ASF/Clubs Membership Database Notes

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Date: 10 Jan 2026

General

The current membership database resides on a server in Sydney that the ASF controls. This was a decision that Mike Lake and David Connard deliberately chose to ensure that members personal data stayed within Australian jurisdiction.

The cost for the server is US$ 24 per month plus US$ 5.00 backup service. There is also another backup at US$ 120 per year used by all 4 servers to a totally separate company.

History

David Connard wrote the membership database. It's been running for ASF since 2006. Prior to that it was running just for SUSS (on Dave Connard's home server) since 2003. The oldest contact record goes back to 2003. Hence its been running with no major problems for more than 20 years.

The code for the database is maintained by David Connard and the software updates and server updates by Mike Lake.

A Move to Revolution Sport

If we move to Revolution Sports we will:

- Export the current member records and pass onto an appropriate person.
- On an agreed date we would shutdown the current https://membership.caves.org.au and caving clubs would use the new database.
- We would remove the MX and other mail records for caves.org.au and shutdown the old database.
- We would keep backups of the last database dump indefinitely.

Current Membership Database Functionality

General:
- Complete membership DB for each club, supporting multiple levels of admin access,
- i.e. query, renewals, emails, etc.
- Membership types can be linked between clubs - membership of one club can automatically imply membership of another (e.g. club to ASF membership).
- Member records can be shared between clubs. So one club updating a shared field, like email address, means that other clubs sharing that member also get the update.
- Supports arbitrary additional fields on member records, e.g. freetext, dates, etc. These can be designated as shared or private to the club.
- Supports "family" memberships - multiple records with same address details and a primary contact.
- Supports "life" and non-member records e.g. club mailing contacts.
- Basic public search, e.g. NPWS or landowners to confirm ASF membership of trip participants.

- Full change history of member records, i.e. auditing.
- Full history of member records going back to ~2006 (and before, for SUSS).
- Membership linkage reports - audited records of the financial obligations from clubs to "linked clubs" like ASF. These prevent clubs from getting away with signing people up for say 1 week and then removing them prior to financial reconciliation.
- Import and export via CSV of member details, inc. membership type and additional fields.
- Separate member and admin logins.
- Detailed member search functionality is available to admins, for club members, both current and expired.

Email Functionality:
- In-app email functionality - emails can be composed to any set of member search results e.g. all members expired last year, or all current members.
- Built in lists for all clubs - club-admins@caves.org.au (any club member can email the club admins), club-enquiry@caves.org.au (external enquiries can be directed to specific club admins), with additional anti-spam protection built in.
- Arbitrary email lists for clubs - e.g. club@caves.org.au (say, for all current or recently expired club members), or club-committee@caves.org.au (manually managed set of email addresses in the list).
- Members can manage their subscription preferences via login or via one-click unsubscribes. This adheres to AUS CAN-SPAM legislation requirements.
- Dedicated bounce handling - all bounces from emails originating from the app will be handled, and email addresses will be unsubscribed after too many bounces.
- Two weeks of email history (inc. bounces) visible to admins and members. See what deliveries failed and why (e.g. who has unsubscribed, who is bouncing).
- Expiry Reminders - Clubs can configure automated expiry reminders NN days prior to membership expiry. Example emails are sent to club admins 7 days prior.

Mailing Labels: Probably not used much anymore, but a PDF of mailing labels can be created from any set of member search results.

ASF Library Integration: The ability to create temporary links to external content (e.g. Amazon S3 files), gated behind membership authentication.