After clicking the gold "**Clone**" button, the Bulk Clone Summary page is returned detailing what committees were cloned.

Home My C	LUB My DATA	Committees	PMail Cale	ndar DUES	Reports	Speakers	Club PA	AGES	ATTND	Help	
at ALL Clubs	Submit Attend	ance Where	e CLUBS Meet	Club CA	LENDAR	Club BULLE	TINS	NewMe	ember FC	DRM	
					Bu	lk Clone	Summ	ary	>	,	4
(Committee Nar	ne	Comm	ent							
C	Club Service		The Co	mmittee [C	lub Servic	e] was CLO	NED into	year [[2011-12	2]	A

Section 2 - Club Committee: Add Club Committee

By clicking on the **Add Club Committee** function link, the **Committee Admin** page is displayed so that new club committee information can be added.

Section 2: Club Committee:	0-11		Club Committee Bull	k Clone Add Clui	b Committee
Committee	Committee Type		Action		K_
acheer of Dictrict					
Membership (2010-11)		View	Edit Delete	Reports	PMail
Service Projects (2010-11)		View	Edit Delete	Reports	PMail

On the **Committee Admin** page, there are three tabs displayed when adding a new committee. (If you are editing a existing committee, you will see four tabs including the **Members and Positions** tab. This tab will be discussed in the **Section 2: Club Committee Edit Link** section. The three tabs discussed in this section are: **Information**, **Options**, and **Security** used to create a new committee.

 Information Tab -The Information tab displays the Committee Info and Committee Description. The Committee Info section includes drop-down menus to add/modify data. The Committee Description section is a free-form format to describe a particular committee.

Information Op	tions Security		C.
	Commi	ittee Information	
Committee Info: *Committee Name: Committee Type: Committee Affiliation: Committee Descripti	Club Service CLUB Committee ZGUEST of District on:	Org Year: 2010- Group-de-Groups: No • RoleKey:	11 • (Custom Year)
Paragraph 💽 Font Name	s organize club projects.	∞ je je e e e e e →e e+ <u>A</u> <u>A</u>	2 📰 🔛 🖃 нтм.

 Options Tab - The Options tab displays two options: Display Sorting Options and Committee Parameters. The sorting options are available to define how you want the club member names sorted (i.e., User, Member, or Business) and/or how the club should be listed (i.e., by Club Name or User Name). Parameters are listed with drop-down menus to define committee listing format and whether there should be notification sent on a file upload.



• Security Tab - The Security tab displays the View Security and Edit Security drop-down menus; the table includes all database security levels. These options are used to override the system default security levels.

dd new Committee			ID={new}	Cancel Save
Information 0	ptions	Security		L. C.
			이 그 가지 않았다. 감독은 가장	
			Committee Security	nin tak. Ta mala tha an amik lamba
By default, the security of this committee MOF	on a comn RE RESTR Level-1	nittee is deten ICTIVE, char What Se	Committee Security rmined by the CommitteeType and is set under the Adr nge the View and Edit security levels below. ecurity-level is allowed to See this committee on the Commi	nin tab. To make the security levels tee List?

When the committee is added, it will show up under **Section 2: Club Committees**.

Viewing Committees for Org-Year: 2010-11	T		Club	Committee Bulk	Clone Add Club	Committee
Committee	Committee Type		A	ction		
zGUEST of District						
Club Service (2010-11)	1999 - Carlo I.	View	Edit	Delete	Reports	PMail
Membership (2010-11)		View	Edit	Delete	Reports	PMail
Service Projects (2010-11)		View	Edit	Delete	Reports	PMail

Section 2 - Club Committee: Action Links

For the club committees listed in the lower section of the **Section 2 - Club Committees** on **My CLUB** page, there are five links - View, Edit, Delete, Reports, and PMail. These links function as "shortcuts" that allow you to view/update committee data from the **My CLUB** tab.

Viewing Committees for Org-Year: 2010-11	-	Club	Commi	ittee Bulk Clon	e Add Club (Committee
Committee	Committee Type		A	ction	39.02	
zGUEST of District						
Club Service (2010-11)		View	Edit	Delete	Reports	PMail
Membership (2010-11)		View	Edit	Delete	Reports	PMai
Service Projects (2010-11)		View	Edit	Delete	Reports	PMail

Section 2 - Club Committee Action: View Committee

The Committee View link displays the Committees page for a particular committee and consists of four separate sections.

Viewing Committees for Org-Year: 2010-11 🔻		Club Committee Bulk C	lone Add Club	Committee
Committee	Committee Type	Action		
zGUEST of District				
Club Service (2010-11)		View dit Delete	Reports	PMail
Membership (2010-11)	F.	Edit Delete	Reports	PMail
Service Projects (2010-11)		Edit Delete	Reports	PMail

There are 3 Club Committees found for OrgVear selected.

- Committee Chairman At the top of the page, the chairman information is listed for that particular committee, along with that club member's information. The chairman's email is a hyperlink so that you can email the chairman from this page.
- Section 1: Notes and Comments This section is available for optional freeform notes This data is entered in the Committee Description section on the Committee Admin page.
- Section 2: Committee Members and Positions This section list the committee members and committee positions.
- Section 3: Committee Leadership History This section identifies who the Committee Chairman is for the current year and for the previous year.

	ction 1 - Committee Notes	Member:	ship Chair		Ezell, Email: Office:	Robert E Jr bez@cox.net 757-564-345	6 Home: 757-	-565-1234	1
Se									
Se	ction 2 - Committee Memb e are 3 members assigned to t	ers and Positic	ons:				Enter Makeups	Files	Reports
Se Ther	ction 2 - Committee Memb e are 3 members assigned to t Member Name 5	ers and Positic he committee. Sort: <u>Club</u> ▼ <u>Na</u>	ons:	Туре	Position	Home Phone	Enter Makeups	Files	Reports mail
Se Ther	ction 2 - Committee Memb e are 3 members assigned to the Member Name S Monroe, Ally E (cdUEST of District) S	pers and Positic he committee. Sort: <u>Club</u> ▼ <u>Na</u>	me View	Type Active	Position Member	Home Phone 757-253-9292	Enter Makeups Office Phone 757-253-9293	Files El allymonroe	Reports mail e@cox.net
Se Ther V	Ction 2 - Committee Member e are 3 members assigned to the second sec	pers and Positic he committee. Sort: <u>Club</u> ▼ <u>Na</u> nie & Mary)	view View	Type Active Active	Position Member Member	Home Phone 757-253-9292 757-869-3939	Enter Makeups Office Phone 757-253-9293 757-859-2928	Files El allymonroe Wcooper@	Reports mail e@cox.net yahoo.con

Section 2 - Club Committee: View Links

At the upper left-hand corner of the page is a **Committee Member** link that will take you directly to the lists of committees (**Section 2 - Committee Members and Positions**).

At the top middle section of the page is an [Edit] hyperlink. By clicking on this link, the **Committee Admin** page will be displayed with administrative functions (committee information and description, committee formats, security levels plus members and positions changes).

Within the **Section 2 - Committees and Positions** section, the Member Name link displays the Microsoft Outlook window to send an email to the committee member; the Club Name link transfers to the **My CLUB** page. The View link transfers to the **Member Detail** page. The Email link will send an email to the committee member.

The committee list also has two sorting options and these fields are the **Club** and **Name** columns.

omi	mittee Members		Rotary D	istrict 7	600 Commit	ttee		
		Membe	ership Chair		Ezell, Email: Office:	Robert E Jr : bez@cox.net : 757-564-345	6 Home: 757-	-565-1234
	ation 1. Committee N	otes & Comments						
Se	ction 1 - Committee N							
Se Se	ction 2 - Committee M re are 3 members assigne	embers and Posit	tions:				Enter Makeups	Files Repo
Se Se	ction 2 - Committee M re are 3 members assigne Member Name	embers and Posit d to the committee.	tions:	Туре	Position	Home Phone	Enter Makeups Office Phone	Files Repo
Se her	ction 2 - Committee M re are 3 members assigne Member Name Monroe, Ally E (zouest of District) &	embers and Posit d to the committee.	tions:	Type Active	Position Member	Home Phone 757-253-9292	Enter Makeups Office Phone 757-253-9293	Files Repo
Se Se her	Ction 2 - Committee M re are 3 members assigne Member Name (zGUEST of District) Cooper, Winston C Jr. ((zGUEST of District)	embers and Posit d to the committee. Sort: Club V N Winnie & Mary)	tions: lame View View	Type Active Active	Position Member Member	Home Phone 757-253-9292 757-869-3939	Enter Makeups Office Phone 757-253-9293 757-859-2928	Files Repo Email allymonroe@cox.n Wcooper@yahoo.co

Ezell, Robert E Jr

Membership Chair

Section 2 - Committee Members and Positions: Administrative Functions

Five links in the upper right-hand corner of the **Section 2 - Committee Members and Positions** section define the administrative processes for the current committees.

	Membe	rship Chair	•	Ezell, Email. Office.	Robert E Jr : bez@cox.net : 757-564-34	56 Home: 757	-565-1234
Section 1 - Committee N	otes & Comments:	-					
Section 2 - Committee M	embers and Posit	ions:					
				- Income and the second second			
lere are 4 members assigned	d to the committee.			Enter Makeups	Files	Reports E	Bulk Email PMAIL
Member Name	Sort: <u>Club</u> ▼ <u>N</u>	ame	Туре	Enter Makeups	Files Home hone	Reports E	Bulk Email PMAIL Email
Member Name Ezell, Cyndia Lee (Cindy (zGUEST of District)	of to the committee. Sort: <u>Club</u> ▼ <u>N</u> / & Larry)	ame View	Type Active	Pos ion Member	Files Home hone 817-536-5850	Reports E Offic Phone 817-536-1234	Cyndialee@yahoo.com
Image: Second Stress Image: Second Stress Image: Second Stress Ima	d to the committee. Sort: <u>Club</u> ▼ <u>N</u> / & Larry)	ame View View	Type Active Active	Postion Member Member	Files Home hone 817-536-5850 757-253-9292	Reports E Offi Phone 817-536-1234 757-253-9293	Auk Email PMAIL Email Cyndialee@yahoo.com allymonroe@cox.net
✓ Member Name ✓ Ezell, Cyndia Lee (Cindy (zgUest of District) € ✓ Monroe, Ally E (zgUest of District) € ✓ Cooper, Winston C Jr. (' (zgUest of District) €	d to the committee. Sort: Club ▼ N / & Larry) Winnie & Mary)	ame View View View	Type Active Active Active	Postion Member Member	Home hone 817-536-5850 757-253-9292 757-869-3939	Reports E Office Phone 817-536-1234 757-253-9293 757-859-2928	Cyndialee@yahoo.com allymonroe@cox.net Wcooper@yahoo.com
Member Name Member Name Ezell, Cyndia Lee (Cindy (zgUest of District) Monroe, Ally E (zgUest of District) Cooper, Winston C Jr. (' (zgUest of District) Ezell, Robert E Jr (Bob 8 (SUEST of District) Selexity	d to the committee. Sort: Club V N (& Larry) Winnie & Mary) & Beth)	ame View View View View	Type Active Active Active Active	Potential Member Member Membership Chair	Home hone 817-536-5850 757-253-9292 757-869-3939 757-565-1234	Peports E Office Phone 817-536-1234 757-253-9293 757-859-2928 757-564-3456	PMAIL Email Cyndialee@yahoo.con allymonroe@cox.net Wcooper@yahoo.com bez@cox.net
Member Name Ezell, Cyndia Lee (Cindy (zgUEST of District)) Image: Cooper, Winston C Jr. (' (zgUEST of District)) Cooper, Winston C Jr. (' (zgUEST of District)) Ezell, Robert E Jr. (Bob 8 (zgUEST of District))	d to the committee. Sort: <u>Club</u> ▼ <u>N</u> (& Larry) Winnie & Mary) & Beth)	ame View View View View	Type Active Active Active Active Active	Member Member Member Membership Chair	Home hone 817-536-5850 757-253-9292 757-869-3939 757-565-1234	Peports F Offic Phone 817-536-1234 757-253-9293 757-859-2928 757-564-3456	PIALL Email Cyndialee@yahoo.com allymonroe@cox.net Wcooper@yahoo.com bez@cox.net
Member Name Ezell, Cyndia Lee (Cindy (zgUEST of District)) Cooper, Winston C Jr. (' (zgUEST of District)) Ezell, Robert E Jr (Bob 8) Ezell, Robert E Jr (Bob 8) Section 3 - Committee Let	d to the committee. Sort: Club V N (& Larry) Winnie & Mary) & Beth) Beadership History:	ame View View View View	Type Active Active Active Active Active	Postion Member Member Membership Chair	Files Home hone 817-536-5850 757-253-9292 757-869-3939 757-565-1234	Peports E Offic Phone 817-536-1234 757-253-9293 757-859-2928 757-564-3456	PIALL Email Cyndialee@yahoo.com allymonroe@cox.net Wcooper@yahoo.com bez@cox.net

• Enter Makeups - By clicking on this link, the Entered Banked Makeup page is displayed.

The	e are 4 members assig	ned to the committee.	(Enter Makeups	Files	Reports B	ulk Email PMAIL
7	Member Name	Sort: <u>Club</u> ▼ <u>Name</u>	Туре	Portion	Home Phone	Office Phone	Email
V	Ezell, Cyndia Lee (Cir (zGUEST of District)	ndy & Larry) View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

Note: in order for a committee member to be included in the banked makeup process, ensure that all applicable names are clicked "on" at the right of the committee member's name on the committee membership page. The time spent in the meeting can be considered a regular Rotary meeting. The committee members can "bank" this time to make-up for any missed meetings. The input fields are "Calendar Date" and an optional "Other Members Present:" field for listing any other Rotary members attending the meeting/venue. The "Makeup Venue" can be a committee meeting, an event (such as a Rotary Club outing), or Rotary related project and can be changed to reflect this. To generate the banked makeup transaction, please click the **Submit** button at the bottom of the page.

entry will be added to the ma	
* Select Member: 4 user(s):	Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr
* Date of Makeup:	02/02/2011 MakeUp Date - is Required
* Makeup Venue:	Club Service
	Club,Commitee Meeting, Event or Project were makeup was made
Other Members present: - or - comments (optional)	Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr
	Submit
Pauling Males	Submit
er Banked Make	up
er Banked Maker	Jup Makeup(s) Entered For:
er Banked Maker	Makeup(s) Entered For: Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr
er Banked Maker Member(s): Date of Makeup:	Makeup(s) Entered For: Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr Wednesday, February 02, 2011
<mark>er Banked Maker</mark> Member(s): Date of Makeup: Makeup Venue:	Makeup(s) Entered For: Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr Wednesday, February 02, 2011 Club Service

• Files - By clicking on Files button, an upload page is displayed and files related to that particular committee can be uploaded to the database.

- Se The	ection 2 - Committee N re are 4 members assigne	Members and Positions:		Enter Makeups	Files	Reports B	ulk Email PMAIL
	Member Name	Sort: <u>Club</u> ♥ <u>Name</u>	Туре	Position	Hon hone	Office Phone	Email
	Ezell, Cyndia Lee (Cind (zGUEST of District)	ly & Larry) View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

The Files page includes file manipulation processes: Add URL, Add folder, Copy, Move, Rename, and Delete. The gold Add Committee File button will transfer to the Upload File page.



Below is the **Upload File** page. The data input fields are **Descriptive File Name** and **New Name** where the new file is added to be uploaded. There is a "**Browse**" button to assist in finding the file on your computer. By clicking the gold **Add** button, the file is adding to the database committee files.

ile Upload	Information:
WARNING: The information" in seachable and	information you are uploading is available for Public VIEWING, so beware of disclosing "contact y your materials (e.g. E-mail addresses, Phone numbers, and Address data) that you don't want indexed by Google, MSN, etc
Select a local o checkbox. Thei	locument file to be uploaded into the files area. If you are replacing an existing file, check the [] Replace? e is no backup for lost/overwritten files. Please always keep a local backup copy.
Select a local o checkbox. Thei Descriptive	locument file to be uploaded into the files area. If you are replacing an existing file, check the [] Replace? e is no backup for lost/overwritten files. Please always keep a local backup copy. Club Service 021511
Select a local o checkbox. The Descriptive File Name:	locument file to be uploaded into the files area. If you are replacing an existing file, check the [] Replace? e is no backup for lost/overwritten files. Please always keep a local backup copy. Club Service 021511 (Hint: Characters and Numbers ONLY in Name; Special Characters are NOT permitted. Spaces in file names can cause problems in some browsers.)
Select a local o checkbox. Thei Descriptive File Name:	locument file to be uploaded into the files area. If you are replacing an existing file, check the [] Replace? e is no backup for lost/overwritten files. Please always keep a local backup copy. Club Service 021511 (Hint: Characters and Numbers ONLY in Name; Special Characters are NOT permitted. Spaces in file names can cause problems in some browsers.) c:\Rotary/new club file.pdf Browse

Reports - By clicking on the **Reports** link, the **Committee Reports** tab is displayed. This tab is the same as the **Committees** tab found on the database Home Page.

- Se	ection 1 - Committee	Notes & Comments:					
- Se The	ection 2 - Committee re are 4 members assig	Members and Positions:		Enter Makeups	Files	Reports	Bulk Email PMAIL
	Member Name	Sort: <u>Club</u> ▼ <u>Name</u>	Туре	Position	Home Phone	Of he Phone	Email
V	Ezell, Cyndia Lee (Cir	ndy & Larry) View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

Reports can be selected by the **Run Report** icon found to the right of the report listing or by clicking on the **Committee Report** link. A **Search** option, found on the left-hand side of the page, allows you to search for specific reports.

	Committee Reports	
ecent Reports: Clear mbership DIRECTORY	Select a report from the list below. Click report name or Run Report 🕮 ICON	🜟 = Add Report to Favorites
ommittee)		
rticipation Data strict)	Membership Directory	
mbership DIRECTORY	1.1 Membership DIRECTORY	★ 🛽
(dr	Member directory listing.	
v Favorites: Clear	1.2 Membership Directory (NEW)	*
v Favorites: clear	1.2 Membership Directory (NEW)	
v Favorites: Clear	1.2 Membership Directory (NEW)	******
y Favorites: Clear	1.2 Membership Directory (NEW)	******
v Cavorites: clear	1.2 Membership Directory (NEW)	
v Cavorites: slear	1.2 Membership Directory (NEW)	
v Favorites: slear	1.2 Membership Directory (NEW) A - http://ijifi-nut-age/cd/-tis/his/his/his/his/his/his/his/his/his/h	
Favorites: clear	 1.2 Membership Directory (NEW) A ship difference and start lists a ship difference and start lists b ship difference and ship diff	
Favorites: riesr	1.2 Membership Directory (NEW) A shull different and start lists. 4 o. dh. A. E. dt. J Member 15.3 Committee Member by Position 15.4 Members on Committees 15.5 All Members with Committee	
v Eavorites: clear	1.2 Membership Directory (NEW) A hit Ar E. dt J. Id D. dh Ar E. dt J. Member 15.3 IS.3 Committee Member by Position 15.4 Members on Committees 15.5 All Members with Committee 15.9 Participation Roster (Make YOUR Own Report)	
všavonites; slear	 1.2 Membership Directory (NEW) A white Hittich in the applied detail history 1.2 Or, all Ar, E. all Dary Member 15.3 Committee Member by Position 15.4 Members on Committees 15.5 All Members with Committee 15.9 Participation Roster (Make YOUR Own Report) Noch All auto 	* E * E * E

When the report icon is clicked, the **Report Setup** page displays and provides several options to format reports. The reports can be viewed on the screen or exported to an EXCEL spreadsheet or WORD documents.

			апрег керогс Рагаше	ters	
OrgYear:	2010-11 👻				
Committee:	Club Service (2010-11)		•		
Member Type: (All ON OFF)	 Active Guest Staff Position 	✓ Active-R85 Guest-Rotarian	Honorary	Alumni Proposed	Alumni-Verified Active-LOA
Sort By:	Member Name	lub Name			

• **Bulk Email** - By clicking on Bulk Email button, a link will open Microsoft Outlook.

Se	ction 2 - Committee Men	nbers and Positions:				-	
The	There are 4 members assigned to the committee.				Files	Reports E	Bulk Email PMAIL
	Member Name	Sort: <u>Club</u> ▼ <u>Name</u>	Туре	Position	Home Phone	Office Phone	Email
V	Ezell, Cyndia Lee (Cindy & (zGUEST of District)	Larry) View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com
	Monroe, Ally E	Mon	Activo	Mambar	757-752-0202	757-252-0202	allumenree@cov.net

The email format will include those committee member email addresses. On the committee page, there is a default click box that will include all the committee members' emails on the bulk email. If only certain committee members need to be included, the default click box needs to be cleared and click on the committee members to select for the bulk email.

0	90	4 9) ;	a disaring the last	territe Printer	Membership	Committee -	Message (HTI	ML)			
	Message	Inser	t Options Format Text									
Ê	X Cut		Comic San - 11 - A A	- := - 🔧 💈	8	Q E			7	High Importance	ABC	
Paste *	Format P	ainter	B I ∐ [®] 2 · ▲ · ■		Iress Check lok Names	Attach At File It	tach Business :em Card≁	Calendar Sign	nature Follo ▼ Up	ow 🌡 Low Importance	Spelling	
CI	lipboard	G.	Basic Text	6	Names		Include		G	Options 🕞	Proofing	
	To	Memb	ership_Committee-Members@directory	-online.com								
Send	Сс											
	Bcc	cyndia	alee@yahoo.com,allymonroe@cox.net,	lezelln@cox.net,TomR	@cox.net,ww	nters@cox.ne	t,cyndialee@ya	hoo.com				
	Subject:	Mem	bership Committee									_

• **PMail Tab** - By clicking on this link, you can send a "personalized email" to your committee members.

Se The	Section 2 - Committee Members and Positions: There are 4 members assigned to the committee.				Files	Reports B	lulk Email PMAIL
7	Member Name	Sort: <u>Club</u> ▼ <u>Name</u>	Туре	Position	Home Phone	Office Phone	Email
V	Ezell, Cyndia Lee (Cindy ((zGUEST of District)	& Larry) View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com
V	Monroe, Ally E	View	Active	Member	757-253-9292	757-253-9293	allvmonroe@cox.net

Use the templates that are categorized by: **System**, **District**, **Club**, **Personal**. See the **PMail** tab on the database Home Page for detailed instructions on how to create a PMail.

<mark>tes.</mark> And you can "spel	check" your wor	k before you Copy & P	aste your message into	the Message box below.			Sena P
ZLink Templates	Compose	PMail Groups	Tracking				d'
			EZLink Ter	nplate Select			
ii last rmail will be	acconnactourly of	aveu in your reisu	na rolaci anaci ale	name şmy Last Pmail.			
System Distri	ct Club	Personal		name şmy Last Pmail.			
6 District template fil	ct Club	Personal		name şmy Last Pmail.			
6 District template fil	e(s) found	Personal		Modified	Size	Action	
6 District template fil Olistrict Template fil 01- Registration	e(s) found plates on Payment Fol	Personal		Modified 11/08/10 10:02 AM	Size 2 KB	Action View	•

Section 2 - Club Committee Action: Edit Committee

The Edit link will transfer you to the **Committee Admin** page. Under the Edit function, an additional function tab not available on the View link, **Members and Positions tab**, is displayed on the **Committee Admin** page. The **Information**, **Options**, and **Security** tabs are discussed in the previous View Link section.

Section 2: Club Committee:					
Viewing Committees for Org-Year: 201	0-11 🔻	Club Comr	nittee Bulk Clon	e Add Club (Committee
Committee	Committee Type		Action		
zGUEST of District			_		
Club Service (2010-11)		Edi	t Delete	Reports	PMail
Membership (2010-11)		View	Delete	Reports	PMail
Service Projects (2010-11)		View 🕻	Delete	Reports	PMail

Members and Positions Tab - The **Members and Positions** tab displays the Committee listing that details the Committee member and Committee member's position on that committee.

lu	b Service	ID=800036959	Cancel Clone View Update
I	nformation Options Security	Members and Positions	
		Committee Members Positions	
110	s w increase of the second difference of the second s		
	ommittee Members found.	Committee Desition	+ Add/Delete Committee Member
	ommittee Members found. t Committee Members Ezell, Cyndia Lee (Cindy) (4) (2GUEST of District)	Committee Position Member	+ Add/Delete Committee Member Terminated
	ommittee Members found. Committee Members Zzell, Cyndia Lee (Cindy) (4) (zGUEST of District) Monroe, Ally E (4) (zGUEST of District)	Committee Position Member Member	+ Add/Delete Committee Member Terminated
	ommittee Members found. t Committee Members ezell, Cyndia Lee (Cindy) (4) (zGUEST of District) Monroe, Ally E (4) (zGUEST of District) Cooper, Winston C Jr. (Winnie) (4) (zGUEST of District)	Committee Position Member Member Member	+ Add/Delete Committee Member Terminated

In the upper right-hand corner of the committee listing is a "+ Add/Delete Committee Members" link. By clicking on this link, the Manage Committee Members page displays with two columns - one with all the club members on the left side and current committee members on the right side. Using the right and left arrows in the middle of the page you can move the members back and forth between the columns by clicking on the name and the appropriate arrow. Moving from left to right adds a member to the committee. Moving from right to left, deletes a member from the committee. Additionally, there is a "Find" function and a "Display By:" function at the top left-hand corner of the page that can be used to filter or refine the process.

Member Select Information	
Club Service - 2010-11	
Manage Committee Members	Cancel Save
ind: Enter partial last name or club number	2mg
Display By: 💿 Member (Club) 🔘 District (Member) 🔘 Member (Business) 🔘 Club (Member) 🔘 B	Business (Member)
Select from Members: Show Only Club Members Members on Committee:	<u> </u>
Adams, Ann (zGUEST of District) Bonadonna, Colleen (zGUEST of District) Cox, Marilyn E (zGUEST of District) Cox, Marilyn E (zGUEST of District) Dalton, John E (zGUEST of District) Grimes, David T (zGUEST of District) Murray, John C (zGUEST of District) Neilson, Linda E (zGUEST of District) Roundtree, Thomas A Jr. (zGUEST of District) Smith, Andrew (zGUEST of District)	coUEST of District) ST of District) of District) of District)
Thorn, John S Jr. (zGUEST of District) Williams, Brian T. (zGUEST of District) Williams, John R (zGUEST of District) Wilson, Mark L (zGUEST of District) Winters, Warren E (zGUEST of District)	

The **Committee Members and Positions** tab also has the **Edit** function (pencil icon) that is to the left of the committee member's name.

Committee Admin Club Service				Cancel Clone View Update	
T	nformation	Ontions	Security	Members and Positions	
		options	becarry	Committee Members Positions	
Clic Clic 5 C	ck 🕂 to ADI ck 🖉 to cha	D or DELETE ange the pos embers foun	members to sition of a me	this committee. mber on the committee.	+ Add/Delete Committee Member
Edi	it Committee	Members		Committee Position	Terminated
2	Ezell, Cynd (zGUEST of D	ia Lee (Cind istrict)	y) (4)	Member	
2	Monroe, All (zGUEST of D	y E (4) istrict)		Member	
2	Cooper, Wi (zGUEST of D	inston C Jr. (istrict)	Winnie) (4)	Member	
2	(zGUEST of D	rew (Andy) (istrict)	2)	Club Service Projects Chair	

By clicking on the pencil icon, a pop-up page gives you the option, in a drop-down menu, to change the club position via a table of all club positions descriptions. Click "**Save**" to update the database and refresh the page with update data.

lub Service			ID=800036959	Can	Clone	View Update
Information	Options	Security	Members and Positions			
	197		Committee Members Positic	ons		
This is a list of Dick + to A Dick & to c 5 Committee 6 Committee 6 Committee 7 Committee 6 Committee 7 Committee 6 Committee 7 Com	Com DD or hange Memb dia L Distri Mly E Distri	ommittee Pos Member Nam mmittee Positio	ition Record e: Smith, Andrew n: Club Service Projects Chair	Cancel	Save	Committee Members Terminated
Cooper, 1 (zGUEST o	Vinston District)	(Member		_	
Smith, Ar (zGUEST of Control o	drew (Andy) (District)	2)	Member			
2 Ezell, Rol	ert E Jr (Bob)	(2)	Membership Chair			

Section 2 - Committee: Edit Administrative Functions

The Committee Admin page contains four functions to add/modify the committee information under the Edit link.

Cancel - Use the Cancel button to undo any modifications made on the Committee Admin page. By clicking on this button, the page will transfer from the Committee Admin page to the Committee Tab on the database Home Page. The Committees are displayed.

mbership			ID=800036159	Cancel Clone View Updat
Information	Options	Security	Members and Positions	
		n i	Committee Informat	tion
ommittee Info	:			
*Committee I	Name: Mem	bership		Org Year: 2010-11 -

Clone - Use the **Clone** button when you want to a clone a committee for the next year, either with or without the current club members.

				Im		
Options	Security	Members and Positions		0		
		Committee Members Positions	;			
	Options	Options Security	Options Security Members and Positions Committee Members Positions	Options Security Members and Positions Committee Members Positions	Options Security Members and Positions Committee Members Positions	Options Security Members and Positions Committee Members Positions

There is also a checkbox option to exclude the current members in the cloned committee for the next year. The Org-Year drop-down menu has a table of 30+ years to choose from. Once the new committee is cloned for the upcoming year, it cannot be created again. An error message will display: "**Problem! A committee with the same Committee Name already exists in year (20nn-nn). You cannot clone this committee again**". Click on the **Clone** button to activate these changes. This is the same page that is displayed for the **Bulk Clone Club Committee**.

Clone Committee:	2010-11-Membership	(
To OrgYear:	2011-12 🔻	
Options:	ONLY Clone the Committee, without any Members	

View - Use the **View** button when you want to view a particular committee's data.

		ID=800036159	Cancel Clone View Update
Options	Security	Members and Positions	0
		Committee Members Positions	5
	Options	Options Security	Options Security Members and Positions Committee Members Positions

Update - Use the **Update** button to save modifications made to the **Committee Admin** pages. By clicking **Update** button, the page refreshes with the updated committee data.

4 embership	Admin		ID=800036159	Cancel	Clone	View	Update
							Im
Information	Options	Security	Members and Positions				0
			Committee Members Positions	5			
This is a list of C		and and and	their Committee Desition on this Co.	and the second se			
This is a list of C Click + to ADI Click ∠ to cha 5 Committee Me	committee m D or DELETE ange the pos ambers foun	embers and members to ition of a me d.	their Committee Position on this Cor this committee. ember on the committee.	mmittee. + Add/	Delete Co	mmittee	Member
This is a list of C Click + to ADI Click 2 to cha 5 Committee Me Edit Committee	Committee m D or DELETE ange the pos embers foun Members	embers and members to ition of a me d.	their Committee Position on this Con this committee. ember on the committee. Committee Position	mmittee. + Add/	Delete Co T	ommittee T ermina	Member

Section 2 - Club Committee Action: Delete Committee

The Delete link displays the Committee Admin page. This function can delete a committee within any of the function tabs - Information, Options, Security, and Members and Positions - on this page.

Viewing Committees for Org-Year: 2010-11	•	Club Committee Bulk Ck	Add Club (Committee
Committee	Committee Type	Action		
zGUEST of District		_		
Club Service (2010-11)		 di Delete	Reports	PMai
Membership (2010-11)		View Edit Unite	Reports	PMai
Service Projects (2010-11)		View Edit D	Reports	PMail

By clicking on the Delete button, a pop-up window is displayed with the following warning message: "**Please** confirm - this will PERMANENTLY delete the selected records". By clicking the "OK" button, the data will be deleted and the page will transfer to the **Committees** tab on the Home Page.



Section 2 - Club Committee Action: Committee Reports

The **Reports** link is the same as **Member Listing** that is found at the top of the **My CLUB** page. Additionally, the **Reports** tab can be found on the database Home Page. See **Reports** Tab for reporting functions also.

Reports - By clicking on the **Reports** link, the **Committee Reports** tab is displayed. This tab is the same as the **Committees** tab found on the database Home Page.

Section 2: Club Committee: Viewing Committees for Org-Year: 2010-11	•		Club	Commi	ttee Bulk Clon	e Add Club Co	ommittee
Committee		Committee Type		A	tion		
zGUEST of District						\frown	
Club Service (2010-11)				edit		Reports	PMail
Membership (2010-11)			View	Edit	Delete	Reports	PMail
Service Projects (2010-11)			View	Edit	Delete	Reports	PMail

Reports can be selected by the **Run Report** icon found to the right of the report listing or by clicking on the **Committee Report** link. A **Search** option, found on the left-hand side of the page, allows you to search for specific reports.

