

# MEMORANDUM



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|---------|--|-------------|-------|
| To      | Member States                          |             |       |
| From    | AusDBF                                 |             |       |
| Date    | October 2021                           | Document No | M-060 |
| Subject | Dragon Pass & Club Finder Instructions |             |       |



## Dragon Pass



### What is Dragon Pass?

- Dragon Pass is a 'Come & Try' product, which has been created to provide a cohesive national branding for 'Come & Try' across all Clubs.
- Dragon Pass is a competitive offering similar to gym trial periods.

### What does Dragon Pass include?

- Dragon Pass provides individuals with the opportunity to try dragon boating for a 4-week consecutive period across multiple Clubs. Allowing trialing paddlers to find the right Club for them.
- Dragon Pass allows for participation at a regatta if the regatta falls within the 4-week period. However, it's up to the State Association/Club to decide whether to allow the individual to participate at the regatta. By registering Dragon Pass via revSPORT trialing paddlers details will be available, allowing Clubs a seamless experience to assemble crews and electronic marshalling at the regatta.

**NOTE:** Each State Association to confirm their own specific inclusion here.

### How will Dragon Pass work?

- Dragon Pass is a nationally branded promotion, ideally Dragon Pass should be used once per individual, however at the States discretion, if a member moves Interstate and is not sure what club they would like to join/transfer their membership to, then Dragon Pass would be the ideal process to use, to trial a few different clubs before committing and transferring their membership.
- Within the 4-week period, individuals have the option to try more than one club, if the first club they chose is not the right fit for them.

**NOTE:** Each State Association to confirm what exemptions or consideration they may include for Dragon Pass to be used more than once per individual within their State.

**"Our Mission: To connect people with dragon boating across Australia"**

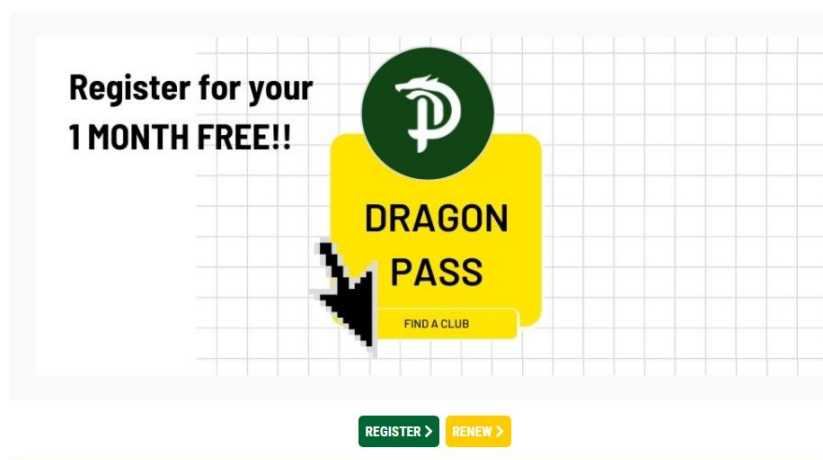
### How can individuals register for Dragon Pass?

- Individuals will register for Dragon Pass via revSPORT which will capture all their details from the mandatory fields. (Mandatory fields include: name, date of birth, gender, State, address, mobile, email address). Individuals will need to confirm they have read the terms of registration and are over 18 before submitting and ticked DragonPass.

**NOTE:** Below screen shot from AusDBF website, suggest State Associations may need to include their own link.

<https://www.ausdbf.com.au/registration/>

1. Click on REGISTER



2. Complete details – name and date of birth

Register as a new member

First name:\*

Last name:\*

Date of birth:\*  Day...  Month...  Year...

3. Complete all details in the next section  
Click on the REGISTER NOW button

### What are the benefits for registering Dragon Pass via revSPORT?

- No longer will Clubs need to keep pieces of paper, spreadsheets or whatever process they record details of individuals who come to the Club to try the sport. The information will be recorded in revSPORT, providing safe and easy collection of data and an electronic format for communication.
- State Associations/Clubs will be able to use the member reporting to ascertain Dragon Pass participation numbers which will assist when applying for grants and funding.

## How do State Associations/Clubs set-up Dragon Pass in their revSPORT portals?

### Using the Membership feature

1. AusDBF creates a \$0 payment class called Dragon Pass
2. State Associations create a \$0 payment class called Dragon Pass and link to AusDBF
3. Clubs create a \$0 payment class called Dragon Pass and link to the State Association

### revSPORT instructions

1. Individuals (new participants) will need to register directly with the clubs registration page. Once registered, their member profile can then flow directly up to the State & AusDBF accounts.
2. To minimize current members registering for Dragon pass:
  - a. Create a 'DragonPass' payment class (as above)
  - b. Restrict this to **new members only**
  - c. Push this down through the states and clubs.

This payment class will only display for **new members only** and not returning members. This will also assist in preventing the likelihood of duplicate member profiles as individuals could continually 'register' rather than renewing their profiles.

### How do States/Clubs promote Dragon Pass?

- We recommend that State Associations and Clubs promote Dragon Pass on all their digital channels including website and social media, with links to where individuals can apply for Dragon Pass.
- Attached are the Dragon Pass logo's which State Associations/Clubs can use to promote Dragon Pass on their website/Facebook or other promotional material.

**NOTE 1A: QLD/NSW/TAS/SA/WA** who use seasonal membership - these memberships will not 'expire', after 4 weeks. Clubs will need to manage upgrading members to a full membership or they will remain a 'DragonPass' member until they are archived at season rollover or have their member record removed.

**NOTE 1B: VIC/ACT** who use subscription membership when creating the new payment class 'DRAGON PASS' will be able to set an expiry date of 4 weeks

**NOTE 2:** Before individuals apply for Dragon Pass, recommend Clubs include information about contacting the Club Recruitment Officer first, who will be able to assist with the process and also confirm the best date available to register for Dragon Pass. This way individuals don't waste the 4-weeks if new paddlers can only attend club training on certain days or times of the month, as Dragon Pass will commence from the registration date (which is easily viewable on a members record) and once the 4-week period expires the individual is no longer covered for insurance and will have to upgrade to a full member if they wish to continue. If individuals do not wish to continue, they will sit in the Club's membership list and will be archived at the end of season rollover.

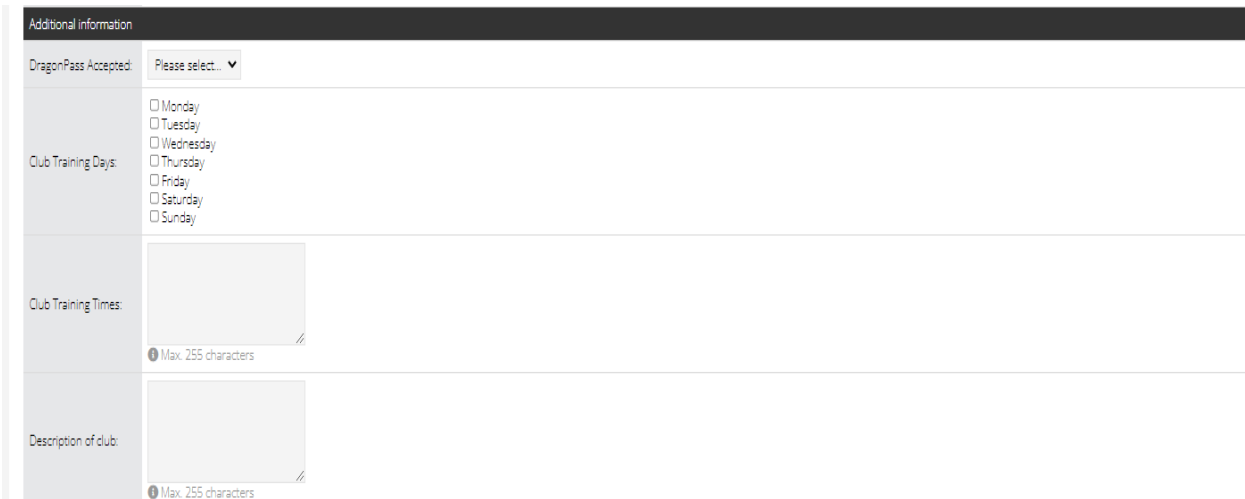
**NOTE 3:** If an individual using Dragon Pass decides they wish to try another club, the second Club will need to request transfer of Individuals details from the first Club to avoid duplication of profiles in revSPORT. As part of the process Clubs will need to clarify with individuals if they have already applied for Dragon Pass. (if the individuals tries registering using the same details revSPORT won't allow them to, so this should be prompt to avoid duplication).

**Note:** State Associations should include their own process here as to how they would prefer clubs to manage Dragon Pass

## Next Steps - Club Finder

All Clubs should have received a 'request for information' via revSPORT last week asking them to update their details which will allow the Club to be searched and selected in Club Finder.

**NOTE:** NSW/VIC Clubs did not receive the 'request for information' via revSPORT as NSW/VIC are already set-up on Club Finder. However, the clubs will need to update their Club profile and tick the box as to whether they will accept Dragon Pass. (per screen shot below)



At the moment the 'Club Finder' will appear here - <https://www.ausdbf.com.au/about/> on the 'about page' – scroll the grey boxes to till you come to 'Club Finder'. Once the new AusDBF website is launched at the end of the year, the 'Club Finder' will appear on the front landing page.

<https://www.ausdbf.com.au/about/club-finder/> - This is how the Club Finder will appear. AusDBF is working with revSPORT to change the background image on the new website, unfortunately for the moment this cannot be changed.

To enable all Clubs across Australia to be included in the search field, there are a few tasks which Clubs will need to complete. There is no additional cost to Clubs as this is covered by AusDBF.

The following information must be included to allow Clubs to be selected from the drop-down menu.

1. Clubs physical training address (let potential members know where to find your club)
2. Is DragonPass (come & try) accepted by your club
3. Complete all the information on the form and submit

Potential members will be able to search by location and radius (for example - Sydney and 25km). The radius indicates the distance potential members are willing to travel to find a club.

The Club Finder search will then show a map (via google analytics) displaying all the Clubs located within the radius indicated.

1. The potential member can click on the pin and the name and physical address of the club appears and along with contact email.
2. Below the map a list of Clubs within the radius search will appear. The potential member can then click on the 'visit website' button, and it will take the person to the club website where the

person is able to read all about the Club to see if it's the best for them in terms of training days and times, age demographics, and club culture (competitive or social). Club websites may be the first point of contact a potential member has so it's important to include as much information about the club to set the scene and provide background to the club.