



Processing Members correctly

To maintain the integrity of our database it is imperative that new data or updates are entered correctly. This is the responsibility of the system administrators. The member themselves has access to their personal information but cannot change all of it e.g. membership type or security.

New members **MUST ALWAYS** be created before any associated records e.g. hardstand, boats or keys.

New members **MUST** have a club ID which is created by the PBR&SC office. The member is only allocated this when they have paid their fee for the first year after that it does not change.

Log on as administrator and select Member List then click Create.

The member **MUST** have a valid email address and ideally we also need their postal address and telephone number. It is also useful to know their membership type e.g. PBYC or PBR&SC and sub type e.g. bowler, crew etc.

The system will assign them a unique ID which is used to cross reference all their associated data and is different from their club ID.

Note that each set of data (member, keys, hardstand, boat & contact) has its own unique ID.

Once the member record has been created any associated data can be added. This is all on the same pop up but cannot be entered until the members unique ID has been assigned. **This means you must add their personal details then save the data. Find their record in the list (usually at the top) and double click to change it.**

Add the additional data as required and save the changes.

Note that the member cannot add new data such as hardstand, boats and keys but they can add emergency contacts.

If a member finds that some data is incorrect they need to contact an administrator to correct it.

If you have any problems mail me at webmaster@pbyc.org.au.