Your club. Step by step.

Illustrated instructions for members, administrators and competition organisers.

Website: use the club address chosen during installation.

Find a task

Use the clickable contents or PDF bookmarks to reach a topic. Instructions describe the current controls; retained demonstration screenshots can show earlier labels.

What is new

Season standings and league competitions; PayPal membership checkout; optional reminders; privacy information; award certificates; updated finance menus and automatic saving.

Before using Live PayPal

Complete a Sandbox test with the intended business app and a separate Sandbox buyer. Sandbox success does not mark real membership paid.

Saving your work

Existing records usually autosave when you leave a changed field. Wait for the green flash and saved message. New records, uploads, publication, sending and payment verification use explicit actions.

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Welcome to PCM

Photography Club Manager Solo brings membership, activities, competitions, communications and finances together for one photography club on its own webserver.

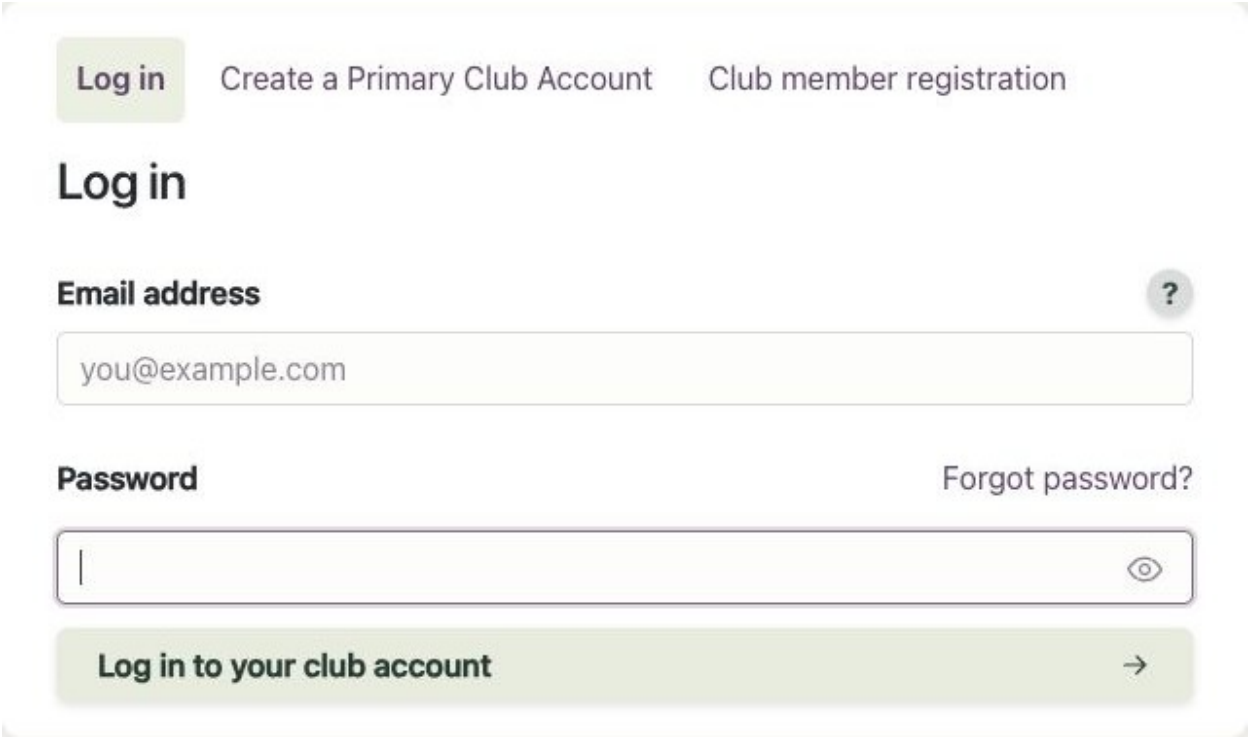


1. Use the contents pages or PDF bookmarks to jump to a task. Each illustrated topic explains where to go, what to do and what to check.
2. Members use My account, Activities, Calendar and My Competitions. Administrators see additional tools according to their access permissions.
3. This installation holds one club. Use your personal member or administrator login; there is no shared-service account choice or additional-club registration.
4. Use Help in the top bar for page guidance. Question marks and action tooltips explain individual fields and controls.
5. Existing records usually save when you leave a changed field or select an option. A green flash confirms the save. New records and actions such as sending, uploading and publishing use explicit buttons.

Remember: Solo edition, 7 November 2026. Use the website address chosen during installation. Screenshots show demonstration records and can retain earlier labels; follow the written instructions.

Sign in and recover access

Use your personal email address and password to sign in to the website.



1. Open PCM and choose the sign-in option. Enter the email address registered to your account and your password, then sign in.
2. If the site asks you to confirm your email, follow the verification link sent to your inbox. Check junk mail if it does not arrive.
3. If you have forgotten your password, choose the password-reset link and enter your registered email address. Follow the latest reset email to set a new password.
4. Use Log out at the far right of the top bar when you finish on a shared computer.

Remember: Website credentials are separate from the desktop app login and the club API code. A club registration code is not a password.

Install the single-club edition

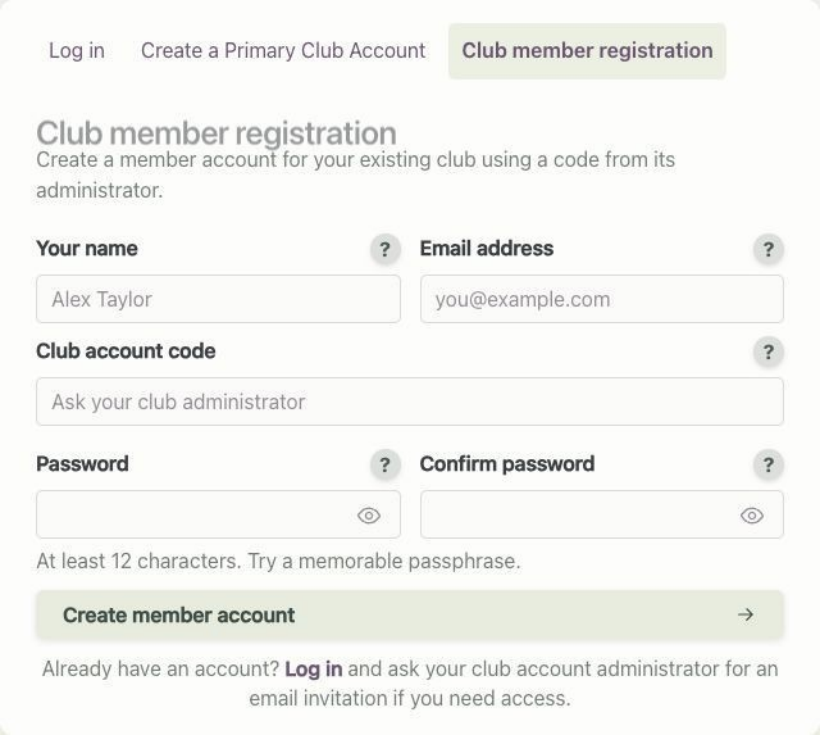
The installer creates the club and its first administrator on your own PHP/MySQL hosting.

1. Create a new empty MySQL database and user through your host. Enable HTTPS, upload and extract the Solo ZIP, then open install.php in the application folder.
2. Confirm server ownership by creating the empty file named by the installer using your hosting File Manager or FTP. Choose Check access.
3. Enter the full database details, website address including any subfolder, and a writable private-folder path outside the public website. Confirm the PHP CLI command for scheduled tasks.
4. Enter the club profile, primary administrator and privacy contact. Choose Mailgun (default) or PHP mail, or configure email later. PHP checks explain missing host support; ask your host to enable it, then Check again. The formatting library is included.
5. Review the answers and choose Install. The installer creates exactly one club, confirms the initial administrator and locks itself. Add the displayed hourly cron command in your host before relying on reminders.

Remember: Check email setup never sends a message. Send test email explicitly sends to the initial administrator; check the inbox and spam folder. Keep database, application and private-folder backups together.

Join as a club member

Members join the correct club using an invitation or the club account code.



1. If an administrator has invited you, open the invitation email and follow its link. Check that the club shown is the one you intend to join.
2. To register yourself, choose Club member registration and enter the club account code supplied by your administrator.
3. Complete your personal details and password fields, then submit the form and follow any email-confirmation instructions.
4. After signing in, open My account to check the selected club and your membership status.

Remember: An account and a paid membership are different things. Ask your administrator to check your membership period and payment if competition entry is unavailable.

My account and installation settings

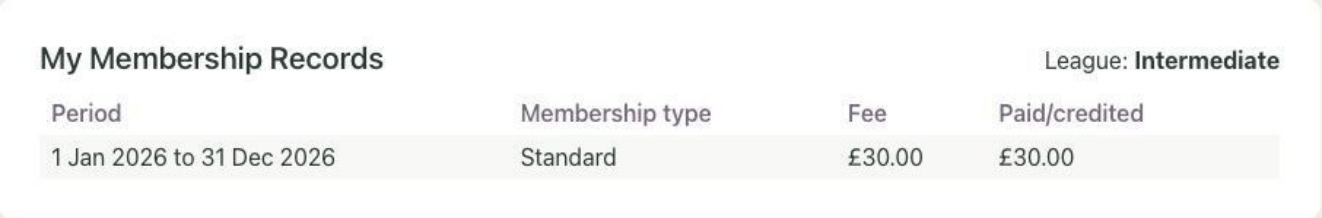
My account collects your personal membership and the primary administrator's hosting tools.

1. Open My account. Review your name, email address, membership periods and automatic-reminder preference for this club.
2. Use the password-reset action when email is configured. Ask the hosting administrator for help if mail is unavailable.
3. The primary administrator can expand Installation settings to select Mailgun, PHP mail or Disabled and update the privacy contact and notice. Existing fields autosave and flash green.
4. Check email setup and Check worker do not send messages. Send test email explicitly sends to your own administrator address. PHP acceptance does not prove delivery; check your inbox. Check PHP mail again after the host enables its mail service.
5. Expand Scheduled tasks and backups to copy the hourly cron command and identify the private folder. The four desktop app downloads are included for the primary administrator.

Remember: There is one club per Solo installation. Do not use demonstration or wipe-data actions on a populated club without the intended safeguards and a verified backup.

Your membership and renewal

Review the membership periods and payments recorded for your selected club.



My Membership Records

League: **Intermediate**

Period	Membership type	Fee	Paid/credited
1 Jan 2026 to 31 Dec 2026	Standard	£30.00	£30.00

1. Open My account and locate your membership information. Check the period dates, membership type, fee and recorded payments.
2. Expand Renew membership when it is available and follow the choices shown for the next membership period.
3. If Pay with PayPal is offered against an unpaid period, use the online payment procedure in this guide. Cash and cheque payments must be recorded by a club administrator.
4. Before entering a competition, make sure the relevant membership is current and its payment requirements have been met.

Remember: A renewal record is separate from a payment. Sandbox tests do not mark real memberships paid or add finance income. Competition entry requires current, paid membership.

Pay a membership with PayPal

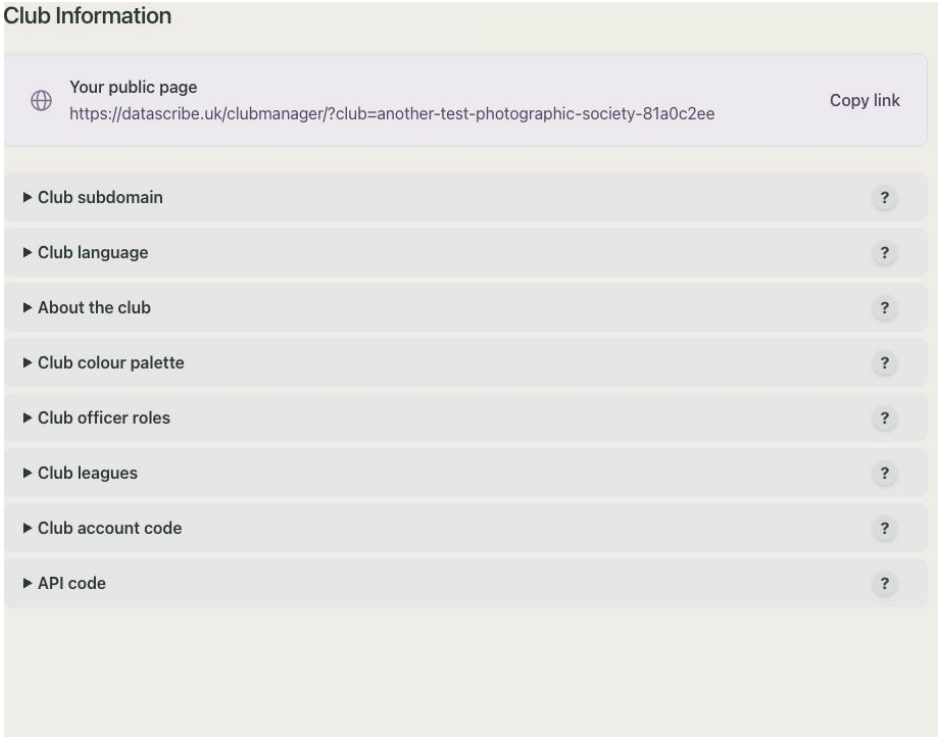
Pay an outstanding membership balance when your club offers online checkout.

1. Open My account and check the membership period, fee, recorded payments and outstanding balance. Create or renew the period first if required.
2. Choose Pay with PayPal against your own unpaid membership. PCM calculates the amount from the saved membership record.
3. Complete approval on PayPal, then return to PCM. Choose Complete and verify payment to finish and verify the transaction.
4. Wait for PCM to confirm the result. A verified Live payment updates membership and creates linked finance income; provider fees are recorded when supplied by PayPal.
5. If checkout is interrupted, return to the same membership record. PCM reuses outstanding orders. Ask an administrator to check an unresolved payment before starting another.

Remember: Sandbox is for testing only: use a PayPal Sandbox personal buyer account, separate from the business app account. A successful test does not pay real membership or create finance income.

Club information and public page

Use Club Information to manage the details and settings of the selected club.



1. Open Club Information. The Your public page link opens the page visitors can view without a member login. Copy link copies that address.
2. Expand About The Club to edit the description, logo, address, contact and meeting details. Ordinary field changes save automatically.
3. Use Club Officer Roles and Club Leagues for responsibilities and competition groupings. Colour palette controls the club appearance.
4. The primary administrator can set Club Language. Club Account Code and API Code have different purposes; share each only with the appropriate people.

Remember: The public club page is the website home page. Member login leads to personal or administrator tools. The domain and installation paths are controlled by your own host.

Description, logo and location

Give visitors a useful introduction to the club and clear directions to its meetings.

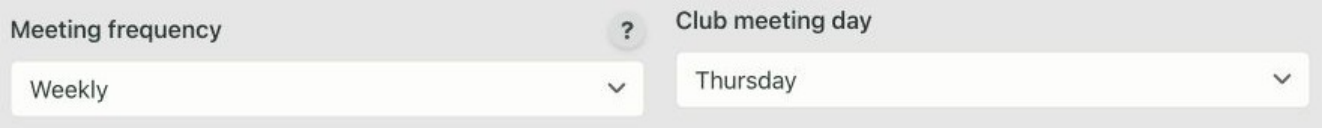


1. Expand About The Club. Write a short description of the club, its interests and what prospective members can expect.
2. Choose a logo and use the upload action to save it. PCM displays the standard site logo when no club logo has been supplied.
3. Enter the postal address and usual venue. The address is public; the venue also supplies a default location for activities that have no specific location.
4. Add an optional Tag line. It appears beneath the main club name, centred with the name beside the logo.
5. Use the pin beside What3words to open its website in a popup. Find the entrance, copy the three words, return to PCM and paste them into the field.

Remember: Public contact details appear on the club page. The emergency telephone field is private. What3words uses manual copy and paste; PCM does not automatically read the popup.

Meeting frequency and season

Set the club's usual meeting pattern before generating its programme.

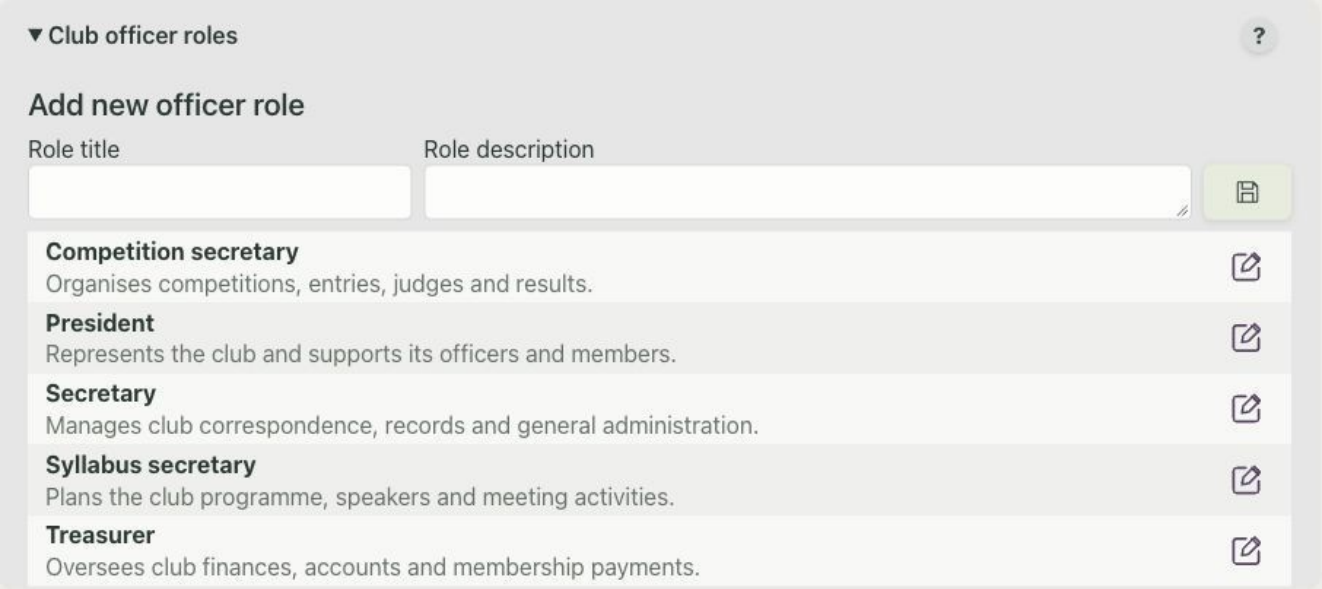


1. In About The Club, choose Meeting frequency: Weekly, Fortnightly or Monthly. Choose the Club meeting day alongside it.
2. For Fortnightly, enter a starting date. The first chosen weekday on or after that date establishes the two-week cycle.
3. For Monthly, choose First, Second, Third, Fourth or Last. For example, Last Thursday means the final Thursday of each month, which is not always the fourth.
4. Set the meeting start and end times and the season information. Review the public page to check the resulting wording.
5. The recurring-activity form uses these settings as defaults. Review its date range and recurrence before creating drafts.

Remember: Changing club defaults does not move existing activities. Closed dates are skipped without shifting the fortnightly cycle. The illustration shows the weekly defaults. Choosing Fortnightly or Monthly reveals the additional settings.

Officers and club leagues

Officer roles describe responsibilities; leagues organise competition eligibility.



1. Expand Club Officer Roles. Create the roles your club needs, such as Secretary, Treasurer or Programme Secretary.
2. Open the appropriate member record to allocate officer responsibilities. Review the public page if officers are intended to appear there.
3. Expand Club Leagues to create or maintain groupings such as Beginner, Intermediate and Advanced.
4. In a member's membership settings, select their league. In competition sections, choose which leagues are eligible to enter.

Remember: Being an officer does not grant administrator access. Membership type sets the membership category and fee; league is a separate competition grouping.

Language and appearance

Language and colours apply to the club, rather than to each individual user.



1. The primary administrator opens Club Language and selects English, French, German or Spanish.
2. Wait for the save confirmation, then check the shared navigation. Language support is being introduced gradually; untranslated text remains in English.
3. Open Club Colour Palette and choose a palette. The setting updates the public page and the club account appearance.
4. Keep member-facing descriptions clear: changing the interface language does not translate text that you have written yourself.

Remember: Language is currently a club-level choice. It does not change time zones or translate uploaded documents, activity descriptions or messages.

Website address and private codes

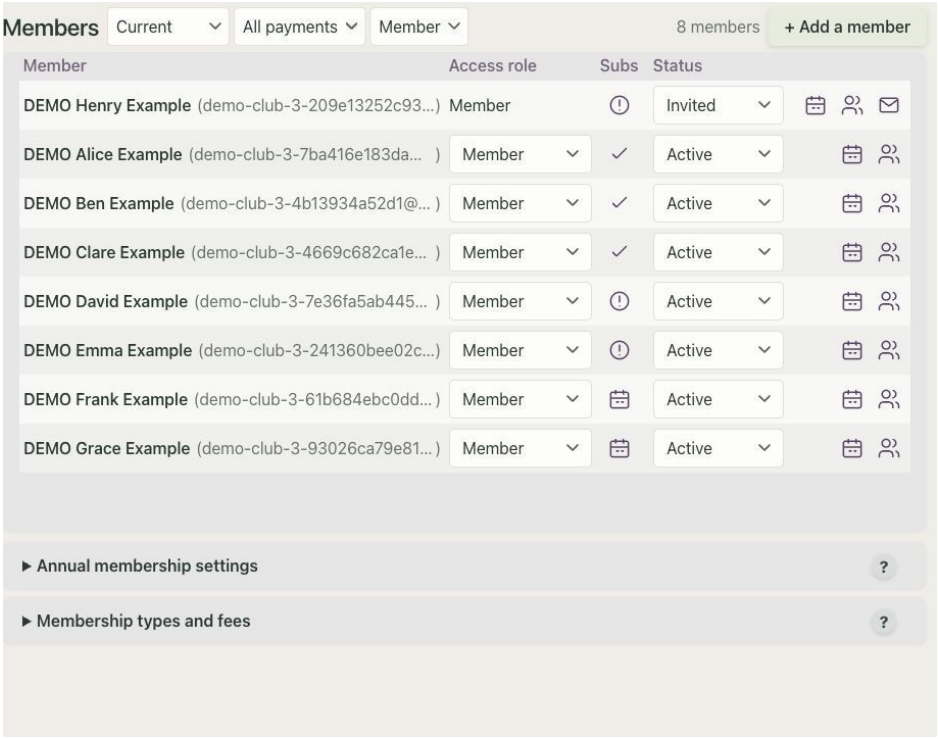
Use your own website address and keep registration and desktop access codes separate.

1. The address chosen during installation is the club's public home page. Use Member login to sign in. No DataScribe subdomain request is needed.
2. To change domain or move the installation, back up first and update the site URL, database and private paths in the private configuration through your hosting administrator.
3. Club Account Code in Club Information allows new members to register. Existing people can also be invited by email.
4. API Code connects the desktop scoring app to this website. Enter this installation's full URL, including any subfolder, rather than the hosted PCM address.
5. Replace or revoke an API code when access should end. A website password, API code and member registration code are not interchangeable.

Remember: Only the first administrator is created by the installer. Other members use club registration and email confirmation or invitations. Additional-club creation is not available.

Members and invitations

Membership administrators maintain the people belonging to the selected club.

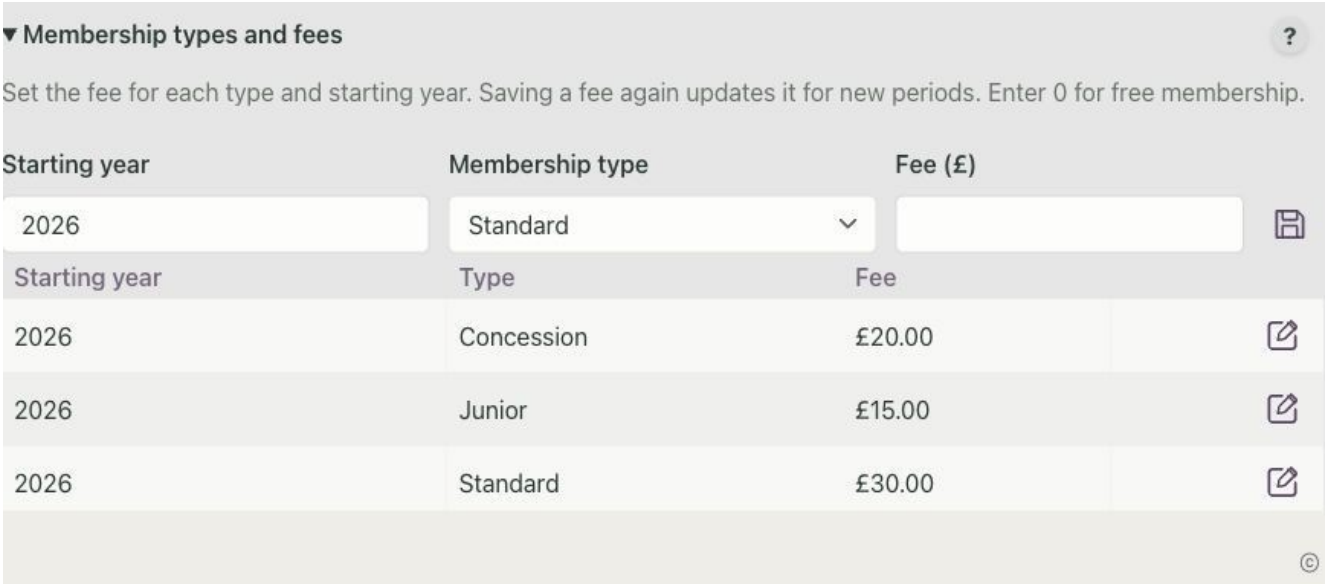


1. Open Membership. Use the filters to find the relevant member and distinguish current members from other statuses.
2. To add a person, open Add a member, enter their name and email address, and review the details before sending the invitation.
3. Open a member record to review their membership, league and officer responsibilities.
4. Change a role or status only after checking the intended access. Review any confirmation carefully; a role change can affect which tools the person can use.

Remember: Invitations send a real email. Resigned, suspended or archived status can remove access while preserving history. Officer titles and administrator permissions are separate.

Membership years, types and fees

Set the membership framework before recording renewals and payments.

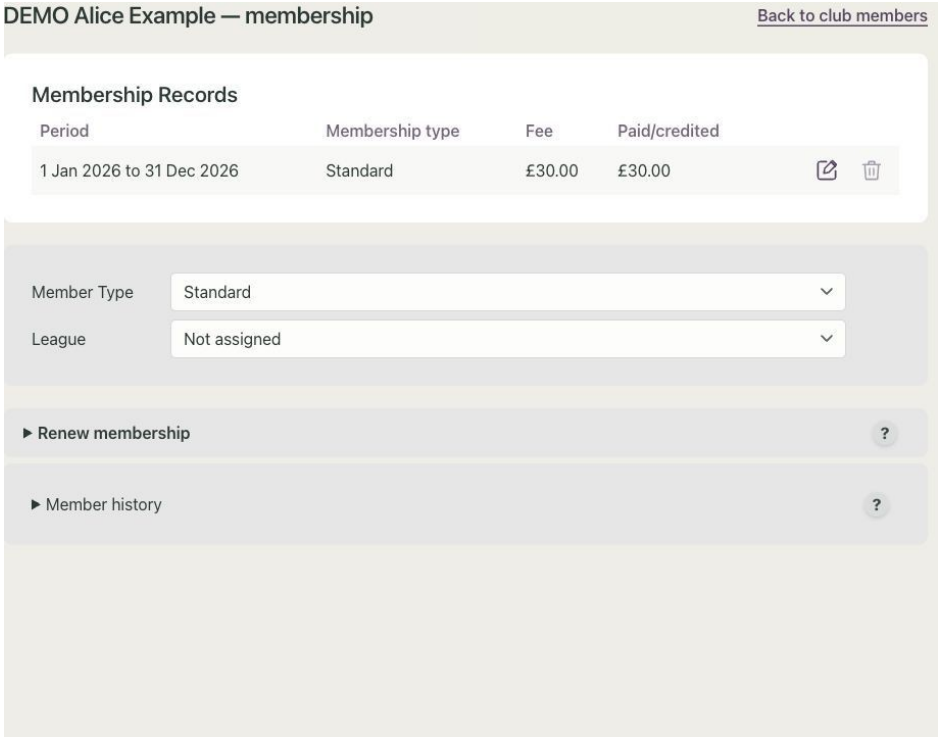


1. Open the membership settings and set the annual membership start month and day for your club.
2. Create the membership types you use, such as Standard, Junior or Concession.
3. Enter the fee for each type and the appropriate membership starting year. Check the year before saving a new rate.
4. Use the member's record to choose their membership type and league, then review the period and fee shown.

Remember: Changing a fee affects newly created membership periods. Existing periods retain their recorded fee, so check an individual record before assuming it has changed.

Member records and payments

Keep membership eligibility and the money received in agreement.



1. Open a member and inspect their current and historical membership periods. Check start and end dates, type, fee and payments.
2. Use the renewal action to add the next period when appropriate. Avoid duplicating a period that already exists.
3. Record a payment only when it has actually been received. Select the correct date, amount and payment account where requested.
4. Use edit controls to correct a membership record, following the on-screen validation. Review the resulting balance and eligibility.
5. Check the finance ledger when payments feed into club accounts. Resolve unassigned payment accounts before financial reconciliation.

Remember: A membership override is an administrative eligibility decision, not a cash receipt. Do not use it as a substitute for recording money received.

Automatic reminders and service emails

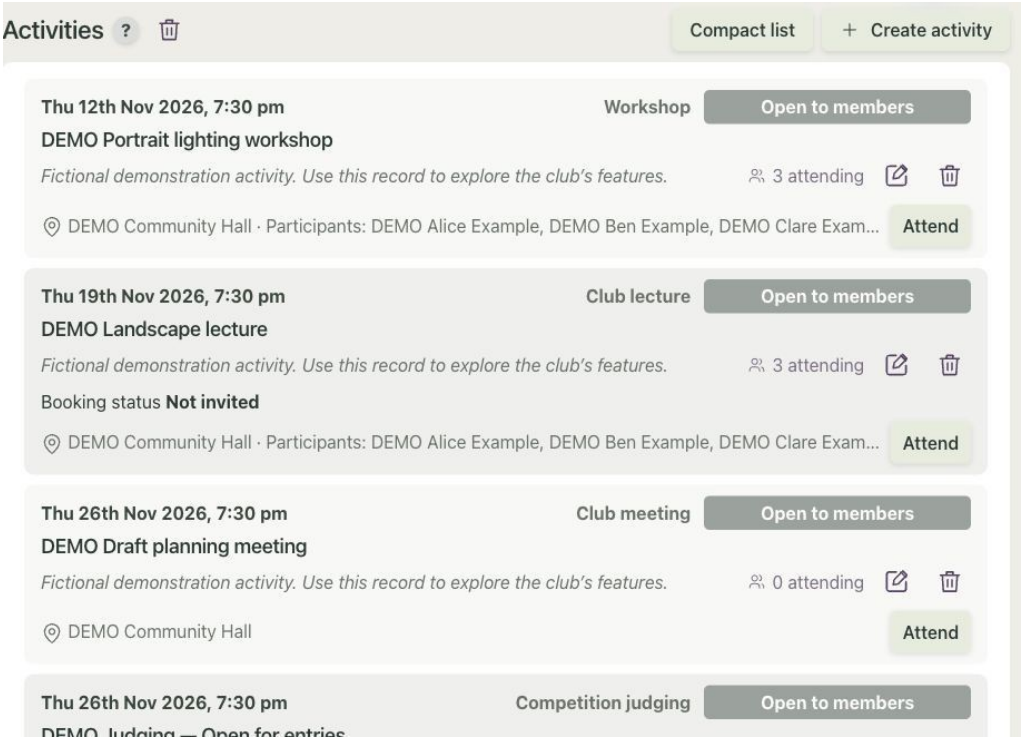
Optional reminders are off by default and are separate from entry confirmations and results.

1. Members: open My account and expand Automatic reminders. Turn the preference on for the selected club if you want optional reminders. It saves automatically.
2. Administrators: open Membership and expand Automatic reminder settings. Enable the club reminder types you intend to offer: membership renewals, competition deadlines and attending-activity reminders.
3. Both the club setting and the member opt-in must be enabled. Reminder messages are sent individually using the club branding.
4. Renewal milestones are 30 and 7 days before expiry, on expiry and 7 days after. Competition reminders are checked within 7 days and 24 hours of closing; attendance reminders apply to booked activities in the next 24 hours.
5. Ask the hosting administrator to schedule the worker hourly at minute 17 using the command in My account, Installation settings. Renewals are selected in the 09:00 UK hour. Check worker is only a dry-run test.

Remember: Entry confirmations, published-result emails, verified payment confirmations and security emails remain separate from optional reminders. Check uncertain delivery statuses before retrying; do not resend a whole message blindly.

Browse activities and attend

Activities give members a shared programme of meetings, talks, workshops and outings.

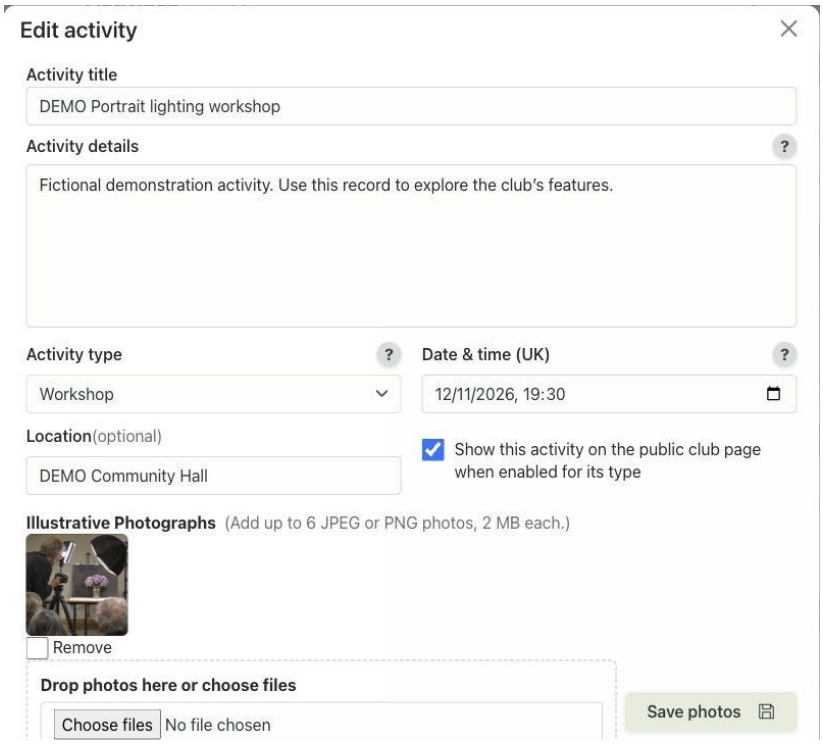


1. Open Activities to read the upcoming programme. Check each event's date, time, venue and status.
2. Expand details or open the event where additional information is available. A specific event location takes precedence over the usual club venue.
3. Choose Attend when you intend to take part. Check the participation indication after the action completes.
4. Use Calendar for a date-based view of the programme. Past, cancelled and draft activities have different availability and presentation.

Remember: Only activated activities are intended for member and public feeds. Administrators may see draft records that ordinary members cannot see.

Create and edit an activity

Administrators prepare event details and activate activities when they are ready.



1. Open Activities and expand Create an activity. Choose the activity type, title, date, time, location and details.
2. Review the form and use the create/save action for the new record. Set the intended visibility and activation using the controls provided.
3. Use the edit icon on an existing ordinary activity to open its dialog. Changes normally save when you leave a field or change a selection.
4. If an event is cancelled, use Cancel and supply the information requested. Cancellation and permanent deletion are different actions.
5. For competition activities, use the competition management screens for entry dates, rules, sections and judging configuration.

Remember: Do not activate an unfinished draft. Editing an ordinary event does not require resending invitations or requests unless you explicitly choose those actions.

Activity types and visibility

Activity types help organise the programme and control which feeds show it.

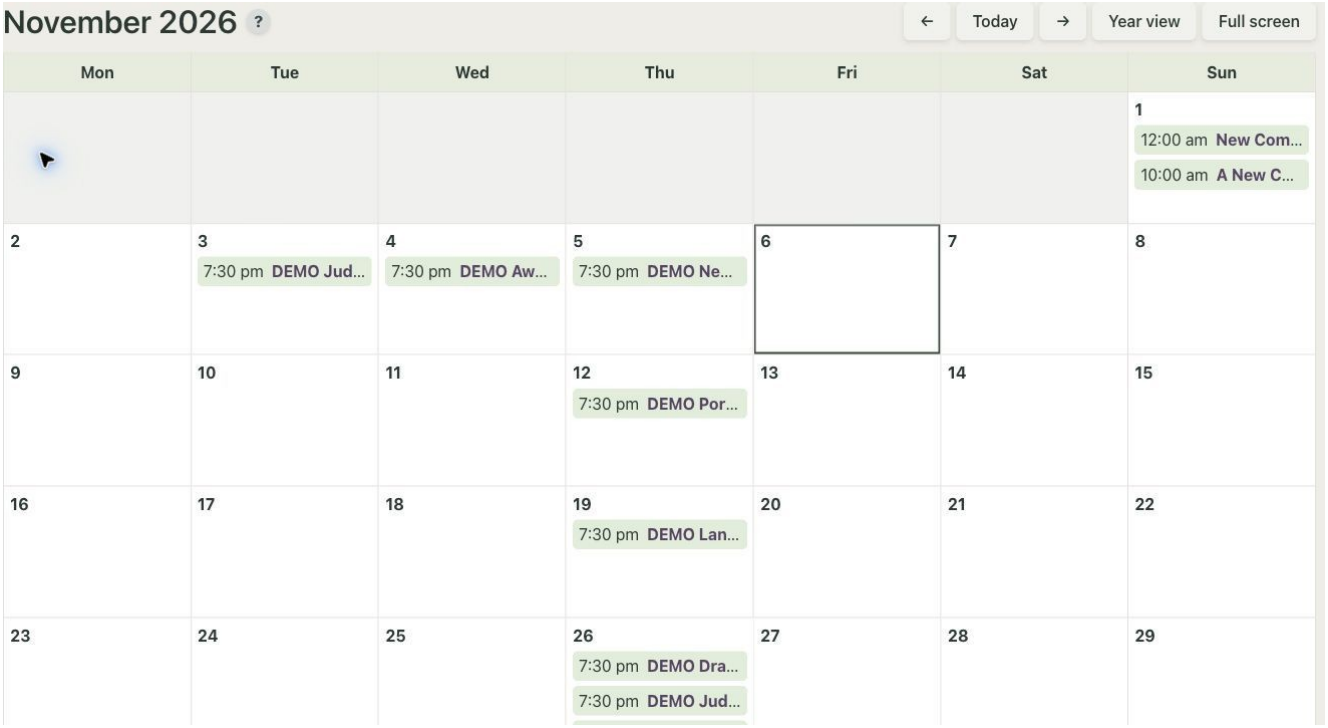


1. Expand Activity Types on the Activities page. Review the available types before adding another.
2. Create or edit a type using its name and the member/public feed settings offered on screen.
3. Choose the appropriate type when creating a new activity or allocating recurring dates.
4. Check the result in the member view and public page after activating a suitable activity.

Remember: Feed settings do not publish an unactivated draft or make private competition entries public. Use activity status and publication controls deliberately.

Generate recurring activities

Generate draft activities from a meeting pattern, then refine each date.

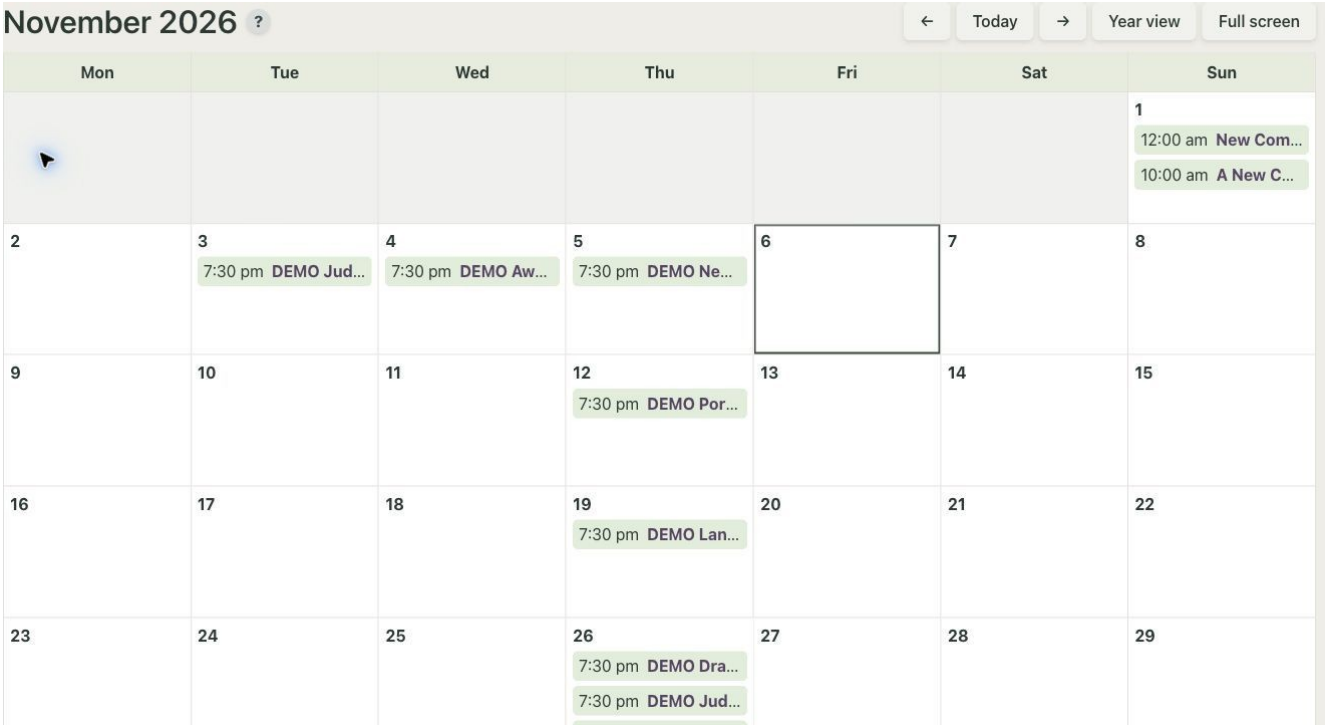


1. Expand Re-occurring Meetings. Review frequency, weekday, time, From and To. The defaults come from the club settings and season.
2. For fortnightly meetings, check the starting date; for monthly meetings, select the required occurrence of the weekday.
3. Choose whether to skip club closed dates. PCM also skips dates already occupied by relevant activities.
4. Check the Available count. Select activity types and counts to distribute them across dates, or leave counts blank to use the first type for all available dates.
5. Choose Create draft activities. Review, edit and activate individual events when ready. Rotate drafts only when you intend to redistribute their types.

Remember: The illustration shows the resulting programme in Calendar. Previewing does not create activities. Generation is limited to a one-year range and future dates. Skipped dates do not change the underlying recurrence pattern.

Season and closed dates

Use closed periods to keep regular meetings out of holidays and other breaks.

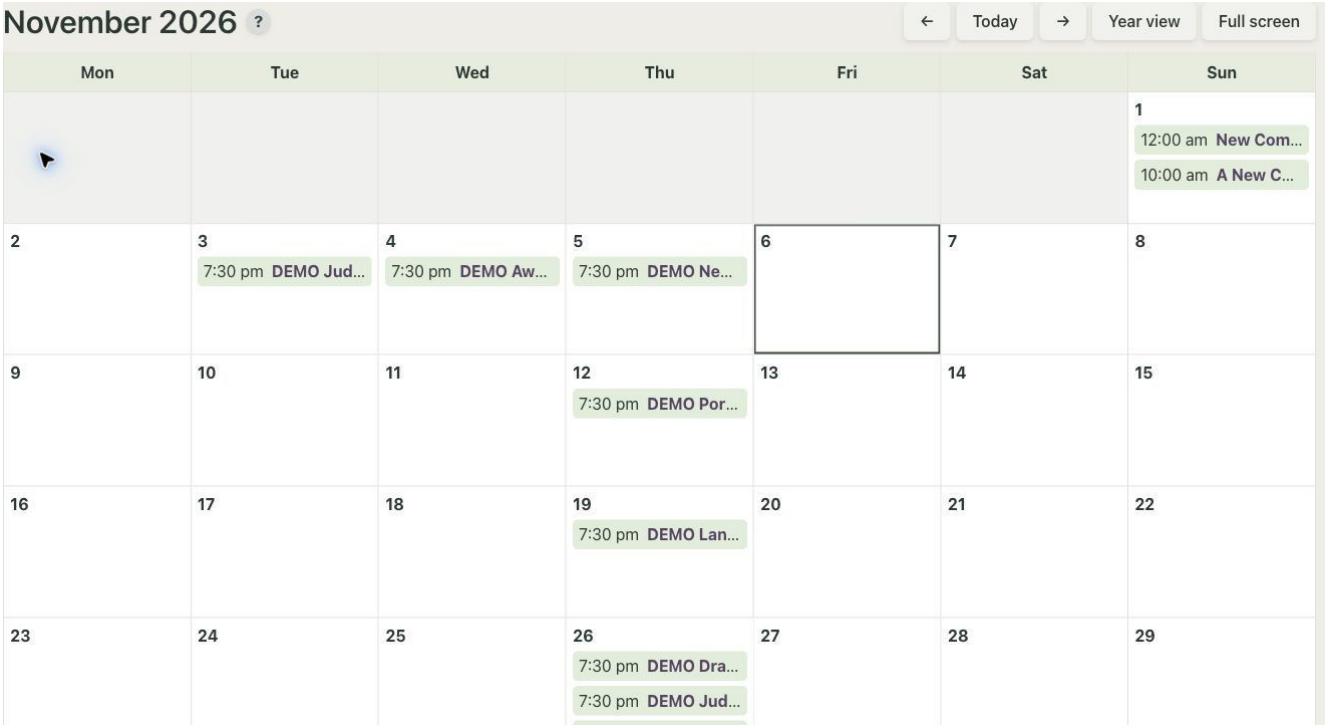


1. Expand Club Season And Closed Dates on Activities. Review the open season and existing closed periods.
2. Add a named period with inclusive start and end dates, checking whether the record represents an open or closed period.
3. Use the bank-holiday import only for the intended region and period, then review the resulting dates.
4. Recheck recurring-date availability after changes. Review existing future meetings affected by a closure.
5. Remove a period only if it is no longer needed, and read the confirmation before proceeding.

Remember: The calendar provides an overview of the programme. Closures apply to regular meetings. Independent photo walks and summer outings can still take place. A manual cancellation is not automatically undone by reopening a date.

Use the calendar

The calendar presents the programme by month or year.

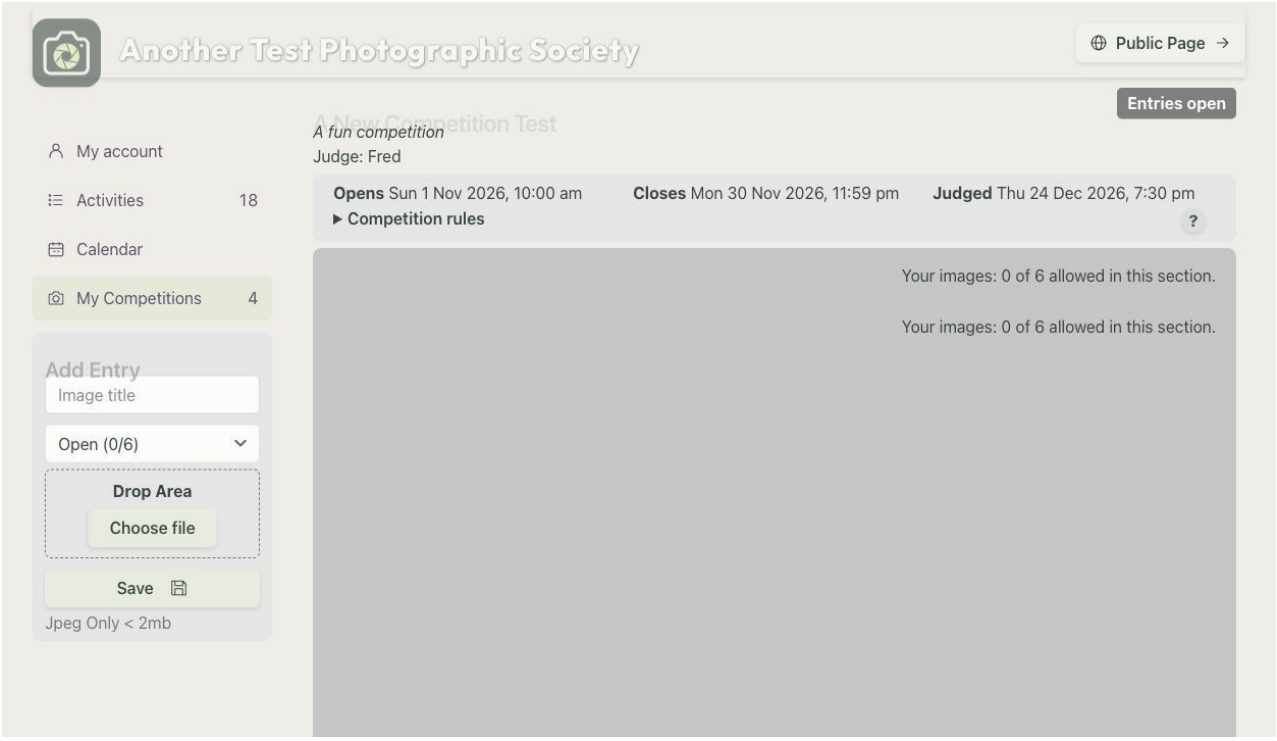


1. Open Calendar. Use the period controls to move between months or years and Today to return to the current period.
2. Open an event to read its details. Administrators can edit eligible activities through the calendar dialog.
3. Where drag controls are available, move an event only after checking the destination. Review warnings about closed dates or a different meeting day.
4. Use the year view to review the season. Draft reordering and moving controls depend on the event's status and permissions.

Remember: The activity date picker marks available meeting dates using the saved schedule. Dates and times currently use the application's UK time handling; language selection does not change that.

Enter a competition

My Competitions is the member route for entering and reviewing photographs.

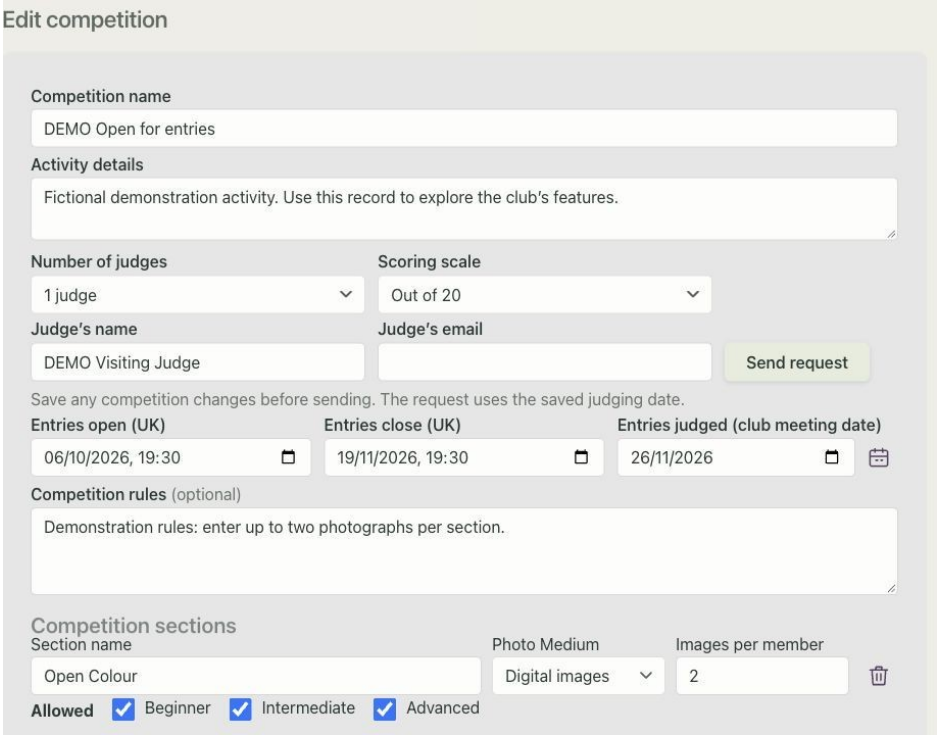


1. Open My Competitions and choose the competition. Read its entry dates, rules and available sections.
2. Check that your membership and league make you eligible. Confirm each section's entry limit before choosing photographs.
3. Use Add Entry, enter a title, choose a section and select the image file. Follow the file type, size and image requirements displayed on screen.
4. Save the entry and check that the intended photograph and title appear in the right section.
5. Use the edit or remove controls while permitted. For print sections, also prepare the physical print and its label according to the club's rules.

Remember: Do not rely on a draft title or selected file until the entry has saved successfully. If entry is blocked, ask an administrator to check membership, league and competition settings.

Create and configure competitions

Competition administration connects the entry period, judging event and sections.



1. Create or open the competition through Competitions. Enter its name and rules. Choose Independent competition or League competition; a league competition also needs a season.
2. Set the entry opening, closing and judging dates. Maintain the event venue and general event details through the activity controls.
3. Choose one or three judges and the supported score scale. Enter judge details where needed; sending a judge request is a separate action.
4. Add sections and select Print or Digital, member entry limits and eligible leagues for each.
5. Review the competition from My Competitions and the administration section view before inviting members to enter.

Remember: Development settings currently relax some judging and award date restrictions. Do not assume this changes entry deadlines, cancellation rules or publication requirements.

Create a competition season

Group league competitions into a named season and choose how scores count.

1. Open Competitions, then Season standings. Add a season with a clear name and actual start and finish dates. Club season settings provide initial date defaults.
2. Choose All scores to count every scored image, or Best N scores to count each member's highest N individual image scores across the season.
3. Choose Judge scores to add marks directly. If included competitions use different score scales, choose Percentage to convert every image to a percentage before adding.
4. On Add/Edit competition, choose League competition and the intended season. Its judging date must fall within the season. Leave one-off events as Independent competition.
5. To include an existing judged competition without changing its published results, use Add an existing competition on the season page.

Remember: Best N counts images, not rounds. Prints, Digital and Combined apply the rule separately. Combined chooses across both media and is not necessarily the sum of the separate tables.

Review and publish season standings

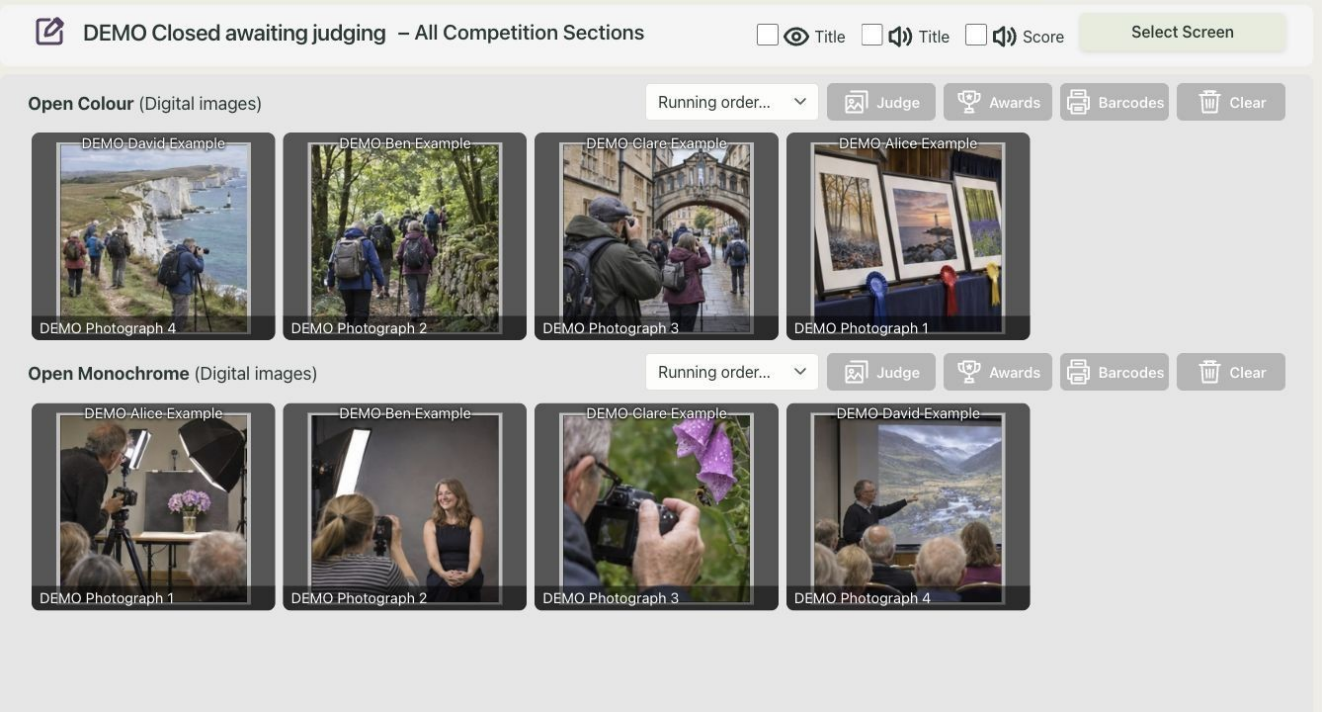
Review league allocations and scores before publishing the season snapshot.

1. In Season standings, choose the season and photo medium. Administrators see a live preview based on eligible competitions with published results.
2. Review Season league allocations. A member's league is retained for that season; later changes to normal club league membership do not silently move historical results.
3. Resolve unassigned participants before publishing. Draft, cancelled, independent and unpublished competitions do not contribute. Missing scores are excluded; recorded zero scores count.
4. Publish standings when ready. Members see only their own published rank and totals by default. Enable sharing of all league tables only if intended.
5. If scores or allocations change later, publish again to update the snapshot, or explicitly withdraw it. The previous published snapshot is not silently rewritten.

Remember: Equal totals share a rank, such as 1, 1, 3. Season standings do not publish other members' photographs or individual image results, and do not appear on the public club page.

Sections and running order

All Competition Sections is the control centre for entries, judging and awards.

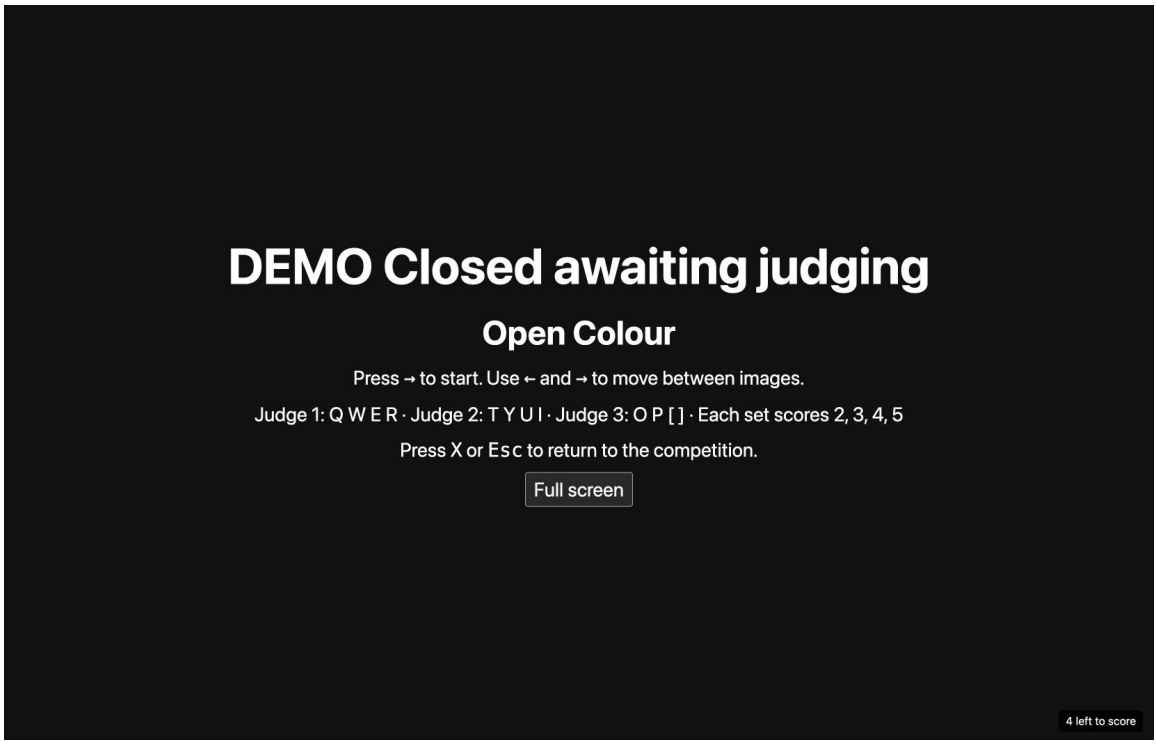


1. Open a competition's section view. Check the title, section name, Print/Digital format and entries.
2. Choose the running order from the section selector: for example random, author, title or score order. The change applies immediately.
3. The saved order is used by judging. Selecting Random is an intentional reorder; starting judging does not independently reshuffle it.
4. Choose the title and speech options, then Select Screen if a projector or second display is available.
5. Use the section's judging, awards, barcode and clear controls as needed. Hover or focus an icon for help.

Remember: While that section is being judged, clicking a thumbnail selects it on the scoring screen. The current entry is highlighted and brought into view. Otherwise a thumbnail opens its preview.

Start digital judging

Prepare the display before accepting scores.



1. Choose the section and running order in All Competition Sections. Check title display and speech options.
2. Select the intended screen. The screen selector defaults to the last device in the list; confirm it is the projector you want.
3. Open the judging screen using the section's image/judging button. Review the introductory slide and its keyboard guidance.
4. Advance to the first photograph. Allow the browser's requested display or fullscreen access when appropriate.
5. Confirm the photograph shown matches the highlighted entry in the section list before entering marks.

Remember: Online judging needs a working connection to save results. For an unreliable venue connection, download and use the desktop scoring app beforehand.

Score and review photographs

Scores are saved as judging progresses; failed saves need attention.



1. For a single judge on the 10-point scale, use keys 1-9 for those scores and 0 for 10. On the 20-point scale, 1-9 represent 11-19 and 0 represents 20.
2. For three judges, use Q/W/E/R for Judge 1, T/Y/U/I for Judge 2 and O/P/[/] for Judge 3. Each group represents 2/3/4/5; all three marks are needed.
3. Wait for the score to save and the automatic advance. Watch the remaining entries count in the bottom-right corner.
4. Use the digital navigation controls to review entries, or select the required thumbnail from the active section page.
5. If saving fails, follow the error and retry controls. Do not assume a mark reached the server simply because a key was pressed.

Remember: The start slide is the immediate reference for the selected judging mode. Escape leaves browser fullscreen; use the screen's exit controls to finish the session.

Print judging and barcodes

Barcode scanning selects the intended print entry without searching the list.

Another Test Photographic Society

DEMO Closed awaiting judging — Open Colour

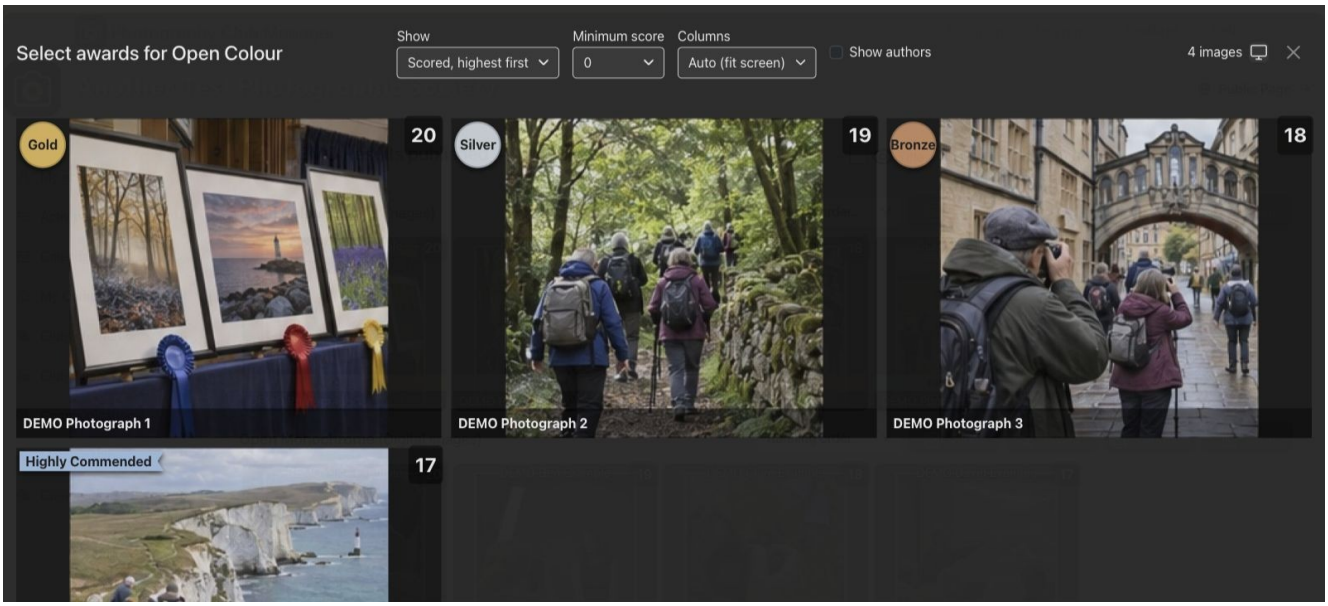
No.	ID	Title	Author	Barcode
1	81	DEMO Photograph 4	DEMO David Example	 10000081
2	79	DEMO Photograph 2	DEMO Ben Example	 10000079
3	80	DEMO Photograph 3	DEMO Clare Example	 10000080
4	78	DEMO Photograph 1	DEMO Alice Example	 10000078

1. Print the required labels or barcode report before the meeting. Check that the scanner reads a sample accurately.
2. Open judging for the Print section. Scan the entry's eight-digit barcode and send Return; scanners commonly add Return automatically.
3. Check the selected entry title or ID before entering the score. Use the same score-key scheme as the selected digital judging mode.
4. Scan the next print when ready. Print mode uses the barcode selection workflow rather than ordinary image-arrow navigation.
5. If a scan is not recognised, check the number and section, then rescan or use the entry-selection controls provided.

Remember: A barcode identifies an entry; it is not its score or running-order position. Keep labels attached to the correct physical prints.

Allocate and review awards

Use the awards lightbox to compare entries and allocate the section's awards.

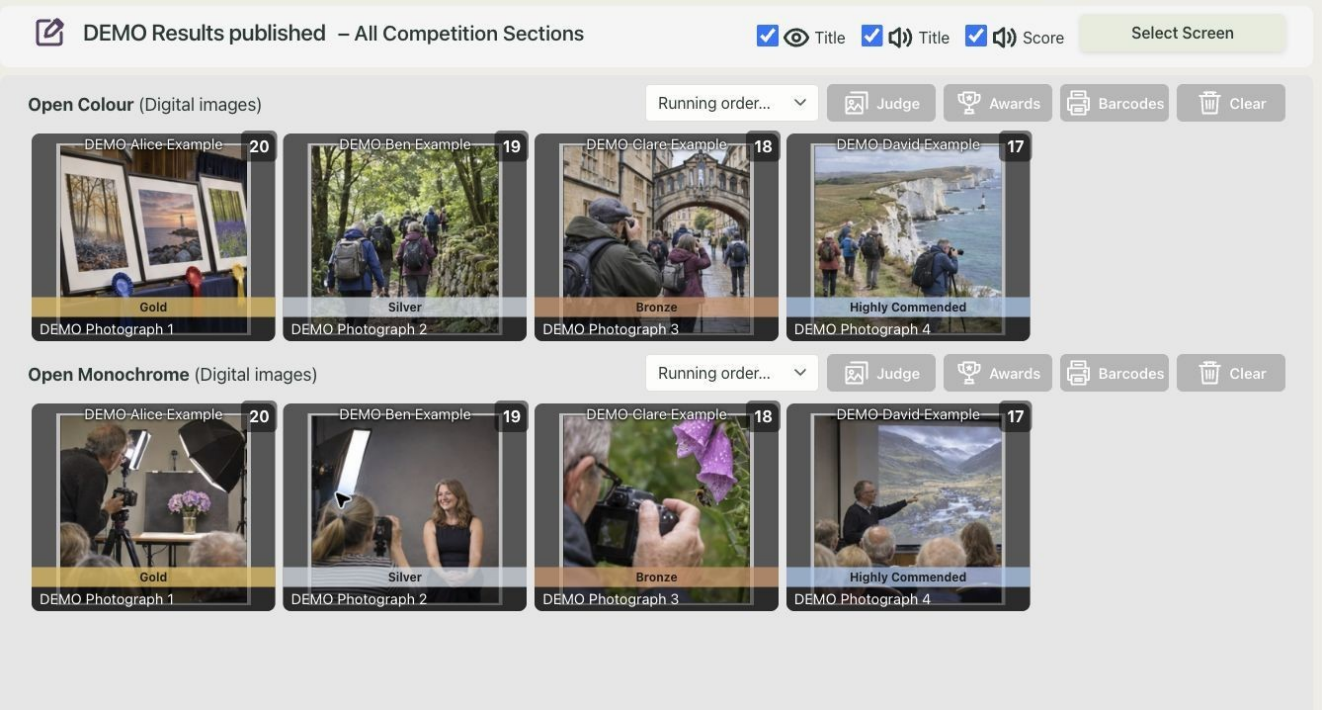


1. Open the section's awards control. Choose the entries to show, any minimum score and the thumbnail size or column count.
2. Turn authors on only when appropriate for the stage of judging. Titles, scores and award badges help compare the entries.
3. Choose the intended award for an entry and check the updated badge. Observe the award limits configured for the section.
4. Use the other-screen/projector controls for a larger awards display, checking the selected monitor.
5. Review every allocation before publishing. The illustration shows a published gallery, where editing controls can be unavailable.

Remember: An already published awards gallery may need to be withdrawn before allocations or uploaded awards can change. Allocating an award and publishing it are separate actions.

Publish or clear results

Review the complete results before making them visible to members or the public.



1. Check each section for missing scores, incorrect totals and award allocations. Use score order to review the results.
2. Choose Publish Results to make member results available when the competition is eligible. Read the confirmation and any eligibility message.
3. Use the awards-gallery publication action separately when you want award photographs visible on the public page.
4. To reset a section, use its Clear control. Confirm the section and type yes when asked; this removes scores and awards in that section.
5. After any publication or reset, check the resulting member/public view or section status.

Remember: Clear is destructive. Do not use it to hide results or close a lightbox. Withdraw publication using the relevant publication controls instead.

Download award certificates

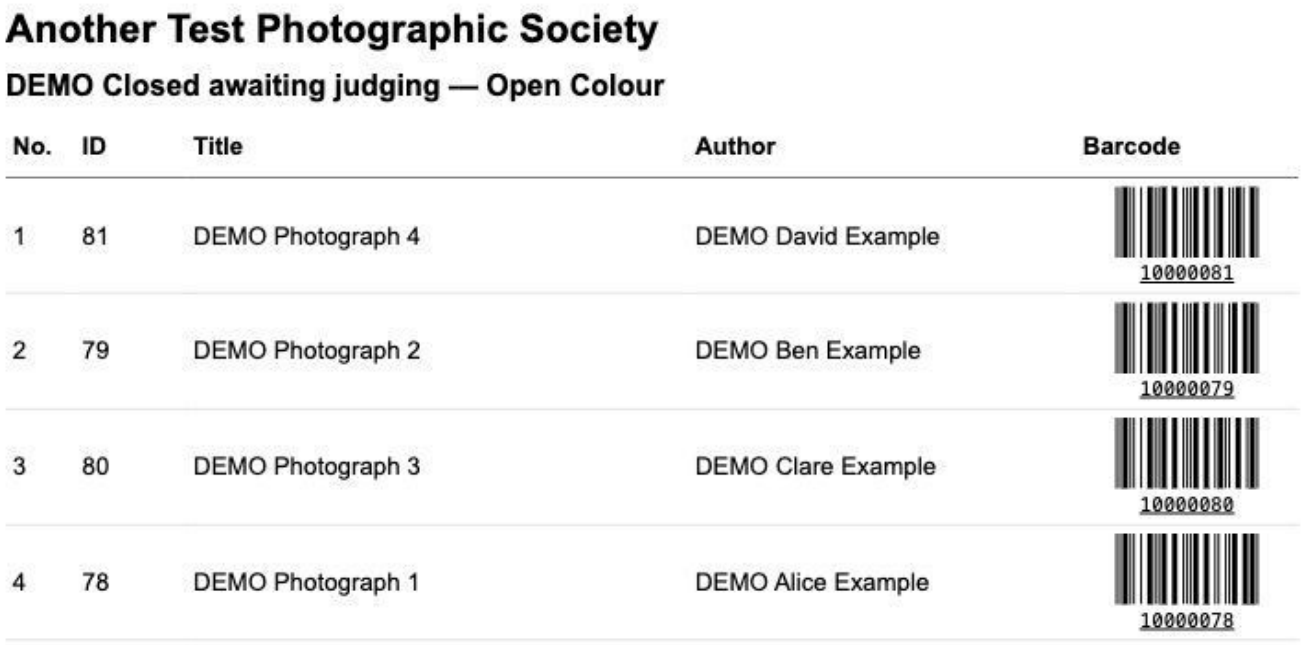
Download certificates after awards have been allocated and made available.

1. Members: open My Competitions, open the competition and find your award-winning image.
2. Use the certificate trophy icon at the bottom-right of the image. Hover or focus the icon to read its help.
3. Open the downloaded PDF and check the club, competition, section, image title, author and award before printing.
4. Administrators: open the competition entries/results view and use the certificates download beside the publication controls to obtain the competition's certificates together.
5. If an award or name is incorrect, correct the source record through the permitted administration workflow and download a fresh certificate.

Remember: Award allocation and publication are separate actions. A certificate download does not publish photographs or change a score.

Print reports and labels

Choose the right output for running the judging desk or labelling physical entries.



Another Test Photographic Society

DEMO Closed awaiting judging — Open Colour

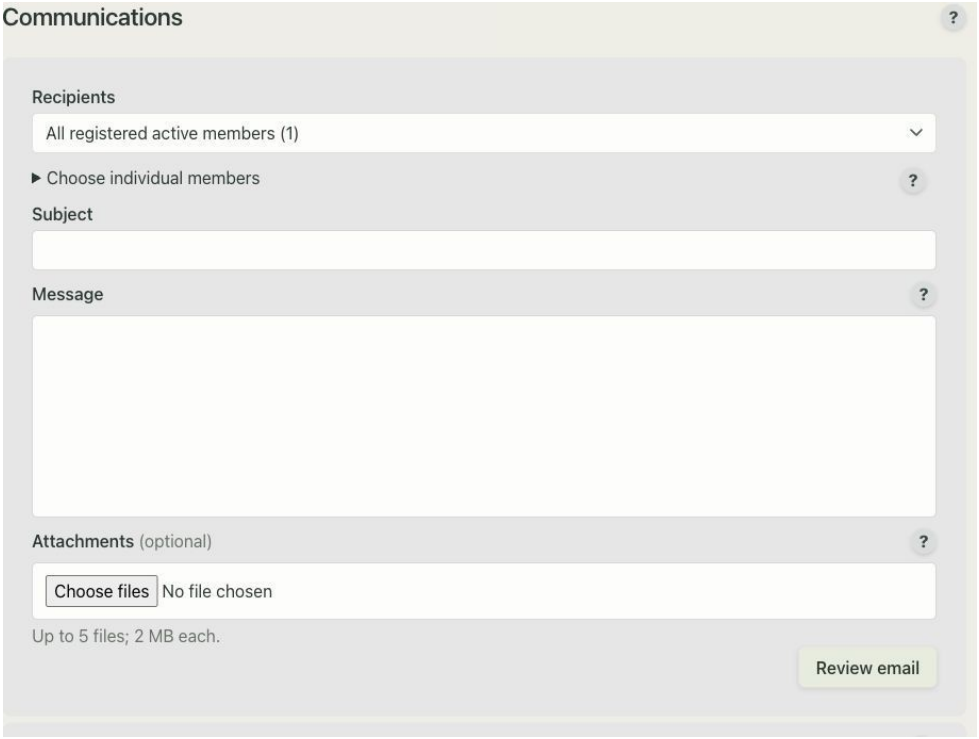
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4	78	DEMO Photograph 1	DEMO Alice Example	10000078

1. Use Barcodes on the section title line to open the running-order report. Each entry occupies one line with title, author and barcode.
2. Review print preview and select the intended paper size. The report includes document margins to help prevent edge clipping.
3. For physical print labels, use Print labels from the competition entry workflow. The label layout is Avery L7165 on A4, eight labels per sheet.
4. Print labels at 100% or Actual size, with browser headers and footers off. Do not use Fit to page.
5. Print one plain-paper test and compare it with a label sheet before using adhesive stock. Confirm the barcode still scans.

Remember: Report margins and label geometry serve different purposes. Do not change label scaling to solve an ordinary report-printing issue.

Compose a club announcement

Communications sends individual messages to selected registered club members.

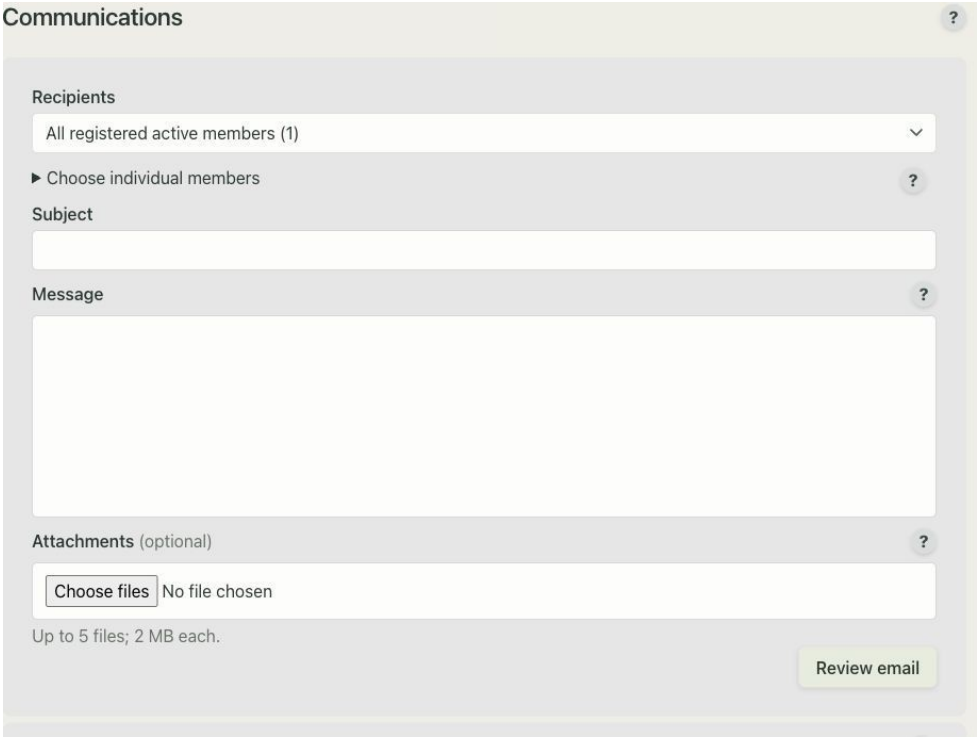


1. Open Communications. Choose the recipient group: registered members, club officers or individual members.
2. For individual recipients, select the intended names and review the count. Check the correct club is selected.
3. Enter a subject and write the message. Use the editor's bold and italic controls, or Ctrl+B/Ctrl+I on Windows and Command+B/Command+I on Mac.
4. Add any attachments, then choose Review email. Check the message, recipients and files before sending.
5. Use the explicit Send action when ready. Replies go to the composing administrator's email address.

Remember: Invited, unconfirmed and inactive members are excluded from the mailing audience. Recipient emails are sent individually rather than exposing a club-wide address list.

Attachments and message history

Review attachments and follow sending progress without accidentally duplicating messages.

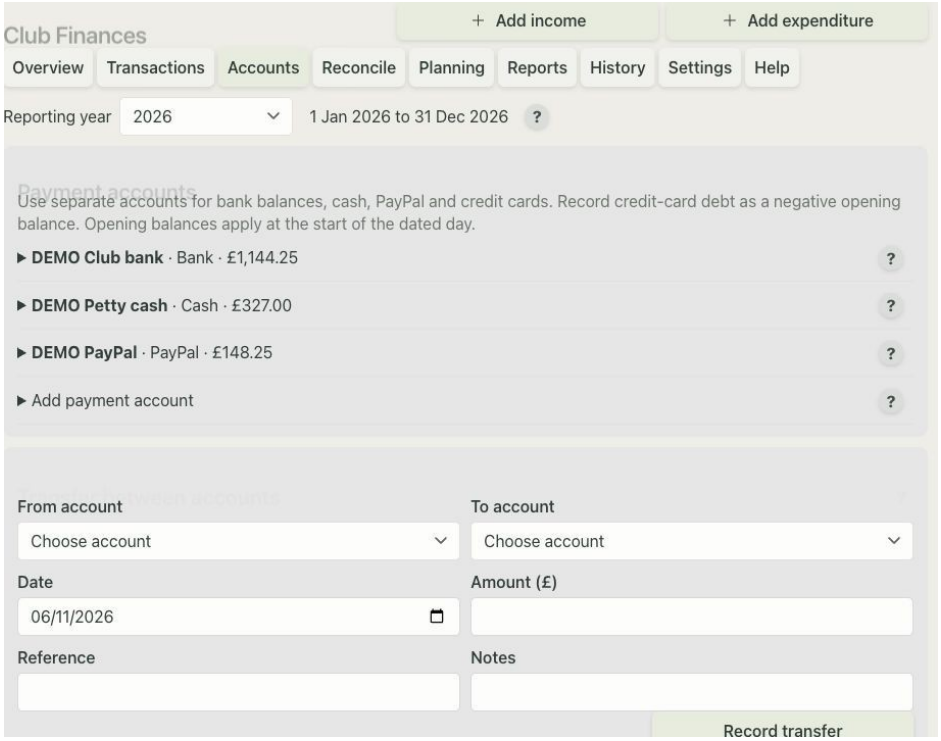


1. Attach up to five files, each no larger than 5 MB. Supported formats are PDF, JPEG, PNG, TXT, CSV, DOCX, XLSX and PPTX.
2. Check the filenames and remove unintended files before reviewing and sending the email.
3. Keep the sending page open while the queue runs. Use Pause when you need it to stop after the current recipient.
4. Expand Message History to inspect a previous message and its recipient statuses. Continue waiting recipients using the available action.
5. If a result is uncertain or failed, inspect the status before retrying. Avoid sending a second whole announcement simply because one recipient is unresolved.

Remember: Accepted means the mail provider queued the message; it does not guarantee arrival in the inbox. Check the provider or recipient before retrying an uncertain delivery.

Finance overview and accounts

Set up the accounts that hold club money before recording transactions.



1. Open Club Finances and review the overview, account balances and items requiring attention.
2. Choose the Bank accounts tab, then use Add payment account to create bank, cash, PayPal or credit-card records with clear names.
3. Enter an opening balance and its date from reliable records. A credit-card debt normally starts as a negative balance.
4. Below Bank accounts, expand PayPal Account Information for online membership checkout settings. Expand Transfer between accounts to record an actual movement between accounts.
5. Check that membership payments are attached to the appropriate payment account.

Remember: The tab and section are called Bank accounts, but can include cash, PayPal and credit cards. Transfers are internal movements, not new income or spending. Enter opening balances from reliable records.

Set up PayPal Account Information

Configure incoming membership checkout using the club's PayPal Business REST app.

1. Open Club Finances, choose Bank accounts, then expand PayPal Account Information. It is below the Bank accounts section and above Transfer between accounts.
2. Select Sandbox for testing. Enter the Sandbox Client ID and Secret from the intended PayPal Business REST app. Never enter Live credentials in Sandbox.
3. Leave the changed field to autosave. Initial setup waits until both Client ID and Secret are present. A green flash and Changes saved confirm success; there is no Save button.
4. Dots show that a Secret has been saved. The stored value is never displayed. Leave the Secret empty to retain it; type a replacement only when changing it.
5. Enable checkout when ready for a test. Test with a separate Sandbox personal buyer account. After successful testing, enter the corresponding Live app credentials, select Live and check settings before accepting real money.

Remember: Settings require Club Finances administrator access. PCM identifies the receiving account from PayPal; a ledger account alone does not configure checkout. Resolve outstanding orders before changing the app or environment.

Check unfinished PayPal payments

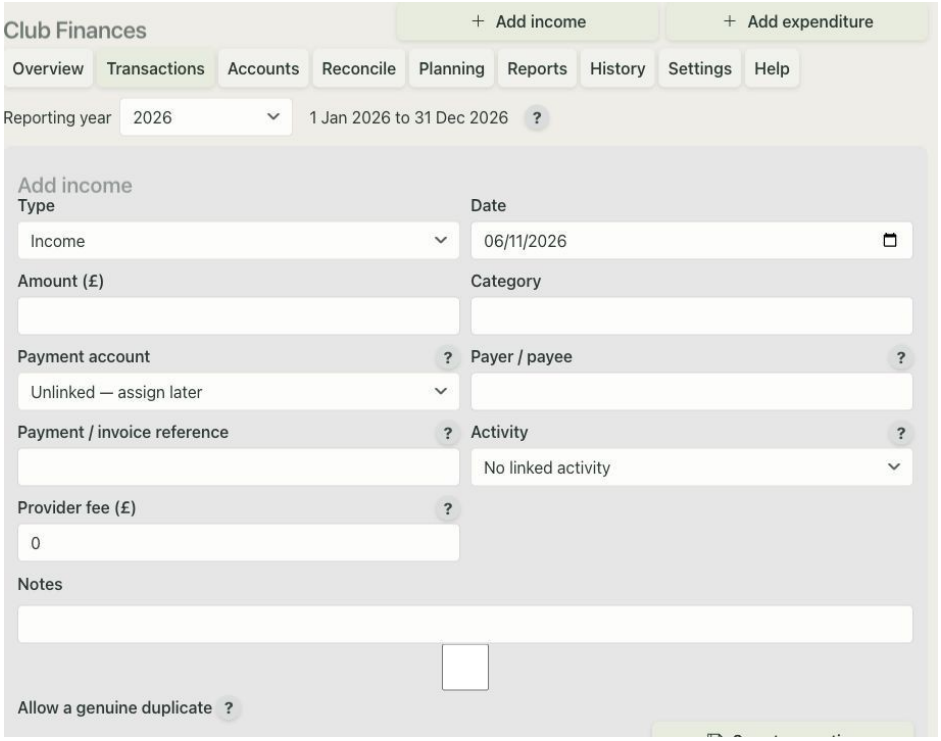
Recover an interrupted checkout without charging the member again.

1. Open Club Finances, Bank accounts. If unfinished orders exist, expand PayPal payments to check.
2. Use Check payment to retrieve the provider status. It records a verified completed payment; it does not initiate a new charge.
3. Use Cancel unpaid checkout only for an order that can be verified as unpaid. Read the preflight message and confirmation. The order is retained for history.
4. Check the membership receipt, finance income and any provider fee after a Live payment is recorded. Sandbox completion does not create these real records.
5. Use your PayPal account to handle actual refunds, disputes and reversals, then review and record the accounting adjustments in PCM.

Remember: PCM does not automatically issue PayPal refunds or process provider dispute/reversal notifications. The scheduled worker checks already completed payments without initiating new charges.

Record income and expenditure

Record actual money movements with enough detail to explain them later.

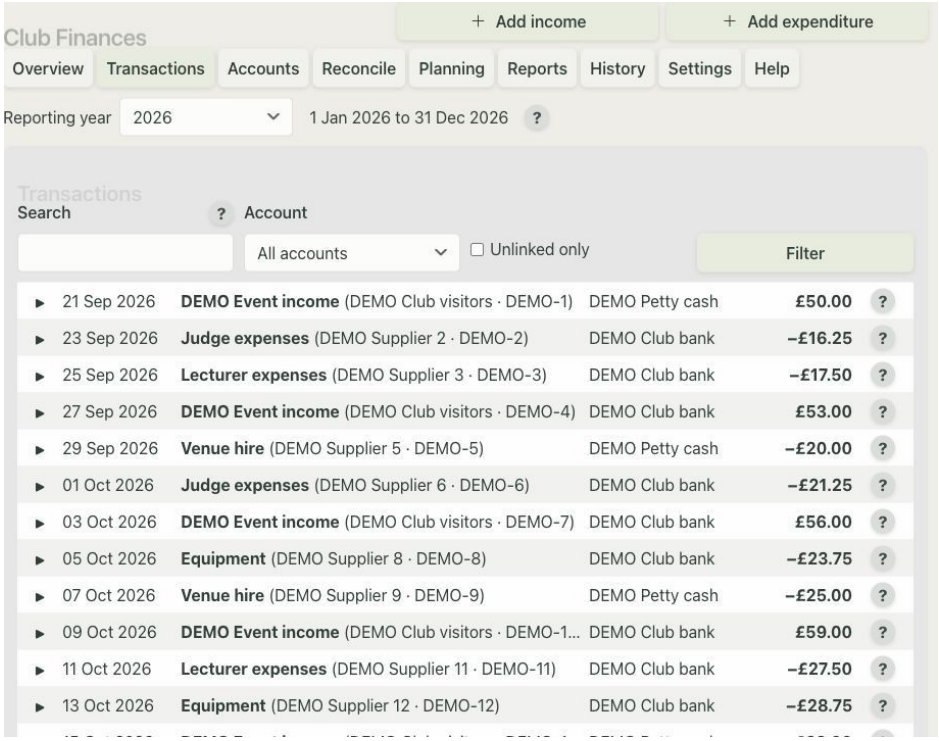


1. Choose Add income or Add expenditure. Enter the date, amount, payment account, category and counterparty or reference.
2. Associate an activity where relevant so its income and costs can be reported together.
3. Check whether a membership receipt has already created a transaction before adding it manually.
4. Where a payment provider deducts a fee, keep the gross receipt and fee identifiable. Use split categories only when the parts total the transaction amount.
5. Save the new record, then check it in the transaction list and account balance.

Remember: Use the separate refund, transfer or correction controls when they apply. Do not create a second transaction just to hide an error in the original.

Review, receipts and corrections

Keep the ledger useful without losing the history of corrections.

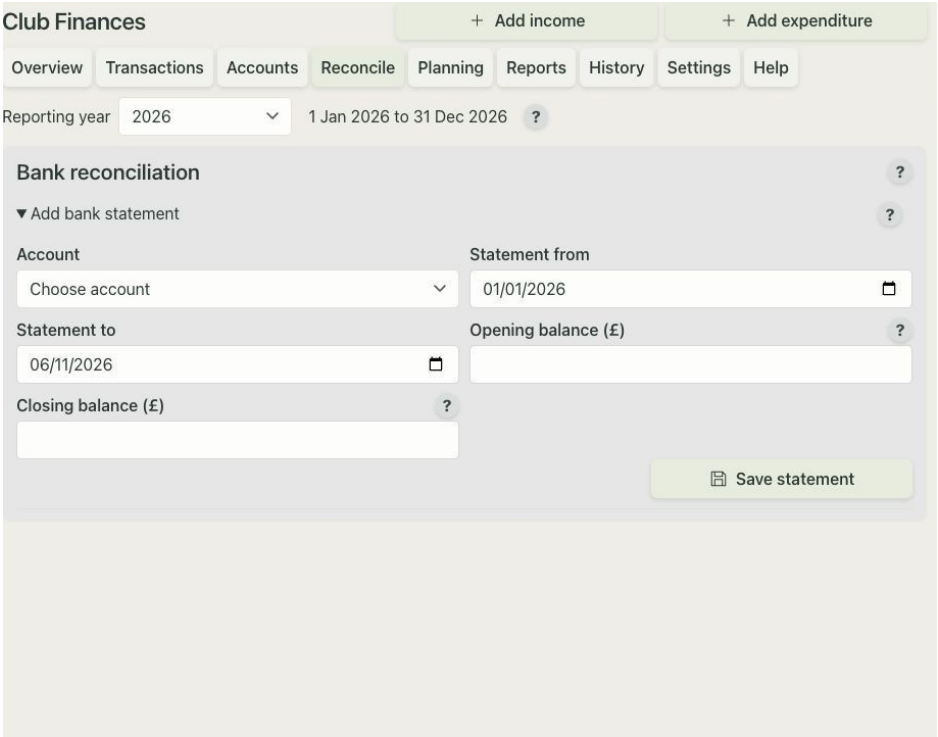


1. Use transaction filters to locate the date, account, category or item you need.
2. Open the record and check its details. Attach a receipt or invoice using the document controls where available.
3. For a refund, use the linked refund workflow to record a full or partial refund already made. These finance controls record transactions; they do not send refunds through PayPal.
4. If a record must be voided, use the void action and give the required reason. Review any restrictions on approved or matched items.
5. Check the history to understand what changed and who performed the action.

Remember: Receipt uploads are private finance records. Approved periods and reconciled transactions have safeguards; reopen or unmatch through the proper workflow rather than duplicating entries.

Reconcile a bank statement

Reconciliation matches statement lines to the club's recorded transactions.

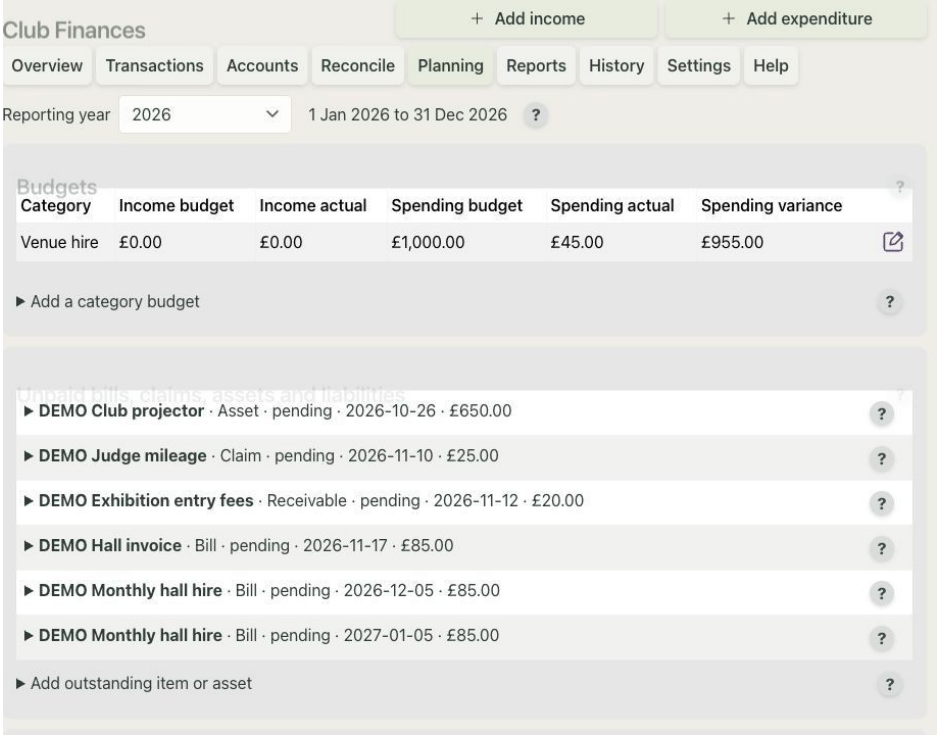


1. Choose the payment account and add a statement with its date range and opening and closing balances.
2. Import a CSV if available. Review the column mapping and date format before accepting the import.
3. Inspect suggested matches and confirm only those representing the same payment. Several ledger entries can match a single statement total where appropriate.
4. Before adding a missing transaction, check the ledger carefully to avoid a duplicate.
5. Complete reconciliation only when statement lines are resolved and the balances agree. Review any unpresented ledger items.

Remember: Importing a statement is not the same as reconciling it. Reopening a completed statement requires the appropriate action and reason.

Budgets, bills and planning

Keep future commitments distinct from money already paid.

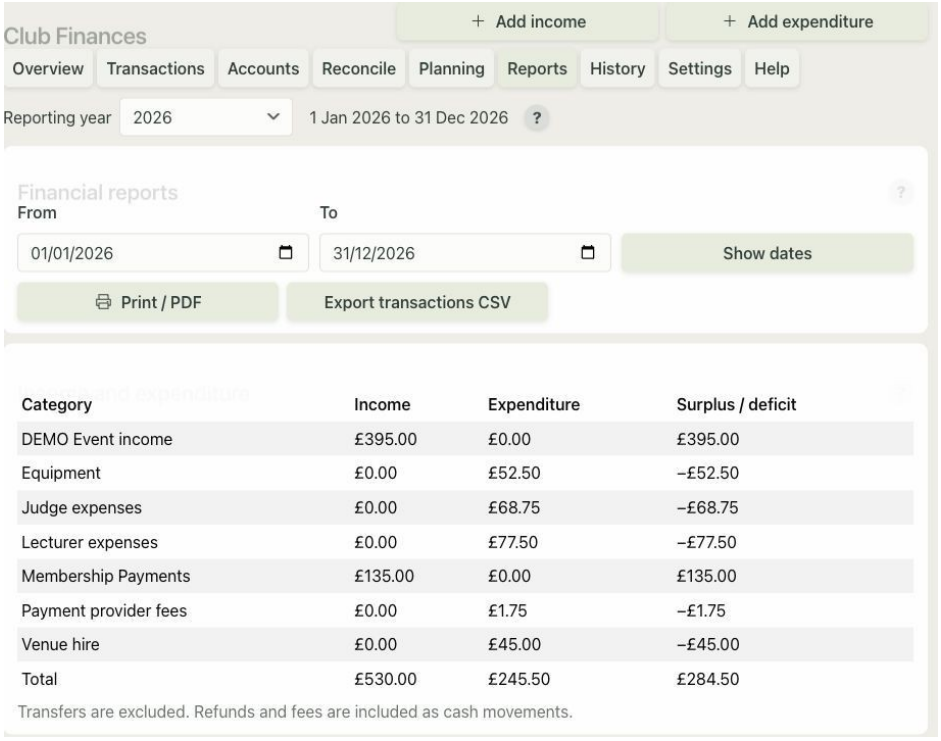


1. Enter category budgets for the relevant financial period, then compare them with actual transactions.
2. Add unpaid bills, claims, receivables, assets or liabilities using the appropriate planning area.
3. For a recurring bill, set its schedule and next due date. Review generated bills as they become due.
4. Record an actual payment only once it has taken place, selecting the correct payment account.
5. Review outstanding items regularly and resolve duplicates or obsolete commitments through their own controls.

Remember: A recurring bill does not automatically pay a supplier. A planned expense should not be treated as cash already spent.

Reports, approval and history

Use reports to review the period before approving it.

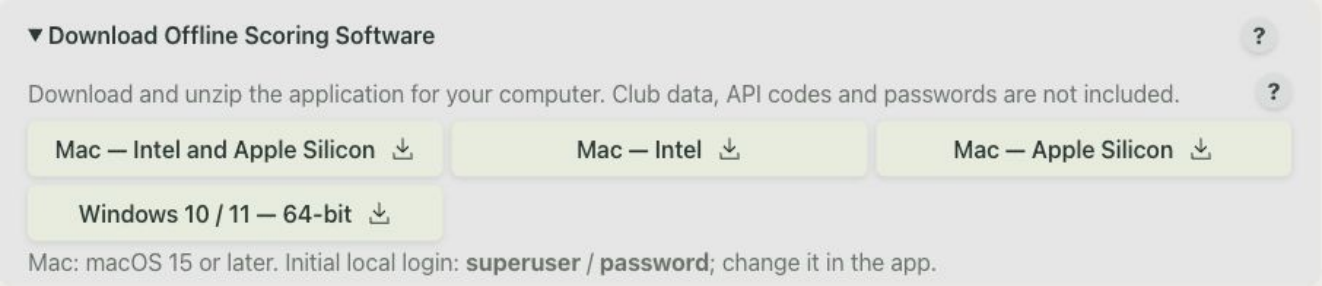


1. Choose the financial year or custom date range and the report you need. Review income, expenditure, categories and activity costs.
2. Export PDF or CSV when offered, checking the filters and reporting period first.
3. Before approval, assign transactions to accounts and complete the required reconciliations.
4. Use the approval action to preserve the reviewed period. If a correction is necessary later, use the reopen process and record a reason.
5. Provide read-only finance access through the dedicated setting when someone needs to inspect accounts without changing them.

Remember: History retains financial changes and approval actions. Some records created before history tracking was introduced may have less detail.

Download and connect the app

The desktop app allows prepared competitions to be scored without an internet connection.

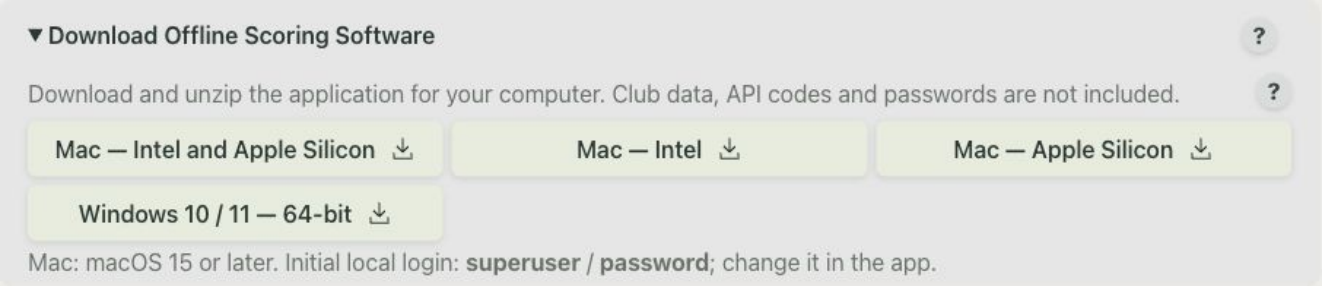


1. The primary administrator opens My account and expands Download Offline Scoring Software.
2. Choose the correct Mac or Windows package, download it and unzip it. Mac packages include Intel, Apple silicon and universal choices.
3. Launch the app. Where the initial local login is still in use, the supplied defaults are superuser and password; these are separate from the website account.
4. Get the API code from Club Information. In the desktop app's connection settings, enter this club website's full address, including any subfolder, and the API code.
5. Connect while online, then choose and download the required competition and its images. Check it is present in Downloaded competitions before leaving the connection.

Remember: The supported packages and system requirements are shown with the downloads. Keep the API code private. A downloaded ZIP does not include your club data or credentials.

Score offline and upload results

Download first, score locally, then reconnect to upload results.

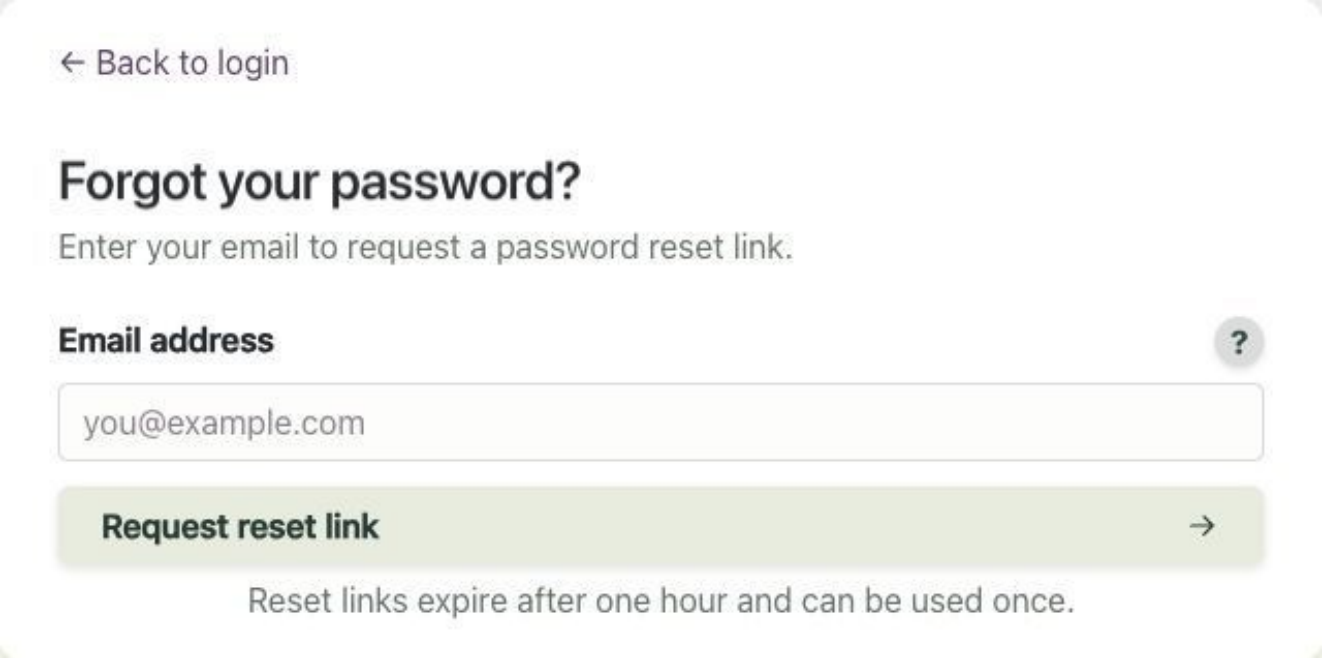


1. Choose a downloaded competition and section in the desktop app. Confirm the images, judging mode and display before the event.
2. Complete scoring and awards using the desktop controls. The app retains the local results while offline.
3. Reconnect to the club API when online and choose Upload results for the intended competition. Watch the progress and final status.
4. If an upload fails or reports conflicting or protected results, read the reason and resolve it before retrying. Do not assume existing website results will always be overwritten.
5. Review the uploaded section in PCM. Publish member results or the public awards gallery separately when ready.

Remember: Cancelled competitions and published/protected results can restrict uploads. This is a connection guide; the desktop app's own on-screen controls are the reference for its current scoring interface.

Troubleshooting and useful checks

Check the message and current club before repeating an action.



1. Missing menu or button: verify the selected club and your role. A club officer title does not automatically grant administrator permissions.
2. An edit will not save: leave the changed field, read the validation message and correct it. Check the connection before navigating away.
3. Competition entry unavailable: check membership, payment, league, entry limits and competition settings with an administrator.
4. Projector shows the wrong image: check the selected screen, active section and saved running order. Resolve any pending save failure first.
5. An email or upload seems uncertain: inspect its status and history before retrying. Use the page's Help button for the relevant workflow.

Remember: For a useful support report, record the page, club, action and exact error message. Never include passwords, API codes or unrelated private member information.

Privacy and personal information

Use the published privacy notice to understand the information PCM handles.

1. Choose Privacy notice in the footer. It opens within this website, and is also available by adding ?view=privacy to the installed website address.
2. Review the notice before registering or administering personal records. It describes club and service responsibilities, information held, visibility, service providers and retention.
3. Contact your club for questions about its membership, activities, public posts or officer records. Give only the information needed for the request.
4. Use the club privacy contact shown in the notice for privacy enquiries. The primary administrator can supply the club-approved notice through Installation settings.
5. Keep member information and uploaded photographs private unless their intended use is clear. Review public contact details, publications and shared league tables before making them visible.

Remember: Optional reminders remain a separate per-club preference. A privacy notice does not itself publish data or change email preferences.