

## Ruritan Member Management System Member Training



# MMS



### Why MMS?

Once a new club member is introduced to the MMS he or she can review information and make sure e-mail addresses, phone numbers, military service, spouse's name and other important information is updated.

This keeps you in the know as well as the wealth of information our website ...


<http://www.ruritan.org>

## Help Screens for New Users

This series of screen captures should illustrate the general ways to access information in the MMS.

- The images are sorted according to what information is available to a club member (not an officer);

## LOG IN SCREEN (for all)



The screenshot shows the login interface for the Ruritan National Membership Management System. At the top, there is a blue header with the Ruritan National logo on the left and the text "RURITAN NATIONAL Membership Management System" on the right. Below the header, there are two input fields: "USERNAME: 12345" and "PASSWORD: \*\*\*\*\*". To the right of the password field is a "LOGON" button. Below the login fields, a blue banner contains the text: "YOUR IP ADDRESS (75.147.227.145) HAS BEEN RECORDED. Any unauthorized access and/or malicious actions will be investigated and prosecuted to the full extent the law will allow." Below this banner, it says "You are about to access the PRODUCTION system." At the bottom left, there is a red link: "Log on screen found at <http://mms.ruritan.org>". At the bottom right, there is a blue link: "[I forgot my password.](#)".

### Club Member's Personal Information Page

This information may be updated by the club member, club officer, district officer, national officer, or national office staff. Remember when updating information to always hit the UPDATE button last to save your changes.

**MEMBER INFORMATION** STATUS: ACTIVE MEMBER: 12345

Title: Mr. First: John Middle: Wayne Last: Doe

Street Address: 276 First Street Mailing Address: 276 First Street

Home Phone: 555-222-1234 Cell Phone: Office Phone:

E-Mail: [doe@newruritan.com](mailto:doe@newruritan.com)

Spouse Name: Member Type: Adult Gender: MALE

Military Status: NA Military Branch: Name: White Race: White

Date of Birth: Deceased Date: First Joined: 09/01/1952 Years: 56

Receive Publications:  Y  N **UPDATE**

Level	Name	Role	Starts	Ends
District	New River	District G & D Chair	01/01/2003	12/31/2003
District	New River	District G & D Chair	01/01/2002	12/31/2002
District	New River	District G & D Chair	01/01/2001	12/31/2001
District	New River	District G & D Chair	01/01/1999	12/31/1999
District	New River	District G & D Chair	01/01/1998	12/31/1998
Club	Ruritan Road	Club Vice President	01/01/2006	12/31/2006
Club	Ruritan Road	Club President	01/01/1999	12/31/1999
Club	Ruritan Road	Club Vice President	01/01/1998	12/31/1998

### Finding Other Members in Your Club

And individual member may click on the "members" icon at the top of the page and may search for any members who are the SAME clubs as the member who is logged in. Finding a fellow club member means you can see their telephone number and an e-mail address ... (if they have provided one.)

**RURITAN NATIONAL** Membership Management System

MEMBERS EVENTS TRAINING REPORTS SECURITY HELP

**MEMBER INFORMATION**

Rosters for your Club(s) Find a Member

Search by Name  **SEARCH**

[Dublin/Radford](#)  
[Ruritan Road](#)

Search for a Ruritan member by entering a partial name. For example, for John Smith, enter Smith.

## Who Are My Club, District and National Officers?

(As soon as we add you as a new member – if we have included an e-mail address – you will be sent an e-mail with your log-on information for the MMS.)

Once members are on their information page an icon allows them to see all of their club, district and national officers.



### Club Officer's Access

A club officer has the same access as the member to all of the members in the club. The club officer can also see some graphs that the individual member cannot see.

### Club Officer's Home Page

- A club officer logs on to this home page. He may click on any name to update a file
- He may de-activate a member who has left Ruritan;
- He may mark a member who is deceased (a date of death must be provided), and he may add new members.

# Club Officer Home Page

**RURITAN NATIONAL**  
Membership Management System

**1597 - Ruritan Road**  
District - 34 - New River  
Zone - 1  
Club Type - Regular  
STATUS-ACTIVE  
5451 Lyons Road  
Dublin VA, 24084

**Club Member Count - 36**  
Involvement Level Counts  
Associate: 22  
Full: 14  
[SEND E-MAIL TO CLUB MEMBERS](#)

**ESTIMATED DUES**

Member Type	Count	Unit Rate	Quarterly Rate	Yearly Rate
Adult	28	\$10.00	\$280.00	\$1,120.00
Bus/Orig	2	\$10.00	\$20.00	\$80.00
Youth	1	\$3.75	\$3.75	\$15.00
			\$302.75	\$1,215.00

\*Please note that Ruritan Forever Members are not charged dues\*\*  
There are 8 Ruritan Forever Members in the Ruritan Road Ruritan Club

**Club Officers**  
Club President: [Chris Pugh](#)  
Club Vice President: [Carmen Roman](#)  
Club Treasurer: [Tina Arnold](#)  
Club Secretary: [Kacie Hattick](#)  
Past Club President: [Chris Pugh](#)

**Club Count Comparison**

Month	Nat.	Min.	Aug.	Club
2010 Mar	207	4	23	36

[ADD A NEW MEMBER](#)

**Active Club Members**

Member Number	Name	Phone
22874	<a href="#">Alley, Betty</a>	DEACTIVATE 540-980-4436
89210	<a href="#">Arnold, Shamma</a>	DEACTIVATE 000-000-0000
85841	<a href="#">Arnold, Tina</a>	DEACTIVATE 540-980-0942
81197	<a href="#">Baldwin, Debbie</a>	DEACTIVATE 434-248-6969
70788	<a href="#">Brown, Carolyn</a>	DEACTIVATE 000-000-0000
21568	<a href="#">Chrisley, Michael</a>	DEACTIVATE 540-674-5431
79992	<a href="#">Dean, Russell</a>	DEACTIVATE 864-833-0069
70052	<a href="#">Ely, Linda</a>	DEACTIVATE 000-000-0000
22122	<a href="#">Fly, Richard</a>	DEACTIVATE 000-000-0000

# Adding a member – check if in system.

**RURITAN NATIONAL**  
Membership Management System

**IN ORDER TO ENSURE WE DON'T UNNECESSARILY CREATE DUPLICATE RECORDS IN THE SYSTEM, PLEASE FOLLOW THE INSTRUCTIONS BELOW TO CONFIRM THAT THE MEMBER YOU'RE ABOUT TO ADD ISN'T ALREADY IN THE SYSTEM. THANKS VERY MUCH FOR YOUR HELP WITH THIS.**

**FIND A MEMBER TO ADD**

Enter a partial or full last name:

## Attendance

Club officers can also create meetings and update attendance information. You will note that the system defaults to all officers attending Board meetings – if an officer is not present you must move him to the absent column.

If a member (not an officer) attends the board meeting, he or she will need to be moved into the present column. The system also defaults to all members being present for a regular meeting – but you can move members who are absent into the absent column.

Be sure and click SAVE when you are finished.

## Attendance

The screenshot shows a web browser window with the following elements:

- Browser tabs: Google, Passkey Login, Ruritan System logon, Print Direct, Ed2Go - VWCC, Home of Ruritan
- Address bar: %2/prd/mtegv.php?club\_id=1...
- Navigation menu: NATIONAL, home, MEMBERS, GRAPHS, MEETINGS (highlighted with a red arrow), REPORTS, ROLES, SECURITY
- Page title: Club Meetings - Ruritan Road
- Link: [ADD CLUB MEETING](#)
- Table of Meeting Records:

Meeting Type	Date	UPDATE MEETING	UPDATE ATTENDANCE
Board Meeting	06/16/2009	<a href="#">UPDATE MEETING</a>	<a href="#">UPDATE ATTENDANCE</a>
Club Meeting	05/19/2009	<a href="#">UPDATE MEETING</a>	<a href="#">UPDATE ATTENDANCE</a>
Club Meeting	04/21/2009	<a href="#">UPDATE MEETING</a>	<a href="#">UPDATE ATTENDANCE</a>
Club Meeting	03/17/2009	<a href="#">UPDATE MEETING</a>	<a href="#">UPDATE ATTENDANCE</a>
Club Meeting	02/17/2009	<a href="#">UPDATE MEETING</a>	<a href="#">UPDATE ATTENDANCE</a>

## Attendance continued ...

Membership Management System

MEMBERS GRAPHS MEETINGS REPORTS ROLES SECURITY

UPDATE MEETING ATTENDANCE - 1597 - Ruritan Road - Club Meeting - 2009-02-17

**Present**

- Alley, Betty G
- Arnold, Tina
- Chrisley, Michael
- Herndon, Joann
- Lester, Nancy
- Pugh, Anthea
- Pugh, Chris
- Westpfahl, Bonnie
- Whitt, Craig

**Absent**

- Arnold, Shamra
- Baldwin, Debbie B
- Brown, Carolyn
- Dean, Russell
- Ely, Linda
- Ely, Richard
- Everett, James A. "Jim"
- Folino, Karen
- Graham, A. Curtis
- Harris, Heather
- Harris, Thomas
- Hines, Jean L
- Hines, Larry E
- Hines, Lonnie Inc.
- Rapidsign
- Jennelle, Crystal
- Katrina, Brandon
- Katrina, Debra

SAVE

## New in the MMS in 2010

### *Keep Track of Service Hours on the MMS*

Club projects can be set up by one club member, or a club or district officer, and then under each club member's information and hours can be tracked. NOTE: Create the project ONE TIME under ONE member and it will show up under all the other club members. The member can personally enter the data or club officers can go into each member's records and update the information.

ROLES COMMENTS LOG PROJECTS

PROJECTS ADD PROJECT ADD PROJECT TIME

Club	Committee	Project	Hours	Date
TOTAL HOURS				

Add projects or add time to existing projects

ROLES COMMENTS LOG PROJECTS

ADD PROJECT

Club: Ruritan Road

Committee: Public Services

Project Name: Blood Drive

Project Description: First Annual Curtis Graham Memorial Blood Drive

Start Date: 08/25/2010 End Date: 08/25/2010

## Keep Track of Service Hours on the MMS

Later – the club officers can pull a report of projects and hours based on any date range.

## Keep Track of Service Hours on the MMS

The key is to get all hours into the MMS under each volunteer/members' name.

PROJECT HOURS FOR THE Ruritan Road RURITAN CLUB FROM 2010-08-01 TO 2010-09-28			
PROJECT	COMMITTEE	HOURS	
Blood Drive	Public Services	20	
		TOTAL	20
		GRAND TOTAL	20

It is important to you and the club that you record all volunteer times worked.

## Member Management System (MMS) Frequently Asked Questions (FAQ)

1. I changed my phone number (or address or e-mail) and when I go back the change doesn't show up.  
ANSWER: After making any changes to an individual's information you must remember to click the "UPDATE" button toward the center bottom of the screen for the change to actually be made.
7. I want to quit Ruritan – why can't I de-activate myself?  
ANSWER: The system will not allow members to de-activate themselves. If you are truly leaving Ruritan, please report that to one of your club officers who will make that change. Once he de-activates you as a member you will no longer have access to the system.
8. Can I change my passwords?  
ANSWER – Use the gold "security" seal at the top of the page and you will see where you can change your password.
9. I forgot my password  
ANSWER: On the log in page at <http://mms.ruritan.org> is an option for retrieving your password. It works only if you have entered your e-mail into the system, and your access is already enabled.
10. Why do Ruri-Teen club pages look different than Ruritan club pages?  
ANSWER: Ruri-Teen Clubs pay an annual affiliation fee instead of individual dues.
- 11: How does the "Send E-mail to Club Members" work?  
ANSWER – If you click on that option it takes you to a window where you can write the content of your e-mail. When you are finished and hit send, the system generates an e-mail to all of the members of your club who have e-mail addresses in the system.

## Member Management System (MMS) Frequently Asked Questions (FAQ) continued

- 12: What about the little envelope icon next to a person's name?  
ANSWER – This e-mail option acts just like an e-mail link on a web page and allows you to draft an e-mail to that member.
20. Some of my club members don't want to receive the RURITAN magazine or they receive too many at their house. What can they do?  
ANSWER – They (or you) can go to their personal information site and choose "N" for the "Receive Publications" option at the bottom left of the page. Remember to push UPDATE after the selection is made. Choose that option for any members in a household who do not wish to receive the magazine.
23. Where do I put a fax number?  
ANSWER – There is no specific field designated for fax numbers at this time. However, you can add COMMENT that has a fax number in it. You'll find the COMMENTS tab at the lower right of the screen.
24. What is the difference between street address and mailing address and do you need both?  
ANSWER – Your Ruritan magazine and other material will be mailed to the street address you provide. If you have a shipping or physical address that is different, please put that in the street address field.

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25. How do I show that an Associate member is a business?  
ANSWER – Under member type in the member's personal information page you can choose business/org as their type. Leave the title, race, and gender fields as not designated or none.
27. If my personal information has been edited how do I find out who has edited it?  
ANSWER – At the bottom right of your personal member page click on the LOG option and it will show all activity on your personal information – both the times you have logged in and the times others have adjusted your information.

Thank You ... Enjoy the MMS

