*California Writers Club* (User Manual)

**M**ember **R**ecord **M**anagement **S**ystem

Select Branch: [ Global ▲▼ ]

### Enter User Name and Password

User ID: [_____]     Password: [_____]

[ Log In ]

California Writers Club

# Member Record Management System
# (MRMS)
# Member Manual

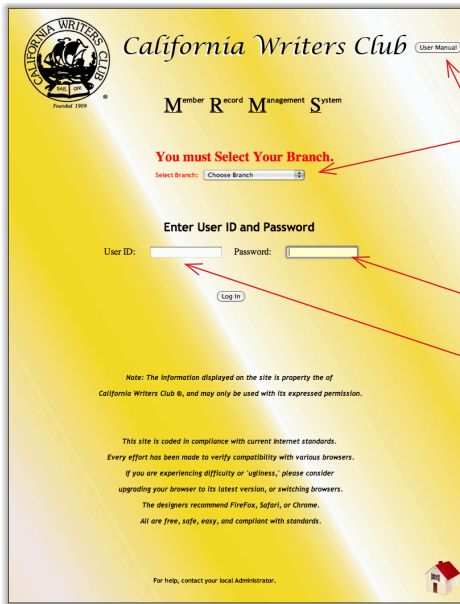Revised: September 8, 2014 12:21 PM

Ray Malus

For help, contact your local Administrator.

# MEMBER'S MANUAL

(NOTE: You will see boxes that look like this: ▨ These are not part of the illustration. They were put there to maintain confidentiality.)

Select your Home Branch from the 'Scope' list. (If you are a member of more than one Branch, you will need to repeat this for both Branches.) (See 'Scope' at the end of this document.)

Clicking on the User Manual Button will download a copy of this documentation.

Joining the Member Directory will allow you to see information on all the Members who have also joined the Directory. The process is easy:

You will be given a User ID and Password (you may change these, later.)

Go to the Directory page, and enter the Directory by Logging on with your User ID and Password.

If your Branch's default Directory setting is 'Hide,' and you have not yet joined the Directory, you will see a "Not Allowed" screen. No one is put in the Directory. You must do this! (NOTE: You need only do this the first time you use the Directory.)

Click on the button that says, "Edit my Record." This will take you to the Member Edit screen.

Otherwise, please skip this, and go to Member Directory on page 3.
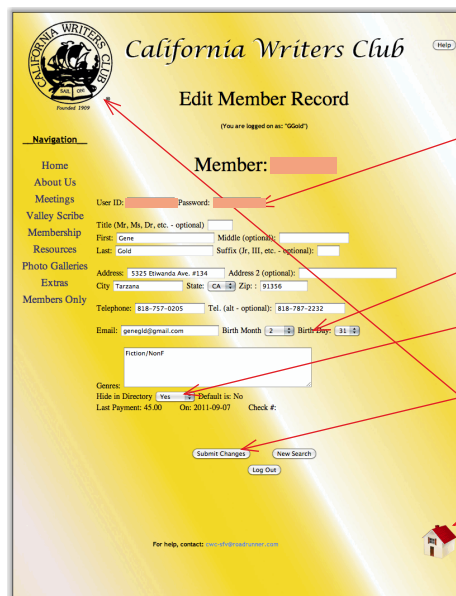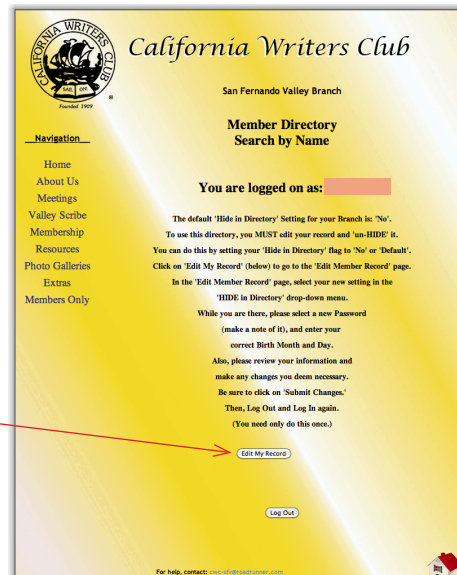
Please, carefully review your data, making changes as needed.

We strongly advise you to change your password.

PLEASE make a note of your UserID and Password!

Your Birth Month and Day will be listed as 2/31. Please enter the correct values

Then, select the "No" option from "HIDE record in Directory" drop-down menu.

When you have done all this, be sure to click on the "Submit Changes" button. Then, log off, and log back in, again.

Clicking on the "Home" icon will take you back to your home Branch Website.

Clicking on the "CWC" icon will take you to our State Website.

(If you are editing the record for a Branch in which you hold a DUAL Membership, most of these fields will not be editable. For simplicity, you should edit through your PRIMARY Branch.)

This is the Change Confirmation Screen.

As you can see an email of the change has been sent. Copies go to you, your Program Chair, and your designated Systems Administrator.)

At this point, you simply want to click on the "Log Out" button, and then log on again.

You will then arrive at the Member Search page.

# Member Directory

This is the "Member Search" screen.

Note the HELP Button.

To find Members, simply enter part of their name into the box provided. You can do compound searches, For instructions, click on 'Explain.'

Note that you are now searching records for this Branch only. (Certain State Officers can view multiple Branches.)

If you wish, you can limit your search to 'Current' members (default) or all members.

You may also search by Genre, Status, Birth Month, or Zip Code. (Officers have a few more options.)

Click on the "Search" button.

You can read the 'Tips N Tricks' Newsletter Archive, or take the Branch Survey

You may also edit your own record or Log Out from this screen.

This is the Search Results page. It shows results 5-at-a-time.

The Member has asked for all all Members (by entering a blank in the Search Box.) The system has found 57 of them and is displaying the first records 16 - 20.
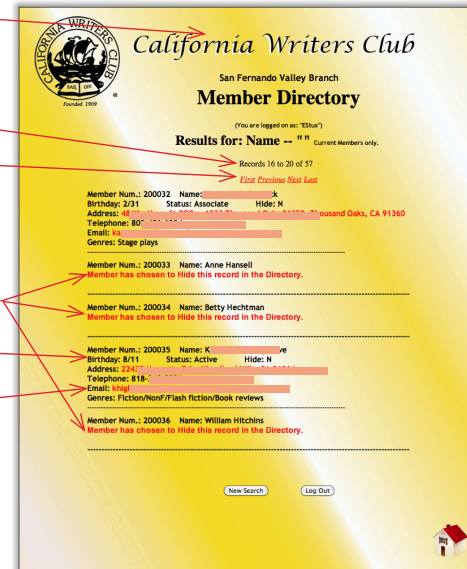
To navigate through results click on the "Next," "Last," "First," or "Previous" buttons.

Several Members have yet not 'joined' the directory. They show a "Member has chosen to hide this record" notice.

Addresses have been masked, but they are links. Click on them to open the address in Google Maps in a separate window.

The email address is also masked, but is also a link. If you currently use a (POP) mailer program (NOT web mail) clicking on this will open a new email message already addressed to the Member.

If you use web mail, you can copy and paste it.

**California Writers Club**

San Fernando Valley Branch

**Member Directory**

(You are logged on as: "EStux")

**Results for: Name -- " "** Current Members only.

Records 16 to 20 of 57

*First Previous Next Last*

Member Num.: 200032   Name: _____k
Birthday: 2/31   Status: Associate   Hide: N
Address: 48_____ousand Oaks, CA 91360
Telephone: 80_____
Email: ka_____
Genres: Stage plays

Member Num.: 200033   Name: Anne Hansell
Member has chosen to Hide this record in the Directory.

Member Num.: 200034   Name: Betty Hechtman
Member has chosen to Hide this record in the Directory.

Member Num.: 200035   Name: K_____ve
Birthday: 8/11   Status: Active   Hide: N
Address: 224_____
Telephone: 818-_____
Email: khigl_____
Genres: Fiction/NonF/Flash fiction/Book reviews

Member Num.: 200036   Name: William Hitchins
Member has chosen to Hide this record in the Directory.

( New Search )   ( Log Out )

SCOPE and PRIMARY Branch.

If you are a 'Dual' Member, you should be aware of the concept of 'Scope.' When you log on, you should choose the Branch you want to log in to from the 'Pick List' at the top of the form. Although you cannot use an already-used User ID WITHIN a given Branch, you (or another person) may be using this ID in another Branch. Choosing your Branch ensures that it will be YOUR Account that is accessed. (If not, MRMS might try to verify you against the other person's record. (The possibility that that person would have chosen exactly YOUR password is miniscule, so that would effectively block you from logging in.)

Once you log in, your Scope is automatically set to that Branch. All searches (for now) will be limited to members of that Branch. (To search within the other Branch, you must log in to it.)

MRMS has the concept of PRIMARY Branch. This is the Branch into which you pay FULL Member Dues.

Many parts of your record may only be edited through your PRIMARY Branch.

**Please, always Log Out before leaving the Members' Section.**