



Useful Tools

Many clubs rely on volunteers to complete many tasks, which can often be time-consuming. The following collection of tools might be useful for your club in assisting its day-to-day management.

Working with PDF documents

PDF documents are useful as they cannot be edited by the recipient. Clubs might want to send their newsletters, invoices, and posters out as PDFs.

- PDF reading software - [Adobe Acrobat](#) is the most commonly downloaded software.
- PDF converting software - [Cute PDF](#) converts any type of document into a PDF.
- PDF editing software - [PDF Escape](#) is a free online tool which is useful for small changes to a PDF.

Getting Feedback

- Feedback from members - [Survey Monkey](#) is a free website that allows you to easily ask for feedback anonymously.
- Feedback on your website - [Google Analytics](#) is a free tool that allows you to analyse how people are using your website.

Sharing Data

- [Dropbox](#) is a free file-sharing tool that could be useful for club committee members to store and share documents pertinent to managing a club.
- [Google Docs](#) - another free online sharing tool.

Other Useful Tools

- [Bit.ly](#) - for shortening website URLs.
- [Doodle](#) - for scheduling meetings.
- [Hootsuite](#) - for managing social media accounts.
- [Wordle](#) - for creating word clouds.

Collecting Donations

- [Givealittle](#) - a free website for collecting donations and fundraising online.
- [PledgeMe](#) - another free donations website based on a rewards scheme.
- [SportFunder](#) - another free donations website based on a rewards scheme.