

How do I update my committee details to give them access?

BEFORE YOU START...

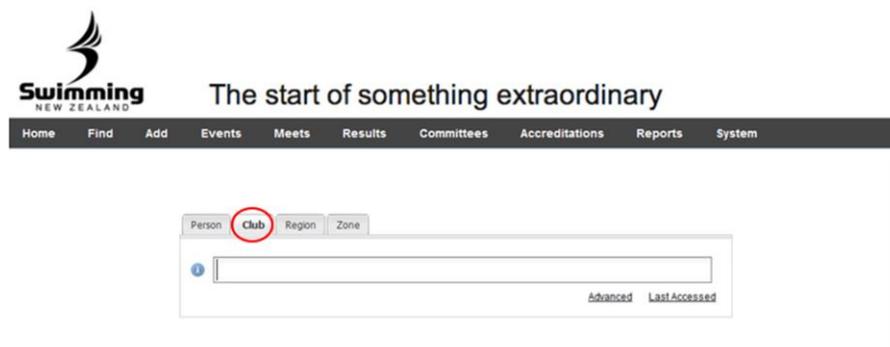
Assigning members to committee roles not only helps Swimming New Zealand and Swimming Regions to ensure that we have the correct committee contact details for your club, but it will also provide each committee member with access to the database.

Committee members will be required to use their own individual membership username and password to access the database. The intention of this is to provide users of the system a single sign-on to access all elements of the MMS/CMS. For this reason, all committee members **MUST** be registered members of a club in order to be aligned to a committee role in the database.

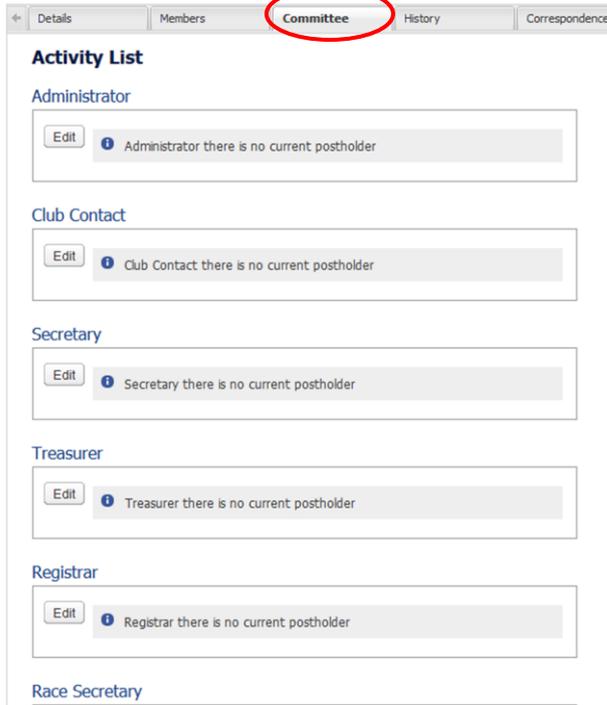
It is important that committee details are entered correctly as the database will only be available using an individual committee member's unique log in.

1

Once logged into the system using your username and password, click the club tab and access your club's profile.



2



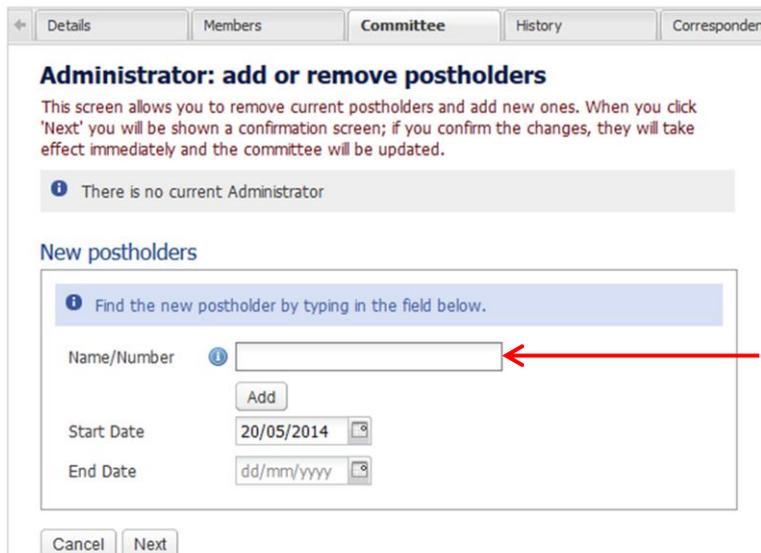
The screenshot shows a web interface with a navigation bar at the top containing tabs: Details, Members, **Committee** (highlighted with a red circle), History, and Correspondence. Below the navigation bar, the page is titled "Activity List". Under this title, there are several sections, each with an "Edit" button and a message: "Administrator there is no current postholder", "Club Contact there is no current postholder", "Secretary there is no current postholder", "Treasurer there is no current postholder", and "Registrar there is no current postholder". At the bottom, there is a link for "Race Secretary".

Select the Committee tab. This screen will allow you to view and edit the details currently recorded in the system.

Select the Edit button and then... see next step

3

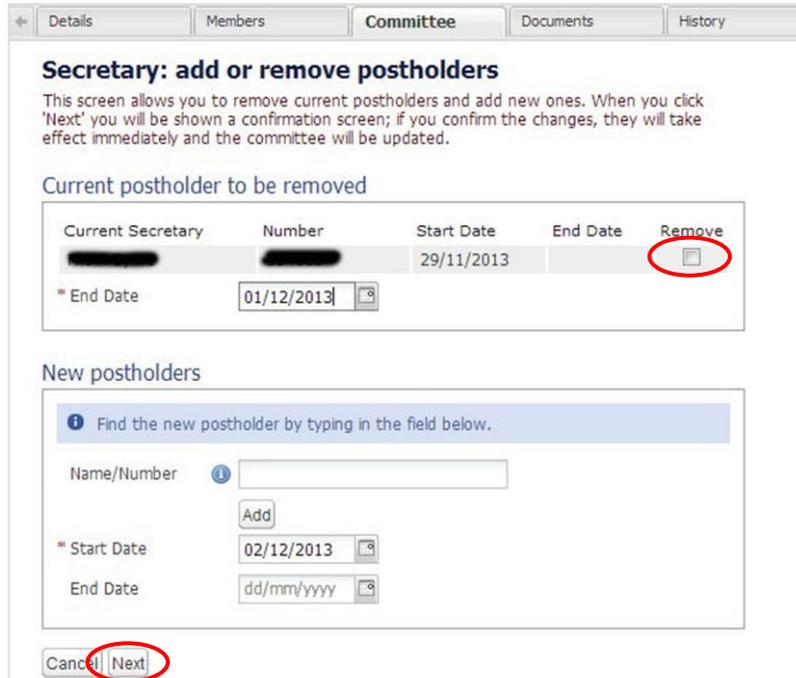
Begin typing the committee member's surname and click the person's name that holds that position. Note: committee members must be members of your club to be aligned with a committee position.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Details, Members, **Committee**, History, and Correspondence. Below the navigation bar, the page is titled "Administrator: add or remove postholders". Under this title, there is a paragraph of text: "This screen allows you to remove current postholders and add new ones. When you click 'Next' you will be shown a confirmation screen; if you confirm the changes, they will take effect immediately and the committee will be updated." Below this text, there is a message: "There is no current Administrator". Underneath, there is a section titled "New postholders" with a blue header that says "Find the new postholder by typing in the field below." Below this header, there is a form with a "Name/Number" field (with an information icon) and an "Add" button. Below the "Name/Number" field, there are two date fields: "Start Date" with the value "20/05/2014" and "End Date" with the value "dd/mm/yyyy". At the bottom of the form, there are "Cancel" and "Next" buttons. A red arrow points to the "Name/Number" input field.

4

The selected member information will be populated in the field. If there is an existing postholder already aligned to the committee position who no longer needs to be aligned to this position, select Remove by ticking the box, then select Next.



← Details Members **Committee** Documents History

Secretary: add or remove postholders

This screen allows you to remove current postholders and add new ones. When you click 'Next' you will be shown a confirmation screen; if you confirm the changes, they will take effect immediately and the committee will be updated.

Current postholder to be removed

Current Secretary	Number	Start Date	End Date	Remove
[REDACTED]	[REDACTED]	29/11/2013		<input checked="" type="checkbox"/>

* End Date

New postholders

Find the new postholder by typing in the field below.

Name/Number

Add

* Start Date

End Date

Cancel **Next**

5

You will receive the following confirmation screen upon completion.



← Details Members **Committee** Documents History

Secretary: updated

✓ The changes you made to the Secretary position have been successfully completed.

Return

Select Return and repeat this process to edit other committee members as required

Having different committee roles gives you access to different things.
If you have multiple committee roles do the following...

1

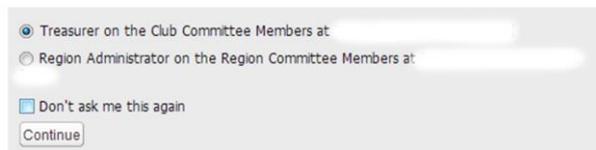
Selecting your active role

An individual with multiple roles will need to select the role they are assuming upon logging into the database.

For Example:

John Smith is a Treasurer at Example Club, John is also the President at Example Region. Upon logging into the database John will be greeted with the following message:

Select a Role



The screenshot shows a dialog box titled "Select a Role". It contains two radio button options: "Treasurer on the Club Committee Members at" (which is selected) and "Region Administrator on the Region Committee Members at". Below these options is a checkbox labeled "Don't ask me this again" and a "Continue" button.

Committee members will need to select which role they wish to act as before being taken to that particular console.

2

Once logged in you can change your active role by selecting the System tab from the menu items and then Select Current Role. You will be presented with the same Select a Role screen as when you log in, where you can select which role you now wish to assume.

