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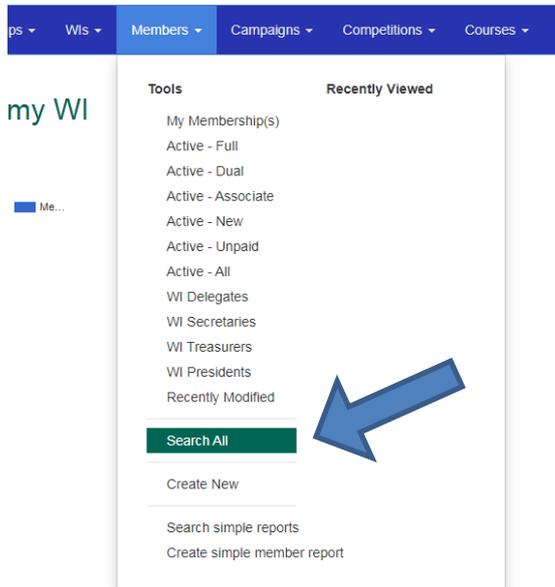
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1 SEARCHING FOR A MEMBER

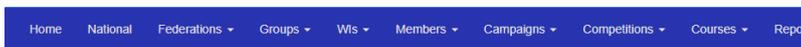
Click on Members at the top of the page



Then choose Search All from the menu



Find your member by typing her details into the search form



Search for Members

Please specify your search criteria below, then click 'Search'

Search Criteria

Search For All visible to me

First Name Latel

Surname Monks

Reference

Member Belongs To Search All National Federation/WI

Federation Buckinghamshire

WI [Please select...]

Address Line 1

County

Post Code

Email

Telephone

WI Position [Please select...]

Federation Position [Please select...]

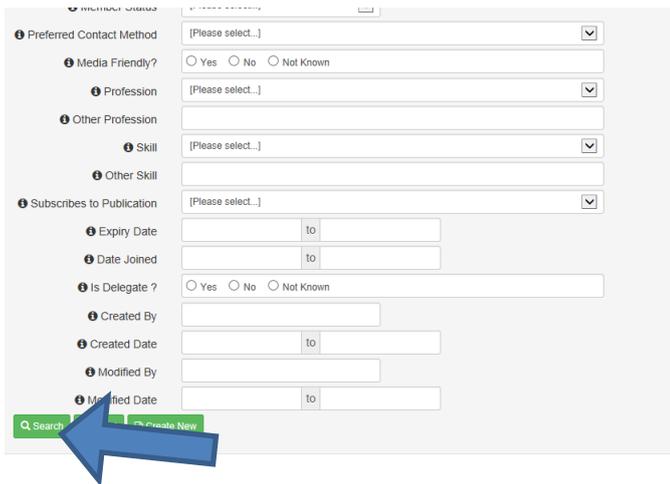
National Position [Please select...]

Member Type [Please select...]

Member Status Active

Status Reason [Please select...]

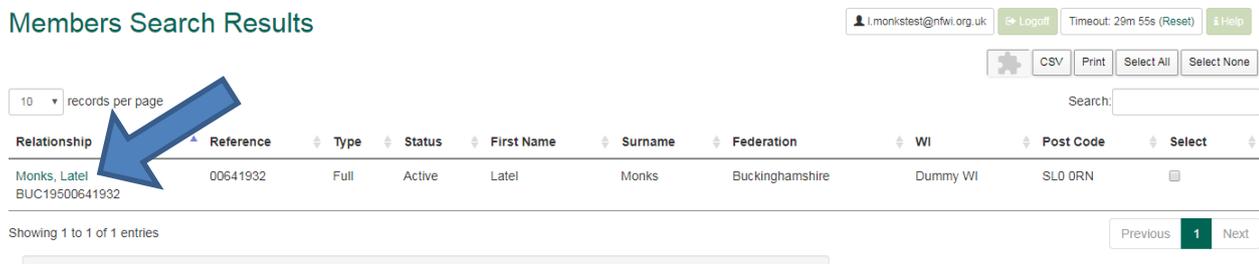
And clicking on Search at the bottom of the page



A screenshot of a search filter form. The form contains several sections with expandable headers: Preferred Contact Method, Media Friendly?, Profession, Other Profession, Skill, Other Skill, Subscribes to Publication, Expiry Date, Date Joined, Is Delegate?, Created By, Created Date, Modified By, and Modified Date. Each section has a dropdown menu or radio buttons. At the bottom left, there is a green 'Search' button and a green 'Create New' button. A large blue arrow points from the bottom left towards the 'Search' button.

When the search results appear, click on the one you want by clicking the green section of the line ie

Members Search Results



A screenshot of the search results page. At the top right, there is a user profile 'l.monkstest@nfwi.org.uk', a 'Logout' button, a 'Timeout: 29m 55s (Reset)' indicator, and a 'Help' icon. Below this are buttons for 'CSV', 'Print', 'Select All', and 'Select None'. A search input field is present. The table has columns: Relationship, Reference, Type, Status, First Name, Surname, Federation, WI, Post Code, and Select. The first row contains: Monks, Late1, BUC19500641932, 00641932, Full, Active, Late1, Monks, Buckinghamshire, Dummy WI, SL0 DRN. A blue arrow points to the first row. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

Relationship	Reference	Type	Status	First Name	Surname	Federation	WI	Post Code	Select
Monks, Late1 BUC19500641932	00641932	Full	Active	Late1	Monks	Buckinghamshire	Dummy WI	SL0 DRN	<input type="checkbox"/>

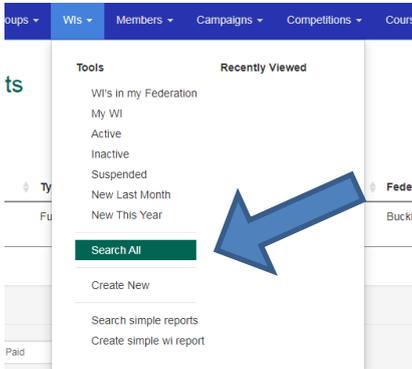
This will then open the member's full record.

2 SEARCHING FOR A WI

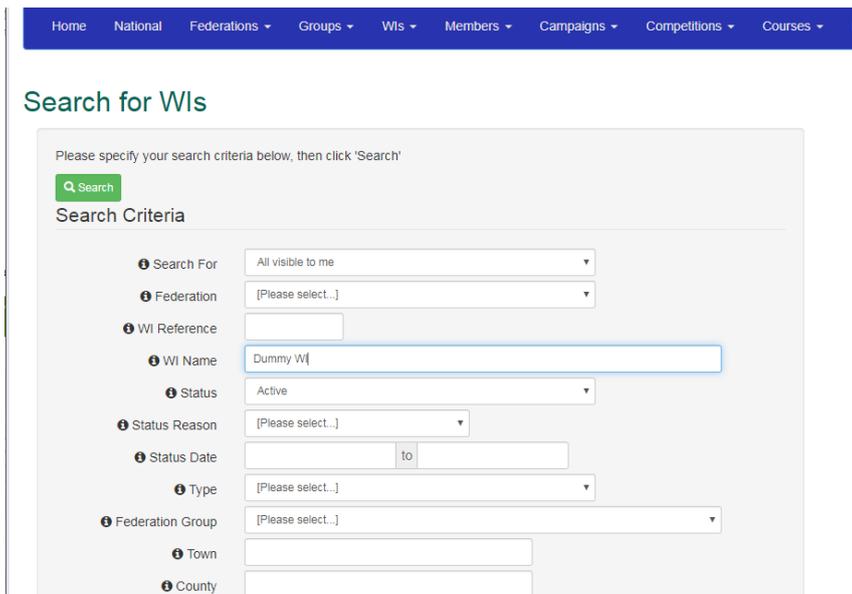
Click on WIs at the top of the page



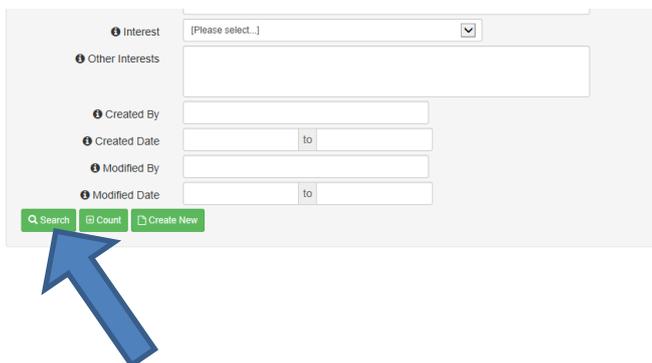
Then choose Search All from the menu



Find the WI by typing the details into the search form



And clicking on Search at the bottom of the page



When you have found the WI you want, click on the WI name to open the record

WIs Search Results

I.monkstest@nfwl.org.uk Logout Timeout: 29m 57s (Reset) Help

Settings CSV Print

10 records per page

Search:

WI	Federation	Federation Group	Status	Status Reason	Status Date	Select
Dummy WI	Buckinghamshire		Active		18/09/2019	<input type="checkbox"/>

Showing 1 to 1 entries

Previous 1 Next

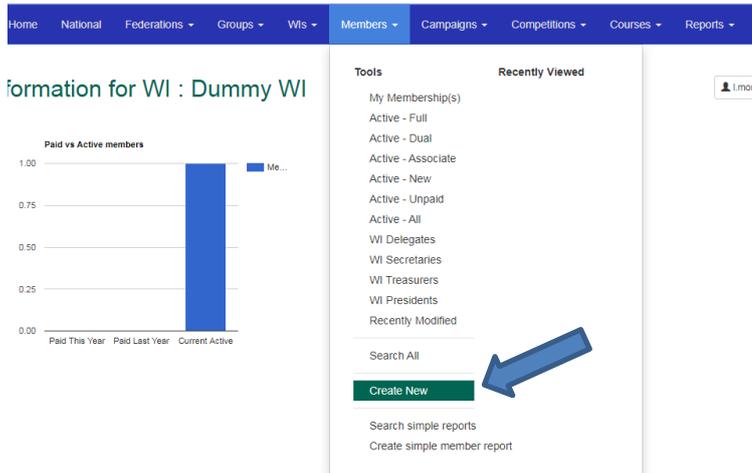


3 ADDING A NEW MEMBER

Click on Members at the top of the page



This will open a box:
Click on 'Create New'



Here you enter the new member's first name, surname and postcode. Then click on 'Check for duplicates'



Create New Member

A screenshot of the 'Create New Member' form. The form is white with a dark blue header. It has a green 'Save' button in the top left corner. The form is divided into two main sections: 'Status Info' and 'Contact Details'. The 'Status Info' section has fields for 'Reference', 'Status' (set to 'Active'), and 'Status Date'. The 'Contact Details' section has fields for 'Title', 'First Name' (Joanne), 'Surname' (Bloggs), 'Post Code' (sw6 4ly), 'Address 1', 'Address 2', 'Address 3', 'Town', 'County', and 'Country'. An orange 'Check for duplicates' button is located next to the 'Post Code' field, and a blue arrow points to it from the right. At the bottom of the form, there is a 'Address needs' section with radio buttons for 'Yes' and 'No'. A user profile icon for 'Lmont' is visible in the top right corner of the form.

Once you have clicked on Check for Duplicates, if there are members with similar details, you will see a dropdown box. Click on the arrow at the end to show you a list of these members.

Contact Details

Title [Please select...]

First Name Joanne

Surname Bloggs

Post Code sw6 4ly Check for duplicates

Please check possible duplicate members [Please select...]

Address 1

Address 2

If the person you are adding is already a member she should show up on this list. If not, select 'Not a Duplicate' from the top of the list. You will then be given another dropdown menu where you are asked to select the new member's address

Contact Details

Title [Please select...]

First Name Joanne

Surname Bloggs

Post Code sw6 4ly Check for duplicates

Please select address [Please select...]

- Not Shown
- 104 New Kings Road,,,LONDON,,SW6 4LY
- 106 New Kings Road,,,LONDON,,SW6 4LY
- 106A New Kings Road,,,LONDON,,SW6 4LY
- 108-110 New Kings Road,,,LONDON,,SW6 4LY
- 108A New Kings Road,,,LONDON,,SW6 4LY
- 110A New Kings Road,,,LONDON,,SW6 4LY
- 112 New Kings Road,,,LONDON,,SW6 4LY
- 112A New Kings Road,,,LONDON,,SW6 4LY
- 114A New Kings Road,,,LONDON,,SW6 4LY
- 116 New Kings Road,,,LONDON,,SW6 4LY
- 116A New Kings Road,,,LONDON,,SW6 4LY
- New Kings Road,,,LONDON,,SW6 4LY

Address 1

Address 2

Address 3

Town

County

Country

Once you have selected the correct address it will enter the information in the relevant boxes for you.

Contact Details

Title [Please select...]

First Name Joanne

Surname Bloggs

Post Code SW6 4LY Check for duplicates

Address 1 104 New Kings Road

Address 2

Address 3

Town LONDON

County

Country

You will then need to add their federation and WI.
You can then enter as much more information as you want in the other boxes.

When you get to the bottom you will need to confirm the data protection sections have been adhered to. You will need to enter the date the member filled in the WI Member Registration form and tick the boxes to confirm that the member filled in the form herself and that it was the latest version

Data Protection

Once a new WI member has completed the WI Member Registration Form it is important that it is kept securely until it is entered into the MCS, after which point it should be destroyed.

It is also important for new WI members to complete the registration form themselves so they are fully aware of what information we collect, why, and what their rights are.

To the best of your knowledge please provide and confirm the following information:

- The paper WI Member Registration Form was filled in on 
- The member completed the form herself, or if assistance was required the data processing details were explained to her in full
- The member completed the latest version of the standardised WI Member Registration Form as published by the NFWI, and available to download via: [here](#)

Please do not submit this record until all three points above are accurate and correct.

You can then click on Save at the bottom

Please note:

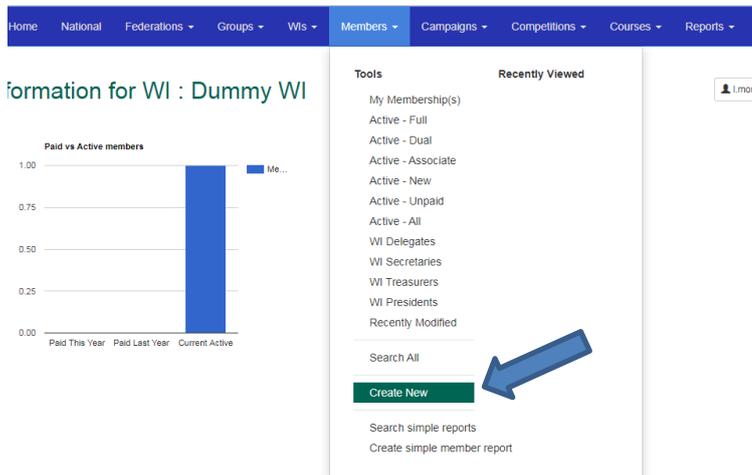
If you enter a member's email address in the email box, she will automatically be sent an email, explaining how to log onto the My WI website

4 HOW TO ADD A DUAL MEMBER

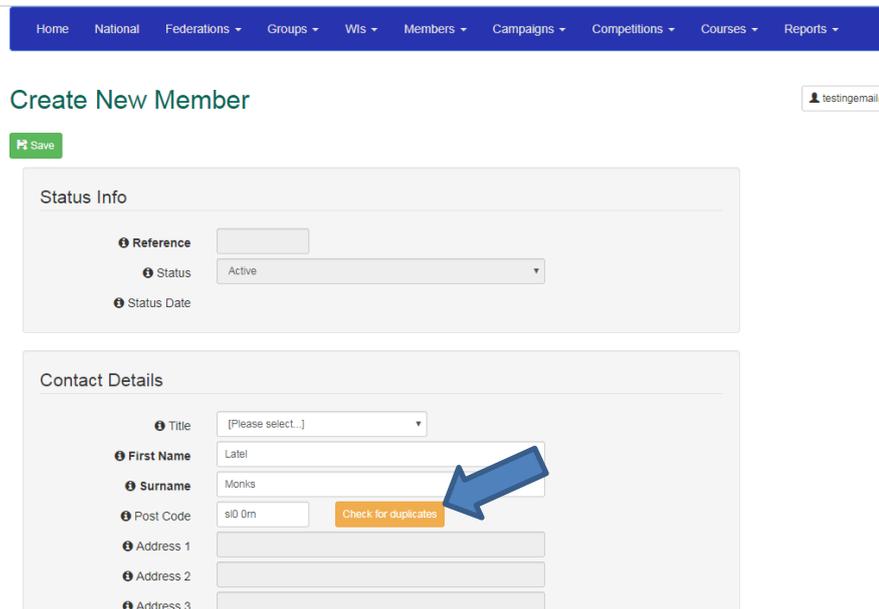
Click on Members at the top of the page



This will open a box:
Click on 'Create New'

A screenshot of the 'Members' dropdown menu. The menu is white with a dark blue header. It contains two columns: 'Tools' and 'Recently Viewed'. The 'Tools' column lists various membership types and roles, including 'Active - Dual'. The 'Recently Viewed' column is empty. At the bottom of the menu, there is a green 'Create New' button, which is highlighted with a blue arrow pointing to it from the right. Other buttons include 'Search All', 'Search simple reports', and 'Create simple member report'. A 'Save' button is visible in the top right corner of the dropdown.

Here you enter the new member's first name, surname and postcode. Then click on 'Check for duplicates'

A screenshot of the 'Create New Member' form. The form is white with a dark blue header. It has a 'Save' button in the top left corner. The form is divided into two sections: 'Status Info' and 'Contact Details'. The 'Status Info' section has fields for 'Reference', 'Status' (set to 'Active'), and 'Status Date'. The 'Contact Details' section has fields for 'Title' (set to '[Please select...]', 'First Name' (set to 'Lalal'), 'Surname' (set to 'Monks'), 'Post Code' (set to 's10 0rn'), and three 'Address' fields. An orange 'Check for duplicates' button is located next to the 'Post Code' field, with a blue arrow pointing to it from the right.

If the member is already correctly listed as a full member at another WI, she will appear in this dropdown list:

Contact Details

Title [Please select...]

First Name Latel

Surname Monks

Post Code SL0 0RN Check for duplicates

Address 1 [Please select...]
 [Please select...]
 Not a duplicate
 Jones, Jill,299 Longstone Road.
Monks, Latel,299 Longstone Road,Amersham Angels (Active - Full)

Address 2

Address 3

Please check possible duplicate members



You will see a box appear which just tells you that dual members are not shown in the paid members figures. Just click on OK to continue. It will then enter the rest of the member's details in the boxes for you

Contact Details

Title [Please select...]

First Name Latel

Surname Monks

Post Code SL0 0RN Check for duplicates

Address 1 299 Longstone Road

Address 2

Address 3

Town IVER

County Buckinghamshire

Country

Copy Address

Address needs verification Yes No

It will then automatically enter the member as a dual member

Membership Details

Member Belongs To National Federation/WI

Federation [Please select...]

WI [Please select...]

Member Type Dual

Please note that dual members are not shown in the paid members figures.

Date Joined 18/09/2019

2018 Paid

Reminder History

Notes



Select the federation and WI from the dropdown boxes, then scroll to the bottom to fill out the Data Protection section

When you get to the bottom you will need to confirm the data protection sections have been adhered to. You will need to enter the date the member filled in the WI Member Registration form and tick the boxes to confirm that the member filled in the form herself and that it was the latest version

Data Protection

Once a new WI member has completed the WI Member Registration Form it is important that it is kept securely until it is entered into the MCS, after which point it should be destroyed.

It is also important for new WI members to complete the registration form themselves so they are fully aware of what information we collect, why, and what their rights are.

To the best of your knowledge please provide and confirm the following information:

- The paper WI Member Registration Form was filled in on 
- The member completed the form herself, or if assistance was required the data processing details were explained to her in full
- The member completed the latest version of the standardised WI Member Registration Form as published by the NFWI, and available to download via: [here](#)

Please do not submit this record until all three points above are accurate and correct.

You can then click on Save at the bottom

Please note:

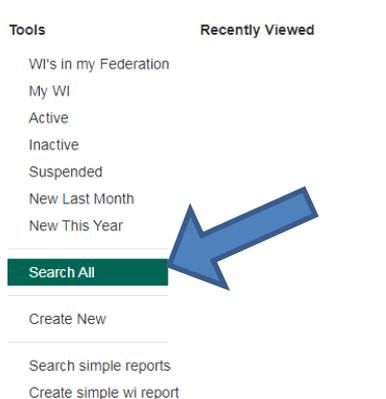
If you enter a member's email address in the email box, she will automatically be sent an email, explaining how to log in

5 ADDING AND REMOVING A MEMBER'S POSITION

Click on WIs at the top of the page



Then choose Search All from the menu



Find the WI by typing the details into the search form

Search for WIs

Please specify your search criteria below, then click 'Search'

Search Criteria

Search For All visible to me

Federation [Please select..]

WI Reference [Please select..]

WI Name Dummy WI

Status Active

Status Reason [Please select..]

Status Date [] to []

Type [Please select..]

Federation Group [Please select..]

Town []

County []

Summer Meeting Time [Please select..]

Winter Meeting Time [Please select..]

And clicking on Search at the bottom of the page

When you have found the WI you want, open it by clicking on the WI name

WIs Search Results

10 records per page

testingemail@hotmail.com Logout Timeout: 29m 59s (Reset) Help

Copy CSV Print

Search: []

WI	Federation	Federation Group	Status	Status Reason	Status Date	Select
Dummy WI	Buckinghamshire		Active		18/09/2019	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

When you have opened the WIs record, click on Positions in the Sections box

WI's Details - Dummy WI

testingemail@hotmail.com Logoff Timeout: 29m 52s (Reset) Help

Save

WI Status Info

WI Reference: 195

Status: Active

Status Date: 18/09/2019 09:48

Basic Details

WI Name: Dummy WI

Sections

- Basic Details
- Members
- Positions
- WI Comp...
- WI Campa...

Tools

- Search for WIs
- Create New WI
- Search simple WI reports
- Create simple WI report

This will then show you a list of all positions held within this WI

To add a position for someone else, click on Add Position to WI at the bottom

Positions Held at this WI

All records per page Search:

Position	Member	Status	Effective From Date
President	Horler K	Active	15/03/2004
Secretary	Glanfield J	Active	15/03/2004

Showing 1 to 2 of 2 entries Previous 1 Next

Add Position to WI

Another window will then open up, where you will assign the new position to a member

In the 'Position' dropdown menu, select the position you want to assign

Position held at WI

Group: [Please select...]

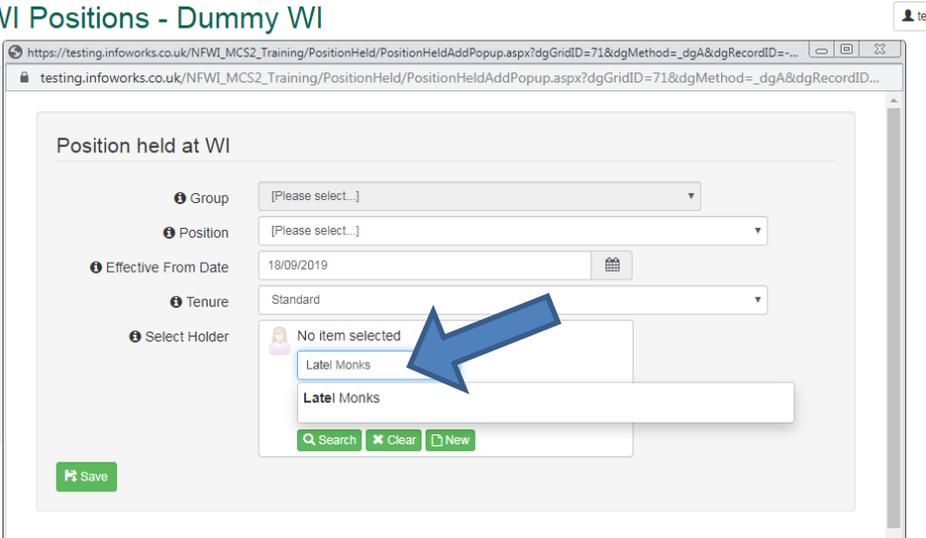
Position: [Please select...]

- Minutes Secretary
- Newsletter Editor
- Outings Organiser
- PAL Rep
- Posters
- President
- Press Officer
- Programme Secretary
- Raffle organiser
- Refreshment organiser
- Register taker
- Resolutions Adviser
- Rota Organiser
- Secretary
- sick visitor
- Social Media Rep
- SWIN Delivery
- Trading Stall organiser
- Treasurer
- Vice President

Save

Then in the 'Select Holder' box, start to type in the name of the member you want to assign the position to, and click on the name when it comes up

VI Positions - Dummy WI

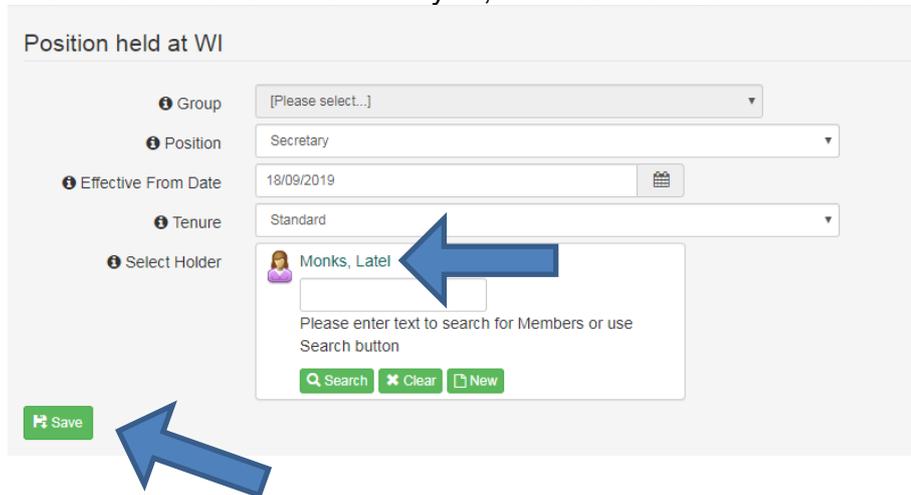


The screenshot shows a web browser window with the URL https://testing.infoworks.co.uk/NFWI_MCS2_Training/PositionHeld/PositionHeldAddPopup.aspx?dgGridID=71&dgMethod=_dgA&dgRecordID=.... The page title is "Position held at WI". The form contains the following fields:

- Group: [Please select...]
- Position: [Please select...]
- Effective From Date: 18/09/2019
- Tenure: Standard
- Select Holder: No item selected

The "Select Holder" dropdown menu is open, showing a search input field containing "Late! Monks" and a list of results with "Late! Monks" selected. A blue arrow points to the selected item. At the bottom of the form is a green "Save" button.

It will then enter the name for you, then click on Save at the bottom



The screenshot shows the same "Position held at WI" form. The "Select Holder" dropdown menu is now closed, and the text "Monks, Late!" is entered into the field. A blue arrow points to the text. The "Save" button at the bottom left is highlighted with a blue arrow. The form fields are:

- Group: [Please select...]
- Position: Secretary
- Effective From Date: 18/09/2019
- Tenure: Standard
- Select Holder: Monks, Late!

Below the "Select Holder" field, there is a search prompt: "Please enter text to search for Members or use Search button". At the bottom left is a green "Save" button.

6 HOW TO REMOVE A MEMBER'S POSITION

Go to the WI's list of positions, by opening the WIs main page, and selecting 'Positions' in the Sections box on the right

WI Positions - Dummy WI

Positions Held at this WI

All records per page Search:

Position	Status	Tenure	Effective From Date	Person	Person Type
MCS Rep	Active	Standard	18/09/2019	Bloggs, Joanne	Members
Secretary	Active	Standard	18/09/2019	Monks, Latel	Members

Showing 1 to 2 of 2 entries Previous 1 Next

[Add Position to WI](#) [Show Active](#) [Show Inactive](#) [Show All](#)

Here you can remove a member's position in one of two ways:

Option 1:

To just remove a member's position, click on the arrow/triangle next to the position you want to remove

WI Positions - Dummy WI

Positions Held at this WI

All records per page Search:

Position	Status	Tenure	Effective From Date	Person	Person Type
MCS Rep	Active	Standard	18/09/2019	Bloggs, Joanne	Members
Secretary	Active	Standard	18/09/2019	Monks, Latel	Members

Showing 1 to 2 of 2 entries Previous 1 Next

[Add Position to WI](#) [Show Active](#) [Show Inactive](#) [Show All](#)

This will open another screen.

Here you can click on the red, Revoke button

Position held at WI

Position: MCS Rep

Effective From Date: 18/09/2019

Tenure: Standard

Group: [Please select...]

Current Holder: Bloggs, Joanne

Select New Holder: No item selected

Please enter text to search for Members or use Search button

Search Clear New

Save Revoke

Option 2:

To assign a position to another member, click on the arrow/triangle next to the position you want to change.

When the new screen opens up, type the new position holder in the 'Select New Holder' box

Position held at WI

Position: MCS Rep

Effective From Date: 18/09/2019

Tenure: Standard

Group: [Please select...]

Current Holder: Bloggs, Joanne

Select New Holder: No item selected

Late Monks

Late Monks

Search Clear New

Save Revoke

Click on the name when it appears, which will enter it into the New Holder section. Then just click on 'Save'

Position held at WI

Position: MCS Rep

Effective From Date: 18/09/2019

Tenure: Standard

Group: [Please select...]

Current Holder: Bloggs, Joanne ()

Select New Holder: Monks, Late

Please enter text to search for Members or use Search button

Search Clear New

Save Revoke

This will then update the Positions list

WI Positions - Dummy WI

Positions Held at this WI

All records per page

Search:

	Position	Status	Tenure	Effective From Date	Person	Person Type
▶	Secretary	Active	Standard	18/09/2019	Monks, Latel	Members
▶	MCS Rep	Active	Standard	18/09/2019	Monks, Latel	Members

Showing 1 to 2 of 2 entries

Previous 1 Next

 Add Position to WI

 Show Active

 Show Inactive

 Show All

7 HOW TO CHANGE A MEMBER'S WI (for federations only)

Search for your member, and open her record

Home National Federations Groups Wis Members WI Advisers IFE Trainers Judges Speakers Staff Campaigns Admin Timeout: 26m

Competitions Course Templates Courses ReportWorks Utilities

Member Details - 0000000016

Save

Status Info

Reference 0000000016

Status Active

Status Date 17/07/2014 10:54

Contact Details

Title Mrs

First Name Latel

Surname Monks

Salutation

Post Code SL0 0RN

Sections

- Basic Details
- Skills
- Newsletters
- Interests
- Positions
- Training Courses
- Competitions
- Campaigns

Make current section 'sticky'

Tools

- Search for Members
- Create New Member
- Search simple Member reports
- Create simple Member report
- View audit records
- View Relationships
- Status History

Scroll down to where you see Membership details and click on the dropdown menu next to WI

Fax

Preferred Contact Method [Please select...]

Membership Details

Federation Buckinghamshire

WI George Green

Member Type Full

Primary Membership? Yes No

Date Joined 17/07/2014

Expiry Date

Reminder History

Notes

Personal Details

Is Delegate? Yes No

Media Friendly? Yes No

This will give you a list of WIs within that federation

The screenshot shows a user interface for editing membership details. On the left, there is a sidebar with several sections: 'Fax', 'Preferred Contact Method', 'Membership Details', 'Federation', 'WI', 'Member Type', 'Primary Membership?', 'Date Joined', 'Expiry Date', and 'Reminder History'. The 'WI' section is currently selected, and a dropdown menu is open, displaying a list of WI names. The name 'George Green' is highlighted in blue. The list includes: Downley Village Afternoon, Downley Village Evening, Drayton Parslow, Dunsmore, Edlesborough, Emberton, Fairford Leys, Farnham Common, Flackwell Heath Evening, Flackwell Heath Morning, Forty Green, Frieth, Fulmer, Furzton, Gawcott, George Green (highlighted), Granborough, Great Brickhill, Great Hampden, Great Horwood & Singleborough, Great Kingshill Afternoon, Great Kingshill Evening, Great Linford, Great Missenden, Great Missenden Evening, Grendon Underwood Edgcott & King, Haddenham, Haddenham & Witchert, Hambleton, and Hanslope.

Click on the new WI (you may need to scroll up or down)

And then scroll to the bottom of the page and click on Save



8 HOW TO UPLOAD A DOCUMENT OR WEB LINK

You can upload documents or website links to any records on the MCS. Each record is done in the same way, whether it be an individual member's record, a WI's record or a federation record. I will use a WI's record as an example.

Open the WI's record and click on Add... in the Tools box



WI's Details - Iver Heath

A screenshot of the 'WI's Details - Iver Heath' page. The page has a light grey background. At the top left is a green 'Save' button. Below it is a 'WI Status Info' section with fields for 'WI Reference' (BUC093), 'Status' (Inactive), and 'Status Date'. Below that is a 'Basic Details' section with fields for 'WI Name' (Iver Heath), 'Telephone Number', 'Email Address', 'Website URL', 'Federation' (Buckinghamshire), and 'Federation Group' ([Please select...]). On the right side, there is a 'Sections' menu with options like 'Basic Details', 'Activities & Interests', 'Members', 'Positions', 'WI Competitions', and 'WI Campaigns'. Below the sections menu is a 'Tools' menu with options like 'Search for WIs', 'Create New WI', 'Search simple WI reports', 'Create simple WI report', 'View audit records', 'Status History', 'Actions', 'No documents', and 'Add...'. A blue arrow points to the 'Add...' option in the Tools menu.

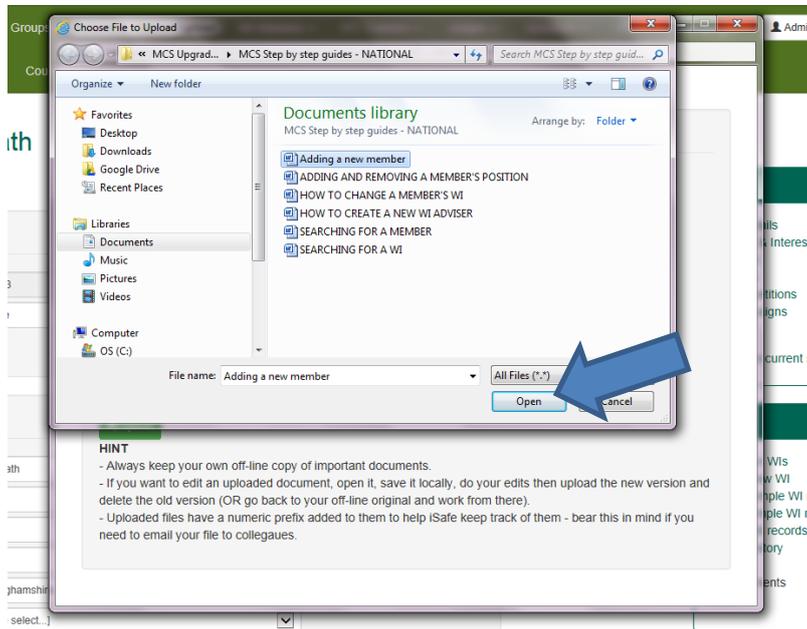
Another window will open up

If you want to upload a document, click on Browse

A screenshot of the 'Upload a document' dialog box. The dialog box is white with a grey border. It has a 'Close' button at the top left. The main content area has three sections: 'Select a file on your computer' with a text input field and a 'Browse...' button; 'OR Specify a hyperlink to public website' with a text input field; and 'THEN Provide a brief description of the file' with a text input field. Below these is a 'FINALLY' section with a note: 'Click "Upload" - please bear in mind that if you are uploading a large file to the system it will take some time.' There is a green 'Upload' button. At the bottom, there is a 'HINT' section with three bullet points: '- Always keep your own off-line copy of important documents.', '- If you want to edit an uploaded document, open it, save it locally, do your edits then upload the new version and delete the old version (OR go back to your off-line original and work from there).', and '- Uploaded files have a numeric prefix added to them to help iSafe keep track of them - bear this in mind if you need to email your file to colleagues.' A blue arrow points to the 'Browse...' button.

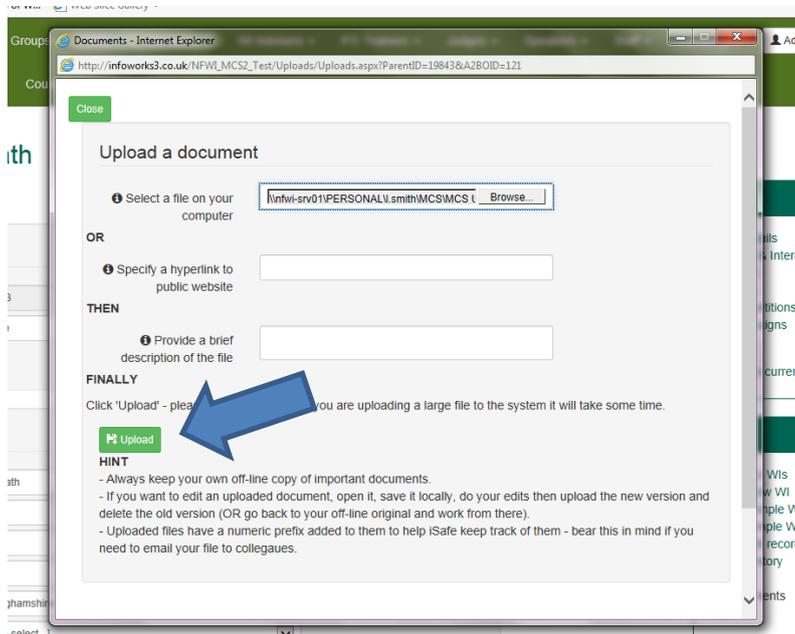
This will open your file directory on the PC you are using

Select the document you want to upload and click on Open

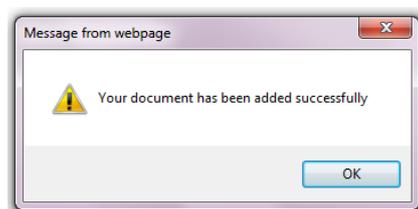


The file path for this document will then show in the document box

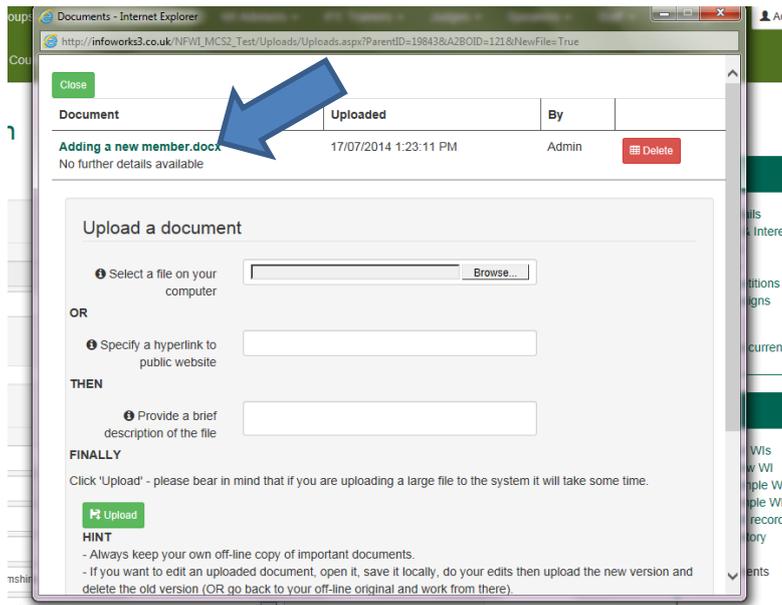
Click on Upload



You will then see a box pop up telling you it has been successfully uploaded. Click on OK.

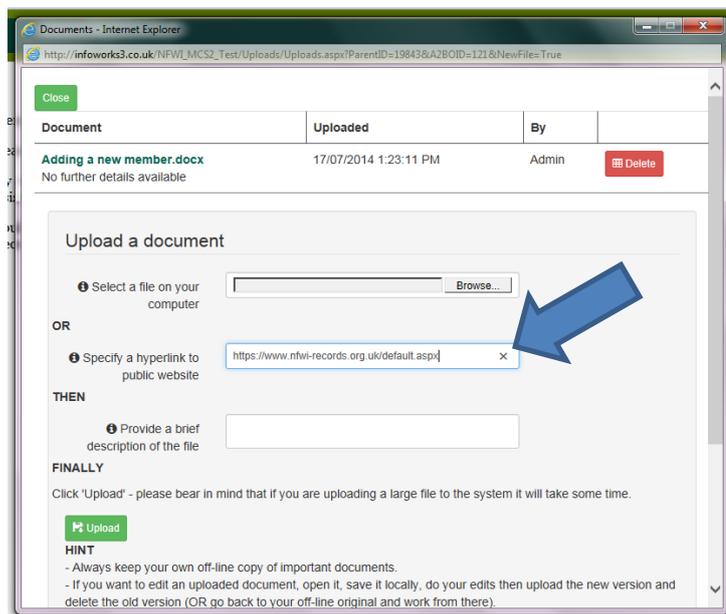


You will now see the upload box open up again but this time, with your document listed at the top.



If you want to upload another document, you can do it again from here or if you want to upload a hyperlink to a web page, just copy the link

le <https://www.nfwi-records.org.uk/default.aspx> and paste it in the hyperlink box and click on Upload



As before, it will be confirmed and then show up with your document in the upload box

Close

Document	Uploaded	By	
Adding a new member.docx No further details available	17/07/2014 1:23:11 PM	Admin	Delete
https://www.nfwi-records.org.uk/default.aspx No further details available	17/07/2014 1:29:31 PM	Admin	Delete

Upload a document

Select a file on your computer Browse...

OR

Specify a hyperlink to public website

THEN

Provide a brief description of the file

FINALLY

Click 'Upload' - please bear in mind that if you are uploading a large file to the system it will take some time.

Upload



Next time you want to upload a document or hyperlink, you will notice that the Add... has disappeared and in its place is the number of documents and View... underneath it

WI's Details - Iver Heath

Save

WI Status Info

WI Reference: BUC093

Status: Inactive

Status Date:

Basic Details

WI Name: Iver Heath

Telephone Number:

Email Address:

Website URL:

Federation: Buckinghamshire

Federation Group: [Please select...]

Registered Office?: Yes No

Sections

- Basic Details
- Activities & Interests
- Members
- Positions
- WI Competitions
- WI Campaigns

Make current section 'sticky'

Tools

- Search for WIs
- Create New WI
- Search simple WI reports
- Create simple WI report
- View audit records
- Status History
- Actions
- 2 document(s)
- View...

This Record



To upload a document or hyperlink now, just click on View... and follow the previous instructions

9 SEARCHING FOR A POSITION

Below is an example of how to search for all WI Secretaries

Click on 'Members' in the green strip, then select 'Search All'

Home National Federations Groups WIs **Members** Advisers IFE Trainers Judges Speakers Staff

Competitions Courses Reports

al Members 417.0 9,460.0

- Hertfordshire
- South Yorkshire
- Herefordshire
- Isle of Ely
- Pembrokeshire
- North Yorkshire W...
- Berkshire
- Powys - Radnor
- West Yorkshire
- Glamorgan

▲ 17 ▼

Tools

- My Membership(s)
- Search All**
- Create New

Recently Viewed

Total WIs	
160	
99	
125	
54	Isle of Ely
85	Pembrokeshire
141	North Yorkshire West
120	Berkshire
36	Powys - Radnor
123	West Yorkshire
156	Glamorgan
19	Guernsey
213	Lancashire

In the WI Position dropdown box, select Secretary

Search for Members

Please specify your search criteria below, then click 'Search'

Search Criteria

- Search For: All visible to me
- First Name: [Empty]
- Surname: [Empty]
- Federation: [Empty]
- WI: [Empty]
- Address Line 1: [Empty]
- County: [Empty]
- Post Code: [Empty]
- Email: [Empty]
- Telephone: [Empty]
- WI Position: [Please select...]
- Federation Position: [Please select...]
- National Position: [Please select...]
- Member Type: [Please select...]

President (temporary)
Press Officer
Programme Secretary
Raffle organiser
Refreshment organiser
Register taker
Resolutions Adviser
Rota Organiser
Secretary
Secretary (temporary)
sick visitor
SWIN Delivery
Trading Stall organiser
Treasurer
Treasurer (temporary)
Vice President
Welcoming Steward
WI Adviser Assistant
WI Contact
WI Web Editor

Then scroll to the bottom and click on Search

Modified Date: [Empty] to [Empty]

Search **Count** **Create New**

This will give you a list of all WI Secretaries

Members Search Results

helen@mov

10 records per page

Relationship	Reference	Status	First Name	Surname	Federation	WI
Ansell, Sarah 00393096	00393096	Active	Sarah	Ansell	Berkshire	She
Bamford, Dorothy 00404514	00404514	Active	Dorothy	Bamford	Berkshire	Hur
Beale, Myrtle 00001196	00001196	Active	Myrtle	Beale	Berkshire	Pac
Bird, Charmian 00189614	00189614	Active	Charmian	Bird	Berkshire	We
Boughtwood, Susan 00472184	00472184	Active	Susan	Boughtwood	Berkshire	Tile
Bradley, Christine 00368881	00368881	Active	Christine	Bradley	Berkshire	Cro
Bravery, Lesley 00383252	00383252	Active	Lesley	Bravery	Berkshire	Tha
Breheny, Isobel 00396898	00396898	Active	Isobel	Breheny	Berkshire	Rac
Brohier, Karen 00465096	00465096	Active	Karen	Brohier	Berkshire	Bas

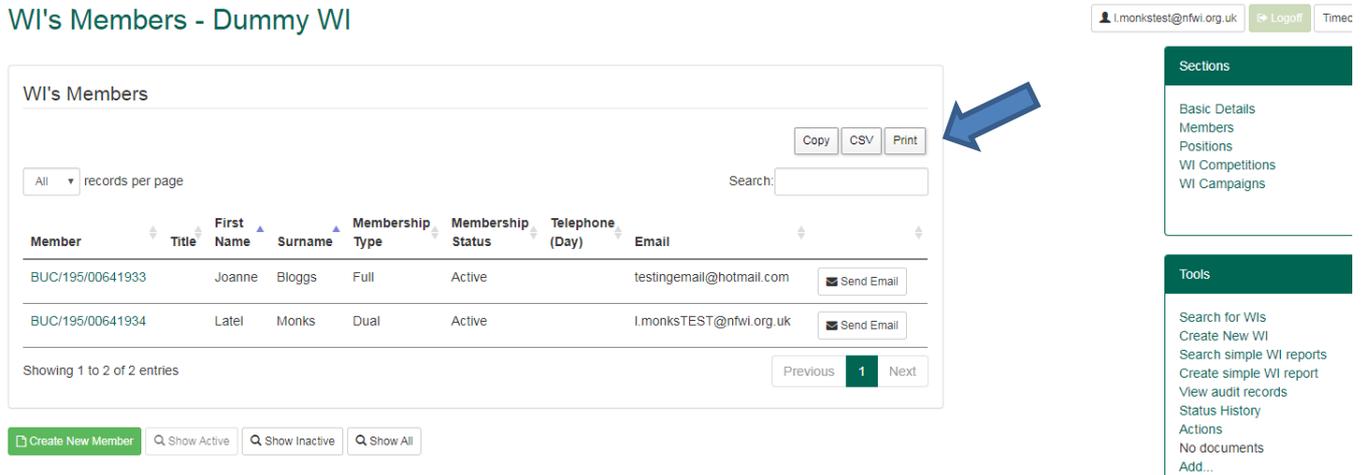
You can change the number of records per page by changing the number in the dropdown menu at the top.

10 HOW TO CONVERT LIST TO EXCEL FILES

You can convert any list into an Excel document. You can then use this to produce mail merge documents etc

At the top of any list are 3 options:

WI's Members - Dummy WI



WI's Members

Copy CSV Print

All records per page Search:

Member	Title	First Name	Surname	Membership Type	Membership Status	Telephone (Day)	Email
BUC/195/00641933		Joanne	Bloggs	Full	Active		testingemail@hotmail.com
BUC/195/00641934		Latel	Monks	Dual	Active		l.monksTEST@nfwi.org.uk

Showing 1 to 2 of 2 entries Previous 1 Next

Create New Member Show Active Show Inactive Show All

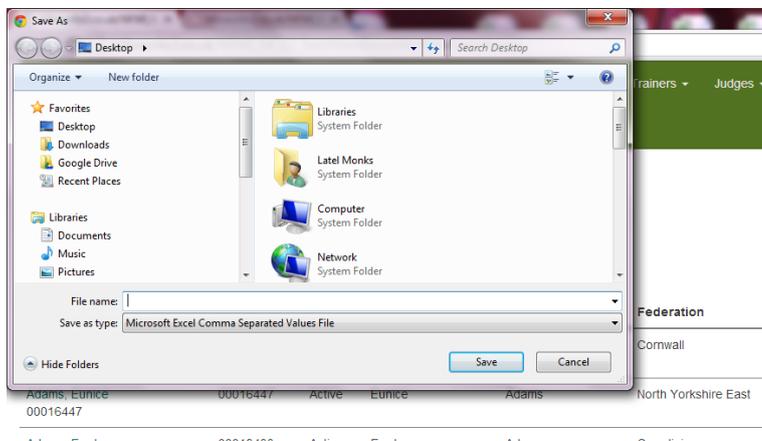
Sections

- Basic Details
- Members
- Positions
- WI Competitions
- WI Campaigns

Tools

- Search for WIs
- Create New WI
- Search simple WI reports
- Create simple WI report
- View audit records
- Status History
- Actions
- No documents
- Add...

If you select CSV (a type of Excel spreadsheet), it will put your list into an Excel document. It will ask you to save your document before you see the result.



Save As

Desktop

Organize New folder

File name:

Save as type: Microsoft Excel Comma Separated Values File

Save Cancel

Adams, Eunice 00016447 Active Eunice Adams North Yorkshire East

You can then open your document and the information you had on your MCS will be in an Excel document

11 HOW TO REMOVE A MEMBER

Open the member's record, and select 'Inactive' from the 'Status' dropdown menu

Member Details - Monks, Latel

helen@

Save

Status Info

Reference: 0000000044

Status: **Active** (dropdown menu open, 'Inactive' selected)

Status Date:

Contact Details

Title: Miss

First Name: Latel

Surname: Monks

Salutation:

Post Code: SLO 0RN

Address 1: 299 Longstone Road

Address 2:

This will then open the Status page

Status

Current status is Active

Change View History

New Status: Inactive

Reason for change: [Please select...]

Further Details:

Selecting a new status will display the list of fields which must be completed to make this change

Update Status

All the fields required for this change of status have been completed - to proceed, click 'Change'

Please Note - you must provide an explanation for this change of status

Confirm Change

OK?	Item	Value	Explanation
✓	Officer Position Re-assignment	N/A	

Here you can select the reason for the member being removed from the 'Reason for Change' dropdown menu

Then click on 'Confirm Change'

Status

Current status is **Active**

[Change](#) [View History](#)

New Status Inactive

Reason for change Moved away

Further Details

Selecting a new status will display the following details:

- [Please select..]
- Address Discrepancy
- Changed WI
- Deceased
- Duplicate
- Moved away**
- No longer a member
- Non-member (Stu says this has got to go, added a type instead)
- Other reason
- Suspended

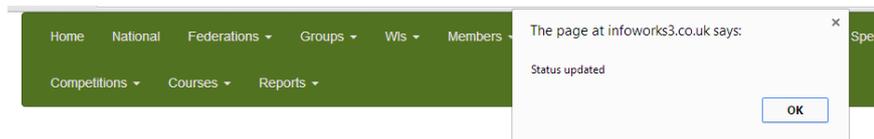
Update Status

All the fields required for this change of status have been completed - to proceed, click 'Change'
Please Note - you must provide an explanation for this change of status

[Confirm Change](#)

OK?	Item	Value	Explanation
✓	Officer Position Re-assignment	N/A	

You will then see a box appear, confirming the change, and the new status in the Status History



Status

Current status is **Inactive**

[Change](#) [View History](#)

Status History

Ref.	Status	Type	Set By	When	Reason	Notes
	Inactive		helen@mowatnewbury.com	Friday, August 01, 2014	Moved away	
	Active		helen@mowatnewbury.com	Friday, August 01, 2014	Record created	

Update Status

The following fields were required to attain the current status...

However, if you try and remove a member who has an Officers position, you will get the following error

New Status Inactive

Reason for change [Please select...]

Further Details

Selecting a new status will display the list of fields which must be completed to make this change

Update Status

All the fields listed below must have values before the status may be changed as specified

OK?	Item	Value	Explanation
✗	Officer Position Re-assignment		<p>This member cannot be made inactive, as they hold an Officer Position (President, Secretary, or Treasurer) at this WI. If you still want to make this member inactive, you can proceed in one of two ways:</p> <ol style="list-style-type: none">1. Assign the Officer Position to another member. You can then make this member inactive (as long as they don't hold any other Officer Positions – if so, they must be assigned to another member as well).2. Appoint a Temporary Officer (e.g. Temporary President), if no-one has yet agreed to take on the role permanently. You can then revoke the Officer Position for this member and make this member inactive (as long as they don't hold any other Officer Positions, as above). <p>Once a permanent Officer has been decided, you can allocate the Officer Position and revoke the Temporary Officer Position</p>

So you will need to assign the position to another member before deleting this one.

PLEASE NOTE: When a member is removed from the MCS, it will cancel her login.

12 HOW TO ADD A NEW USER (Federations only)

To add a new MCS Rep, you need to make sure they have their email address listed within their main record. Then you need to assign them the MCS Rep position (see Adding & Removing a Member's Position)

An email will then automatically be sent to the member informing them how to log into the MCS. They will then be able to use the same login details as they use for the My WI site, to log into the MCS.

PLEASE NOTE: If a member's email address is changed within her record, this will also change her login email address. The password will remain the same.

13 HOW TO CHANGE A MEMBER'S PASSWORD (Federations only)

Due to data protection laws, you are not able to view a member's password, but you can change it.

To do this, click on the 'Utilities' menu at the top of the screen and select 'Security Users'



Enter the email address of the person whose email you want to change, in the 'Securityuser' box, and click on Search at the bottom

Search for Security User

Please specify your search criteria below, then click 'Search'

Search Criteria

Securityuser

First name

Surname

Lastlogon to

Lastfailedlogin to

Status

Security Profile

Profile for Search All National Federation/WI

Federation

WI

Created by

Created date to

Modified by

Modified date to

This will bring up the person with that email address. Click on the email address/Securityuser to open the record

Security User Search Results

Impersonating l.monksTEST@nfwl.org.uk Timeout: 29m 26s (Reset)

10 records per page Search:

SecurityUser	FirstName	Surname	Lastlogon	LoginAttempts	Lastfailedlogin	Status
l.monksTEST@nfwl.org.uk	Latel	Monks	18/09/2019			Approved

Showing 1 to 1 of 1 entries

Then click on 'Change Password'

Security User Details - l.monksTEST@nfwi.org.uk

Impersonating l.monks

Save

Status

Status Approved

Application MCS2

Notes

Basic Details

Person Monks, Latel

Username l.monksTEST@nfwi.org.uk

Login As > Change Password

Login Info

Last Logon 18/09/2019

Login Attempts

Last Failed Login

Then enter the new password in the 'Password' box and repeat it below. (It will show as dots)
Please note: Passwords must meet the required criteria which is, as least 8 characters including at least 1 number.

Then click on 'Save' at the bottom

Status

Status Approved

Application MCS2

Notes

Basic Details

Person Monks, Latel

Username l.monksTEST@nfwi.org.uk

Login As > Change Password

Password

Password

Confirm Change

14 HOW TO REMOVE A DUAL MEMBER FROM A WI

Search for the member

She will show up twice in the Member Search Results, once for the Primary/Full WI and once for the Secondary/Dual WI

Members Search Results

I.monkstest@ntwi.org.uk Logoff Timeout: 29m 56s (Reset) Help

Copy CSV Print Select All Select None

10 records per page

Search:

Relationship	Reference	Type	Status	First Name	Surname	Federation	WI	Post Code
Monks, Latel BUC19500641934	00641934	Dual	Active	Latel	Monks	Buckinghamshire	Dummy WI	SLO 0RN
Monks, Latel BUC21000641932	00641932	Full	Active	Latel	Monks	Buckinghamshire	Amersham Angels	SLO 0RN

Showing 1 to 2 of 2 entries

Previous 1 Next

Search Again Create New

Choose the record with the WI you want to remove her from

This will open up her record for that WI

Change her status to 'Inactive'

Member Details - Monks, Latel

Save

Status Info

Reference: 0000000044

Status: 

Status Date:

Contact Details

Title:

First Name:

Surname:

Salutation:

Post Code:

This will then open the Status page

Status

Current status is **Active**

[Change](#) [View History](#)

New Status

Reason for change

Further Details

Selecting a new status will display the list of fields which must be completed to make this change

Update Status

All the fields required for this change of status have been completed - to proceed, click 'Change'
Please Note - you must provide an explanation for this change of status

[Confirm Change](#)

OK?	Item	Value	Explanation
✓	Officer Position Re-assignment	N/A	

Here you can select the reason for the member being removed from the 'Reason for Change' dropdown menu

Then click on 'Confirm Change'

Status

Current status is **Active**

[Change](#) [View History](#)

New Status

Reason for change

Further Details

Selecting a new status will display the list of fields which must be completed to make this change

Update Status

All the fields required for this change of status have been completed - to proceed, click 'Change'
Please Note - you must provide an explanation for this change of status

[Confirm Change](#)

OK?	Item	Value	Explanation
✓	Officer Position Re-assignment	N/A	

You will then see a box appear, confirming the change, and the new status in the Status History

The screenshot shows a web application interface. At the top, there is a navigation menu with items: Home, National, Federations, Groups, Wis, Members, Competitions, Courses, and Reports. A confirmation dialog box is overlaid on the page, displaying the text "The page at infoworks3.co.uk says: Status updated" and an "OK" button. Below the dialog, the main content area is titled "Status" and shows "Current status is Inactive". There are two buttons: "Change" and "View History". The "Status History" section contains a table with the following data:

Ref.	Status	Type	Set By	When	Reason	Notes
	Inactive		helen@manwtoacubury.com	Friday, August 01, 2014	Moved away	
	Active		helen@	Friday, August 01, 2014		Record created

Below the table is an "Update Status" section with the text "The following fields were required to attain the current status...". At the bottom of the screenshot, a Windows taskbar is visible with icons for Internet Explorer, Firefox, Google Chrome, and other applications.

PLEASE NOTE: If a member is removed from a FULL WI then an email will be sent automatically to the Federation Secretary.

15 HOW TO PRODUCE REPORTS

To produce your own member reports from the MCS, click on Members and choose 'Create simple member report'

The screenshot shows the MCS navigation menu with 'Members' selected. A dropdown menu is open, showing options: 'My Membership(s)', 'Search All', 'Create New', 'Search simple reports', and 'Create simple member report'. A blue arrow points to the 'Create simple member report' option. To the left, a sunburst chart shows 'total Members' with a value of 417.0 and a range up to 9,460.0. A legend lists various regions: South Yorkshire, Hertfordshire, North Yorkshire W..., Herefordshire, Kent - West Kent, West Yorkshire, Isle of Ely, Pembrokeshire, Glamorgan, and Berkshire. To the right, a 'Total Wis' table is visible.

Total Wis
99
160
141
125
247
123
54
85
156
120

This will open up the Report Criteria page. Here you can select what you want to search on. For this example I am just searching for all Primary members within my federation. The first thing you must do is name the report in the box at the top.

The screenshot shows the 'Members Report - Latel member test' criteria page. At the top, there are navigation buttons: 'Back', 'Continue', and 'Run'. The 'Report Name' field contains 'Latel primary member test' and is highlighted with a blue arrow. Below this is a table with 'Field Name' and 'Criteria' columns. The fields listed are: Firstname, Surname, Federation, WI, Address1, Address2, Address3, Town, County, and Postcode. On the right side, there are sections for 'Sections', 'Tools', and 'This Record'. The 'This Record' section shows: 'Created by: helen@mowatnewbury.com', 'Created on: 06/08/2014 13:23', 'Modified by: helen@mowatnewbury.com', and 'Modified on: 06/08/2014 13:23'.

Then scroll down until you see the 'PrimaryMembership' box, and put 'yes' in the box.

DateJoined	<input type="text"/>
Status	<input type="text"/>
StatusDate	<input type="text"/>
TotalPositions	<input type="text"/>
PrimaryMembership	<input checked="" type="checkbox"/>
IsDelegate	<input type="text"/>
MediaFriendly	<input type="text"/>
Profession	<input type="text"/>
ProfessionOther	<input type="text"/>
Skills	<input type="text"/>
SkillOther	<input type="text"/>
PositionsHeld	<input type="text"/>
PreferredContactMethod	<input type="text"/>
Ethnicity	<input type="text"/>
CommitmentsEntered	<input type="text"/>



It would be the same for whatever fields you choose to enter criteria for ie If you wanted to show all WI Secretaries you would put 'Secretary' in the 'PositionsHeld' box, or an interest in the 'Interests' box

When you have selected all of the criteria you want (you can choose as many as you want), click on 'continue' at the top or bottom of the page

This will then take you to the next screen, where you select what information you want to show in your report. For this example I want to show the member's name, WI, federation and the date they joined

To do this, you just put a tick in the boxes you want to select

Report Name

Field Name	Output Field?
Firstname	<input checked="" type="checkbox"/>
Surname	<input checked="" type="checkbox"/>
Federation	<input checked="" type="checkbox"/>
WI	<input checked="" type="checkbox"/>
Address1	<input type="checkbox"/>
Address2	<input type="checkbox"/>
Address3	<input type="checkbox"/>
Town	<input type="checkbox"/>
County	<input type="checkbox"/>
Postcode	<input type="checkbox"/>
TelephoneDay	<input type="checkbox"/>
TelephoneEvening	<input type="checkbox"/>
TelephoneMobile	<input type="checkbox"/>
Email	<input type="checkbox"/>
Email2	<input type="checkbox"/>
DateJoined	<input checked="" type="checkbox"/>
Status	<input type="checkbox"/>
StatusDate	<input type="checkbox"/>

Then, again, click on 'Continue' at either the top or bottom of the page

You will then be taken to the next page which will give you the option to select the preferred order of your report.

In the 'Column Order' below, I have selected the order I want my report to appear. I want the list to come out with the First Name in the first column, the Surname in the second column, the WI in the third column, the federation in the fourth column and the Date Joined in the end column

Back Continue Run

Report Name: Latel primary member test

Field Name	Column Order	Sort Order	Sort Direction
Firstname	1	4	Asc
Surname	2	3	Asc
Federation	4	1	Asc
WI	3	2	Asc
DateJoined	5		Asc

Back Continue Run

I have also selected the order I want the columns to be sorted by, in the 'Sort Order'. This will sort, in alphabetical order, and by my choices above will sort first the federation, then the WI, then the Surname, then the First Name and finally the Date Joined.

You do not have to sort all of these columns if you don't want to, you can leave some or all of them blank. For Example, if you only wanted to sort by surname, in the Sort Order, you can just put a '1' next to the Surname. That will sort your final list by surname only.

When you have selected your orders, you can click on 'Run' at the top or bottom of the page

Back Continue Run

This will then produce your report:

helen@... .com Timeout: 29m 54s (Reset) Help

Back to Query

Report found 5616 matching record(s)

10 records per page

Copy CSV Excel Print Search:

Firstname	Surname	WI	Federation	DateJoined
Daphne	Bennett	Arborfield & Newland	Berkshire	
Nicky	Brown	Arborfield & Newland	Berkshire	14/01/2014 12:00:00 AM
Sheila	Bunce	Arborfield & Newland	Berkshire	
Sheila	Bunce	Arborfield & Newland	Berkshire	01/04/2012 12:00:00 AM
Murial	Butler	Arborfield & Newland	Berkshire	
Margaret	Cartwright	Arborfield & Newland	Berkshire	09/10/2012 12:00:00 AM
Alma	Chandler	Arborfield & Newland	Berkshire	
Hilda	Clarke	Arborfield & Newland	Berkshire	
Peggy	Cotgrove	Arborfield & Newland	Berkshire	
Doreen Hilda Mary	Devine	Arborfield & Newland	Berkshire	

Showing 1 to 10 of 5,616 entries

Previous 1 2 3 4 5 ... 562 Next

Here you can change the order of the columns by clicking on the column heading, search for names etc in the report by typing in the search box, or copy, print or save the report to an Excel document.

Now, if you click on 'Search simple reports' it will show all of the reports you have produced

Region	Total WIs
South Yorkshire	99
Herefordshire	160
North Yorkshire W...	141
West Yorkshire	123
Herefordshire	125
Shropshire	120
Powys - Radnor	35
Kent - West Kent	
Glamorgan	

And you can select them to run again, instead of writing them up each time

Report Search Results

helen@... .com Timeout: 29m 58s (Reset) Help

Copy CSV Excel Print

10 records per page Search:

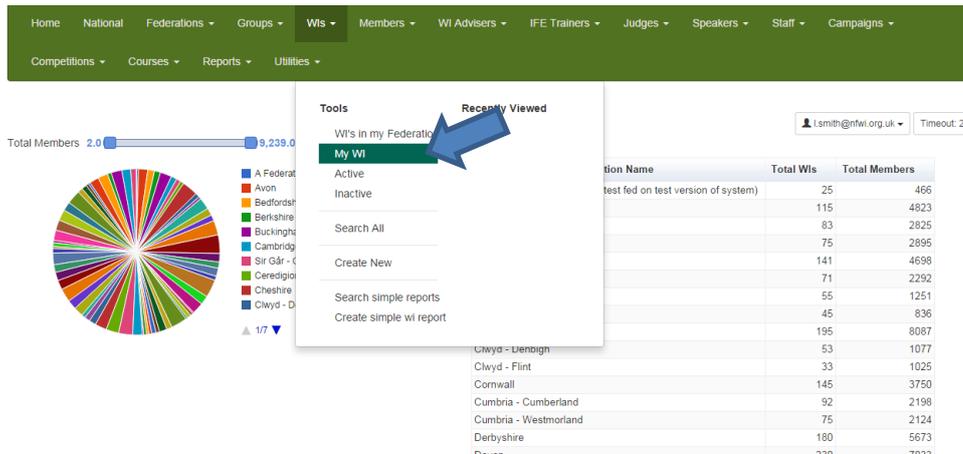
Report Name	Report On	
Latel - WI Secretaries	Members	run
Latel primary members test	Members	run

Showing 1 to 2 of 2 entries Previous 1 Next

[Search Again](#) [Create New Member Report](#) [Create New WI Report](#)

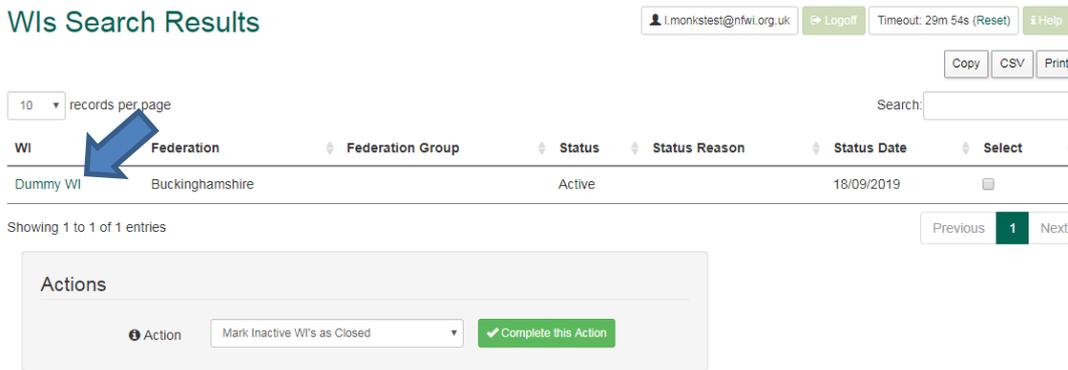
16 HOW TO FIND YOUR LIST OF MEMBERS

Select WIs from the top green menu
And select My WI



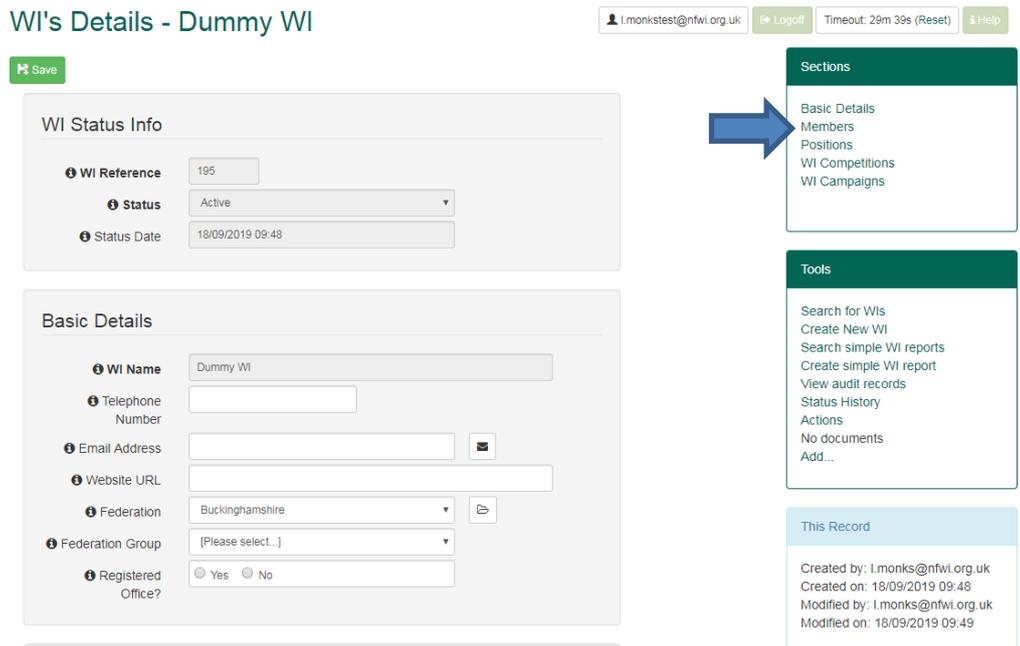
Another screen will open up with your WI showing in the Search Results
Click on the name of your WI

WIs Search Results



This will open up your WIs main details page
In the Sections box on the right, click on 'Members'

WI's Details - Dummy WI



This will bring up a list of your members

You can print it by clicking on Print at the top, which will print off the information that you see on the screen.

WI's Members - Dummy WI

WI's Members

Copy CSV Print

All records per page Search:

Member	Title	First Name	Surname	Membership Type	Membership Status	Telephone (Day)	Email
BUC/195/00641933		Joanne	Bloggs	Full	Active		testingemail@hotmail.com
BUC/195/00641934		Latel	Monks	Full	Active		l.monksTEST@nfwi.org.uk

Showing 1 to 2 of 2 entries

Create New Member Show Active Show Inactive Show All

Sections

- Basic Details
- Members
- Positions
- WI Competitions
- WI Campaigns

Tools

- Search for WIs
- Create New WI
- Search simple WI reports
- Create simple WI report
- View audit records
- Status History
- Actions
- No documents
- Add...

Next time you want to access your WI and the members you will see your WI listed in your recently viewed items when you click on WIs again. Just click on the name of your WI and it will take you to the WIs main details page again

Home National Federations Groups **WIs** Members Campaigns Competitions Courses

Reports

WI's Members - Dummy WI

WI's Members

All records per page

Member	Title	First Name	Surname	Membership Type
BUC/195/00641933		Joanne	Bloggs	Full
BUC/195/00641934		Latel	Monks	Full

Showing 1 to 2 of 2 entries

Create New Member Show Active Show Inactive Show All

Tools

- WI's in my Federation
- My WI
- Active
- Inactive
- Suspended
- New Last Month
- New This Year
- Search All
- Create New
- Search simple reports
- Create simple wi report

Recently Viewed

- Dummy WI
- Amersham Angels

Sections

- Basic Details
- Members
- Positions
- WI Competitions
- WI Campaigns

Tools

- Search for WIs
- Create New WI
- Search simple WI reports
- Create simple WI report
- View audit records
- Status History
- Actions
- No documents

If you wanted to print out a list of your member's details including their addresses, there is a report for this. If you click on 'Reports' in the green menu strip, and select 'Standard'

This will give you a dropdown menu of Report to run.
Click on the arrow to bring up the list and select 'ALL members download (for MCS Rep use only)'

Standard reports

This will open up a selection box for you to enter the name of your WI. You MUST put this in 'SINGLE QUOTES' ie 'Abbots Leigh' Or if you only belong to one WI you can leave the percentage sign '%' Then click on Run Query

ALL members download (for MCS rep use only)

This will then produce a list of your members with their personal details.

ALL members download (for MCS rep use only)

[Export Results](#)

Report found 2 matching record(s)

[Copy](#) [Print](#)

10 records per page

Search:

Firstname	Surname	Federation	WI	Address1	Address2	Address3	Town	County	Postcode	TelephoneDay	TelephoneEvening	TelephoneMobile	Email	Email2	DateJoined	Status	StatusDate	Total
Joanne	Bloggs	Buckinghamshire	Dummy WI	104 New Kings Road			LONDON		SW6 4LY				testingemail@hotmail.com		18/09/2019 00:00:00	Active	18/09/2019 11:24:59	1
Latel	Monks	Buckinghamshire	Dummy WI	299 Longstone Road			IVER	Buckinghamshire	SL0 0RN				l.monksTEST@ntwi.org.uk		18/09/2019 00:00:00	Active	18/09/2019 14:35:42	2

Showing 1 to 2 of 2 entries

Previous: [1](#) Next

[Export Results](#)

17 HOW TO MARK A GROUP OF MEMBERS AS PAID

Click on 'Members' in the green menu at the top, and select 'Active – Unpaid'

We have updated our Privacy Notice in line with new rules around the use of personal information. Please [click here](#) to access the new Privacy Notice. If you have any questions you can contact us at dataprotection@nfwl.org.uk. [Remind me later](#)

HOME NATIONAL FEDERATIONS GROUPS WIS MEMBERS COURSES REPORTS

Information for WI : Long Sutton

TOOLS

- My Membership(s)
- Active - Full 20
- Active - Dual 0
- Active - Associate 0
- Active - **Active - Unpaid 18**
- Active - Unpaid 18
- Active - All 20
- WI Delegates 0
- WI Secretaries 1
- WI Treasurers 1
- WI Presidents 1
- Recently Modified 0
- Search All
- Create New
- Search simple reports
- Create simple member report

RECENTLY VIEWED

- Schwertfager, Johnny
- Wolzen, Serena
- Artzer, Cherise
- Soleman, Chris
- Garff, Yon
- Former Member, Former Member

Logoff Timeout: 29m 13s (Reset) Help

Recently Viewed

- Schwertfager, Johnny
- ong Sutton
- Wolzen, Serena
- 49851-Schwertfager, Johnny
- rtzer, Cherise
- bleman, Chris
- garff, Yon
- ormer Member, Former Member
- ormer Member, Former Member
- ormer Member, Former Member

service@paypal.co.uk
Please remember: We'll be processing your payment for
Local Sweets, we'll be processing your payment for
烟台特服务有限公司 purchase order.

At the end of each row is a tick box. Tick the box for each member you want to mark as paid.

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HOME NATIONAL FEDERATIONS GROUPS WIS MEMBERS COURSES REPORTS

Members Search Results

Impersonating magshurst@tesco.net Logoff Timeout: 29m 9s (Reset) Help

Show 10 entries Copy CSV Print Search:

Relationship	Reference	Type	Status	First Name	Surname	Federation	WI	Post Code	Select
Artzer, Cherise LIS05800181928	00181928	Full	Active	Cherise	Artzer	Lincolnshire South	Long Sutton	Q41 6MR	<input checked="" type="checkbox"/>
Bercier, Karena LIS05800137407	00137407	Full	Active	Karena	Bercier	Lincolnshire South	Long Sutton	PZ17 1WQ	<input type="checkbox"/>
Burkland, Yi LIS05800510664	00510664	Full	Active	Yi	Burkland	Lincolnshire South	Long Sutton	K18 9KL	<input type="checkbox"/>
Butchee, Marilee LIS05800375354	00375354	Full	Active	Marilee	Butchee	Lincolnshire South	Long Sutton	TU11 9IB	<input type="checkbox"/>
Campion, Dee LIS05800413217	00413217	Full	Active	Dee	Campion	Lincolnshire South	Long Sutton	KJ84 8HT	<input type="checkbox"/>
Capan, Ophelia LIS05800181924	00181924	Full	Active	Ophelia	Capan	Lincolnshire South	Long Sutton	FU19 8HU	<input type="checkbox"/>

Scroll to the bottom and click on 'Complete this Action'

Capan, Ophelia LIS05800181924	00181924	Full	Active	Ophelia	Capan	Lincolnshire South	Long Sutton	FU19 8HU	<input type="checkbox"/>
Dukett, Wendolyn LIS05800533798	00533798	Full	Active	Wendolyn	Dukett	Lincolnshire South	Long Sutton	FT41 4SH	<input type="checkbox"/>
Dupee, Malik LIS05800466051	00466051	Full	Active	Malik	Dupee	Lincolnshire South	Long Sutton	QP47 6PJ	<input type="checkbox"/>
Espadas, Kina LIS05800378335	00378335	Full	Active	Kina	Espadas	Lincolnshire South	Long Sutton	ND87 2LH	<input type="checkbox"/>
Felix, Sol LIS05800383315	00383315	Full	Active	Sol	Felix	Lincolnshire South	Long Sutton	IT89 3EC	<input type="checkbox"/>

Showing 1 to 10 of 18 entries Previous 1 2 Next

Actions

Action: Mark as Paid Complete this Action

18 HOW TO REINSTATE A MEMBER

Go to your list of members

Scroll to the bottom of the list and you will see the 'Show Inactive' button.

Click on 'Show Inactive', and you will see a list of all past members who are now showing as Inactive. Note: you will see a number of entries saying Former Member. These are past members who have been inactive for 5 years or more, and have their details have been removed to comply with GDPR regulations. The list is in alphabetical order so you may need to scroll to the end of the former members to find the rest of your list

Click on the member number of the one you wish to reinstate, which will open their record. Then click on the 'Status' box and select 'Active'.

Member Details - Blazek, Karma

Save

Status Info

Reference: 00441462

Status: Inactive

Status Date: [Please select...]

Status Reason: [Please select...]

L.monks@mfiw.org.uk

You will then need to scroll down slightly and click on 'Confirm Change'

Current status is Inactive

Change View History

New Status: Active

Reason for change: [Please select...]

Further Details: [Text area]

Selecting a new status will display the list of fields which must be completed to make this change

Update Status

All the fields required for a change of status have been completed - to proceed, click 'Change'

Confirm Change

The member will then be showing in your list of Active members. To then go back to the list of Active members, scroll to the bottom of the list of Inactive members and click on the 'Active Members' box.