FOR INFORMATION

REPORT FOR INFORMATION

Keeping one member list: how changes reach it

Clubs send a change the way that suits them. CroquetClaude does the rest.

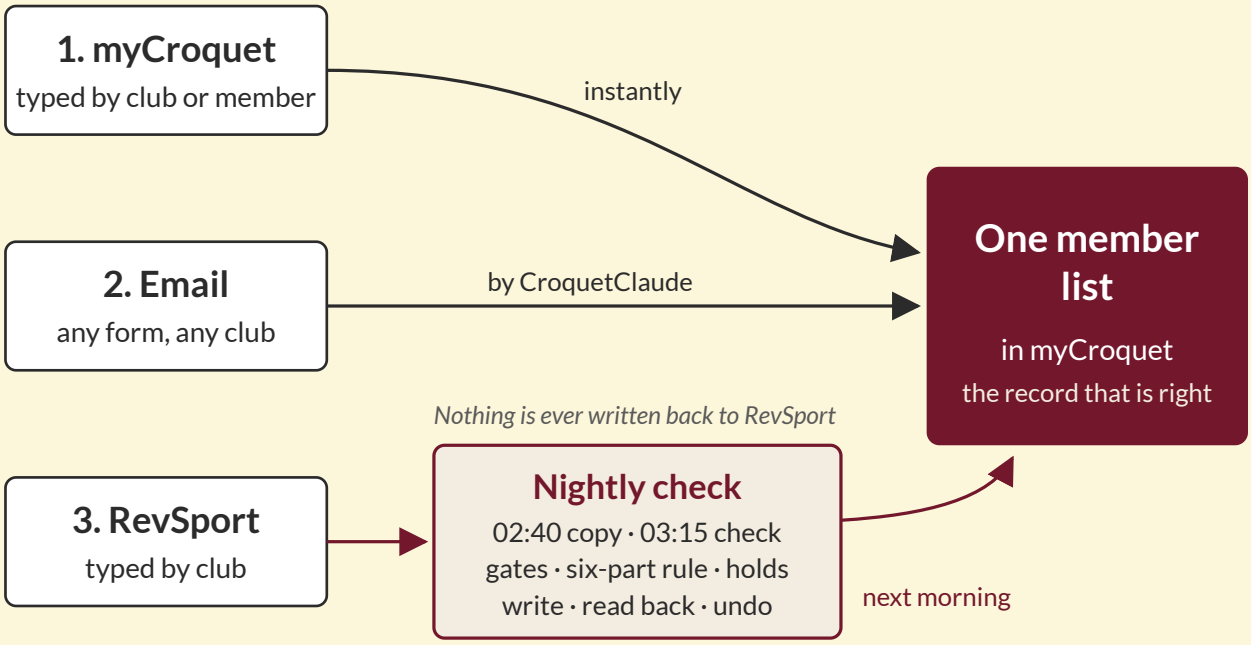
CroquetClaude for Wade Hart · 9 November 2026 · Version 1

IN ONE MINUTE

- **CAQ has one member list that must be right. It is kept in myCroquet.** Clubs can send changes to it in three ways: entered in myCroquet, sent by email, or typed into RevSport.
- **myCroquet and email changes are done quickly and easily.**
- **RevSport changes are more complex, but well within CroquetClaude's skills.** It brings them across every night.
- **Clubs do not need to do anything extra.** Each club keeps working the way it already does. CroquetClaude does the joining-up work, so no volunteer has to.
- **This serves two of CAQ's Ideals and one of its aims.** It keeps it simple, it helps clubs cooperate for croquet, and it strengthens admin.

1 The three ways a change arrives

Every change ends up in myCroquet, because myCroquet is the record that must be right. RevSport is treated only as a source of changes, never as the true list. A second rule has stood since 15 October: information that people enter into myCroquet is never pushed backwards or overwritten by older data.



Way 1: myCroquet (my.croquetqld.org). This is CAQ's own system and the preferred way. A club or a member enters a new member or changes an existing one. It is done instantly.

Way 2: email to hello@croquetqld.org. A club can send a change in any form it likes: a spreadsheet, a photo of a paper form, or a typed list. CroquetClaude reads it and enters the change into myCroquet by hand.

Way 3: RevSport. RevSport is the older membership system, and some clubs still use it. A club types the change into RevSport. That change reaches myCroquet only through the nightly job, so it always takes at least one night. CroquetClaude observes RevSport but does not write to it. The RevSport database is not changed or managed by CroquetClaude.

The Committee has already set the rule for clubs on RevSport. The minutes of 27 October 2026 say that such clubs "are free to continue to do so, but must advise CAQ of all changes in club membership though MyCroquet or by email". The nightly job is a safety net that catches changes typed only into RevSport. It is not meant to be the main road.

2 What CroquetClaude does each night

Every night CroquetClaude checks the RevSport list against myCroquet and brings across only the changes that are real and safe. It does this on its own, and each morning it reports what it did.

1. At 02:40 CroquetClaude logs in to RevSport and downloads the whole member list. It only reads. It never changes anything in RevSport.
2. At 03:15 it checks the copy. If the copy is old, broken, or missing more than 5% of members, it stops and changes nothing.
3. It tidies the list. RevSport keeps names, addresses and phone numbers in untidy ways, so CroquetClaude sorts them into proper fields.
4. It matches each person in RevSport to the same person in myCroquet by their ACA number.
5. It works out what has really changed since the night before. It takes a change only if no one has already corrected that detail in myCroquet.
6. It saves each change, including a traceable log file of what was there before. After changing it, it re-reads the database to be sure the save was made correctly.
7. In the morning there is a short report on what was changed, if anything was held back and why, as well as anything else observed during the task.

The safety rules

- **A correction made in myCroquet comes first.** If a member or club has fixed a detail in myCroquet, the RevSport value does not overwrite it.
- **A big night stops.** If more than 15 people seem to change in one night, nothing is taken until a person has looked.
- **Club officers are protected.** A club change for someone who holds a club position is held for a person to check.
- **Every change can be undone.** The value from before is always kept.
- **Nothing goes back to RevSport.**

This version has run every night since 23 September 2026. Earlier versions ran before that. Each new rule is tested and checked by a second reader before it is switched on.

3 What this means for CAQ

Keep it simple. One of CAQ's four Ideals says: "Outcomes over complexity. Do less admin and play more croquet." Arguing over one system, or telling clubs which one to use, is not simple. It is simpler to let each club keep its current way until it feels comfortable switching. CroquetClaude does the checking, matching and saving. No volunteer has to reconcile the different methods, and it increases CAQ's cooperation with clubs.

Cooperate for croquet. Clubs do not all have to agree on how they run their clubs before changes to CAQ's systems can be made. CAQ wants to work with clubs to help them improve how they run their clubs. No club is left out, and no club is being forced to change the way it runs. The only cooperation CAQ asks for is to know each club's member list and committee positions.

Strengthen admin. This serves CAQ's first aim, to strengthen admin and internal operations. CAQ has one member list it can trust. Each change is checked, kept with what was there before, and can be undone. A short summary lists the nightly reconciliation results and any issues that arise. It is operating correctly.