

Admin Guide: Opening and Closing the House

This guide explains how admins open the house in the morning and close it in the evening using the myClubHouse system.

Table of Contents

1. [Opening the House \(Good Morning\)](#)
 2. [Closing the House \(Good Night\)](#)
 3. [Setting Weekly Opening Hours](#)
 4. [Communicating with Members via Memos](#)
 5. [Emergency Procedures](#)
-

Opening the House (Good Morning)

Step-by-Step Instructions

1. Log in to the Admin Dashboard

- Go to the myClubHouse login page
- Enter your admin credentials
- You'll be taken to the **Admin Dashboard**

2. Find the "Good Morning" Section

- Look for the **"Good Morning"** link in the main menu or navigation
- Click it to open the house control page

3. Open the House

- You'll see a button labeled **"Open House"**
- Click this button to unlock the house for members
- The system will write "open" to the house status file
- You'll see a confirmation that the house is now open

4. View Daily Memos (Optional)

- On the same page, you can see any memos created from the previous day
- Read any important announcements or notes for today
- Check the memo details to see which admin created it and what it says

What Happens When You Open the House

- The house status changes to **OPEN**
- Members can now log in and access the system
- A timestamp is recorded of when the house was opened
- The status indicator in the Admin Dashboard will show **green (open)**

Tips

- Open the house at the beginning of your operating hours

- Check the daily memos to see if there are any special notes or announcements
 - If the house needs to stay closed due to an event or maintenance, skip the "Open" step and leave it closed
-

Closing the House (Good Night)

Step-by-Step Instructions

1. Log in to the Admin Dashboard

- Go to the myClubHouse login page
- Enter your admin credentials
- You'll be taken to the **Admin Dashboard**

2. Find the "Good Night" Section

- Look for the **"Good Night"** link in the main menu or navigation
- Click it to open the house closing page

3. Option A: Log Out All Members (Recommended)

- Click the button **"Log Out All Members"**
- This will automatically sign out all members currently in the house
- A timestamp will be recorded for the bulk logout
- This ensures no members are accidentally left logged in overnight

4. Send a Memo to Members (Optional)

- Use the **"Send Memo"** form to communicate important information
- Choose the **date** this memo applies to
- Enter a **headline** (e.g., "House Closed Tomorrow")
- Enter the **message** with details
- Your name will be automatically recorded as the admin who sent it
- Click **"Submit Memo"** to save it
- Members will see this memo when they log in

5. Close the House

- Click the button **"Close House"**
- The system will write "closed" to the house status file
- The house is now closed and members cannot access it
- You'll see a confirmation that the house is now closed

What Happens When You Close the House

- The house status changes to **CLOSED**
- Members cannot log in to the system
- A timestamp is recorded of when the house was closed
- The status indicator in the Admin Dashboard will show **red (closed)**
- Members see a "House is currently closed" message if they try to log in

Tips

- Always log out all members before closing for the night
- Use memos to communicate important information (maintenance, special hours, etc.)
- Close the house at the end of your operating hours
- If the house needs to stay open past normal hours, you can skip the "Close" step

Common Memos

- "House closed for maintenance tomorrow"
 - "Early closing today - 18:00 instead of 21:00"
 - "Special event tonight - see announcement"
 - "House closed - public holiday"
-

Setting Weekly Opening Hours

Purpose

This is for setting your regular weekly schedule so members know when the house is normally open.

Step-by-Step Instructions

1. Log in to the Admin Dashboard

- Go to the myClubHouse login page
- Enter your admin credentials

2. Find the "Opening Hours" Section

- Look for **"Opening Hours"** link in the main menu
- Click it to open the schedule management page

3. Set Hours for Each Day

- You'll see a list of days (Monday through Sunday)
- For each day:
 - **Toggle the day ON/OFF:** Check the box if the house is open that day
 - **Set opening time:** Enter when the house opens (e.g., 17:00)
 - **Set closing time:** Enter when the house closes (e.g., 21:00)

4. Save Your Changes

- Click **"Save"** or **"Update"** to store your weekly schedule
- The system will confirm the changes were saved

Example Schedule

Monday	✓ Open	17:00 - 21:00	
Tuesday	✓ Open	17:00 - 21:00	
Wednesday	✓ Open	17:00 - 21:00	
Thursday	✓ Open	17:00 - 21:00	
Friday	✓ Open	17:00 - 21:00	
Saturday	✓ Open	14:00 - 22:00	(longer hours on weekend)
Sunday	x Closed		

Tips

- Update this schedule at the start of each season or if hours change
 - Members can see this schedule to plan their visits
 - The weekly schedule is separate from daily opening/closing (Good Morning/Good Night)
 - You still need to manually open/close each day even with the schedule set
-

Communicating with Members via Memos

What are Memos?

Memos are messages you create to inform members about important events, closures, or announcements. They appear on the house page when members log in.

How to Send a Memo

From the Good Night Page (Recommended):

1. Go to **Good Night** page
2. Scroll to the **"Send Memo"** form
3. Choose the date this memo applies to
4. Enter a catchy **headline** (e.g., "Kitchen Open Tomorrow Night!")
5. Write your **message** with all details
6. Your name is automatically added as the admin
7. Click **"Submit Memo"**

Memo Tips

- **Be clear and concise** - members should understand the message immediately
- **Include times** - if closing early or opening late, state the times clearly
- **Use headlines** - make the memo stand out with a good title
- **Plan ahead** - send memos the day before if possible
- **Important announcements** - use memos for maintenance alerts, special events, or changes to normal hours

Example Memos

Headline: "House Closed for Deep Cleaning"

Message: "The house will be closed Monday and Tuesday for our annual deep clean."

Headline: "Special Event - Drama Workshop Tomorrow!"

Message: "Join us tomorrow at 18:00 in the main hall for our drama workshop. A special guest will be attending."

Headline: "Early Closing Today - 19:00"

Message: "Due to a private event, the house will close early today at 19:00 in the main hall."

Emergency Procedures

What if I Can't Access the Good Night Page?

1. Try logging in again
2. Make sure you have admin privileges (status = Admin)
3. Contact your system administrator if the problem persists

What if Members Stay Logged In After Closing?

- Go to **Good Night** and click "**Log Out All Members**"
- This will force all members to log out immediately
- You can also close the house and members will lose access

What if the House Status is Wrong?

- Check the **Admin Dashboard** for the current status indicator
- If it shows the wrong status, use **Good Night** to close or **Good Morning** to open
- The status updates immediately when you click the button

What if I Need to Lock Admin Accounts?

- If an admin has made too many failed login attempts, their account may be automatically locked for 1 hour
 - Contact your system administrator for emergency unlock procedures
-

Daily Checklist

Use this checklist each day to ensure proper house management:

Morning

- ☐ Log in to the Admin Dashboard
- ☐ Check daily memos for any notes
- ☐ Click "**Open House**"
- ☐ Verify house status shows **OPEN** (green)

Evening

- ☐ Log in to the Admin Dashboard
- ☐ Go to **Good Night**
- ☐ Send any memos needed for tomorrow
- ☐ Click "**Log Out All Members**"
- ☐ Click "**Close House**"
- ☐ Verify house status shows **CLOSED** (red)

System Status Dashboard

On the **Admin Dashboard**, you'll see a **System Status** widget that shows:

- **House Status:** OPEN (green light) or CLOSED (red light)
- **Last Updated:** The timestamp when the status was last changed
- **Updated By:** Which admin made the change

This gives you a quick overview of the current house status at a glance.

Questions?

If you have questions about opening/closing the house:

- Check the memos section for recent announcements
- Contact your system administrator
- Email: **support@fullstopforward.eu**

Last Updated: 2026-06-15