What is it?

The Club Management System allows clubs to manage their important information over the Web. The system stores commonly submitted data, such as officer and membership lists. It provides the facility to manage club e-mail mailing lists and retrieve Web access passwords. The System is also the central portal for creating and submitting budgets for funded clubs.

Getting Started

It is quick and easy to add members to your club. First, follow these simple steps to register yourself as a manager of your club:

1. Contact the Rensselaer Union Systems Administrators by emailing sysadmin@union.rpi.edu to get set up as an officer for your club.
2. Connect to the Club Management System at http://clubs.union.rpi.edu
3. Click on the “New Account” link in the upper-left corner of the page
4. Enter requested information (RIN, RCSID, & desired password) and click “Create”
5. Check your RPI e-mail account for an activation code
6. Activate your account using the provided code

Adding Members

Now that you are a manager you can add members to your club with these three easy steps:

1. Click on your club name in the top left corner of the Club Management System
2. Click on the "Membership List" menu option
3. Enter each new member’s RIN and RCSID, and then click “Add”

Adding Your Fellow Officers

To add an officer, first set them up as a regular member using the three-step procedure outlined above. Then follow these easy steps below:

1. Click on the “Properties” icon () next to the member you wish to promote
2. Change the “Club Access Level” dropdown box to “Level 2 – Manager”
3. In the “Title” box, enter the position name of the officer (e.g. President)

Setting Up Your Webmaster

To give a member access to edit your Web site, click on the “Properties” icon as you would to make them an officer, then check off the “Allow Web Access” box.

Managing Your Budget

Union-funded clubs must use the budgeting component of the Club Management System to submit their budget to the Union Executive Board. To use this system you must be set up in the Club Management System as an officer of your club. After logging in to the system, select your club from the left-hand pane, then choose “Manage Budgets”.

Questions or Problems? Contact sysadmin@union.rpi.edu