Term Activation

Main Menu > Club Management > Term Activation

This page is used to activate a club for a particular term. If the club is not activated for a given term, no one may be a member of that club. The club must be activated for all terms it intends to operate. This is true for clubs that charge dues on either a per-term basis or a yearly basis, and for clubs that do not charge dues at all.

**Term Activation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

- **Academic Institution**: begins with \( \) WWUNV
- **Club ID**: begins with \( \)
- **Description**: begins with \( \)

**Case Sensitive**

- Academic Institution may or may not be filled. It is not important if you do not wish to provide a value. If you do provide a value, it must be WWUNV.
- If you know the Club ID number, enter it in the Club ID field. If you do not know the Club ID, put in the club name in the Description field and leave the Club ID field blank.
- Press Search

If you press Search with no fields filled in, a list of all clubs you have access to will be shown.

**Search Results**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Club ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWUNV</td>
<td>507000</td>
<td>All Bites Club</td>
</tr>
<tr>
<td>WWUNV</td>
<td>508600</td>
<td>Amnesty Intl Club</td>
</tr>
<tr>
<td>WWUNV</td>
<td>510400</td>
<td>Art Club</td>
</tr>
<tr>
<td>WWUNV</td>
<td>510900</td>
<td>ASCE</td>
</tr>
<tr>
<td>WWUNV</td>
<td>511000</td>
<td>Asian Pac Islander Club</td>
</tr>
<tr>
<td>WWUNV</td>
<td>511200</td>
<td>ASME Club</td>
</tr>
</tbody>
</table>
A. If this is the first time a particular club has been activated, there will only be one blank row on the activation page.

Term Activation

<table>
<thead>
<tr>
<th>Institution</th>
<th>WWUNV</th>
<th>Walla Walla University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club</td>
<td>555001</td>
<td>Basketball Club</td>
</tr>
</tbody>
</table>

**Term**

- Select the appropriate term from the dropdown list.

**Dues Amt**

- Put the dues amount here. Do not include a dollar sign. This value cannot be greater than the maximum for the club’s charge frequency. The charge frequency may be seen next to the Dues Amt field after the Term field has been filled. If you do not want to have club dues for the term, put in a value of 0.01 and the Accounting Office will not charge any club members.

**Promotional Description**

- This field is display only for the purposes of review. It will be displayed to students when they sign up for clubs. Ideally this field should describe what the club does. If the description is incorrect, or should be updated or changed in any way, please contact the Accounting office or the Student Activities office.

Fill out the necessary information:

1. **Term**: select the appropriate term from the dropdown list.
2. **Dues Amt**: put the dues amount here. Do not include a dollar sign. This value cannot be greater than the maximum for the club’s charge frequency. The charge frequency may be seen next to the Dues Amt field after the Term field has been filled. If you do not want to have club dues for the term, put in a value of 0.01 and the Accounting Office will not charge any club members.
3. **Promotional Description**: this field is display only for the purposes of review. It will be displayed to students when they sign up for clubs. Ideally this field should describe what the club does. If the description is incorrect, or should be updated or changed in any way, please contact the Accounting office or the Student Activities office.
B. If this is not the first time this club has been activated, there will be a counter in the upper right hand corner of the blue header which will show how many terms this club has been active. To navigate between terms, press the left or right arrows. All historic terms, and the current term after 10\textsuperscript{th} day, will be display only and you cannot change information or remove the term. If you want to remove the term or change the dues amount, do so before the 10\textsuperscript{th} day of the term.

**Term Activation**

<table>
<thead>
<tr>
<th>Institution</th>
<th>WWU NW</th>
<th>Walla Walla University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club</td>
<td>555300</td>
<td>Biology Club</td>
</tr>
</tbody>
</table>

Club officers are responsible for activating a new term for each quarter they will be active and setting club dues. Note: If charging yearly dues, each term must include a due amount (e.g. $90 for signing up in fall quarter, $50 for winter, and $30 for spring). Students will be charged this annual due only once for the term they join.

**Promotional Description**

To change your club’s promotional description, which is visible to students looking to sign up for your club, email the Student Life Coordinator at Clubs@wallawalla.edu

![Term Activation Form](image)
Activate a new term:

1. Press the “Activate A New Term” button. This will add another row.
2. Select a Term from the dropdown menu.
3. Fill in the Dues Amt field.

4. Press Save.
5. Review the Promotional Description. If this needs to be changed, contact the Accounting office or the Student Activities office.

Possible reasons for errors or inability to change data:

1. You will not be able to remove or change information for a term after the 10th day of that term.
2. If the dues amount is greater than the maximum limit for the school year, an error will be displayed.
3. If there are members of the club, the term may not be removed.
4. You will not be able to put anything in to the Promotional Description box. To change or add information here, contact the Accounting office or Student Activities office.
Membership Data

Main Menu > Club Management > Membership Data

This page is used to view and maintain club membership and officers. It is also possible to send notifications to all club members from the membership page.

Membership Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Academic Institution may or may not be filled. It is not important if you do not wish to provide a value. If you do provide a value, it must be WWUNV, as can be seen above.
- If you know the Club ID number, enter it here. If you do not know the Club ID, put in the club name in the Description field and leave the Club ID field blank.
- If you only want to search for active or inactive clubs, pick from the dropdown menu for Status.
- Press Search

Only those clubs for which you are a Sponsor, President, or Secretary will show up in the search results.
**Membership Tab**

If a club has not been Term Activated for the current term, no membership information will be displayed. However, you may look at historical membership information by clicking on the View Membership History link.

**Features on the Membership Tab**

1. **Total Dues:** this is the total amount of dues available to the club for the given term.
2. **Notify All:** push this button to generate an email to the Walla Walla University email of all club members. If a club member does not have a WWU email address on file, they will not receive the email. You can see what their WWU email address is in the Email Addresses column.
3. **Drop Selected Member(s):** click the box next to the member(s) to be dropped. Then press the Drop Selected Member(s) button.
   a. You cannot drop a member who is an officer. A message will be generated as an alert if this situation takes place, and the selected members will not be dropped.
   b. Prior to 10th day of the term, members will be removed from the list unless they have paid in cash. After 10th day all dropped members will have their Status changed to Dropped.
4. **Refund:** if a member has been dropped and have a Status of Dropped, a club officer or sponsor may select to refund the member’s dues for the current term. Select Yes from the Refund dropdown list to refund the member’s dues.
**Officer Tab**

Maintain the club officers from this page. **Only club members may be officers.**

**Steps to setting up Officers:**

1. **Select Officer Type:** select the officer position from the Officer Type dropdown menu. If you need more officer positions, contact the Accounting office to make a request.

<table>
<thead>
<tr>
<th>Officer Type</th>
<th>ID</th>
<th>Name</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sergeant at Arms</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Coordinator</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of Officer Tab interface with dropdown menu and search function]
2. **Select the Officer's ID number**: enter the officer’s ID number. The officer must be a member of the club. If you don’t know the officer’s ID number, press the magnifying glass next to the field to select from a list of club members.
3. **Add an officer**: click the plus button to add a new row for another officer.

4. **Delete**: click the minus button to remove an officer. When you click the minus button, the following popup box will appear. Click OK to remove the club member, or Cancel to stop the removal.

5. **Press Save**: when you have completed making changes to the page, press the Save button.

If you try to navigate away from the page before saving, the following popup box will be displayed:

   **Save Warning**

   You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

   - Press Cancel to leave the page without saving any changes.
   - Press OK to go back and continue making changes before saving.