

Easy guide

Run your club, society or association from your phone.

Each page shows one thing, in a few steps, with a picture.

What do you want to do?

1. Create your account
2. Find your way around
3. Add your members
4. See who has paid
5. Set up a committee
6. Plan a meeting
7. Mark who came, write the minutes
8. Keep your papers safe
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23. Give a receipt
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29. Run a project
30. Share the work of a project
31. Mark who came on a work day
32. A project's money and its report
33. Keep track of your things
34. Let people book a hall or a projector
35. Add a whole list, print labels, note repairs
36. Set your organisation's time zone

In the pictures, a red number like **1** shows where to tap for step 1. The pictures are drawings: your screen has the same words and buttons.

1

Create your account

You log in as yourself, with your own email. Your organisation is added to your account.

- 1 Open Azonation and tap **Sign up**.
- 2 Choose **An organisation** and type its name. Fill in your own name, email and a password.
- 3 Tap **Create account**.
- 4 We email you a 6-digit code. Type it in and tap **Confirm email**.

You can also tap Continue with Google, Microsoft or Apple. Then you need no new password.

Create your account

Free to start. It takes about a minute.

Who is this account for?

Myself

An organisation

2

Organisation name

Camden Community Association

Email

you@example.com

Password

.....

Create account

3

The sign-up page

2

Find your way around

Everything is in the menu. On a phone, tap Menu at the top to open it.

- 1 The name at the top of the menu is the organisation you are working in. Tap it to **Switch organisation** or make a new one.
- 2 Tap a line in the menu to open that page: Members, Meetings, Messages and so on.
- 3 The bell shows what is new for you. A dot means something is not read yet.
- 4 Tap your picture or initials for **Security** and **Log out**.

You only see the pages your role allows. If something is missing, ask an admin of your organisation.



Azonat...



3

RA

4

Camden Community Association

Switch organisation

1

Overview

Members

2

Renewals

Committees

Meetings

Documents

Messages

Noticeboard

Plan · People · Roles

The menu

3

Add your members

Your list of everyone who belongs. A member does not need to use Azonation or even have an email.

- 1 Open **Members** and tap **Add member**.
- 2 If the person uses Azonation, search for their name or full email and tap **Add**.
- 3 If not, fill in their name under **Someone without an account** and tap **Add to the list**.
- 4 Tap a member in the list to change details, see their history, or **End membership** when they leave.

Groups such as Life member or Student member are made under Members, then Membership types.

A member who leaves moves to Former. Nothing is deleted, and they can join again later.

Members

Add member

1

Current

Former

Name, number, email or phone

AK

Sarah Thompson

Life member · No. 014

Active

JR

Oliver Bennett

General member · No. 015

Active

4

SB

Sophie Turner

Student member · No account

On hold

The Members page

4

See who has paid

Write down each membership fee you receive. Azonation then shows who is paid up and who is overdue.

- 1 The first time: open **Renewals**, tap **Set up renewals**, and add how often members renew (for example every year). You can also add the fee for each membership type.
- 2 When a member pays you, find them on the Renewals page and tap **Record payment**.
- 3 Check the amount and the dates, choose where the money went (Cash or Bank), then save. The member gets a receipt by itself (see page 23).
- 4 Tap **Overdue** at the top to see only the members who have not paid.
- 5 With **Online payments** switched on, a member whose fee is due can pay it themselves: on their page of your organisation they see **Pay £20.00 online** with the period it is for. The payment appears here by itself, with the note "Paid online".

Azonation does not take the money. You collect it as you always do (cash, bank) and record it here.

Renewals

All (42)
Overdue (3)
4

Paid up (35)

Oliver Bennett
Paid until 30 Jun 2026

Overdue by 94 days

Record payment

2

Sarah Thompson
Paid until 31 Dec 2026

Paid up

The Renewals page

5

Set up a committee

Show who runs your organisation: the president, the secretary, the treasurer and the others.

- 1 Open **Committees** and tap **New committee**. Give it a name and its first day.
- 2 Open the committee and tap **Add person**.
- 3 Choose a member and their role title (for example Treasurer). You can type a new title.
- 4 When someone steps down, open their menu and tap **Has left the committee**.

When the whole committee finishes, tap End committee. It is kept under Former, so your history stays.

Executive committee 2026

Since 1 Jan 2026

Serving now
(3)

Add person

2

AK

Sarah Thompson

President

JR

Oliver Bennett

Secretary

SB

Sophie Turner

Treasurer

...

4

A committee

Plan a meeting

Put the date, the place and the agenda in one spot that everyone can find.

- 1 Open **Meetings** and tap **Schedule a meeting**.
- 2 Type a name. Add the date, the time and the place or the online link. Only the name is needed; the rest can follow.
- 3 Tap **Schedule meeting**.
- 4 Plans changed? Open the meeting and tap **Change** or **Cancel meeting**.

Tap Add to my calendar to put the meeting in your phone's calendar.

A quorum. If your rules say how many members must be there for a meeting to decide anything, type that number under **More options, Members needed for a quorum**. While you mark who came, the page shows **Here: 9 of 12 needed** and whether the quorum is met. The meeting's page and its minutes say it too (*14 came, 12 needed: met*). **Schedule again** keeps the number. If your rules give a share (one tenth of the members), work out the number: one tenth of 120 members is 12. **Your members see the number too**, on the meeting in their member area and in the reminder they get (*This meeting needs at least 12 members to be there before it can decide anything*), which gives them a reason to come. They never see who or how many said they would come.

A Zoom, Google Meet or Teams link with one tap: where Azonation offers it, the page of an online meeting has the box **Make the link with Zoom, Google Meet or Teams**. The first time, tap **Connect**, sign in at Zoom or Google with your organisation's account and agree; you are brought back to the meeting. From then on **Make a Zoom link** (or

Schedule a meeting

Name of the meeting

Monthly committee meeting 2

Date

12 Oct 2026

Starts at

18:30

How it is held

In person

Online

Place

Community hall, room 2

Schedule meeting 3

A new meeting

Google Meet link) makes the link and saves it with the meeting, with Zoom's passcode. Azonation only makes the link: it does not read anything else of your Zoom or Google account. **End the connection** takes the permission away again; links already made keep working.

The meeting over there follows. When you change the day, the time or the name of the meeting in Azonation, the Zoom or Teams meeting changes too. When you cancel or delete the meeting, it is taken away over there and the link is removed here. A plain Google Meet link has no time, so there is nothing to follow. If you type another link over it by hand, Azonation leaves the old meeting over there alone.

In your Google Calendar too: where it is offered, tick **Also put it in the Google Calendar of the connected account** before you make a Google Meet link. The meeting then stands in that calendar with its day and time, and moves and goes with the meeting here.

After a Zoom meeting: the same box has **Fetch the recording** (the link to Zoom's recording and its passcode are saved with the meeting) and **Fetch who came** . Members on Zoom's list are marked as present, joined online. A member is found by the email address Zoom gives, or by a name that only one member has; everyone else is listed for you to mark by hand. Nobody is marked absent by this, and a mark made by hand is never changed. Both need a paid Zoom plan.

Microsoft Teams needs a work or school Microsoft account. A personal one cannot make Teams meetings this way.

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Mark who came, write the minutes

After the meeting, keep a record of who was there and what was agreed.

- 1 Open the meeting and tap **Mark attendance**.
- 2 Tap how each person took part (In person, Online...). They are marked Present. Then save.
- 3 Back on the meeting, tap **Write minutes**. Write what was discussed and what was decided.
- 4 Switch on **Share with the members** if members may read them, and tap **Save minutes**.

Visitors who are not members go under Guests.

Attendance

Members (42)

Guests (1)

Sarah Thompson

Present

In person

Online

By phone

2

Oliver Bennett

Absent

Unsaved changes: 2

Save

Marking attendance

8

Keep your papers safe

Your constitution, registration papers and letters in one place, so they are not lost when officers change.

- 1 Open **Documents** and tap **Add document**.
- 2 Give it a title, for example Constitution.
- 3 Tap **Choose files** and pick the scan, the photo or the file.
- 4 Choose who can see it, then tap **Add document**.

You can take a photo of a paper with your phone and add it as the file.

Documents

Add document

1



Constitution

Files: 1 · Members



Registration certificate

Files: 2 · Only the people who manage



Bank letter 2026

Files: 1 · Only the people who manage

Storage used: 14 MB of 1 GB

The Documents page

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Write to your members

One message reaches everyone by email. Members who use Azonation also see it there.

- 1 Open **Messages** and tap **Write a message**.
- 2 Choose who it is for: all members, a membership type, a committee, members whose fees are overdue, or members you pick.
- 3 Write a subject and your message. You can add files.
- 4 Tap **Send**. Or choose **Send later** and pick a day and time, or **Save as draft**.

A sent message cannot be taken back. Read it once more before you tap Send.

Afterwards, open the message to see who it reached. Your plan gives you a number of emails each month.

Write a message

Who is it for?

All members

Committees

Overdue

2

Subject

Annual general meeting

Message

Dear members, our annual meeting is on...

Who it reaches

By email: 39 · In Azonation: 21

Send

4

Save as draft

A new message

10

Let Azonation remind members

Azonation can send reminders for you, so you do not have to remember.

- 1 Open **Messages**, then **Reminders**.
- 2 Choose which reminders to send: a meeting is coming, a membership runs out soon, a membership has run out.
- 3 Set how many days before or after.
- 4 Tap **Save reminders**.

Each reminder shows up in your list of messages, so you can see what was sent.

Reminders

A meeting is coming

1 day before



2

A membership runs out soon

14 days before



A membership has run out

7 days after



Save reminders

4

The Reminders page

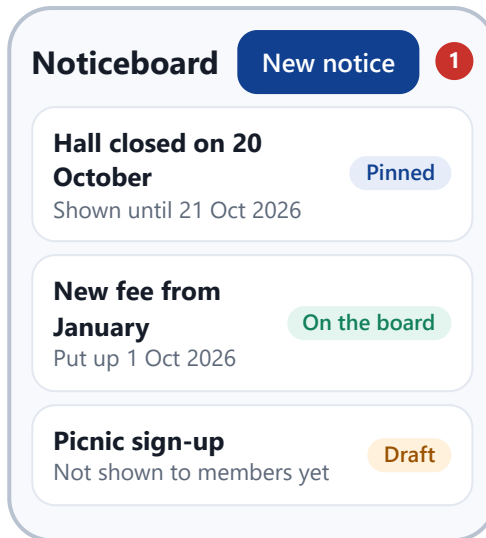
11

Put up a notice

The noticeboard is for things members should be able to find again: a rule, a date, an announcement.

- 1 Open **Noticeboard** and tap **New notice**.
- 2 Write a title and the notice.
- 3 If you like: keep it at the top, or set the first and last day it is shown.
- 4 Save it. Members see it on their own Noticeboard page.

A message goes to members once. A notice stays on the board until its last day.



Noticeboard **New notice** 1

Hall closed on 20 October **Pinned**
Shown until 21 Oct 2026

New fee from January **On the board**
Put up 1 Oct 2026

Picnic sign-up **Draft**
Not shown to members yet

The Noticeboard page

12

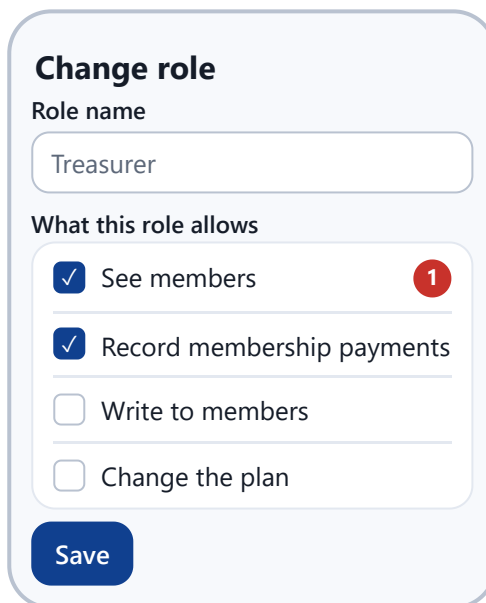
Let other people help you

Do not share your password. Give each helper their own access, and only to what they need.

- 1 Open **Roles** and tap **Add role**. Give it a name (for example Treasurer) and tick what it allows.
- 2 Open **People** and tap **Invite a person**.
- 3 Type their email, choose their roles, and tap **Send invitation**.
- 4 They log in with their own email and tap **Accept** on their home page.

An admin can do everything. Make a second person an admin, so the organisation is never locked out.

The Activity log shows who changed what, and when.



Change role

Role name

Treasurer

What this role allows

☒ See members 1

☒ Record membership payments

☐ Write to members

☐ Change the plan

Save

Making a role

Your plan

Azonation is free for a small organisation. A bigger plan allows more members, more storage and more emails.

- 1 Open **Plan**. At the top you see your plan and how much of it you use.
- 2 To change, tap **Choose** on another plan. Prices are shown for your country.
- 3 A bigger plan counts at once. A smaller plan starts on the first day of next month.
- 4 Need only a little more? Under **Add-ons** tap **Add** for extra storage, extra emails, extra text messages (SMS) or a module.

When your plan is full, new members cannot be added until you choose a bigger plan. Nobody is removed.

Plan

Community

Your plan

1

Active members **42 of 100**

Storage **14 MB of 5 GB**

Plus

Up to 250 active members

Choose

2

Extra storage

Add-on

Add

4

The Plan page (the numbers are examples)

Invoices and receipts

On a paid plan, Azonation sends your organisation one invoice a month. Here you see what to pay and what was paid.

- 1 Open **Invoices**. At the top you see what is to pay now, and what your next invoice will be.
- 2 Tap an invoice to open it. **How to pay** is written on it.
- 3 Tap **Print or save as PDF** to keep a copy or give it to your treasurer.
- 4 When Azonation has received your payment, the invoice says **Paid** and has a receipt you can open and print.

Under Details on your invoices, tap **Change** to set the name and address printed on your invoices.

On the free plan there are no invoices.

If an invoice is not paid, Azonation reminds you. After a last warning your plan changes to Free. Nothing is deleted: pay the invoice and choose your plan again. Need more time? Ask Azonation.

Invoices

To pay now: £15.00 **1**

Your next invoice

On 1 Nov 2026, as things stand today:
£15.00

INV-2026-00012

October 2026 · To pay
by 15 Oct

To pay **2**

INV-2026-00004

September 2026

Paid

The Invoices page (the numbers are examples)

If you are a member

You do not run anything. You want to know what is going on in your organisation, and where you stand.

- 1 Sign up and choose **Myself**. Use the email your organisation has for you.
- 2 Open **My memberships**. You see your organisations, your membership number, and until when your fee is paid.
- 3 Tap an organisation. You find its **Meetings** (with the minutes), **Events**, **Documents**, **Committees** and your **Receipts** for what you paid.
- 4 Open **Noticeboard** for notices, and **Notifications** for messages sent to you.

In Notification settings you choose what reaches you: in Azonation, by email, on WhatsApp or on your devices.

No account? You still get emails from your organisation. Every email has a link at the bottom to stop them.

My memberships

Camden Community Association

Life member · No. A-014

Paid until 31 Dec 2026

Overview

Meetings

Documents

Annual general meeting

20 Oct 2026 · 18:30

Upcoming

September meeting

You: Present

Minutes

What a member sees

Keep your account safe

Your account opens your members' personal details. A few minutes now protects them.

- 1 Tap your picture or initials at the top, then **Security**.
- 2 Under Two-step verification tap **Turn on**. You scan a code with an authenticator app on your phone. After that, logging in also asks for a code from the app.
- 3 Save the recovery codes somewhere safe. They let you in if you lose your phone.
- 4 Lost a phone or used a shared computer? Tap **Log out everywhere else**.

Never give your password to anyone, also not to another officer. Invite them instead (see 12).

Forgot your password? On the log-in page tap Forgot password? and we email you a code.

Security

Password

Last
changed 1
Oct 2026

Change password

Two-step verification

Off

Turn on

2

Where you are logged in

This device

Now

Another phone

Last active 28 Sep

Log out everywhere else

4

The Security page

Language, dark look and help

Read Azonation the way that is easiest for you.

- 1 Tap your picture or initials at the top, then **Appearance**.
- 2 Choose your language. There are ten, among them English, Bangla, Arabic, Urdu and Hindi.
- 3 Choose **Light**, **Dark** or **Device**. Dark is easier on the eyes at night.
- 4 Your choice follows you to every phone and computer you log in on.

Stuck? Most pages say in one line what they are for, right under the title. If you cannot open a page, your role does not allow it: ask an admin of your organisation.

Language and theme

Language

English

বাংলা

العربية

اردو

हिन्दी

2

Theme

Light

Dark

Device

3

Your choice is saved to your account, so it follows you to every device.

Language and theme

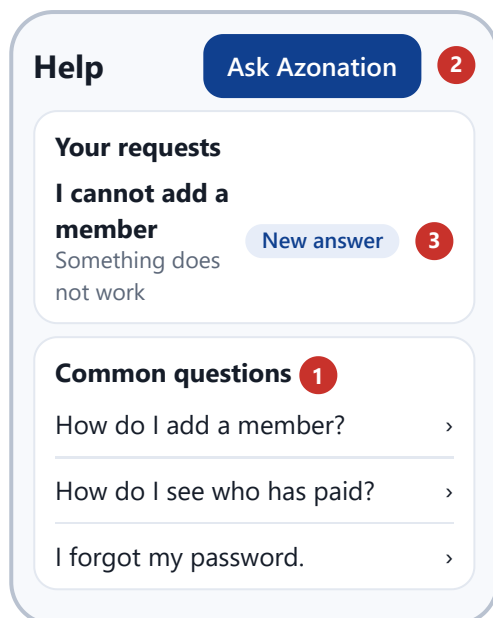
Ask Azonation for help

Stuck, something does not work, or you have an idea? Write to Azonation from inside the app.

- 1 Open **Help** in the menu. Look at the common questions first, or search them: your answer may be there.
- 2 Tap **Ask Azonation**. Choose what it is about, write a subject and your message, and tap **Send**. You can add a picture of your screen or a PDF: a picture often says the most.
- 3 When Azonation answers, you get a notice and an email. Open **Help** and tap your request to read it.
- 4 Write an answer if you need more, or tap **It is solved**.

Never write your password in a message. Azonation will never ask for it.

Cannot log in? Use Contact on the log-in page. We answer by email.



The Help page

Your profile

Your name, photo and how to reach you. It is yours: you fill it in once, and it follows you to every organisation you join.

- 1 Tap your picture or initials at the top, then **Profile**.
- 2 Tap **Add a photo** and choose a picture of yourself. The organisations you belong to see it next to your name.
- 3 The page shows what Azonation knows about you. To change your name or country tap **Edit**, then **Save**.
- 4 Under Phone numbers tap **Add**. Start each number with + and your country code, like +44 7700 900123. Then tap **Save numbers**.
- 5 Under Address tap **Add**, fill it in and tap **Save address**.

New email address? Tap **Change email**. We send a code to the new address. Your email changes only after you enter that code.

For now only you see your phone numbers and your address.

Your profile

RB
Photo
Add a photo
2

Your details
Margaret Hughes
United Kingdom
Edit
3

Email
rahima@example.co.uk
Change email

Phone numbers
4
Mobile
+44 7700 900123

Address
5
House 12, Road 5
London

The Profile page

Your family

Some organisations plan for families: a picnic, gifts for the children. You can tell them who is in your family, and you decide how much they see.

- 1 Open **My family** in the menu and tap **Add family member**.
- 2 Write the name and choose the relationship. The birth year is optional; it only gives the age group. Tap **Add family member** again to save.
- 3 Under **Who can see it**, choose for each organisation: **Private**, **Numbers only** or **Names and details**.
- 4 Changed your mind? Choose **Private** again. It works straight away.

Everything starts private. Nobody sees your family until you choose to share it.

Run an organisation? Open **Member families** in its menu. You see totals and age groups of the families your members share, and names only where a member allowed them.

My family

Add family member

1

People in your family

James
 Spouse · Age 18–59

Rumi
 Child · Age 5–12

2

Who can see it

3

Camden Community Association
 Sees: Adults: 1 · Children: 1

Private

Numbers only

Names and details

The My family page

See your reports

How many members joined this year? Who has not paid? Who never comes to meetings? Azonation adds up what you have already entered.

- 1 Open **Reports** in your organisation's menu. The reports are listed under headings: Members, Membership fees, Meetings and more.
- 2 Tap a report. Start with **The period at a glance** : it puts this period next to the one before.
- 3 Under **Period**, choose This year, Last year, Last 12 months, or **Other dates** for your own days.
- 4 Tap a column's name to sort a table. Tap **Export** to take a table to Excel.
- 5 Tap **Print or save as PDF** to bring the report to a meeting.

Reports marked **Today** show how things stand now, such as who is overdue. They have no period.

Reports show names. Give the permission "See every report" only to people who should see them (see 12).

Growth of the membership

Period

This year

3

Joined 9

Left 3

Members 21

Month by month

Export

4

January

+1

February

+1

March

0

A report

Keep track of your money

Write down what comes in and what goes out, as you would in a notebook. Azonation adds it up and always knows how much you hold.

- 1 Open **Finance** in your organisation's menu. You start with two places for money, Cash and Bank, and the usual categories.
- 2 Money came in? Tap **Money in**. Write the amount, choose where it went (Cash or Bank) and what it was for. Tap **Save**.
- 3 Money went out? Tap **Money out** and do the same.
- 4 Took cash to the bank? Tap **Transfer**: from Cash, to Bank.
- 5 After saving, tap **Add a receipt or photo** to keep the paper with the entry.

Already had money before you began? Open **Finance settings**, tap the pencil beside Cash or Bank, and write the **opening balance**.

In Finance settings you add your own bank accounts, your own categories, and funds (money kept for one purpose, such as a building fund).

Finance

Money in

Money out

Transfer

2

What you hold

Cash	500.00
Bank	5,300.50

Entries

Christmas appeal donation

+5,000.50

James · Donations · Bank

Rent

-1,200.00

Bank

The Finance page

Give a receipt

You do not write receipts. When you record money that came in, Azonation makes the receipt, gives it the next number and sends it to the person who paid.

- 1 Record the money once: **Money in** on the Finance page, or **Record payment** on the Renewals page for a membership fee.
- 2 Choose the member who paid. If Azonation has their email, the receipt goes to them at once. A member with an account also finds it under **My memberships**.
- 3 To print it or save it as a PDF: open **Receipts** on the Finance page, tap the receipt, then **Print or save as PDF**.
- 4 Made a mistake? Change or delete the entry. The old receipt is marked **Cancelled** and a new one is made. Its number is not used again.

Put your address and logo on your receipts: open **Organisation settings**, then **Address and logo**.

In **Finance settings**, under Receipts, you can stop receipts being made or sent by themselves, and add a line such as "Thank you for your support."

A membership fee recorded under Renewals goes into your books by itself. Do not type it again in Finance.

Receipt

Green Club
12 Lake Road,
London

R-2026-00012

Amount received

1,500.00

Received from James Wilson

For Membership fee

Paid by Cash

Print or save as PDF

3

A receipt

Plan an event

A picnic, a tournament, a fundraising dinner. Put it in Azonation and your members see when and where it is.

- 1 Open **Events** in your organisation's menu and tap **Add an event**.
- 2 Write the name. Add the day, the time and the place. For an event of several days, also choose the **Last day**.
- 3 May members bring their family? Tick **Families are welcome**. The event page then shows how many people could come.
- 4 Tap **Add the event**. Then tap **Tell the members**: every member with an Azonation account gets a notice.

Not ready yet? Untick **Show this event to the members**. The event stays a draft that only the organisers see.

The event will not take place? Open it, tap the three dots, then **Cancel the event**. Members see that it is cancelled, and why.

No Events in your menu? Events is an extra part of Azonation. Look under **Plan** to see how to get it.

Annual family day

Upcoming

Families welcome

When and where

20 Jun 2026 · 10:00

Lake View Park

Shown to members

Tell the members

4

Families

Adults	38
Children	24

An event

See who is coming, mark who came

Know how much food to order before the event, and keep a record of who was there after it.

- 1 When you add the event, leave **Ask members if they are coming** ticked. You can also give a last day to reply and the number of places.
- 2 Members answer on the event page: **Going**, **Maybe** or **Not going**, and how many adults and children come with them.
- 3 Open the event and tap **See the replies**. A member phoned you? Tap the pencil beside their name and write the reply down.
- 4 On the day, tap **Mark who came**. Tap **Mark the rest** to mark everyone who said they come in one go, then correct the few who did not.

People who are not members go under **Guests** on the same page.

Three reports use these numbers: Replies and turnout, Who came to events, and Events by member.

Who is coming

People coming	62
Places left	18 of 80

James Wilson

Bringing: Adults: 1 ·
Children: 2

Going

Margaret Hughes

No Azonation
account

No reply yet

3

The replies to an event

Charge for an event

A dinner costs money. Say what it costs, write down who paid, and Azonation keeps your books and gives the receipts.

- 1 When you add the event, fill in **What it costs** : for each member, and for each adult and child who comes with them. Add how to pay.
- 2 Members see the fee on the event page, and what it comes to for them once they say they are coming.
- 3 Someone paid you? Open the event, tap **Record payments** , then **Record a payment** beside their name.
- 4 Check the amount, choose where the money went (Cash or Bank), and save. The receipt is made and sent by itself.

A guest who is not a member paid? Tap **Record a payment** at the top and choose **Someone who is not a member**.

The payment is already in your books under Finance.
Do not type it there again.

Money given back: the Fees page shows three figures: **Received**, **Given back** and **Net kept** (what the event has kept). For a payment you wrote down by hand, press **Give money back** , then choose how much (leave it as it is to give everything back), **where the money came out** (the cash box or a bank account) and the **day it went back**. A payment made online goes back to the card it was paid with; that is done on the **Online payments** page, and the refund is dated the day it goes back and comes out of the online payments place in your books.

Every refund is written in your books as money out under **Refunds**, linked to the payment it belongs to. The payment and its receipt stay as they were. Press **Download refund note** for a PDF on your

Fees and payments

Received	12,500.00
Still to come	3,400.00

James Wilson

Owes 1,300.00 · Paid 500.00

Part paid

Record a payment

3

The money of an event

organisation's paper: what went back, when, from where, and against which receipt. The report **Money from events** shows the money in, the money given back and what was kept. Refunds made before this change stay as they were.

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Early price, reminders and the report

Three things that save you work around an event.

- 1 Early price.** On the event form, under What it costs, fill in **Early price until** and the early amounts. Members who say they are coming by that day pay the early price.
- 2 A reduced fee, or nothing to pay.** On the Fees page, tap the price tag beside a member and choose **Own amount**. Write 0 when there is nothing to pay.
- 3 Reminders.** Open **Messages**, then **Reminders**. Under Event reminders choose what Azonation sends: the event is coming, please say whether you come, the fee is not paid yet.
- 4 The report.** After the event, open it and tap **Write the report**: how it went, the guests of honour, what it cost. Tick **Share this report with the members** to let them read it.

Members only read how it went, the highlights, the guests of honour, what comes next and the pictures. What was hard and what it cost stay with the organisers.

How many came and what came in are counted for you from the attendance and the payments.

Report of Annual dinner

Shared with members

How it went

A warm evening with eighty people.

People who came	80
Received	40,000.00
Spent	25,000.00
Left over	15,000.00

The report after an event

Let members pay online

Members can pay an event fee online, by card. The money goes straight to your organisation's own account, and Azonation writes it into your books and gives the receipt.

- 1 Open **Online payments** in the menu (under Finance) and tap **Connect an account**.
- 2 You are taken to the payment service. Open an account for your organisation there, or connect the one you have. It asks about your organisation and its bank account.
- 3 Back in Azonation the page says **Ready**. Choose where the money goes in your books.
- 4 From now on a member sees **Pay online** on an event with a fee, once they have said they are coming, and on their membership when their fee is due.
- 5 Under **What members can pay online** untick **Event fees** or **Membership fees** if you want to take one of them by hand only.

You do nothing when a member pays: the payment is on the event's Fees page, in your books under Finance, and the member has the receipt.

The payment service keeps its own charge for each payment. **Money back:** under **Payments made online** tap **Give money back** beside a payment. Give everything back, or type a smaller amount. The money goes back to the card it was paid with; the event's Fees page, your books and the receipt are corrected by themselves. If you give money back in your account at the payment service instead, Azonation notices and corrects the same things.

Does the page say paying online is not switched on yet? Then Azonation has not opened it yet. You can still write payments down by hand.

Online payments

Your payment account **Ready**

Where the money goes in your books

Online payments

3

Payments made online

James Wilson 900.00 **Paid**
Event: Annual dinner

Your payment account, and what members paid online

Run a project

A clothes drive, a well, a training course: keep the goal, the days, the lead and the team in one place, and let members offer to help.

- 1 Open **Projects** and tap **Add a project**. Only a name is needed. Add what it should achieve, the days, the place and who leads it.
- 2 Tick **Show this project to the members** when they may see it, and **Members can offer to help** when you need helpers.
- 3 On the project's page, say where it stands: **Start the project**, **Put on hold**, **Mark as completed**.
- 4 Under Team, tap **Add a member** and write what they do. Members who offered to help are listed below: tap **Take on**.

People on a team see **My projects** on their home page, with their own tasks and the next work day.

Members find the project under My memberships, in the Projects tab. They see the goal, the days and the team, never your note or the budget.

A project that is past its planned last day and not finished is marked **Late**.

A project that will not be done is better cancelled than deleted: it then stays in your records and reports.

Winter clothes drive

Under way

Helpers wanted

Where it stands

This project is under way.

Mark as completed

3

Team

James Wilson
Lead

Charlotte Evans
Driver

Emily Clarke

I have a van on
Saturdays

Take on

4

A project, its team, and a member who offered to help

Share the work of a project

Write down what has to be done and who does it, and tell your members how the project is going.

- 1 Open the project. Under **Tasks**, tap **Add a task**: what is to be done, whose task it is, and by when.
- 2 Tick a task when it is done. The top of the list says how far you are: 3 of 8 done.
- 3 Under **Updates**, tap **Write an update**: a few lines about what happened. Then add pictures to it.

People on the team see the tasks on the project's page under My memberships, and can tick their own. A member with a new task gets a notice.

A task that is not done after its day is marked **Overdue**. Azonation reminds the person the day before, and reminds the team two days before a work day. Change this under **Messages, Reminders**.

Members read your updates. For a note only the organisers should see, untick **Members can read this**.

Tasks

1 of 3 done

1 overdue

Book the van

Emily Clarke · By 20 June

Overdue

Print the posters

Nobody yet

2

Ask the school

James Wilson · Done

Updates

10 June

We collected 300 blankets this week.

3

The tasks of a project, and an update for the members

Mark who came on a work day

The days the team gets together to work: who came, how many hours they gave, and who helped from outside.

- 1 Open the project. Under **Work days**, tap **Add a work day**: the day, the times, what is done and where.
- 2 Tap the day. Everyone on the team is listed. Tap **In person** for each person who came.
- 3 Write the **Hours given** beside each person, then tap **Save**.
- 4 Someone who helped and is not a member? Open **Guests** and add them.

The project shows the days, the people who came and the hours together. Members see the days and their own hours under My memberships.

The report **Work days and volunteer hours** adds up the hours of all your projects, by month and by member.

Who came

Members (2)

Guests (0)

James Wilson

In person

2

Hours given

4

3

Emily Clarke

Driver

In person

Hours given

2.5

Who came on a work day, and the hours they gave

A project's money and its report

Write down what came in for a project and what it cost, see it against the budget, and tell everyone how it went.

- 1 Open the project. Under **Money**, tap **Money in** for a grant or a donation, or **Money out** for what you bought.
- 2 Write the amount, the day and what it is for. It goes into your books under Finance; money in gets its receipt.
- 3 The card shows what came in, what went out, and what is left of the budget.
- 4 When the project is done, tap **Write the report**: how it went, what it achieved, how many people it helped. Tick **Share this report with the members**.

A grant in dollars? Tick **Paid in another currency**, write what was paid, and what it was worth in your own currency.

Who took part and the hours they gave are counted from the work days, and the money from the project's money: you do not type them.

Change or delete a project's money on the project, not in Finance. A project with money cannot be deleted; cancel it instead.

Money

Came in	3,000.00
Went out	4,200.00
Left of the budget	800.00 3

Blankets	-4,200.00
Supplies · Cash	

Donation	+3,000.00 2
Union council · R-2026-00001	

The money of a project, against its budget

Keep track of your things

A projector, forty chairs, a van: know where each thing is, who has it, and get it back.

- 1 Open **Assets** and tap **Add an asset**. Write its name. The rest is up to you: kind, how many, where it is kept, its value.
- 2 When a member takes it, open the asset and tap **Hand to a member**. Choose the member and the day. The member is told.
- 3 When it comes back, tap **Take it back**. Every handover stays in the list below.
- 4 Lost, sold or given away? Tap **Change** and set **Where it stands**. It moves to **Gone**, with the day and the reason.

Set **Check or return by**: the member who has it is reminded a week before, and the asset is marked **Past its day** when the day has passed.

Members see what they look after on their home page. They never see the value or your note.

Delete only an asset added by mistake. Its handovers go with it.

Projector

James Wilson

Since 1 May 2026

Take it back

3

Hand to a member

2

Handovers

James Wilson

Since 1 May 2026 · For the youth camp

Emily Clarke

10 Feb 2026 – 1 May 2026

One asset: who has it, and every handover

Let people book a hall or a projector

Members ask for a time, you say yes or no, and nothing is booked twice.

- 1 Open the asset, tap **Change**, and tick **It can be booked**.
- 2 To book it yourself, tap **Book it**. Choose a member or write a name, the day, and the times if it is not the whole day.
- 3 A member asks under **My memberships**, in the **Assets** tab, with **Ask to book**.
- 4 You see who is waiting on the Assets page. Open the asset and tap **Approve** or **Decline**. The member is told.

Azonation refuses a time that is already booked.
Members see when a thing is taken, never by whom.

The member is reminded the day before. Change this under **Messages, Reminders**.

Hall

Bookings

Book it 2

4 Oct, 10:00 – 12:00
 Emily Clarke · Family gathering

Waiting

Approve

Decline 4

10 Oct, 14:00 – 18:00
 Choir · Rehearsal

Approved

The bookings of one asset

Add a whole list, print labels, note repairs

Bring in the list you already keep, put a label on each thing, and remember what was repaired.

- 1 **A list:** on the Assets page open the menu with three dots and tap **Add from a list**. Choose your Excel or CSV file. Azonation shows what it understood. Tap **Add the assets**.
- 2 **Labels:** in the same menu tap **Print labels**, tick the assets, and print. Scan a label with a phone to open the asset.
- 3 **Repairs:** open an asset and tap **Add to the log**. Write what was done, who did it and what it cost.

Only the name is needed in a list. Tap **Download an example** to see the headings.

Bought abroad? Tick **Paid in another currency** on the asset, write what was paid, and what it is worth in your own currency.

If one line of the list is wrong, nothing is added. Correct the file and choose it again.

Add from a list

Choose a
file

1

Example

Lines found: 3

Hall
H-1 · Building or room

Projector
A-001 · Electronics

Chairs
F-001 · Furniture · 40

Add the assets (3)

A list is checked before anything is added

Set your organisation's time zone

Azonation works on your own clock: what is due today, when a booking begins, and when reminders go out.

- 1 Open **Organisation settings**.
- 2 Under **Time zone**, choose your place, for example **Europe/London (GMT+1)**. The line below shows what time it is there now.
- 3 Tap **Save**.

A new organisation starts on the clock of its country.
You only need to change it if it is wrong.

Reminders about a day (a fee, a task, a thing to return)
go out in your daytime, never at night.

A meeting or an event can have its own time zone, for
example when it takes place in another country.

Your own time zone follows your phone or computer.
To keep one, open **Language and theme** and choose
it under **Your time zone**. Emails to you then say the
time on your clock.

Organisation settings

Currency

GBP · British Pound

Time zone

Europe/London (GMT+1)

It is 12:43 there now.

Save

3

The time zone, with the other settings

Make a plan and set goals

Say what your organisation wants to achieve this year.
Azonation shows how far you are, all year long.

- 1 Open **Planning** and tap **Start a plan**. Choose **This year** and tap **Start the plan**.
- 2 Tap **Add a goal** and choose what fits, for example **More members** or **Collect money**.
- 3 Answer the one question (how many, or how much). Azonation writes the goal for you. Choose **Who is responsible** and tap **Add a goal**.
- 4 When your goals are in, tap **Start the plan**, then **Tell the members**.

Goals about members, money, meetings, events and projects are **counted by Azonation**. You do nothing more.

For anything else (trees planted, families helped) choose **Your own number**, and tap **Write how it is going** now and then.

A goal is **On the way** or **Behind** by the time that has passed. The small line on the bar shows where you should be today.

Plan for 2026

Reach 120 members

James Wilson · 86 of 120

On the way

Collect £500

Emily Clarke · £120 of £500

Behind

Reach 500 trees

120 of 500 trees

Write how it is going

Add a goal

2

The goals of a plan, each with how far it is

Plan what you will hold, and who looks after it

Write down the projects, events and meetings of the year before they have a date. Nothing is forgotten, and everyone knows what is theirs.

- 1 Open your plan. Under **What we plan to hold** tap **Add**.
- 2 Choose **Project**, **Event** or **Meeting**, write its name, about when, what it may cost and who is responsible. Tap **Add**.
- 3 When the time comes, tap **Create it now**. The form opens already filled in. After that the plan follows the real one by itself.

The responsible member sees their goals on their **home page** and under **My memberships > Plans**, and gets a reminder before the day.

Members read the plan and how far it is. They never see your notes or what things may cost.

At the end of the year tap **Close the plan**, then **Make next year's plan from this**. Under **Reports** you find three reports about your plans.

What we plan to hold

November 2026

Winter clothes drive

Project ·
James
Wilson ·
£300

Create it now

3

December 2026

Yearly general meeting

Meeting · Dec 12, 2026

Done

Planned things by month, each linked to the real one once it is made

Professional accounting: your accounts and statements

For organisations that need proper accounts. It works on the same books as Finance, so nothing is typed twice.

- 1 Open **Professional accounting**. You see what you have, what you owe, and the **chart of accounts**: every account with its number.
- 2 Tap an account to read its **ledger**: every line, with the balance after it.
- 3 Under **Statements** open the **Income statement**, the **Balance sheet** or the **Trial balance** for any period. Each one prints and exports.

Cash, Bank and your categories from Finance are already there. Tap **Add an account** for the others, for example **Vehicles** or **Members' deposits**.

For your accountant or auditor: under **Roles**, make a role that may only **see** Professional accounting and the reports. They read everything and can change nothing.

Your books in Xero, QuickBooks or Sage: open **Professional accounting**, then **Export to another accounting program**. Choose the program and the period and tap **Download the file**. You get a file made the way that program's own import expects it; the page says where in the program to import it. There are files for **Xero, QuickBooks Online, Sage 50, Zoho Books and TallyPrime**. **FreeAgent and Wave** take no entries from a file, so for them you choose one place for money and get what went in and out of it, as a bank statement. You can also download a **plain table** for a spreadsheet, **the chart of accounts only**, or your **customers and suppliers**. For Xero and QuickBooks you can tick to write the **income centre** and the **branch** on each line (the other program must already have them, with the

Chart of accounts

Assets

1010 Bank

Current assets

£550 **2**

1030 Equipment

Fixed assets

£400

Liabilities

2000 Money we owe

Current liabilities

£400

Every account with its number and what it stands at

same names). Azonation only makes the file: nothing is sent to anyone.

Before you import: the accounts must be in the other program with the same numbers as here (QuickBooks: the same names). Try one month first. Import a period only once: a second import adds everything again. Invoices and bills come across as their entries in the books, not as invoices and bills.

Straight to Xero or QuickBooks, without a file: where Azonation offers it, the same page has **Send straight to Xero or QuickBooks**. Tap **Connect**, sign in at Xero or QuickBooks and agree, and you are brought back. Then **Send the entries of this period** sends them, fifty at a press, and **each entry only once**. In Xero they arrive as drafts for you to check and post. An entry whose account the other program does not have is left behind and the page names the account. **End the connection** takes Azonation's permission away again; what was sent stays there.

This part is for people who know bookkeeping. For everyday money in and money out, keep using **Finance**.

Write a journal entry, and lock a finished period

A journal entry is for what is not simply money in or out: something bought on credit, a loan, a correction.

- 1 Open **Professional accounting** and tap **New journal entry**.
- 2 Write what it is and the day. On each line choose an account and write the amount under **Debit** or **Credit**.
- 3 When the line under the table says **The two sides agree**, tap **Save the entry**.

A mistake? Open **Journal**, tap the three dots on the entry and choose **Reverse**. A second entry undoes the first, and both stay in the books.

Lock the books when a month or a year has been checked: choose the day and tap **Lock**. After that nobody can add, change or delete anything on or before that day, in Finance, Renewals or anywhere else.

New journal entry

What it is

Projector bought on credit

1030 Equipment Debit £400 **2**

2000 Money we owe Credit £400

The two sides agree.

Save the entry

3

Each line is on one side; the two sides must add up to the same

Send an invoice and record its payment

Charge for a hall, a course, a sponsorship or anything else, and always know who still owes you.

- 1 Open **Professional accounting**, then **Invoices**, and tap **New invoice**.
- 2 Choose the customer (or tap **New**). Write what it is for, how many, and the price. Tap **Issue the invoice**.
- 3 On the invoice tap **Send to the customer**, or **Print or save as PDF**.
- 4 When the money comes, tap **Record a payment**. A receipt is made by itself.

Not sure yet? Tap **Save as draft**. A draft can be changed as often as you like. An issued invoice gets its number and is not changed any more.

A mistake on an issued invoice? Tap

Make a credit note to take back part of it, or **Cancel it** if nothing was paid yet.

Under **Price list and invoice settings** you keep what you usually charge for, the days to pay, and how to pay (printed at the foot of every invoice).

INV-2026-00001

To: Smith & Sons · to be paid by 24 June

Hall hire £100
2 × £50

Total £100

Paid – £60

Still to pay £40

Record a payment

4

An invoice with what has been paid and what is left

Record a bill, and see who owes what

Write down what your suppliers charge you, so nothing is forgotten and nothing is paid twice.

- 1 Open **Professional accounting**, then **Bills**, and tap **New bill**.
- 2 Choose the supplier, write the number on their bill, what it is for and the amount. Tap **Record the bill**.
- 3 When you pay it, open the bill and tap **Record that you paid**. Choose where the money came from.

The top of each list shows what is **still to be paid** and how much of it is **overdue**.

Under **Reports** you find **Owed by customers** and **Owed to suppliers**: who owes what, and for how long.

Under **Customers and suppliers** you keep their names, emails and addresses. Someone with invoices or bills is archived, not deleted.

Bills

You still owe suppliers **£445**

Of that, overdue **£40**

BILL-2026-00002

Brightwell Electronics · to be paid by 30 June **£405**

BILL-2026-00001

City Landlords **Overdue**

The bills still to be paid, the overdue ones marked

Set a budget, and see what each part brings in

Decide at the start of the year what you mean to earn and spend, then watch how the year really goes.

- 1 Open **Professional accounting**, then **Budget**.
- 2 Write an amount beside the accounts you want to plan, for example **Membership fees** and **Rent**. Leave the others empty.
- 3 Tap **Save the budget**. Each line now shows what has happened so far and what is left.

The arrows at the top move to the year before or the year after, so you can prepare next year's budget early.

Income centres. Does your organisation run a hall, a school or a shop? Open **Income centres**, add each one, and choose it on the lines of your invoices and journal entries. You then see what each one earned, spent and has left.

For money already recorded under Finance, open the **Journal**, tap the three dots on the entry and choose **Income centres**.

Budget for 2026

Income

Membership fees

So far: £200 · 40%

500

2

Expenses

Rent

So far: £50 · £10 left to spend

60

Save the budget

3

The budget beside what has really happened

Check the bank, and close the year

Know that your books and your bank agree, and keep each finished year safe.

- 1 Open **Professional accounting**, then **Bank reconciliation**, and tap **Check a statement** on your bank account.
- 2 Write the last day of the statement and the balance the bank prints on it. Tap **Begin**.
- 3 Tick every line that is on the statement. When nothing is left between your books and the bank, tap **Finish the check**.

A line you cannot tick has not reached the bank yet, for example a cheque not paid in. It waits for the next statement.

Close the year. When a year is over and checked, open **Close the year** and tap **Close the year 2026**. Its result is kept, and nobody can change its days any more. If you must correct something, tap **Open again**.

Does your year not begin in January? Choose the month under **Start of the financial year**, before you close a year or set a budget.

A line that was ticked off against the bank cannot be changed. Undo the last check first if you must.

Statement up to 30 June

The bank says **£350**

Still between the two **£0**

Donations
1 June + £300 **3**

Rent
5 June – £50

Finish the check

Tick what is on the statement until nothing is left between the two

Plan the budget month by month, or for one part

Some costs come every month and some income comes in one season. Plan them the way they really fall.

- 1 Open **Professional accounting**, then **Budget**.
- 2 Under an account, tap **Month by month**. Twelve boxes open, one for each month, with what has happened so far under each.
- 3 Write the amounts, or tap **Spread evenly**. Then tap **Save the budget**.

A budget for one part. Do you have income centres, like a hall? Choose it under **Budget for** at the top. You then write a budget for that part alone and see it beside what was booked to that part.

The report **Budget against what happened** shows the budget month by month and each income centre's budget.

Budget for 2026

Budget for

The whole organisation

Rent

So far: £900

£1,200

Month by month

Spread evenly

2

January

100

February

100

3

Twelve boxes, one for each month of your year

Let the bank's file do the ticking

Checking a long statement line by line takes time. The file from your online banking does it in a moment.

- 1 In your online banking, download the statement as a **CSV** or **Excel** file.
- 2 In Azonation, begin a bank check (page 44). Under **Use the bank's file**, tap **Choose the file**.
- 3 Azonation shows what it found in each column. Put it right if needed, then tap **Find them in my books**.

Every line of the file that is in your books is ticked for you. Lines the bank has and your books do not, like a bank charge, are listed. Record each one under Finance, then tick it.

The file is read on your own device. Azonation does not keep it.

Look at the first lines before you go on. If 5 June shows as 6 May, change **Days are written** to month first.

Check the columns

Day

Transaction Date

Paid in

Credit Amount

Paid out

Debit Amount

RENT ST MARYS

HALL

– £120.00

4 Sept 2026

Find them in my books

3

Azonation guesses the columns of your bank's file

Depreciation: what your equipment loses each year

A minibus or a projector is worth less every year. Your accounts should say so.

- 1 Open **Professional accounting**, then **Depreciation**.
- 2 Beside each account, write the **rate a year**, for example 20, and choose how it loses value. Tap **Save the rates**.
- 3 When the year is over, tap **Charge depreciation for 2025**. Azonation writes the entry for you.

An example: a minibus bought for £10,000 at 20% a year loses £2,000 each year, for five years.

The same amount every year takes the rate of what it cost. **Less every year** takes the rate of what is still left. Ask your accountant which one you use.

Charge depreciation **before** you close the year. You can undo the last charge while its year is open.

Depreciation for 2025

Equipment

Cost £10,000 · Worth now £10,000

Rate a year (%)

20

2

For 2025

£2,000

Charge depreciation for 2025

3

One tap books the loss of the year

Pay your Azonation invoice online

Pay what your organisation owes Azonation by card, in a minute, without a bank transfer.

- 1 Open **Invoices** in your organisation's menu and tap the invoice that says **To pay**.
- 2 Tap **Pay £23.00 online**. A secure payment page opens.
- 3 Type your card details there and pay. You come back to Azonation, which says **Thank you, your payment has arrived**.

Your receipt comes by itself: tap **See the receipt**, or find it later on the invoice.

Closed the page too early? Nothing is lost. If you paid, the invoice shows **Paid** a moment later. If you did not, it still says **To pay** and you can try again.

Only people who may manage the plan and invoices see the button. You can still pay by bank transfer, as the invoice says.

INV-2026-00014

Pay by card on a secure payment page.

Pay £23.00 online

2

Plus plan

1 Oct 2026 – 31 Oct 2026 £9.00

Total **£23.00**

Still to pay **£23.00**

The button is on every invoice that is still to pay

Branches: group your members by where they belong

If your organisation has branches, chapters or districts, see at a glance who belongs to which.

- 1 Open **Branches** in your organisation's menu. Tap **Add: Branch** and give it a name, for example **Manchester**.
- 2 Tap the branch to open it, then **Add members**. Tick the members whose home it is.
- 3 Tap **Add the chosen**. The branch now shows its members, and the members list shows each member's branch.

Regions with branches under them? Tap

Name the levels first and write your own words, from the top: for example **Region**, then **Branch**. You can have up to three levels.

A member has one home branch. To change it, open the branch, tap the three dots beside the member and choose **Move somewhere else**. Every move is kept.

A branch that has closed? Open **Change** and tick **Archived**. It stays on record with its members and takes no new ones.

Branches is an extra part of Azonation. If you do not see it in the menu, your organisation does not have it yet.

Branches

Region →
Branch

Name the levels

London

Region · Members: 2 · with those below: 14

Camden

Branch · Members: 12

2

North

Region · Members: 0 · with those below: 9

Leeds

Branch · Members: 9

Your branches, with how many members each has

Let someone look after one branch only

A branch secretary should see their own members, not everybody's.

- 1 Open **People** in your organisation's menu. Tap the three dots beside the person.
- 2 Choose **What they work for**, then pick the branch, for example **Manchester**.
- 3 Tap **Save**. Their name now shows **Manchester only**.

From then on they see and change only the members of that branch, and of any branches under it. A member they add belongs to their branch.

Inviting someone new? Choose the branch under **Works for** on the invitation. It counts from the moment they accept.

Someone who works for one branch can use Members, Renewals, Member families, Branches, and their branch's Meetings, Events, Committees, Noticeboard, Projects, Assets, Messages to members, Finance (money in and out) and the Reports of their branch. Parts that cover the whole organisation, like settings and Professional accounting, stay closed to them, even if their role allows them.

Admins always work for the whole organisation. To give the whole organisation back to someone, choose **The whole organisation**.

What Emily Clarke works for

Works for

Manchester

2

Someone who works for one branch sees and changes only that branch's members.

Save

3

Emily Clarke

Branch secretary

Manchester only

One person, one branch

Hold a meeting, an event or a project for one branch

The Camden quiz night is for Camden's members, not for everybody.

- 1 Open **Meetings** or **Events** and add one as usual.
- 2 At the top, under **Belongs to**, choose the branch, for example **London · Camden**.
- 3 Fill in the rest and save.

Only the members of that branch, and of any branches under it, are asked to reply, listed for attendance, told and reminded. Only they see it on their own pages.

Leave **The whole organisation** when it is for everybody, like the annual general meeting.

On the list, open **Filters** and choose a branch to see only its meetings or events.

A **committee**, a **notice** on the noticeboard, a **project** and an **asset** have **Belongs to** too: a branch committee, a notice only that branch's members read, a branch's own project, a projector only that branch's members can book.

A branch that has meetings, events, committees, notices, projects, assets or messages cannot be deleted. Archive it instead: it stays on record.

Add an event

Belongs to

London · Camden

2

Choose a branch when this is for that branch's members only.

Name of the event

Camden quiz night

**Camden quiz
night**

Sat 14 Nov
2026 · 19:00

London · Camden

One branch's own evening

Write to the members of one branch

News about the Leeds hall is for Leeds, not for everyone.

- 1 Open **Messages to members** and start a new message.
- 2 Under **Who is it for?** choose **Branches**, then tick the branch.
- 3 Write the message and tap **Send**.

A branch counts with the branches under it: ticking **London** also reaches **London · Camden**.

Before you send, the page shows how many members will get it.

Someone who works for one branch only always writes to their own branch: for them **All members** means the members of that branch.

Write a message

Who is it for?

Branches

2

Which branches? Each with the branches under it.

☐ London

☐ London · Camden

☒ **Leeds**

9 members

By email: 8 · In Azonation: 6

Only Leeds hears about the Leeds hall

Keep a branch's money apart

One set of books, but you can see what each branch brought in and spent.

- 1 Open **Finance** and tap **Money in** or **Money out**.
- 2 Fill it in as usual. Under **Belongs to** choose the branch, for example **London · Camden**.
- 3 Tap **Save**. On the list, the **Branch** filter shows one branch's money.

Some money finds its branch by itself: the fees of a branch's event, the money of a branch's project, and a member's membership fee (it counts for their home branch).

Under **Reports**, **Money by branch** and **Branches side by side** compare your branches.

A branch treasurer (someone who works for one branch only) records and sees that branch's money in and out. They do not see what your cash box and bank accounts hold, and cannot move money between them.

Money in

Amount (GBP)

42.50

Belongs to

London · Camden

2

Save

3

Camden cake sale

Donations · Cash ·
London · Camden

+£42.50

Every entry can carry its branch

Read a report for one branch

How is Leeds doing? Ask the same report, for Leeds only.

- 1 Open **Reports** and choose a report, for example **Money in and out**.
- 2 Under **Branch** choose the branch. A branch counts with the branches under it.
- 3 Choose **The whole organisation** to see everything again.

Most reports can be read this way: members, fees, meetings, events, projects, assets, committees, notices and money.

A report about the whole organisation, like **Where the money is** or **People and roles**, has no Branch chooser.

Someone who works for one branch only sees these reports for their own branch, and no others.

Money in and out

Period

This year

Branch

Leeds

2

Leeds · 1 Jan 2026 to 31 Dec 2026

Money in **£1,240.00**

Money out **£90.00**

The same report, one branch

Let a branch keep part of its members' fees

Some branches keep a share of the fees; head office decides which, and how much.

- 1 Open **Branches**, tap the three dots beside the branch and choose **Change**.
- 2 In **Share of membership fees it keeps (%)** type the share, for example **40**.
- 3 Tap **Save**.

From then on, each fee a member of that branch pays is noted with what the branch keeps. Leave the box empty or 0 and everything goes to the whole organisation.

The report **Money by branch** shows fees received, what each branch keeps and what goes to the whole organisation.

A new share counts for fees recorded after you save it. Fees already recorded keep the share they had. Only people who work for the whole organisation can change it.

Change the branch

Share of membership fees it keeps (%)

2

Of each fee its members pay.

London • Camden

Fees received £30.00

Branch keeps	£12.00
--------------	---------------

To the whole organisation	£18.00
---------------------------	---------------

Head office sets each branch's share

56

Tell your organisation's story

Who started it, what it has done, what it is proud of.

- 1 Open **About us** in your organisation's menu.
- 2 Choose **Founders**, **History**, **Recognition** or **Success stories**.
- 3 Tap the **Add** button at the top, fill it in and tap **Save**.

Under **Who can read it** choose **Members**, or **Only people who manage** while it is not ready.

After saving a story you can add pictures and papers to it.

Members see a founder's name, role and the words about them. They never see the email, phone, address or your note.

About us

Founders (2)

History (4)

Margaret Hughes

Founding chair

Arthur Bennett

Co-founder · Ran the first season from his garage.

Community Club of the Year

20 Nov 2024 · Given by Camden Council

Founders, history, recognition, success stories

57

Invite another organisation or a friend

Share one link. You see who joined with it.

- 1 Open **Invite others** in the menu.
- 2 Tap **Copy the link** and send it by email or message.
- 3 When someone signs up with it, their name appears under **Joined with your link**.

The link opens the sign-up page with your code already filled in.

Of the people who joined you see a first name and the day, nothing more.

Invite others

Your invite link

app.azonation.com/signup?
ref=WD6FZ4AT

Copy the link

2

Joined with your link (1)

James W.

Joined 2 May 2026

One link to share

Add a module to your organisation

Start small. Add Events, Projects or Branches the month you need them.

- 1 Open **Modules** in your organisation's menu.
- 2 Find the module under **You can add these**. Its price for a month is shown: the price for your plan in your country.
- 3 Tap **Add**, then **Add** again to agree.

Not sure yet? Try the module free first (page 59).

The module is in your menu at once, and its price is on your next monthly invoice.

No longer needed? Tap **Remove**. You keep it until the end of the month, and can change your mind with **Keep it**.

Everyone who helps manage can look at this page. Only someone who manages your plan and invoices can add or remove a module.

Modules

You have these

Events

Plan events, collect replies, record who came.

You have it

You can add these

Projects

£3.00 a month

Add

3

Branches

£3.00 a month

Add

Coming later

Voting

Coming soon

Every module in one place (the prices here are examples)

Try a module free for 90 days

See whether a module suits you before you pay anything.
Long enough to use it for a real event or project.

- 1 Open **Modules** and find the module.
- 2 Tap **Try free for 90 days**, then **Start the trial**.
- 3 Want to keep it? Tap **Keep it after the trial** at any time before the last day.

Nothing is paid during the trial. If you do nothing, the module switches off by itself on the last day. Everything you entered is kept, and you can add the module later.

If you chose to keep it, it becomes an add-on on the day the trial ends, and you pay from that day. Changed your mind? Tap **Do not keep it**.

We remind the admins 14 days and 3 days before a trial ends.

Each module can be tried once.

Modules

You can add these

Events

£3.00
a
month

Try free for 90 days

2

You have these

Projects

Free until 4 Jan 2027

On trial

After
that
day
it

switch
off.

Nothing
is
deleted.

Keep it after the trial

3

A free trial ends by itself (the prices here are examples)

Get every module for one price

Using several modules? All modules together cost less than adding them one by one.

- 1 Open **Modules**.
- 2 The box **All modules** at the top shows its price for a month, and what you save.
- 3 Tap **Get all modules**, then agree.

Every module is in your menu at once. Each new module Azonation adds later is yours too, at no extra cost.

The modules you added one by one end the same day, so you never pay twice.

No longer needed? Tap **Remove**. You keep every module until the end of the month. Nothing is deleted.

Module prices go by your plan: a bigger organisation pays more for the same module. Your plan's name is written above the prices.

Modules

All modules

Every module on this page, and each new one when it arrives.

Get all modules

3

£12.00
a month

You save
£9.00 a month

You can add these Events

£3.00 a month

Add

Projects

£3.00 a month

Add

One price for everything (the prices here are examples)

See what a module does before you choose

Each module has its own page that explains it in plain words, with example screens.

- 1 Open **Modules**.
- 2 Tap the module's name, or **See what it does** on its card.
- 3 Read **What you get** and look at **What it looks like**.

The example screens use made-up names and numbers. They show what the module looks like once you use it.

Like it? **Try free for 90 days** and **Add** are on the same page.

Modules marked **Coming soon** show what is planned.

Events

£3.00 a month

Plan a dinner, a fair or a trip from start to finish.

Try free for 90 days

What you get

- ✓ See who is coming and who has not answered
- ✓ Take a fee, with a lower early price
- ✓ Reminders go out by themselves

What it looks like

Emily Carter

2 adults, 1 child

Going

James Wilson

1 adult

Maybe

The page about one module (the prices here are examples)

Pay by the year and pay less

A year paid at once costs 10 months instead of 12.

- 1 Open **Plan** in your organisation's menu.
- 2 Under **How you pay**, tap **By the year**.
- 3 Agree. Your next invoice is for a whole year.

The year covers your plan and the modules you have on that day.

A module you add during the year is charged by the month until the year is over. Then it joins the year.

Want to go back? Tap **By the month**. It counts when the year you paid for is over.

A year that is paid is not paid back.

Plan

How you pay

Pay for a year at once and it costs 10 months instead of 12.

By the
month

By the
year

2

You save £18.00 a year on what you have now.

Two months free when you pay by the year (the prices here are examples)

Use a discount code

Got a code from Azonation? It takes something off your next invoices.

- 1 Open **Plan**.
- 2 Under **Discount code**, type the code.
- 3 Tap **Use the code**.

The page shows what the code gives and for how many invoices. Your next invoice shows the discount on a line of its own.

You can use one code at a time, and each code once.

New to Azonation? Type the code when you sign up, under **Have a discount code?** A sign-up link from Azonation can carry the code for you.

If you take a code off, it cannot be used again.

Plan

Discount code

SPRING25

25% off your invoices

In use

For your next 3 invoices.

Your next invoice

Plus plan

£9.00

Discount code SPRING25

-£2.25

A code and what it takes off (the prices here are examples)

Let attendance mark itself with a QR code

No more ticking names. Members scan a code at the door with their own phone and are marked present.

- 1 Open the meeting, the event or the work day, then **Attendance**.
- 2 Tap **Check-in by QR code**.
- 3 Tap **Switch on** and show the code on a screen at the door.

Each member scans the code with the camera of their phone. Their name appears under **Here now**.

The code changes every few seconds, so a photo of it sent to someone at home does not work. For a printed poster, untick **The code changes** and tap

Print the code.

A member without a phone? Ask for their card and scan it, or type its letters, under **Scan the card of a member**.

Check-in opens one hour before the start and closes one hour after the end. You can always correct a mark on the attendance list.

Check-in

Members check in by themselves

 **QR code**

New code in
12 seconds

Switch on

3

Here now: 2

Emily
19:02 · checked in by themselves
Carter

James
Wilson 19:04 · card scanned

The check-in screen for a meeting

Check in with your phone, or show your card

For members: two easy ways to be marked present.

- 1 At the door, point the camera of your phone at the code on the screen.
- 2 Open the link that appears. Log in if you are asked.
- 3 You see **You are checked in**.

No code at the door? Open **My card** in your menu and show it to an organiser. They scan it.

For an online meeting the organiser can send the link instead; tap **I am here**.

Think someone has a copy of your card? Tap **Make a new code**. The old one stops working at once.

My card

Emily Carter

QR code

Code: 04AE TTJ3 WPTI

Check in

Monthly meeting

✓ You are checked in

Your card, and what you see after scanning the code at the door

Let people ask to join with a link or a QR code

Put one link on your poster, your website or a message.
People fill in a short form; you say yes or no.

- 1 Open **Members**, then **Join link**.
- 2 Tap **Open the link**. Add a few words above the form if you wish.
- 3 Tap **Copy the link** to share it, or **Print a poster** with the QR code.
- 4 Requests appear under **Requests**. Tap **Approve** or **Decline**.

Nobody becomes a member until you approve. An approved person is added to your members and told by email.

The person gets an email at once that their request arrived. When you decline, leave **Tell them by email** ticked and they get a polite message; you can add a line of your own.

Need to know more? Under **What else the form asks** choose an address or a date of birth, and write up to three questions of your own.

People do not need an Azonation account to ask.

Want to know which poster or page works best? Add **?s=facebook** (or any word) to the end of the link. The page counts the requests from each.

Tap **Close the link** when you are not taking new members. The old link then shows that it is not open.

Join link

Requests are open

QR code for a poster

Copy the link

3

Requests · Waiting (1)

Emily Carter

Asked on 6 Oct 2026 · From: poster

Approve

4

Your join link and the requests it brings

Event tickets: scan them at the door

A member who says they are coming gets a ticket by itself. No printing, no lists.

- 1 The member replies **Going** to your event. Their ticket appears on their page of the event, under **Your ticket**.
- 2 At the door, open the event, then **Attendance** and **Check-in by QR code**.
- 3 Scan the ticket under **Scan the card of a member**, or type its letters.

You see the name, how many people come in on the ticket, and whether the fee is paid or how much is still to pay.

The member and the family they said they would bring are marked present.

A member without their ticket? Their card works too, or tick their name on the attendance list.

A ticket is for one event. Someone who changes their reply to "Not going" has no ticket any more.

Check-in · Summer fair

Scan the card of a member
Emily Carter is marked present
 4 people on this ticket · £15.00 still to pay

Your ticket (what the member sees)
 **QR code**
 For 4 people

A ticket scanned at the door (the amounts here are examples)

Door mode: one phone at the entrance

A screen that only scans. Give the phone to a volunteer at the door: there is nothing to tap by mistake.

- 1 Open the meeting, the event or the work day, then **Attendance** and **Check-in by QR code**.
- 2 Press **Door mode**. Allow the camera when the phone asks.
- 3 Hold each card or ticket in front of the camera. Green means marked present. Red tells you why not.
- 4 Press the **X** at the top to go back.

The camera works on iPhone, Android and laptops.

The number at the top is how many people are here now.

A code that will not scan? Press **Type a code instead** and type its letters.

The screen stays on while door mode is open, and the phone buzzes at each answer.

A poor signal in the hall? Go on scanning. Open door mode while you still have a signal (at home, or outside the hall): the phone then knows who may come in and answers by itself. It says **No signal**, keeps each scan, and shows **Kept on this phone** with a number. When the signal is back the scans are sent by themselves, each with the time it was really scanned. A card the phone does not know is kept too, and checked when it is sent.

Do not sign out and do not clear the browser while scans are still kept on the phone. If it says some kept scans were not accepted, look at the attendance list and correct it by hand.

Door mode · Summer fair 42 here now

Camera



Hold a card or a ticket in front of the camera

✓ Emily Carter is marked present

4 people on this ticket · Paid

Door mode on a phone

Media library: keep your photos in albums

The photos of your meetings, events and projects in one place: a record of what you did, and the pictures your website will use.

- 1 Open **Media library** in the menu and press **New album**.
- 2 Give it a title and the day. Choose who can see it. If you like, say which meeting, event or project it is about.
- 3 Press **Add pictures** and choose them from your phone or computer. You can choose many at once.
- 4 Tap a picture to see it large. There you can write words under it, give it a star, make it the album cover, download it or delete it.

Give a star to your best pictures. Those are the ones your website will show later.

Pictures are JPG, PNG or WebP, up to 10 MB each, and 300 in one album. They count towards your storage space.

You can add short videos the same way: MP4, MOV or WebM, up to 100 MB each. A video shows a play sign and how long it plays.

An album is only for the people who manage until you choose **Members** or **Everyone**.

Deleting an album deletes all its pictures for good.

Media library

■ Summer fair

15 Jun 2026 · Pictures: 48 **Members**
· About: Summer fair

■ Annual general meeting

2 Mar 2026 · **Only managers**
Pictures: 12

■ Canal clean-up

18 Apr 2026 · Pictures: 31 **Everyone**
· About: Tidy town

Albums in the media library

Photos for members

Members look at the albums you share with them, on their phone, without asking anyone.

- 1 A member opens **My memberships** and your organisation.
- 2 They press **Photos** and open an album.
- 3 They tap a picture to see it large, and swipe to the next one.

Members see only albums set to **Members** or **Everyone**.

Members get a copy made for looking at. It does not say where the picture was taken or with which phone. The file exactly as you sent it stays with the people who manage.

Summer fair · 3 of 48

< [picture] >
The cake stall

A picture as a member sees it

Albums: several pictures at once, order, and albums from a meeting or event

Tidy an album quickly, and make an album straight from the page of a meeting, an event or a project.

- 1 **Several at once:** in an album, press the three dots and **Select**. Tap the pictures you mean. Then give them a star, take the star away, move them to another album, or delete them. Press **Done** to finish.
- 2 **The order:** open a picture and press **Move earlier** or **Move later**.
- 3 **From a meeting, an event or a project:** its page has a box called **Photos**. Press **Add pictures** there and choose your pictures and videos. The first time, Azonation makes the album for you, named after the meeting. **New album** makes another one.

An album made this way is only for the people who manage. Open it and choose **Members** to share it: members then see it on their own page of that meeting, event or project.

If you use branches, an album can belong to one branch. Its members see it, and the people who manage that branch look after it.

Pictures you delete are deleted for good.

Summer fair

Selected: 3

☆ **Give a star** ⇒ **Move to another album** 🗑️ **Delete**

Tap pictures to choose them, then Done

Doing the same thing to several pictures

Expense claims: a member asks for money back

A member paid for something for your organisation out of their own pocket. They ask for the money back from their phone, with a photo of the receipt.

- 1 The member opens **My memberships**, your organisation, then **Expenses**.
- 2 They press **Claim money back** and write what it was for, the amount and the day. If it was for an event or a project, they choose it from the list.
- 3 They add a photo of the receipt (or a PDF) and press **Send the claim**.

The people who look after your money get a notice at once.

The member sees what became of the claim: waiting, approved, not approved (with your reason) or paid back. They are told in the app and by email.

A member can take a claim back while nobody has decided.

Members can claim once your organisation has chosen its currency (Organisation settings).

Expenses

Paint for the hall

12 Jun 2026 · £24.50 · Paid back
Expense claim
14 · 1

Stamps

14 Jun 2026 · £3.80 · Waiting
Expense claim 15

A member's own claims (the amounts are examples)

Expense claims: approve and pay back

You decide each claim, and paying it back writes itself into your books.

- 1 Open **Finance**, then **Expense claims**. The page shows how many wait for you.
- 2 Open a claim and look at the receipt.
- 3 Press **Approve** and choose the kind of cost. Or press **Do not approve** and write why: the member reads it.
- 4 When you have paid the member, press **Record the payment**. Choose where the money came from and the day.

Recording the payment adds "Money out" to your books by itself, with the member's name. You do not type it again.

A member without an account, or one who handed you a paper receipt? Press **Add a claim for a member**.

Recorded by mistake? **Take the payment back** in the claim's menu removes it from the books.

A claim for an event or a project shows on that page, under **Costs members claimed**. For a project, a claim you paid back also joins the project's money and counts against its budget.

A claim that has waited a week brings you a reminder, and another each week until someone decides.

Two people for bigger claims: open **Finance**, **Settings**, and under **A second yes for bigger claims** type an amount, such as 100. From then on a claim of that amount or more is approved only when **two different people** who look after the money have pressed **Approve**. After the first yes the others are told, and the member sees "One of two people has

Expense claim 14 · Paint for the hall

Emily Carter · £24.50

Spent on 12 Jun 2026 ·
receipt.jpg

Waiting

Approve Do not approve

A claim waiting for a decision (the amounts are examples)

agreed". Either of them can still say no. Leave the amount empty and one person is enough. You need at least two people who look after the money besides the member who claims.

Another amount for a branch or a kind of cost: in the same box tap **Add an amount** , choose a branch or a kind of cost (such as Travel) and type its amount. Where a claim has an amount of its own, that one counts and not the general one; with two of its own, the lower one. The kind of cost is chosen when a claim is approved, so the page tells the person approving whether theirs is the first of two yeses.

Nobody decides or pays their own claim. Another person who looks after the money does it.

Automations: let Azonation do the small jobs

Switch on a rule once. Azonation then does that job by itself, every day, and keeps a record.

- 1 Open **Automations** in the menu.
- 2 Read the rules. Each one says in a sentence what it does.
- 3 Press **Switch on** on the ones you want.
- 4 If you like, add **your own words**. They go at the end of what Azonation writes to the member.

Free for everyone: a welcome for each new member (and a note to you), and thanks on the day a member joined, year after year.

With the Automations add-on: a birthday greeting, thanks the day after an event to everyone who came, a note to you when a member has missed several meetings in a row, and a note when a membership fee is many days late.

See what it writes shows the message with a made-up name and your own words, before you switch the rule on.

For birthday greetings, give each member a **Birthday** in their record (Members, View, Edit): the day and the month only. Azonation never keeps the year.

What Azonation did, lower on the page, lists every job done and for whom. What is written to members is also under **Messages**.

A rule only acts on what happens after you switch it on. It never writes to the same person twice for the same thing.

Automations

✓ Welcome a new member

When a member joins, Azonation welcomes them and tells you. On

Thanks after an event

The day after an event, thanks to the members who came. Add-on

What Azonation did

Welcomed Emily Carter

Today, 09:02 · People reached: 1

Rules, and the record of what they did

Tasks: who does what, by when

What a meeting decided gets done when each thing has a name and a day on it. Azonation reminds the person for you.

- 1 Open **Tasks** in the menu and press **Add a task**.
- 2 Write what is to do. Choose who does it and by when.
- 3 When it is done, tap the big box beside it to tick it off.

From a meeting: the meeting's page has a **Tasks** box. If its minutes have action points, **Make tasks from the action points** turns each one into a task in one tap. Then give each a person and a day.

The person sees their tasks under **My memberships**, your organisation, **Tasks**, and can tick them off there.

They are reminded two days before the day, and once more if the day passes and the task is not done.

The list shows what is still to do. Use **Show** to see the late ones or the ones done, and **Who** for one person.

Someone who is not a member (a caretaker, a supplier): choose **Someone else** under "Who does it" and type their name. Azonation does not remind them.

Comes round again: choose every week, month, three months or year. When the task is ticked off, the next one is made by itself.

Comments and files: you and the person can write a few words under a task, and add files to it: the quote, the form, a photo of the job done. Up to 5 files. The other one is told.

Each person also sees their tasks from all their organisations on their **home page**, under **My tasks**.

Tasks To do: 4 · Late: 1

- | | |
|--|-------|
| ☐ Send the newsletter
Emily Carter · By 12 Jun 2026 | Late |
| ☐ Book the hall for July
James Wilson · By 20 Jun 2026 · Meeting: Monthly meeting | To do |
| ☒ Order chairs
Priya Shah | Done |

Tasks, with a tick box each

The calendar: everything with a day, in one place

Nobody should have to look in five places to know what is on this month. The calendar shows meetings, events, task days, project work days, bookings of your things, the days of your plan, members' birthdays and the days membership fees fall due together.

- 1 Open **Calendar** in your organisation's menu. You see this month, with a dot or a line for each thing.
- 2 Tap a day to see only that day. Tap a line to open the meeting, event or task itself.
- 3 Use the arrows for the month before and after.
This month brings you back.

The buttons above the month (Meeting, Event, Task...) switch a kind off and on, for when the month is busy.

Each helper sees the kinds their role allows: someone who only looks after meetings sees only meetings.

Add from a day: tap a day, then **Add on this day**, and choose a meeting, an event or a task. The form opens with that day filled in.

Birthdays show only to the people who look after the members. A member never sees another member's birthday here.

This calendar on your phone: at the bottom of the page, **Get my link** puts the organisation's calendar in your own calendar app. It shows what your role lets you see, and stops by itself when you no longer help run the organisation.

For every member: My calendar. In their own menu each person has **My calendar**: the meetings and events meant for members, their own tasks, the work

Calendar June 2026

Wednesday 17 June

- Book the hall · Task

Thursday 18 June

- Monthly meeting · 19:00 – 20:30 · Village hall, Ashford

Saturday 27 June

- Garden tidy · Work day · 09:00 – 13:00

Tuesday 30 June

- Membership fees fall due: 2

The month as a list, under the grid of days

days of their projects and the day their fee falls due, from all their organisations together.

On your phone's own calendar: on **My calendar**, press **Get my link**, then **Open in my calendar app**. Your Azonation days then appear in Google Calendar, Apple Calendar or Outlook by themselves and stay up to date. Keep the link to yourself. **Make a new link** stops the old one.

After an election: hand over to the new officers

When the committee changes, the new people need their access and the old people's access should end. The handover page does both, and reminds you of everything else that changes hands. Only admins can use it.

- 1 Open **People** (or **Committees**) and press **Hand over to new officers**, then **Start a handover**. Give it a name, such as "Committee 2026 to 2027".
- 2 **The new officers:** add each one, from your members or by name and email. Choose their roles, or tick **Make this person an admin** for the new chair. Then press **Send the invitation**.
- 3 **The officers who stop:** tick the people whose access ends. Nothing happens to them yet.
- 4 **What changes hands:** tick each line when it is done: the bank, the keys, the passwords, the papers.
- 5 When you are ready, press **Finish the handover**. The access of the officers who stop ends at that moment.

There is always an admin. If you are the only admin and you stop too, make a new officer an admin first and wait until they have accepted. The page tells you when it is not yet possible.

Nobody gets access without agreeing: a new person accepts the invitation from their own home page. Someone who already helps manage gets their new roles at once.

If you choose the new committee when you start, its people who have an email address are listed for you.

The committees move too: when you start (or under **Change**), say which committee stops. With the last step it moves to the former committees, and the new one starts that day.

Committee 2026 to 2027

1. The new officers

Priya Shah · Admin

Has the access

2. The officers who stop

☒ Oliver Brown (You) · Admin

3. What changes hands

☒ Change who may sign at the bank

1 of 9 done

☐ Hand over keys and equipment

4. The last step

Access ends for: Oliver Brown.

The four steps of a handover

What they still hold: under a ticked person you see their tasks still to do and the things they keep. **Pass these on** gives them to another member in one go.

The new officers help: each new officer sees the handover on the organisation's overview and can tick the checklist, even before they are an admin.

Reminders: the admins and the new officers are reminded three days before the planned day, and once more if the day passes and the handover is still open.

A finished handover stays on the page under **Earlier handovers**, as a record.

Your data: see it, take it, delete it

What Azonation holds about you is yours to see and to take with you. This page is in everyone's own menu, under **My data**.

- 1 **Download my data** gives you one file with your account and what each of your organisations keeps about you.
- 2 Under **What your organisations hold** you can download one organisation's part, or press **Ask them to delete my data**. The organisation decides and answers you.
- 3 **Delete my account**: type your email address to confirm. The account is deleted after 14 days.

To read or print: Open as a page to read or print shows the same data in words. The print window can also save it as a PDF.

Something is wrong? Press **Ask them to correct my data** beside the organisation and say what should be changed.

Changed your mind? Sign in within the 14 days and press **Keep my account**. Nothing has been deleted yet.

Deleting your account removes what is your own. The record an organisation keeps of you as a member belongs to that organisation and stays with it, without a link to you. Tick **Also ask my organisations** to ask each of them to delete it too.

If you are the only admin of an organisation, make someone else an admin first. An organisation is never left without an admin.

My data

Your data as a file

Download my data

Ashford Community Club

Download what they hold · Ask them to delete my data

Delete my account

You have 14 days to change your mind

My data

When a member asks for their data, or to delete it

The law gives a member the right to see what you keep about them and to ask you to delete it, and gives you one month to answer. Azonation keeps the list and counts the days.

- 1 Open **Data requests** in your organisation's menu. A request sent from the app is there already. You are told by a notice and an email.
- 2 A request that came by letter or email: press **Write down a request**, choose the member and the day they asked.
- 3 **Download their data** gives you the file to hand over, with your own notes about the member in it.
- 4 Press **Answer**, write a few words, and for a request to delete leave **Delete this member's personal data now** ticked.

What deleting does: the member's name, contact details, birthday, notes and photo go, and their membership ends. Payments and attendance stay for your books, without a name. It cannot be undone.

Saying no: press **Say no** and give the reason, for example that the law makes you keep these records. The member is told your answer.

You are reminded a week before a request should be answered, and once more if its day passes.

How long to keep former members: at the bottom of the page, choose after how many years the personal data of a former member is deleted by itself (1 to 10 years), or never. It is off until you choose. What is deleted cannot be brought back.

Admins see this page always. For a helper, tick **Data requests** in their role.

Data requests Open: 1

Emily Carter

Wants their data deleted ·
Sent from the app
Asked on 15 Jun 2026 ·
Answer by 15 Jul 2026

Open

James Wilson

Wants their data ·
Written down by you

Answered

Data requests, the open ones first

A new organisation: get ready in a few minutes

A new organisation does not have to start from an empty page. Azonation knows what a club, a charity or a mosque usually needs, and sets it up for you. For admins.

- 1 Open **Getting started** in your organisation's menu (or the card on the overview).
- 2 Under **The usual things, set up in one go**, look at what is ticked: membership types, committee titles, a first committee and roles for your helpers. Untick what you do not want.
- 3 Press **Set these up**.
- 4 Then follow the **First steps** one by one. Each has a **Do this** button, and ticks itself when it is done.

Everything that is set up is ordinary: rename it, change it or delete it on its own page. Nothing is made that you did not tick.

Roles for helpers: Secretary, Treasurer, Membership secretary and Events organiser come with what each usually needs. You give a role to a person when you invite them.

What is offered fits your kind of organisation and is written in your organisation's language. With the Planning module you are also offered first goals for the year.

Fees: tick **Members pay a fee**, choose how often (once a year, every month...), and type the fee if it is the same for everyone. Leave it empty to set a fee for each membership type later.

A first meeting: tick **Plan it now** and choose the day. It is made for 19:00; change anything afterwards.

Get your organisation ready 2 of 7 done

☒ **Set up the usual things**

☒ **Add your address or logo**

☐ **Add your members**

One by one, or a whole list Do this at once.

Membership types

☒ Full member ☒ Junior member ☒

Family member ☒ Honorary member

First steps, and the usual things for a club

Try it first: tick **Add 5 sample members** to get made-up people to practise with. They have no email address, so nobody gets a message. **Remove the sample members** takes them away again, with everything you tried with them.

The first time you open a new organisation, Azonation brings you to this page by itself.

Done with it? Put this page away takes the card off the overview. The page stays in the menu.

The year in one report

For the annual general meeting, or for someone who gives you money: everything you recorded in a year, in one report, without typing a number.

- 1 Open **Annual report** in your organisation's menu and press **Make the report for 2025**. The report is there at once.
- 2 Under **Your own words**, write a word to begin, what you are proud of (one thing on each line), your thanks and your plans. Untick the parts you want to leave out. Press **Save**.
- 3 Press **Print or save as PDF** to take it to the meeting.
- 4 Press **Publish** when it is ready. Your members can then read it on their page of the organisation.

A draft counts fresh every time you open it.
Publishing keeps the numbers as they are that day, so the report does not change afterwards. **Take back to a draft** if you need to change it.

For a funder: on a published report, **Make a link** gives a private link. They read the report without an account. **Stop the link** ends it.

Your year does not run from January to December?
 Use **Another period** and choose the first and the last day.

A cover of your own: add a line under the title and choose a picture for the cover. A wide picture looks best. Under **How the cover looks** choose the layout (the picture across the top, a whole first page, or the title only), a colour, and plain or classic letters for the title. With **A whole first page** the cover prints as a page of its own.

Ashford Community Club Annual report 2025

A good year for the club.

What we are proud of

- A new roof
- Twenty new members

The period at a glance

Members at the end 84 · Joined 20 ·
 Money in £6,240

Meetings held

11 meetings · 7 in 10 members came

An annual report, made in one tap

Pictures of the year: the best pictures (the ones you starred) of this year's albums are in the report by themselves. Members see those of albums for members; someone with the link sees only those of public albums. To pick them yourself, press **Choose the pictures yourself** and tick up to 12; they appear in the order you tick them. **Use the best pictures again** goes back to the starred ones.

Who served, and three years side by side: the report names the people on your committees that year, and shows the main numbers beside the two years before.

For one branch: under **Another period**, choose a branch to make the report for that branch alone.

What is in the report follows what your organisation uses: members and fees, money, meetings, and with those parts also events, projects and your plan.

Azonation on your phone, like an app

One tap on your home screen instead of typing an address. It opens without the browser bar, and it opens even when the signal is poor.

- 1 **On an Android phone or a computer:** on your first page, in the card **Azonation on your phone**, press **Put it on this device** and say yes.
- 2 **On an iPhone or iPad:** press the **Share** button of your browser, then choose **Add to Home Screen**.
- 3 Open Azonation from its icon from now on.

Not now? Press **Not now** and the card stays away for a week. You find it any time under **Get the app** in your menu.

No button there? After the app was removed, or after you closed the browser's question, the browser stops offering its button for a long time. **Get the app** then shows the steps to do it by hand: on a computer open the menu of Chrome or Edge (the three dots) and choose **Install Azonation**; on an Android phone choose **Install app** or **Add to Home screen**; in Firefox on a Windows computer press the **web apps** button at the right end of the address bar (Firefox 143 or newer). Firefox on a Mac or on Linux cannot do this yet.

No connection: a note at the bottom says so. You can still open the app, but what you see may be old, and nothing can be saved until you are connected again.

A new version: when Azonation has been improved, a note says **A new version of Azonation is ready**. Press **Update**; it takes a second.

Nothing of your organisation's data is kept on the phone by this. Only the app itself is. (One exception: door mode keeps a list of names for a few hours, so that it works without a signal.)

Notices on your phone, also when Azonation is closed

- 1 Open **Notifications**, then **Notification settings**.
- 2 In the card **On this device**, press **Switch on for this device** and say yes when your phone asks.
- 3 Press **Send me one now** to see that it arrives.

On an iPhone or iPad: first put Azonation on your home screen and open it from there. Only then can it send you notices.

Your card and tickets in the wallet of your phone

- 1 Open **My card** and press **Add to Apple Wallet** (on an iPhone) or **Add to Google Wallet** (on other phones).
- 2 For an event you are going to: open the event, and press the same button under **Your ticket**.
- 3 Your **membership card** of one organisation (its name, your number and type, paid until): open the organisation under **My memberships** and press the button under **Membership**.
- 4 A **meeting** that is still to come: open the meeting and press the button. Good for a big meeting such as the annual general meeting.
- 5 At the door, open the wallet of your phone and show the code. It works without Azonation and without a signal.
- 6 **All your passes in one place:** under your card on **My card** is the list **Your passes**: your membership cards, and the meetings and events still to come, each with its wallet button.

Each kind has its own colour, so you tell them apart at a glance. A ticket or a meeting comes up by itself on your phone when it is near. A pass keeps itself up to date: when your membership is renewed, a meeting or event moves, or you make a new code for your card, the pass in your wallet changes by itself within a few minutes. A cancelled meeting or event, or a ticket for something you are no longer going to, goes grey. You see a button only where Azonation offers that wallet.

No ticket for an event? A ticket is there once you have said that you are coming. Open the event and answer; your ticket appears at once. A meeting shows only when it is for you (for everyone, or for your branch).

Do this on each phone or computer where you want notices. Under **On my devices** you choose which kinds come there. When you sign out, notices stop on that device.

Azonation on your phone

Put Azonation on your home screen. It opens like an app.

Put it on this device Not now

The card on your first page

A website for your organisation

People look you up before they come. Azonation makes a simple public website from what you already keep in it. You choose what it shows.

- 1 Open **Website and email** in your organisation's menu.
- 2 Choose the **address**, write **a line under your name** and a few sentences **about you**, and pick a **colour**.
- 3 Choose **the picture at the top** from your albums that are for everyone.
- 4 Tick **what the website shows**: pictures, events, notices, committees, a Join us button, a form to write to you, your address, email or phone.
- 5 Press **See it before it is online** to look at it, then **Put it online**.

Only what is for everyone can appear: pictures of albums marked "for everyone", and the contact details you tick. Nothing about your members is ever shown.

Events, notices and committees appear one by one, only where you tick **Show on our website**: on the form of the event, the notice or the committee. An event shows its name, day, time and place; a notice its words; a committee the names and titles of its people (ask them first).

Join us shows only while your join link is open (Members, Join link).

Messages that visitors write arrive on the same page, under **Messages from the website**, and the admins are told. Answer by email.

Take it offline at any time. Visitors then see that the website is not there.

Website Plus (an add-on, see Modules) gives your website **a web address of your own**, such as www.ashfordclub.org.uk, and takes away the line "Made with Azonation". Type the address you own, add the one record Azonation shows you at the company where you bought the address, and press **Check now**. It can take a few hours. Your Azonation address keeps working.

No address yet, or want email at your own address? Under **An address or email from us** press **Ask for a web address** or **Ask for email** (for example secretary@ashfordclub.org.uk, with Google Workspace or another business email). Azonation tells you the price first, registers it through Azoncode, our sister company, **in the name of your organisation**, and sets everything up: you add no record yourself. The fee comes on your Azonation invoice, and you are reminded before it renews. If you ever leave Azonation, you can take your address with you.

Ashford Community Club

Football for everyone since 1987

About us · What is on · News · Who we are · Pictures · Join us · Contact us

Join now

Your website, made from what is in Azonation

Newsletters

A newsletter keeps members close between meetings. Azonation gives you a ready design with your logo and colour, and puts your events and news in for you. (Newsletters is a module: see Modules.)

- 1 Open **Newsletters** in your organisation's menu and press **New newsletter**.
- 2 Choose one of the **40 ready newsletters** (monthly news, an invitation, the notice of the annual general meeting, a call for volunteers, greetings and more), or start with an empty one. Change the words and fill in the parts in [square brackets].
- 3 Write the **subject** and pick a **design** (Classic, Simple, Bold, Letter, Banner, Elegant) and a **colour**.
- 4 Build it from **parts** with **Add a part**: a heading, text, a picture (from an album that is for everyone), a button, a line. Move them up and down with the arrows.
- 5 Add the parts Azonation fills in by itself: **Coming events**, **Latest notices**, **New members** (the people who joined in the last 30 days, by first name).
- 6 Choose **who it is for**: all members, or some membership types, committees or branches.
- 7 Press **See how it looks**, then **Send a test to me** to get it in your own inbox.
- 8 Press **Send**, or choose **Send later** with a day and time.

It counts as email to members: the page shows how many emails are left this month. A newsletter

that needs more is not sent.

Stopping the emails: every newsletter has a link to stop them, as the law asks. Members with an account use their notification settings.

What was sent stays as it was. Use **Use it again** to start next month's from it.

People who are not members can get it too. Under **People who signed up** tick **People can sign up** and share the address of the sign-up page (it is also on your website). Each person confirms by email first and can stop with one press.

Public archive: tick **Show it in our public archive** and anyone can read that newsletter on the internet. Leave it off for news that is for members only.

Opened and clicked: after sending you see how many readers opened it and pressed a button. It is counted without names, and you can switch it off.

October newsletter

A word from the chair

Coming events · Autumn fair, Saturday 24 October

Welcome to our new members · Emily, James and Priya

Your words, and what Azonation puts in for you

Forms and surveys

Sign-ups on paper slips and answers scattered over chat groups get lost. A form puts every answer in one place. (Forms and surveys is a module: see Modules.)

- 1 Open **Forms and surveys** in your organisation's menu and press **New form**.
- 2 Choose one of the **30 ready forms** (sign up for an event, feedback, consent of a parent, member survey, volunteers, an accident report and more), or start with an empty one. Fill in the parts in [square brackets].
- 3 Change the **questions**: each has a kind (text, one choice, several choices, yes or no, a number, a date, stars, email, phone, a file) and can be marked **Must be answered**.
- 4 Choose **who can answer**: your members only (once each, in their member area), or anyone who has the link.
- 5 Press **Open it for answers**. For a form for anyone, copy **the link to share**.
- 6 Press **See the answers**: how many chose what, averages, and every answer in a table you can save as a file.

Members find the form on the page of your organisation in their member area, under **Forms**. You see who answered what.

Anyone with the link answers without signing in. Add a question for the name if you want to know who it is.

Once a form has an answer its questions stay as they are. Use **Use it again** to make a new one from it.

Close it when you have enough, set a **last day to answer**, or say **at most this many answers**: the form then closes by itself when it is full.

A question only for some: under a question choose **Ask this question: Only when the answer to an earlier question is...** For example "How many people?" only when "Are you coming?" was answered Yes.

A file as an answer (a certificate, a photo) works on a form for members.

On your website: tick **Show on our website** on a form for anyone and it is listed there while it is open.

A payment with a form: tick **Take a payment with this form** and type the amount. You do not need Online payments for this: without it people pay you in cash or by bank and you mark each answer as paid. It can be multiplied by the answer to a number question, for example the number of tickets. People pay online straight after they answer; the money goes into your books with a receipt, and the answers show who has paid. You switch it on and off for each form. It needs **Online payments** to be switched on first.

Paid in cash, or money to give back: on the page of answers, each answer that has something to pay has a **Payment** button. **Mark as paid** when someone paid you in cash or straight into your bank: choose where the money went and the day; it goes into your books with a receipt. **Not paid after all** takes that back if you marked the wrong answer. **Give the money back:** everything, or type a smaller amount. For a payment made online the money goes back to the card it was paid with (this cannot be undone); for a payment by hand you hand it back yourself and it is only written down. Either way your books and the receipt are corrected to match, and what was given back is not asked for again. An answer that holds money cannot be deleted until then.

Refunds, one way: every refund is written in your books as money out under **Refunds**, linked to the answer's payment; the payment and its receipt stay as they were. A payment made by hand asks you where the money came out and the day it went back. A payment made online is dated the

day of the refund and comes out of the online payments place. Once money is given back the answer shows **Given back** in the payment column. Press **Refund note** to download a PDF of what went back, when, from where, and against which receipt.

How was the summer fair?

86 answers · Average stars 4.6

Would you come again? Yes 67 · Maybe 14 · No 5

The answers, together

Fundraising

Raising money with a tin, a spreadsheet and a bank statement means nobody knows the total, and givers wait for a thank-you. Fundraising keeps every donation in one place and sends each giver a receipt. (Fundraising is a module: see Modules.)

- 1 Open **Fundraising** in your organisation's menu and press **New campaign**.
- 2 Say **what you are raising money for** and tell the story. Add a **target** and a **last day** if you have them, and up to six **amounts to offer** (for example 10, 20, 50).
- 3 Press **Open for giving**. The campaign now has its own **page for giving**: copy the link, or print the **QR code** for a poster or a table card.
- 4 With **Online payments** switched on, anyone gives on that page by card. The donation appears by itself, goes into your books as "Donations", and the giver gets a receipt by email.
- 5 For cash, a bank transfer or a collection tin press **Record a donation**: the amount, the day, where the money went, and who gave (nobody named, a donor on your list, or someone new).

Donors: everyone who gives is kept under **Donors**, found again by their email address, with all they gave and when. A member who gives while signed in sees their donations in their member area, under **Support us**.

Names on the page: the page for giving shows the latest donations with a first name and one letter ("Priya S"). Someone who gives online can ask for no name. A name you write down by hand is not shown unless you untick **Do not show the name**.

Money back: in the list of donations choose **Actions**, then **Give money back**: everything or a part. For a donation written down by hand, choose where the money came out and the day it went back. A donation paid online goes back to the card it was paid with. Either way the refund is written in your books under **Refunds**, the receipt is corrected to match, and **Refund note** gives a PDF of what went back. Gift Aid leaves out refunded donations.

On your website: tick **Show on our website** on a campaign and it is listed there, under "Support

us", while it is open.

Your donate page: press **Your donate page** on the Fundraising page. It is a page for donations that are not for one campaign, always there: put its link on your website, in emails and on posters.

Regular giving: tick **Offer regular giving** on a campaign and choose how often people can give: every week, every month, every year. The giver chooses one; their card is charged that often until they stop. Each payment arrives by itself as a donation. The giver gets an email with a link to their own page, where they can **change the amount** from the next month on or stop the gift; you can stop one too, under **Regular gifts**.

Supporters' pages: tick **Supporters can make their own pages** on a campaign. Someone who runs, bakes or collects for it presses **Raise money for this yourself** on the page for giving and writes their own words and target. You see the page on the campaign and **approve** it before it opens; the supporter then gets its link by email. What is given there counts for your campaign.

Pledges: under **Pledges** record money someone has promised for later. When it arrives choose **Mark as received** and it becomes a donation with a receipt.

Thank-you and statements: at the foot of the Fundraising page switch on the **thank-you message** and write your own words; everyone who gives gets it by email. On a donor's page, **Statement of donations** shows what they gave in the days you choose, to print or to send. On the Donors page **Send statements to all donors** sends each their own. Under **For tax receipts** type your registration or charity number and the words your tax office asks you to tell givers: both are put on statements and thank-you messages. Ask your accountant for the right words in your country.

Tax receipts: in the list of donations choose **Actions**, then **Tax receipt**, for a donation with a named donor. It gets a number (T-2026-00001, without gaps) and shows your organisation, your registration number, the donor and their address, the amount, the day received and issued, the place, and who signs. Print it, or send it by email. Under **For tax receipts** choose the **kind of tax receipt**: General, United Kingdom, Ireland, United States, Canada, Australia, New Zealand, India, South Africa or Singapore; each kind has its own title and adds the words shown under the choice. For any other country choose **Another country: your own title** and type the title your tax office uses. Type who signs, their role and the place of issue, and add **a picture of the signature**: it is printed on every receipt. The amount is written in figures and in words. For **one receipt for a whole year**, open the donor, show their statement for the days you want and press **Tax receipt for these days**: it adds up every donation of those days that has no receipt of its own. If the donation is corrected or money is given back, its receipt is cancelled and the next one has the next number. **Check with your accountant that the receipt says what your tax office asks for.**

Donors from a file: on the Donors page press **Add donors from a file** and choose an Excel or CSV file with the headings First name, Last name, Email, Phone, Address, Town, Postcode, Title, Note. The headings may be written in any of Azonation's ten languages. Someone already on your list is brought up to date, not added twice.

Gift Aid (United Kingdom only): when a UK taxpayer makes a declaration, the tax office adds 25p to every £1 they give. Online, the giver ticks **Add Gift Aid** and types their home address. For a paper form or a declaration said by phone, open the donor and press **Record a declaration**. Under **Gift Aid** choose the days (it starts with this tax year) and save the list as a file: title, first name, last name, house, postcode, date and amount, as the tax office asks. Donations whose donor record lacks a name, a house or a postcode wait in a list of their own. The button **For the tax office's schedule** saves the same list in the tax office's own columns and formats, ready to paste into its schedule spreadsheet. A donation you marked **From a sponsored event** (and every donation given on a supporter's page) says "Yes" in the tax office's column for that. Tick **Put small donations together** and donations of £20 or less are added up without names in lines of at most £1,000. **Check the list with your accountant before you send a claim.**

Volunteering

Finding helpers by phone and on paper lists means nobody knows who is coming, and nobody counts the hours people give. Volunteering shows every job that needs helpers, lets members put their own name down, and adds up the hours. (Volunteering is a module: see Modules.)

- 1 Open **Volunteering** in your organisation's menu and press **New shift**.
- 2 Say what it is for (Summer fair: kitchen), the day, when it begins and ends, the place, and how many helpers you need. Leave the number empty for as many as come.
- 3 Press **Open for names**. Tick **Tell the members** and every member gets a notice.
- 4 Members open your organisation under **My memberships**, choose **Volunteering** and press **Put my name down**. When the shift is full the next ones wait; when somebody takes their name off, the first one waiting moves up by themselves and is told.
- 5 On the day, open the shift and mark **who came**, or press **Check-in screen** and let helpers scan the QR code or show their card.

Hours count by themselves: a shift with a beginning and an end gives its length to everyone who came (10:00 to 13:00 is 3 hours). For someone who left early, type their own hours next to their name.

A reminder: the day before a shift (or as many days before as you choose under **Reminder before a shift** at the foot of the Volunteering page, where you can also switch it off) everyone whose name is down gets a message (by email, by WhatsApp if you have it, and in the app). When you cancel a

shift, they are told the same way. When you open a shift, tick **Also by email** and "helpers wanted" goes out as a message too.

Helpers who are not members: tick **Anyone with the link can put their name down**. Once the shift is open it has a page of its own: copy the link and share it. People give their name and email address, without signing in. They get an email with a button to take their name off again, an email when a place comes free, and a reminder the day before. You can also write someone down yourself: **Add someone who is not a member**. With the Website part, tick **Show it on our website** and the shift is listed there under "Help us". On that page they can also tick what they can help with and when they are usually free. The page from their email also shows their **pass for the door**: a code with a picture to scan. On the Check-in screen, scan it or type its letters, just like a member's card. On the day, that page also has a button **I am here**; it works while check-in by themselves is switched on for the shift (Check-in screen). Someone who types the email address of a member is put down as that member, so their hours count with their others.

Several shifts at once: on a new shift, under **Make several at once**, choose a last day and how often: every week (every Saturday in the charity shop), every two weeks, or every month on the same weekday (every second Friday). Add **jobs of the day** (Kitchen, Stewards, Setting up) and one shift is made for each job. Shifts made together can be opened or cancelled together with one tick.

For an event or a project: choose it under **What is it for?**. The page of that event or project then has a box "Helpers wanted" with its shifts and a button to make one. Shifts are in the calendar too. With branches, a shift can belong to one branch: it is then for that branch's members.

Who can do what: on the **Helpers** page, write the skills you ask about (First aid, Driving, Cooking). Members tick what they can do and the days they are usually free on their Volunteering tab. You find people by skill and by day. A shift can be **only for members who can do** a skill: only they are told, see it and can put their name down. The page also lists the helpers who are not members; **Forget** takes away everything kept about one.

Hours outside a shift: on the **Hours** page press **Write down hours** for a member (Painted the fence, 4 hours). Members can write down their own hours on their Volunteering tab; these wait under **Waiting for you** until you press **Count them** or **Do not count**, and the member is told.

How much was given: the Hours page shows each volunteer's hours for the days you choose: from shifts, written down by hand, and from the work days of your projects (with the Projects module). Save the list as a file with **Export**. Under **Reports** there are two more: **Volunteer hours** and **Shifts** (helpers needed, names down, who came).

Certificates

A thank-you that people keep. A certificate with your organisation's name and logo, the person's name, and a number anyone can check, so nobody can make one up. (Certificates is a module: see Modules.)

- 1 Open **Certificates** in your organisation's menu and press **Give certificates**.
- 2 Say **who gets one**. Choose members yourself, and type the names of people who are not members, one on each line. To send someone who is not a member their certificate by email, add their email address after a comma (Olivia Brown, olivia.brown@example.com). Or let Azonation find them: **Volunteer hours** (everyone who gave hours in the days you choose), **An event** (everyone who came), **A project** (everyone who worked on it). Untick anyone who should not get one.
- 3 Say **what it is for**: thanks, volunteering, taking part in an event, a course, an award, membership. Each brings its usual words, in your organisation's language. Change them as you like.
- 4 Type who signs and their role, and choose the look: formal (dark) or light (kinder to a printer). Below you see how the first one will look.
- 5 Press **Give**. Each person gets their own, with their name and their hours on it. Members are told in the app and by email, and find it under **My memberships**, on the **Certificates** tab.

The gaps in the words: words in square brackets are filled in for each person: [name], [organisation], [hours], [what], [from], [to]. If the words ask for something Azonation does not know for a person (their hours, when you chose them by hand), it tells you: write it in the words, or take the gap out.

PDF and print: open a certificate and press **Download PDF** for a file that looks the same everywhere, or **Print** for one sheet lying on its side (for the formal look, switch on "Background graphics" in the print window). Members get their certificate by email with the PDF attached, and can download it in their member area.

Signature, seal and background: on the Give certificates page, under **Signature, seal and background**, choose a photo of the signature, your seal or stamp, and a pale background for the whole sheet. They go on the certificates you give from now on; certificates already given keep what they had.

Keep your own words: tick **Keep these words for next time** and give them a name (First aid course). Next time choose them under **Start from words you kept**.

A certificate that runs out: fill in **Good until** (a first aid certificate). The day is printed on it. The person and you are told before (30 days, or as many as you choose under **Before a certificate runs out** at the foot of the Certificates page); afterwards its address says it has run out.

By themselves: with Automations, switch on **A certificate after an event** (everyone who came gets one the day after) or **A certificate for volunteer hours** (when a volunteer reaches the hours

you choose, once a year) or **A certificate each year of membership** (on the day a member joined). Helpers who are not members are found from their hours too, when you choose Volunteer hours yourself. With branches, someone who works for one branch gives and sees that branch's certificates.

Is it real? Each certificate has a number (C-2026-00001) and a picture to scan. Anyone who scans it, or opens its address, sees who gave it, to whom, for what and when. Nothing else about the person is shown.

Something wrong on it? A certificate cannot be changed afterwards. Open it and press **Withdraw this certificate**, then give a new one. The withdrawn one stays in your list, the member no longer sees it, and its address says it was withdrawn.

Governance

A board is expected to keep certain papers: its policies, who its trustees are, the risks it knows about, what went wrong, and when its insurance runs out. Kept in drawers and heads, they are found too late. Governance keeps them in one place and tells you before something runs out. (Governance is a module: see Modules.)

- 1 Open **Governance** in your organisation's menu. The first page, **At a glance**, shows each area with a word: **In order**, **Coming up** or **Needs attention**, and below it the list of what is not in order, the most pressing first.
- 2 **Policies:** press **New policy**, type or paste the words (or add the file), and say by when it should be looked at again. Tick **Members are asked to read it** if they should. Press **Put it in force**.
- 3 Members find it under **My memberships**, on the **Policies** tab, and press **I have read it**. On the policy you see who has read it and who has not.
- 4 **The registers:** Trustees, Conflicts of interest, Risks, Incidents and accidents. Open one and press **Add**. Each asks only for what it needs.
- 5 **Things that run out:** insurance, background checks, training, licences. Add each with the day it runs out. When it is renewed, choose **Actions**, then **Renew**: the old line is kept and a new one runs until the new day.

A policy for some members only: under **Who is asked to read it?** choose every member, the people on a committee (tick which), or the members of a branch. Only they see it and are counted.

Those who have not read it: after 14 days they are reminded by themselves, once for each version (change the days, or type 0 for never, under Reminders on the first page). To remind them now, open the policy and press **Remind those who have not read it**.

A new version of a policy: when the words change in a way that matters, tick **This is a new version** before you save. Everyone is then asked to read it again. For a small correction, leave it unticked.

Risks: say how likely it is and how bad it would be, each from 1 to 5. Azonation multiplies the two: from 15 it is a high risk and needs attention; from 8 it is a medium one. The Risks page shows them on a grid of five by five: press a square to see its risks. Open a risk to see how its score changed over time.

Trustees from a committee: on the Trustees page press **Add the people of a committee**.

Everyone serving on it is added with their role; someone already on the list is left as they are. Leave **Keep the list in step with this committee** ticked and the list follows the committee from then on: someone who joins is added, a changed role or day is changed, and when someone leaves their line is closed (kept, never deleted). Such a line says "Follows" and the committee's name; change its role and days in the committee. Lines you typed yourself, and lines you closed yourself, are left alone; a line you delete does not come back by itself (press the button again to bring everyone back). To stop, press the same button and then **Stop following**: the lines stay and are yours to keep from then on.

With branches: a line of any register, and a policy, can belong to one branch (**Belongs to**).

Someone who works for one branch only sees and keeps what belongs to their branch, is told about their branch only, and a policy they write is for their branch's members. The days of the reminders stay the whole organisation's choice. The four Governance reports can be read for one branch.

Files on a line: open a line of any register (Actions, then Change) and add files at the foot: the insurance certificate, a quote, an incident form.

Certificates that run out: a certificate with a "Good until" day (see Certificates) is shown with the things that run out and counts on the first page. It is looked after in Certificates.

Reminders: the people who look after governance are told 30 days before something runs out, a policy or a risk is due for a look, and 90 days before a trustee's term ends. Change the 30 days under **Reminders** at the foot of the first page. A member whose own check or training runs out is told too.

For your trustees: under **Reports** there are four to print: Governance at a glance, Risk register, Things that run out, Incidents and accidents.

Background checks: keep only that a check was done, when, and when it is due again. Do not write down what it found. Which checks you need, and how often, depends on the law where you are: ask someone who knows it.

Incidents: only the people who look after governance see this register. Write only what is needed; for a child, initials are enough. Some incidents must be reported by law.

Voting

Sooner or later members must decide something: approve the accounts, change a rule, pick a day. A show of hands leaves out everyone who could not come, and nobody is sure afterwards who was allowed to vote. Voting lets every member who may vote do it in the app, in secret if you wish, and keeps the result as a record.

- 1 Open **Voting** in your organisation's menu and press **New vote**. Choose a **Motion** (something to decide, answered Yes or No; anyone may abstain) or a **Poll** (a question with your own answers).
- 2 Write what is asked. For a poll type the answers, and say how many a member may choose.
- 3 **When:** give the day and time it opens and closes, or leave them empty and open and close it yourself.
- 4 **How it is decided:** a motion passes with more Yes than No, with two thirds, or with three quarters. If your rules ask for a quorum, type the share of members who must vote for it to be valid.
- 5 **Who may vote:** leave it as it is and every current member may. Or set your rules: only some kinds of member, a member for at least so many months, fees paid, only active members, never expelled, at enough meetings.
- 6 Save. The page of the vote shows **Who may vote** with these rules, and why anyone is left out. Check it, then press **Open the vote now** (or **Open it at its time**).
- 7 Members find it under **My memberships**, your organisation, **Votes**. They choose and press **Cast my vote**.
- 8 When the time is over the vote closes by itself (or press **Close and count**). The result is shown to you and to everyone who could vote.

The list is fixed when the vote opens. Someone who joins or pays afterwards is not added, and nobody is taken off. This is what makes a vote fair, and it is why an opened vote can no longer be changed.

Secret vote: Azonation keeps who voted apart from what was voted. Nobody can see what a member chose: not you, not us. Without the tick (an open vote) the people who run the vote see who chose what once it is closed.

No count before the end: while a vote is open you see only how many have voted, never how it stands.

The receipt: after voting a member is shown a short code, once. When the vote is closed they can type it under the result to check that their vote was counted. It does not show what they chose.

Reminders: members are told when a vote opens, those who have not voted are reminded a day before it closes, and everyone is told when the result is in. To remind them sooner press **Remind those who have not voted**.

A member who may not vote sees the vote with the reason in plain words (for example "Your membership fee is not paid up").

With branches: a vote of a branch is for that branch's members.

See it work with a demo. Before you trust a vote to Azonation, watch one. On the Voting page press **See it work with a demo** and choose a motion, a poll or an election. Azonation makes a vote with 24 pretend members: nobody real is asked or told anything. For a motion or a poll, most of the pretend members have voted already. Now try it: cast your own vote under **My memberships, Votes** and keep your receipt; press **Let the pretend members vote**; close the vote; look at the result; check your receipt. The demo election lets you run every step: it starts with the voter list, where one pretend member is left out and asks you to look again; then nominations, where pretend candidates come forward; you accept or reject them, announce the final list, open the ballot, close it, certify the result and make it final. The pretend people have names of your own language. Every demo ends differently, because the pretend members choose by chance. It counts for nothing, and you can delete it when you have seen enough.

Try it first with a practice vote. On a vote you are still writing, press **Try it first with a practice copy**. The copy works the same in every way and counts for nothing: open it, vote in it, close it, look at the result. Choose **Only the organisers** (other members see nothing and are told nothing) or **Everyone who may vote** (everyone has a go, and is told it is a practice). A practice vote wears a yellow **Practice** label everywhere, stays out of your reports and minutes, and can be deleted at any time. When you are happy, go back and open the real vote; or on the practice press **Make the real vote from this**.

A code before voting: tick **Ask for a code before voting**. The member presses **Send me a code** and types the code they receive. It goes by email; by text message (SMS) to the phone number you have for the member, where Azonation has SMS for that country and your organisation has text messages left this month; and on WhatsApp when they use it with Azonation. The code is never shown in the app. For SMS the member's phone number must be written with its country code, such as +880 1712 345678.

Sign in again before voting: with this tick, someone signed in for more than half an hour is asked to sign in once more, then comes straight back to the vote.

Votes on paper, in the room: tick **Members may also vote on paper**. While the vote is open, the page of the vote has **Votes on paper**: tick each member as they hand in their paper (they can then no longer vote in the app), count the papers by hand and type the totals. Who voted and what the papers say are kept apart.

A vote given to another member (a motion only): type how many votes one member may hold for others. A member who cannot take part then types the other member's membership number or email under the motion; that member's choice counts for both. It can be taken back until they have voted.

By order of choice (a poll): under **How it is counted** choose **By order of choice**. Members tap the answers in their order. If no answer has more than half, the last is taken out and its votes go to the next choice, round by round. The result shows each round.

Into the minutes: a motion that belongs to a meeting writes its result into the decisions of that meeting's minutes when it closes.

A member who pays no fee: on the member's page tick **Does not pay a membership fee** (an honorary or life member). They are never shown as owing, never reminded, and count as paid up when a vote asks for fees paid.

Two choices that are off unless you turn them on: "Some votes count more than one" (one kind of member has more votes than another) and "Members may change their vote until it closes". Use them only when your own rules say so: both make a result harder to defend if someone questions it.

Kept as a record: a vote that was held cannot be changed or deleted. Voting is for your organisation's own decisions under its own rules; if a law says how you must vote (some trade unions and co-operatives), follow that law.

Elections

Choosing a committee is the one vote nobody may doubt afterwards. An election in Azonation goes step by step, in the open, run by an election commission, and every step is kept as a record.

- 1 In **Voting** press **New vote** and choose **Election**. Name the positions to fill and how many seats each has (Chair: 1; Committee member: 5).
- 2 Set **Who may vote** and, further down, **Who may stand** (often stricter). Say what happens with equal votes for the last seat (Azonation draws lots, or the chief commissioner decides) and how many days members have for complaints after the result.
- 3 Save, then press **Choose the commission**: a chief commissioner, commissioners, and observers who only watch. Type each person's name and email. A commissioner **may be someone from outside your**

organisation: they sign in to Azonation with that email and find the election under **My elections**.

- 4 **Publish the voter list.** Every member sees whether they may vote, and why not. A member can ask the commission to look again; the commission answers each one before going on. From this step on only the commission runs the election, and its rules can no longer be changed.
- 5 **Open nominations.** Members stand for a position with a few words about themselves. If you asked for it, two other members propose and second them in the app.
- 6 **Close nominations.** The commission accepts or rejects each candidate (a rejection says why). Azonation shows beside each one whether they pass the rules and have their supporters.
- 7 **Announce the final list.** Members see the candidates, in an order drawn by lot. A position with no more candidates than seats is filled without a vote.
- 8 **Open the ballot.** Members vote for each position, in secret, with a receipt. **Close the ballot and count.** Only the commission sees the count at first.
- 9 **Certify and announce the result** (the chief commissioner). Members are told and see it. **Download the result to print** gives a page to sign and keep.
- 10 After the days for complaints, **Make the result final.** Then, on the organisation's side, **Add the winners** to a committee: each takes the role of their position.

Who can do what: the people who manage your organisation set the election up and can always watch. Once the voter list is out, only the chief commissioner and the commissioners can move it on or decide anything. Certifying the result and making it final are the chief commissioner's. Without a commission, your organisation runs its own election.

Commissioners never stand as candidates, and vote only if you tick **The commissioners may vote**.

By hand: while the voter list is out the commission can decide about one member by hand, with a reason that is kept with the list.

Equal votes: when the chief commissioner decides, the count waits; the election page shows the candidates who are level and the chief chooses. The printed result says how it was decided.

A nomination fee: if you charge candidates a fee to stand, choose **Who pays the fee** and **When to give the fee back:** never; if they step down before being accepted, or are not accepted; or whenever they step down. A candidate owed money sees **Refund due**, and then **Refunded** once it is given back. Press **Give the fee back** : for a fee paid by hand choose where the money came out and the day it went back; a fee paid online goes back by itself. The refund is written in your books under **Refunds**, and **Refund note** gives a PDF for the candidate.

Proposing someone: members can propose another member for a position, with a short note of why. The nominee must accept first (**Accept the nomination**) before they stand. A proposal the nominee does not answer in time lapses.

Never in an election: a vote that can be changed, and a vote given to another member. Azonation switches both off.

Your own rules come first. Azonation is for your organisation's own elections under its own constitution. If a law says how you must hold them (some trade unions and co-operatives), follow that law.

Voting: a guide for everyone who takes part

A vote has several kinds of people in it, and each needs to know only their own part. These four short guides are also inside Azonation, under **How it works**, in every language.

If you vote (a member)

- 1 Open **My memberships**, your organisation, then **Votes**. You are also told when a vote opens.
- 2 Read what is asked. Take your time: the vote stays open until the time shown.
- 3 Choose your answer and press **Cast my vote**. You may also abstain. In an election you choose for each position, no more than it has seats.
- 4 If you are asked for a code, press **Send me a code** and type the code you receive by email or text message. If you are asked to sign in again, do so: you come straight back.
- 5 Write down your **receipt**. It is shown only once; press **I have written it down** to put it away.
- 6 When the vote closes, the result is shown in the same place. Type your receipt under it to check that your vote was counted.

Is my vote secret? In a secret vote, yes: nobody can see what you chose. Azonation keeps who voted apart from what was voted. Your receipt shows that your vote was counted, never what it was.

"You cannot vote in this one": the reason is written beside it (for example your fee is not paid up). If you think it is wrong, tell your organisation; in an election you can ask the commission to look again, right there.

Try how voting works, at any time. At the top of **Votes** press **Try a vote** or **Try an election**. Azonation makes a demo that **only you** see, with pretend members: nobody else is told, and nothing counts. Choose your answer, press **Cast my vote** and write down your receipt. Then press **Let the others vote and show the result**, and type your receipt under the result to see that your

vote was counted. **Try an election** takes you through it step by step: first the voter list (you are on it, and can try asking the commission to look again), then **Go on to nominations**, where pretend candidates have come forward and you can stand for a position yourself, then **Go on to the ballot**. Press **Remove this demo** when you are done; one left lying is removed by itself after a day.

A yellow "**Practice**" label means your organisation is trying the system. Join in to see how it works; your answer counts for nothing.

If you want to stand in an election (a candidate)

- 1 When nominations open you are told. Open the election under **Votes**.
- 2 Under **Stand for a position** choose the position and write a few words about yourself. Every member reads them with your name.
- 3 If the election asks for it, two other members who may vote must **Propose** and **Second** you in the app before nominations close. Ask them.
- 4 The election commission checks every candidate and tells you what it decided. If you are not accepted, the reason is shown.
- 5 You can **Withdraw** until the final list is announced.

You cannot stand if you sit on the election commission, or if the rules of the election (time as a member, fees, meetings attended) leave you out. Azonation tells you which.

If you are on the election commission

- 1 You are told by email. Sign in to Azonation with **that email address** (make an account with it if you have none) and open **My elections**, or the link in the email. You need not be a member of the organisation.
- 2 The page shows the nine steps and one button for the next one. Read what a step does before you press: none can be taken back.
- 3 **Voter list:** answer every member who asks you to look again (uphold it, and they are put on the list). You can also decide about one member by hand, with a reason.
- 4 **Candidates:** beside each one Azonation shows whether they pass the rules and have their supporters. Accept or reject; a rejection must say why.
- 5 **Final list, then the ballot.** While members vote you see only how many have voted.
- 6 **Count:** you see it first. Equal votes for the last seat are drawn by lot, or the chief commissioner chooses, as the rules say.

- 7 **The chief commissioner** certifies and announces the result, answers complaints, and makes the result final. Download the result, print it and sign it.

Chief, commissioner, observer: the chief and the commissioners run the election; only the chief certifies and makes final; an observer watches and changes nothing.

If you hold the vote (an organiser)

- 1 Write the vote: what is asked, when it opens and closes, and who may vote.
- 2 **Try it first** with a practice copy, and vote in it yourself.
- 3 Check **Who may vote**. It shows why anyone is left out.
- 4 Open the vote. The list is then fixed and the members are told.
- 5 While it is open you see how many have voted, never how it stands. Remind those who have not voted.
- 6 When it closes it is counted once. The result is kept and cannot be changed.

Tell your members beforehand what will be voted on, when, and who may vote, the way your own rules ask. Azonation sends the notices; the decision to hold a vote is yours.

Directory

Members often do not know who else is in their own organisation: who is a plumber, who lives nearby, who sits on which committee. The Directory lets members find each other, and each other's businesses, while every member stays in charge of what is shown about them.

For your organisation

- 1 Open **Directory** in your organisation's menu. **Members** shows everyone who is a member today. A former member is gone from the directory at once.
 - 2 **Take someone out:** tap **Take out** beside a member, for a child or for someone who must not be found. **Put back** undoes it.
 - 3 **Businesses:** when a member lists a business or profession, it waits here. Tap **Yes, add it**, or **No** with a word to the member.
 - 4 **Settings:** switch the list of members or the businesses on and off, choose whether you look at each business first, and write a word for the top of the directory.
 - 5 **Anyone can read the businesses:** tick it and you get a link to share. It shows only the businesses, never your members, and only those whose member agreed.
 - 6 **On your own website too:** once the businesses are open to everyone, open **Website** and tick **Businesses of your members**. Your website then shows the first few, with a link to all of them.
- With branches:** choose a branch above the list to see its members only.

- 8 **Members writing to each other is off** unless you switch it on: under **Settings** tick **Members can write to each other through Azonation**. It is your organisation's own choice. With it on, a member can report a message to you, block a writer, or say no to messages.

Reported: when a member reports a message another member wrote to them, it shows under **Reported**, with what was written and the member's note. You see only messages that were reported, never the others. Tap **Dealt with** when you have looked at it, or **Take the writer out of the directory**.

The report: under **Reports, The directory** shows how many members are in it, how many show more than their name, the businesses, and how many messages members wrote to each other. Never what they wrote.

What members see of each other: name, photo, kind of membership and committee roles. Anything more is only what that member typed. You cannot fill it in for them.

Nobody can download the list. Members read it a page at a time and search it; there is no export for members.

For a member

- 1 Open **My memberships**, your organisation, and the tab **Directory**.
- 2 **Members:** search by name, what someone does, town or role.
- 3 **Businesses:** search, or choose a kind of business. Look for **For members:** an offer for fellow members.
- 4 **My entry:** type what you want to show (what you do, about you, an email, a phone, your town, a link). A box left empty is not shown. Tick **Take me out of the directory** and nobody finds you.
- 5 **Your businesses:** tap **List a business**. If your organisation looks at it first, you are told when it is in the directory. Up to three. Tap **Add a picture** for a logo or a photo.
- 6 **Write to a member** (only when your organisation switched this on): tap **Write** beside their name. They get your message in Azonation and by email, with your name; neither of you sees the other's email address. Do not want this? Under **My entry** untick **Other members may write to me through Azonation**.
- 7 **Find a business near you:** tap **Near me** and allow your browser to say where you are; choose how far to look. The nearest come first, with how far away each is. Where you are is used for that search only and is not kept. You can also choose a **Town**, and tap **Show on a map**.
- 8 **Messages:** everything you and another member wrote to each other is under **Messages**; open a name to read it and to answer. Under a message someone wrote to you, tap **Report** to tell your organisation about it. Tap **Block** and that person's messages no longer reach you; they are not told.

Near me finds nothing? A business is found near you when its address has a UK postcode, or when Azonation has a map service. Ask the member to add the postcode to the address.

Be found by the public (free, for every organisation)

- 1 Open **Settings** of your organisation and tap **Be found by the public**.
- 2 Tick **Show our organisation in the public list**, write a sentence or two about it, and choose up to four things it is about.
- 3 Anyone can then find it at **/organisations** (there is a link **Find an organisation** at the foot of Azonation's public pages), by name, town, country and kind. The list shows your name, logo, kind, country and town; nothing about your members.

Follow an organisation, and what is on (free)

- 1 **For anyone:** at the foot of Azonation's public pages, **Find an organisation** lists the organisations that chose to be found, and **What is on** lists their coming public events.
- 2 **Follow:** sign in and tap **Follow** beside an organisation. It then shows under **Following** in your own menu, with its coming public events. Once a day you are told when it has a new one. Tap **Stop following** at any time.
- 3 **For your organisation:** an event shows there when your organisation is in the public list and you ticked **Show on our website** for that event. Under **Settings, Be found by the public** you see how many people follow you, never who.

There is no public wall, no comments and no list of followers: only what your organisation chose to make public.

Community

Between meetings members want to ask each other something, plan a walk, or hear the news. The Community gives them groups to write in. Your organisation runs it: you decide who is in which group, and you can hide or remove what should not be there.

For your organisation

- 1 Open **Community** in your organisation's menu. It is **switched off** to start with. Tick that your organisation runs the community and looks after what its members write, and tap **Switch the community on**.
- 2 **Make a group:** tap **New group**. Say who is in it: **every member, the members of a committee, the members of a branch** (if you have branches), or **members you choose**. Say who starts posts: everyone in the group, or only the organisation (for announcements). You can switch comments off.
- 3 **Tell the members of something new:** choose for each group: never, when the organisation writes, or at every new post. It is a notice in Azonation, never an email, and a member can switch it off for

themselves.

- 4 **Open** a group to read it, to search in it, and to write in it as the organisation.
- 5 **Hide** a post or a comment and members no longer see its words. **Remove** takes it away. You cannot change what someone wrote, and neither can anyone else.
- 6 **Reported:** when a member reports something, it shows here. Choose **Leave it**, **Hide** or **Remove**. What three members report is hidden by itself until you have looked.
- 7 **Stop from writing:** a member can still read but not write, until you let them again.
- 8 **Settings:** how long posts are kept (3, 6, 12 or 24 months; older ones are deleted by themselves), your own rules for members, and words that hold a post back until you have looked.
- 9 **Every post waits for our yes:** tick this for a group, and a member's post shows to the others only when you tap **Approve**.
- 10 **Switch off:** one group (tick off "The group is on") or the whole community (Settings). Nothing is deleted; it is all back when you switch it on again.

How it is kept safe: only your current members, only in the groups you put them in, nothing public. Words only: no pictures, no files, no private messages. Everything you do here is in your activity log.

The report: under **Reports**, **The community** shows how much was written, reported, hidden and removed. Never what was written.

For a member

- 1 Open **My memberships**, your organisation, and the tab **Community**. It is there only when your organisation switched it on.
- 2 The first time, read how it works, tick **I have read this and agree** and tap **Start**.
- 3 Open a group. Write in the box and tap **Post**. Tap **Comment** under a post, or **Answer** under a comment.
- 4 **Delete** takes back what you wrote yourself. You cannot change it afterwards: delete it and write again.
- 5 **Report** tells your organisation about a post or comment that should not be there. The person who wrote it is not told who reported it.
- 6 **Search in this group** finds a word in posts and comments.
- 7 **Stop notices** at the top of a group, if you do not want to be told of what is new there. **Leave the group** takes it out of your list; you find it under **Groups you left** and can **Come back** at any time.

- 8 **Do not show me what they write**, under someone's post: only you stop seeing that member's words, and they are not told. Undo it under **Members whose words you do not see**.

"Only you see this until your organisation has looked at it"? In that group every post waits for the organisation's yes, or your post has a word your organisation asked to look at first.

Ideas board: hear what your members would change

At a meeting the same few people speak. The Ideas board lets every member say what they would change, lets the others show which ideas they like, and lets you answer once for everyone to read.

For a member

- 1 Open **My memberships**, your organisation, and the tab **Ideas**.
- 2 Tap **Share an idea**. Say it in a few words, tell a little more, and if you like what good it would do and what it might cost.
- 3 Tap the thumb beside an idea of someone else to **support** it. Tap again to take your support back.
- 4 When the organisation answers your idea you get a notice and an email. The answer is under the idea for everyone to read.

Once shared, an idea cannot be changed. While nobody has answered it you can **take it back**.

In a branch? Tick **Only for my branch** and only the members of your branch see the idea. Leave it unticked for an idea for the whole organisation. You see the ideas of your branch and of the whole organisation.

For your organisation

- 1 Open **Ideas board** in your organisation's menu. The ideas with the most support are at the top.
- 2 Tap **Answer**, choose **what becomes of it** (we are thinking about it, planned, done, not now) and write a few words. For **Not now**, say why.
- 3 Whoever shared the idea is told. When an idea is done or will not be done for now, everyone who supported it is told too.
- 4 **Start a project from it** opens a new project with the idea's words filled in. The idea then links to the project.

How the board works (the button at the top): close the board for a while; **look at each idea before members see it**; or hide whose idea it is.

Two ideas that say the same? Tap **Join to another idea** and choose the one to keep. The supporters of the first move over (whoever shared it too), it leaves the board, and whoever shared

it is told where it went. So the most wanted idea really stands at the top. The words of neither idea are changed. Joined by mistake? Choose **Joined to another idea** under **Show**, and tap **Undo the join** : the idea comes back with the supporters it had.

Take it off the board hides an idea from the members. What the member wrote is never changed, and you can put it back.

Members do not write to each other here. They share and support; only the organisation answers. That keeps the board friendly and easy to look after.

Member benefits: show what membership is worth

People pay a fee more gladly when they can see what they get for it. Member benefits lists it in one place: what your own organisation gives its members, and what shops and services near you offer them.

For your organisation

- 1 Open **Benefits** in your organisation's menu.
- 2 Tap **Ready ideas** to start from an example (guest passes, 10% off at a local café, hall hire at the member price and more), or **Add a benefit** to start from nothing.
- 3 Say **who gives it**: your organisation, or a partner such as a shop. For a partner, write its name. The partner needs no account with Azonation.
- 4 Choose **who it is for**: tick the kinds of membership, or tick none for every member. Leave **Only for members whose fee is paid** ticked if a member with an overdue fee should wait.
- 5 For something that runs out, tick **Count how often each member uses it** and write how many times a year (for example 2 guest passes).
- 6 Save. Members see it at once, unless you untick **Show it to members**.

A code for an online shop? Write it under **Code for an online offer**. Only members who may have the benefit see the code.

Writing down a use. On a benefit tap **Write down a use** , find the member and tap **Used today** . For a counted benefit the list shows how many each member has left, and nobody can go over. A mistake? Tap **Take back**.

Tell your members. On the form tick **Tell members about it now**. Every member who may have the benefit gets a notice and an email, once. Members who may not have it are not told.

Your best offer first. Use the arrows beside a benefit to move it up or down. Members see the same order.

Let members write down their own use. Tick **Members can write down their own use** on a benefit and members get the button **I used it today**. A counted benefit still stops at its number; one that is not counted can be written down once a day. In **Who used it** you see which uses a member wrote down, and you can take one back. Leave it unticked for anything worth money, such as guest passes, if you would rather keep count yourself.

Show visitors what joining gives. Tick **Show on our website** on a benefit and it appears on your website under **What members get**, with the Join us button below. Visitors see the title, the one line and the partner's name. They never see the code or how to get it. Ask a partner first if they are happy to be named in public. To hide the whole section, untick **Member benefits you marked for the website** under **Website**.

On your own website or program. With **API access**, a key that may read **Member benefits** gets the benefits on offer today. It never gets the codes or who used a benefit.

Which benefits are really used? Open **Reports**, then **Member benefits**: the most used first, the counted ones nobody used, and the ones that end soon.

Asking a shop for an offer. Tell them how many members you have and that you will show their offer to every member. Most small shops say yes to 10%. Give the offer a last day and look at the report before you ask again.

For a member

- 1 Open **My memberships**, your organisation, and the tab **Benefits**. Your own benefits are at the top.
- 2 At a shop or café, tap **Show my code** and let them scan it. They see that you are a member. They do not see your name.
- 3 For an online offer, tap **Copy** beside your code and paste it when you pay.
- 4 If you see **I used it today** under a benefit, tap it after you used it. Your organisation keeps count this way. Tapped by mistake? Ask your organisation to take it back.

A benefit that is not yours yet is shown too, with the reason: it is for another kind of membership, or your fee is overdue.

For a partner (a shop, a café)

- 1 Point your phone's camera at the member's code and open the link.
- 2 The page says **A member** of the organisation, or **Not a current member**. Nothing else is shown, and you need no account.

Azonation benefits: offers for everyone with an account

These offers are yours because you have an Azonation account. They have nothing to do with which organisation you belong to. Azonation chooses and checks each one.

- 1 Open **Azonation benefits** in your own menu. You see it when benefits are switched on in your country.
- 2 Tap **Get the offer** to open the business's page, or **Show the code** and then **Copy**.
- 3 Use the list at the top to see one kind only: food and drink, travel, learning and so on.

"Azonation may earn a commission"? For some offers the business pays Azonation a little when you use them. It costs you nothing extra, and we always say so beside the offer.

The offer is the business's own. You buy from the business, not from Azonation or your organisation. Please read its terms. We count how often an offer is opened; we never give a business your name.

No notices about new offers, please? Open **Notifications**, then the settings, and switch **Offers from Azonation benefits** off.

Offers by email or on WhatsApp? Only if you switch email or WhatsApp on for **Offers from Azonation benefits** yourself, and only where Azonation sends offers that way in your country. Both start switched off.

A code of your own. Some offers give each person their own code. It is yours: you get the same one each time you look. Please do not pass it on.

For a business that gives offers

- 1 Azonation lets one or more of your people in. Each needs an Azonation account of their own.
- 2 Open **Business offers** in your own menu and tap **Propose an offer**. Say what people get, give the link or a code, and choose the countries.
- 3 Azonation checks it. You get a notice when it is live, or the reason why not; then tap **Change and send again**.
- 4 Under each live offer you see how often its link was opened and its code looked at, and by how many people.

Colleagues. Under your offers, write the email address of a colleague's Azonation account and tap **Let them in**. Azonation sets how many people your business can have here.

A live offer cannot be changed by you; write to Azonation. You can **pause** it yourself at any time and show it again. You see numbers only: Azonation never gives the name of a person who used an offer.

New in October 2026: more about members, and smaller helps everywhere

A round of small improvements that organisations asked for most.

Members

- 1 Extra member details:** on the Members page, open **Extra member details** and add your own boxes, such as shirt size, school or dietary needs. Tick **On the join form** to ask them when people ask to join, and **Members can change it** to let members keep it up to date themselves.
- 2 Emergency contact and year of birth** are on the member form. The year is optional; the member page then shows the age, and the report **Members today** shows members by age group.
- 3 What a member agrees to:** on the member page, under **What they agree to**, record yes or no for email, text messages, photos and fundraising, and how it was given. Text messages go only to people who said yes; email news skips people who said no; a **No photos** badge shows on the member.
- 4 Membership types** can have a description, an age range and a most number of members. A full type cannot be chosen on the join form.

For a member: on your page of your organisation you can choose whether it may see the phone number and address from your profile (off at first), give your emergency contact, change what you agree to, and keep your extra details up to date.

Meetings and events

- 1 Repeat:** when you schedule a meeting or an event, choose every week, every two weeks or every month, and when it ends. When you change one later, choose **Only this one** or **This one and the ones after it**.
- 2 Waiting list:** when an event is full, people who say they are coming go on a waiting list. When a place frees up, the first person moves up by themselves and is told. On **Who is coming** you can also give someone a place by hand.
- 3 Action points:** in the minutes, write each action point with who does it and by when. Each one becomes a task for that member, and the minutes show when it is done. Members see the action points under the minutes too.
- 4 No photos:** on attendance and check-in lists, people who said no to photos have a **No photos** badge, and a line at the top says how many there are, so whoever takes pictures knows.
- 5 Cancelled by mistake?** When you restore a meeting or event of a series, choose **This one and the ones after it** to bring them all back at once.

Projects, assets, documents and messages

- 1 **Projects:** tasks have a priority and a start day, and a bar shows how many are done. Under Money, **Budget by category** splits the budget into lines (Venue, Food...) and shows what is left of each.
- 2 **Assets:** add the warranty and insurance end dates and the supplier; you are reminded before they run out. With a useful life, the asset page shows what it is worth now; when you dispose of it, write what it was sold for.
- 3 **Documents:** give a document a review date. The people who manage documents are reminded 30 days before and on the day.
- 4 **Messages:** a sent message shows how many members opened it in the app. Opening the email is not counted.

Who did what: pages now show who approved a booking or hours, who recorded a payment, who cancelled a receipt and who finished a task, with the date.

Simple finance and Professional accounting together

They are not two sets of books. Professional accounting adds invoices, bills, journals and statements to the very same books that Simple finance keeps, so everyone works on one set of figures.

- 1 Let volunteers who only record money in and out use **Finance**; give them a role with Finance only, so the accounting pages stay with the treasurer.
- 2 If you record money in or out under Finance and it matches an unpaid invoice or bill, Azonation asks whether it is that payment. Choose **Record it on the invoice**, so the money is not counted twice.

Choosing whether organisations may add you

By default an organisation can add you as a member straight away, and you are told. If you want more say, you can ask to be asked first.

- 1 Open **Your profile** and find **Privacy**.
- 2 Tick **Ask me before an organisation adds me**. From then on an organisation sends you an invitation, which you see on your home page and under **My memberships**. A few days before an invitation ends, Azonation reminds you once. Choose **Accept** or **Decline**. The organisation only sees "Declined", never why.
- 3 If you do not want an organisation to invite you again, tick that when you decline. You can undo it later on the same page.
- 4 Untick **Organisations can find me** if you do not want to appear when organisations search for people to add. You can still ask to join an organisation yourself.
- 5 To end a membership yourself, open the organisation under **My memberships** and choose **Leave this organisation**. Your record stays with them as a former member.

For organisations: when someone has asked to be asked first, adding them shows "Invitation sent" and the members page lists them under **Waiting for their answer**, where you can withdraw the invitation. An

invitation lasts 30 days.

Exports that look the part

Every list and report can be saved as a tidy file with your organisation's name and logo, ready to print or send.

- 1 Press **Export** on a list and choose: **Excel spreadsheet** (real numbers and dates, filter buttons, totals, ready to print), **Word document**, **PDF file** (the same on every computer, with page numbers), **CSV** (plain data for other programs) or **Print**.
- 2 Files carry your logo and name, the title and the filters you used, and at the foot who exported it and when. Lists with people's details say "Contains personal data, keep safe".
- 3 File names are clear, for example *riverside-community-club_members_2026-10-16.xlsx*.
- 4 **Download PDF** also on invoices and credit notes (Professional accounting), on Azonation's invoices to you, on minutes (Approved or Draft, who was there, decisions and action points) and on the annual report (a cover, contents with page numbers, each part you chose, an Assets part with what you own and what it is worth, and your pictures of the year). Azonation's receipts to you download as PDFs too, and invoices and receipts sent by email carry their PDF.
- 5 On a meeting, choose who **chairs** it (a member, or a guest by name); minutes show "Chaired by ...".
- 6 Wherever you choose a member (a chair, a task, a committee seat, a project lead, an asset holder, a sponsor...), type a few letters of their name or membership number and pick them from the list. When the thing belongs to a branch, the list offers members of that branch and the branches under it.
- 7 Add your logo under your organisation's settings so it appears on exports and receipts. Receipts, invoices and certificates are always clean; on the free plan other exports carry a small "Made with Azonation" line at the foot.

Never get locked out of your account

If you lose your email, you can still get back in. Set up more than one way now.

- 1 On **Your profile**, under **Email addresses**, press **Add an address** (up to 3) and confirm it with the code we send. One is your **Primary** address, the one we write to. You can log in with any confirmed address. A new address can reset your password, or become primary, after 7 days: this stops someone who got in for a moment from taking over.
- 2 On **Security**, the card **How you can get back in** shows what you have set up. Press **Make backup codes**, then print or save the 10 codes somewhere safe. On the forgotten-password page, **I have a backup code** lets you set a new password with one of them. Each works once.
- 3 Every address you have is told whenever an address is added, removed or made primary, or your password is reset.
- 4 Lost everything? Press **Can't get in?** on the login page and answer a few things only your account would know. Azonation's staff check it (they never see your password or the real answers). If they agree, there is a 3-day wait during which all your addresses can stop it with one tap; if you log in during that time, it is stopped automatically.

Deleted something by mistake? Undo and the bin

Nothing you delete is lost at once. Press Undo straight away, or put it back from the bin within 30 days.

- 1 After deleting an event, meeting, project, document, form, appeal, plan, asset, notice, message, album, story, vote, task, committee, shift, claim, newsletter or annual report, press **Undo** in the message at the bottom (8 seconds).
- 2 Later: open **Bin** in the menu, find it (search or choose a kind) and press **Put back**. You see only the kinds you may manage. After 30 days things in the bin are deleted for good, with their files.
- 3 Projects, documents, forms, appeals, plans and assets can also be **Archive**d: hidden from the lists but kept (tick **Show archived** to see them; **Unarchive** brings one back). Archived things cannot be changed, and still count in reports.
- 4 Money records the books need (money in and out, donations, Gift Aid, paid claims) are still deleted only with a question first, as before.
- 5 If you leave a form without saving, Azonation asks first. Long texts (minutes, messages, notices, stories, reports, newsletters, policies) are kept on your device while you write: if the page closes, it offers to bring your draft back.

Lists: choose many at once, search, and saved views

- 1 Tick the boxes on the left of a list (or the box at the top for the whole page). A bar appears at the bottom with what you can do with them: for members **Write to them**, **Change type**, **Move to a branch**, **End membership** and **Export the chosen**; approve or decline join requests and expense claims; record a payment for several renewals; mark form answers as paid; delete several notices (with one Undo). Up to 500 at once. On the longest lists (donations) what you tick stays ticked when you change page or sort, and **Choose all ... that match** picks every row of the search (up to 500). Changing the search or filters clears the choice, and says so.
- 2 Almost every list now has search, sorting, pages and "Showing 1–20 of 312". What you searched and filtered stays in the address, so Back keeps it and you can bookmark or share the link.
- 3 **Saved views**: give the filters you use often a name ("Overdue in North branch") and pick them later, on any device. They are yours only.

Finding things fast

- 1 Press **Search** at the top (or Ctrl+K, Cmd+K on a Mac) and type: members, events, meetings, documents, projects, assets, committees, forms, appeals, plans, tasks, notices, donors and pages, only what you may open. It also finds words inside documents (PDF, Word, PowerPoint, Excel, text) and shows the lines around them. Members who don't manage anything can search too: meetings, events, documents shared with them, notices, forms, votes, committees, projects, their own tasks and receipts, in all their organisations (shown under **Your memberships**).
- 2 Press the star next to a project, document, committee, event, member, appeal, plan or asset (or a menu item) to pin it. Pinned and recently opened things show first in the search and on the overview.
- 3 **Help** under a page title opens the matching part of this guide. Press **?** to see the keyboard shortcuts: / to search the list, Ctrl+S to save, Ctrl+K to search everything.

History, notes, copies, templates and tags

- 1 **History** at the bottom of an event, meeting, project, asset, document, claim, appeal, policy, committee, plan, form, approval, vote, notice or newsletter shows who changed what, and when. The **Activity** page can now be filtered by kind of record, and each line opens its record.
- 2 **Notes** on projects, events, meetings, tasks, claims, approvals, assets, donors and appeals are for the committee (on a task, also the member it is given to). Adding, changing or deleting a note shows in the record's History, without its words. Type @ to mention someone: they are told, and only people who may open the record can be mentioned.
- 3 **Make another like this** copies an event, meeting (the agenda, not the minutes), project (tasks as not done, no money), notice, appeal (no money), membership type or asset (with the next code); a message has **Send again**. The copy opens for you to change, then save.
- 4 On events, projects, messages, meetings, notices, appeals, volunteer shifts and membership types, **Save as template** keeps the words and settings for next time (never people, dates, files or money); **Start from a template** fills a new form.
- 5 **Print** (or save as PDF from the print window) and **Copy link** are at the top of the main record pages. A copied link still needs signing in.
- 6 **Tags**: put coloured labels on members, events, meetings, projects, documents and donors; they show on each row of the lists, you can filter by them, and tag many at once from the selection bar. A new repeating meeting can get its tags on every date. Manage them under **Tags** (rename, join two, delete). Tags on members are seen only by people who manage members, never by the member.

A page for each member

Everything about one member in one place, with private notes for the committee.

- 1 In **Members**, tap a member to open their page: Overview, Payments, Taking part, Committees and roles, Tasks, Certificates, History and Committee notes (each shown only when you have that part and may see it).
- 2 **Committee notes** are seen only by people who manage members, never by the member in Azonation, but they are part of the data the member can ask for.
- 3 **Possible duplicates** (Members, also offered after an import) finds records that may be the same person. Choose **Merge...**, pick which record stays, and everything moves to it. Two people with their own accounts are never merged. Fundraising has the same for donors.

Email summary, notifications and the calendar

- 1 In **Notification settings**, choose an **Email summary**. **Monthly** (on the 1st) is the usual; weekly (and daily) are offered only when Azonation has turned them on for your organisation. It lists what is new and what is coming, and is not sent when there is nothing to say. Every email has a link to stop it. Azonation's staff manage the summary for everyone on the staff page **Email summary**.
- 2 **Notifications** are grouped by day; filter by organisation or kind, mark one as unread, delete one, or delete all read.

- 3 The **Calendar** has Month, Week, Day and List views and remembers your choice. **Add to my calendar** is on meetings, shifts, bookings, work days and public events.
- 4 Members can download a receipt as a PDF, or all their receipts of a year in one file, and search their long lists.
- 5 In Finance, money in or out can **Repeat this** every month, quarter or year; in Professional accounting an issued invoice can repeat (as a draft or issued straight away). A new one is made on its day, never for days already past.
- 6 You can change or delete your own comments on tasks; an Admin can delete any.

Diversity and equality: the gender question

See how many women take part in your organisation, on the committee and as volunteers, without anyone's answer being shown. The question is always optional.

- 1 Everyone may answer **Gender (optional)** when they sign up or later on **Your profile** (About you): Woman, Man, Non-binary, I describe it myself, or Prefer not to say.
- 2 Organisations see totals only. A person may tick **Show my gender to** an organisation on its page under My memberships; it is off to begin with.
- 3 For a member without an account, the Admin may fill it in on the member form (or in a file you import), only if the member told you.
- 4 Open **Reports** → **Diversity and equality**: members, committee members and officers, new members, who came to meetings and events, volunteers and their hours, election candidates and those elected, year by year and by branch. A number under 5 shows as "fewer than 5", and a second number is hidden when it could be worked out.
- 5 In **Planning**, a goal can be counted by Azonation: "share of women on the committee" or "among members". In the annual report you can switch on a Diversity and equality part.

People who take part without being members (helpers who aren't members, guests at meetings, events and work days) are shown on their own in every report, never in a member figure and never in your member count. In the diversity report a helper's gender is known only when they have an Azonation account and answered; guests are not asked, so only how many came is shown.

AI helper: a first draft from your notes

After a meeting someone has a page of rough notes and no evening free to write them up. The AI helper turns the notes into a first draft. You read it, change what is wrong, and save it. It never sends or publishes anything by itself.

For your organisation

- 1 Open **AI helper** in your organisation's menu.
- 2 Under **What you use it for**, tick what the helper may draft: the minutes of a meeting, the text of an event, the report after an event, the text of a project, the report after a project. Nothing is ticked to

begin with. Tap **Save** .

- 3 On those pages the people who may write there now see the button **Draft with AI** .
- 4 The same page shows how many drafts you used this month, who used them and for what.

Writing with it

- 1 Open the form (for example **Write the minutes**) and tap **Draft with AI** .
- 2 Type your notes. Key words, names and numbers are enough: *fair 4 July, Tom books the hall, roof quote too high, ask two more builders.*
- 3 Tap **Write the draft** , read what comes back, and tap **Use this draft** to put it into the form. **Try again** lets you add to your notes first.
- 4 Change what needs changing, then save the form as always.

Always read the draft. The helper can get things wrong. Check names, numbers and dates before you save.

What is sent? Your notes and a few facts from the page (such as the name and agenda of the meeting) go to an AI service that works for Azonation. Members' contact details, payments and votes are never sent, and Azonation does not keep the notes or the draft.

"All drafts for this month are used"? Each organisation has a number of drafts a month. It starts again on the first of the month. A draft that could not be written does not count.

A notice in another language. Tick **Translating a notice** on the AI helper page. On the form of a notice, write the title and the text, tap **Translate with AI** and choose the language. Read the translation, then tap **Add below the notice** (both languages in one notice) or **Put in its place** . Names, numbers, dates and web addresses stay as you wrote them.

The draft comes in your language. It is written in the language you use Azonation in.

A short summary of a document

A long policy or contract, read in a minute. The AI helper writes a summary and the main points; you read it, and copy it or put it in the description.

- 1 On **AI helper**, tick **Summarising a document**.
- 2 Open a document with a file and press **Summarise with AI** . When you are changing the document, **Put in the description** fills its description; press Save to keep it.
- 3 Azonation reads PDF, Word, PowerPoint, Excel (also the old .doc, .ppt and .xls), text and CSV files. With a very long file only the beginning is read, and it says so.

- 4 A scanned page or a photo: the AI service reads the pages itself (with Claude and ChatGPT; Gemini reads photos only). It costs more, so it counts as one AI use for every 5 pages, and the window tells you how many before you press the button. Up to 20 pages.
- 5 You may also tick **Members may summarise shared documents**: members then see **Summarise with AI** on documents shared with them (5 a day each, counted in your monthly number). Off to begin with.

Members ask, the AI helper answers

Members ask everyday questions ("When is the AGM?", "How do I pay my fee?") and get an answer at once, only from what your organisation has shared with them. When it does not know, it says so and the question can go to the committee.

- 1 On **AI helper**, under **Members' questions**, tick **Members can ask questions**. Add your own **Questions and answers** there too: the helper uses them first.
- 2 Members see a tab **Ask a question** in your organisation. It answers from your notices, coming meetings and events, membership types and fees, documents shared with members, your contact details and your questions and answers. Never from other members' details.
- 3 Each answer says it was written by AI and can be wrong. If it does not know, the member can press **Ask the committee**; the Admins are told and answer from the AI helper page.
- 4 The list **What members asked** on that page shows their questions (without names, unless they asked the committee), so you can add the missing answers: **Add to questions and answers** fills in the question (and your reply, if you answered). A member can ask 10 questions a day, and answers count in your monthly AI number. Questions are kept for 12 months.

Add your members from a list

You already have your members in a spreadsheet. Typing them in one by one would take an evening. Azonation reads the file and adds them all at once.

- 1 Open **Members** and tap **Add from a list**.
- 2 Your file needs one member per line and headings in the first line. Only the **first name** is needed. Tap **Download an example** to see the headings: First name, Last name, Email, Phone, Address, Membership number, Membership type, Branch, Joined on, Fee paid until, Amount paid, Left on, Birthday, Notes. The headings may be written in any of Azonation's ten languages.
- 3 Tap **Choose a file** (Excel or CSV). You see every line as Azonation understood it. Nothing is added yet.
- 4 Lines with something wrong are marked in red, with the reason. Correct the file and choose it again, or tap **Leave these lines out and go on**.
- 5 Tap **Bring in the list**.

Nobody is emailed. The members are added to your list, as if you had typed them. Each can connect their own account later.

Who has paid? Add a column **Fee paid until** with the day each member's fee runs to (31/12/2026). After the import the **Renewals** page shows at once who is paid up, due soon or overdue. No money is written into your books and no receipt is made: that money is in your earlier accounts. If you had not set up renewals yet, a yearly renewal is set up for you; change it under Renewal settings. Only someone who may record fees can bring them in.

"Already in your members list"? A line with the email or the membership number of someone who is a member already is not added twice. Tick **Change the members who are in your list already** and such a line brings that member up to date instead: only the cells you filled in change something, an empty cell leaves things as they are. A member with an Azonation account keeps their own name and contact details.

What was paid. Beside **Fee paid until** you can add a column **Amount paid**. It is kept with the member's standing; it still does not go into your books.

Branches. If you use branches, a column **Branch** with the branch's name puts each member in their home branch.

People who have left. A column **Left on** with the day they left brings them in as former members. They take no room in your plan. To end the membership of someone who is in your list, open that member: a list cannot do it.

Families. A member's family is theirs to tell: each member adds it in their own account and chooses what your organisation sees. So a list cannot bring families in. For a family that joins together, use a membership type such as Family.

Membership types are matched by their name. Add your types first (Members, then Membership types), or leave that column empty.

A birthday is kept as day and month only (15/06). If your file has the whole date, the year is dropped.

A long list? Up to 500 members at once. If your plan has no room for all of them, the page says how many fit.

Who needs a friendly word: members who are drifting away

Members rarely say they are leaving. They stop coming, then they stop paying. This report finds them early from what you already record, so someone can pick up the phone while it still helps. It uses plain counting, not AI, and nothing leaves Azonation.

- 1 Open **Members** and tap **Who needs a friendly word?** above the list. It is also on the **Reports** page under Members.

- 2 **Stopped coming:** members who came at least twice in the past year and have not been seen for three months, with the last day they came.
- 3 **Never came:** members for more than three months who were never marked as there.
- 4 **Fees to ask for:** fees overdue or due soon, with how often the member came lately. **Gone quiet and fee not paid** counts the members most likely to leave.
- 5 **The last meetings:** how many came, and how many usually come.

Will the next meeting reach its quorum? When the next meeting has a quorum, the report compares it with how many usually come and tells you if that is too few, so you can remind people in good time.

On your first page. When members have gone quiet or fees need asking for, your organisation's first page shows a line with the numbers. Tap it to open this report.

"Came" means marked as there at a meeting, an event or a project's work day. If you do not take attendance, the report says so and only shows the fees.

It is a hint, not a verdict. Someone may be ill or away. Use it to ask how they are, not to tell them off.

API access: your own programs read your data

Your website shows the next events, a spreadsheet adds up the month, a screen in the hall lists what is on. Without this, someone copies it all by hand. With API access each of those programs gets a key of its own and reads what you allow, and nothing more.

- 1 Open **API access** in your organisation's menu and tap **New key**.
- 2 Say **what it is for** (such as "The website") and tick **what it may read**. Under each tick the page says what is given out and what is kept back.
- 3 If you have branches, choose **the whole organisation** or **one branch**. Choose **how long it works:** until you switch it off, 90 days, or one year.
- 4 Tap **Make the key**. **Copy the key now** and give it to the person who looks after that program. It is shown only this once.
- 5 The page shows when each key was last used and how often. **Switch off** stops a key at once.

A key reads. Nothing can be changed or deleted with it.

Forms on your own website (sending in): a key can also be allowed to **send in** three things, each of which waits for a person: **requests to join** (from a "Join us" form; each waits until you approve it, as with your join link), **messages** (from a "Contact us" form; they arrive with your website

messages), and **newsletter sign-ups** (the person must confirm by email first). You tick these apart under **What may it send in?**; a key never sends anything in unless you ticked it. Each key may send in at most 10 a minute and 500 a day, and everything sent in is written into your activity log.

Before you put such a form on your website: tell people on the form where their details go, and let them agree. The program must send that they agreed (consent), or the request is refused. Requests to join are taken only while your join link is open, and newsletter sign-ups only while sign-up is open.

What a key can be allowed to read: about us, members, committees, branches, the members' directory, meetings, events, the noticeboard, tasks, projects, planning, money, invoices and bills, assets, the media library, newsletters, certificates, annual reports, and the figures of your reports. Also, as numbers only and without any names: the calendar (everything with a day in one list), the kinds of membership and their fees, how many came to each meeting, how many come to each event and how many places are left, the shifts that still need helpers, what each appeal has raised, the results of votes that are closed, and your policies in force. You only see the ones your organisation has.

A key for one branch reads that branch and what is under it, and nothing else. It cannot be given things that belong to the whole organisation, such as About us or the report figures.

A key that runs out stops by itself on its day, so a forgotten key does not work for ever. The admins get a notice and an email a week before: make a new key and put it into the program in time.

What is never given out: notes about a member, birthdays and home addresses; the link and the code of an online meeting; anything of a member whose details were erased; events, projects and plans you have not published; the note on a task; what an asset is worth and who holds it; who subscribes to a newsletter; the pictures of an album; the tables of a report that name people; drafts of invoices and a customer's address.

For the person who connects the program: the bottom of the page shows the address, an example, what can be asked for, and the limits (60 requests a minute for each key, up to 100 rows a page).

Treat a key like a password. A key that reads members gives out personal details: give it only to a program you trust, and say so in your privacy notice. If a key may have got into the wrong hands, switch it off and make a new one. A key that was switched off cannot be switched on again.

Approvals

Accounts, minutes, a policy or a big purchase often need the agreement of several people. Chasing each of them by phone and email takes days, and afterwards nobody is sure who said yes. Approvals sends the paper to the people who must agree, lets each answer on their phone, and keeps the record.

For your organisation

- 1 Open **Approvals** in your organisation's menu and tap **New request**.
- 2 Write **what is to be approved** and the words people agree to.
- 3 **How they agree:** with a tap, or by typing their name.
- 4 **What it takes:** everyone must agree (one "no" ends it), or more than half.
- 5 **Who is asked when:** everyone at once, or one after the other in the order you set.
- 6 Choose **who must agree** and, if you like, a last day to answer. Tap **Save the draft**.
- 7 On the draft's page, add the **papers** to read, then tap **Send for approval**. **From then on nothing in it can be changed.**
- 8 Watch the answers come in. **Remind them** writes to those who have not answered. **Take it back** cancels it.
- 9 **The record as a PDF** shows what was asked, who answered what and when.

Reminders go by themselves two days before the last day. A request that passes its last day undecided ends as "Ran out of time".

Straight from the minutes, a policy or an expense claim: open the minutes of a meeting, a policy or a claim and tap **Send for approval**. A new request opens with the name and the words filled in. You choose who must agree, save and send as usual. The request keeps a link back to the page it came from. The page itself is not changed by the answers.

The same request every year? On the page of a request tap **Keep as a template**. Next time, tap **New request** and choose it under **Start from a template**: the words, how people agree and who is asked are filled in, and you can change anything before you save. You can keep up to 30 templates. A template keeps no papers: add this year's papers after you save.

A report: under **Reports**, the report **Approvals** shows how many requests were sent in a period, how they ended, how many days a decision took, and what still waits for whom.

About typing a name: it records that this person, signed in to Azonation, agreed at that time. It is not the special kind of signature the law asks for on some papers (such as deeds). For those, ask your adviser.

For a member

- 1 You get a notice and an email. Open **My memberships**, your organisation, and the tab **To approve**.
- 2 Open the request and read the words and the papers.
- 3 Tap **I agree** (type your full name first if you are asked to), or **I do not agree** with a word why.
- 4 Your answer is given once and cannot be changed.

Help on every page

You never have to leave the page to find out what it is for.

- 1 Tap **Help** at the top of a page: a panel explains what the page is for and the steps, with related topics and a search. Still stuck? **Ask Azonation** is at the bottom.
- 2 A small ① beside a field or a number explains it in a sentence or two; on reports it says **How this is worked out**.
- 3 The first time you open a page, a slim line offers "See how it works". Turn these lines off under **Language and theme, Show tips for new pages**.

Where a meeting happens, and Azon Rooms

Each meeting can happen wherever suits it: in a hall, on Zoom, Google Meet or Microsoft Teams, in an Azon Room, or in a hall with people joining online too.

- 1 On the meeting form, choose **Where it happens**: in person, Zoom, Google Meet, Microsoft Teams, Azon Room, another online service, or in person and online.
- 2 Members tap **Join on Zoom** to join inside Azonation on a computer (on a phone the Zoom app opens). **Join on Google Meet** and **Join on Microsoft Teams** open their own window, because those services do not run inside other websites.
- 3 With the Azon Rooms add-on, choose **Azon Room**: members tap **Join the Azon Room** and meet right inside Azonation, with video, sound, screen sharing, chat and raise hand. Hosts can mute, remove, lock the room, use a waiting room, end it for everyone and open a quick vote. Guests join with a private link and their name.
- 4 Who joins a Room is marked present by itself (only where nobody has marked them yet); for Zoom, Meet and Teams the attendance page offers **Mark who joined online as present**.

Minutes: the Rooms add-on gives your organisation meeting minutes each month (each person in a room counts); the Plan page shows how many are used, and you can add a pack. A meeting that is running is never cut off.

More in a Room: hosts can **Record** (everyone sees that it is recording; recordings stay with the meeting and can be shared with members), allow **Captions**, and after the meeting **Draft the minutes with AI** from what was said: the draft waits for the secretary to check. For a

talk to many people, switch on **Webinar mode**: panellists speak, everyone else watches and asks questions. The **Space** and **3D** views are early tries: voices come from where people stand, and a headset can **Enter VR** .

Start your own Azon Rooms meeting

Anyone with an Azonation account who is 16 or over can host a video meeting of their own, free, with nothing to install. It does not need an organisation: the meeting is yours, and you can start it now or schedule it for later.

Start one now

- 1 Sign in and open **Azon Rooms** in your own menu (not an organisation's). The first time, confirm that you are 16 or over.
- 2 Tap **Start a meeting now** . Give it a name if you like; if you leave the name empty, your first name is shown.
- 3 Tap **Start the meeting** , and allow the camera and microphone when your browser asks.
- 4 Tap **Copy the link** and send it to the people you want to see. Anyone with the link can ask to join.

Schedule one for later

- 1 Tap **Schedule a meeting** . Choose the **Date**, the **Start time**, how long it lasts under **How long**, and your **Time zone**.
- 2 Under **Repeats**, choose every week, every month, or does not repeat.
- 3 Tap **Schedule meeting** . It is kept under **Coming up** on the same page.
- 4 To put it in your diary, open the meeting and tap **Add to calendar** . Choose a calendar file (.ics), **Google Calendar** or **Outlook**. The invitation has the time and the link.

Your personal link

- 1 Tap **Choose your link** and type a name of 3 to 30 letters, numbers or dashes, for example **jane-smith**.
- 2 Tap **Save link** . Your meetings then open at that address on azonrooms.com, for example azonrooms.com/jane-smith. You can change the name with **Change your link** .

Who can have one: a new personal link is part of Azon Rooms Plus. If you already have a link, you keep it on the free plan. Tap **Give up this link** to stop it; a meeting running on it then ends.

Passcode and waiting room

- 1 Open the meeting, tap **Edit** , and under **Passcode (optional)** type 4 to 32 characters. People type it before they join, and give it to the people you invite.

- 2 Switch on the **Waiting room** to let each person in yourself. People who arrive wait until you tap **Let in**, or **Say no**.
- 3 In the room you can also tap **Lock the room** so nobody else comes in, and **Mute everyone** when people talk over each other.
- 4 To leave people out, tap **Take out** beside a name. To finish for everyone, tap **End for everyone**.

Free limits: a meeting lasts up to 60 minutes, with up to 20 people in it, the host included. At 55 minutes everyone in the room sees a warning. You can start up to 10 meetings a day. A meeting that nobody has been in for 10 minutes ends by itself. A scheduled meeting can run for up to 8 hours. Azon Rooms Plus gives more (see Azon Rooms Plus, below).

Deleting a meeting stops its link for everyone and cannot be undone. Your meetings stay in **My meetings** until you delete them.

Join an Azon Rooms meeting as a guest

You do not need an Azonation account to join an Azon Rooms meeting. Open the code or the link you were sent, type your name, and come in.

- 1 Open the link you were sent. Or open azonrooms.com and type the **Meeting code or name**, for example k7m-q2p-x9t, or the name in a personal link.
- 2 If the meeting has a passcode, type the one the host gave you.
- 3 Type your name (at least 2 letters). You join as a guest, and the organisers see your name on their list of who came.
- 4 If the host has a waiting room, you see **Please wait, the host will let you in soon**. Keep the page open; you join by yourself when you are let in. If the host does not let you in, the page says so.

Already have an Azonation account? Tap **Sign in with Azonation** and you join as yourself, with your own name.

Webinars: when the host runs a webinar, you watch, and you can ask questions under **Questions** and vote for the ones you like.

Report an Azon Rooms meeting

If a meeting is abusive, a scam, or breaks the rules, tell Azonation. Only Azonation staff read reports, and you do not need an account to send one.

- 1 Open the meeting's page on azonrooms.com and find **Report this meeting**.
- 2 Choose the reason under **What is the problem?**: harassment, spam, sexual content, violence, hate or abuse, scam or fraud, or something else.
- 3 If you like, add more details under **More details (optional)**, then tap **Send report**.

What staff can do: end a meeting that breaks the rules, and stop an account from starting Azon Rooms meetings. Those decisions are made by Azonation, not by the host.

Azon Rooms Plus

Azon Rooms Plus is a personal plan for your own meetings. It gives longer meetings, more people, webinars, recordings with their words written down, and a personal link you choose. It is separate from the Azon Rooms add-on that an organisation buys.

What Plus adds

- 1 A meeting of up to **24 hours** (Free: 60 minutes), with up to **100 people** (Free: 20).
- 2 Up to **50 new meetings a day** (Free: 10), and scheduled meetings of up to 24 hours (Free: 8 hours).
- 3 **Webinars** for up to 300 people watching, with questions and answers. Guests can ask too.
- 4 **Recordings**, with their words written down, kept in **5 GB** of your own storage.
- 5 **AI summaries** of a recording's words: up to 20 a month, shown only to you.
- 6 A **personal link** of your own. Anyone who already has one keeps it.

How to get Plus

- 1 Open **Azon Rooms**, then **Get Azon Rooms Plus**. The plan page shows your country's price.
- 2 Choose **Get Plus monthly** or **Get Plus yearly**. A yearly plan is paid all at once.
- 3 An invoice appears. Tap **Pay now** and pay as the page shows.
- 4 If a merchant sells Plus to you (FastSpring or PayPro Global), their checkout opens. They add any tax for your country there. When you come back, Azonation opens your Plus payment page and checks again by itself until the payment is confirmed.
- 5 When it is paid you see **Thank you. Azon Rooms Plus is on.**

Invoices and stopping

- 1 Under **Invoices** you see each invoice, its period, and whether it is **Paid, Waiting for payment** or **Overdue**. Tap **Download PDF** to keep a copy.
- 2 To stop, tap **Cancel Plus**. Plus stays on until the period you paid for ends, then your plan goes back to Free. No new payments are asked.
- 3 Changed your mind before the period ends? Tap **Keep Plus**.

If an invoice is not paid in time, Plus ends and the plan goes back to Free.

Recordings and AI summaries

- 1 In a meeting you host, tap **Record**. Everyone in the room is told it is being recorded. Tap **Stop recording** to finish.
- 2 Find your recordings under **My recordings** on the **My meetings** page. Only you can see them.
- 3 To read what was said, tap **Show what was said**. If no words are written down yet, tap **Write down what was said**.
- 4 Tap **Summarise with AI** for a short summary. It is kept with the recording, and only you see it.

One at a time: if the same summary is asked for at the same moment, the second request is told it is being written. Try again in a minute.

Webinars

- 1 On a meeting you host, open **Webinar** and switch on **Webinar mode**. Only the hosts and the panellists speak; everyone else watches.
- 2 Choose up to 20 panellists. Set an **Audience limit** if you wish, and switch on **Questions and answers**.

Who is coming to a meeting

Knowing beforehand who will come lets you plan the room, see whether you will reach the quorum, and stop typing apologies by hand.

- 1 Members tap **I'll be there** or **I can't come** on the meeting, in the app or straight from the email (a short page asks them to confirm). "I can't come" can carry a reason. They can change their answer until the meeting starts.
- 2 On the meeting page you see, for example, **8 coming, 3 can't come, 14 no reply · quorum 10**. Tap **See replies** for the list; write down answers people gave you in person or by phone, and download the list.
- 3 Members who said they can't come appear under **Apologies** in the minutes by themselves, and are suggested as excused when you mark attendance. **Mark everyone who said they'd come as present** gives you a starting point.
- 4 Under **Messages, Reminders** choose when members who haven't replied get one reminder (2 days before at first), when you are warned if too few are coming for the quorum (3 days before), and your usual quorum.

Events too: the event reminder emails now have **Going, Maybe** and **Not going** buttons. A full event puts the member on the waiting list; a paid event takes them to the app to pay. When you tap **Tell the members** on an event, tick **Also email the invitation to members** to send it by email with the same buttons; the box shows how many members it reaches and how many emails are left this month. You can also tick it on the event form, under **Tell the members when it is**

published. A repeating event is told once, with all its dates (on a date's page, choose **All dates from this one on**). Members open **All dates of this event** to see every date and reply to each one, say how many adults and children are coming, add a note, and show their ticket. At a paid event the ticket comes once the fee is paid, unless you tick **Members may pay at the door** under the fee: then members keep their ticket, the door shows "To pay: £8.00", and **Paid at the door** writes the cash into your books. A member who answers Maybe can give a rough number, shown to you as "Maybe: 4 people". Later, **Send the invitation again to those who haven't replied**.

At the door: a scan shows "Said they'd come", "Said maybe", "Said they can't come" or "Didn't reply".

Secretary help from Azonation

Running the paperwork of a club takes time. Azonation's own secretaries can do it for you: from a distance, or in person where Azonation has an office near you. You stay in charge: they only work in your organisation while you allow it, and you see everything they do.

Remote secretary (an add-on)

- 1 Open **Secretary help** and tap **Ask for help**. Tick what you need (agendas and notices, minutes, the AGM, member records, letters, filing, event lists), add a note and a date, and link the meeting or event.
- 2 Azonation sends a price. Tap **Accept the price**: this is your written permission. The amount goes on your next monthly Azonation invoice.
- 3 Follow the job on its page: messages, time spent, and what the secretary did. When it is done, give a rating.
- 4 Need help every month? Choose a **Package of hours** instead; hours over the package are charged at its extra-hour rate.

In-person secretary (an add-on, where an Azonation office covers your area)

- 1 **Assistant secretary**, for one occasion: someone comes to take attendance and minutes, run the AGM sign-in desk, count paper votes, run an event's check-in desk, deliver papers or put up notices. Give the place, the day and times, and who to ask for on the day. The price is the hours plus travel, worked out from the distance to your place. You are told when they arrive and when they finish.
- 2 **Executive secretary**, every month: a paid secretary who runs your administration. Accept the proposed terms (start day, monthly fee, notice period, office services such as a desk, a postal address or post scanned for you), then add your committee's written authority. Choose what they may do; money over the limit you set waits for your yes or your treasurer's. They show to members as "Executive Secretary (Azonation)" and do not vote. Each month they send the committee a report, and scanned post appears on the contract page.

Your control: Azonation's staff can never open your organisation without an accepted job or contract. Their access ends by itself when it ends, and **End access now** stops it at once.

Everything they do is in your activity log under their name.

Not offered in your area? The Modules page says "Not in your area yet". Remote help works everywhere.

Text messages (SMS)

Not every member reads email or opens the app. A short text message reaches the phone in their pocket. Because each one costs money and people are careful about their phone number, Azonation sends them only where it must, and only to members who asked for them.

For your organisation

- 1 Write the member's phone number **with its country code** on their page, such as +880 1712 345678.
- 2 When you write a message to your members (**Messages, New message**), tick **Also send as a text message (SMS)**. The page shows how many members it will reach and how many text messages you have left this month.
- 3 The text message is one short line: your organisation's name and the subject. The whole message is in the email and in Azonation.

Who gets one: only members who switched text messages on for your organisation themselves. You cannot switch it on for them: it is their phone and their choice.

The tick is not shown? Text messages are not offered to your organisation yet, or not for your country.

What counts: every text message your organisation causes in a month, the codes to vote as well. A long subject can count as two.

How many you have, and how to get more: open **Plan**. The line **Text messages (SMS) this month** shows how many you have used and how many your plan gives. Need more? Under **Add-ons** tap **Add** beside the pack of text messages. It counts at once, on every plan, the free one too. You can take several packs, and give one back from the first day of next month.

Need more only once, for an election or a big event? Under **Add-ons** tap **Buy** beside **text messages (SMS), bought once**. You pay once, not every month. You can use them at once, and for 12 months; the page shows how many are left and the day to use them by. Your month's own text messages are used first. An invoice for them is made straight away (see **Invoices**). While such invoices are still to pay you can buy a few, then the page asks you to pay first.

The same for emails and WhatsApp messages. On a paid plan you can also **Buy** emails or WhatsApp messages once, for the month you write to everyone. And the admins are told in the

same way when the month's emails or WhatsApp messages are running low, and when none are left.

"Waiting for payment"? Some things bought once count only when their invoice is paid. After you tap **Buy** the invoice opens, and the Plan page shows, for example, **500 waiting for payment** with **Pay the invoice**. As soon as the invoice is paid they are yours.

You are told in time. When most of the month's text messages are used, the admins get a notice and an email: "Text messages are running low". When none are left: "No text messages left this month". Each comes once a month at most. Until you add more, or the next month starts, no text messages go out; email and notices in Azonation go on as usual.

For a member

- 1 Open **My memberships** and your organisation.
- 2 Under **Text messages** tick **Send me text messages (SMS) from this organisation**. It shows the last four digits of the phone number your organisation has for you.
- 3 Untick it at any time to stop them.

The wrong phone? Ask your organisation to correct your number.

A code to vote can come by text message even without this tick: it is something you asked for yourself, at that moment, by pressing "Send me a code".

Log in, and the ways to get back in

You log in with your email and password, or faster with a passkey or an account you already have. If a step goes wrong, there is always a way back in.

- 1 On the log-in page type your **Email** and **Password** and tap **Log in**. Tick **Remember me** on your own phone or computer.
- 2 Faster: tap **Log in with a passkey** (fingerprint, face or PIN), or **Continue with** Google, Microsoft or Apple. Azonation shows "Signing you in..." and brings you back to your home.
- 3 Two-step verification on? After the password, open your authenticator app and type the 6-digit code, then tap **Continue**. Lost the phone? Tap **Use a recovery code instead** and type one of the codes you saved; each works once.
- 4 Forgot the password? Tap **Forgot password?**: Azonation emails a 6-digit code that works for 10 minutes. Type it, choose a new password and tap **Save password**. No email? Check the spam folder, or tap **Send a new code**.

Lost everything? Tap **Can't get in?** under the log-in form and ask Azonation for help. If an email says that someone asked to move your account and it was not you, open its link and tap

Stop it, it was not me : nothing about your account changes.

Ask to join an organisation from its link

An organisation can give you a link or a QR code. You fill in a short form; nobody becomes a member until the organisation says yes.

- 1 Open the link, or scan the QR code on the poster. The page says **Join** and the organisation's name, often with a few words from it.
- 2 Type your **First name** and **Email**, and your phone if you wish. Some organisations also ask for an address, a date of birth, the **Kind of membership** you want, or a question or two of their own.
- 3 Under **What you agree to** tick what you are happy with, such as email, text messages or photos. All of it is optional, and you can change it later.
- 4 Tick the line that the organisation may keep your details to answer you, then tap **Send my request** . You get an email at once that it arrived, and the organisation answers you by email.

You do not need an Azonation account to ask. If the page says "This join link is not open", ask the organisation for its current link.

Give to a campaign from its page

A fundraising page is open to anyone with its link. You choose an amount, give your details and pay on the page of the payment service.

- 1 The page shows the campaign, how much has been raised and, often, the latest donations. If it offers **Every month** as well as **Once**, choose which.
- 2 Under **Choose an amount** tap one of the amounts, or **Another amount**. Give your name and the email address the receipt goes to, and a message if you like. Tick **Do not show my name on this page** to give quietly.
- 3 A UK taxpayer? Tick **Add Gift Aid: I am a UK taxpayer** and add your address and postcode. It costs you nothing: the tax office adds 25p to every £1 you give.
- 4 Tap **Give £20** (the amount you chose). You pay on the page of the payment service, and your receipt comes by email.

A regular gift comes with an email that holds a page of your own: there you can **Change the amount** or **Stop my regular gift** at any time. Want to raise money for the campaign yourself? Tap **Raise money for this yourself** and send your page; the organisation looks at it before it opens.

Answer a form, and pay a fee if there is one

Organisations send forms and surveys by link, or put them in your member area under Forms. Some forms carry a fee, such as a ticket or a course.

- 1 Open the link, or sign in, open **Forms** in your member area and tap the form.

- 2 Read the words at the top. If there is a fee, the page says **To pay: £12.00** before you begin. Answer the questions.
- 3 Tap **Send my answer**. The page thanks you; a form you may answer once says so if you come back.
- 4 A fee? Tap **Pay £12.00 now** to pay online. If the organisation does not take online payment, the page asks you to pay it directly, for example in cash or by bank.

As a member you can also pay later, from the same page. "This form is full" or "This form is not open" means the organisation has closed it: ask them.

After you pay online: the page that comes back

When you pay an organisation online from Azonation, the payment service sends you back to a page that says plainly what happened.

- 1 **Thank you, your payment has arrived:** it is written down. Signed in as a member, tap **See your receipts** or **Go back**; as a visitor you can simply close the page.
- 2 **Waiting for the payment service:** Azonation has not heard yet that the money arrived. Wait a moment and tap **Check again**.
- 3 **The payment was not completed:** nothing was written down as paid. Go back and try again.

On a server that is only trying things out, a yellow **Test payment page** appears instead of the real payment service, with **Pay** and **Let it fail**. No money moves there.

Help on a shift from the link in your email

An organisation can open a volunteering shift to anyone with its link. You put your name down without an account, and get a page of your own for that shift.

- 1 Open the link: the page shows the shift, its day, time and place, and how many places are left.
- 2 Type your name and email address, your phone if you like, and anything the organisers should know. Tick what you can help with and when you are usually free, if the page asks.
- 3 Tap **Put my name down**. When the shift is full, tap **Join the waiting list** instead: if someone drops out, the person who has waited longest moves up and is told.
- 4 The email you get holds a link to **Your name on this shift**. There you see **Your pass for the door**: a code the organiser scans when you arrive. On the day tap **I am here**; tap **Take my name off** if you cannot come after all.

The organisation keeps your name and email address only to plan this shift.

Find organisations and what is on, and follow them

Azonation keeps a public list of clubs, associations and charities that chose to be found, and of their public events. Anyone can search it; a signed-in person can follow an organisation.

- 1 Open **Find an organisation**. Search by name or town, or narrow by **Country**, **Kind** and **About**. Tap **Visit the website** to open an organisation's own site.
- 2 Open **What is on** for the coming public events of those organisations, by event, place or country.
- 3 Signed in, tap **Follow** on an organisation (or **Sign in to follow**). Your menu then has **Following**: the organisations you follow and their coming events, and you are told when one of them has a new event. Tap **Stop following** at any time.

Some organisations share a list of their members' businesses with a link. It shows the businesses, never the members, and only those whose member agreed. Search by what they offer, kind of business or town, and see them on a map.

Check that a certificate is real

Every certificate Azonation gives carries a QR code and an address. Anyone who opens it sees whether it is real, and who gave it to whom.

- 1 Scan the QR code on the certificate, or type its address into a browser. No account is needed.
- 2 A real one says **This certificate is real**, with the title, the name, who gave it, the date and its number. With an end date, it says until when it is good.
- 3 **This certificate was withdrawn** means the organisation took it back; it no longer counts. **This certificate ran out** means its end date has passed.

"We do not know this certificate" means the address is wrong or made up: a certificate that is real always opens here.

Give your approval as a member

A committee can ask you to approve or sign something, such as the minutes, a policy or an expense claim. You answer once, in your member area.

- 1 You are told by email and in Azonation. Open **To approve** in your member area, then the request.
- 2 Read the words and the **Papers** first. The page shows by when to answer and who else is asked. When people answer in turn, it says "Others are asked before you" until it is your turn.
- 3 Asked to sign? Type your full name under **Type your full name to agree**. Add a remark if you wish, then tap **I agree** or **I do not agree**.

Your answer is given once and cannot be changed. When the request is closed, no more answers are taken.

Read an organisation's annual report from a link

An organisation can share its year in one report with a link, so members, funders and the public read it without an account.

- 1 Open the link. The report shows the year's numbers, what the organisation is proud of, its thanks, pictures of the year and what comes next year.

2 Tap **Print or save as PDF** to print it, or **Download PDF** to keep a copy.

"This report is not here" means the organisation stopped the link. Ask it for a new one.

Stop emails from an organisation, or the email summary

Every email Azonation sends for an organisation, and every email summary, ends with a link to stop it. One tap, no sign-in.

- 1 Getting email from an organisation without having an Azonation account, for example as a helper or a donor? Open the link at the bottom of its latest email and tap **Stop these emails**. No more messages from that organisation come to this address. Changed your mind? Tap **Get these emails again**.
- 2 For the email summary of your own account, the link at the bottom of the summary opens a page with **Stop the email summary**; your other notifications stay as they are. Tap **Switch it back on**, or change it later under **Notifications**.

Members with an Azonation account choose which emails they get under **Notifications** in their own account; the stop link is for people without one.

Azonation staff: the overview, organisations and people

Azonation's own staff have an area of their own. Each person sees only the pages their role allows; for everyone else these pages do not exist.

- 1 **Overview** shows the platform in a few numbers (organisations and people, new this week, suspended, email not confirmed) and the pages your role opens. Tap **View** on a card.
- 2 **Organisations** lists every organisation. Open one to see who manages it, its billing details (tax number and how it was checked, who sells to it) and its optional modules: **Switch on** a module **Given by hand** or as a **Trial** with a last day, or **Switch off** one; its data is kept.
- 3 **Suspend** closes an organisation until someone taps **Reopen**; nothing is deleted. The same for a person under **People**, who is then logged out everywhere. Passwords are never shown here.
- 4 Each list can be searched, and saved with **Export**.

What you may do is set by your role; a page you may only look at says so at the top. Everything staff do is written in the **Activity log**.

Azonation staff: regions, tax and prices

A region is a group of countries with one currency, one tax and one set of prices. Organisations only ever see the prices of their own country.

- 1 Open **Plans**, then **Regions**. Tap **New region**: its currency and countries, whether Azonation charges tax here with the tax's name and rate, whether prices include it or it is added on top, your tax number, and **How to pay**, printed on its invoices. One region is the **Default region** for every country that is in no region.

- 2 Under **Who sells here** choose Azonation (direct), or a merchant of record that sells, adds the tax at checkout and sends its own invoice; the page says whether its keys are ready. Under **Ways to pay here** tick the ways to offer and put them in order.
- 3 Under **Countries and their prices** tap **Give this country its own prices** (it starts with a copy of its region's prices) or **Move** a country to another region.

A change counts from the next invoice, made on the 1st. Invoices already made never change, and a year already paid stays paid. The prices themselves are set on the Plans and Add-ons pages.

Azonation staff: payment keys and sellers

Sellers are the companies that sell Azonation, printed on invoices. Payment keys connect Azonation to the payment companies. Both change what organisations see on their papers, so both are careful pages.

- 1 **Sellers:** tap **New seller** and give the legal name (always printed in full, for example Azon Group Ltd), a trading name if you wish, the company and tax numbers, the bank details printed as "How to pay", and the email for questions. One seller is the **Default seller**; each region chooses its own on the Regions page.
- 2 **Payment keys** (full access only): for each payment company choose **Sandbox** (trying out, no real money) or **Live**, tap **Enter** or **Replace** and paste the key from your account there. Confirm with your password, or a code from your authenticator app.
- 3 A key is kept encrypted and never shown again: only its last 4 characters and who entered it. Tap **Check the connection** to see that the company accepts the keys. **Remove from this page** makes the server file count again.

A key entered here is used before the one in the server file. A change of seller counts from the next invoice, receipt or statement; papers already made never change.

Azonation staff: invoices, payments and refunds

Azonation invoices organisations every month. Staff make and issue the invoices, write down what came in, give more time, and give money back.

- 1 **Invoices** shows what is still to come in, what is overdue and what came in this month. Tap **Make the invoices of this month**: every organisation that owes something and has no invoice yet gets a draft; it is safe to do again. Then **Issue all drafts**, or open one and tap **Issue invoice**: it gets its number and the organisation is told; after that it cannot be changed.
- 2 Something outside the monthly invoice? **New invoice** starts an empty draft: **Add a line** with what it is for and the amount, tax included (a minus takes something off).
- 3 On an issued invoice, **Record a payment** for money that came by bank transfer, cash or cheque; **Give more time** stops reminders and warnings until a day you choose; **Cancel invoice** keeps its number on record as cancelled. **Payments** lists every payment written down; a mistake can be reversed.
- 4 To give money back on a paid invoice tap **Refund**: paid online, the payment company returns it to the account it came from; paid by hand, give the money back yourself first and write it down. Confirm with your password or a code.

Invoice settings hold the days to pay, whether monthly invoices are issued automatically, how invoice and receipt numbers start, and what happens when an invoice stays unpaid: a final warning, then the organisation moves to the Free plan (nothing is deleted). **Paid through a merchant** shows the statements a merchant of record collected, its fee and what Azonation gets.

Azonation staff: help requests, common questions and requests for addresses

Questions from people and organisations arrive in one inbox. Staff answer them, keep the common questions on the Help page, and handle requests for a web address or email.

- 1 Help requests:** the ones waiting for an answer come first. Open one: you see who asked, their organisation and language. Write under **Answer** and tap **Send answer**: the person sees it as Azonation support and is told by email. Tick **Keep as a note for staff only** for a note the person never sees. Tap **Close** when it is done, or **Open again**.
- 2 Common questions:** tap **Add question**, write the question and the answer in English, then add the other languages when you can; readers without their own language see English. Untick **Show on the Help page** to hide one without deleting it.
- 3 Settings:** whether people may send pictures and files with a request, how many a person may add in a day, and after how many months the files of a closed request are removed.
- 4 Addresses and email:** what organisations asked Azonation to get for them, registered through Azoncode in the organisation's own name. Tap **Handle**: say where it stands, the day it renews and a note the admins can read; the admins are told. Add the fee as a line on the organisation's invoice.

Azonation staff: email sending, reports and website visits

Three pages show how Azonation is doing: who sends email and whether it arrives, the reports of your own department, and how many people open the website.

- 1 Email sending** shows, per organisation, the emails to members of the last days, the bounces and the complaints. Azonation pauses an organisation by itself when too many bounce or are reported as spam; staff can **Pause sending** with a note, or **Allow sending** again. Under **Blocked addresses** no email goes to the addresses listed: **Block address** or **Unblock** one.
- 2 Reports:** Sales (sign-ups, plans, trials), Money (invoiced, came in, owed), Support (how much help is asked for and how fast it is answered), Platform (people, organisations, storage, messages), Secretary services and Azon Rooms. Choose the period, and print with the button at the top.
- 3 Website visits:** how many pages of azonation.com were opened in the last days, which ones, where people came from, their languages and devices. Counted without cookies: a page counts once each time it is opened, and nothing is kept about a visitor.

You see the reports of your own department only. An address that reported spam still gets the emails about its own account.

Azonation staff: roles and the activity log

Who works for Azonation, what each person may do, and a record of everything staff did.

- 1 **Staff:** tap **Add a person** , type the email of their Azonation account and choose a **Role**. A role is usually a department: Support, Accounts, Sales and marketing. **Full access** is everything, including this page: only for people you trust completely.
- 2 Under **Roles** tap **New role** , name it and tick what people with it may do: see or change organisations, people, plans, invoices, the help inbox, email sending, reports and so on. Someone who may change something may also look at it, and you can only give what your own role allows.
- 3 **Remove from the staff** closes the staff pages for a person at once; they keep their own Azonation account. A person without two-step verification is marked, because a staff role needs it.
- 4 **Activity log:** everything staff did on the platform and people did in their organisations, newest first. Search it, narrow it to one organisation or a span of days, and export it.

A role that people have cannot be deleted: give them another role first.