

Processing Dues and Membership List

Processing Dues and Membership List

1. Check to see if Check is signed.
2. Count members on member list to see if it matches number of members paid.
3. Highlight on spreadsheet clubs that have issues
4. With dues that match members to amount paid
5. Use the attached Adding and Changing Members process to add new members, change information for existing members and delete any member not rejoining. (I have moved members not rejoined to non-member and members that are deceased I have deleted)
6. On odd years, add the new club president to the Group Club President
7. Make a copy of the check
8. File.

I have included in the file:

- 1) Original membership list
- 2) Dues forms
- 3) Revised list sent by the club
- 4) Copy of the check

After you have updated the members in the system update the spreadsheet.

Processing Dues and Membership List

StarChapter™ West Virginia Garden Club, Inc. Knowledgebase Support Pam Simien StarChannel

List of Members + Add a Member

Member Manager > List of Members

Standard View Flexible View

Saved Filters

Filter by

- Board of Directors
- Club Presidents
- Clubs
 - Select All / None
 - Ansted
 - Cranberry
 - Fort Hill
 - Greenbrier Gardeners
 - Beechwood Estates
 - Dolley Madison
 - Frankfort District Heights
 - Berk-Mar
 - Briar Hills
 - Durbannah
 - Fred Brooks
 - Hemlock Hills
 - Hillsdale
 - Beverly Hills
 - Briarcliff
 - East River Mountain
 - Gateway
 - High Country
 - Honeysuckle
 - Bluebell
 - Country Road
 - Edgewood
 - Fairheights
 - Goff Plaza
 - Highlawn
 - Huntinton
 - Bluefield
 - Cowen
 - Emma Scott
 - Forest Ridge
 - Green Hills
 - Hill and Hollow
 - Indian Rock

1. Use the Flexible View to Add or Change Members.
2. Select Clubs and then the Individual Club to modify
3. Scroll to end of page and select REFRESH button
4. Select the individual member or add a new member

StarChapter™ West Virginia Garden Club, Inc. Knowledgebase Support Pam Simien StarChannel

Add a Member

Member Manager > Add a Member

General Info Membership Info & Bio Image & Docs Login Info Groups All Done!

Name

Prefix: --Choose Prefix--

First Name:

Middle Name:

Last Name:

Suffix:

Primary Contact Information

1. Enter the First and Last Name
2. Continue Scrolling

Processing Dues and Membership List

The screenshot shows the StarChapter web application interface for the West Virginia Garden Club, Inc. The main content area displays the 'Primary Contact Information' form. The form is organized into two columns. The left column contains fields for Address, City, Zip/Postal Code, Email address, and Phone. The right column contains fields for Address line 2, State/Province (a dropdown menu), Country, Mass Mailing (a checkbox), and Fax. Below the primary contact information is a 'Custom Fields' section with two dropdown menus labeled 'WV Life' and 'SAR Life'. The left sidebar contains navigation options: Dashboard, Membership (expanded), Member Manager, Non-Member Manager, Group Manager, Corporate Member Manager, Dues Manager, Import Manager, Charts and Reports, Settings, Communications, Content, Orders and Transactions, and General.

1. Enter address, City, State, Zip and email address
2. If no email address is given use the format firstname.lastname@example.com the system “knows” not to send email to this format.
3. Select Mass Mailing (I don’t know exactly what this does, my assumption is that this includes the member is system emails)

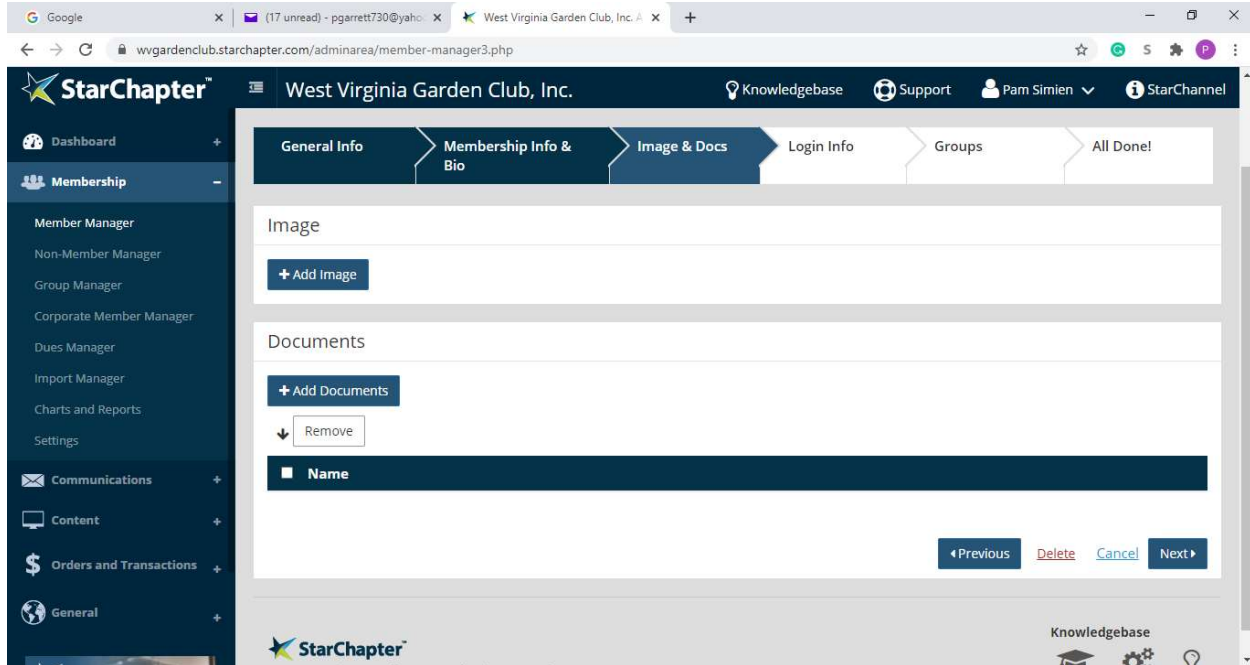
Processing Dues and Membership List

The screenshot displays the StarChapter member manager interface for West Virginia Garden Club, Inc. The interface is divided into several sections:

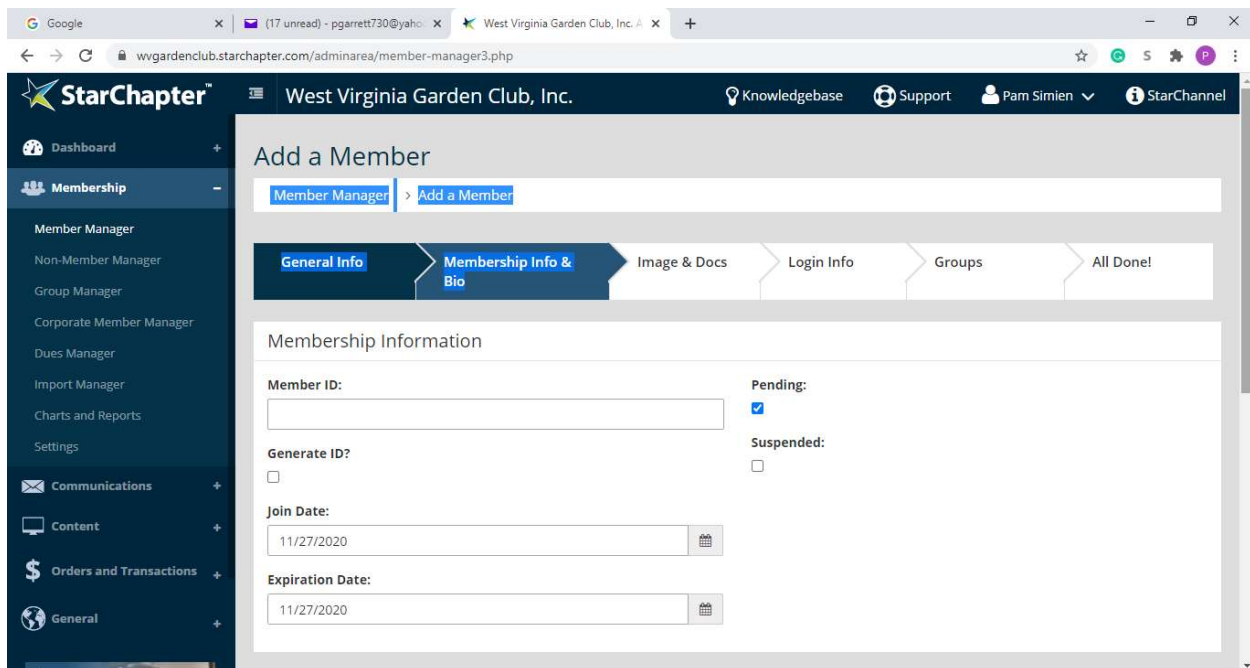
- Phone:** A text input field.
- Fax:** A text input field.
- Custom Fields:**
 - WV Life:** A dropdown menu.
 - SAR Life:** A dropdown menu.
 - NGC Life:** A dropdown menu.
 - DoNotMail WV News:** A text input field.
 - Club:** A dropdown menu.
 - District:** A dropdown menu.
 - Second Club:** A dropdown menu.
- Secondary Contact Information:**
 - Alternate Address:** A text input field.
 - Alternate Address 2:** A text input field.
 - Alternate City:** A text input field.
 - Alternate State/Province:** A dropdown menu.

1. Enter WV Life, SAR Life, and NGC Life
2. The DoNotMail WV News field is used to exclude a member from WV News mailing list
 - a. Deceased Members d-passed away
 - b. Bad Address a-
 - c. Duplicate at same address – d
If it seems like a husband and wife at the same address I only send them 1 copy of the WV Garden News
If it seems like sisters, mother/daughter I send them both a WV Garden News
3. Club and District - We enter this field twice once in the Custom Fields and then in the Groups section. I worked with Star and this was the only way to have the export functionality that we needed and the online system functionality.
4. Second Club - Some members are in 2 clubs in order and when the system was originally setup this was Star's recommendation. Since we have no way to know when clubs send in their list that a member is in 2 clubs this does not work all that well.

Processing Dues and Membership List



We don't use this screen



1. Select Generate ID and de-select Pending
2. Join Date – I always select the first day of the term example 07/01/20
3. Expiration Date – I always select example 06/30/21

Processing Dues and Membership List

The screenshot shows the StarChapter Member Manager interface for the West Virginia Garden Club, Inc. The page is titled "Add a Member" and is part of the "Member Manager" section. The breadcrumb trail is "Member Manager > Add a Member". The navigation tabs include "General Info", "Membership Info & Bio", "Image & Docs", "Login Info", "Groups", and "All Done!". The "Login Info" tab is currently selected. Below the tabs, there is a "Login Information" section with a note: "Members are able to login using their primary email address (bob@email.com), Member ID (12345) or Username (abc123) depending on your system settings. Stored passwords are not shown. Only enter a password if you are adding a new member or need to replace the current password." The form includes three input fields: "Username:", "New Password:", and "Confirm Password:". At the bottom right, there are buttons for "Previous", "Delete", "Cancel", and "Next".

1. Username – leave it blank the system will auto fill
2. New Password – ramps (it is case sensitive)
3. Confirm Password – ramps (it is case sensitive)

This is what I think happens – If a new to the website member goes in via a system generated email (Verification or Welcome) and uses the link provided then they are asked to update their password without entering an old password. If a new member goes directly to the website they can log in with the ramps password and their email address. Members that have not provided an email address can not access the system?

Processing Dues and Membership List

The screenshot shows the StarChapter web application interface for West Virginia Garden Club, Inc. The main content area is titled 'Groups' and is divided into two sections: 'Available Groups' and 'Assigned Groups'. The 'Available Groups' section lists several categories: Board of Directors, Club Presidents, Clubs, District, Member Groups, and Member Types. The 'Assigned Groups' section shows a single entry labeled 'Group' with a 'Remove' button next to it. A red arrow points from the 'Group' entry in the 'Assigned Groups' section to the 'Next' button at the bottom right of the interface.

1. The Web Master (David Stedman) sets up Board of Directors, Member Groups
2. The assistant treasurer updates the Clubs, District and Club President
3. Member Type is not used
4. When added to a group it shows under Group Column
5. When this is completed, use the next button and it will return you to the first screen.
6. Then select return to member manager.

Verify that the star club member number matches the total on the dues sheet.

The screenshot shows the StarChapter web application interface for West Virginia Garden Club, Inc. The main content area is titled 'Membership' and displays a table of members. The table has columns for checkboxes, names, dates, and email addresses. The members listed are: Carol Board-Westfall, Eve Bostic, Brandy Brabham, Glenda Cass, Elizabeth Close, Sheila Coe, Lori Cottrell, and Jasmine D'Agostino. Below the table, there is a pagination control showing 'Showing 1 to 10 of 46 entries' and buttons for 'Previous', '1', '2', '3', '4', '5', and 'Next'. A red arrow points from the 'Showing 1 to 10 of 46 entries' text to the 'Next' button in the pagination controls.