

# Manage memberships

Set up the NOI club (or another association's) and campaign, record members and cards and check the insurance cover of the association year.

12 min · Context-dependent availability · 2026-09-27

## Before you begin

- ✓ The Summer camp feature must be enabled for the community and an oratory must be available to select.
- ✓ You need Manage oratory membership in the oratory where you work.

### SECTION 1

## Open the correct oratory and campaign

From Oratory, open Membership. If you work in a Pastoral Unit with several oratories, use the oratory selector: the aggregate view lists campaigns, while Open campaign enters one oratory.

Above the tabs, choose the club and campaign. The selector shows the club name or code followed by the year; check it before changing affiliation details or members.

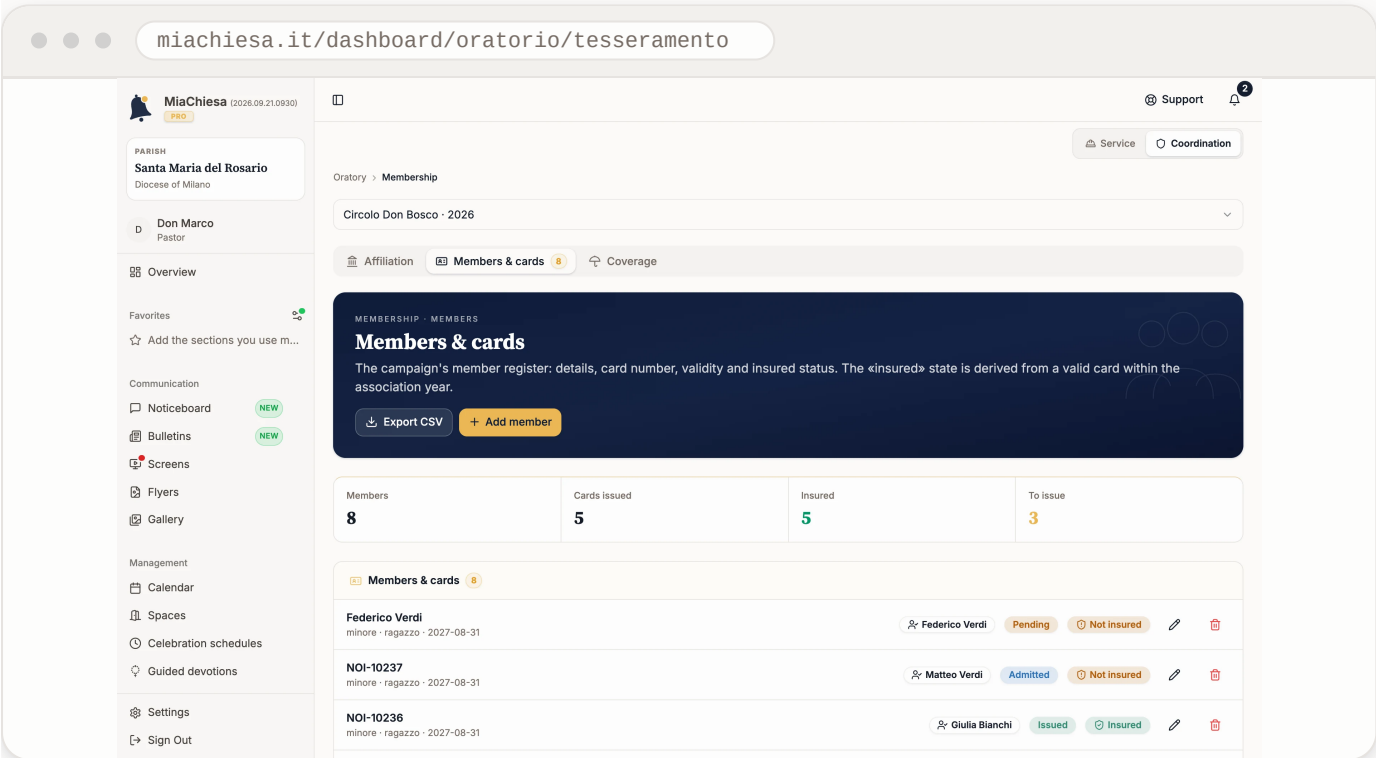


Fig. 1 Select the oratory and campaign first: every tab works on the cycle shown at the top.

## SECTION 2

# Configure the club and campaign

In Affiliation, select Add club. Enter the name, association, optional club code, year and validity dates; the proposed dates follow the selected network's calendar. Select Save to create the club and its first campaign.

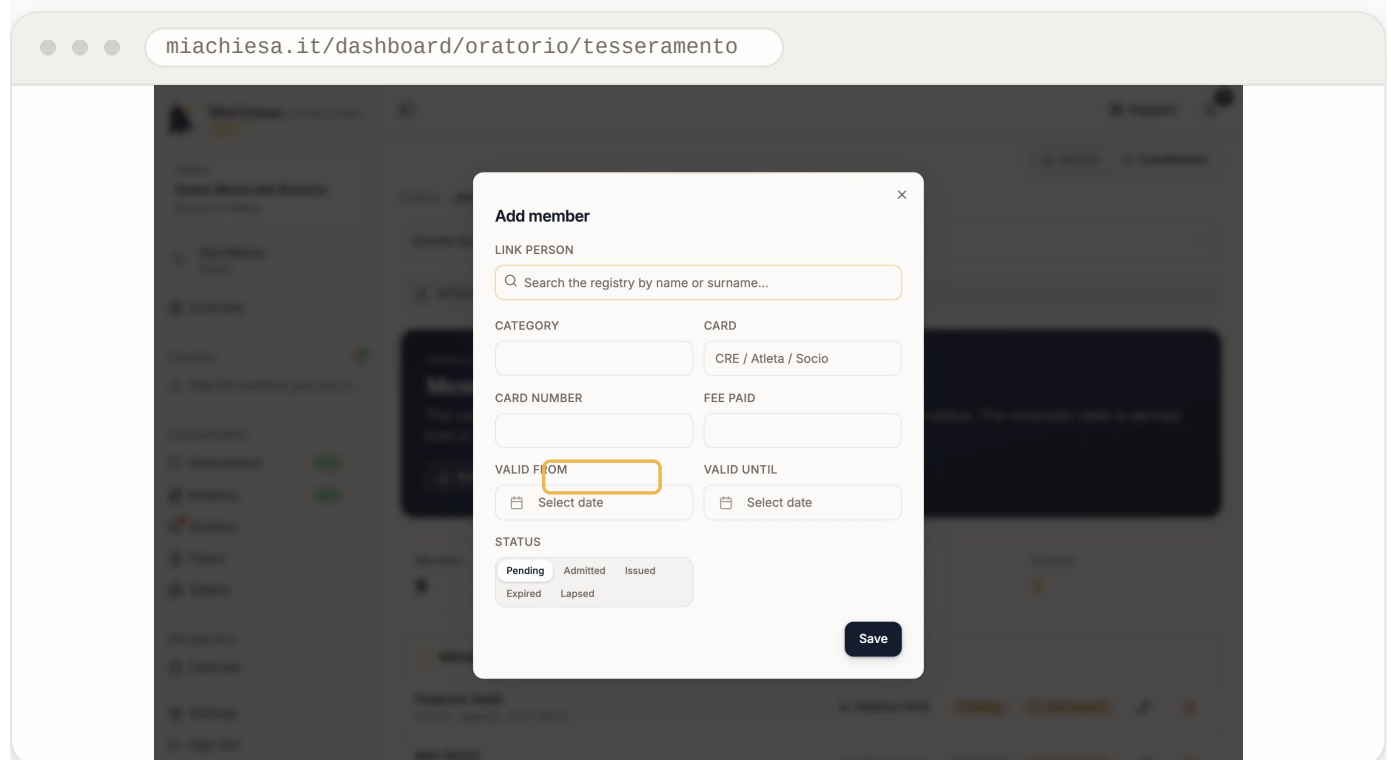
For an existing club, use Edit club to change the name and code used by future campaigns. Use New campaign for the next year; you may copy previous members with their cards awaiting renewal. In the campaign panel choose Draft, Open, Closed or Archived, adjust the dates and select Save; the button becomes available only after a valid change.

## SECTION 3

# Record members and cards

Open Members & cards and select Add member. You can search by name or surname and link a person already in the registry, or leave the member unlinked.

Enter category, card type and number, fee, validity dates and status: Pending, Admitted, Issued, Expired or Lapsed. After Save, the row shows status and coverage; "Insured" appears only for an Issued card valid on the current date. Export CSV downloads the members in the selected campaign.



The screenshot shows a web browser window with the address bar displaying `miachiesa.it/dashboard/oratorio/tesseramento`. The main content area is a dark-themed dashboard with a modal form titled "Add member" in the center. The form has a close button (X) in the top right corner. It contains the following sections:

- LINK PERSON**: A search input field with the placeholder text "Search the registry by name or surname...".
- CATEGORY**: A text input field.
- CARD**: A dropdown menu with the selected option "CRE / Atleta / Socio".
- CARD NUMBER**: A text input field.
- FEE PAID**: A text input field.
- VALID FROM**: A date picker with a calendar icon and the text "Select date".
- VALID UNTIL**: A date picker with a calendar icon and the text "Select date".
- STATUS**: A group of radio buttons with labels "Pending", "Admitted", "Issued", "Expired", and "Lapsed". The "Pending" option is selected.
- Save**: A dark blue button at the bottom right of the form.

**Fig. 2** Add member lets staff link a person and enter category, card type, number, fee, validity and status.

## SECTION 4

# Check coverage

Open Coverage to read the active campaign network’s result for a non-sport summer camp. The page distinguishes automatic coverage, a required CRE card, a separate policy or coverage still to verify, and shows the comparison matrix for each network.

This tab is a check and does not change cards or policies. If the result calls for a different card, return to Members & cards and update its type, status and validity; arrange a separate policy outside this screen.

## SECTION 5

# NOI clubs and NoiHub

When you add a club, choose the association (NOI, ANSPI, CSI, PGS or Altro) and the club code; in a new campaign the suggested association is NOI. The code then appears in the campaign selector.

The official NOI member register stays on NoiHub: today MiaChiesa does not connect to NoiHub and exchanges no data with NOI. Record in **Members & cards** the members and card numbers you need at the youth center, and use **Export CSV** to get the campaign list.

## SECTION 6

# Access and permissions

| Who can do what       |                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Area                  | Behaviour                                                                                           |
| Membership management | Requires Manage oratory membership in the selected oratory. The page has no read-only mode.         |
| Pastoral Unit         | The aggregate view summarises campaigns; open the relevant oratory and campaign before editing one. |
| Module unavailable    | The route stays closed when the Summer camp feature or community type does not enable Oratory.      |

## SECTION 7

## Choose the correct tab

### Affiliation

Create the club and annual cycle, then set the campaign period and status.

- ✓ Use it before entering members.
- ✓ A new cycle can copy members as awaiting renewal.

### Members and coverage

Record cards in the selected campaign and check whether they cover the summer camp.

- ✓ Members & cards holds operational data.
- ✓ Coverage is an informational check and does not save policies.

## SECTION 8

## Terms used

### Club

The organisation affiliated to a network, identified by a name and optional code.

### Campaign

One club year, with its own period, status and member register.

### Insured

A calculated state shown when the card is Issued and valid on the current date.

## SECTION 9

## Frequently asked questions

### I cannot add members



Create a campaign in Affiliation first and make sure it is selected in the menu at the top.

### A card says "Not insured"



Check that its status is Issued and today falls between its start and end dates. Then open Coverage for the network rules.

### I see Access denied



Membership requires Manage oratory membership in that specific oratory; there is no view-only access.

### Can I import members from NoiHub or from an Excel file?



Not today: members are added one at a time with Add member, optionally linked to a person already in the registry. With New campaign you can carry over last year's members as cards to renew.

## What you have achieved

- ✓ The club, year, period and campaign status are configured.
- ✓ Each member has a consistent card, validity and status, and coverage has been checked for the selected network.