

### Adding Members To MemberMaster

Before you add any members you must first establish a team to assign them to. If your organization does not use teams, then you can use the default "none" team.



To create a new team simply enter the new team's identifier (you decide what the identifier is) in the "Enter Team Identifier" area. MemberMaster will tell you that this does not currently exist but do you want to add it, click on the "OK" button. Then fill out the rest of the information. Team ID's should be kept short, such as PW1 for your first Pee Wee team. This will allow you to easily change the team's name.

**MemberMaster - [Team Maintenance]**

File Edit View Insert Format Records Tools Window Help

## Team Maintenance

Enter Team Identifier:  Flag Team:  City Code:  Home Site:   
 Team's Name:  Team Active:

<b>Team ID:</b> JM1	<b>Division</b> Pee Wee	<b>Team Colors</b> Black & Yellow	<b>City/Assoc</b> HB	<b>Roster Sequence</b> 0
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Team Staff | Membership Links | Additional Team Staff | Team Stats | Team G/L Stuff | Team Schedule

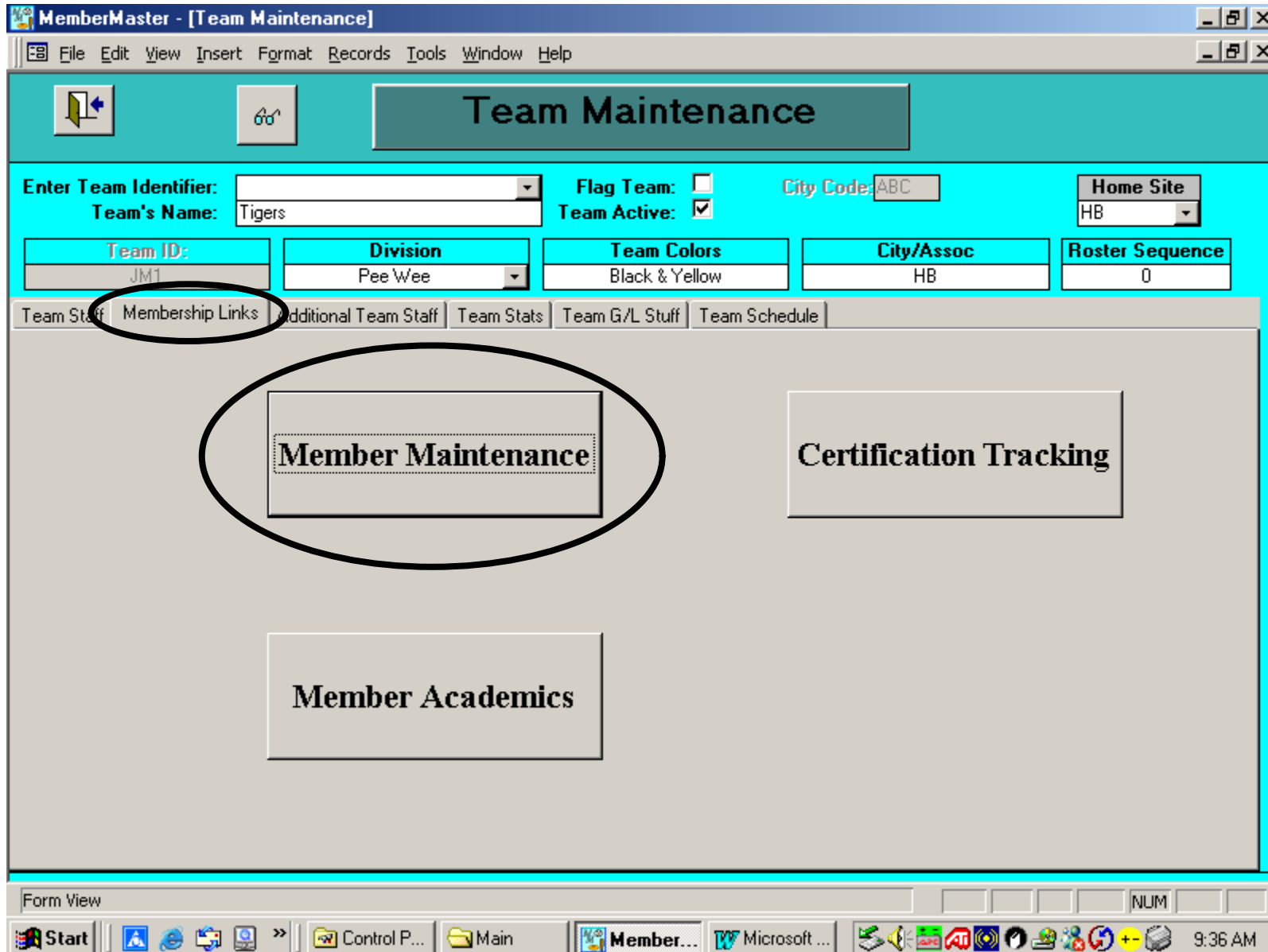
Title	Name	Address * City, State & Zip Code	Phone#	Member#	
Head Coach				0	P L A Y E R
Business Manager				0	
Team Mom/Dad				0	
Plyr Asst Coach-1				0	
Plyr Asst Coach-2				0	
Plyr Asst Coach-3				0	
Plyr Asst Coach-4				0	
Plyr Coach Trainee				0	
Equip. Mgr				0	
Cheer Mom/Dad				0	C H E E R
Head Cheer Coach				0	
Asst Chr Coach				0	
Asst Chr Coach				0	
Student Dem.				0	
Student Dem.				0	
Student Dem.				0	
				0	

Enter a team from the list of valid teams or enter a new team to be created

NUM

Start | Control P... | Main | Member... | Microsoft ... | 9:31 AM

If you are not using the accounting features of MemberMaster then you can add member to a team by clicking on the "MemberMaintenance" button on the Team Maintenance screen. This screen allows you to add members to a team using only the most minimal amount of information.



Entering members off the Team Maintenance screen, either select an existing member, or click on the "Create New Member" button, then enter the member's information. Click on the "Zoom" button to view the member's full set of information. If you are using the accounting portion of MemberMaster, or are entering members into MemberMaster in a random manner, then you should use the "Member Maintenance" screen located under the "Members" tab off the main menu (see in the following pages).

MemberMaster - [Member Maintenance - Quick - From Team Maint.]

File Edit View Insert Format Records Tools Window Help

Add Existing Member  Build Team Mode **Tigers**

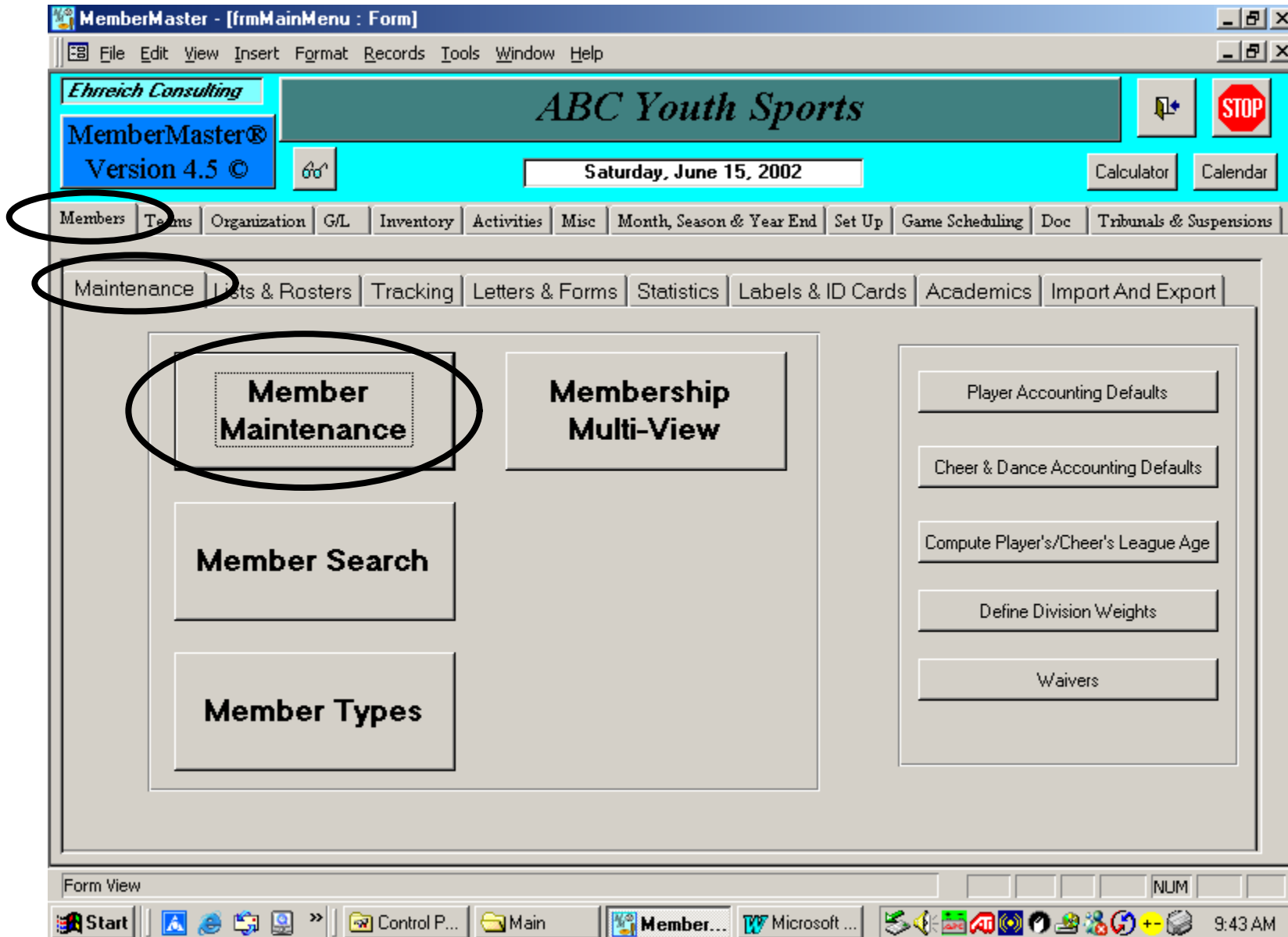
		Select Member	Member #	Type	Jersey#	Certified	Last Name	First Name	MI	Address
▶ Create New Member	Zoom GPA	▼	11	PLYR ▼	15	<input type="checkbox"/>	Ehreich	Barry		100 Main Street
Create New Member	Zoom GPA	▼	15	PLYR ▼	21	<input checked="" type="checkbox"/>	Johnson	Bobby		1515 Euclid
* Create New Member	Zoom GPA	▼	0	▼		<input type="checkbox"/>				

Record: 1 of 2 (Filtered)

Form View FLTR NUM

Start Control P... Main Member... Microsoft ... 9:40 AM

To add members to MemberMaster use the "Member Maintenance" procedure located under the "Maintenance" sub-tab, under the "Members" tab off the main menu.



To add new members to MemberMaster, click on the "Create New Member" button. MemberMaster will state that the member does not exist, and is it OK to add it, click "OK". The member record is now created, you now simply enter the member's information. All information is added to the record immediately upon entry (There is no need to "File" the record). To Change the team to which a member is assigned simply change the "Team" on this screen.

**MemberMaster - [Member Maintenance - Full]**

File Edit View Insert Format Records Tools Window Help

Member Maintenance Envelope Curr Year Full Hist Refresh Schlstc Form Calc GPA Waiver  
 Reg. Contract Stmt Stmt Refresh Calendar Calculator

Member#:  Create New Member Create New Member Using Current Member Info Balance: \$0.00

Look-Up:  Member#:  Active:  Volunteered for:

First Name: None Last Name: None MI:  Master Sibling #:  Returning Member:  Waiver:  Older Lighter:

Address:  City:  State:  Zip Code:  Phone#:  Comments:

Parents:  GPA Community Essay Grade Level CPR:

Birth Date:  Reg. Date: 06/14/2002 School:  Next Pymt Date:  Raffle Ticket Serial-1 #:

League Age Wgt Jersey# Jersey/Jacket Size Pant/ Sweats Size Shell Size Skirt Size Shoe Size Next Pymt Amt: \$0.00 Team Seq#: 00 Raffle Ticket Serial-2 #:

Current Year Accounting Other Flags Inventory Phone# & Acct Comments Full Accounting History Member Picture Football Stats MedNotes

Add A New Transaction

Type	ID	Description	Qty	Date	Amount	Receive
			1		0.00	<input type="checkbox"/>

Record: 1 of 1

Add Default Transactions For This Season

Player Transaction Defaults

Cheer Transaction Defaults

Enter an existing Member#, click on the "Create New Member" button to create new members

NUM

Start Control P... Main Member... Microsoft ... 9:48 AM

**Example of a Member with their information Completed**

**MemberMaster - [Member Maintenance - Full]**

File Edit View Insert Format Records Tools Window Help

Member Maintenance Envelope Curr Year Full Hist Refresh Schlstc Form Calc GPA Waiver  
 Reg. Contract Stmt Stmt Refresh Calendar Calculator

Member#: [ ] Create New Member Create New Member Using Current Member Info Balance: \$40.00  
 Look-Up: Ehreich Member# 11 Active:   
 First Name: Barry Returning Member:   
 Last Name: Ehreich MI: [ ] Master Sibling #: [ ] Waiver:   
 Address: 100 Main Street Assoc Code ABC Team: JM1 Older Lighter:   
 City: Huntington Beach Type: PLYR Phone#: 999-999-9999  
 State: CA Zip Code: 99999  
 Parents: Bob & Alma  
 Birth Date: 06/08/1989 Reg. Date: 06/14/2002 GPA Community Essay Grade Level CPR  
 School: Talbert 93 0 0 7  
 League Age Wgt Jersey# Jersey/Jacket Size Sweats Size Skirt Size Shoe Size  
 11 103 15 M/M M 7

Volunteered for: Team Mom  
 Vacation: 8/01/2002 - 8/24/2002  
 Raffle Ticket Serial-1 #: 905201-905250  
 Raffle Ticket Serial-2 #: [ ]  
 Comments: Great Kid  
 Next Pymt Date: [ ]  
 Next Pymt Amt: \$0.00  
 Team Seq#: 00

Current Year Accounting Other Flags Inventory Phone# & Acct Comments Full Accounting History Member Picture Football Stats MedNotes

Add A New Transaction

Type	ID	Description	Qty	Date	Amount	Receive
CNDY		Candy Given to Members - 11	1	06/14/2002	40.00	<input type="checkbox"/>
LRFL-1P	Ck# 1455	Raffle #1 - Pymnt Received Ck# 1455 - 11	1	06/14/2002	40.00	<input type="checkbox"/>
LRFL-1		Raffle #1 - Tickets Given to Member - 11	1	06/14/2002	40.00	<input type="checkbox"/>
PRP	Ck# 1455	Player Registration Pymnt Ck# 1455 - 11	1	06/14/2002	145.00	<input type="checkbox"/>
PR		Player Registration - 11	1	06/14/2002	145.00	<input type="checkbox"/>
*			1		0.00	<input type="checkbox"/>

Record: 3 of 5

Add Default Transactions For This Season  
 Player Transaction Defaults  
 Cheer Transaction Defaults

Tasks for which this member's parents have volunteered

Start Control P... Main Member... Microsoft... 9:59 AM

## Inactivating A Member

If a member drops out of a team, simply bring up that member's record, then set the "Active" check box to unchecked. This will keep the member in the system, but remove them from all most reports and rosters. Generally, you should never "Delete" a member from MemberMaster.

The screenshot shows the MemberMaster software interface. The title bar reads "MemberMaster - [Member Maintenance - Full]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The main window is divided into several sections:

- Member Maintenance Section:** Contains buttons for "Envelope", "Curr Year Stmt", "Full Hist Stmt", "Refresh", "Schlste Form", "Calc GPA", and "Waiver". Below these are sub-buttons for "Reg. Contract", "Calendar", and "Calculator".
- Member Information Section:** Includes fields for Member#, Look-Up (Ehreich), First Name (Barry), Last Name (Ehreich), Address (100 Main Street, Huntington Beach, CA 99999), Birth Date (06/08/1989), and Reg. Date (06/14/2002). It also shows GPA, Community, Essay, Grade Level, and CPR scores.
- Transaction Section:** A table with columns: Type, ID, Description, Qty, Date, Amount, and Receive. It lists transactions such as "Candy Given to Members - 11", "Raffle #1 - Pymnt Received Ck# 1455 - 11", and "Player Registration Pymnt Ck# 1455 - 11".
- Active Status Section:** A red circle highlights the "Active:" checkbox, which is currently checked.
- Other Sections:** Includes "Volunteered for:" (Team Mom), "Vacation:" (8/01/2002 - 8/24/2002), "Raffle Ticket Serial-1 #", "Raffle Ticket Serial-2 #", and "Add Default Transactions For This Season" buttons.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 9:59 AM.