

The NAA Web Site

Sub-Section Administrators

In every sub-section there is at least one sub-section administrator.

If the sub-section has a dedicated email address, for example SubSectionSecretary@gmail.com, then a login was created with the username like Q99_Admin where Q99 is the subsection number.

Alternatively the administrator role was allocated to whoever usually handles the capitation returns. This is often the Treasurer but could be any office bearer in the sub-section.

The sub-section administrator you can manage the details of their members, including enter new members.

An administrator login will expose the “NAA Dashboard” at the top left of the browser windows.

Click on the Dashboard to see the Sub-section administrator’s menu.

List all members – will list the current paid up members.

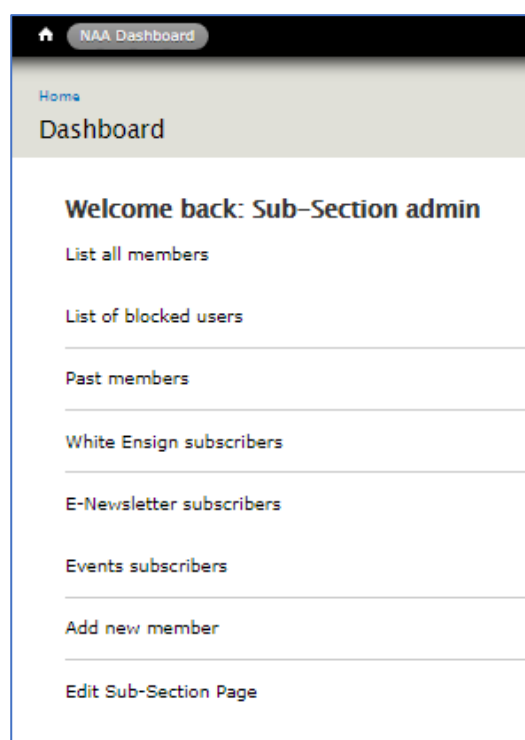
List of blocked members – shows the new people who have expressed interest to join but have not yet been set to active, they can not log in.

Past Members – These are people whose membership expiry date is either blank or prior to the current calendar year. There is a 3 month grace period is applied, that is an unfinancial member is not classed as Past until after March the following year.

Subscriber lists show who has been set to receive these items by email or post.

Add new member – allows the administrator to sign up a new member.

Edit Sub-Section Page – the Sub-section page can be edited to best present the sub-section to the public and its members. Office bearer names and contact details can be kept up to date. The picture at the top of the sub-sections page can be set. There is a place for a picture album which will rotate across the bottom of the page. Meeting details, including a map to the location, are editable. Please contact the webmaster if you would detailed assistance on any of these processes. Please do NOT adjust your sub-section’s name without consultation from the webmaster.



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Using the member lists

The screenshot shows a web interface for listing members. At the top, it says "List all members" and "Total: 60 members". Below this is a large filter area with multiple sections: "Username" (text input), "Surname", "First Name", "Partner Surname", "Partner First Name" (text inputs), "Middle Initial", "Nick Name", "Partner Email" (text inputs), "Roles" (dropdown), "Membership Type" (button), "Active Account" (dropdown), "Sections" (dropdown), "Sub-Sections" (dropdown), "Is one of" (dropdown), "Awards" (dropdown), "E-mail", "Residential Address" (text inputs), "Rank or Title" (dropdown), "Date of Birth" (dropdown), "Last Saved" (dropdown), and "From the chosen date and after" (text input). There are "Search" and "Reset" buttons. Below the filters is an "OPERATIONS" section with a dropdown and an "Execute" button. At the bottom is a table header with columns: USERNAME, FIRST NAME, SURNAME, SECTIONS, SUB-SECTIONS, M, POSTNOMINALS, E-MAIL, PARTNER FIRST NAME, PARTNER SURNAME, EXPIRY, MEMBERSHIP TYPE, DETAILS, and a checkbox.

The top area will identify which list is being used and the number of members shown.

The Filter area allows for only members meeting a certain criteria to be displayed. Depending on your computer screen width exact layout may not be the same as shown above. Enter or Select a criteria and click "Search" to display the list, click "Reset" to clear all filters and show the full list.

Click on the blue column header e.g. "Surname" to sort the list.

Many sub-sections like to acknowledge birthdays so select a month in "Date of Birth" will show a list of all members with a birthday in the selected month.

Whatever is on display can be downloaded to an XLS file.

On the right hand side of the list (you may need to scroll horizontally) are "View", "Edit" and a check box. View will display a popup of the members information, Edit allows for the updating of the members information and the check box allows selection of multiple members. Using "Operations" (located between the filters and the lists) an email can be sent to all the selected members.

If you are viewing one of the Subscriber lists then "Roles" will be pre-set and can be changed to select other values.

A close-up of the "Roles" dropdown menu. The dropdown is open, showing the selected role "White Ensign Post" with a downward arrow.