

Membership & clubs

Community / Core workflow guide

Maintain members, dues and renewals.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1

Clubs

Create this reference data first.

2

Members

References: clubs

3

Dues payments

References: members

Follow the workflow

Create a club, register members and verify manual dues payments.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Clubs

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Description	longtext	Plain text, up to 12,000 characters.

Members

Field	Input type	How to use it
Club id	ref	Select a workspace record from clubs.
Name	text	Plain text, up to 200 characters.
Email	email	A valid email address; demo examples are fictional.
Expires on	date	Calendar date (YYYY-MM-DD).

Dues payments

Field	Input type	How to use it
Member id	ref	Select a workspace record from members.
Period	text	Plain text, up to 200 characters.
Amount	money	Non-negative amount; at most two decimal places.
Reference	text	Plain text, up to 200 characters.

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Clubs	active	Reference data; no state action.
Members	active > expired	expire to expired
Dues payments	pending > verified	verify to verified

Dues and membership status

- Members reference a workspace club. Dues records reference the same workspace member.
- Verify records manual dues confirmation by an owner or manager. Expire is a recorded action.
- Automatic renewal collection, card issuing and scheduled membership expiry are not implemented by this core flow.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.