Zionsville Aquatic Center Membership Application

Instruction Manual

Getting Started

This section will describe how to import the existing spreadsheet data into the application.
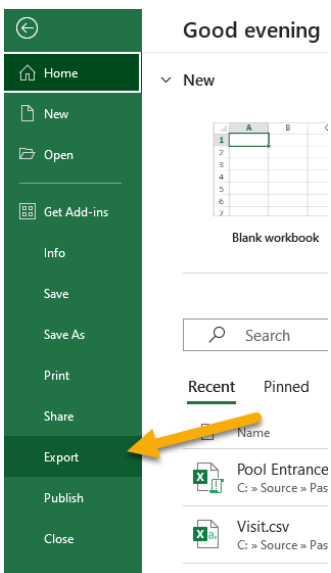
Export

The database created by the ZHS technical team will initially be empty. The program is designed to create empty tables in the database when it first opens and has access to the database on the network. To populate the database with membership data we must export the data from the existing Excel spreadsheet.
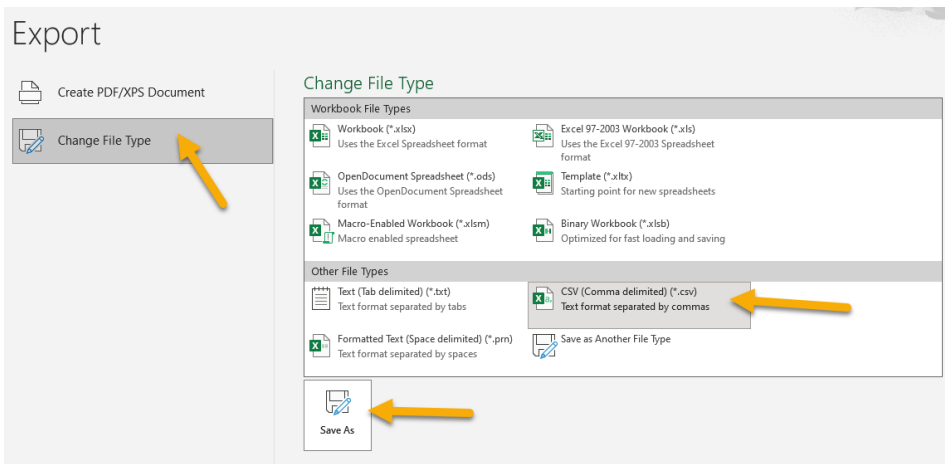
Open the spreadsheet and go to the "Registry" tab. Note column D will be searched for "25", "50", "annual", "family", "monthly", "single", "exp", "cancelled" to determine membership type and status. Column L will be used to populate the remaining visits where applicable.
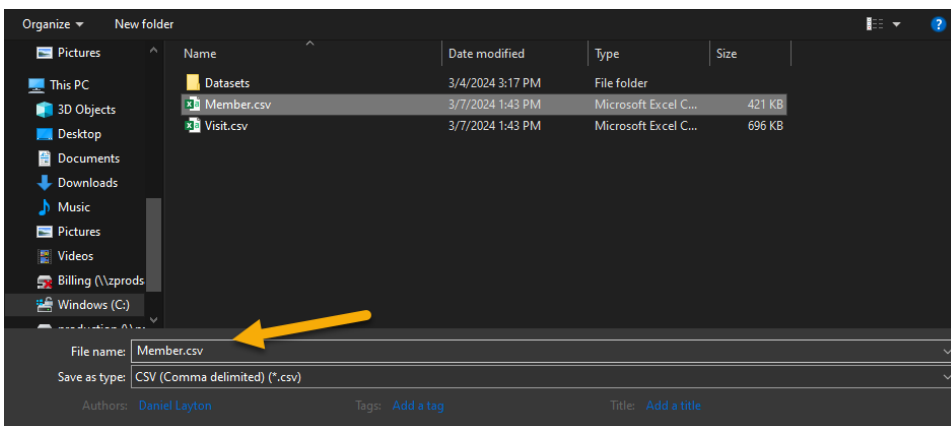

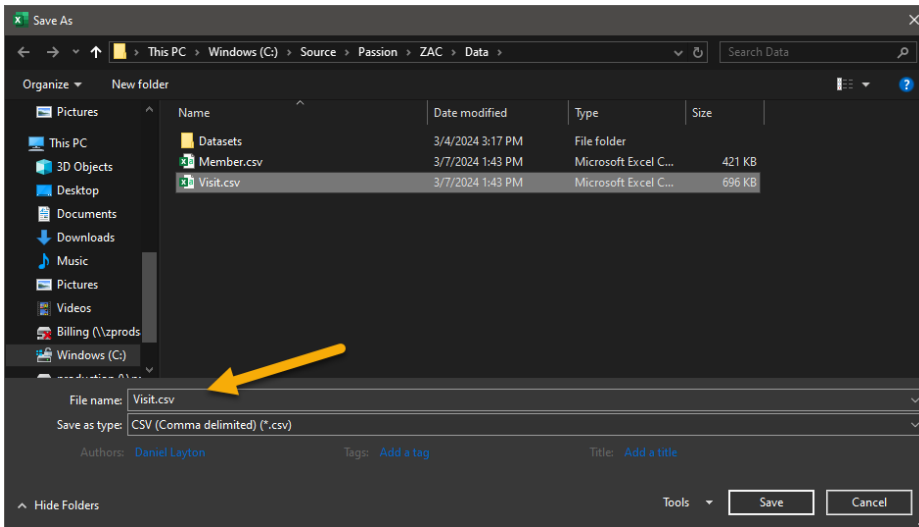Select File -> Export

Select Change File Type -> Select CSV -> Select "Save As"

Name the file "Member.csv" and save to a location of your choosing

Next go to the "ID" tab and repeat the process.

Name the file "Visit.csv" and save to a location

Import

Open the ZAC application. If any errors popup please notify the ZAC technical team. Common errors at this point are most likely due to permissions or the database not being available on the network.

Before importing you will want to delete the data from the database. To do this you will need to go to the settings screen and truncate the member, membership, and visit tables. You do this by pasting the following commands into the executable text box.

```
TRUNCATE TABLE dbo.Member
TRUNCATE TABLE dbo.MemberShip
TRUNCATE TABLE dbo.Visit
```

Then press the execute button.
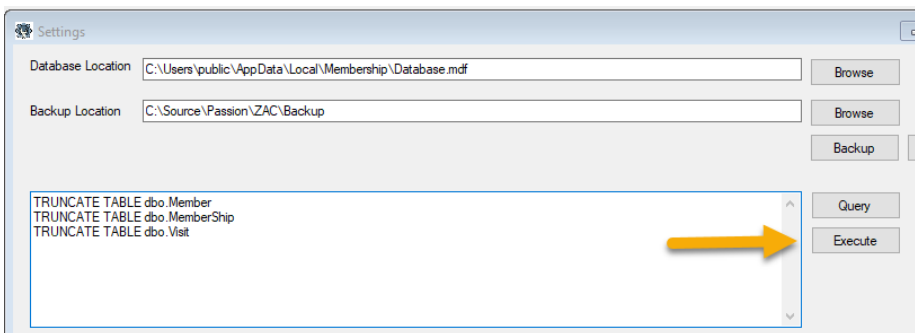
Select the Import screen from the menu. Select the browse button and go to the folder where you saved the Member.csv file. Select the Members import type. Then select the Save To Database button and wait until the members are loaded into the database.
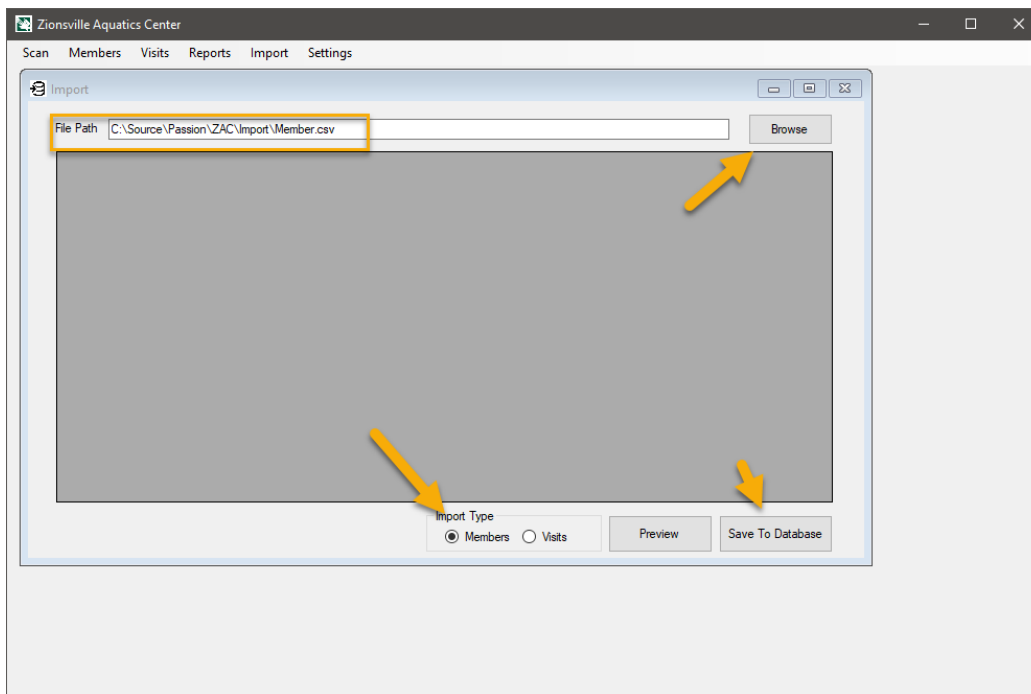
Next do the same process for the visit.csv file that you created. Be sure to select the Visits import type before you select Save To Database.
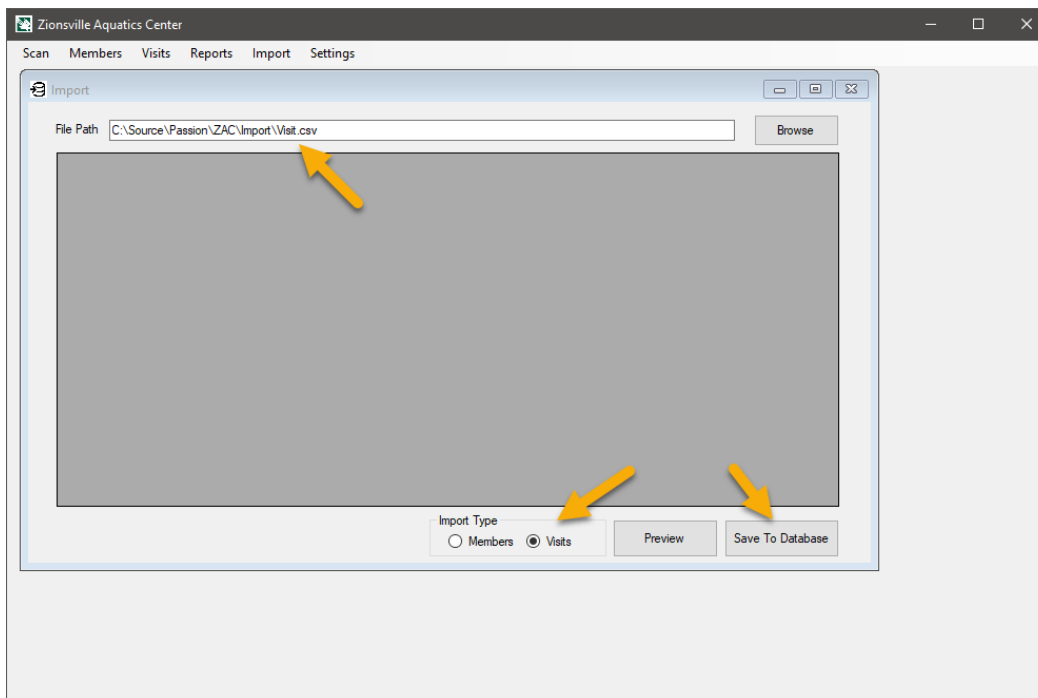

The preview button can be used to display the data to be imported in the data grid. One the preview button is selected and the grid is populated you will not be able to import. You must exit the screen and open it again.

Verify Data

Select the Members menu item to confirm members have been imported.

Select the Visits menu item and confirm past visits have been imported.

If either screen does not show records you can re-try the export/import process.

How to Use

Scan Screen

The first screen to open by default is the Scan Screen. This screen is used to accept scanned data when the user scans their card with the barcode. The textbox in the top left corner must be selected and is by default when using this screen. If this screen is not open the application will not accept a scan for entry into the pool area.

Data Grid

The data grid on the scan screen will show any scans from the current day. Any paying member in the pool area should be in this list. Data displayed in the grid is as followers.

- Delete button – This button is used to remove a visit. Common uses are when a member scans their card more times than they intended and must be removed. If the member has a membership with a limited number of visits deleting the visit will increment the number of visits on their membership.
- Id – This is the unique value for the visit.
- Visit Date – This is the date and time that the person scanned their badge.
- Badge Number – This is the number of the badge and the value represented in the barcode on the badge. Members might have multiple badges in the history of their membership. This usually occurs when a member loses their badge and must be assigned a new one. Only one badge per member will be valid. Any old badges will not be recognized as valid.
- Member Id – This is the number assigned to the member. Members can have multiple badge numbers throughout their membership history but they should only have one member id.
- First Name – First name of the member visiting.
- Last Name – Last name of the member visiting.
- Current Status – This shows the status of the members current membership. It will show how many remaining visits they have or the expiration date of their current membership depending on what type of membership they have.
- Emergency Contact – This is the name of the person the member has designated to be contacted should an emergency occur.
- Emergency Phone – This is the number of the emergency contact.

Status

The status section of the scan screen will display the status of the membership when a badge is scanned.

Per visit memberships will show the remaining number of visits for the member after they scan.

Michael Bush

25 Visit Scan Card
Individual Pass that allows 25 visits

You have 7 visits after today

Date based memberships will show the expiration date of their membership after they scan.
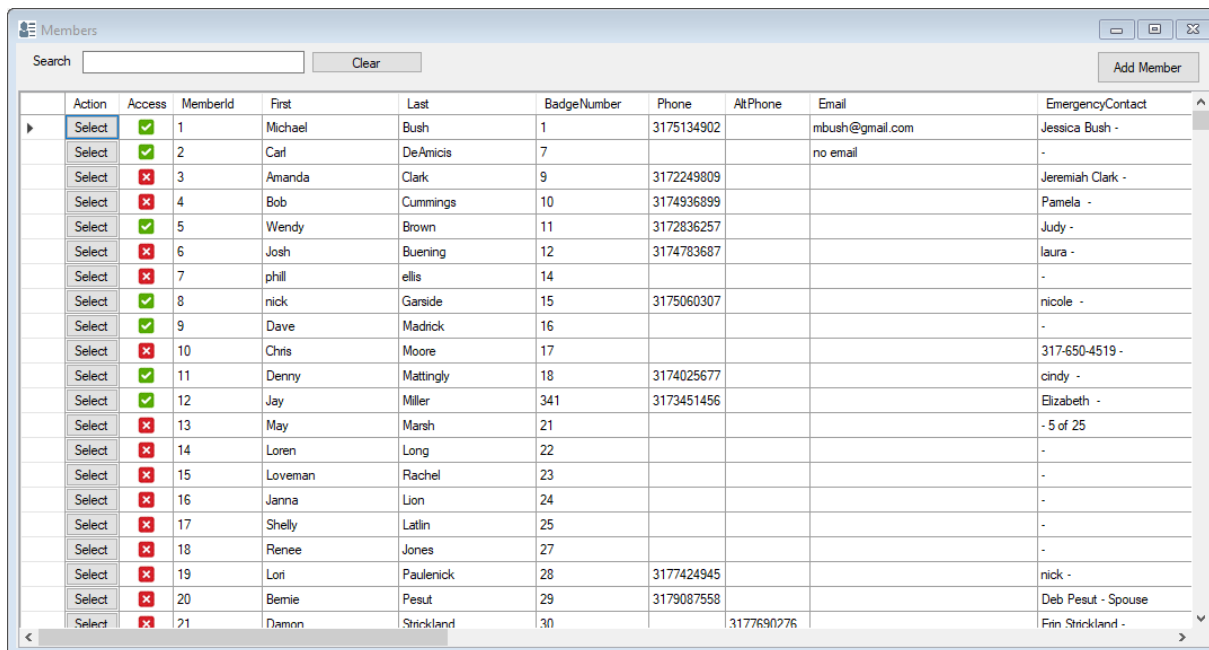
Carl DeAmicis

Individual Annual Pass
Individual unlimited pass billed annually

Your membership expires on 3/9/2025

Member Screen

The member screen displays all members in the system regardless of whether they have a current membership and are allowed access to the pool area.

Data Grid

The data grid on the member screen shows the following data.

- Select Button – Opens the Add/Edit Member screen.
- Access – This is an image allowing the user to at a glance see if the member has an active membership allowing them access to the pool. A green checkmark means they have an active membership and should be allowed access to the pool. A red checkmark indicates they have no active membership and should purchase a new membership to have access to the pool.
- Member Id – This is the number assigned to the member. Members can have multiple badge numbers throughout their membership history but they should only have one member id.
- First Name – First name of the member visiting.
- Last Name – Last name of the member visiting.

- **Badge Number** – This is the number of the badge and the value represented in the barcode on the badge. Members might have multiple badges in the history of their membership. This usually occurs when a member loses their badge and must be assigned a new one. Only one badge per member will be valid. Any old badges will not be recognized as valid.
- **Phone** – Member phone number.
- **Alt Phone** – Member alternate phone number.
- **Email** – Member email address.
- **Emergency Contact** – This is the name of the person the member has designated to be contacted should an emergency occur.
- **Emergency Phone** – This is the number of the emergency contact.

Search

The search area allows the user to filter the data grid based on first name or last name. The clear button can be used to clear the search box which will remove the filter from the data grid showing all members.
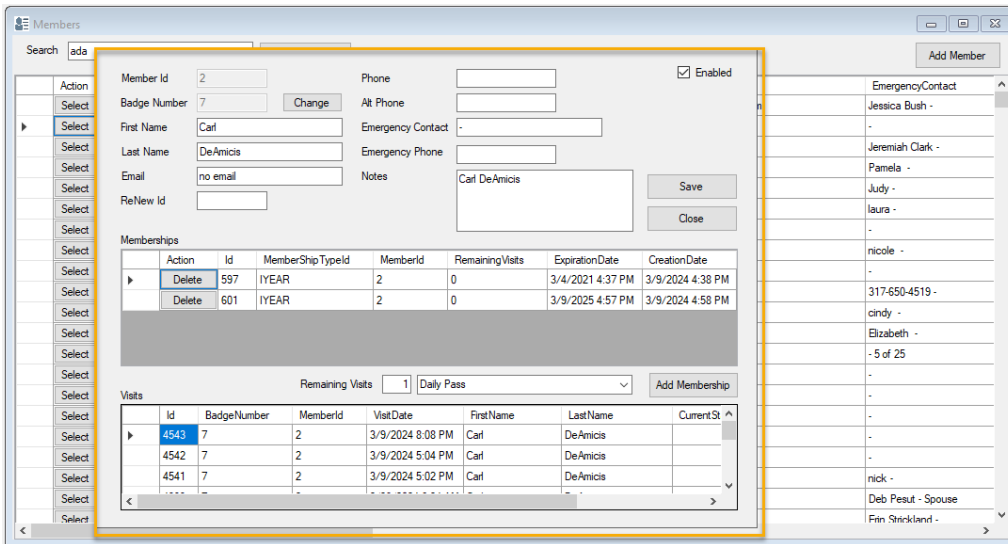

As the user types in the search box the list is filtered in real time. First and last names that match the characters in the search box will be shown. Once the member being searched for shows up in the data grid the user can select the member using the select button.

Add/Edit Member

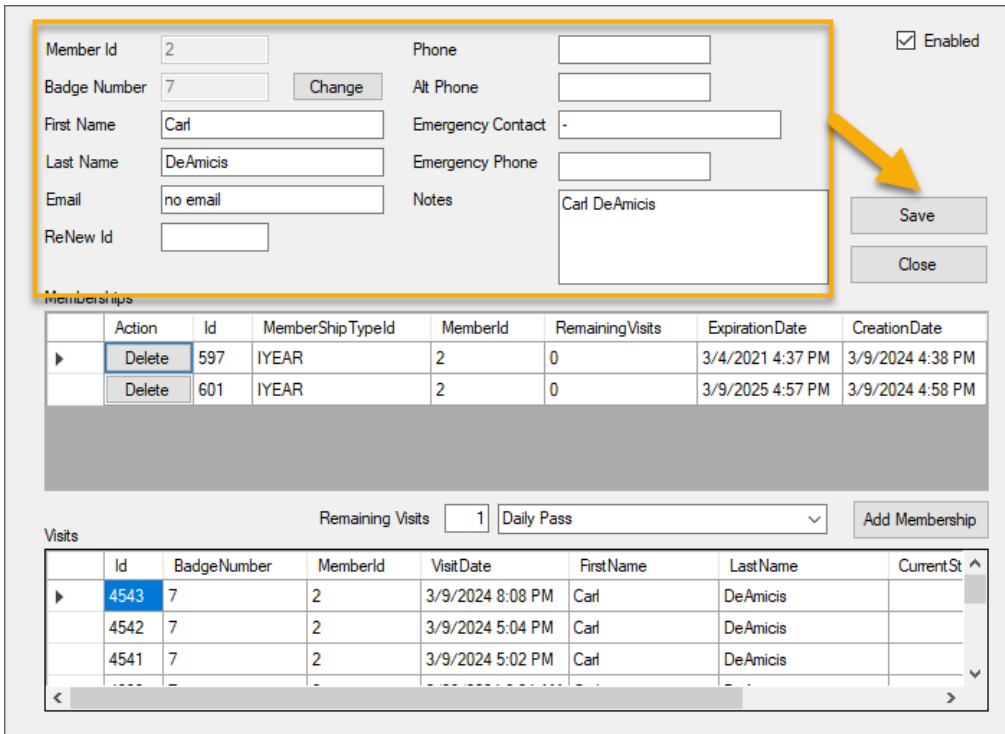When the select button is pushed the Add/Edit section will pop up.

The data displayed in the Add/Edit Member section are as follows.

- Member Id – This is assigned by the database and cannot be altered.
- Badge Number – This can be assigned by the user when a new member is added or an existing member needs a new badge. It is grayed out by default but can be edited when selecting the change button. This is an extra step to dissuade the user from inadvertently changing the badge number while editing other fields.
- First Name – First name of the member visiting.
- Last Name – Last name of the member visiting.
- Email – Member email address.
- ReNew Id – should this member have a ReNew Id it will be entered here.
- Phone – Member phone number.
- Alt Phone – Member alternate phone number.
- Emergency Contact – This is the name of the person the member has designated to be contacted should an emergency occur.
- Emergency Phone – This is the number of the emergency contact.
- Notes – When data is imported columns from the spreadsheet that cannot be imported directly are placed in the notes section. The notes section is used for any additional information on the member.
- Enabled – This checkbox designates whether the member will be enabled meaning have access to the pool area or be used in the other screens. Currently it is not in use until further clarification on what access we want allowed when this is not checked.

Save Button

Any data changed in the top section of the Add/Edit screen will not be saved unless the save button is selected.

Close Button

The close button closes the screen and redraws the underlying data grid on the Member screen.

Membership Data Grid

This grid shows any memberships that the member has. It will display current and old memberships regardless of whether the membership has expired or run out of visits.

The delete button will remove the membership from the member's portfolio.

The Add Membership button allows the user to add a membership to the member's portfolio.

Currently 7 memberships types can be selected and are listed below. Memberships with values in the Visits column have a designated number of uses. Memberships without values in the Visit column will be assigned an expiration date when the membership is created.

Id	MemberShipTypeId	Name	Description	Visits
1	DAILY	Daily Pass	Individual Pass that allows entry for the day	1
2	25IND	25 Visit Scan Card	Individual Pass that allows 25 visits	25
3	50IND	50 Visit Scan Card	Individual Pass that allows 50 visits	50
4	IYEAR	Individual Annual Pass	Individual unlimited pass billed annually	0
5	FYEAR	Family Annual Pass	Family unlimited pass billed annually	0
8	IRMTH	Individual Monthly Pass	Individual Reoccurring Monthly Pass	0
9	FRMTH	Family Monthly Pass	Family Reoccurring Monthly Pass	0

When assigning any type of membership the default values can be edited. This allows us to backfill visits and time already used for the memberships being added.

The bottom data grid will display the member's all time visits.

Note that badge numbers can change but member id will always stay the same. This allows us to associate historically all visits under the member regardless of the badge number being used over time.

Visits Screen

The visits screen shows every visit from every member in the system. The visits can be filtered on a date range and provide an at a glance view of who visited in a specific time window.

Reports Screen

The reports screen will display any custom reports displaying and aggregating data as needed. Currently it has one report that displays a complete member list. Additional reports can be added on request.


Import Screen

The import screen has been described in the getting stared section.

Settings Screen

The settings screen is used to determine where the backup location will be. This folder will be used to hold .CSV files that are exports of the database tables.

- The Browse button is used to choose the folder.
- The Backup button is pressed to export all database tables to corresponding CSV files.
- The Restore button is used to import CSV files in the backup directory into the database.
- The Save button is used to save the backup location value in the text box.
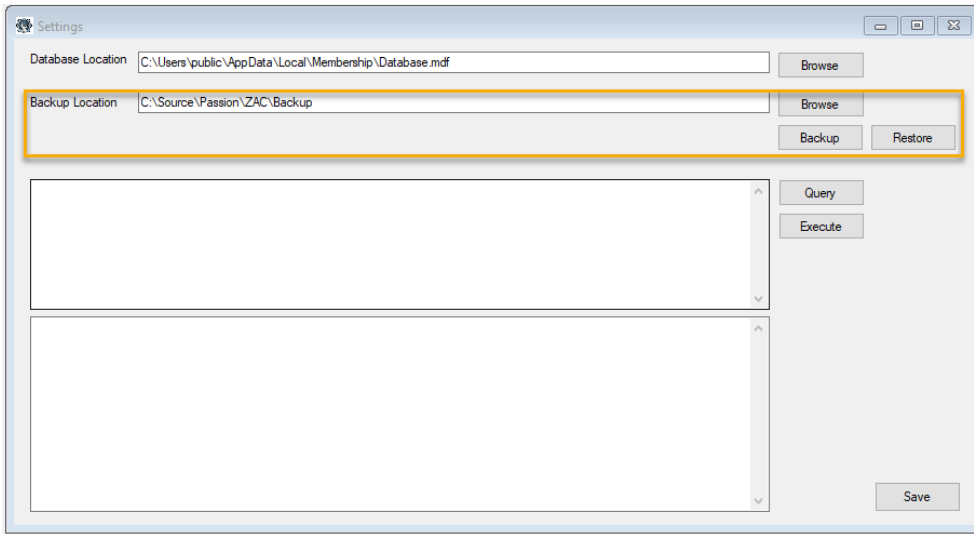
The bottom section is used to execute SQL commands against the database. This section should be used with caution and only by someone who knows the intricacies of SQL and the underlying data schema.

Note: The Database Location section is not currently used and will be removed in a later version.