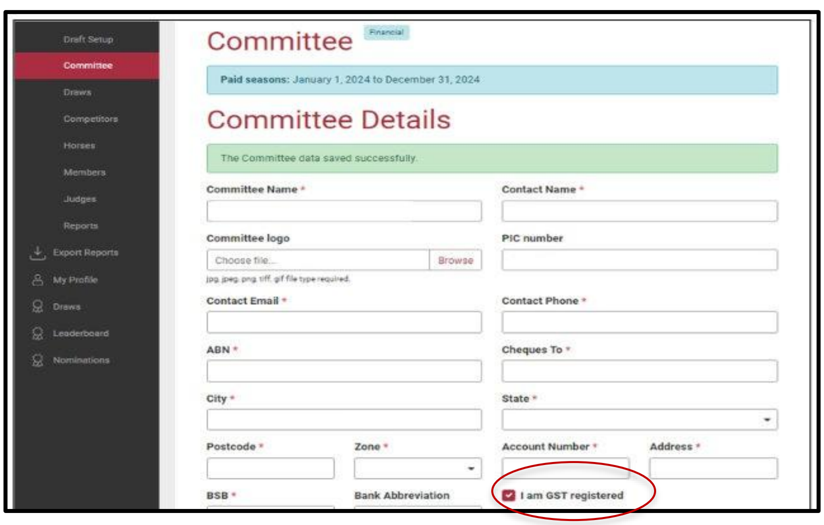


1.5 GST Registered

If your committee is GST registered, competitor invoices will include a GST column.

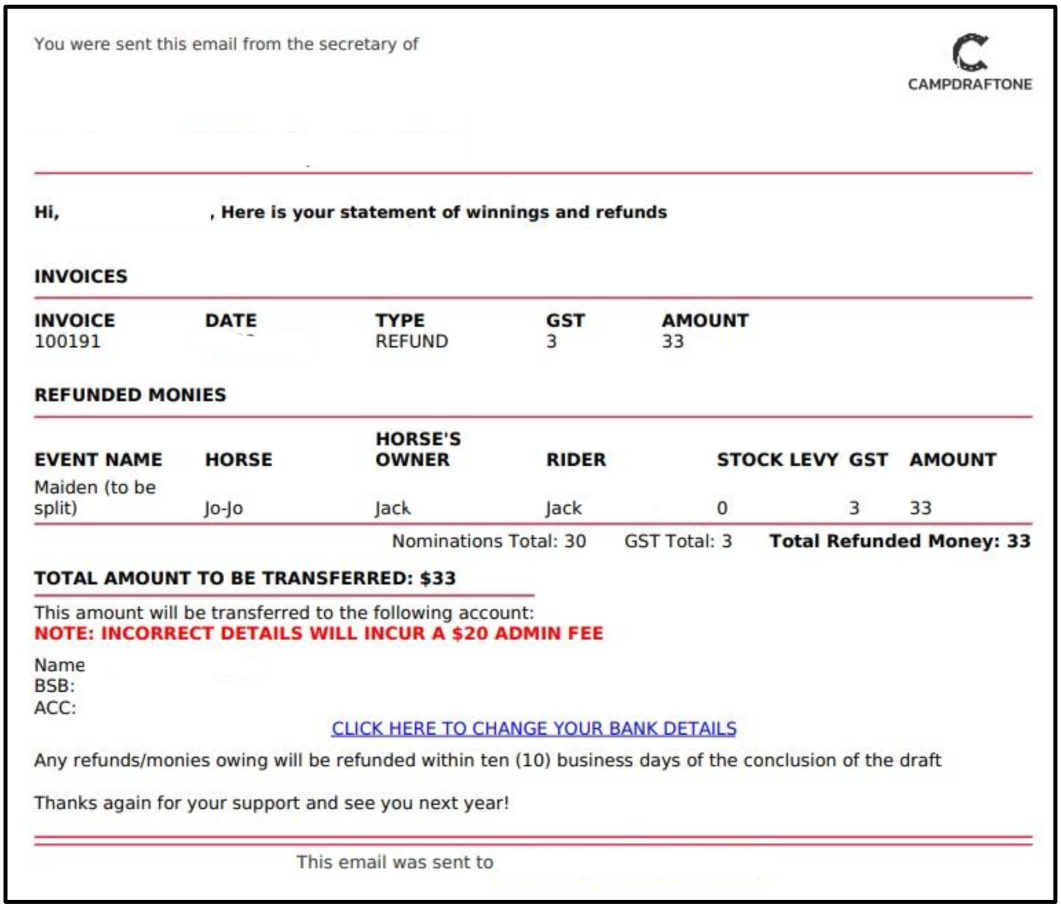
💡 On the Committee Details page:

- Tick the box for “I am GST registered”
- GST applies to nomination fees only
- It does **not** get added on top of fees entered — it's included in the total



Important Note:
Campdraft One allocates 10% of nomination fees as GST — it does ***not*** add GST on top of the fee. *(Next page)*

(Left) How the "cost" is entered in your event setup (Below) how the cost appears on invoices


You were sent this email from the secretary of

CAMPDRAFTONE

Hi, , Here is your statement of winnings and refunds

INVOICES

INVOICE	DATE	TYPE	GST	AMOUNT
100191		REFUND	3	33

REFUNDED MONIES

EVENT NAME	HORSE	HORSE'S OWNER	RIDER	STOCK LEVY	GST	AMOUNT
Maiden (to be split)	Jo-Jo	Jack	Jack	0	3	33

Nominations Total: 30 GST Total: 3 **Total Refunded Money: 33**

TOTAL AMOUNT TO BE TRANSFERRED: $33

This amount will be transferred to the following account:
NOTE: INCORRECT DETAILS WILL INCUR A $20 ADMIN FEE

Name
BSB:
ACC:

CLICK HERE TO CHANGE YOUR BANK DETAILS

Any refunds/monies owing will be refunded within ten (10) business days of the conclusion of the draft

Thanks again for your support and see you next year!

This email was sent to

5.0 Process Payments

This section explains how to process payments **after invoices are sent**, and how to mark competitors as paid.

5.1 Processing Payments

⚠️ If using **Online** or **Online Only** payments, this step is not needed — nominations will be marked as paid automatically with EFTPOS noted in the comment. **Please see section 10.1 for the essential step of marking Event Members as Paid**.

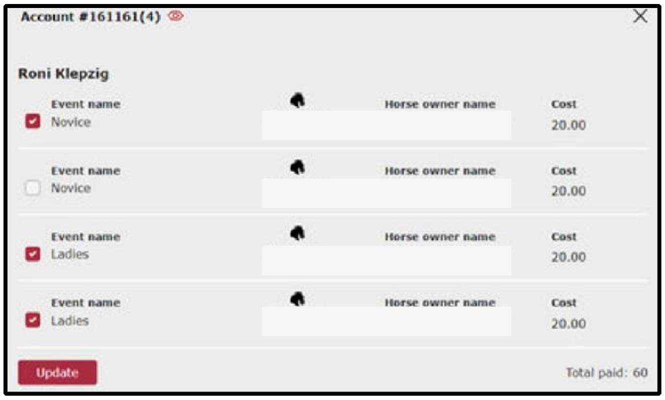
To mark payments manually:

1. Go to the **Nominations Dashboard**
2. Click your campdrafts name (row turns red)
3. Filter by **Accepted**
4. Use the **search bar** for name or invoice number
5. Select the **Comment** (e.g., DD, Cheque, Cash)
6. Select the **Payment Status**

Payment status	Comment	Amount
Paid	DD	0

If partially paid:

- Choose **Partially Paid**
- A popup will show all runs
- Tick the runs that have been paid
- Remaining unpaid runs will display their amounts *(Next page)*



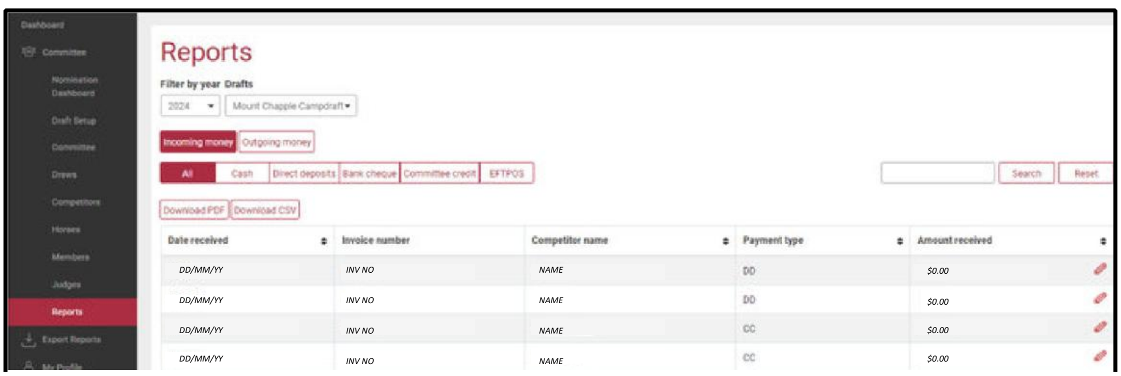
5.2 Reports Explained

To view a report of all competitors/invoices marked as paid:

1. Select **Reports** from the menu on the left-hand side
2. Use the **Drafts** dropdown to choose your draft

This displays all paid competitors/invoices in a table format.

For more information, see **section 9.1**.



Functions (left to right, top to bottom):

- **Filter by Year:** View all paid invoices from one year
- **Drafts:** Select from drafts tied to the chosen year
- **Incoming Money:**
  - Lists all paid invoices
  - Includes amount breakdown by payment type and grand total

- **Outgoing Money:**
    - Lists refunds (if any)
    - ⚠ Refunds from draw scratchings do **not** appear here
- **Filter by Payment Type:**
    - All, Cash, Direct Debit (DD), Bank Cheque, Committee Credit (CC), Credit Card (EFTPOS)
- **Search Bar:** Search by invoice number or competitor name
- **Download PDF/CSV:** Report by current filter
- **Date Received:** Date invoice marked as paid
- **Invoice Number:** Auto-generated
- **Competitor Name:** Primary account holder
- **Payment Type:** As selected during payment marking
- **Amount Received:**
    - Click **Pencil icon** to edit
    - Click **Save** to apply changes

6.0 Generate Draws

This section covers the process of generating draws and associated requirements.
It is to be completed **after nominations have been sorted**.

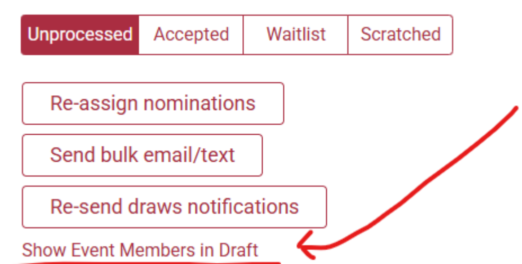
6.1 Crucial Steps Prior to Generating Draws

It's crucial to confirm the following points have been completed prior to generating draws:

- **Split Events:**
    - If you have split events on your program, ensure they are split *before* generating the draws. **(See Section 10.13)**
- **Check Event Members Payment Status:**
    - Your Event Members need to be marked as Paid for their Event Membership
    - **THIS IS A DIFFERENT INVOICE FROM THEIR NOMINATIONS**
    - Event Membership must be marked as paid in the **SEPARATE EVENT MEMBER AREA** or they WILL NOT appear in the draw

⚠ IF YOU DO NOT MARK YOUR EVENT MEMBERS AS PAID IN THE SEPARATE EVENT MEMBER AREA THEY WILL NOT SHOW IN THE DRAW.

(View from nominations dashboard below)



- **Change Draft Status to Closed:**
    - In the nominations dashboard, click the pencil by the draft name, change the status from finalise to closed

8.0 'On the Day' Conduct

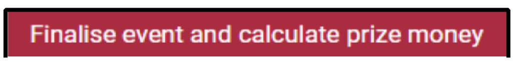
This section covers the functions within the **Draws** sub-menu and event draws that will be used **on the day**.

⚠️ **IMPORTANT NOTE**: When a competitor misses their call or is a no-show PLEASE scratch them from the draw, do not leave the score blank or put 0. Accurate number of starters is vital to allocating points correctly for ACA and Future Stars Futurity Series.

8.12 Finalising Events

After all scores are entered, the system will refresh and return to the top of the draw.

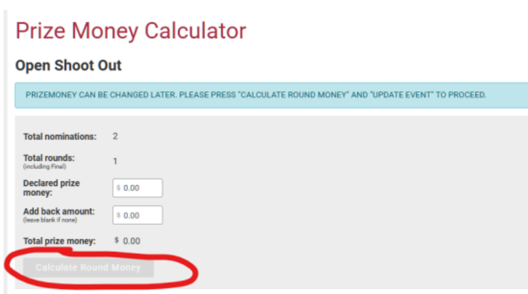
1. Click the **Finalise event and calculate prize money** button (top right)



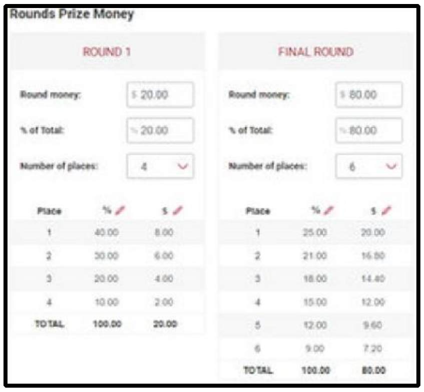
A screen titled **Edit Calculations** appears:

- **Declared prize money:** Prize money entered during event creation
- **Add back amount:** Add-back amount (if any) entered initially

✅ You must click **Calculate Round Money to finalize your event. Prize money can be changed later, and the public cannot see it**



A table will appear for each round/final (defaulted to ACA rules R.6–R.9 in CORO12)



You can:

- Adjust round totals by value or %
- Set how many places are paid
- Edit % or $ values per placing using the **red pencil** icon

YOU DO NOT NEED TO CONFIRM THESE AMOUNTS DURING THE DRAFT – ALL PRIZE MONEY CAN BE EDITED LATER

Once edits are made, click the **Update Event** button (top right) to apply and return to the draws menu.

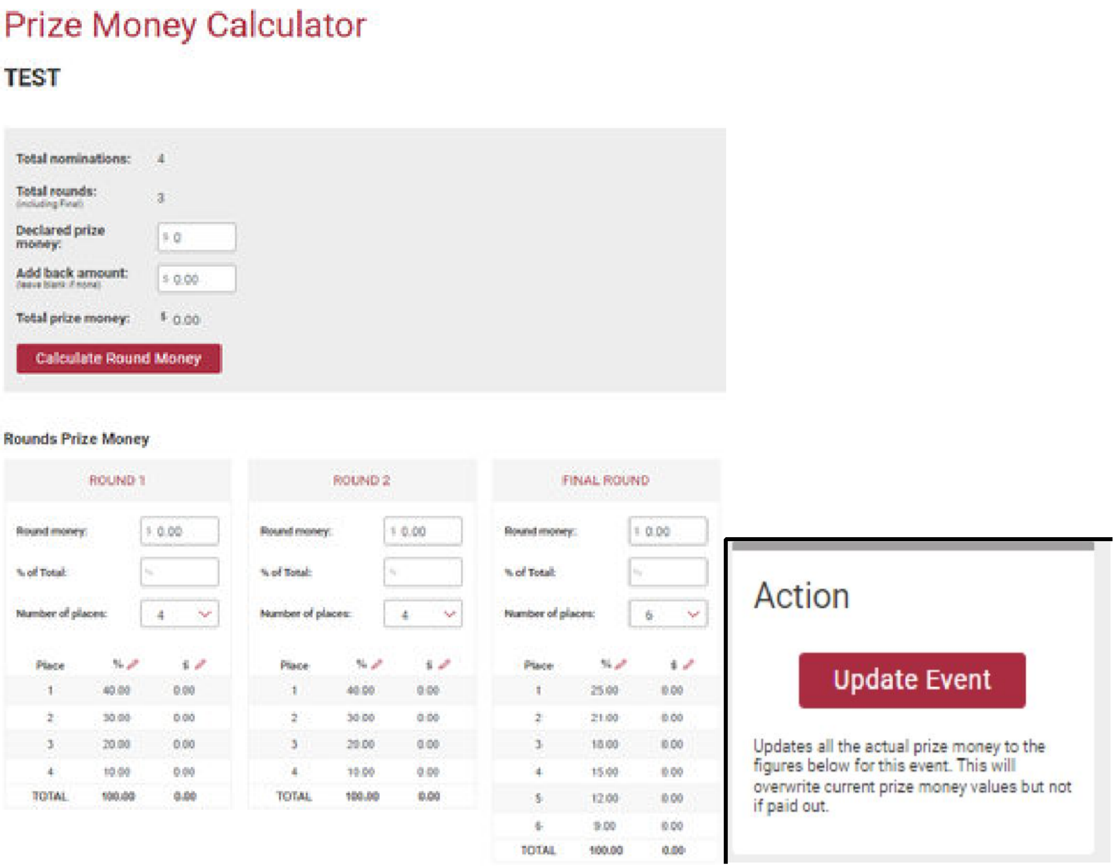
⚠ **Note:** All prize money can be edited later if needed.

🖱 **Action – Update Event:**

- Saves all values entered
- Overwrites current values (if not already paid out)

If an event has no prize money or pays cash on the day:

1. Set **Declared Prize Money** to $1
2. Click **Calculate Round Money**
3. Change the amount in round money to $0
4. Repeat for other rounds if needed
5. Click **Update Event** to save *(See images and further instructions on the next page)*

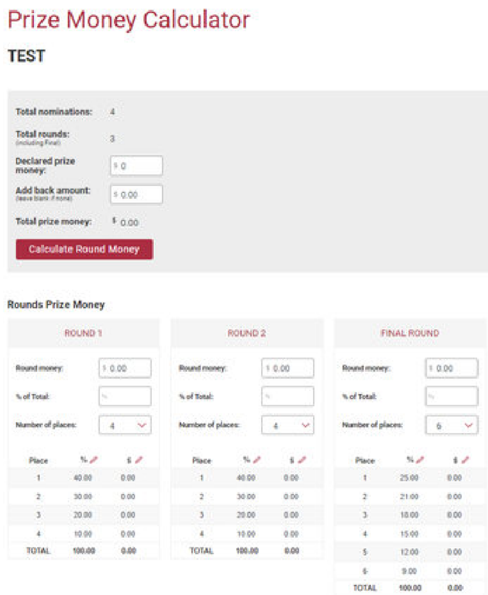


If any event's prize money is to be paid in cash on the day, or **does not have any prize money**, you should zero the values to avoid double payments. In the **Edit Calculations** screen:

Steps:

1. Set the **Declared Prize Money** to **$1**
    -

2. Click **Calculate Round Money**



3. Highlight the amount in Round Money and type 0
4. Repeat for any other rounds as needed
5. Click **Update Event** to save and exit

8.13 Determining a Cut-Out Winner

From the **Draws** menu, after finalising your event, the **View Results** button becomes visible.

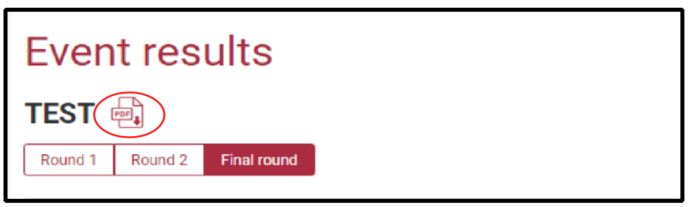
Steps:

1. Click **View Results**
2. On the **Event Results** screen, scroll down to the cut-out section
3. Competitors tied for highest cut-out will be shown
4. Click **Make Winner** next to the appropriate competitor

8.14 Printing Winners and Placegetters

From the **Event Results** screen:

1. Tabs at the top-left will show each round
    - ⚠ You must select a **Cut-Out Winner** before moving into later rounds or the Final
2. Select the **Final Round** tab
3. Above the round tabs and beside the event title, click the **PDF icon**
    - This opens a print preview for the final placings



9.0 Processing Rounds/Prize Money Payouts

This section covers **payouts**, including **refunds** and **prize money**, which are primarily conducted following the completion of the campdraft.

9.1 Reports Submenu Explained

Navigate to the **Reports** sub-menu on the left-hand side of your screen. *(Next page)*

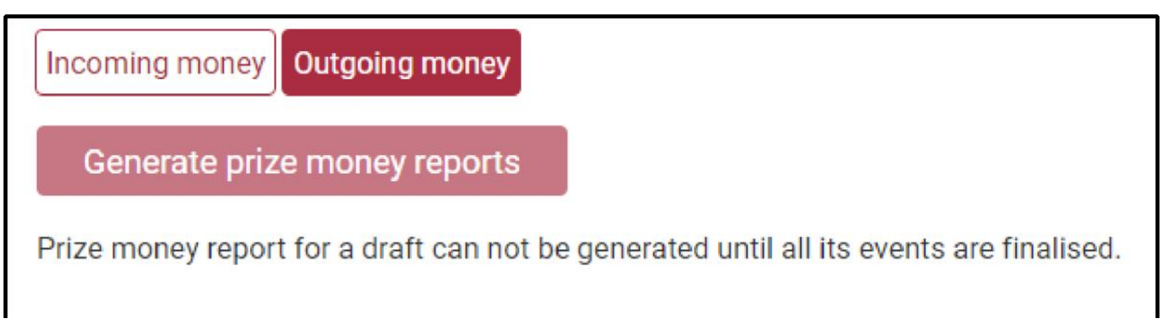
Functions (top to bottom, left to right):

- **Filter by Year**
  - Select the year of your draft
- **Drafts**
  - Displays drafts based on the year selected
- **Incoming Money Tab**
  - Shows all payments marked as paid via the Nomination Dashboard
  - Filter by payment types (e.g., Cash, Direct Debit, CC, EFTPOS)
- **Search Bar**
  - Search by competitor name or invoice number
  - Click “Search” to execute; use “Reset” to clear

- **Download Reports**
    - PDF or CSV format
- **Date Received**
    - When payment status was changed
- **Invoice Number**
    - Matches dashboard invoice number
- **Competitor Name**
    - Primary account holder only
- **Payment Type**
    - Only the first selected method is recorded
- **Amount Received**
    - Click pencil icon to edit
- **Sub Totals & Grand Total**
    - Listed beneath the table, grouped by payment type

Outgoing Money Tab:

- Shows all refunds & prize payouts
- Refunds display here **only if** the competitor was marked paid **and** scratched **before draws were generated**



Generate Prize Money Reports Button:

- Pulls prize money recipients (based on what is entered into the prize money calculations in Draws menu)

Two States:

- **Greyed Out:** Some events are still not finalised
    - Tooltip: "Prize money report for a draft cannot be generated until all its events are finalised."
- **Filled Red (Active):** All events finalised — click to import prize money data into the "Unpaid" tab

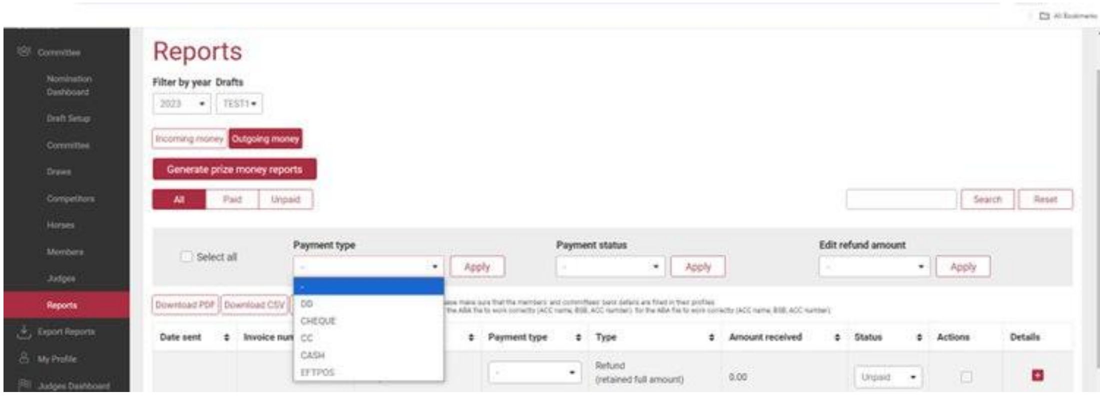
Filter by Payment Status:

- All
- Paid
- Unpaid

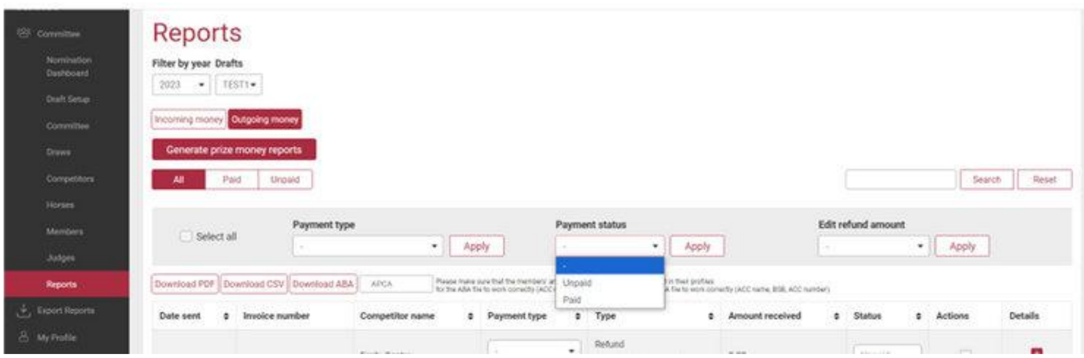
Use the **search bar** to locate competitors. Click **Reset** to clear the search.

Bulk Action Row:

- **Select All Checkbox:**
    - Checks all the competitors displayed on the page, readying them for batch actions.
- **Payment Type:**
    - Use the dropdown to select a payment method
    - Click **Apply** to update all selected competitors

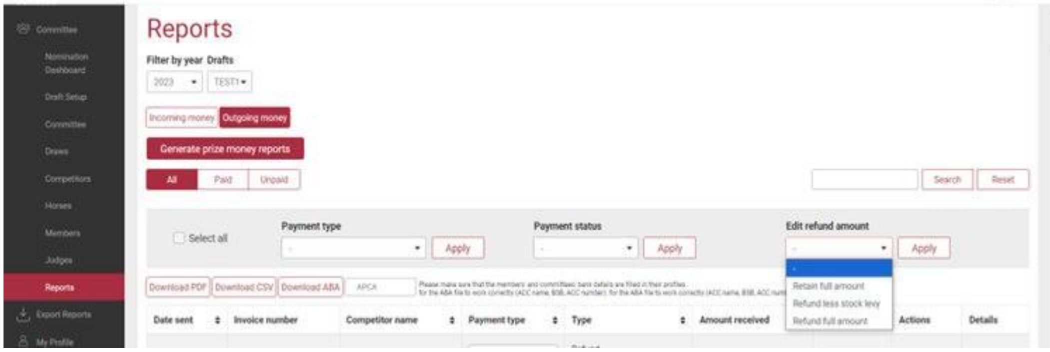


- **Payment Status:**
    - Use the dropdown to select **Paid** or **Unpaid**
    - Click **Apply** to update all selected competitors



Edit Refund Amount:

- Select various refund types from the dropdown
- Click **Apply** to apply the refund type to selected competitors *(Next page)*



Download Reports of Outgoing Money:

- Export as **PDF** or **CSV**

Download ABA:

- Generates a .ABA file for bulk banking uploads

APCA:

- Enter committee's APCA number to include it in the ABA file. This number comes from your bank; they will let you know if its required

Date Sent:

- When Payment Status is changed to Paid and the amount is greater than $0, an invoice is emailed

Invoice Number:

- Click red invoice number to preview the breakdown to be sent

Competitor Name:

- Primary account holder is shown
- Click the invoice number to view members under that account who are due refunds or prizemoney

Payment Type Options:

- DD (Direct Debit)
- CC (Committee Credit)

- EFTPOS
- Cash
- Bank Cheque

Type Options:

- **Refund:** Paid & scratched before draws generated
- **Refund (Stock Levy Retained):** Deducts stock levy
- **Refund (Retained Full Amount):** Full amount retained by committee

Status:

- Reflects payment status
- Determines which tab the row appears in

Actions:

- Use checkboxes to select rows for batch updates via bulk action row

Details:

- Click the **+** icon to reveal bank details

Total:

- Displays subtotal per payment type and overall grand total

Show Entries:

- Choose up to 150 entries per page (helpful for ABA file formatting)

9.2 Organising Refunds

As per ACA's 'CORO12 General Information Competition Rules and Guidelines':

- **Full Refund:** If scratching occurs more than 7 days (168 hours) prior to 8:00am on Day 1
- **Partial/No Refund:** If within 7 days, the nomination fee may be retained
- **Discretionary Refunds:** Committees may grant refunds in special cases

D.5 Refunds Applicable to Scratchings:

A 100% refund of the nomination fee will be given if the competitor withdraws more than 168 hours (7 days) prior to 8:00am on the first morning of the program. If a competitor withdraws less than 168 hours (7 days prior to 8:00am on the first morning of the program), then the entire nomination fee may be retained by the committee.

If the committee deems that extenuating circumstances apply, then a refund may be granted. Each case will be at the discretion of the committee.

How to Organise Refunds:

1. Go to **Reports** > select correct **Year** and **Draft**
2. Click **Outgoing Money** > then **Unpaid**
3. Scroll down and choose **Show 150 Entries**
4. Pending refunds appear if:
   - Competitor was marked paid **before scratching**

Refund Types:

- **Refund**: Standard refund
- **Refund (Retained Full Amount)**: $0 refund, committee keeps full amount
- **Refund (Stock Levy Retained)**: Refund minus levy

⚠ If not marked as paid prior to scratching, it won't appear in Outgoing Money
⚠ All $0 amounts **must be marked as paid** to avoid issues when generating the ABA file

Type	Amount received
Refund (retained full amount)	0.00
Refund (retained full amount)	0.00

To Apply Refunds:

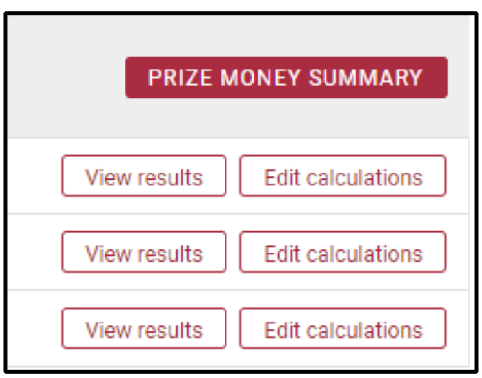
1. Tick the checkbox beside the competitor
2. Choose refund type using **Edit Refund Amount** dropdown
3. Click **Apply** beside the dropdown

Repeat until all refunds display correct type and amount

Before Generating Prize Money Reports:

Go to the **Draws** sub-menu and confirm:

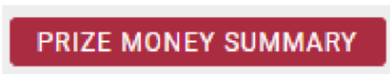
- All events are **finalised**
- **Prize Money Summary** button is visible
- Use this to confirm amounts for each event



9.3 Generating Prize Money Report

Once all refund types and amounts are accurate, and **all events are finalised**:

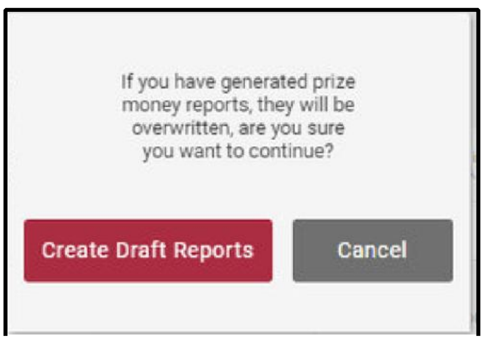
1. Go to **Draws** and review **Prize Money Summary – check that all prizemoney is being paid out per your program**
2. Go to **Reports > Outgoing Money**
3. Click **Generate Prize Money Reports**



A warning box will appear:

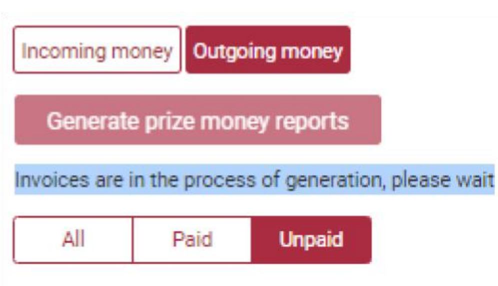
"If you have generated prize money reports, they will be overwritten. Are you sure you want to continue?"

Click **Create Draft Reports**



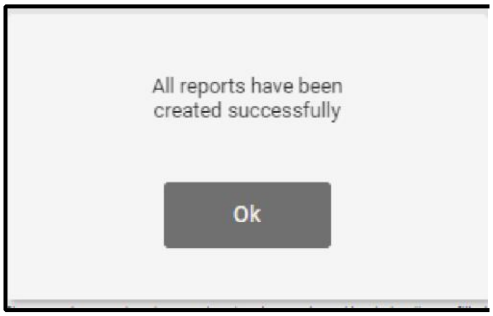
A progress message will appear:

"Reports have started to be generated, please wait for a while" (Next page)



After some time, the system will confirm that report generation is complete with a pop-up window:

"All reports have been created successfully"



9.4 Generating/Downloading ABA File

To generate an ABA file:

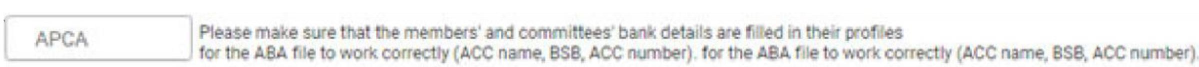
1. Go to the **Reports** tab
2. Select the **Draft Name** and **Year**
3. Click the **Outgoing Money** and **Unpaid** tabs
4. Scroll to the bottom and select **Show 150 entries**

⚠ Critical: All recipients must appear on the same page. Use **Show 150** to ensure visibility.

With APCA Number:

- Select All
- Enter **APCA Number** in the provided field
- Click **Download ABA**

💡 Ensure bank details (Account Name, BSB, Account Number) are correctly filled for both members and committees.



Without APCA Number:

- Select All
- Click **Download ABA**

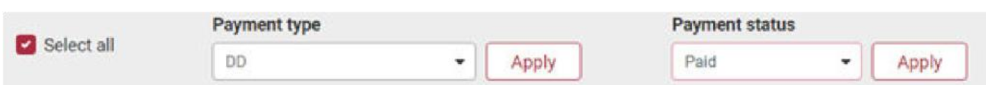
🔍 *Tip:* Search your bank's ABA FAQ for upload instructions (e.g. "ABA FAQ Westpac")

9.5 Marking Refunds and Prizemoney as Paid

Once bank transfers are complete, mark competitors as paid in Campdraft One:

Steps:

1. Go to **Reports** sub-menu
2. Select **Year & Draft**
3. Open **Outgoing Money > Unpaid**
4. Scroll to bottom and choose **Show 150 entries**
5. Scroll back to top and tick **Select All**
6. Choose **DD** in the **Payment Type** dropdown
7. Click **Apply** (to the right)
8. Choose **Paid** in the **Payment Status** dropdown
9. Click **Apply**



✅ Once done, go to the **Paid** tab

- The **Date Sent** column will show today's date
- Indicates invoice was sent with refund/prizemoney breakdown

9.6 Troubleshooting if Bank Rejects File

If the bank rejects the ABA file during upload:

- The bank will provide an error code or reason
- Take a **screenshot** of the message

- Call your bank and inquire what the error code means
- If you are unsure of how to fix the error code the Campdraft One team may be able to assist, but your financial institution should be your first point of contact

Common Errors:

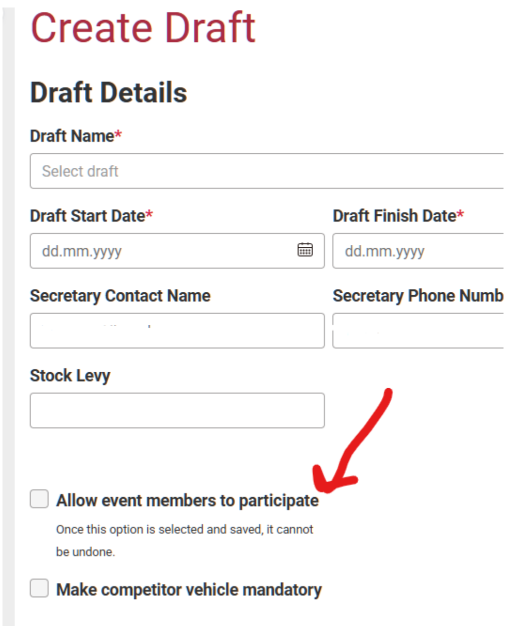
- **Incorrect Account Name:**
    - May be misspelled or improperly formatted in the competitor's Campdraft One profile
    - Error will typically indicate the affected line
- **Incorrect Value:**
    - Indicates a $0.00 value is being processed
- **Incorrect APCA Number:**
    - Indicates the committee's APCA number is missing

10.0 Miscellaneous Functions

This section outlines commonly used miscellaneous functions that may be needed at any stage of the draft.

10.1 Accepting Casual Members

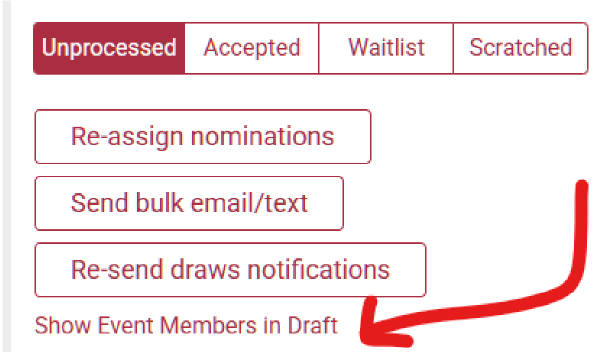
When you create your draft, you can tick "Allow event members to participate" if you would like to allow them to nominate. It is a committee decision to take or not take event members.



Event members can also be identified in Campdraft One by the (EM) or (CM) suffix. If you committee only wants to allow certain event members, tick allow to participate, then only accept the desired competitors.

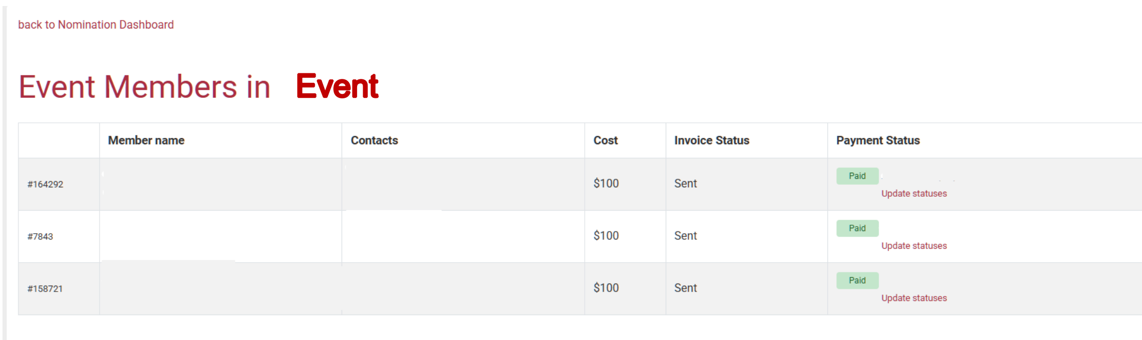
⚠ IT IS OF THE UPMOST IMPORTANCE TO MARK YOUR EVENT MEMBERS AS PAID FOR THEIR EVENT MEMBERSHIP ⚠ This is not the same as marking their nominations as paid.

- On the Nomination Dashboard, click the name of your draft. Scroll down to find "Show Event Members in Draft"



⚠️ YOU MUST MARK THESE INVOICES AS PAID OR THE COMPETITOR WILL NOT BE ALLOWED IN THE DRAW ⚠️

- To mark them as paid click update statuses, click the paid box, pick a comment, and click update
- ACA will invoice the committee for every event member in attendance


back to Nomination Dashboard

Event Members in **Event**

	Member name	Contacts	Cost	Invoice Status	Payment Status
#164292			$100	Sent	Paid Update statuses
#7843			$100	Sent	Paid Update statuses
#158721			$100	Sent	Paid Update statuses

Below are the instructions for competitors wishing to use event membership:

🐴 **Casual Memberships & Event Fees**

If you don't have a Campdraft One profile:

- Go to the **ACA website** → *Contact Us* tab → *New Member Application Form*
- Or call the ACA Office (07 4622 3110) during office hours to create a profile

If you already have a Campdraft One profile:

- Pay **$25 Casual Membership** (GST included)
    - This makes you a **financial member until 31 December**.
- Select the member, choose *Casual Membership*, checkout, and pay

📌 **After Becoming a Casual Member**

- You can nominate for **ACA affiliated events** that accept Casual/Event Memberships (committees must advertise this on their program).
- If nominations are accepted, you'll receive an **invoice for the $100 Event Membership** (GST included), along with your nominations invoice.

💲 **Membership Fees**

- **$25 Casual ACA Membership Fee**
  - Annual membership
  - Lets you nominate for events that accept casual memberships
  - ⚠️ *Cannot be upgraded to another membership type during the year*
- **$100 Event Membership Fee**
  - Payable to the **Committee** once your nominations are accepted.

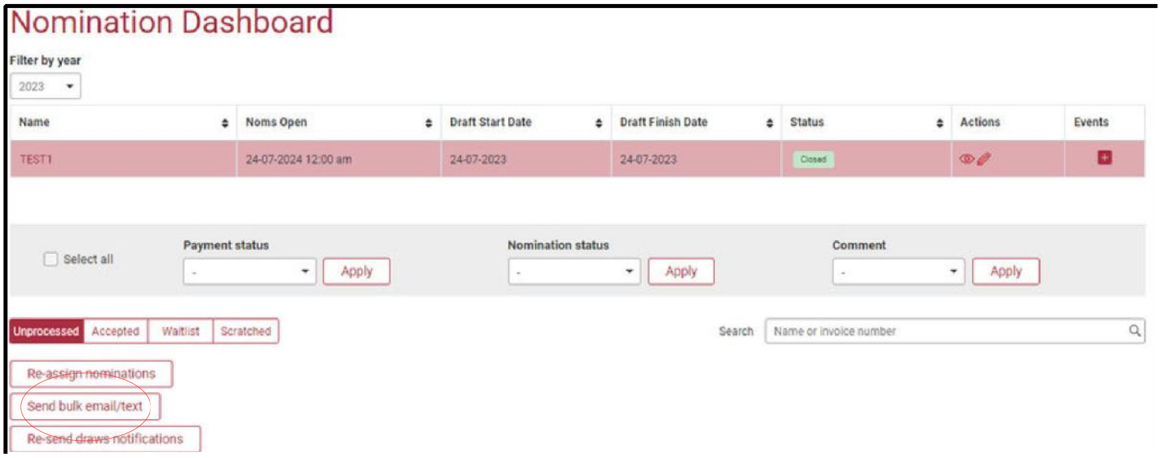
❗ **Important Note**

- **All ACA membership types are non-refundable.**

10.10 Sending Bulk Messages

To send bulk messages (email or SMS):

1. Go to the **Nomination Dashboard**
2. Click on your **Draft Name**
3. Click **Send Bulk Email/Text**
4. Enter your message (max 500 characters)
5. Click **Send**



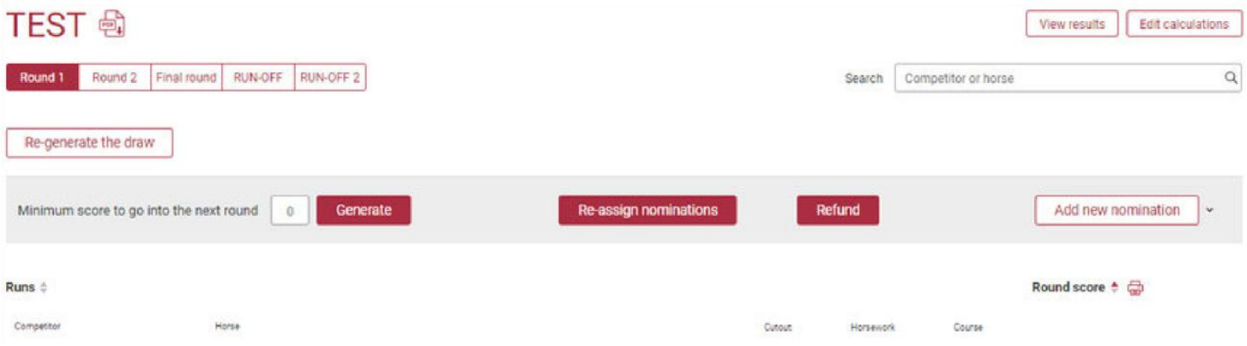
You can also:

- Resend draw notifications
- Filter by nomination/payment status before sending

10.12 Pulling Refunds from Draws

To process a refund after the draws have been generated, wait until the draft is concluded, then follow these steps:

1. Visit the **Draws** submenu
2. Select the relevant event
3. While in the first round of the event, note everyone who has scratched from the event
    - All scratched competitors will be transferred into the **Refunds** tab
4. Click the **Refund** button
5. Choose the refund type:
    - Retain the stock levy
    - Refund full amount
    - *(Note: You can edit this later in the Outgoing Money tab under Reports)*
6. Follow the steps in the **Organising Refunds** section of this User Guide


TEST
View results
Edit calculations
Round 1
Round 2
Final round
RUN-OFF
RUN-OFF 2
Search
Competitor or horse
Re-generate the draw
Minimum score to go into the next round
0
Generate
Re-assign nominations
Refund
Add new nomination
Runs
Round score
Competitor
Horse
Cutout
Horsework
Course