Age group adjustment

The age group adjustment is automatically suggested in PC CADDIE at the turn of the year when you start the programme for the first time in the new year. You can then start the programme:

Adjusting Age Groups	×
Happy New Year! All the best wishes and a prosperous 2011!	
At the beginning of a new year the age groups change. Children become youth, youth become juniors and so on. The membership fees will change correspondingly.	
To reclassify the age groups (without fee revaluation), select the first button.	
<u>R</u> ECLASSIFY age groups	
Cancel this function	

However, if you ever create a new characteristic structure (personal characteristics) in PC CADDIE, it may be necessary to make an age class adjustment. For example, if you have redefined age limits for contributions in the characteristics. In this case, it is essential to carry out a Fast data backup beforehand.

The age group adjustment is carried out via **System/Contacts/Age class adjustment** in the next window by clicking on the button **REASSIGN age groups** button in the next window:



PC CADDIE then carries out this assignment using the age groups stored in the system.

Please wait	
RECLASSIFY age groups	
0%	
Cancel	

Via the button **Define personal characteristics (age groups)** button takes you directly to the window in which you can define or edit the age groups:

ersons characteristics	×
Name Gender Age group Membership Status Unused	✓ <u>O</u> K <u>C</u> ancel
O Edit F7	
Allocate characteristics automatically	

The preset age groups should not be changed, as this can lead to problems when registering teams with the association. However, if you need an age group for invoicing, e.g. up to 16 years, you can create age groups in the contribution status.

PC CADDIE also offers you the option of bringing forward age adjustments by a few days so that you have the opportunity to make all the necessary changes in the system in December in order to create the new contribution invoices for the coming year.

To do this, please open via **Settings/Programme settings/General settings** and check the number set under the item **Bring forward the year change by x days.**

General options	×
General Competitions Turnover Chipkarte Country (D=Germany, CH=Switzerland) D D D Start turn of the year: 30 days D Check double search-abbreviatio: check Check Select new number for a member: Yes, new number Print number instead of abbr. Image: Select new number for a member: Print number instead of abbr.	Cancel
Define direct debit	
Define bank holidays	
Setup format of telephone numbers	
Load geodatas for all persons	
Email options (SMTP-Server)	

This number of 30 set in the example ensures in the background that PC CADDIE recognises the new members (with entry date 01.01.) as members 30 days before the turn of the year - i.e. from 02.12. - and also orders ID cards for them in December.

You can also start the age group adjustment from 2 December so that the people in the age groups are already set to the new age groups for the following year. From this point onwards, PC CADDIE will then post the automatic contribution allocation the correct annual contributions.