

The NAA Web Site

Sub-Section and 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.

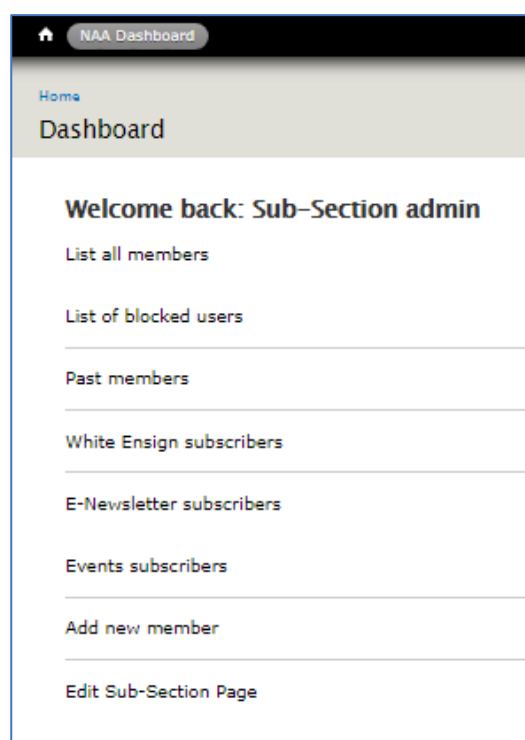
List of blocked members – shows the new people who have expressed interest to join but have not yet been set to active, they can not log in.

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.



The NAA Web Site

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), "Roles" (dropdown), "Membership Type" (button), "Active Account" (dropdown), "Sections" (dropdown), "Sub-Sections" (dropdown), "Awards" (dropdown), "Surname", "First Name", "Partner Surname", "Partner First Name", "Middle Initial", "Nick Name", "Partner Email", "E-mail", "Residential Address", "Rank or Title", "Date of Birth", and "Last Saved". There are "Search" and "Reset" buttons. Below the filters is an "OPERATIONS" section with a dropdown and an "Execute" button. At the bottom, a table header is visible with columns: USERNAME, FIRST NAME, SURNAME, SECTIONS, SUB-SECTIONS, M, POSTNOMINALS, E-MAIL, PARTNER FIRST NAME, PARTNER SURNAME, EXPIRY, MEMBERSHIP TYPE, DETAILS, and a small icon.

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.

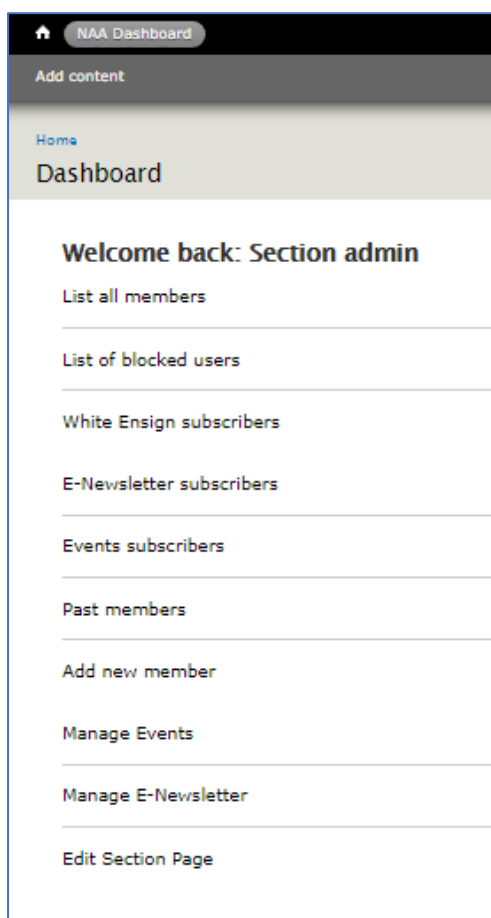
If you are viewing one of the Subscriber lists then "Roles" will be pre-set and can be changed to select other values.

A close-up of a dropdown menu labeled "Roles". The selected option is "White Ensign Post".

The NAA Web Site

Section Administrators

Section administrators have all the same abilities as sub-section admin so they should be sure to have read the above before proceeding into their extra capabilities.



As well as all the abilities of the sub-section administrator the Section Administrator can manage the Events and Newsletters for their Section and edit the Section page.

The Events function allows the Section to promote events of interest to the members of the section. When creating an event, the Title should be brief but precise in describing the event. Select your own section and set the date of the event. A document is not compulsory but is highly recommended, it could be a flyer about the event or simply some text of extra details. If the Message box is NOT empty then the message will be emailed to all section members who are Events email subscribers. The message does not form part of the event when presented on the web site.

The Newsletter is similar to Events except there is no date but there is a place for a cover graphic. If the newsletter is in PDF or DOC format then a screenshot of the front page makes a good cover and the whole document should be uploaded as the newsletter. The message works the same as for events.

Edit Section Page allows for the editing of the Section office bearers and other section details.

The list of sub-sections shown on the section page is not editable from here. Contact the webmaster if editing is necessary.

A few points

If you are doing some editing (personal, page, whatever) and feel that things have not gone well don't panic, do NOT click save, instead click your browsers back button, usually a left pointing arrow in the top left corner. This will leave everything as it was with no changes saved. You can then have another try or call for assistance.

Assistance is available at any time. For urgent matters call George (Webmaster) on 0412 847 852, otherwise email to Webmaster@navalassoc.org.au and I will get back to you as quickly as possible. Include your best phone number in the email and we can talk about it.