

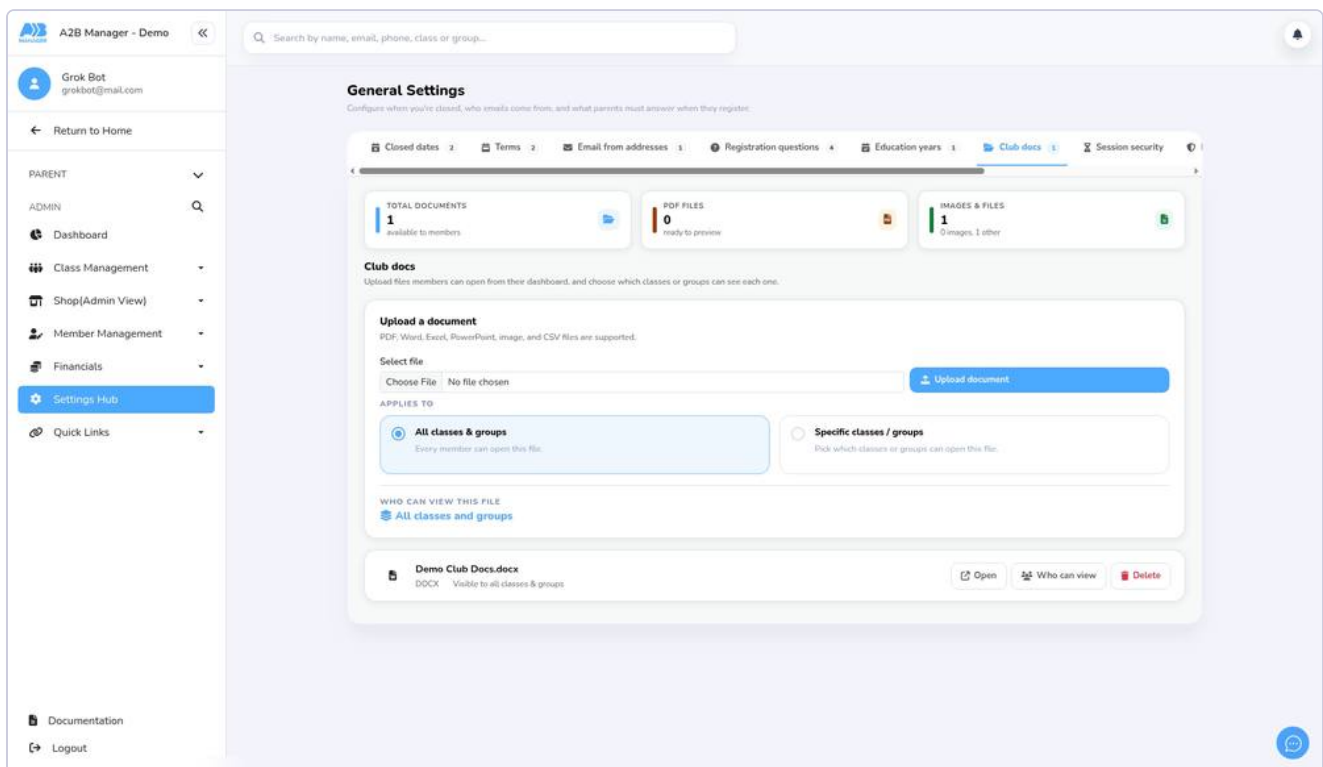
How to Add and Display Club Documents for Specific Classes or Groups

Club docs let you share files, such as a parent code of conduct or a kit list, with members. You can share each file with everyone or only with chosen classes or groups, and parents see it on their dashboard under each child.

Adding a club document

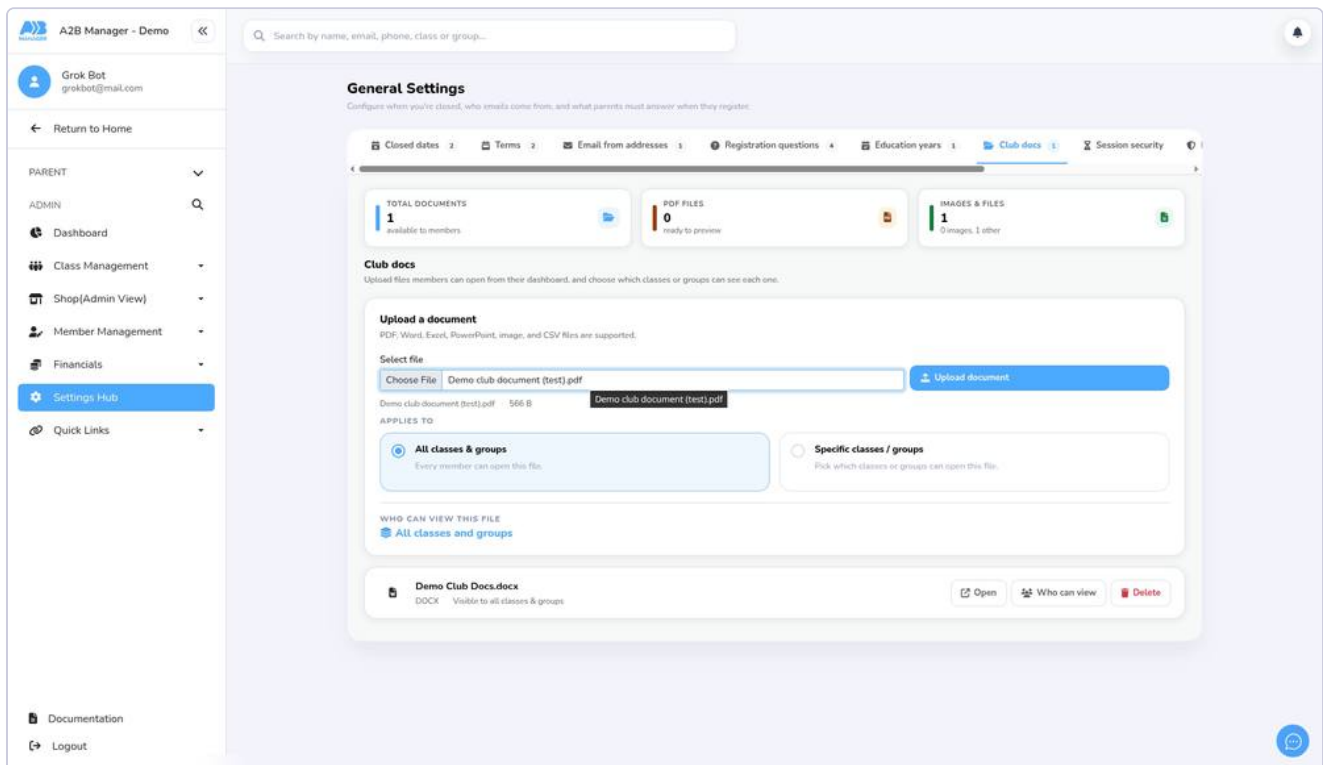
1. Open Club docs (0:00)

- In the left-hand menu, click **Settings Hub**.
- Scroll down to **System Settings** and click the **Settings** card (Configure general platform settings.). General Settings opens on its first tab.
- Click the **Club docs** tab. The number on the tab shows how many documents you have, and the tiles show **Total documents**, **PDF files** and **Images & files**.



2. Choose the file (0:40)

- Under **Upload a document**, PDF, Word, Excel, PowerPoint, image (JPG, PNG, WebP) and CSV files are supported, up to **15 MB** each.
- Under **Select file**, click **Choose File** and pick the file. Its name and size appear underneath.
- The file name is the title members see, so rename the file on your computer first if needed, for example Parent Code of Conduct.pdf. Each file name must be unique within your club docs.



3. Choose who can see it (1:03)

- Under **Applies to, All classes & groups** (the default) shares the file with every member.
- To share it with only some members, select **Specific classes / groups**.
- Tick a class to include all of its groups, or click the arrow next to a class and tick only the groups you want. **Select all** and **Clear** are at the top of the list.
- **Who can view this file** shows your choice with each class or group and its day and time. If nothing is ticked, you'll see Pick at least one class or group.

A2B Manager - Demo

Search by name, email, phone, class or group...

Grok Bot
grokbot@mail.com

Return to Home

PARENT

ADMIN

Dashboard

Class Management

Shop(Admin View)

Member Management

Financials

Settings Hub

Quick Links

Documentation

Logout

General Settings
Configure when you're closed, who emails come from, and what parents must answer when they register.

Closed dates 2 Terms 2 Email from addresses 1 Registration questions 4 Education years 1 Club docs 1 Session security 0

TOTAL DOCUMENTS
1 available to members

PDF FILES
0 ready to preview

IMAGES & FILES
1 0 images, 1 other

Club docs
Upload files members can open from their dashboard, and choose which classes or groups can see each one.

Upload a document
PDF, Word, Excel, PowerPoint, image, and CSV files are supported.

Select file

Choose File Demo club document (test).pdf Upload document

Demo club document (test).pdf 566 B

APPLIES TO

☐ All classes & groups
Every member can open this file.

☒ Specific classes / groups
Pick which classes or groups can open this file.

CLASS & GROUP Select all Clear

☐ Recreational

☒ Monday 4pm (4-8 Yrs Old)

☐ Monday 5pm (9-16 Yrs Old)

☐ Parties

WHO CAN VIEW THIS FILE

CLASS & GROUP	MONITOR FROM	MONDAY 16:00
Recreational	Monday 4pm (4-8 Yrs Old)	Monday 16:00

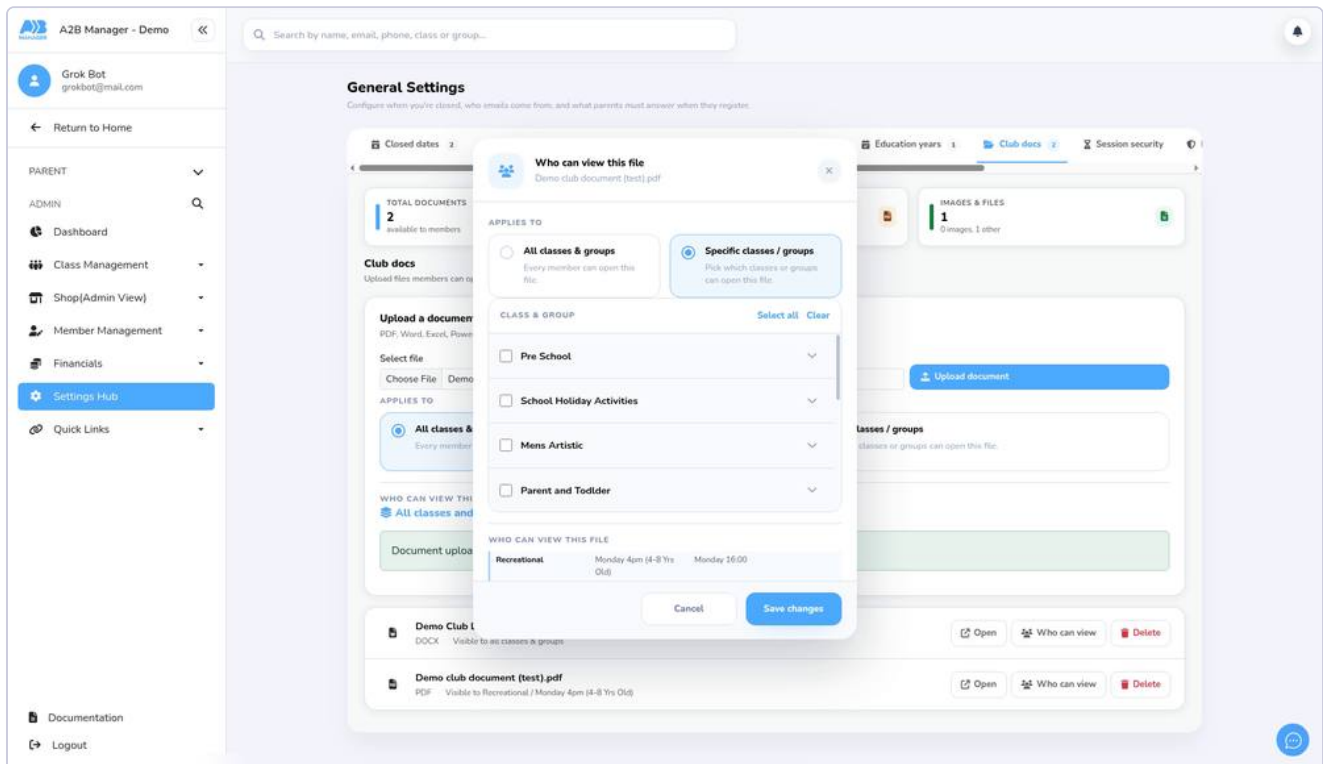
4. Upload the document (1:41)

- Click **Upload document**. You'll see Document uploaded.
- The file is added to the list with its type and who can view it, for example PDF · Visible to Recreational / Monday 4pm (4-8 Yrs Old) or Visible to all classes & groups.

The screenshot shows the A2B Manager - Demo interface. On the left is a sidebar with a user profile for 'Grok Bot' and a list of navigation items: 'Return to Home', 'PARENT', 'ADMIN', 'Dashboard', 'Class Management', 'Shop(Admin View)', 'Member Management', 'Financials', 'Settings Hub' (highlighted), and 'Quick Links'. The main content area is titled 'General Settings' and includes a search bar. Below this is a tabbed interface with 'Club docs' selected. The 'Club docs' section shows a summary of documents: 'TOTAL DOCUMENTS 2 available to members', 'PDF FILES 1 ready to preview', and 'IMAGES & FILES 1 0 images, 1 other'. The 'Upload a document' section allows selecting a file (currently 'Demo club document (test).pdf') and choosing who it applies to: 'All classes & groups' (selected) or 'Specific classes / groups'. Below this, it shows 'WHO CAN VIEW THIS FILE' as 'All classes and groups'. A green message box states 'Document uploaded.' At the bottom, a list of documents is shown: 'Demo Club Docs.docx' (DOCX, Visible to all classes & groups) and 'Demo club document (test).pdf' (PDF, Visible to Recreational / Monday 4pm (4-8 Yrs Old)). Each document has 'Open', 'Who can view', and 'Delete' buttons.

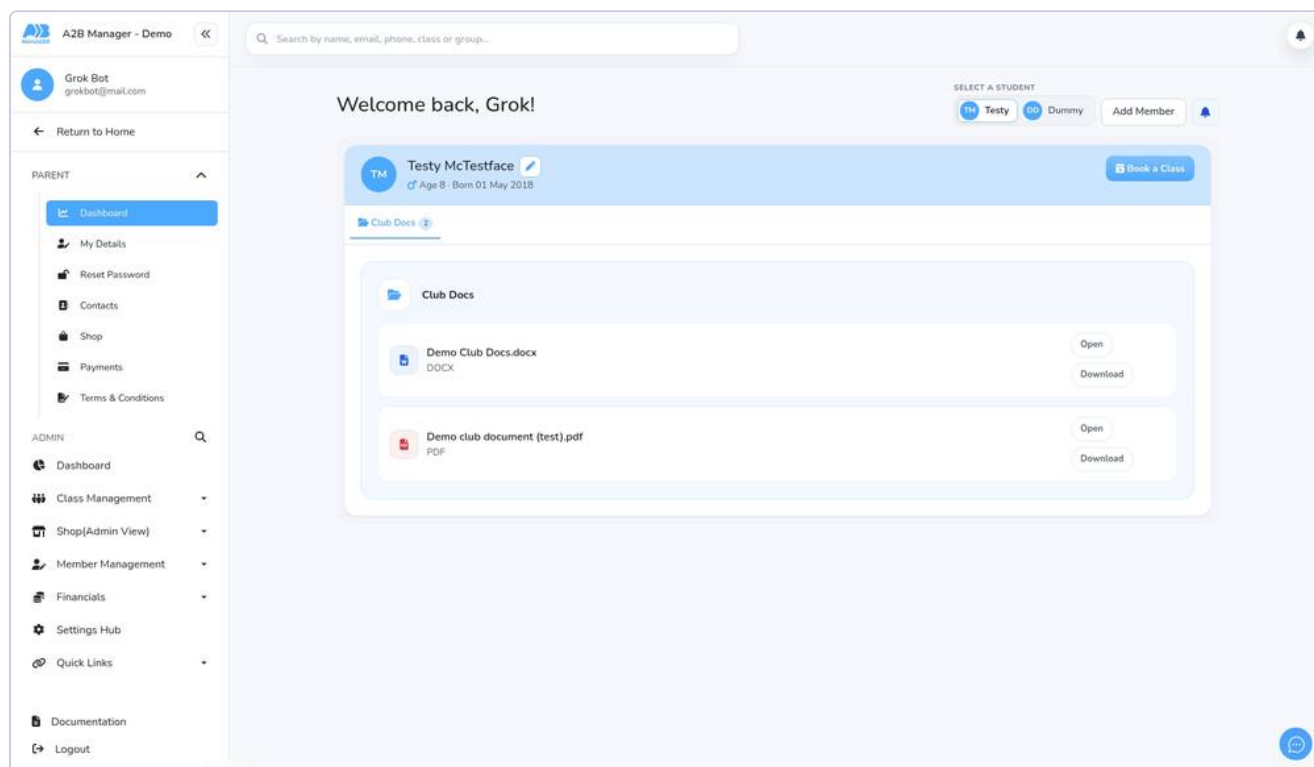
5. Preview or change who can view (1:57)

- Click **Open** to preview a file. PDFs and images show in the window; Word, Excel and PowerPoint files open in Microsoft's online viewer.
- Click **Who can view** to change who can see the file, then click **Save changes**. You'll see Who can view this file has been updated. Click **Cancel** to close without changes.



6. What parents see (2:30)

- On their **Dashboard**, parents select a child. A **Club Docs** tab shows the number of files that child can see.
- Each file shows its name and type, with **Open** and **Download** buttons.
- Files for **all classes & groups** show for every child. A file for specific classes or groups only shows for a child with an active place in one of them. If a child can't see any files, the tab doesn't appear.



Good to know

- There's no sign-off or read receipt: parents can open and download files, but they don't confirm they've read them, and you can't see who has opened them.
- Parents aren't emailed or notified when you add a file. If you want them to know about it, email them separately.
- Because files can be shared with specific classes or groups, individual parents only see the files for the classes and groups their children are in.
- If a parent can't see a file, check that their child has an active place in a class or group the file is shared with.

Tip: Share general documents, such as your code of conduct or privacy notice, with **All classes & groups**, and use **Specific classes / groups** for things like a squad kit list or competition information.

Changing or removing a file

- You can't rename a file or replace it with a new version. To change it, delete it and upload the new file.
- To remove a file, click **Delete** on its row, then **Delete** in the Delete document? window. You'll see Document deleted. The file is removed for all members straight away and can't be restored.