

This tutorial will show you how to establish your club on MadSync

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Type the following URL into your browser.

<https://app.madsync.net/clubregister.aspx>

Please, **NEVER** share this URL with anyone before contacting us at MadSync.

alan@madsync.com

Why:

Because, if your team members go to this link to join your team, they will end up starting a new club instead.

Instead:

Send them the “member signup” tutorial



Please
read
this!

Start by entering your club's information

2

Remember, this is club information, not your personal information. (We will get to that next)

Home Forum

You are currently registering your club with MadSync. Fields marked with an asterisk are required.

Club Information

* Club Name:	<input type="text" value="Ride Fast Cycling Club"/>
* Club Domain (eg. "madsync.myclubdomain.com"):	<input type="text" value="madsync.ridefast.com"/>
* Street Address:	<input type="text" value="1 Main St."/>
Street Address (line 2):	<input type="text"/>
* City/Town:	<input type="text" value="Denver"/>
* State:	<input type="text" value="CO"/>
* Postal Code:	<input type="text" value="80022"/>
* Contact Phone:	<input type="text" value="303.999.9999"/>
* Contact Email:	<input type="text" value="membership@ridefast.com"/>

If your team already has a website url, replace "www" with "madsync" and type it here.
eg. If your team website is "www.ridefast.com", type "madsync.ridefast.com"

Back Next

Once you've entered all your club info, click here.

Now enter your personal information

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Here is where you enter your personal information.

(everything here except the username can be changed by you at a later date in MadSync)

You are currently registering your club with MadSync. Fields marked with an asterisk are required.

* I agree to the following terms and conditions and have read the MadSync privacy policy

Personal Information

Make sure this is checked

This page defines you as a user of MadSync. For convenience, the club info you typed in on the last page shows up on this page. Change it if it is different.

* Name:

* Street Address:

Street Address (2):

* City/Town:

* State:

* Zip Code:

* Phone:

your birth date? Year Month Day

User Information

Remember this username and password. Passwords can be changed, usernames are permanent.

* User Name:

* Password:

* Confirm Password:

* Email:

* Confirm Email:

Don't forget to click here when done

More personal information.

4 Don't worry, not all of it is required.

More personal information:
And as always, MadSync does not share this with anyone outside your team.

You are currently registering your club with MadSync. Fields marked with an asterisk are required.

Member Information

* Gender: Male Female

* Emergency Contact Name:

* Emergency Contact Phone:

* Do you plan to race? Yes No

* What year did you first join?

Why do you want to ride with Ride Fast Cycling Club?

ACA license:

USCF License:

USA Triathlon License:

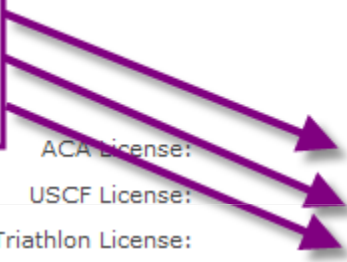
Road bike category
Mountain bike category
Multisport category

ACA: USCF:

ACA: USCF:

USAT:

If you provide these, MadSync will automatically tell you the status of your license with the governing organization.



Back Next

You know what to do here

Ok, let's go see your site.

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You will be automatically forwarded to your login page. In the future, you will want to go through our "MyMadSync" link on www.madsync.com.

aadsync

ed by *MadSync Beta* **Home** **Forum**

Login Need help logging in? ⓘ

User Name:

Password:

Remember me for 7 days unless I log out.

Not Registered?
Forgot Your Password?

Now login using the username and password you just established.

Welcome! This is your team's site

6 Let's start customizing it!

The screenshot shows the MadSync website administration interface. At the top, the logo "madsync" is displayed in a large, bold, purple font. Below the logo, a navigation bar contains several menu items: "Home", "Admin", "Members", "Forum", and "Contact Support". Underneath the navigation bar, there are sub-menu items: "Manage Membership", "View Task Lists", and "Change Settings".

The main content area is divided into several sections. The first section is "Team Information", which includes a "Logo Image" section. This section contains a text box with instructions: "Your image will be scaled to display at 120 pixels high (and no more than 200 pixels wide). Maximum allowed file size is 2mb, allowed file types: jpg,jpeg,bmp,gif,png." Below this text is a file input field and two buttons: "Browse..." and "Update".

Below the "Logo Image" section are two tabs: "Edit Club Information" and "Edit Visual Appearance". The "Edit Club Information" tab is active, showing several checkboxes: "Use Member Groups" (unchecked), "Use Points/Participation System" (checked), and "Make points public on member list" (unchecked). Below these checkboxes, there is a "Timezone Offset From Server: 0.00" and a "Login time (client | server): [5/5/2009 5:49:52 PM | 5/5/2009 5:49:55 PM]".

The next section is "Governing Bodies", which contains a text box: "These are the available associations with whom your members are likely to participate in events." Below this text are three checkboxes: "USA Cycling (USCF)" (checked), "American Cycling (ACA)" (checked), and "USA Triathlon (USAT)" (unchecked).

Annotations are present on the screenshot. A blue arrow points from the "madsync" logo to a text box that says "Replace our ugly logo with yours. Don't forget to click update." Another blue arrow points from the "Browse..." button to the same text box. A purple arrow points from the "Edit Visual Appearance" tab to a text box that says "Change the colors of your team's MadSync site. Just make sure to pick contrasting colors or you won't be able to see anything."

Establish the payment and registration behavior for your site.

(You might want to check with the other officers on you team)

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Scroll down to set the payment behavior of your site. These are pretty important, but can be changed later.

American Cycling (ACA)
 USA Triathlon (USAT)

Registration

Club Registration Active
 Club Registration Renewal Active
 Use bare minimum registration (simple profile)
 Hide riding profile section

2009 Current Registration Year

Club membership price
50 Set

Payment Information

Check Setup

Accept checks from members
 Accept checks from non-members (eg. for registration)
 Direct checks to treasurer
 Direct checks to main club contact

Checks payable to: Ride Fast Cycling Club Set

Paypal Setup

Do you want to let other people register for your club?

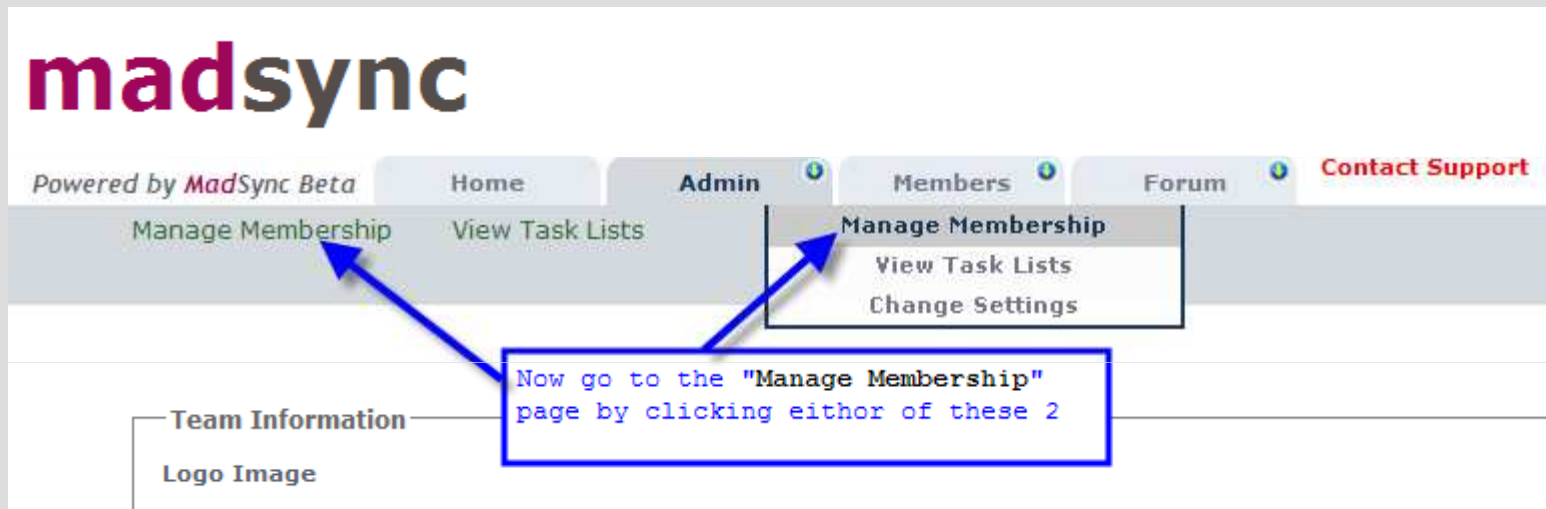
Caution:
It is not advisable to have club registration and event registration active at the same time.
People can get confused and register for your club when they only mean to register for the event (race) you are hosting.

Credit card payments are automatically verified by MadSync.
You will need to manually verify each paper check has been received if you check these options.

Now let's give you full access of your MadSync site.

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At the top of the page, click on "Manage Membership".



President will give you full access

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You should be the only one on your team right now.

This is the page you will have to visit to set new members active.

Members of Ride Fast Cycling Club

Total Members: 1

Active Members: 1

Inactive Members: 0

[View Customer List](#)

Incomplete registrations with a username are listed in red below.

These represent users who cancelled or walked away during the signup process and MAYBE should be pruned. If they paid by Paypal, they might also have not returned to the site after paying. Contact member first. Unconfirmed registrations are listed in blue below.

These represent users who are paying by check. Set Active confirms money has been received.

Filters

Active: All

Gender: All

Mountain Category (ACA): All

Mountain Category (USCF): All

Road Category (ACA): All

Road Category (USCF): All

These info bubbles are really helpful as they tell you about each MadSync control.

Make yourself "President" so you have full access on your team's MadSync site.

1)select "President"
2)click "set"
3)once you do this, you will see an "*" next to the word "President" in the pulldown menu.

	First/ Last Name	Location	Phone	Email	Member Since	Expires	Last Renewal	Activate	Positions
<input type="checkbox"/>	Joe Smith	Colorado Springs, CO	303.999.9999	joe@ridefast.com	2009	12/31/2009	5/5/2009	<input type="button" value="Set Inactive"/>	<input type="button" value="Set"/> <input type="button" value="Remove"/>

Your team site is ready to go!

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nadsync

Powered by MadSync Beta

Home

Admin

Members

Events

Forum

Contact Support

Manage Membership

Manage Coupons
Change Settings

Approve/Deny Points
Manage Team Orders

Manage Membership
Approve/Deny Points
Manage Points Types

Manage Products
Manage Site Orders
Manage Finances
Manage Coupons

Manage Team Orders
Manage Roles & Groups

View Log
View Task Lists
Send Mail
Change Settings

Manage Products
Manage Site Orders

Manage Site Orders
View Task Lists

Manage Finances
Send Mail

Members of Ride Fast Cycling Club

Total Members: 1

Active Members: 1

Inactive Members: 0

View Customer List

Incomplete registrations
These represent members who have not completed their registration process. If they pay, they will be pruned. If they pay, they will be pruned.
Unconfirmed registrations
These represent members who have not confirmed their registration.

See the message below.
If you pay during the signup process and MAYBE should be returned to the site after paying. Contact member first.
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Filters

Active: All

Gender: All

Mountain Category (ACA): All

Mountain Category (USCF): All

Road Category (ACA): All

Road Category (USCF): All

Update

Notice, you have all the Admin pages now.

Don't worry, you don't have to learn about all of them right now. You can read other tutorials for that.

See, you are the President!

FYI: Full access is also granted to the VP, Secretary, and Treasurer.

Remove Selected Members From Club

Email Selected Members

	First/ Last Name	Location	Phone	Email	Member Since	Expires	Last Renewal	Activate	Positions
<input type="checkbox"/>	Joe Smith	Colorado Springs, CO	303.999.9999	joe@ridefast.com	2009	12/31/2009	5/5/2009	Set Inactive	President *

Other Tutorials for help using MadSync

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See our other tutorials for a demonstration on how to:

- Host online registration for an event (race)
- Setup products to sell to your team. (clothes, bikes)
- Establish subgroups within your team
- Setup a discussion forum (public or private)
- Manage your team's participation
- Generate coupons users may use to buy stuff on your site.
- Send mail to your team members or customers
- View your team's member list.
- Configure your personal profile