

MasterLink Software

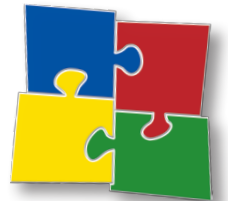
Manage your Clubbers and their Master Records automatically

Track your inventory of Badges, Books and other supplies

Print reports and statistics with ease for your leaders and directors

Master Clubs Management

Documentation



MasterLink Software: Master Clubs Management Documentation

Second Edition

© 2009 by *Master Ministries, First Baptist Church in Milford, Ohio*

First Edition

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Published in Milford, Ohio by Master Ministries

Master Clubs is a ministry of Master Ministries, 1369C Woodville Pike, Milford, OH 45150. Master Ministries is under the authority of First Baptist Church in Milford, OH.

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MasterLink Software

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1 Quick Start Guide: Getting Started with MasterLink

A Note from Master Clubs

Because MasterLink is an extremely powerful, yet flexible program, you will find a way to meet just about any need for your Club program. In this chapter, you will find many references to the way that MasterLink was implemented at First Baptist Church in Milford, Ohio. While these may be helpful suggestions to you, don't feel like you must follow each policy that we put into place. Use what works at your church with your people.

Chapter 1 is *especially important* for you to read. We encourage you to read this section completely, then turn to the other sections as referenced in this chapter or as your understanding of the software grows.

This chapter outlines steps to take to setup your MasterLink software for use in your Club program.

Step 1: Set-up Options

The Set-Up menus allow you to define custom settings to fit your Club's needs. The following setup options should be completed before entering Clubber data. From the main menu, click Setup.

Options

From the main menu, click Setup | Options. The Options Screen will allow selection of specific options for your Club. Fill in your information for the following fields:

For clarification purposes in this documentation, Clubber will generally refer to a child. However, in some instances, as in some reports, other groups may be selected, e.g. leaders, helpers, etc. even though it is called a Clubber report.

The term "menu" will refer to the options in the menu bar at the top of the MasterLink Individual screen.

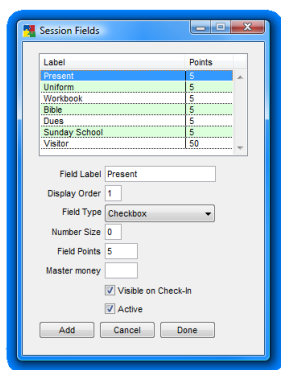
The term "field" will refer to the space you write something into (or in some instances, select what goes into the space from a drop-down list).

The screenshot shows the 'MasterLink Options' dialog box with the following settings:

- Attendance Label: Present
- Sunday School Label: Sunday School
- Dues Label: Dues
- No Award Spacing:
- Check first box toggles all others:
- Project points: 50
- Project Master Money: 1
- Set Default Badge Master Money: [button]
- Default postal code: 45150
- Default Country: USA
- Default church: First Baptist Church
- Club start date: 8/1/2006

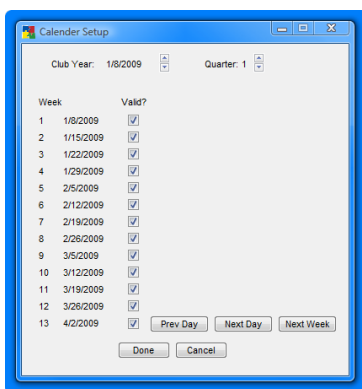
- ◆ Default Postal Code
- ◆ Default Country
- ◆ Default Church (Enter your church name.)
- ◆ Club Start Date (Enter the date you plan to start Club.)

For more detailed information about this screen, see [Setup/Options](#). Click *Done*. At this time, we recommend leaving the remaining settings in this form set to their defaults. You may desire to change them later.



Session Fields

Next, you will need to determine which fields you would like to be present when you check-in Clubbers and Leaders. Your options are unlimited. MasterLink comes with 7 pre-set fields. If you only prefer to use 3 fields, mark the one you prefer not to use as in-active. To access this screen, on the main menu select Setup | Session Fields. Your software has come pre-set with common check-in options already available for you. If you would like to utilize fewer options, select the one of the items in the list box and un-check the *Active* checkbox. Click *Done*. If you would like to add additional options, or for more information about the Session Fields screen, see [Setup/Session Fields](#).



Calendar

With your church calendar, verify the dates that you plan to meet for Master Club throughout the year. It is necessary to set dates that your Club meets. As you select dates, the program will automatically post subsequent dates based on the criteria you set. You will need to define 4 quarters of Master Club. From the main menu, click Setup | Calendar.

If you are unsure of all of your dates, enter the dates you have confirmed with your Church calendar. Be sure to fill in the remaining dates before awarding badges on those dates. Click *Done*. For more information about this screen, see [Setup/Calendar](#).

User Defined Fields

You can setup as many custom fields as you desire. All of your custom fields appear in the lower-right-hand box on the main Individual

screen. The MasterLink software comes pre-loaded with three custom fields: Gender, Parent Cell Phone, and Pickup Authorization. You can edit, delete, or add to these items. From the main menu, click Setup | Custom Field Definition. Enter options specific to your Club. For more detailed information about setting up personalized fields, see [Setup/Custom Contact Fields](#).

Team/Class Setup

Although you do not need to setup this option at this time if you do not desire to, it does, however, provide you with your own customized way of sorting and grouping your Clubbers and Leaders for reports and forms. This option has no bearing on the functionality of the software.

From the main Individual screen, you will see the Team/Class drop-down box; but, there are no options yet available to you. If you would like to setup these options, you can find out more information about this process at [Setup/Group Options](#).

For example, at First Baptist, we used this option to designate all Clubbers into particular small classes. This allowed us to group Clubbers and Leaders for reports, say, in Mr. John's Ambassadors class.

Club Type - IMPORTANT!

Depending on the way that you rotate through the project workbooks, you may need to change some settings so that Club Promotion to the next year will properly function for you. **Read the two options below and make changes to your software accordingly base upon which statement best describes your Club.**

1. With each new grade, a Clubber will promote to the next book in the sequence; books are linked to the grade that a Clubber is in. **If this statement describes your Club**, you do not need to change any settings. Your promotion will function properly.
2. In our church, some departments will work through a project book together. For instance, all first through third graders will work on the Spotters book together. Then the next year all of them will work on the Scouts book. However, all third graders from the previous year move out of the department and on to the Ambassadors book. **If this describes your Club** follow the instructions in the next paragraphs.

From the main menu, click Setup | Maintenance | Advanced Settings | Club Definition. Make sure for each of the departments (except administrative) that the Rotate Books box is checked. Then also choose the book that you want all Clubbers in that Department to be assigned to automatically.

What this does: when child first enters the Department, they will be placed in the book selected in Club Definition. Promoting Clubbers advances the setting in the Club Definition for each department by one book and sets all children still in that Department to that book. The highest grade in each department is promoted to the next department.

Step 2: Enter Current Clubber and Leader Information

After setup has been completed, data on each Clubber can be entered on the MasterLink Individual screen. It is helpful to have as much information as possible available about each Clubber before entering data. Entering Clubber data before the beginning of the Club year will make your first check-in go much easier and faster.

Pre-Registration

If you already have all of your Clubber information in a spreadsheet or other computerized system, you are already one step ahead of the game. If not, we recommend that you pre-register all of your Clubbers for the year. To do this, print Blank Registration Forms for your group by clicking Reports | Registration | Blank Registration Form from the main menu. Pass out the forms for parents to fill out and return to you. You can then enter that information into the MasterLink system.

Entering the Contact Information

After you have gathered the necessary information, you will enter that information into the MasterLink Individual screen. For more information about the main Individual screen and the options available on it, see [Entering Clubber Data](#) in chapter 2. While not absolutely necessary, we encourage you to enter your leaders' information as well in order to track their attendance also.

Recording Master Records

It is your decision whether or not to enter the Master Record information into MasterLink at this time.

To see more information about how to use the Master Record, see [Master Records](#). For more information about entering past Book History from previous years for Clubbers, see [Book History](#) as well.

If you are starting to use MasterLink in between Club years, then you may be able to skip this step altogether. You may, however, desire to enter previous years' Master Records at another time. MasterLink can store a child's complete record from Little Treasures through Ambassadors, all in one location.

If you are starting to use MasterLink during a Club year, at some point during the remainder of your year, you will need to enter all previous Master Record entries for the *current year*. Otherwise, Crowns and other automatically-calculated awards will not be properly distributed.

Tracking Inventory

While inventory tracking is a powerful feature of MasterLink, it is your choice whether you take advantage of this feature or not. If you choose not to track your product inventory levels at this time, you can always begin later.

Through this feature you will be able to set a re-order level for each inventory item, automatically re-order items which are low in your inventory, and automatically deduct awards earned from your inventory.

For more information about tracking your inventory, see [chapter 4](#)

Step 3: Club Night Use and Scenarios

Now that you have setup your software and entered your contact information, you are now ready to work through a Club night.

Below, we outline how we implemented the use of this software at First Baptist Church in Milford, Ohio. You may find several of the policies that we developed helpful as you plan how to use this software in your Club program. The scenarios below assume that you will be tracking inventory.

A Note About Our Club Configuration

We setup our designated Master Club computer in our secretary's office. While the software is networkable, we only plan to use MasterLink on one computer in a centralized location.

Check-In Clubbers and Leaders

There are many ways that you could check-in Clubbers. Two different ways are outlined here. We use Option 1 due to our one computer setup.

To discover more about the Check-In process and the options available for use during this time, see [Check-In](#).

Option 1: Before Club, print the Blank Check-In Form by going to Reports | Attendance | Blank Check-In Form from the main menu. You can sort this form with the multitude of options available to you on the [List Options](#) screen.

Our recommendation is to sort the form by Parent Name. Most of the time, kids from the same family arrive together; then you will be able to check off each child simultaneously. Sorting by Parent Name sorts your contacts based on the value typed into the Parent Name field on the main Individual screen for each contact.

Special Note: For kids that rode a bus or van to Master Club, we put the route number (or Captain name) in the Parent Name field. This allows all of the kids who ride a particular route to be listed together when sorted by Parent Name.

Next, set up a "Registration Table" to which Clubbers and Leaders come to check-in for Club. The Registration workers will simply mark the person as present on the sheet. Then after Club has started, use the printed sheets to enter the information into MasterLink.

You will also want to print blank Registration Forms for new guests to fill out who are not already registered in MasterLink. To do this, from the main menu, click Reports | Registration | Blank Registration Form.

With our one computer setup, we use this option because this leaves the computer available to process payments from parents and item distribution from the Club office during registration.

Option 2: You could also check-in people directly at the computer. From the menu, click Individual | Check-In. After you choose your sort options as mentioned in Option1 and click *OK*, check the box next to the Clubber as they check-in to Club.

New Master Record Entries

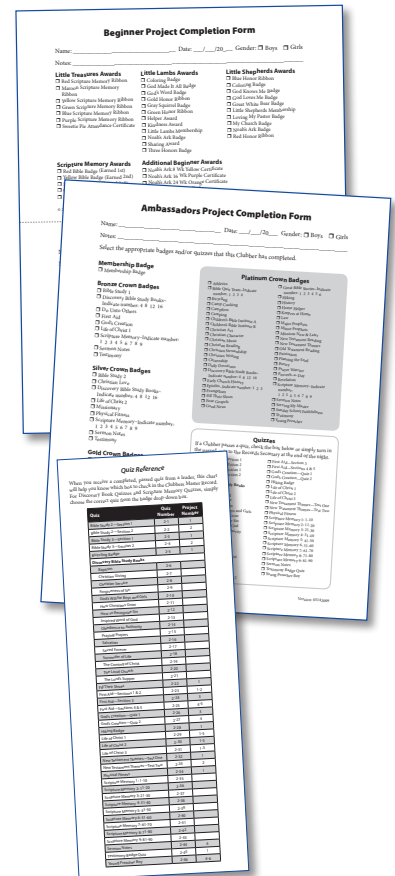
Throughout the night, you will be entering in information about projects and/or badges that the Clubbers have completed.

We have designed some forms to help leaders communicate with the Club Secretary about each Clubbers achievements for the night. (*See the sidebar.*) These forms are available online. Search for “MasterLink Resources” at masterclubs.org. However, on these sample forms, you will notice they are not designed to communicate with the Club Secretary about individual project completion, but only about badge/booklet completion.

If you desire to immediately record project information into the software as it is completed from week to week on the project level, we suggest that you have one computer for each department, instead of the one computer setup that we recommend. This will allow leaders to enter all of the information for the Clubbers they are responsible for each and every week.

Once you, the Club Secretary, receive one of these forms in the Club office, find the appropriate child in MasterLink and check the appropriate project/badge boxes under their Master Record. (*Special Note: Right-click your mouse, instead of left-clicking, on the last check box in the row, and all previous check boxes for that badge will be automatically checked.*)

In addition, for the Ambassadors, any passed quiz (a quiz that a Clubber fulfilled the requirements on) should be sent to the Club Secretary so that the corresponding project for that badge can be checked for that Clubber. This allows you to know at a glance if a Clubber has passed a quiz or not. Use the Quiz Reference resource (*see sidebar*) to help with this. It provides you with the Project number which should be checked for a badge on the Master Record which corresponds to a passed quiz. We recommend that you tape this resources to the desk near your MasterLink computer. This resource is available online. Search for “MasterLink Resources” at masterclubs.org



For more information about Master Records and about becoming more efficient at entering Master Record information, see [Master Records](#) in Chapter 2.

Distribute Awards

After you checked all of the check boxes in a Master Record for a particular badge, you are now probably wondering how to properly award that badge to a child.

To find out more about how to distribute awards to Clubbers and also reduce your Club inventory levels at the same time, see [Inventory Control](#). Otherwise, see [Distribute Awards](#).

In our Club program, each week we will present awards which were actually earned during the previous week of Master Club. This does several things, it gives time for a Master Club order to be placed and received if the badge is not in stock at your church, it gives the Clubber a reason to come back next week, and it gives the Club Secretary time to process the information.

Final Word

You have now setup and briefly used your MasterLink software. Great job. However, in order to take full advantage of its capabilities, we encourage you to take time to read through this documentation file. You will find it a great resource for your MasterLink users.

2 Entering, Maintaining, and Using Clubber Data

For clarification purposes in this documentation, List means a compilation of information viewed on your computer screen; Report means a compilation of information to be printed on paper.

Entering Clubber Data

On the MasterLink Individual screen, enter Clubber information. When entry is completed, click *Add*. The entry will be added to the database, and the screen will be cleared, ready to enter the next Clubber. If you do not wish to continue the current entry for a new Clubber, click *Cancel*. The entry will be deleted and you will be returned to the previous screen before the entry was begun. If you are making changes on an existing Clubber, clicking *Cancel* will delete only the current changes made for that Clubber.

Special Note: In this main form, you may enter Clubbers, Leaders, Helpers, Directors, Parents, etc. Depending on how you would like to separate your Groups would determine the number and type of Groups to incorporate.

Entering Information

First: Enter the Clubber's First Name.

Last: Enter the Clubber's Last Name. If the last name value you entered matches a last name already in your database, then MasterLink will ask you

if you would like to use the first contact's address information for this contact. This feature can save you a lot of time when entering new Clubbers into your database.

Address: Enter one or two lines of text for Address.

City: Enter City.

State/Province: From drop-down list, select state.

Postal Code: Enter five or nine digit Zip code. If zip is entered first, the city and state will automatically be filled in. To set a specific zip code as a default, see [Setup | Options](#).

Country: From drop-down list (below), select country. To set a specific country as a default, see [Setup | Options](#).

Birthday: Enter Clubber's birthday. The month, day and year may be separated by a slash (/) or a dash (-). (Ex. MM/DD/YY or MM-DD-YYYY) The program calculates the Clubber's age automatically based on the birthday.

Grade: From drop-down list, select current grade of Clubber. When entering a new Clubber, selecting a grade automatically selects a Department, Book, Team/Class, and Club Group for that Clubber. To change the available Grades, see [Maintenance Options](#).

Phone Number: Enter Phone Number including area code.

E-Mail: Enter E-Mail address, if available.

Parent(s): Click *Find* button to select a family name already entered or to add a new one.

Church: Enter the name of the church where the Clubber attends. To set a specific church as a default, see [Setup | Options](#).

The screenshot shows a software window titled "The Master Link Individual" with a menu bar (File, Edit, Individual, Reports, Inventory, Setup, Security, Help) and a form for entering individual information. The form includes the following fields and controls:

- First Name:** Karen
- Last Name:** Richmon
- Address:** 4563 Lakeview
- City:** Milford
- State/Province:** OH
- Country:** USA
- Postal Code:** 45150
- Birthday:** 1/20/2005
- Age:** 3
- Grade:** P5
- Phone:** 5135559872
- E-mail:** jsmith@umail.com
- Parents:** Brown
- Church:** First Baptist Church
- Brought By:** Amanda Brown
- Notes:** Came on bus route.
- Club:** Beginners
- Book:** God's Little Treasures
- Team / Class:** Mr. David
- Group:** Clubber
- Gender:** Female
- Parent Cell Phone:** (empty)
- Pickup Auth:** (empty)

At the bottom of the form, there are checkboxes for "No address label", "Dues Paid", and "Active" (checked). Below these are buttons for "Add", "Cancel", "Find Individual", and navigation arrows. A small "Master Clubs" logo is visible in the bottom right corner of the window.

Brought By: Enter or select the name of the person who brought the new Clubber. If the name is in the database select it; otherwise, if it not (such as "Grandmother"), it can be just typed in. If you track visitors, this field is also used to award points to them.

Notes: Enter here any additional information you may want to remember about a Clubber, such as a favorite sport, or a note about the family. The note will print on the Clubber List. Consider recording special medical needs, allergies, or concerns in this box.

No Address Label: Checking this box will exclude this Individual's address from certain reports like the Mailing Labels report.

Dues Paid: In order for this feature to work properly, [Setup | Session Fields](#) (first) and [Setup | Options](#) (second) must be completed having Dues fields set to Active. After these have been completed, checking Dues Paid will default the dues session field as checked on the Individual Check-in screen and Blank Check-in reports.

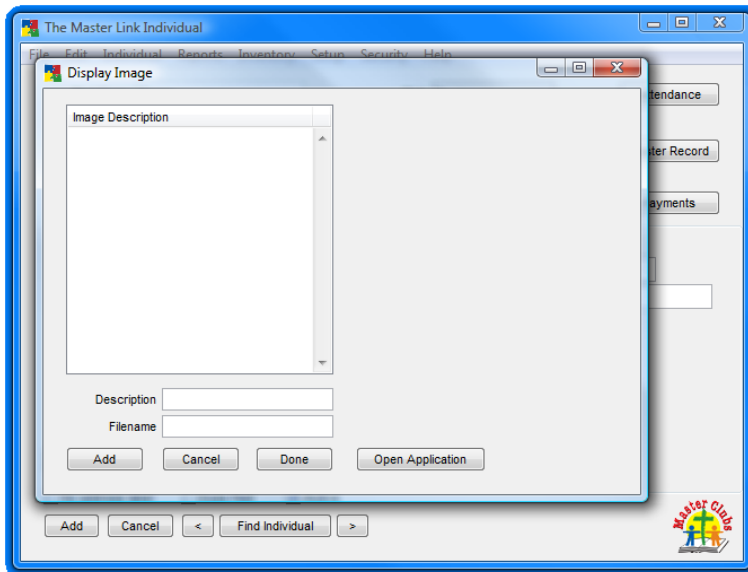
The secretary will keep track (separately) of the time frame for which dues are paid, and checks or unchecks this box accordingly for each Clubber. (Unchecking this box will not affect Dues Paid records, but the Dues boxes will not be automatically checked on Check-in. They can be individually checked at Check-in, if desired.)

To enter actual payment of dues, see [Maintaining Clubber Data/Payments](#) (for a single Clubber) or [Payment Entry](#) (for multiple Clubbers).

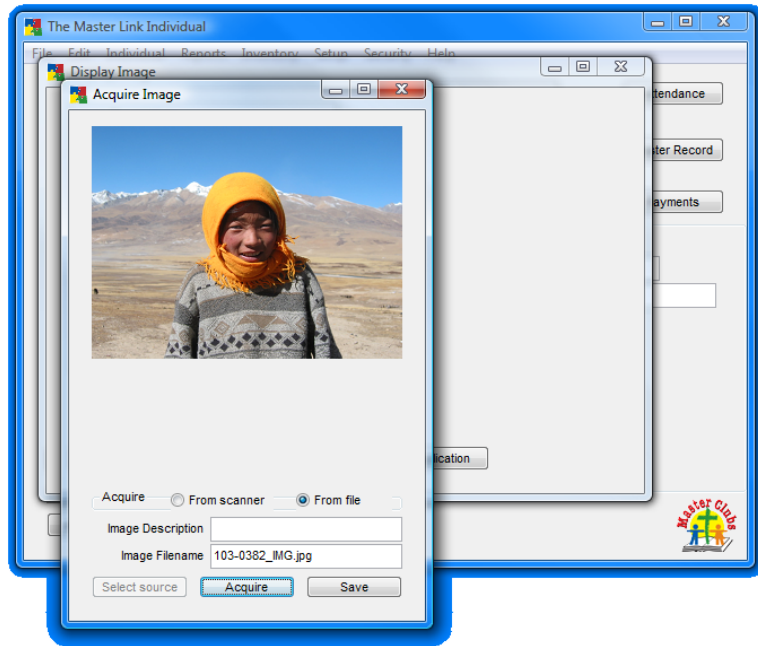
Active: Checked means to include the record in all lists, unchecking the box will make the Clubber inactive and not appear in reports unless *Include Inactive* is checked on the selection screen of the report. The exception would be time-sensitive reports that relate to Session, Awards, etc. which will list data for all Clubbers who have met selected criteria even though they may have been checked as inactive after your criteria was met.

Images

The MasterLink software enables you to store multiple pictures of each of your Clubbers and/or Leaders. Click the *Images* button to open up the Images dialog form.



To add a new image to this contact, click *Add*. To add a picture from your computer, select the *From File* option, then click the *Acquire* button. Select the image you desire from where it is located on your computer. Type a description for your image. And click *Save*.



If you want to create a new digital image using a scanner or copier, select the *From Scanner* option; then click *Select Source*. Follow the on screen prompts. Enter a Name and Description for your new file. Then click *Save*.

Entering Clubber Status

Club: Using drop-down list of active Clubs, select the Club this Clubber is currently in. By default this list is set to Beginners, Primaries, Juniors, and Administrative. To edit this list, see [Club Definition](#). When you choose a Club for a child, the first book in that Club is automatically assigned. You can change the book manually as necessary.

Book: Using the drop-down list, select the Book (or the Crown for Ambassadors) where this Clubber is currently working. This may be

different from the Club they are in, if desired (e.g. if a leader or Clubber is “catching up”). To edit this list, see [Book Definition](#).

Groups

Team/Class, Color, and Group are essentially three different ways to organize, group, or sort individuals stored in your database. In smaller churches you may only need one or two of these items to adequately order your individuals. For instance, only colors might be used, or only Groups, depending on your choice of options.

Team/Class: In the demo version of Master Link, your software is setup to select a “Teacher” for the Team/Class combo box. You could also set the items in this list to be teams like “Rockets,” “Trailblazers,” “Astros,” etc. Using drop-down list, select a Team/Class where this Clubber is to be assigned. To edit the main grouping, see [Group Type](#). To edit a sub-group, e.g. color teams within the Group Type, see [Group](#). This drop-down box is empty in the full version; you can add Teams/Classes to fit your needs.

Color: Using the drop-down list, select a Color for this Clubber (if colors are used). To edit this list, see [Team Colors](#) and [Team / Class Group Color](#). In Team/Class Group Color you can tell the software to automatically assign a specific Color to your Team or Class.

Group: Using the drop-down list, select the correct classification for the person being entered (i.e. Clubber, Leader, Director, etc.) This list is maintained by [Group](#) and [Group Type](#).

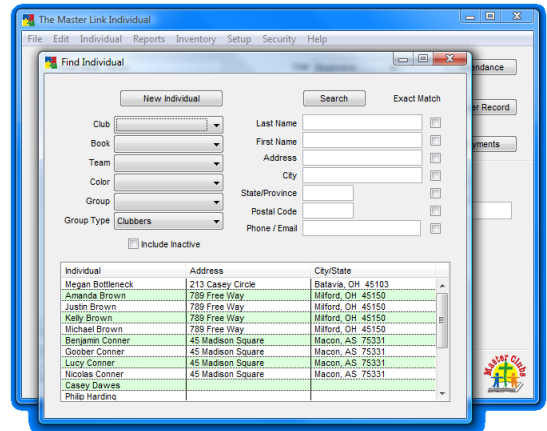
Custom Data

You may enter data that may be unique to your Club. It will appear on the lower right quarter of the MasterLink Individual screen. See [Custom Contact Fields](#) to set this up.

Maintaining Clubber Data

Finding an Individual

To find an individual Clubber, click on *Find Individual* on the MasterLink Individual screen. The Find MasterLink Individual screen will appear.



all of the boxes for that individual will check. If the Clubber forgot to bring their Bible, then uncheck the “B” box. To change this automatic setting, see [Setup | Options](#).

To allow individual selection of Dues Paid (D) instead of automatic entry, see [Setup | Options](#). When completed, click *OK*.

Note: If a paper copy of Check-in is preferred or the computer is not accessible at the check-in location, a blank form is available for printing. On Reports menu, click on [Attendance | Blank Check-in Form](#).

Attendance awards are calculated automatically from Check-in information. For further information on Awards, see [Reports | Awards](#).

Payments/Dues

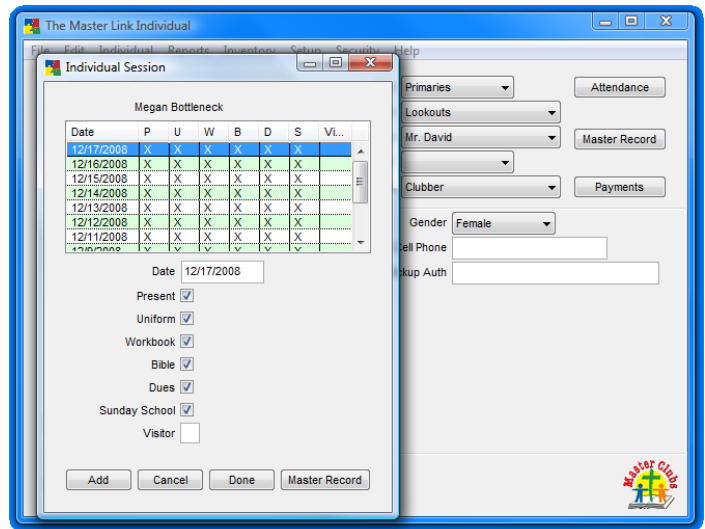
From within the Check-In Screen, you can accept payments for dues or for products that the Clubber or Parent wishes to purchase. Click the *Payments* button in the lower corner of the Check-In screen. See [Payment Entry](#) for more details about this screen.

Attendance Review

On the MasterLink Individual screen for the specific Clubber, click on *Attendance*. This form gives a summary of previous sessions for this individual Clubber.

This screen can be used to Check-In an individual Clubber for the current session, if desired. It can also be used to make a correction on a previous session for an individual Clubber. You can also access the Clubbers Master Record from this form. Opening the Master Record in this way will open the Master Record to the week that matched the week you had selected in the Attendance form.

In the Master Record, awards or projects that have been checked or selected can only be fixed or edited by choosing the Club week that they were originally

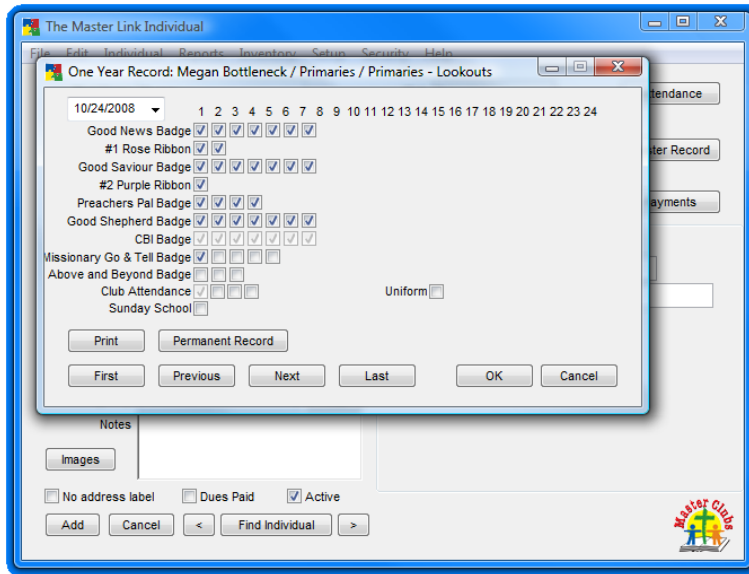


entered. To find out this date, right-click on any greyed out checkbox. You can also select a Club week by changing the drop down box in the upper corner of the Master Record screen.

Master Records

Viewing/Editing a Single Master Record

To view the Master Record for a specific Clubber, on the MasterLink Individual screen for the specific Clubber, click on *Master Record*.



Viewing/Editing Multiple Master Records

For a range of Clubbers based on some criteria, from the menu bar, select *Individual | Master Record*. For instance, you may wish to see all Master Records for all Clubbers in a particular class, like Mr. David's class.

A List Options dialog box will appear. In it select criteria for the list of Master Records you wish to use. By default, the current Session date is used for entering awards. Clubber and alphabetical sort methods are defaults. For more details see [List Options](#).

Master Records for the Clubbers you selected will appear in window to the right or on the next page. (Click *Next*, *Previous*, *First*, *Last* to move from one Clubber to another.) You will notice that the Clubbers name and department will appear in the upper bar across the top of the form. When you click either *Next* or *Previous*, the name in the bar also changes. Click *OK* when completed.

Using the Master Record

On the Master Record form you may select projects that this Clubber has completed this session. When the list has been completed, click *OK*.

In the upper left corner, you will notice a drop down box that contains a list of sessions that you entered in [Calendar Setup](#). The date displayed in this drop down box will be the date that will be associated as the date that a project was completed or a badge earned.

- ◆ A right mouse click on any project that has been completed will give the date when that project was completed.
- ◆ A right mouse click on a project that has not been completed will allow all prior projects to be filled in for that badge.
- ◆ Any project can be changed with a left mouse click.

In the Master Record, awards or projects that have been checked or selected can only be fixed or edited by choosing the Club week that they were originally entered; otherwise they will be greyed out. You can select a Club week by changing the drop down box in the upper corner of the Master Record screen.

For a printout of this information, see [One Year Record](#) report. Book awards, Crowns, and Series badges will be calculated automatically from Project information. See [Reports | Awards](#).

Club Attendance and Sunday School Attendance (if used) will be checked automatically when the Clubber has attended enough Sessions. To edit a Clubber attendance, see either [Check-In](#) or [Attendance](#). If you are recording previous Attendance awards that have been earned, simply check the box. **For the Attendance awards, each check box represents an award**, unlike the remaining items in the Master Record which represent Projects.

Ambassadors Master Record

In the Ambassadors Master Record, you will notice the Membership drop down box. This box appears on the Master Record for all of the Crowns; however, if the Membership badge has already been earned during a previous year, the drop down box will not have any options available to select.

From viewing any Master Record for the Ambassadors, a button will be visible which is called *Ambassadors-Platinum*. Clicking this button will reveal all of the badges and projects for the Platinum Crown. Badges for the Platinum Crown can be completed while a Clubber is still working on the Bronze, Silver, or Gold Crowns.

Badges in the Platinum Crown that are not visible can be viewed by clicking the tab at the top of the page.

One Year Record: Amanda Brown / Alphabetical / Juniors - Ambassadors-Pl...

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Discovery Bible Study [Dropdown] [Dropdown]

Scripture Memory [Dropdown] [Dropdown]

Bible Quiz Team - Green

Bible Quiz Team - Blue

Bible Quiz Team - Red

Bible Quiz Team - Yellow

Children's Bible Institute A

Children's Bible Institute B

Christian Stewardship

Daily Devotions

Great Bible Stories 1

Great Bible Stories 2

Great Bible Stories 3

Great Bible Stories 4

Great Bible Stories 5

Great Bible Stories 6

New Testament Reading

Four Gospels

Early Church History

Epistles 1

Epistles 2

Epistles 3

Revelation

New Testament Themes

Old Testament Reading

Law

History

Poetry

Major Prophets

Minor Prophets

Proverb a Day

Christian Character

Christian Reading

Citizenship

Home Helper

Patriotism

Prayer Warrior

Christian Art

Christian Music

Christian Writing

Good News

Keepers at Home

Young Preacher

Evangelism

Fill Their Shoes

Missions Now & Later

Planting the Seed

Print Permanent Record Ambassadors-Extra Badges

First Previous Next Last OK Cancel

In the Platinum Crown Master Record, click *Ambassadors-Extra Badges* to see a list of Badges that can be earned more than once. Badges selected and checked in this form do not count toward earning the Platinum Crown.

The Discovery Bible Study badges, Scripture Memory badges, and the Testimony and Sermon Notes Badges (for the Bronze and Silver Crown) all have drop down fields. These drop down boxes will only display the badges or books that have not been earned. For instance, once a Clubber has completed the God's Will for Boys and Girls Discovery book and it has been selected in their Master Record, then that book will no longer display in any other drop down boxes for Discovery Books.

Triple Crown Award

Due to the flexible nature of the Triple Crown Award, you will have to manually award this item. It is available under Individual | Additional Awards. You will award this for a graduating Ambassador Clubber who has completed one Crown for each year they were in Master Club.

Ambassador Award

The Ambassador Award will be automatically added to the Clubbers permanent record once they have completed all four Ambassador Crowns.

Badges Earned More Than Once

While the Great Bible Stories badges and the New Testament and Old Testament badges can be earned an unlimited amount of times as an Ambassador, these badges are only being listed twice in the Software.

If you wish to create more instances of an Extra Badge, you may do so by creating an instance of the award in [Award Definitions](#). (An example would be New Testament Reading-3.) Then in [Badge \(Sticker\) Definition](#), select Juniors for the Club, Ambassadors-Extra Badges as the Book. Enter a name for your Award in the Description. Choose the Award that you created in the Award Definitions as the Unit Award. See [Badge \(Sticker\) Definition](#) for more information.

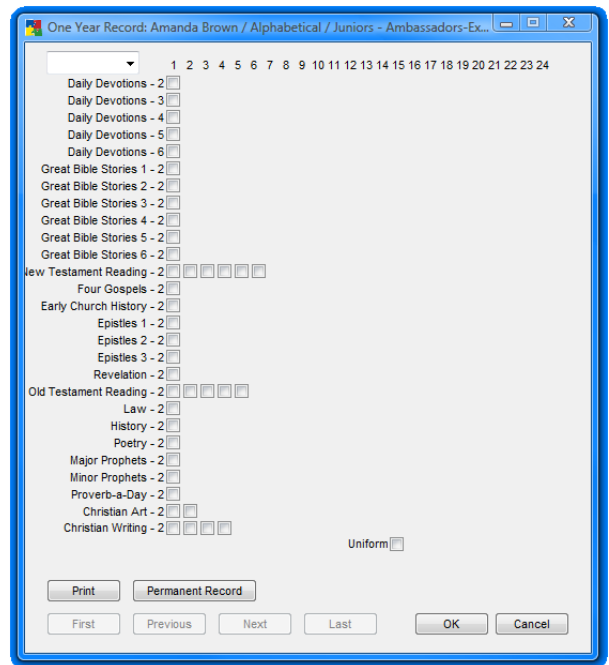
Permanent Record

This report contains cumulative information on all awards earned by an individual Clubber and date they were completed. As soon as an award is earned, it will be displayed on this report. On the Reports menu, click on *Permanent Record*. On [List Options](#), select criteria for report desired. Click *Preview*.

Entering Previous Book Records

If you are entering several years of Master Records for an individual, the easiest way to enter their record information into the system is to select Individual | Book History from the main menu. This will bring up all of the Master Records for each Book (Little Treasures through Ambassadors Platinum Crown) for only the current individual. Click *Next* or *Back* to navigate between books for a particular Clubber.

If you are entering Master Record information for current books but for multiple individuals, then select Individual | Master Record from the main menu. Now clicking *Next* or *Back* on the Master Record will move you between Clubbers. The Clubbers loaded in the Master Record are based on the Clubbers you have filtered to from the main Individual screen through clicking *Find*. For more information about Find, see [Finding an Individual](#).



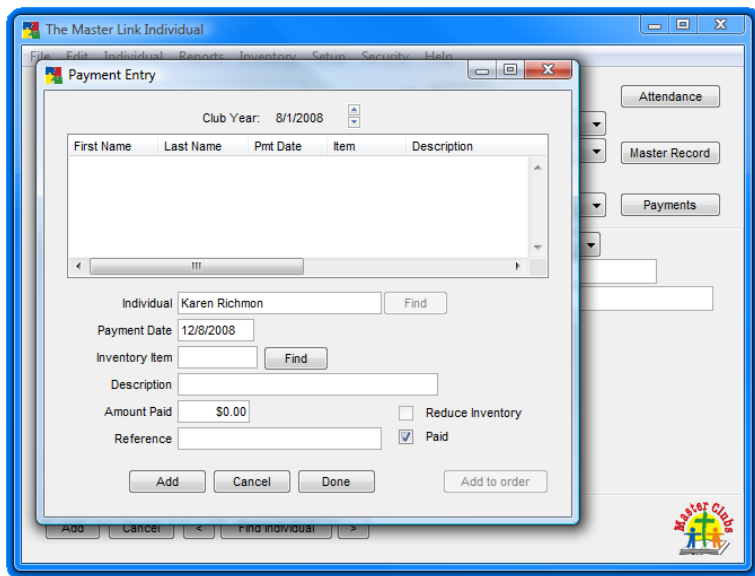
If entering Master Record information for the current book for a single individual, select the individual in the main Individual screen, and click the *Master Record* button.

If none of these options fit your desired effect, try this. Select an individual in the main screen, change their Book drop down box to your desired book; click *Master Record* button and make your changes.

IMPORTANT! When entering previous Master Records it is important to use a date in the past in the top left hand corner of the Master Record screen. Preferably, you would enter the specific date each award was earned before checking the appropriate boxes. However, you may enter any date in the past as long as it is before the date you set as your start date for the year. This will prevent these badges from displaying as the current year's Club activity.

Payments

The Payments button on the MasterLink Individual screen for a specific Clubber will allow recording payments for that Clubber only. To enter payments for several Clubbers, see [Payment Entry](#). For more details about the Payment Entry screen also see [Payment Entry](#).



Group Points

On main menu, select Individual | Group Points. Click on *Add* to begin a new entry. Group Points can only be given to Groups. You will need to set up your groups before you can use this utility. (Master Money can be used to award individual Clubbers.)

Club Year: Using scroll buttons, select Club year. Default will be current Club year.

Date: Enter session date points were earned. The default date will be the current day.

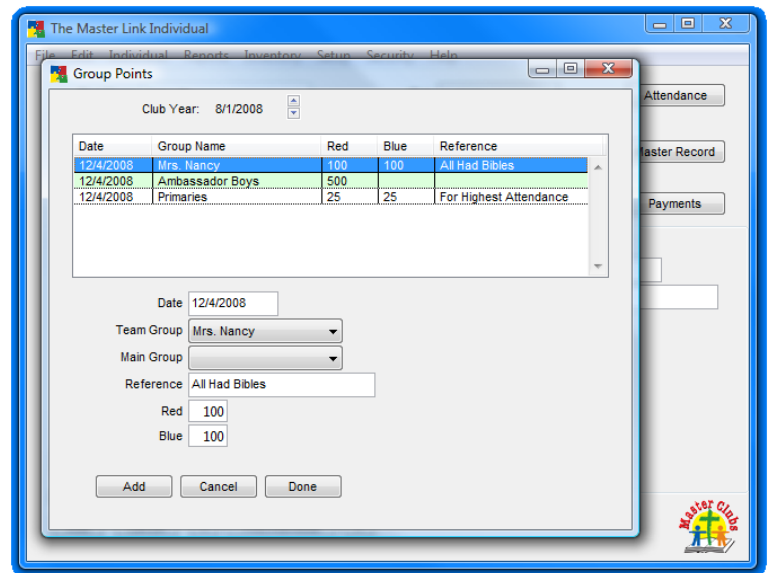
Team Group/Main Group:

Using the drop-down lists, select either a Main Group OR a Team Group which to award points.

Reference: Enter additional information about source of points, e.g. Game points or Largest Class points or Largest Offering Points.

Colors: Enter points earned for each of the color teams. You can award all of the colors different amounts of varying points or only one team points.

When finished with this entry, click *Add*. The screen will be cleared for the next entry. When all entries have been completed, click *Done*.



Promote Clubbers

This feature is designed to be used at the end of the Club year to promote Clubbers to the next grade, and to the next Department if applicable. From the main menu, click Individual | Promote Clubbers. This should be done only once a year. It will promote all Clubbers at once. **CAUTION: If you are not sure about the effects this will have on your database, backup your database before proceeding with this operation.**

Depending on the way that you rotate through the project workbooks, you may need to change some settings so that Club Promotion to the next year will properly function for you. Read the two options below and make changes to your software accordingly base upon which statement best describes your Club.

1. If this describes your church: With each new grade, a Clubber will promote to the next book in the sequence; books are linked to the grade that a Clubber is in. **If this statement describes your Club**, you do not need to change any settings. This is the default setting of MasterLink. The paragraph below outlines what is necessary to achieve this functionality.

From the main menu, click Setup | Maintenance | Advanced Settings | Club Definition. Make sure that for each of the departments (except administrative) that the Rotate Books box is checked. Then also make sure that no book is selected in the Current Book field.

What this does: when child first enters the Department, they will be placed in the first book for that department automatically. You can adjust this manually. Promoting Clubbers will take whatever book the child is currently set to, and advance it one book year. Book year is defined in Setup | Maintenance | Advanced Settings | Book Definition.

2. If this describes your church: In our church, some departments will work through a project book together. For instance, all first through third graders will work on the Spotters book together. Then the next year all of them will work on the Scouts book. However, all third graders from the previous year move out of the department and on to the Ambassadors book. **If this describes your Club** follow the instructions in the next paragraphs.

From the main menu, click Setup | Maintenance | Advanced Settings | Club Definition. Make sure that for each of the departments (except administrative) that the Rotate Books box is checked. Then also choose the Current Book that you want all Clubbers in that Department to be assigned to automatically.

What this does: when child first enters the Department, they will be placed in the book selected in Club Definition. Promoting Clubbers advances the setting in the Club Definition for each department by one book and sets all children still in that De-

partment to that book. The highest grade in each department is promoted to the next department.

Master Money Spent

To learn more about how Master Money is earned, see Master Money.

From the main menu, select Individual | Master Money Spent. This will bring up List Options which will determine the Clubbers that you will see in the Master Money Spent form. Click *OK*. Enter Master Money used (for example at the Master Clubs store). See [Using Master Clubs Master Money](#) to determine when and how much Master Money is awarded. The [Master Money Report](#) displays all Master Money information together with a balance.

Clubber Name	Money Spent
Megan Bottleneck	
Amanda Brown	5
Justin Brown	
Kelly Brown	25
Michael Brown	32
Benjamin Conner	
Goober Conner	
Lucy Conner	5
Nicolas Conner	
Casey Dawes	
Philip Harding	10
Becky Jansen	
Buster Jansen	
Sheila Jansen	
Karen Richmon	8
Jacob Smith	

Book History

This allows you to view the Clubbers Permanent Record on screen.

This appears to be the Master Record screen, but it displays all possible books for an individual Clubber. When this form is open when you hit the *First*, *Previous*, *Next*, *Last* buttons, you will be advancing to another book for the same Clubber. Notice that the Name of the Clubber

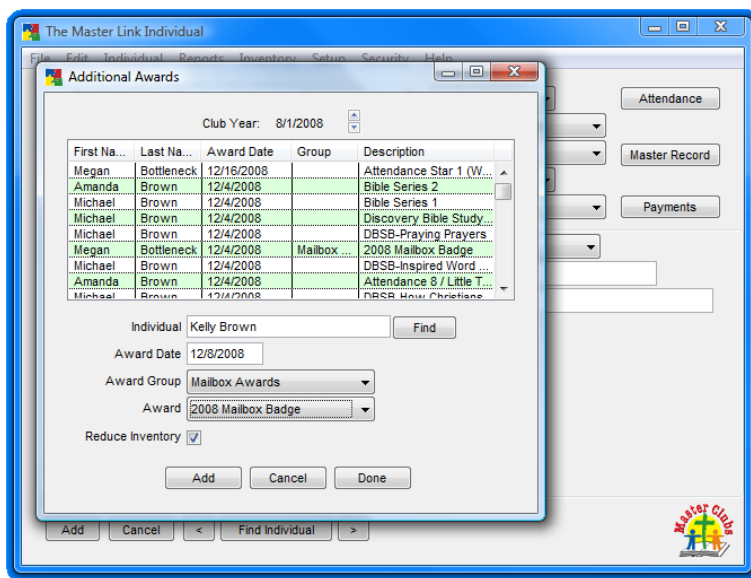
stays the same in the bar at the top of the form; however, the name of the book changes.

You can enter previous book history by checking all the appropriate boxes and using an appropriate date in the past. See [Master Records](#) for explanation of some mouse click functions to save time entering Book history.

To print the Clubbers Permanent Record, click the *Permanent Record* button on the bottom of the screen. Then follow the on screen instructions to print your report.

Additional Awards

You can give a custom award not in the database to a specific Clubber.



Creating Additional Awards

1. If you would like to track the inventory of your new custom award, begin by selecting **Inventory | Inventory Entry** from the main menu. If not, you may skip the rest of this step. To add a new item, see [Inventory Entry](#) for additional instructions about this form. Your new item may not be found in the Master Clubs catalog; if this is the case, you may create your own item number.

2. To set up your custom award, create an instance of the actual physical award to be given out using the [Award Definition](#) dialog (Setup | Maintenance | Award Definition). Click *Add*. Enter the name of your new award. For instance, the name might be 2009 Regional Competition. Enter a description. If you added your new award to your inventory, enter the item number you gave it. You can search for the item number by clicking *Find*. To find any item that contains “Treasure” put in “%Treasure”.
3. Next, create a custom Award Group Type. On the main menu, select Setup | [Group Type](#). Click *Add* to create a new Group Type. On the Location drop down, select Additional Award Group. Then type in a Description for this group. A description may be like “Specialty Badges” or simply “Special Awards.” Select All Users. Click *Done*. Note: You can only create one Group Type for Additional Awards.
4. Then open the Group form by selecting Setup | Group from the main menu. Click *Add* to create a new [Group](#). For instance, in the drop down for Group Type select “Special Awards” which would have been created in the previous step. Then in the description enter your desired Group description like “Regionals Awards” or “Mailbox Awards,” etc. Click *Done*.
5. Finally, from the main menu, select Setup | Maintenance | Additional Award Definition to open the form to create your new award. Click *Add*. In the Award Group drop down, select your desired Group. In the Award drop down, select the actual award to be given out which you created in the Award Definition form. Click *Done*.

Awarding Additional Awards

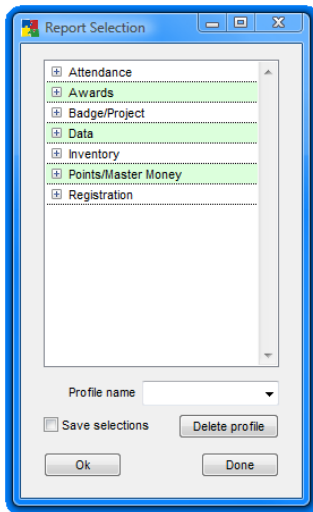
To Award an Additional Award, select Individual | Additional Awards from the main menu. This screen shows you a list of all of the awards that the Clubber has earned to date. To add a custom award to this list, click *Add*. Select the Clubber you wish to award by clicking *Find*. Choose the appropriate Award Group in the drop down. Then select the award to be given from the Award drop down. Click *Add*. Either click *Done* or select a new Clubber to award.

Delete Current Individual

To delete all information relating to a Clubber or individual, select Individual | Delete Current Clubber. This will delete the individual currently focused in the MasterLink Individual Screen.

3 Using Clubber Information: Reports

Reports are for printing information stored in your database. From the main menu, select Reports.



List Options

List Options will be offered for each report selected (as well as other places in the program), though individual selections may vary slightly in some places. In general, the drop-down boxes and the list boxes (Color, Team, Book, Group Type, Group, and Club) will determine who/what will be included in the report. If you decide not to choose any options, the software will assume that you want all available records.

The **Sort Options** will determine how the information is arranged on the screen/printed page.

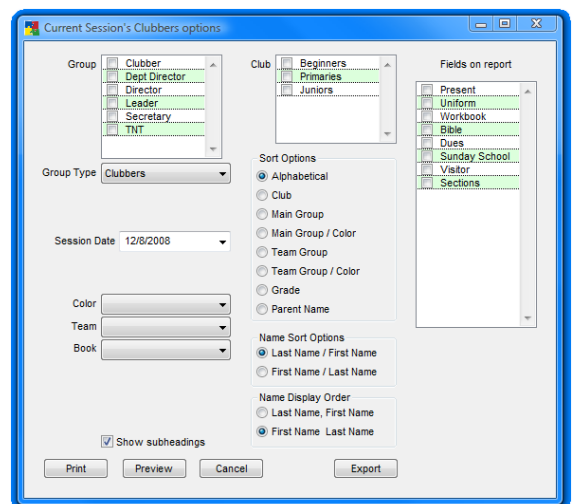
Fields on Report allows you to choose specific fields that you want to display on your report. Not checking any boxes includes all of the fields in the report.

Print: Clicking *Print* sends your generated report directly to the printer.

Preview: Clicking *Preview* allows you to view the report on screen before printing the report.

Cancel: Cancels your report.

Export: Instead of printing your report, you could choose to export a report to PDF format, rich text format, or CSV format by clicking *Export*. Then, in the Export dialog, change the *Save As Type*, to your preferred file format.



Registration Forms

Registration forms are designed to help you gather information about new Clubbers on the first Club meeting or when new Clubbers arrive. To access Registration Form, select Reports from the main menu. Then click the + in front of the Registration submenu to display the Registration Reports.

Blank Registration Form: These forms do not have existing Clubber names and information on them, just lines to fill in the required information necessary to register the Clubber.

Preprinted Registration Form: This form prints existing information with blank lines for any missing information allowing review and marking any changes if necessary.

Registration Form by Family: Reports that print by family are combination on a single form for all Clubbers that have selected the same parents.

Clubber Reports

Blank Check-In Form Report

Used for manual check-in if so desired, or if computer is not available at the check-in site. On the Reports menu, click Attendance | Blank Check-In Form. On [List Options](#), select criteria by which you want the form(s) listed, e.g. selecting Clubber from the drop-down lists and alphabetical from the Sort Options will create an alphabetical listing of all of the Clubbers. If the Club is large, selecting Club in the Sort Options will create a separate list for each Club group, i.e. Beginners, Primaries, etc. Click Preview when ready to view the list and/or print it.

Clubber List Report

This report gives you a list of Clubbers with the information visible on the MasterLink Individual screen. By default, this list will not include inactive Clubbers, but that option may be selected if desired. On the Reports menu, select Data | Clubber List. On Attendance Options, select options desired.

To create a list of all Clubbers who have ever attended at least one day, select 1 in the Present at least field and leave all the other fields blank. More commonly, the Clubber List is used to create a list of Clubbers for a specific period, e.g. those absent for three consecutive Club meetings to call or send a note/card. For the above example, select a date range (From and Until), then select a date within that range (Absent from). The report will list Clubbers absent from that date to the end of the date range selected.

On [List Options](#), select criteria for the report desired. When finished, click on Preview to view the list and/or print it.

Club Summary – Clubbers Report

Displays summary information from Check-In and Projects screen. Data is the same as Club Summary – Sessions, except it is displayed differently. Lists Clubbers with data relating to those names (including verses memorized). On the Reports menu, click on Attendance | Club Summary – Clubbers. On [List Options](#) select criteria for the report desired. When finished, select Preview | Print.

One Year Record Report

Lists projects for individual Clubbers for leader to fill in at handbook time and return to secretary. This also becomes a file record for that Clubber. On the Reports menu, click on Badge/Project | One Year Record. On [List Options](#), select criteria for report desired.

Current Clubber's Sessions Report

One Clubber's data by sessions. On Reports menu, click on Attendance | Current Clubber's Sessions. On [List Options](#), select criteria for report desired, including range of Session dates. Click Preview.

Permanent Record Report

Cumulative information on all awards earned by an individual Clubber and date they were completed. As soon as an award is earned, it will be displayed on this report. On the Reports menu, click on Awards | Permanent Record. On [List Options](#), select criteria for report desired. Click Preview.

Points by Clubber Report

Total points earned for individual Clubbers for date range selected. Purpose is for fair team selection and to display Clubber standings in a contest. On the Reports menu, click on Point/Master Money | Points by Clubber.

On [List Options](#), select date range for sessions to be included in report, then select other criteria for report needed. Click Preview.

Year to Date Progress/Projection Report

Used for progress projection. Note: The projection portion of this report will work only if session dates for the year have been entered on the Calendar. On Reports menu, click on Awards | YTD Progress/Projection. The projection portion of the report will print in italics, the progress portion (representing work already accomplished) in regular type. For information on setup, see [Setup | Calendar](#).

Mailing Labels Report

On Reports menu, click on Data | Mailing Labels. See [Clubber List](#) for details on Attendance Options screen. The default label size is Avery-5160. A variety of options are available for your List including export functions. To exclude individuals from this mailing list, check the No Mailing Label box on the individual screen.

Master Money Report

On Reports menu, click on Point/Master Money | Master Money Report. This report details Master Money earned in each category, the amount of Master Money spent and the balance.

Birthday List Report

On Reports menu, click on Data | Birthday List. This report is similar to [Clubber List](#) except the [List Options](#) are set to sort by birthday.

Attendance Chart Report

The Attendance Chart report will give you an overview of the Clubbers and or Leaders who have been present at Club. From the reports menu, select Attendance | Attendance Chart.

Visitors by Clubber Report

This report is based on the name entered into the Brought By field on the MasterLink Individual Screen. This report will show each Clubber who has brought a visitor to Club and the names and contact information for each visitor. To run this report, from the Reports submenu, select Data | Visitors by Clubber.

Visitor List Report

The Visitors List Report allows you to print a report of all of your first time guests, based upon criteria that you define. You can run this report by selecting Data | Visitors List from the Reports submenu. After you select it, you will notice that the [List Options](#) dialog has two additional options: “Present Since” and “But Not Since.” This allows you to define what it means to be a visitor. For instance, in many churches for contests, kids are encouraged to bring visitors. They then say that a visitor is anyone who has not attended church in the last 6 months. The two fields in the [List Options](#) dialog allow you to define a visitor in this way.

To use our example above, in the “Present Since” box, enter today’s date (or the date of the beginning of your campaign or contest). Then in the “But Not Since” box, enter a date 6 months prior to the date you entered in the first box. This tells the report that a visitor is someone who did not attend Club between those two dates.

Session Reports

Additional Awards Report

Lists customized awards not covered by standard Master Clubs award structure. On Reports menu, click on Awards | Additional Awards. On [List Options](#), select criteria, including Start & End Dates for report. Click Preview.

Club Summary – Sessions Report

Displays summary information from Check-In and Master Record screen. Data is the same as Club Summary – Clubbers, except it is displayed differently. Lists Sessions with data relating to those sessions (including verses memorized). On Reports menu, click on Attendance | Club Summary – Sessions. On [List Options](#), select session or session range desired, and other criteria defining the report needed. When finished, click Preview.

Current Session's Clubbers Report

This report shows one session's data organized by Clubbers. On Reports menu, click on Attendance | Current Session's Clubbers. On [List Options](#), select session date desired (defaults to current date) and other criteria for report desired. Click Preview.

Session Awards Report

This report shows a list of awards for a specific session. This report would be used at end of Club night to recognize and give awards to individual Clubbers who have earned awards. On Reports menu, click on Awards | Session(s) Awards. On List Options, select criteria for report desired.

Note: Some Clubs will cut up this list and attach each strip to the individual's award(s) If you are not doing this, and desire to have closer spacing between lines, click on No Award Spacing in [Setup | Options](#).

Group Reports

Color Teams Report

Defines how the Club is grouped. Used for Game Time, Bible Time, etc. On Reports menu, click on Points/Master Money | Color Teams. On [List Options](#), select criteria for report desired. To edit Colors, see [Maintenance | Team Color](#). To edit colors used in each Team Group (i.e. Primaries, Juniors, or however you have divided you Club), see [Maintenance | Team Group Color](#). When finished, click Preview.

Points Totals Report

Cumulative points by team. Purpose is to determine team winners for each session. Typically done for a specific day (session). On Reports menu, click on Point/Master Money | Points Totals. On [List Options](#), select Session date desired (defaults to current date), then other criteria for report desired. Click Preview.

Inventory Reports

Order Print Report

See Printing/Mailing Order in [Inventory Control/Order Entry](#).

Inventory Report

See Inventory Report in [Inventory Control/Inventory Entry](#).

Payment Report

See Payment Report in [Inventory Control/Payment Entry](#).

Distribute Awards Report

See Distribute Awards Report in [Inventory Control/Distribute Awards](#)

Award Reports

Unit Awards Report

Data for determining the weekly handbook awards is obtained from information entered in the [Master Record](#) for an individual or range of individuals. The data is collected in the Sessions Awards report. On Reports menu, click on Awards | Sessions Awards. These awards are usually presented at the end of each Club session.

Team Awards Report

Data for determining these awards is obtained from the [Points Totals](#) report. On Reports menu, click on Points/Master Money | Points Totals. These awards are usually presented at the end of each Club session.

Additional Awards Report

Data for [Additional Awards](#) is obtained from information entered in Individual | Additional Awards. The information is collected into the Additional Awards report. On the Reports menu, click on Awards | Additional Awards.

Attendance Awards (and Sunday School) Report

Data for this award is calculated automatically each time it is entered in [Attendance](#) on an individual Clubber's screen or in [Check-in](#) . When an award has been earned for that quarter, it will be listed automatically on the [Sessions Awards report](#).

You can setup dates for each quarter for the current year in [Setup | Calendar](#). Labels (names used in software) for Attendance and Sunday School Awards are determined in [Setup | Session Fields](#). Whether or not an award is received for Master Club or Sunday school attendance is determined in [Setup | Options](#).

4 Inventory Control

If you are using this Inventory Control feature for the first time, but have existing inventory, this inventory needs to be entered in order for certain features of the program to work properly. See [Inventory Entry](#).

Order Entry

On menu bar, click on Inventory, then Order Entry. This feature is generally used to enter items for an Master Clubs order. It is added to inventory after the order has been received and verified. Items not ordered from Master Clubs or already in stock can be added to inventory individually in Inventory Entry. See [Inventory Entry/Adding Inventory](#).

New Orders

To begin a new order, click the Add order button.

Customer Information

Customer Number: Enter Charter Number assigned to the Club by Master Clubs headquarters. The default is the last Charter Number entered.

Order Date: Enter the date of the order (month, day and year, i.e. MM/DD/YY or MM-DD-YYYY). The default is the current date.

Church Name: Enter the name of the Church placing the order (usually where the Club is held). Default is the last Church Name entered.

City: Enter city where church is located. Default is last city entered.

State/Province: Select state/province from drop-down list. Default is last state/province entered.

Postal Code: Enter the five or nine digit postal code. Default is last postal code entered.

Shipping Method: From the drop-down list, select the shipping method used. Default is the last shipping method entered.

PO Number: Optional. If required by your church, enter the PO number relating to this order.

Contact Name: Enter name of person that Master Clubs Headquarters should call if there is a question about the order. Default is the last Contact Name entered.

Phone: Enter phone number where Contact Person can be reached. Default is last phone number entered.

E-Mail: Enter e-mail address for Contact Person. Default is last e-mail address entered.

Order Information

At bottom of Order Entry screen, click Add item, then enter each item. The item will be added to the list in the window just above. The program will keep a running total of your order amount as you add each item.

Catalog Number: Enter catalog number of item, or click Find to select item from drop-down list. Description of item selected will appear in the Description field.

Quantity: Enter quantity of catalog item to be ordered. Item price will appear in Price field. This number may be edited if price has changed.

Printing/Mailing/Emailing an Order

On the Order Entry screen, select the order to be printed, then click Order Print. Note: DO NOT fill in the “Ship To” box unless the information is different from what was given to Master Clubs at registration. A “Ship To” address CANNOT be a PO box; it must be a street address, unless you are outside of the 50 USA states.

After you have printed your order, you may fax it as is to Master Ministries at (866) 466-0219.

In order to email an order, first, save your order, and close the Order Entry screen. Then from the main menu, select Reports | Inventory | Order Print. Then in the [List Options](#) dialog, choose *Export* instead of Print. Export your Order in a PDF format. Attach your new order to an email, and send it to orderdesk@masterclubs.org.

The screenshot shows the 'Order Entry' window with the following data:

Order Date	Order Number
12/8/2008	
10/20/2008	123456

Shipping and Contact Information:

Charter Number: 111111 Master Club Order Number:

Order Date: 12/8/2008 Shipping Method: Ground Residential

Church Name: First Baptist Church PO Number: 99999

City: Anywher Contact Name: John Smith

State/Province: TN Phone: 222-222-1111

Postal Code: 11111 E-mail: jsmith@anywhere.org

Recd	Cat. No.	Qty	Description	Price	Extension
	20110	25	Little Shepherds Project Book	\$5.00	\$125.00
	40566	18	Scripture Memory 5 Badge	\$2.00	\$36.00
	60238	10	Adult Large T-Shirt Blue	\$10.00	\$100.00
	71623	10	EvangeCube	\$5.00	\$50.00
	40104	14	Ambassadors Student Pack	\$13.50	\$189.00

Order Total: \$500.00

Search Section:

Catalog Number: Find

Description:

Quantity: Add to Inventory

Price:

Buttons: Add item, Cancel item, Done

Previous Orders

Select order from the list at top of Order Entry screen.

Editing an Order

Adding Master Clubs Order Number: When order has been received, enter number assigned to the order by Master Clubs Headquarters. This will become your reference number to a particular order.

Editing/Changing an Order Item: Select order to be edited from list at top of Order Entry screen, then select item to be edited from list in window in bottom half of screen. If an item has been discontinued or is on back order and therefore not received, delete the item from the order. Make all editing adjustments before adding the order to inventory.

Adding an Order to Inventory: When an order has been received and editing adjustments have been made, click on the Add to Inventory button at top of the Order Entry screen. This will add increments of each item in the order to your inventory (e.g. if one pack of 5 Discovery Books was ordered, it will be added to inventory as 5 Discovery Books).

If desired, instead of adding the whole order at once, items may be added individually to inventory by selecting from the listbox each item to be added to inventory, then clicking the Add to Inventory box at the bottom of the screen. This will add only that one item to inventory. Or, the entire order may be added to inventory by clicking the Add to Inventory button at the top, then selecting an item from the listbox that is to be removed from inventory, then unclicking the Add to Inventory box at the bottom of the screen. This will remove only that one item from inventory. It will not remove it from the order list.

Inventory Entry

On the menu bar, click Inventory, then Inventory Entry. This feature is generally used to enter items already in stock, or items kept in inventory that have not been purchased from Master Clubs. Items purchased will usually be added to inventory when the order has been received and verified in Order Entry. See [Previous Orders/Adding Order to Inventory](#).

The screenshot shows the 'Inventory Entry' window. At the top, there are radio buttons for 'Quantity Level' with options: Zero (or below), Reorder, Above reorder, and All (selected). To the right are input fields for 'Item' and 'Description'. Below this is a table with columns: Item, Description, Price, and Qty.

Item	Description	Price	Qty
20107	Little Lambs Project Book	\$5.00	10
20108	Little Lambs Student Pack	\$8.00	1
20110	Little Shepherds Project	\$5.00	1
20111	Little Shepherds Studen...	\$8.00	10
20112	Little Treasures Project ...	\$8.00	1

Below the table, the 'Item' field contains '20107' and a 'Catalog' button. The 'Description' field contains 'Little Lambs Project Book'. Other fields include 'Sell Price' (\$5.00), 'Quantity' (10), 'Order Level' (5), and 'Order Quantity' (1). There is a 'Replenish Inventory' button and a checked 'Active' checkbox. At the bottom are 'Add', 'Cancel', and 'Done' buttons.

The inventory list may be limited by entering/selecting various fields above the list. For example, entering “%Faith” will list only those items that contain “Faithful” or “Faithfulness” in the description. A percent sign (%) must be included at the front of the field in order to find items that have “Lookout” anywhere in the name.

Adding Inventory

To add a new inventory item, click on Add on the Inventory Entry screen.

Item: Enter item’s catalog number or click on Catalog to select from drop-down list. Items not in the catalog may also be entered and assigned a number, e.g. Store items not purchased through Master Clubs catalog.

Description: A catalog item will default to the catalog description when the catalog number is entered. Otherwise, enter a brief description of item.

Sell Price: Sell Price default will reflect the individual cost of a catalog item (e.g. in a pack of 10 Helper Awards, it will show the cost of one Helper Award). For non-catalog items, enter the price paid for the item. Note: this will also be the default price in Payment Entry when an inventory item is purchased and entered in Payment Entry, therefore if your charge is different from the catalog price, you may want to modify (edit) the Sell Price here to reflect that. The default on Payment Entry will then reflect the actual payment for the item.

Quantity: Enter quantity currently in inventory. Default is one (or the number of units if the item is a set).

Order Level: Enter quantity at which the item is to be re-ordered (e.g. if number entered is 6, when inventory for this item drops to six or less, the [Replenish Inventory](#) feature (when used) will select this item for re-ordering.

Order Quantity: Enter re-order quantity. Default is one (or number of units if item is a set).

When finished, click Done. The screen will be cleared for the next item to be entered.

Inventory Report

On Reports menu, click on Inventory, then [Inventory Report](#). In Inventory Options, select quantity level and sort order desired, then preview and/or print.

Replenishing Inventory

This feature will check quantities on each inventory item, and create a new order of those that are at or below Order Level chosen for each item. It will automatically translate units in sets to catalog quantity (e.g. re-ordering 10 of something that comes in sets of five will be listed on the order as two (sets of five)).

Payment Entry

On menu bar, click Inventory, then Payment Entry. This is also available through the *Payments* button on the Check-In screen, and by clicking *Payments* on the main Individual screen.

Payment Entry

Club Year: 8/1/2008

First Name	Last Name	Pmt Date	Item	Description
Megan	Bottleneck	12/8/2008	30518	CBI Badge-Lookouts
Amanda	Brown	12/8/2008	20508	Pink Bible Badge-5-L
Amanda	Brown	12/8/2008	20517	My Church Badge
Amanda	Brown	12/8/2008	30516	David Badge
Amanda	Brown	12/8/2008	20403	Kindness Award
Amanda	Brown	12/8/2008	20507	Green Bible Badge-4

Individual Find

Payment Date 12/8/2008

Inventory Item Find

Description

Amount Paid \$0.00 Reduce Inventory

Reference Paid

Add Cancel Done Add to order

Adding Payments

To enter a new payment, click on Add on the Payment Entry screen.

Individual: Click Find, then select Clubber from the selection window on the Find MasterLink Individual screen.

Payment Date: Enter date payment was made.

Inventory Item: If an inventory item, enter the item's inventory number, or click Find, then enter name of item under Description. (If the specific name is not known, enter a general group name, e.g. %membership.) Click *Search* and the item or a list of items will appear in the window below. Select the one desired. This Find dialog will only find items that are in your inventory.

If the payment is not for an inventory item (e.g. Dues), leave this field blank.

Description: Inventory items will default to catalog description. Otherwise, enter description of payment (e.g. Dues).

Amount Paid: The default on an inventory item is the Sell Price listed in Inventory Entry. For other payments, enter amount paid.

Reference: Enter note for future reference (e.g. check number).

To save this entry, click *Add*. The screen will be cleared for the next entry. When all entries are completed, click *Done*.

Reduce Inventory: The default is a checked box. Uncheck this box if you do not want inventory to be adjusted (reduced) by this purchase.

Paid: The default is a checked *Paid* box. Uncheck *Paid* if payment has not been received. This feature allows recording of a Clubber's receipt of an item (to keep record and/or reduce inventory) before payment is made. To record a payment made later: From the list on the Payment Entry screen, select the Clubber who is making the payment (be sure to match item(s) purchased for which payment is being made), then check the Paid box. Click Add if more payments are to be entered. Click Done when entries are completed.

Add to Order: If the item that is being purchased is not in stock in your inventory, this button will automatically either create a new order with that item number or add the item to an existing order already created for that Club session. Clicking this button would be the same as opening the Order Entry screen, clicking *Add Item* at the bottom of the screen, selecting the same Item number with a quantity of one.

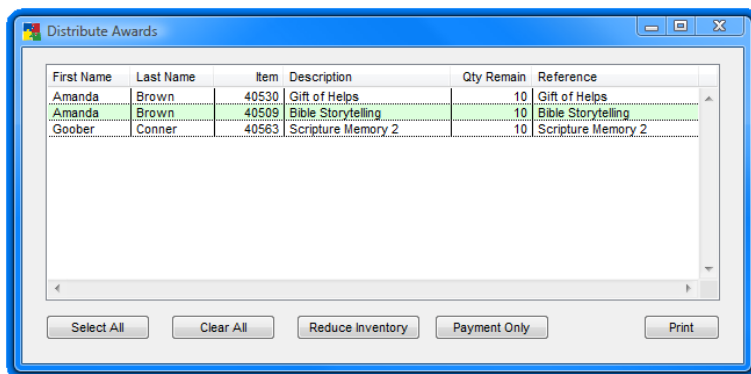
Payment Report

This is a report of all payments made. On Reports menu, select Inventory, then Payment Report. On Payment Options, select options to create the report desired.

Distribute Awards

Distribute Awards Screen

On menu bar, click Inventory, then Distribute Awards. This feature is used to reduce items from inventory as they are distributed to Clubbers. Select from [List Options](#) create the list desired. By default, the current session is selection on the List Options screen. If you desire to view awards earned from additional sessions, change the Start Date and End Date fields.



Select All: All items listed will be selected. To unselect an item, hold CTRL key down, then click on items you do not want selected.

Clear All: Clears selection (not items selected). Can be used to “start over.” If only some items are to be selected, hold CTRL key down, and click on items you want selected.

Print: If you would like a back up copy of your distribution list, click Print.

Reduce Inventory: Reduces inventory by one for each item selected and creates a payment record for those selected items. Clicking this button will remove the awards from the awards distribution list on your screen.

Payment Only: Creates only a payment record. This method is only used by those who are not tracking inventory with MasterLink. Clicking this button will remove the awards from the awards distribution list on your screen.

Awarding Awards

After you have selected your awards for distribution and have either clicked Reduce Inventory or Payment Only, open the Reports menu and select Awards | Session(s) Awards. This report will print out everyone for your selected dates (which you will select in the List Options screen for this form) who has earned an award. Many Club secretaries will distribute this list by department with the badges to award during Award Time. For more information about this report, see [Session Awards Report](#).

5 Setup

In general, to delete an entry, select the item in the list box, then press the *Delete* key on the keyboard. If the deletion is allowed, a pop-up screen will ask you to confirm. If it is not allowed by pressing Delete, a message will appear with the reason it is not allowed and when possible, how to proceed. In some instances, deletion is not allowed at all, and nothing happens when you press *Delete*.

Options

Identifying these labels here, and thus associating them with Check-in and Sessions information is necessary for certain features to work properly, e.g. Dues Paid. On Setup menu, click on Options.

The screenshot shows the 'MasterLink Options' dialog box with the following settings:

- Attendance Label: Present
- Sunday School Label: Sunday School
- Dues Label: Dues
- No Award Spacing:
- Check first box toggles all others:
- Project points: 50
- Project Master Money: 1
- Set Default Badge Master Money: [button]
- Default postal code: 45150
- Default Country: USA
- Default church: First Baptist Church
- Club start date: 8/1/2006

Labels: From the drop-down menus, select the words you have chosen (in [Session Fields](#)) to identify Attendance, Sunday School and Dues. If you are not using one of these features, leave the space blank.

No Award Spacing: Check if normal line spacing is desired on the report. If wide spaces between lines is desired, leave box unchecked. See [Session Awards](#).

Check first box toggles all others: Check this box if you want to have all boxes (in [Check-in](#)) checked automatically when the first box is checked for that Clubber.

Project Points and Review: Enter default points to be assigned when Clubber completes each project or review.

Project Master Money and Review: Enter Master Clubs Master Money to be earned when Clubber completes each project or review.

Set Default Unit and Book Master Money: Enter Master Clubs Master Money to be earned when Clubber completes each project or badges. This will set all projects or badges to that value. Individual Awards can be set to different Master Money under the [Award Definition](#) menu item.

Default Postal Code: If most of your Clubbers live in the same area and have the same postal code, enter the postal code here and it will appear automatically when a new Clubber is entered on MasterLink Individual screen.

Default Country: Enter country you wish to appear as default when entering a new Clubber on MasterLink Individual screen..

Default Church: If most of your Clubbers attend the same church, that church can be entered here and will be the default when a new Clubber is entered on MasterLink Individual screen.

Club Start Date: Enter here the date that you consider the beginning of your Club year, usually prior to the first Club session. This date is used in various calculations and reports. (Dates for Club sessions are set up in [Setup/Calendar.](#))

Session Fields

On Setup menu, click on Session Fields. This feature defines points and options relating to Check-In.

In Field Label: Enter the word(s) that will identify this information on [Sessions Reports.](#) The first letter will be used to identify the word in Check-in.

Display Order: Select the order in which you want each item to appear in [Check-in](#) and [Session Reports.](#)

Field Type: Select the type of field for the way the field will be used. Integer would be a number, Checkbox would require just a click, no data entry.

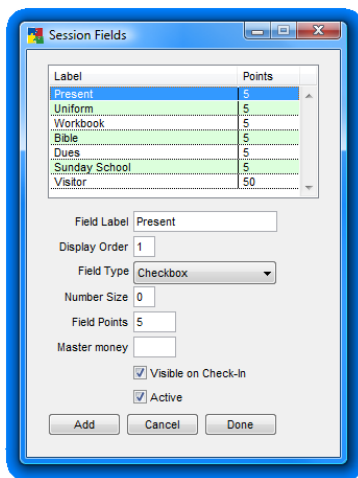
Number Size: For Number (if selected in Field Type), enter the maximum number of digits that might be used in this field. Size for Checkbox (if selected in Field Type) is predetermined. The program will automatically enter 0.

Field Points: Enter the number of points that are to be assigned to this Field Label.

Field Master Money: Enter the number of Master Clubs [Master Money](#) that is to be assigned to this Field Label.

Visible on Check-in: If you want this Field Label to be included on Check-in, this box should be checked.

Active: Unchecking this box will temporarily take this Field Label off of Sessions Reports and Check-in. Check the box when you want it included again.



When finished with this Field Label, click on Add. A new blank form appears to enter another Session Field. When finished entering Session Fields, click on Done.

Calendar Setup

On Setup menu, click on Calendar. Define dates of sessions for the year. A session is what the software will refer to as a date that you have Club. If your first day of Club for a year is August 18. Then that is your first session.

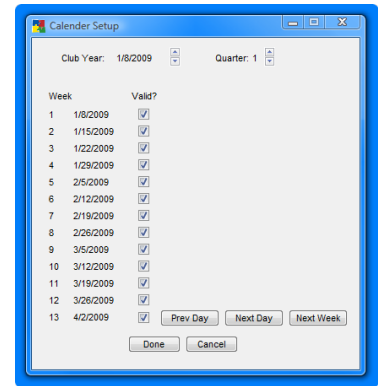
First, verify that the Club year and quarter are correct and change them if necessary.

Next, click Prev Day, Next Day or Next Week until the first date for Week 1 represents the first session of the quarter. Click the check box under valid.

The row of buttons will drop down one row and default to one week later. Change this if you have a week or more off between Club sessions.

When you have defined all dates for the first quarter, click the up arrow to advance to the next quarter and repeat this procedure until you have defined all 4 quarters.

If you do not know the dates for all 4 quarters yet, define those that you do know, but define a quarter before you start entering session information for it.

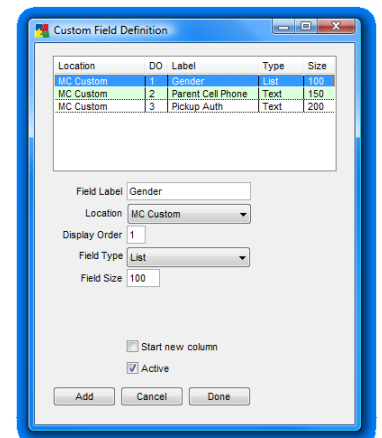


Custom Field Definition

You may set up fields that may be unique to your Club. They will appear on the lower right quarter of the MasterLink Individual screen. You may want to track who is eligible to pick up a Clubber, emergency phone numbers, etc. On the Setup menu, click on Custom Field Definition.

In Field Label, enter the word(s) you want to show on the MasterLink Individual screen.

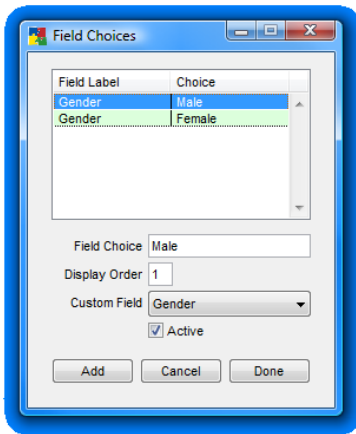
Display Order: Select the order in which you want each item to appear on the MasterLink Individual Screen.



Field Type: Select the type of field for the type of data you want to enter in the field. Text could be both words and numbers. When using only numbers, use Integer if the entry will always be a whole number, use Number if a decimal point may be needed (as in dollars and cents).

Field Size: Refers to the width of the field you write into. Options are any number between 25 and 300. About 200 would be sufficient for most names, 25 would be sufficient for a two or three digit whole number. Size for Date and Checkbox is predetermined. No number is needed for these.

When finished, click on Add. A new blank form appears to enter another Custom Contact Field, if desired. When finished entering fields, click on Done.



Custom Field Choices

If in the Custom Field Definition you created a custom field and choose Combo Box for the field type, then you would use this dialog to add choices to your Combo Box. For instance if in Custom Field Definition you created a combo box called Favorite Color, then in the Custom Choices dialog, you would add Yellow, Green, Blue, Purple, etc. to the choices for Favorite Color. To accomplish this, click Add. In Field Choice, type Yellow for example. Enter your preferred order of display. In the Custom Field combo box, choose the name of the custom combo box that you created in Custom Field Definition. Then click Add to enter another choice.

Group Options

Using Groups, you will be able to sort and/or select Clubbers or Leaders by their group with ease. You can set these up however you wish. Group Type could be a department name with the Groups being the smaller classes within each department. This could be helpful for Leaders knowing exactly who is in their class. It would make it easy to print reports by small classes, so for instance, a Leader could have a contact list printed out of the Clubbers in his class.

You could also set up one Group Type as Clubbers and another Group Type as Leaders. The sky is the limit. However you want to be able to sort your Clubbers and Leaders should determine how you use the Groups function.

To create a new Group, first create a new Group Type. Then create a new group. Both steps must be completed for your groups to appear on the Individual screen.

New Group Type

On the main menu, select Setup | Group Type. To create a new Group, click Add.

From this window, you can create three different types of Groups from the Locations drop down box.

- ◆ Selecting Main Group (Teams) will cause your Group to show up in the Team / Class drop down box on the Master-Link Individual screen. (This shows on the [List Options](#), for example.)
- ◆ Selecting MasterLink Group will cause your new Group to be listed under the Group drop down box on the MasterLink Individual screen. (This group is used in managing team reports, for example Point Totals. The MasterLink Group is also a sort option for most reports.)
- ◆ Selecting Additional Awards Group will create a new group of Awards which you can award to your Clubbers. For more information about this function, see [Additional Awards](#).

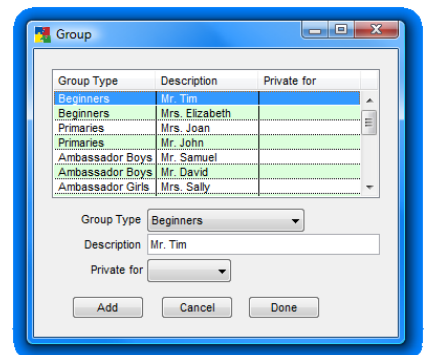
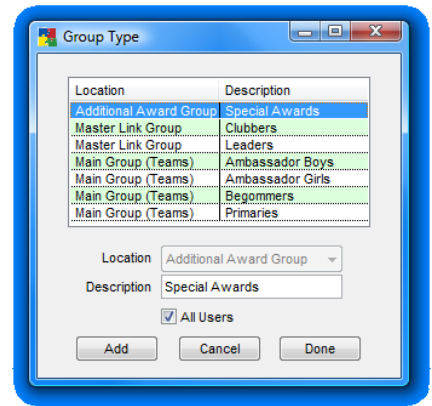
After selecting a Location, type a description for your new Award Group.

New Group

After you have created your desired Group Type, create your Group. From the main menu, select Setup | Group. To create a new Group, click Add.

All of the Group Types that you created in the Group Type form are listed in the Group Type drop down box regardless of the Location of the Group Type.

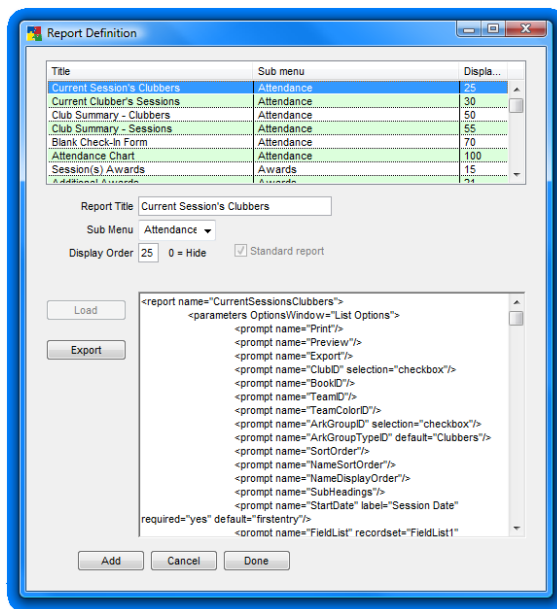
If the groups that you create have a Group Type of either Main Group Teams or MasterLink Group, your groups can be selected for Individuals on the main Master Link screen, and they will display in [List Options](#) for most Reports or as Sort Options.



If you have created a Group Type for Additional Awards, some examples of Award Groups would be Leader Service Awards or Specialty Badge Awards or even Regional Competition Awards. This function is also used for any special awards that have a series associated with them. For more information on Additional Awards and how to set the up, see [Additional Awards](#).

Report Definition

On Setup menu, click on Report Definition. This utility is used to add/update any custom reports, change the display order or menu structure of any reports, or hide a report from the menu.



In order to setup this function to work, from the main menu you will need to select File | [Report Documentation Creation](#). This will extract all reports and convert them into XML so that you can edit and view them in the Report Definition screen. In this screen you will also be able to create your own custom forms.

Master Money

Master Money can be awarded based on Attendance/session information, projects, or any awards. (Badges, Completing Books or Crowns, or Additional Awards are examples of Awards that could receive Master Money.)

Master Money at Check-In: To add or change the amount of Master Money that can be awarded for being present, paying dues, etc., see [Session Fields](#) or go to Setup | Session Fields.

Master Money for Projects: To change the default amount of Master Money awarded for each project that a Clubber completes see [Setup/Options](#) or go to Setup | Options.

Master Money for Badges: To change the amount of Master Money for all Badges, go to Setup | Options. Click the button called Set Default Badge Master Money. Enter the amount of Master Money you would like to award for all Badges. When you click OK, the software will ask you if you would like to update all badges in the system to have the same value of Master Money. Click Yes. Setting this default value does not update or include badges with special properties like Scripture Memory badges, Attendance badges, Discovery Badges, Series Badges, or Crowns.

To set individual badges to be worth a different Master Money value. On the main menu, select Setup | Maintenance | Advanced Settings | Award Definition. Find the badge/award that you would like to update by scrolling through the list. Then change the Master Money for that badge and click Done.

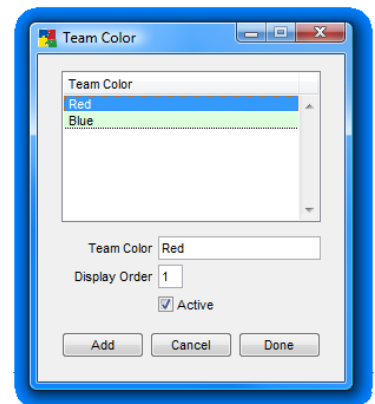
Master Money Report: The [Master Money Report](#) displays all Master Money information together with a balance.

Maintenance Options

Maintenance Options

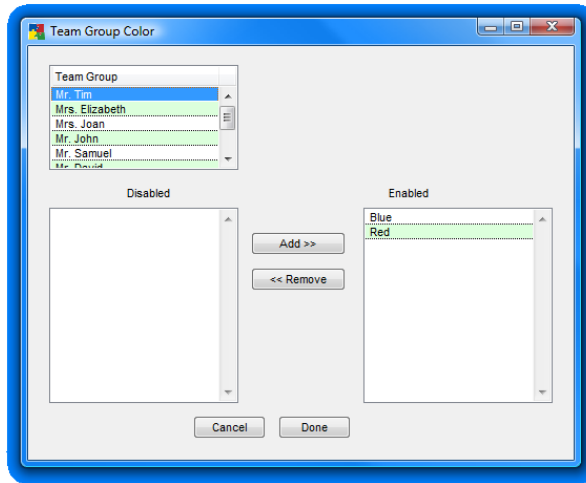
Please contact masterlink@techteam.org for assistance with any of these items. Many of the items in this list are preset for your Master Club.

Team Color: Defines colors available for teams. Does not create a connection to any team for any Clubbers. On Setup menu, scroll to

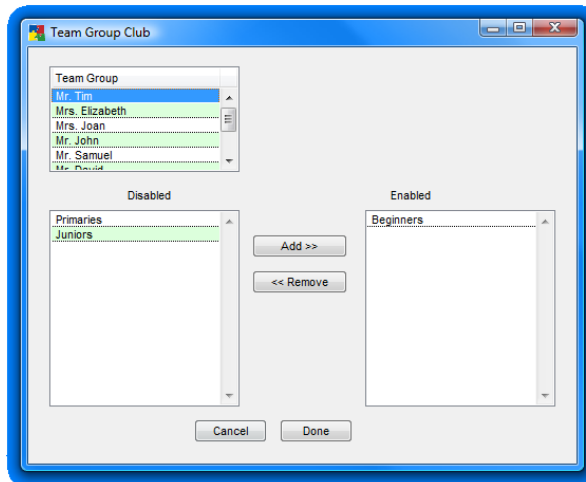


Maintenance, then click on Team Color. You can use this function to assign children to predetermined teams to speed up your Game Time team selection.

Team Group Color: Defines the color (from Team Color) assigned to each team within a Team Group. Usually used during Game Time. On Setup menu, scroll to Maintenance, then click on Team Group Color.



Team Group Club: Assigns one or more Clubs to be part of this team group. For example, in a smaller church, Lookouts, Spotters, and Scouts might be combined into one Team Group, allowing Club-



bers from each Club to be assigned to the same Team Group on the MasterLink Individual screen. On Setup menu, scroll to Maintenance, then click on Team Group Club.

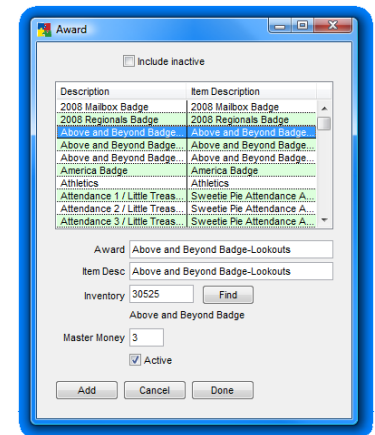
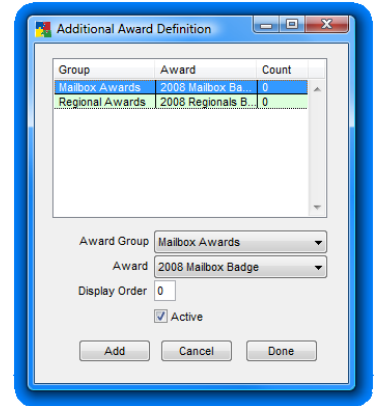
Additional Award Definition: On Setup menu, scroll to Maintenance, then click on Additional Award Definition. This is where you can enter any badges or awards that your Club ministry is giving out that you would like to track. You could set up Leader Service awards or track Specialty Badges awarded or Mailbox Contests Awarded, etc. You can track anything you want.

Book Attendance Awards: On Setup menu, scroll to Maintenance, then click on Book Attendance Awards. Attendance awards for the Club have been set up in this dialog box.

Grade: On Setup menu, scroll to Maintenance, then click on Grade. Select that grades and ages that you would like displayed in the software.

Award Definition: On Setup menu, scroll to Maintenance, then click on Award Definition. On this screen, you can add Badges and Awards that are not part of the normal Project Workbook awards. On this screen you can set the amount of Master Money earned for each badge. You can also set a badge as Inactive.

To add a custom award, click add and enter your information. If you desire to track the Inventory level of your new award, first create it in [Inventory Entry](#).



Advanced Settings

Club Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Club Definition. This is already preset to be Beginners, Primaries, and Juniors. If you were to choose to have all of your Primaries go through the same book regardless of their grade, you would set that up here. Set the current book you would be on that year under Current Book. Check the Rotate Books Each Year box. Click Done to save your changes.

Book Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Book Definition. This contains that Name of each book that is used in Master Clubs.

Badge (Sticker) Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Badge Definition. Select a Club; then select

a Book. A list of the awards for that book will appear in the list box. This list does not include badges that can be earned more than once or badges that have unique properties like the Scripture Memory Badges. The year would determine the Badge number that the Clubber would earn. Projects Per Line is for those badges that have lots of projects in order to get the badge, this allows you to break it into several lines. For example, if a badge definition had 24 projects to do to get a badge and you would rather see 3 rows of 8 on the One Year record (and corresponding screen), you would put 8 in that field.

Book Attendance: To open this form go to Setup | Maintenance | Advanced Settings | Book Attendance Awards. This form allows you to define awards that are automatically awarded to Clubbers based upon their attendance to Club or Sunday school. Award Count is the number of sessions to attend in order to receive the award.

Project Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Project Definition. On this screen, projects have been assigned to each badge for badges created and listed in the Badge (Sticker) Definitions.

Award Series Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Award Series Definition. This is where Awards are defined that are earned after other badges or awards have been earned. For instance the Missions Series badge in the Ambassadors program is earned only after five badges have been earned from that series. Most of the badges in this list are from the Ambassadors Program. The Series Award selects that badge that is to be Awarded for this Series. Award Series Count is how many badges from the badges in that series must be earned in order to receive this Series Badge. If left blank, all awards in the series must be earned.

Award Series Detail: On Setup menu, scroll to Maintenance | Advanced Settings | Award Series Detail. The Award Series list box displays a list of badges that were created in the Award Series Definitions dialog box. Select any badge from this list to see that badges/awards that must be earned to receive this badge. The Disabled list box shows all available badges in Master Clubs. The Enabled list box displays all of the badges that are part of the Award that is selected in the Award Series list box.

Book/Badge Link: On Setup menu, scroll to Maintenance | Advanced Settings | Book/Badge Link. For badges where a choice is offered, or when a different badge may be offered according to the Club

Year, this form is used to create those badges and associate them with a particular Project Workbook.

Crown Award Definition: On Setup menu, scroll to Maintenance | Advanced Settings | Crown Award Definition. This is used to setup each of the Crowns for the Ambassadors program.

Awards for Crowns: On Setup menu, scroll to Maintenance | Advanced Settings | Awards for Crowns. Normal badges that belong to a Crown are added to the Crown in this dialog.

Award Series for Crown: On Setup menu, scroll to Maintenance | Advanced Settings | Award Series for Crown. Some badges in a Crown have special attributes like being earned more than once or have a choice of which badge to earn. These badges are associated with the Crown in the dialog.

Award Inventory Links: To open this form go to Setup | Maintenance | Advanced Settings | Award Inventory Links. The form defines which of your inventory items are associated with an award. For instance, when a child earns the Sunday School Faithfulness badge, a badge and a certificate are distributed to the Clubber. If you prefer not to award the certificates, you would remove them from this form.

Also for instance, if a child completes the Scouts Membership Requirements, he earns a Badge, Passport, and Trailbar. All of these are associated together and reduced from your inventory automatically when a Clubber earns the Membership badge.

If you would like to remove all certificates from being automatically awarded, click in the Awards list box in the top left corner and press the down arrow on your key board to scroll through the list. You will notice as you scroll that the bottom right Enabled box changes with each selection. When you come across an award that has a certificate in the Enabled box, select it and click *Remove* if you desire for that item.

Catalog Inventory Links: This form is for reference only and should only be altered under the direction of a MasterLink technician. To open this form go to Setup | Maintenance | Advanced Settings | Catalog Inventory Links. This form facilitates placing items from your Master Club order into your proper inventory levels.

Data Field Size

To change Data Field Size, select Setup | Maintenance | Advanced Settings | Data Field Size from the main menu. You will only be able to use this form after you have created a User account and are currently logged in as a User. This form is for advanced users.

You can use this form to change properties about fields used throughout the software. Field names are set and cannot be changed. Max Field Length determines the number of characters to be stored for the field in the database.

Field Mask

A mask is a format that consists of literal display characters (such as parentheses, periods, and hyphens) and mask characters that specify where data is to be entered as well as what kind of data and how many characters are allowed.

Setting this property controls how data is displayed either while or after the information is entered into the database. For instance entering (000) 000-0000 displays 2065551212 as (206) 555-1212 in the phone field when the number is entered. Note, using this kind of mask requires that a phone number field be a text field. Using a mask like this one would also limit you from entering an extension for an office building. For more information about masks search online for “input mask.” While masks are available in many fields, they are currently unavailable in the main Phone and Email fields.

Report Relationships

Under Help | Report Relationships, you will find that this can be an aid in designing your own custom reports to see examples of how certain tags and attributes are used in other reports that are already defined. This form is for advanced users. In order to use this screen, first [Create the Report Relationships](#).

5 Security

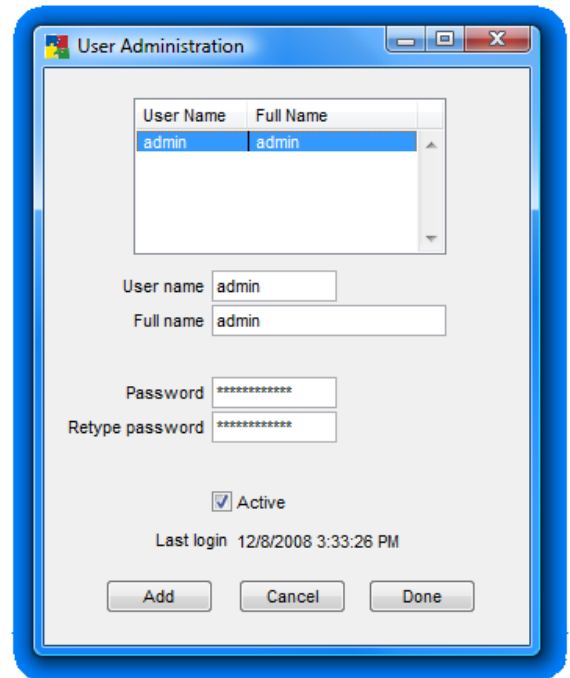
Protecting the names, addresses, and personal information of those children who attend your church is of utmost importance. For your own legal protection, you are encouraged to setup and use this feature. By default this feature is not enabled when you first install your software. Not only will enabling this feature keep your data secure, but you will also be able to track which User created a record or was last to update a record.

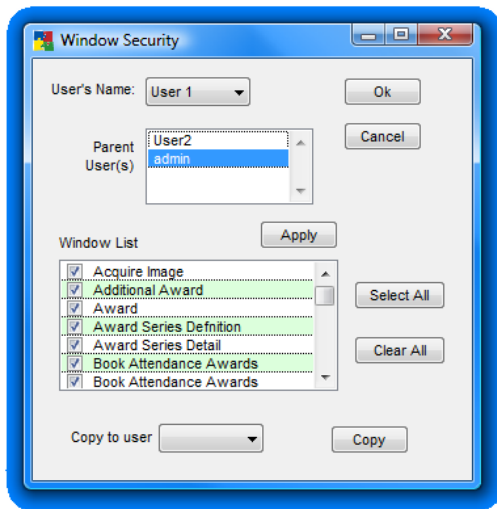
User Administration

To create or edit Users, on the Menu select Security | User Administration. To add a new User click Add. Fill in the User Name, Full Name, and password. **The first time that you create a User be sure to write down the password for the account.** You will not be able to re-enter the software without signing on as a user. After you have created your first user (usually yourself), close the program and reopen it. This time it will ask you for your User Name and Password.

To edit a User, select a User from the list box. Make your desired changes, then click Done.

Special Note: In order for any of the remaining functions in the Security Chapter to function, after you have created your first user, you must close the program and then reopen it and log in as that user. Then you must create at least one additional user.





Window Security

All users that do not have a parent assigned are considered administrators and can access anything regardless of settings.

Window Security is used to limit the functionality of the software for certain users.

To begin, select a User's Name. The Parent User(s) List box will display the User name of every User in your database, except for the User that is selected in the User's Name drop down box.

In the Parent User(s) list box, you may select as many names as you wish. Hold down CTRL and click the Users that you would like to be the "parent" Users. These will be the Users who will have rights to manage the User selected in the User's Name drop down box.

Think of it as a tree structure. Each tree trunk is an administrator. Each major branch is maybe a department director, each small branch under that would be someone in that department.

In the Window List, select the screens that you would like the User to have access to.

If you have multiple Users whom you desire to have the same settings. Create the Window Security properties for one User, then after you have saved those settings by clicking Apply, select another User in the Copy to User drop down box. Then click *Copy*. All of the settings will be copied to your User.

After setting up the two (or more) logins in User Administration, go to Windows Security and select one or more logins, that are going to be under this administrator, from the "User's Name" list. At a minimum, select the administrator name from the "Parent User(s)" list and click OK. Now the Report by User and Club by User will have meaning for the login you just assigned.

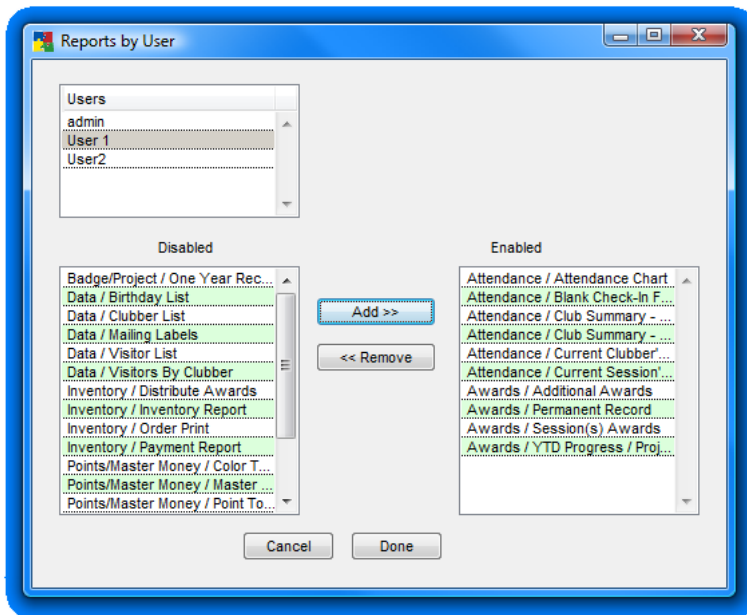
After setting up this function, users will only be able to see other users who are either equal to them or under them in the software.

Reports by User

If you have created Users in the [User Administration](#) screen and have setup Window Security for at least two Users (the Administrator and one additional User), then you can use Reports by User to limit the reports that a User can run.

Select a User from the drop down that you wish to apply settings to. Move reports to the desired location. Disabled means that the User will not be able to see or run those reports. Enabled means that the User will be able to see and run those reports.

If a User does not have a Parent User, all forms and reports are visible to that user regardless of the settings in the Reports by User form.

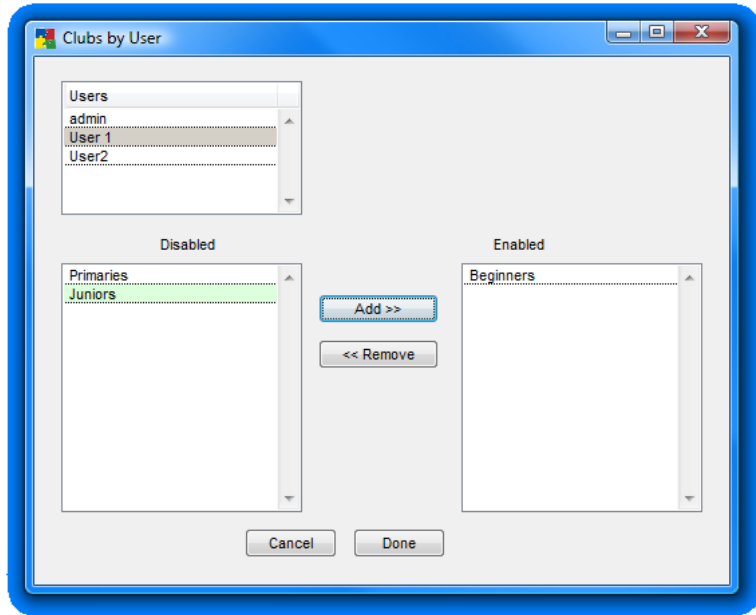


Clubs by User

If you have created Users in the [User Administration](#) screen and have setup Window Security for at least two Users (the Administrator and one additional User), then you can use Clubs by User to limit the Clubs that a User can see or edit. For instance, you may only want Leaders from the Beginners departments to view Beginner Clubbers.

Select a User from the drop down that you wish to apply settings to. Move reports to the desired location. Disabled means that the User will not be able to see or edit those Clubs or records associated with those Clubs. Enabled means that the User will be able to see and run those Clubs.

If a User does not have a Parent User, all forms and reports are visible to that user regardless of the settings in the Reports by User form.



Change Password

If a User would like to change their password after their account had been setup, you may select Security | Change Password from the menu. Change the password fields to your desired password and press Done.

6 Managing Your Database

Backup Database

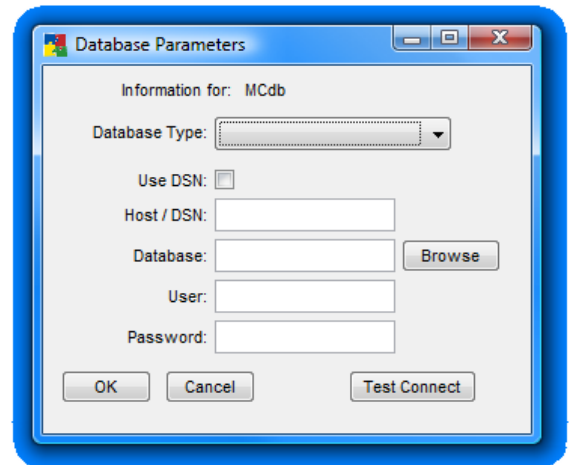
To backup the MasterLink Database, on the File menu, click Backup Database. Use the defaults or change the folder and/or name of the backup copy.

Restore Database

To restore the MasterLink database from a previous backup, on the File menu, click Restore Database. Choose a file previously created from the Backup option. A prompt will confirm the point (time) at which the backup was created.

Change Database

Your MasterLink software is set up to read several different database types depending on your purpose and system setup: Real database file, MySQL database, Access database file (up through 2007), and 4D database. Ninety percent of all users will use the default settings of Access database file. If you prefer to setup your database on a network server with a frontend/backend type setup, or if you desire to use one of the other database options, call Missionary TECH team for support.



Export/Import Database Changes

Sometimes it is not feasible or affordable to set up a network database which all of your MasterLink computers can access. This feature, unique to MasterLink, allows you to export all additions or updates to a specific computer for a definable period of time. Export/Import are tools used to synchronize two databases. If you have two separate computers each entering data at the same time you could merge the two together into one master database.

In order for this function to properly work, no two computers should edit the same records. Strictly speaking, changing the grade for one child on one and the book for the same child on another database during the same export/import cycle, the program would not know which one was most current. (A message with an error would be displayed.) For instance, if one computer user changed the age of John then another user on a different computer changed the address of John, when you import your changes, your database will not know which record is the “newest” record.

If you plan to use this, we strongly recommend that one computer be a Master Computer (perhaps in your Secretary’s office), one computer only for Beginners, another computer only for Primaries, and a final computer only for entering/editing Juniors’ information. Then after each Club night, import all changes to that main computer.

Export

To use this function, select File | Export Database changes from the main menu. Select a date to include changes back until. Click OK. Choose where you would like to save your changes. Click Save.

Import

In tandem with the Export Database Changes, this function will allow you to import changes made to a database from different computers.

To use this function, select File | Import Database Changes from the main menu. Locate the file you would like to upload. Click open.

Import New Catalog

If you have renewed the yearly Support Package for Master Link from Missionary Tech Team, then each year you will receive updates to the software and an updated Catalog from Master Ministries containing the latest products, descriptions, and prices.

Importing the updated catalog will not change or affect any items that you have entered into your inventory.

To import the new catalog, select File | Import Catalog. A dialog will appear asking you to locate the new catalog file on your computer. Once you have selected the catalog, click Open. Your new catalog is now imported into your database.

Report Documentation Creation

Select File | Report Documentation Creation. This will extract all reports and convert them into XML so that you can edit and view them in the Report Definition screen. For more information, see [Report Relationships](#) and [Report Documentation](#).

Database Ideas

If you have creative ideas for new functions for this software please contact Missionary Tech Team. Your idea may be included in a future release of this product.

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