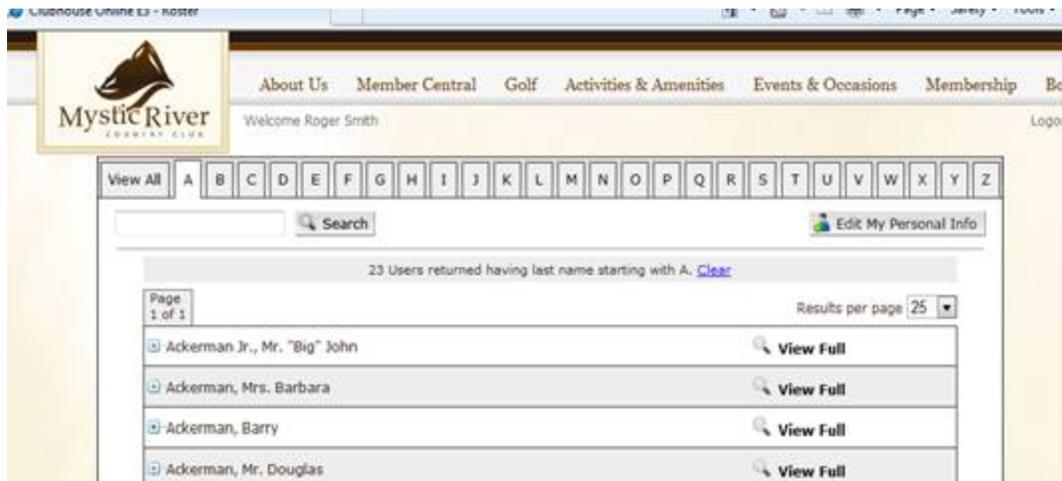


Roster - Members

Online Roster

The Online members' roster allows members to search other members and find the contact information of other members of the club. The members have the ability to edit information and also specify what information can be displayed on the online roster.



Searching for Members

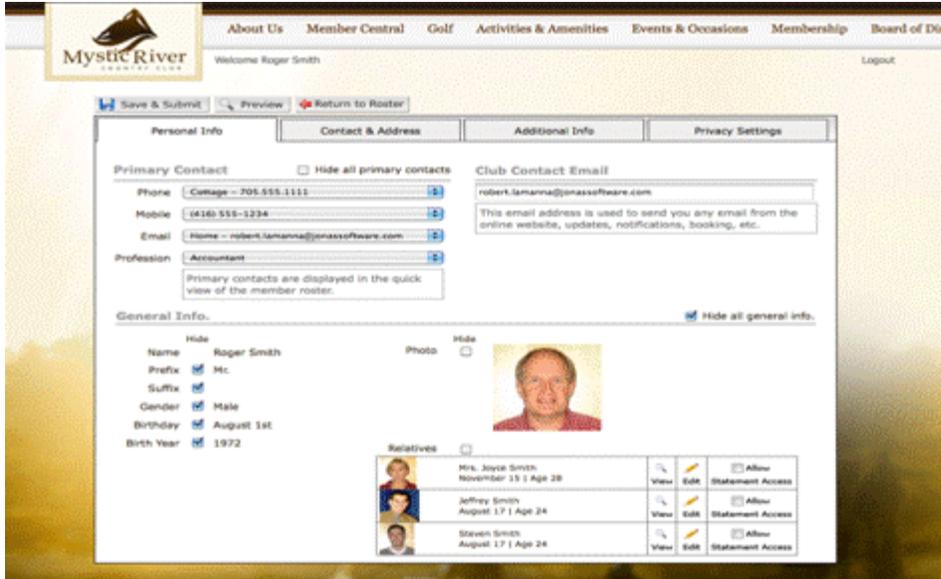
1. To find another member within the Roster, simply click on the letter in which a member's last name begins or search for the member using the "Search" field below the alphabetically listed tabs. Either method yields a list of members that meet the search criteria submitted (either first letter of the last name or text search), scroll through the list to find member's name and click the name to view their information.
2. Click on the + sign to the left for a quick view of the members' information (this will only show the name, e-mail and any info a member has turned on for everyone to view quickly)
3. **Click 'View Full' to view a member's entire profile.** The profile includes home address, business address, other addresses, phone number, spouse and children. Members have the ability to choose which fields are displayed to other members or users.

Edit My Personal Info

Members can edit their personal information from within the online roster. Once within the online roster, select "Edit my personal Information" on the top right hand corner of the member roster to begin editing. Any changes made will be approved or declined by the Club's office.

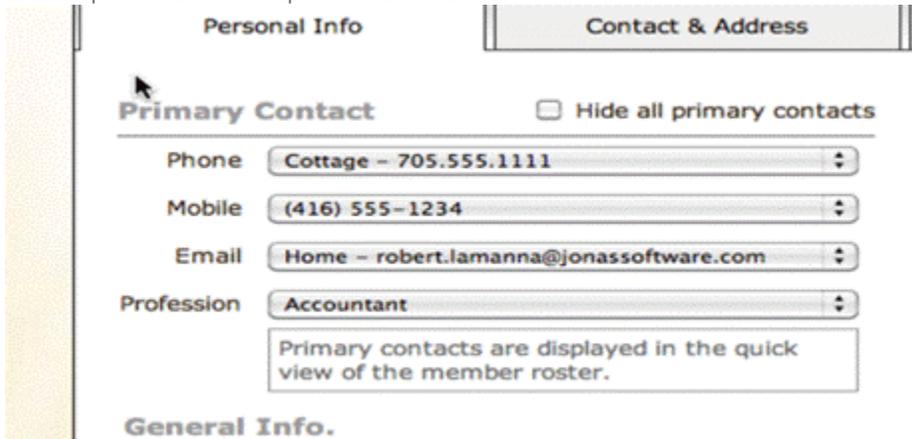


From here the member has the ability to "Save and Submit" changes made to their profile, Preview their profile prior to submitting, or Return to Roster without submitting any changes. (Pictures are not in the roster we do not have this capability).



Personal Info

Within the Personal Info tab, members can configure what will be shown (if anything) within their Primary Contact information (Quick View), as well as establish whether various items within General info will be shown or hidden. Additionally, members can establish preferences with respect to their Relatives.



The 'Club Contact Email' is used the email address to which all email notifications sent from the website to a particular member.

Note: Club Contact Email is an email that is directly linked to the website and will not update from the Club Management System. Members will have to manually update this information in order to receive emails for any updates, notifications, bookings from the website.

Club Contact Email

robert.lamanna@jonassoftware.com

This email address is used to send you any email from the online website, updates, notifications, booking, etc.

Members have the ability to hide or display their information from within the General Info box. This information includes a

prefix to their name, middle name, suffix, gender, birth year and photo (if applicable).
 NOTE: Address information can be edited from within the Contact and Address tab.

General Info.

	Hide	
Name		Roger Smith
Prefix	<input checked="" type="checkbox"/>	Mr.
Suffix	<input checked="" type="checkbox"/>	
Gender	<input checked="" type="checkbox"/>	Male
Birthday	<input checked="" type="checkbox"/>	August 1st
Birth Year	<input checked="" type="checkbox"/>	1972

Members also have the option to display their relatives within their own record. Furthermore, a member can view their dependents' roster information by selecting the view icon, edit roster info by selecting the edit icon and allow the dependents to view their statements by selecting the check box beside each dependent in the member's profile.

Hide all general info.

Photo



Relatives

	Mrs. Joyce Smith November 15 Age 28	 View	 Edit	<input type="checkbox"/> Allow Statement Access
	Jeffrey Smith August 17 Age 24	 View	 Edit	<input type="checkbox"/> Allow Statement Access
	Steven Smith August 17 Age 24	 View	 Edit	<input type="checkbox"/> Allow Statement Access

Contact and Address

The 'Contact & Address' tab allows members to edit their address and contact information for each location stored within the Club Management System. Clicking on the location to the left will allow the member to add, edit, or hide fields within that specific location.

Home information:

Save & Submit Preview Return to Roster

Personal Info Contact & Address Additional Info Privacy Settings

Edit Contacts

Home
Michen, Michen & Landers
Cottage
Winter Home

Home contact

Note: Text in red indicate the original value.

Hide all Home contacts

Hide

Address 17 Elm St.

Phone 416.884.4963 ext.

Alt. Phone 417-543-0567

Fax 905.886.5324

Email robert.lamanna@jonassoftware

ZIP 90213

Business information:

Save & Submit Preview Return to Roster

Personal Info Contact & Address Additional Info Privacy Settings

Edit Contacts

Home
Michen, Michen & Landers
Cottage
Winter Home

Michen, Michen & Landers contact

Note: Text in red indicate the original value.

Hide all Michen, Michen & Landers contacts

Hide

Address Barristers & Solicitors

1522 25 Mile Road

Pineview, SC

ZIP 19146

Phone 905.886.5324 ext.

Alt. Phone

Fax

Email roger.smith@michen2landers.c

Privacy Settings

The Privacy Settings tab allows members to hide themselves from various areas of the website including Roster, Tee Times, Event Attendance lists and Court Bookings. Checking the box adjacent to the area will hide a member from the Roster and disallow other members to book on their behalf within Tee Times, Event Calendar and Court Booking.

Save & Submit Preview Return to Roster

Personal Info Contact & Address Additional Info Privacy Settings

User Information

User Name: Ackerman

Date Joined: 1/1/1999 Hide

Member Number: 0035

Status: Active Member

Privacy Settings

Hide me from Member Roster

Hide me from Tee-Sheet

Hide me from Event Attendance List

Hide me from Court Booking

Remember to click 'Save and Submit' once changes to the profile have been made.