

Leveraging the Computer for Your Club

**Rusty Ball
Wayne Applegate**

1) Using Computers to Manage Club Activities

Maintain Callers Contracts

Blanks

Signed

PDFs

Digital Signature – Scan your signature and paste or insert it

Membership Lists (Microsoft Excel OR Word)

Club Accounting (Quicken)

Business Cards

Diplomas

Free Dance Tickets and forms

Programs for Special Dances

Club letterhead

Check list for hiring halls/callers

Form used for making announcements

A handwritten signature in black ink, appearing to read "Rusty Ball". The signature is written in a cursive, flowing style with a long horizontal line extending to the left from the start.

2) [Hamachi](#) VPN (Virtual Private Network) logmein.com

Create a secure network of computers within your club

File sharing between computers over the internet

Password protection, the creator of the network can block or even evict users

Easy, safe, secure and, best of all, free!

3) “Computer” Squares

Guarantees mixing of couples

Can be a “positive” if presented correctly

Caller should be involved and help to keep the process “happy”

Set of cards and sheet provided will cover 4 squares of dancers (couples or singles)

System should be flexible, usually first tip is “open” may be other tips during the evening.

Un-anticipated “sit outs” can be accommodated

Software is available for about \$25 if you need larger numbers of couples

www.ceder.net/sqrot.php4