

This is where member information is stored.

Click here for all menus available

For new clubs with no members this system would be supplied from the State Registrar ready to enter data.

Existing clubs would have their members past and present already installed.

The starting point is Member Maintenance as this is where all data is stored. Any information in other menus is extracted from here and displayed under various headings in menus found by opening Main Menu.

If you have already stored data but wish to add a new member, then you also need to open Member Maintenance.

Information stored under Member Maintenance is used to produce MR1's.

This can then be either printed off or emailed to the State Registrar.

For example your Club \$ receipts is stored under dollar totals in Main Menu / User Menu 1.

Remember that all inputs by the user is printed onto the members card, any mistakes are the users responsibility.

However once data is correctly stored future renewals will be at the click of a button.

The next page shows the Member Maintenance opening page ready for you to retrieve a member or add a member.

There are two ways to access data, either by typing in the members number or surname.

Once this is open information can be changed such as addresses, phone numbers etc.

It should be noted that there is no save buttons used in this system, simply change what needs changing and close the page.

When new members are added you will be prompted to "add this member"

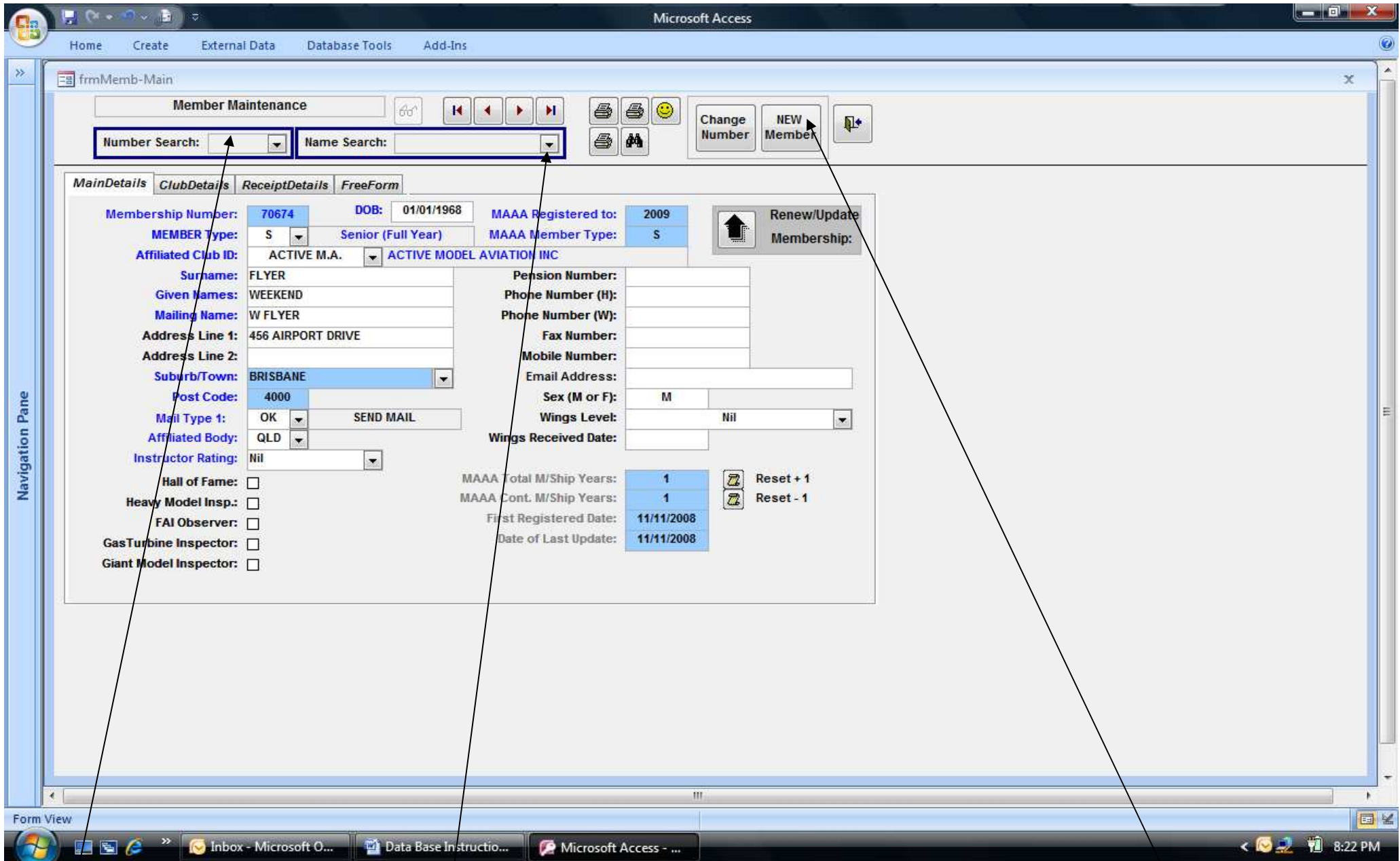
The system generates a membership number for the purpose of lodging with the State Registrar, however the Registrar will change this and notify the club so that the correct number can be given to the new member.

Numbers are issued this way as it would be an administrative nightmare to give clubs part of the State number block issued by the MAAA.

An update button is provided for existing members who are paying for the following year.

Please move to the next page for instruction on how to find a member or add a new member.

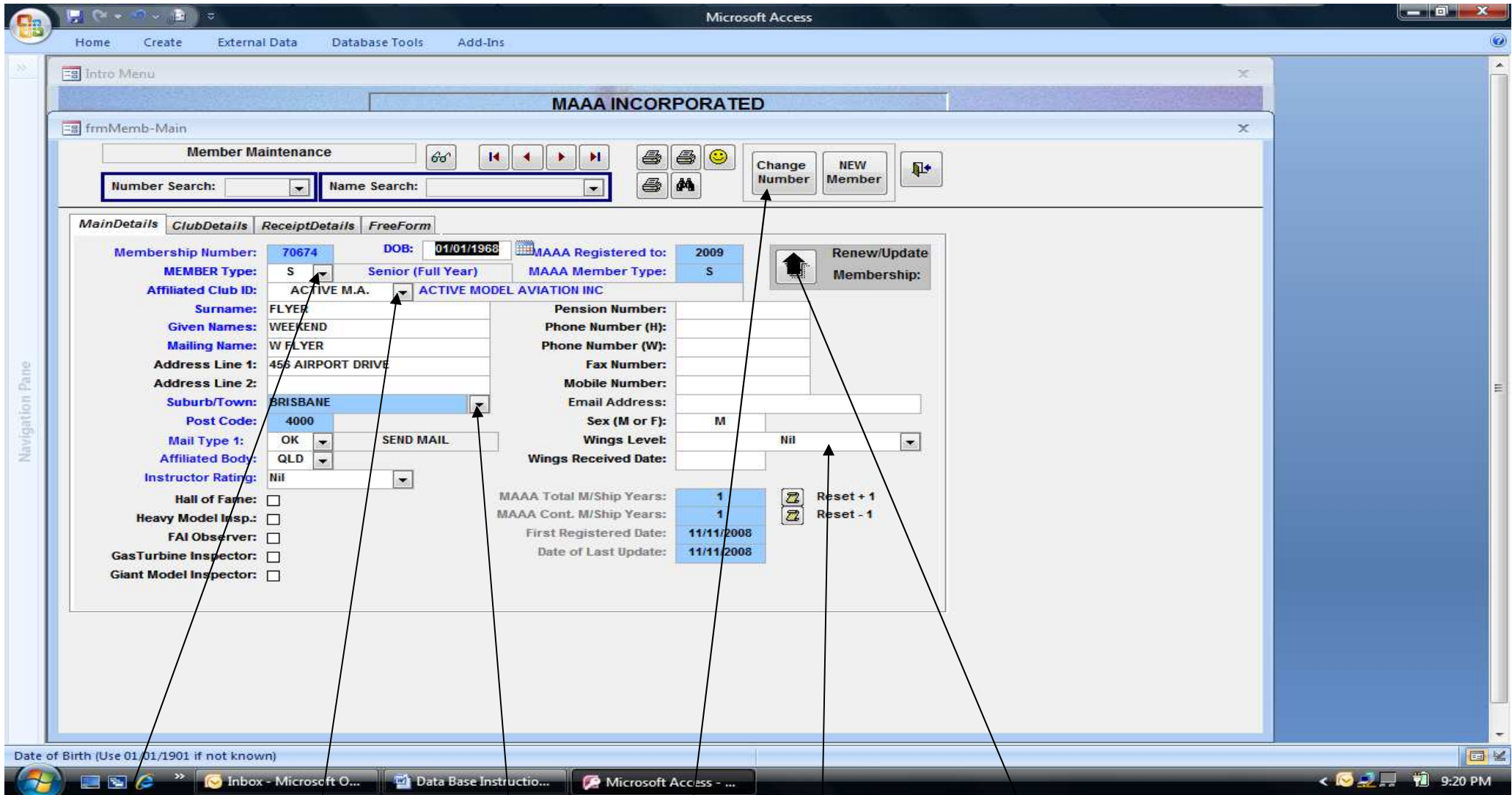
All fields should be filled in, particularly birthdates as this helps separate members with the same name.



Begin typing the members number here.
press enter once members name appears.

Click this drop down list and begin typing members name.
once hi-lited press enter to display details. Either method opens up the data.

Click this button for a new member.



Click this drop down menu for a category to suit i.e. Senior.

Click these to find your club and Suburb. When they appear press enter.

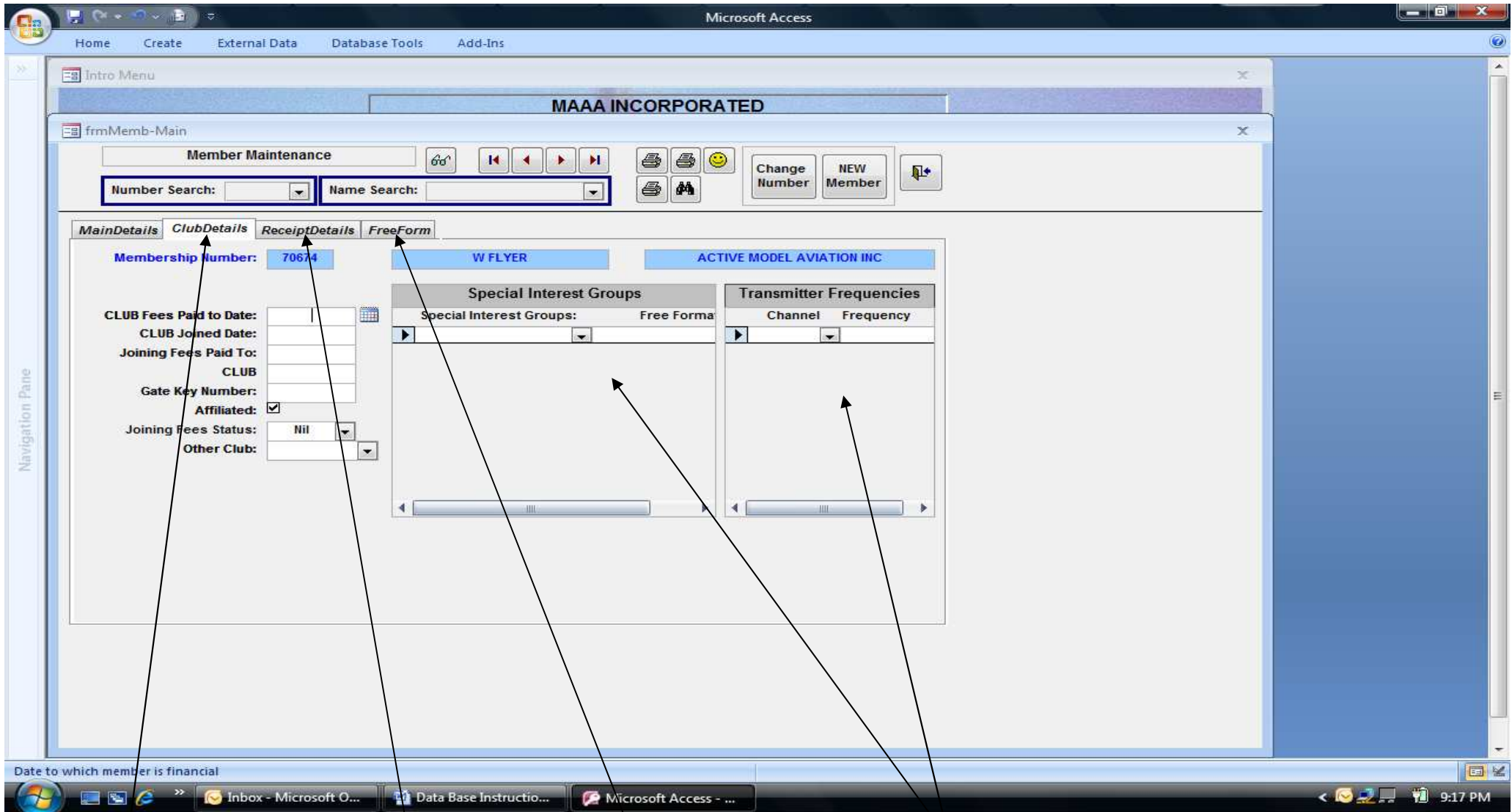
Information in the blue cells is generated automatically.

Click here to change the members number once issued by the State Registrar.

The wings drop down menu provide all possible combinations.

Once all details are entered click this button for existing and new.

Remember all this information is entered on the card, double check before pressing the renew button

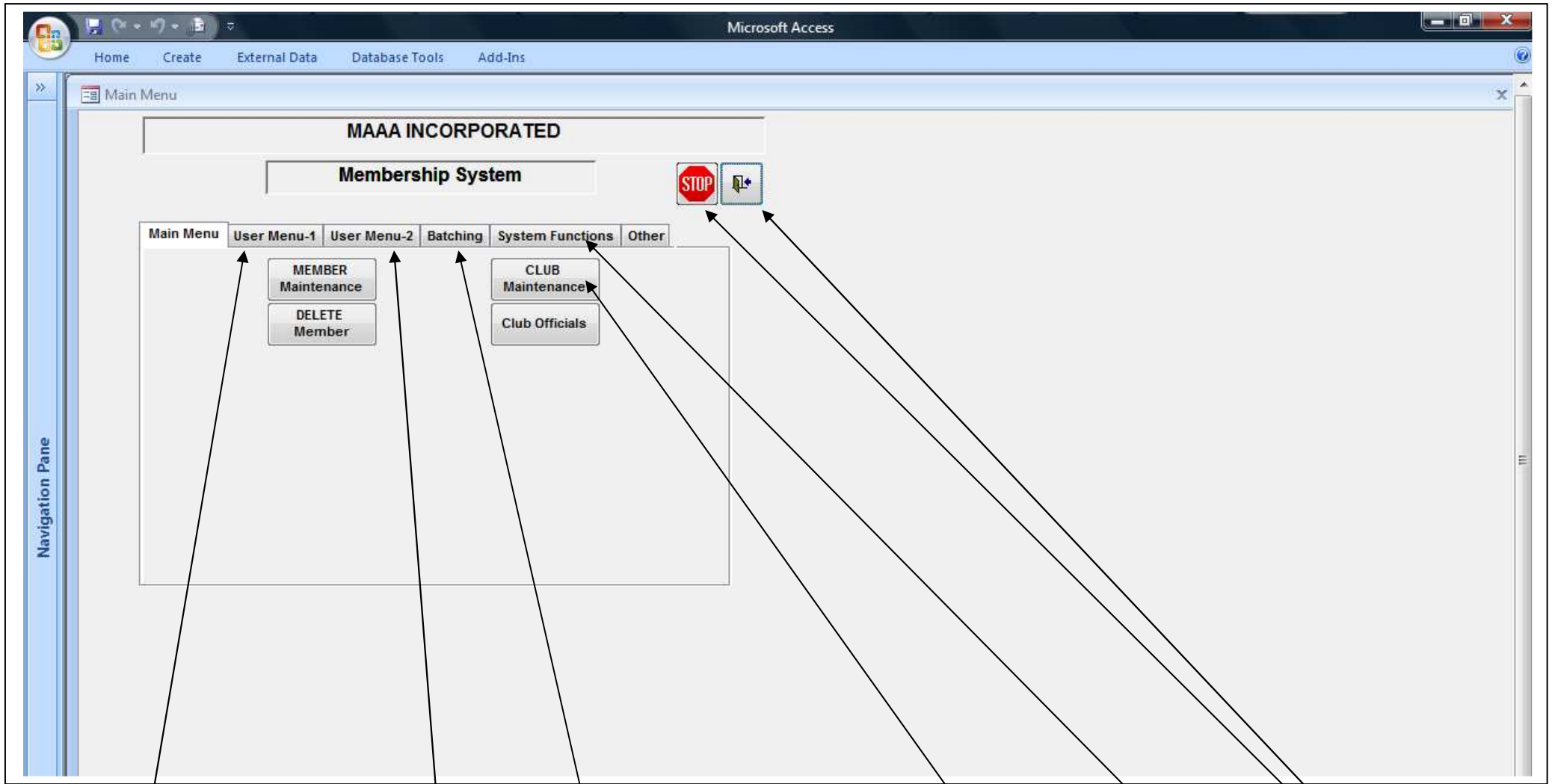


This page is opened by clicking on it in Member maintenance.

Click this and the next button to open other pages that can be used for additional information.

You may wish to record information here, however it is only for club use and not required at State level.

The most important page is the Main Details



This menu has the MR1 form

More Information in here

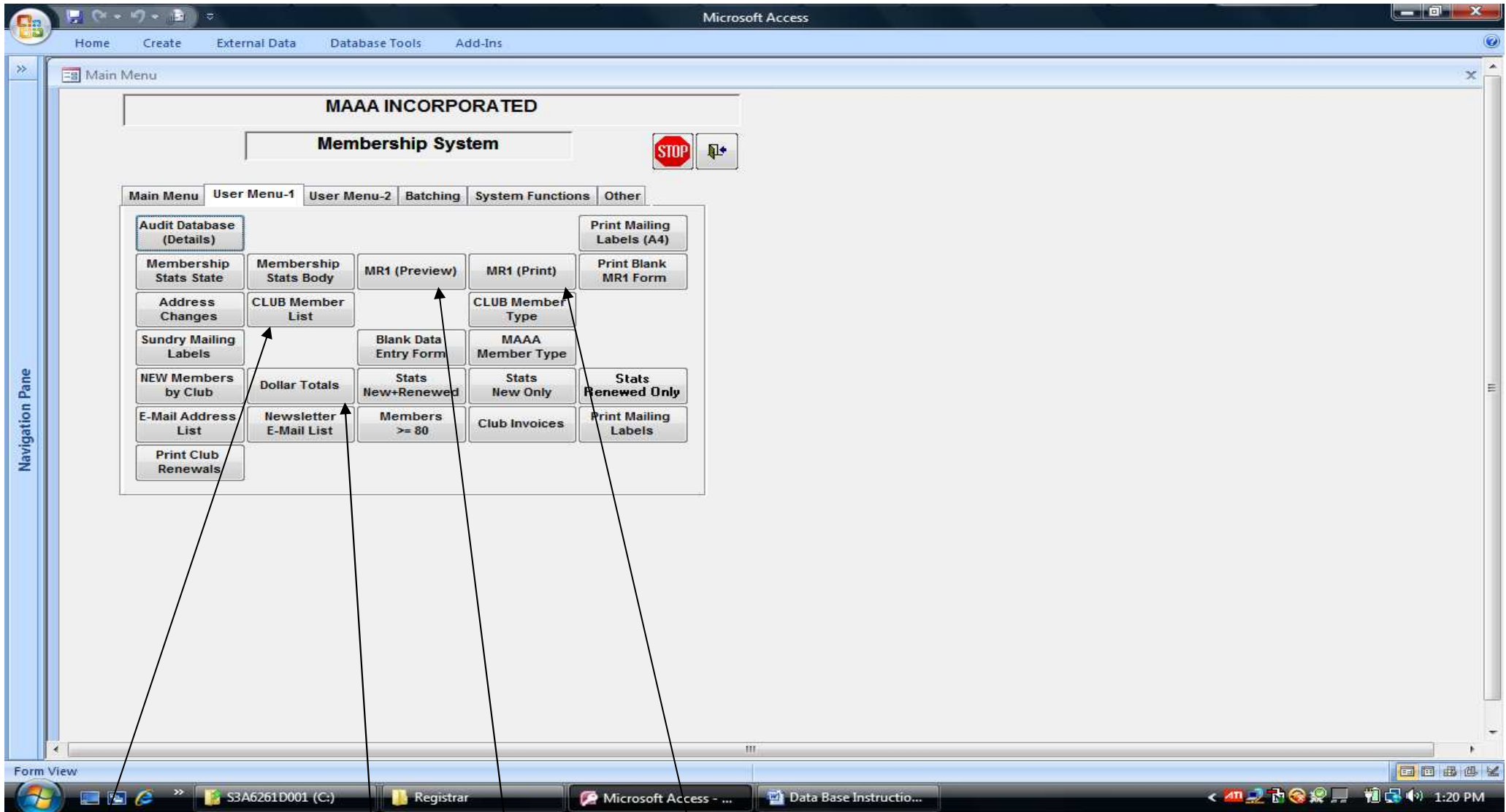
This is where the emailing of the MR1 form is done.

The information in here is only updated at the beginning of each year.

The system can be closed by either button.

Move to the next page for more information on these Menus.

These Menus are for information only. No data can be changed.



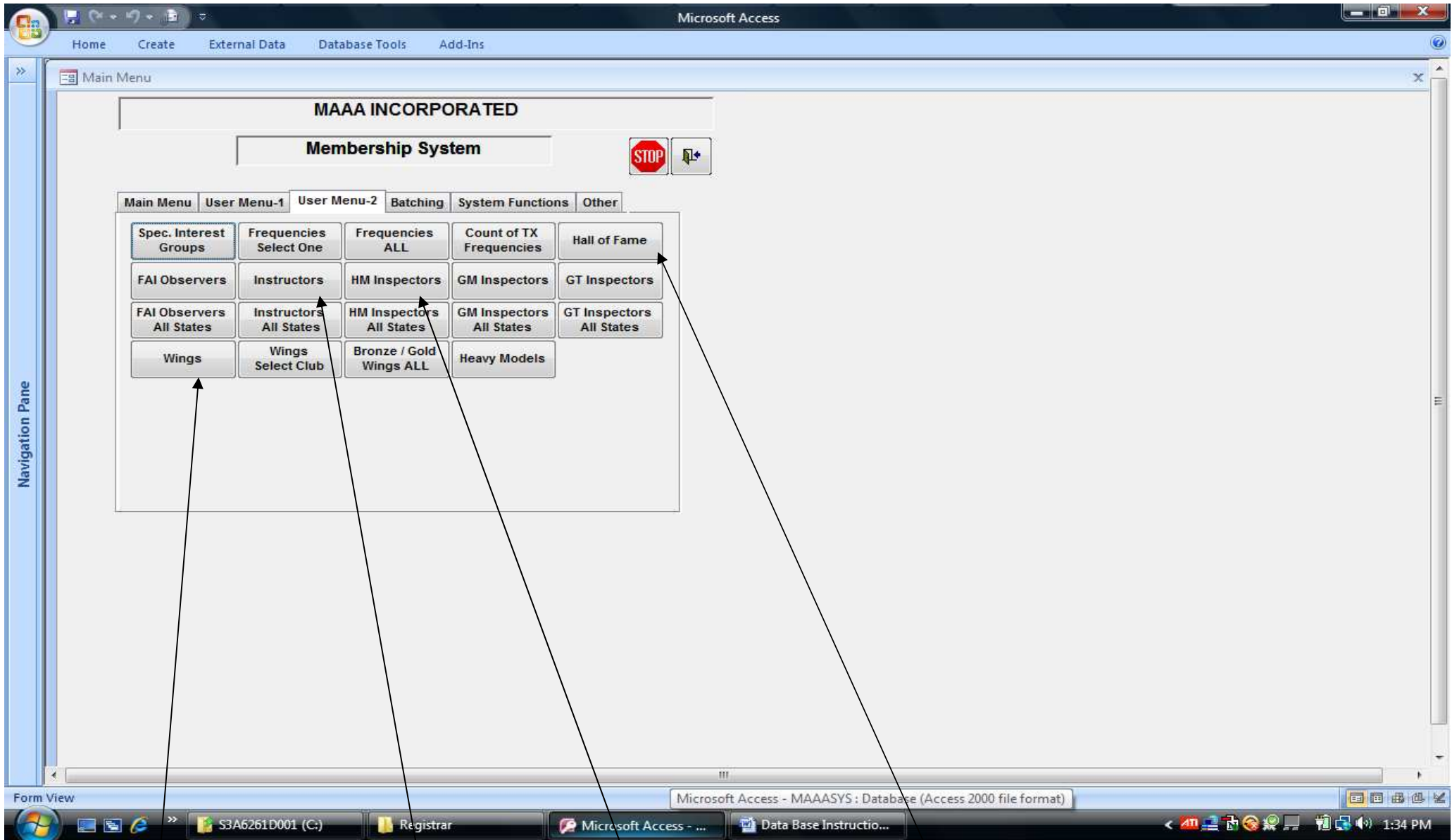
Click here to display a list of members.

Click here to display total funds received.

Click here for a preview and print
If you need a hard copy.

Explore the other buttons for more information or functions.

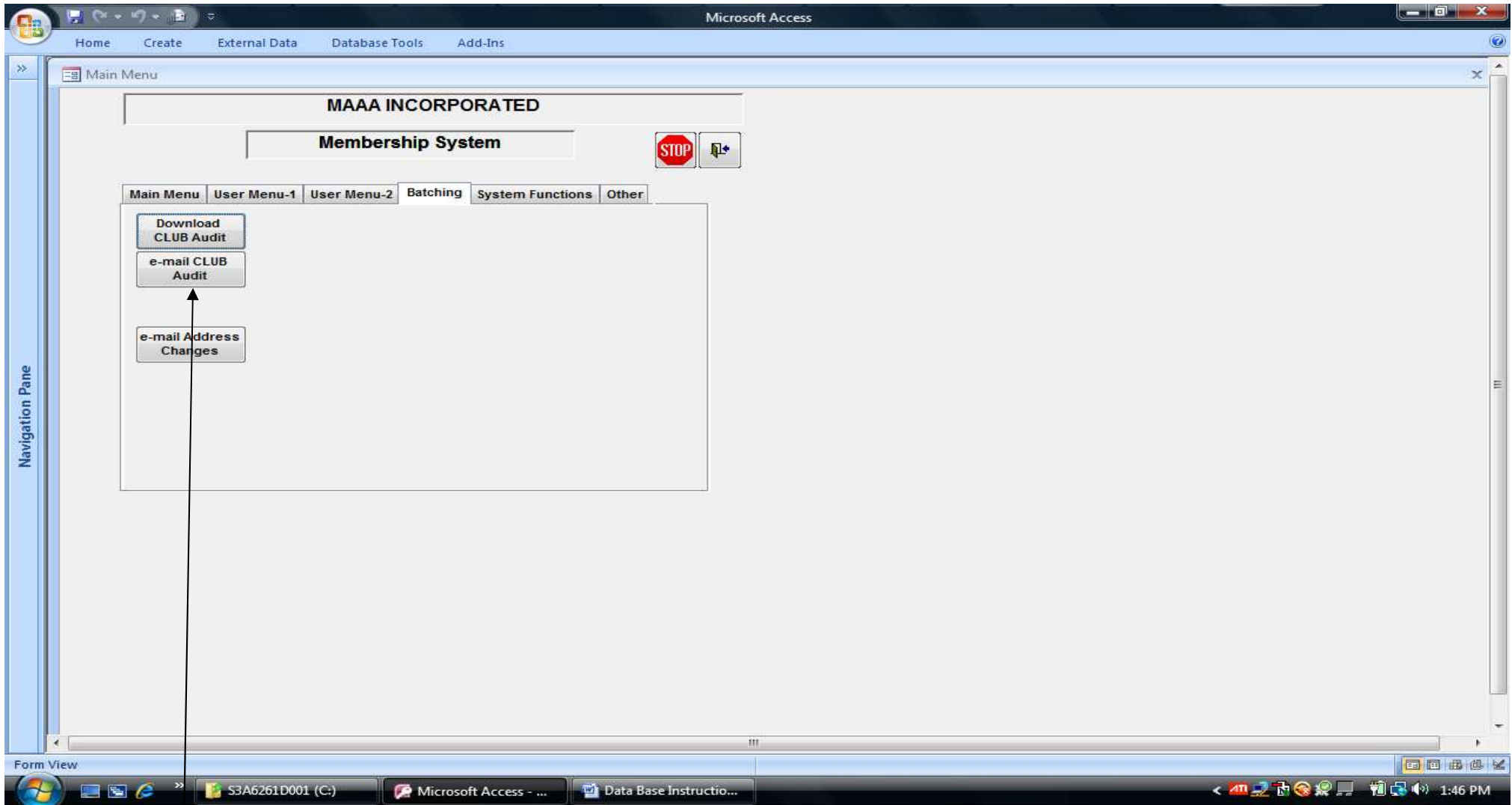
Remember no information can be entered in any of these files as they are updated automatically from member maintenance.



Need to know who has gold wings?
Click here to find out.

All instructors in your
club are listed here.

This apply's to HM Inspectors and you may even have some one in the Hall of Fame.



Click here to open up an email window. The MR1 audit will be attached and it only requires you to add the State Registrars address.

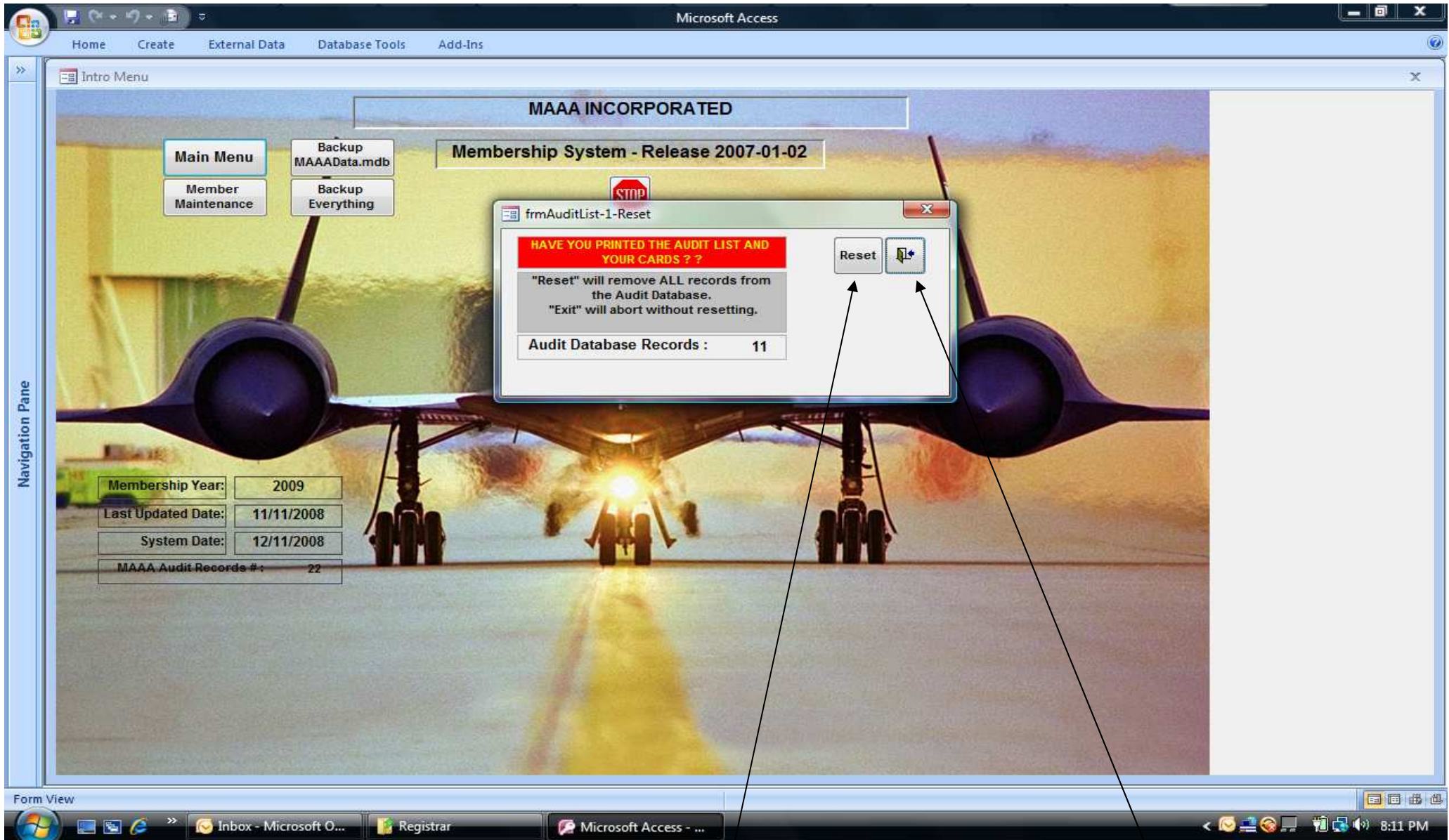
NOTE: Outlook needs to be set up for this function to work.

It should also be noted that the email should include a message as to the method of payment to be used. E.g. EFT or cheque in the post.

Once the email has been sent, then the State Registrar can upload the data automatically for faster turn around of cards and no errors.

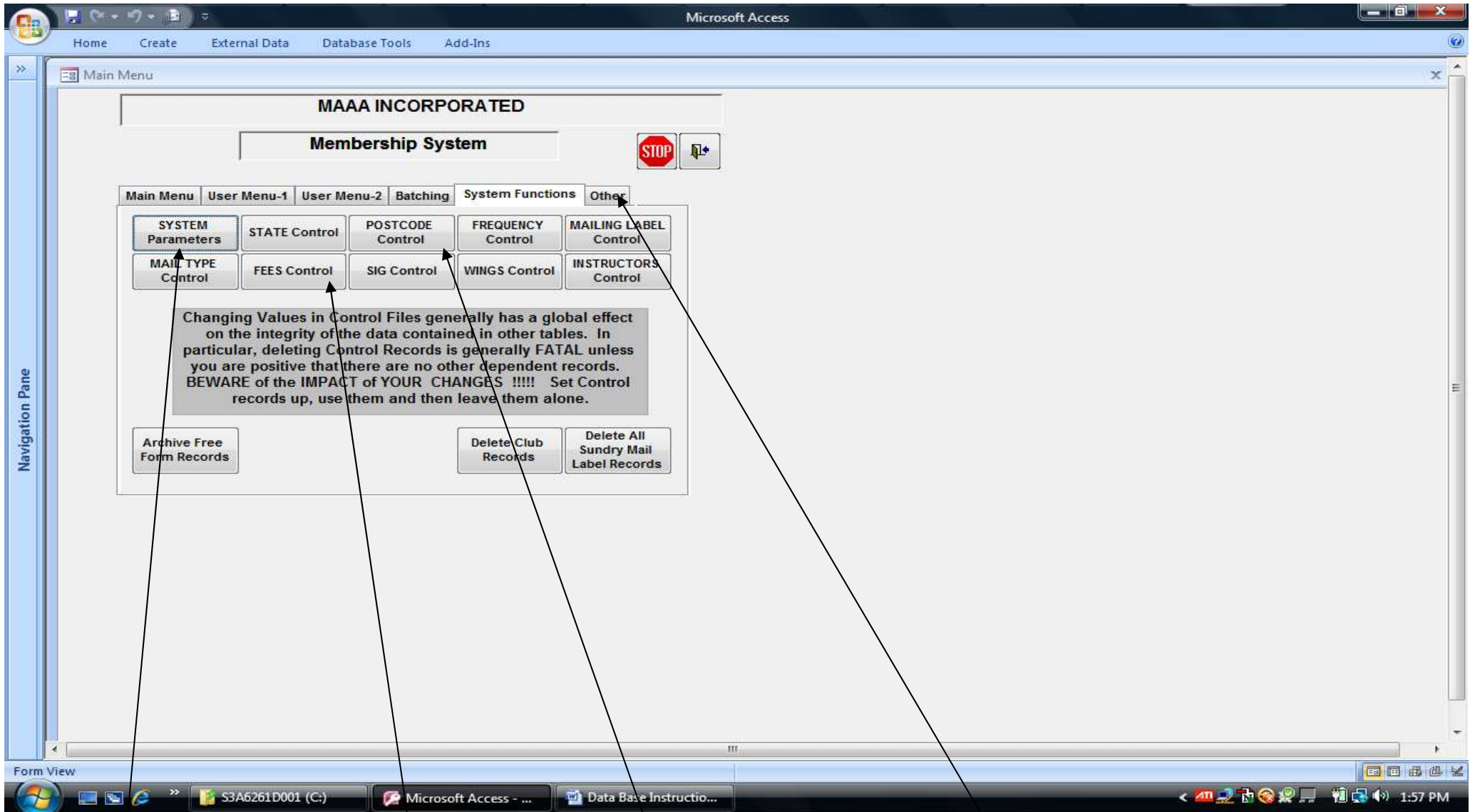
The Download club audit button is no longer used as it downloads to a floppy.

It is vital that the State Registrar is informed of the method of payment.



CAUTION:

When the System is opened after the audit has been sent, you will be prompted to reset the Audit list. Only do this if you are confident the cards have been returned or before more updates are processed, otherwise the new names will be added to the old list. If you are not ready to reset the system then click the book to close this box.



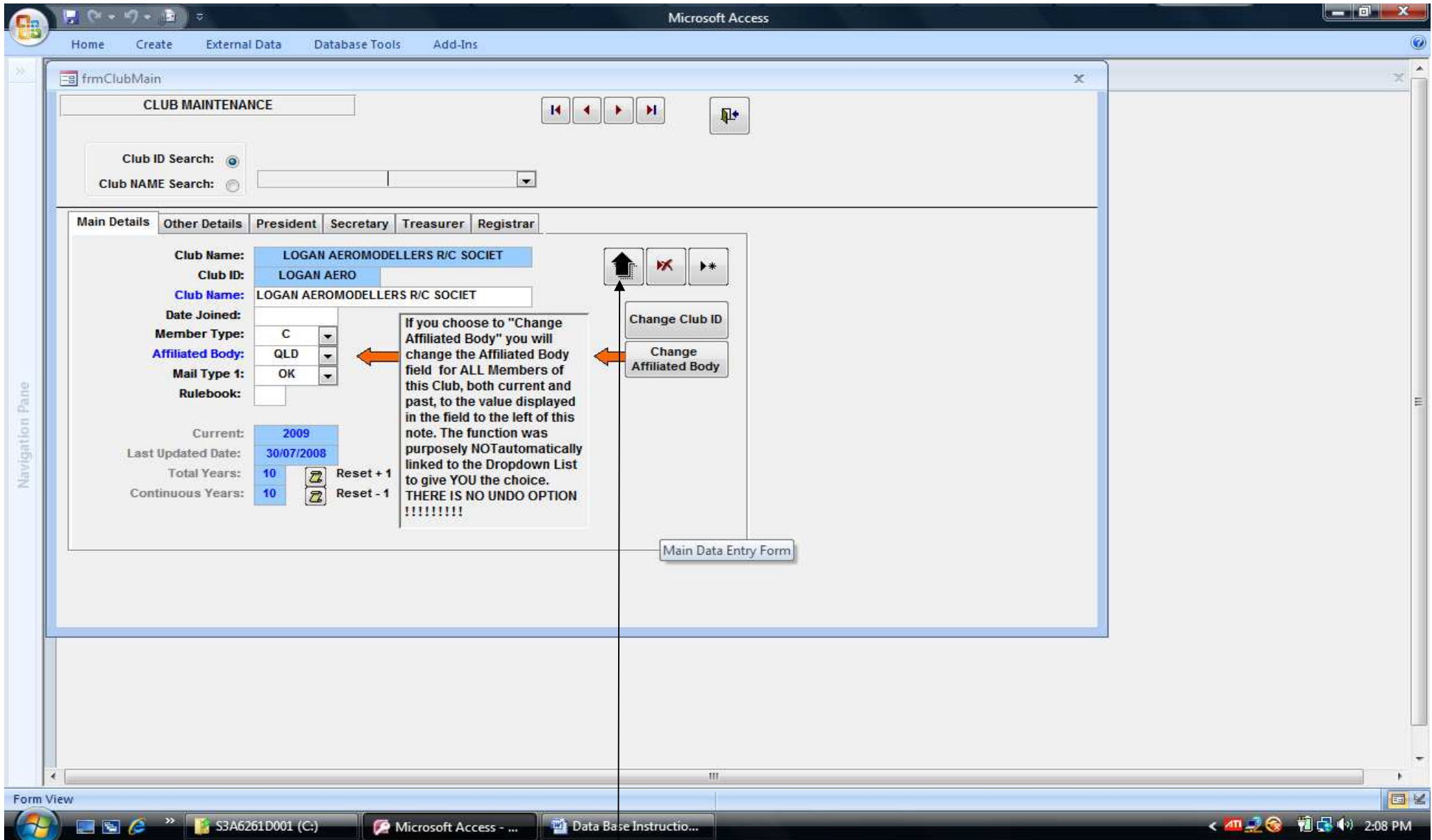
This is where the number block
And other information relating
To the club is set up before use.

At the beginning of each year
the new fees are entered.

If a new suburb is not listed then
It can be added in here.

This button is rarely used, but it does show anomalies
such as duplication of names.

The warning message in this window should be heeded.



Click here to update the system for the new membership year, this is done at the beginning of the year and will ensure the data entered will be for the correct year.

As with System functions heed the warning message.

Use these help files in conjunction with the help file already installed on the System or contact the State Registrar.