A guide to lthr.club membership card services

lthr.
club

powered by **BLUF**

Introduction

Card services is a free tool provided by BLUF on the lthr.club web site, which allows you to generate digital membership cards for an organisation.

The cards that are generated can then be downloaded by members, as a PDF document, a PNG image file and now as an Apple or Google wallet pass. They can include a QR code, which allows them to be validated by scanning.

Other features include the ability to download a batch of generated cards, if you want to have them printed professionally, and the option of emailing cardholders with a unique link to download their cards. You can generate cards one at a time, or you can upload a file from a spreadsheet to generate a large batch of cards in a single operation.

Getting started

To get started with card services, please contact webmaster@bluf.com, to get an account set up. You will be emailed a link to set your password; follow that link, and after setting the password, you will be able to sign in to the site at lthr.club/cards/

Click the button on that screen labelled "I want to create cards for my club" and on the next screen, enter your email address and the password you created. You'll be taken to the main Card Services screen. At the top left is a button that will usually bring you back to this screen.

Here's a quick summary of the options on that menu.

Manage card designs and options

Each organisation can have multiple designs of card; when you create cards, you select a design for them. You might, for example, have a slightly different design for committee members, or a new design each year.. This option allows you to add and remove designs, to set the options for a design, and preview how a card will look.

Upload a batch of member information

This is where you can upload a spreadsheet file. More details later.

Create a single member card

Use this option to add a single card. We'll show you how to fill this in shortly when you create a test design.

List and manage created cards

This option allows you to see all the cards you've created, delete ones you no longer need, and do tasks like send members a link to get their card.

User and club admin

You can add extra members of your organisation to the system, and give them specific permissions - for example, you can let someone upload member information to generate cards, but not give them permission to change the design of cards.

Step 1: Club logo

Now that you have set up your account, you need to add some information about your club, which will be used in various places. Click on 'User and Club admin' and fill in details such as your club's website, and the email address that should be used for enquiries about cards.

This email address will be used as the Reply-To for e-mails that lthr.club sends on your behalf, and it will also be included in the information for Apple/Google wallet passes.

The ID prefix for Apple/Google pass is a code of up to four letters that can be put before someone's member number. This is optional, but if you are using the system to generate passes for an ECMC club, recommended. Use a unique set of letters for your club, say *XYZ* then on the digital passes, the number will be displayed as XYZ 0001.

Click Update to save changes to this information.

You also need to upload your club logo. We recommend that this be a square image, at least 640 x 640 pixels (smaller images will not look good in digital wallets). It must be in PNG format, ideally with a transparent background. Click to select a file and upload it.

Step 2: A card design

Next, go back to the main menu, and click the first option, Manage card designs and options. Enter a name for your new card, like '2023 membership' and click the Add button, then select the name of your design from the list and click Edit.

The basic Design options for the card allow you to specify where on the card your club's logo will appear, the colour of the text and background, and the typeface used. Just as on a credit card, the member name and other information will appear below that, in fixed positions towards the bottom of the card.

If the options available don't let you create a card that suits your needs, you can also upload a complete background image at the bottom of the Design options; tick the box to see the details, and upload a suitable file.

Note that for Apple/Google wallet passes, your logo will always be shown, and the background colour of the pass will be the background colour selected in Design options, with the text the opposite colour.

Design options

Note, for print at home labels, a black background will perform badly on ink-jet printers

The background colour option also determines the background colour of Apple/Google Wallet passes

○ Black background ◉ White background

◉ Black text ○ White text

◉ Club logo top left

○ Club logo top centre

○ Club logo top right

○ No club logo

Fonts

Font for member info

Fira Code Medium ⌄

Font for card title

Fira Sans SemiBold ⌄

Title text will not display if logo is centred

☐ Use a background image

The information options column allows you to choose which pieces of information appear on the cards, but note that for wallet passes, the options are more restrictive.

Member id is the club's numeric id for a member, and the padding option allows you to make them all the same length, eg if padding is 3 then member 1 will be displayed as 001.

For Member id, name, expiry date and creation date, you can select whether or not an item is displayed, and the text that will be used to label the item.

The 'Extra text' option allows you to put things like role on a card.

For a first text, we recommend you display show member id, with a label, show name, with a blank label, and show expiry date with a label.

If you want cards to be able to be verified by the system, you need to tick the Show QR code option. Note that this overrides the display of creation date, and the option to have cards deleted after download.

Tick the box to enable Apple/Google passes, then click the Save changes button.

Now, when you click the Preview Design (PDF) button, a dummy card will be sent to your computer, which you can check with your PDF viewer.

When you are happy with the basics of your design, you can go back to the main menu.

Step 3: Create a card

Click Create a single member card. At the top of your page, select your design, and you'll see the data entry screen appear. Depending on which fields you selected for your card design, you may see different options appear.

Fill in the details of your own membership and then click the Create button to create your first card.

Make sure that you enter expiry dates in the format YYYY-MM-DD. If you do not use this format, then wallet passes will not automatically expire, and will probably generate an error when a member tries to add them to their phone.

Select the design

NW ECMC test2 ⌄

Enter cardholder details

Depending on the design selected, not all fields may be required

Email address (required for sending download link)

someone@somewhere

Name to display on the card

Testy McCardholder

Member number or id

1234

Expiry date in format YYYY-MM-DD

2023-12-31

CREATE

After you create your card, the form will reset.

Step 4: Download your card

Go back to the main menu, and click List and Manage Created Cards. You'll see a list of cards, with a tick box next to each one; this can be used to select a number of cards, and perform actions, like downloading as part of a batch, or sending cardholder notifications.

For now, click the link highlighted with the text 'copy' at the right. This will open the download page that your club members will see when they try to get their card.

If you enabled Apple & Google passes, you will see those at the top of the page, as they're the preferred way to access passes, when available. Below that are the options to download as a PDF or PNG, with explanatory text.

Note that with Google wallet passes, Google tracks if a pass has been added to a wallet, and the same one can't be added again, so the Google button will be disabled for a user if their pass has already been added. It will be re-enabled if the pass is removed from their Google Wallet.

Now you're ready

If you've gone through all the steps, you should now have your first digital membership card, in the format of your choice.

Tinker with the design, and try it out on different devices to see what it looks like. When you're ready to produce more cards, the simplest way to do so is to create a spreadsheet, and then save it in CSV format.

The first line of the spreadsheet should contain the names of the fields that are included; these must be in lower case and match exactly the examples on the Batch upload page.

We recommend, if you are using wallet passes, that you just restrict yourself to name, member id, email address and expiry date. You should end up with a file from your spreadsheet that looks something like this (the order of the fields is not important, as long as the names are there)

```
name,id,expiry,email
Testy McTest,1,2023-12-31,test@example.com
Nigel Whitfield,3,2024-05-31,nigel@nigelwhitfield.com
```

As noted before, you MUST enter dates in the format YYYY-MM-DD for the system to work. When you have your file, select the card design you want to use with it, then upload the data to the website.

After clicking Upload, you can return to the main screen, and then go to List and manage created cards. Check the information there is correct. Typically, you would then select all cards, choose 'Notify members by email' and then click Execute. The site will then send a message to all your members, with the link to download their card.

They can either click the link directly, or just go to lthr.club/cards and click 'I want to download my card.' They will then have to type in their member number and email address, which will be used to find their card.