



NEWSLETTER

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Duplicated Batches

Regrettably more and more clubs are submitting batches that appear to be duplicated. Unfortunately, this often occurs at the end of the month when the Centre gets inundated with batches all at the last minute. We have to contact the club involved for them to check if the batch is in fact a duplicate, and if so, they will then need to delete the duplicated batch before we can process their awards. Because of the timing, this often means a clubs batch(es) will miss the monthly deadline and not be included in that monthly update.

Whenever you upload any batches to the Centre it is ALWAYS a good idea to use the online option **List Award Batches** to check that what you *think* you have uploaded is what you have *actually* uploaded. If you do this 5 second check this will alleviate this duplication problem from ever being an issue because if you see any duplicated batches you can fix them immediately and your awards will never be held up waiting for a response from you before we can process your batch(es).

B4c Authorisation Number (AN) in your batch

For those States/Territories using the Authorisation system (NSW, VIC, WA & TAS) this means that whenever you submit any club red masterpoints in your batch(es) you MUST include a suitable AN to cover the awards you wish to submit.

Just a few things to be aware of:

- If your State/Territory uses the Authorisation system and you submit a batch containing any red masterpoints without a suitable AN number, regardless of whether or not your batch also includes green masterpoints, the Centre is unable to approve your batch for processing so it will simply be deleted. You will then need to resubmit the green masterpoints and ONLY after obtaining a suitable AN number from your State Masterpoint Secretary (SMPS) can you then resubmit the red masterpoints remembering to include the AN number provided.
- If you submit red masterpoints in excess of what the AN number you supply has authorised you to submit then your batch cannot be approved and will be deleted. You will then need to resubmit ONLY the red masterpoints that the AN number has authorised you to submit, remembering to include that AN number with the resubmission.
- If you submit red masterpoints substantially less than what the AN number has authorised you to submit, then you will be contacted to submit the missing masterpoints covered by the AN number. Your batch cannot be approved for processing without the missing awards.

All these issues can delay your batch(es) from being processed in the EOM updates.

Club Membership Total=30,484 (corresponding total last year: 30,410)

By State: ACT=991; NSW=10,952; VIC=5,105; QLD=6,302; SA=2,552; WA=3,673; TAS=793; NT=116