

Effective 7/1/2014

Please see last page on where to send comments.

Thank you for updating your club roster!

Instructions for Updating Club Rosters

The Federation of Jewish Men's Clubs has created a club management web portal* in order for affiliated clubs to update their rosters in an easy and efficient way. It will be called: **Chaverot**, FJMC Club Roster Management System. Chaverot will provide direct access to your club's roster of members on a daily basis from any computer with high speed internet access.

- Club Presidents or Co-Presidents and Club Treasurers will be the only people with permission for access.
- The above officers' names and e-mail addresses must already be in the database. (Supplied to the FJMC in connection with their record as a club officer.)
- If your name and e-mail address are not already in the FJMC database or if you have multiple e-mail addresses and do not know which one is connected to your name please e-mail webmaster@fjmc.org. Someone from the IT Committee will contact you.

Chaverot will currently allow you to:

- Add new members with contact information.
- Update, correct, or add e-mail or mailing addresses and other contact information, etc. on the roster for existing members
- Delete members from their roster with the ability to differentiate circumstances, such as death or moving that will remove an address from future contact rather than just not paying dues this year so that the contact information is retained for future use by the club.

The FJMC Website, the Chaverot Club Management System, and its web portal are designed and maintained by FJMC volunteers.

* Definition: A web portal is an organized gateway that helps to structure the access to information found on a website or on the Internet.

The Web Portal for Chaverot has been designed and tested to work with two web browsers:

Firefox – may be downloaded for free from [Mozilla](http://www.mozilla.org/en-US/) at <http://www.mozilla.org/en-US/>

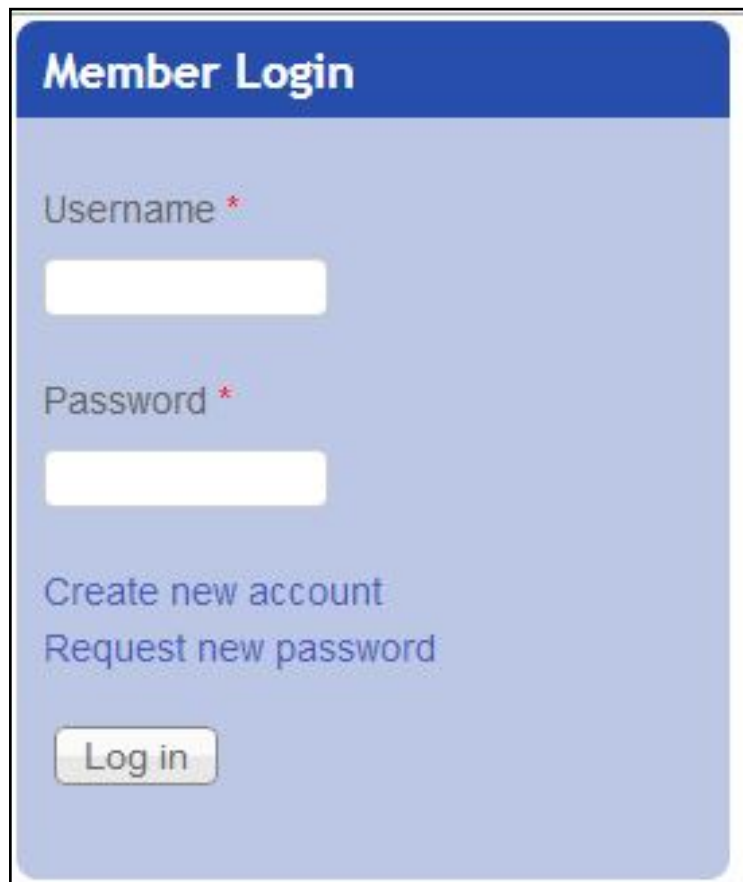
Chrome – may be downloaded for free from [Google](https://www.google.com/intl/en-US/chrome/browser/) at <https://www.google.com/intl/en-US/chrome/browser/>

The Web Portal has been tested on Microsoft Internet Explorer & appears to work.

The Web Portal does not work in the Opera Browser.

If you have any technical questions about browsers and/or operating systems please contact
webmaster@fjmc.org

and a member of the IT committee will get back to you.



Member Login

Username *

Password *

Create new account

Request new password

Log in

- 1) To log into the Chaverot Club Management System please go to the FJMC website at www.fjmc.org and use the Member LogIn box in the right hand column of the screen to log into the site.
 - a) Enter your Username on the top line. **Your user name is the e-mail address supplied to the FJMC by your club or by you.**
 - b) Enter your password in the second line.
 - c) Then click on Log In.
 - d) **If you do not remember your password**, click on “Request new password” and follow the instructions.
 - e) **Please do NOT create a new account. If your current e-mail is not connected to your record, or you do not know which of your e-mail accounts is connected to you as a club officer, please contact webmaster@fjmc.org.**

If you have any technical questions while using Chaverot please contact the IT Committee directly by using the webmaster@fjmc.org e-mail address and a member of the IT committee will get back to you.

Thank you!



2) After you log in, your screen will refresh. You now have access to the Members Only sections of the website.

- a) **Go to the Clubs Tab.**
- b) Open the pull down menu.
- c) **Select Club Management, on the bottom.**

FJMC Links

Facebook: [fjmc HQ](#)

Facebook Convention Group: [fjmcconvention](#)

Keruv Twitter: [FJMC Keruv](#)

Linked-In Company Page: [FJMC](#)

Linked-In Group: [Federation of Jewish Men's Clubs](#)

Main Twitter Feed: [@FJMC_HQ](#)

Office e-mail: international@fjmc.org

Webmaster: webmaster@fjmc.org

Website: www.fjmc.org

Website store: <http://www.fjmc.org/catalog>

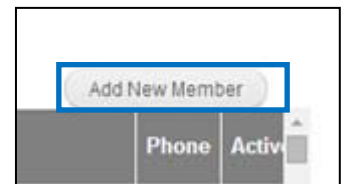
Club Management

Welcome back, Mr. Jeremy Kasman | < Back to Region List
View Permissions

Detail for Beth Israel Men's Club – Blue Hill, NJ (555) in Mid Atlantic Region

155 Members Save Active/Inactive Changes Add New Member

Name	Address	City	State	Postal Code	Email	Phone	Active
John Aardvarstein		Blue Hill	NJ	08002	johnaardvarstein@gmail.com		<input checked="" type="checkbox"/>
B. Ed Boomer, M.D.		Blue Hill	NJ	08003	babyboomer@medicalcenter.com		<input checked="" type="checkbox"/>
Mr. Frank Calamari		Blue Hill	NJ	08002			<input checked="" type="checkbox"/>
Mr. John Doe							<input checked="" type="checkbox"/>
Robert Doe		Blue Hill	NJ	08003			<input checked="" type="checkbox"/>



- 3) This is the **Chaverot Club Detail Screen**. The name, number and region of your club at the top. Under your club name on the left hand side will be the number of members in your club.
- a) The **names in blue** in the first column of your club members **are links to the “Member Update Form” for that member**. A new Tab will be opened.
 - b) The next 6 columns display the contact information for each member.
 - c) If a field is blank it is because that information is not entered in the database.
 - d) There are two **action buttons** above the list of names.
 - i. **“Add New Member”** - will bring you to a BLANK Member Update Form.
 - ii. **“Save/Active Inactive Changes”** – obvious, save your work periodically & when done.
 - e) The last column is the “active” checkbox. Also obvious, if a person is currently a member it should be checked, if they are not active then it is not.
- If the person has died or moved away please do not use this box, please go to the next step & use the “Member Update Form.”**

i.

4) **The Member Update Form is used to add new information or change existing information, and enter if a person has died or moved away.**

It may be reached by two ways from the Club Detail Screen:

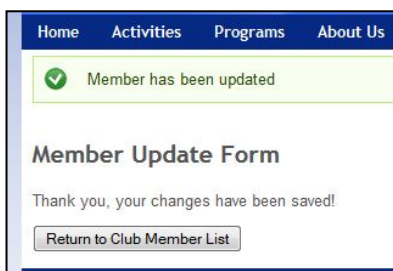
- **Click on a person’s name &** the form will contain existing information.
- **Click on the “Add New Member” button** and a blank form will appear.

If the member is active (new or existing) we start at the top of the Member Update Form

If a member has died or moved go to step 5.

- Please **capitalize the first letter only** using lower case for the balance of the letters. **Please do not use all upper or lower case.**
- Provide both the first and last name.
- Use pull down menu for Name Prefix or Suffix.
- The primary e-mail address is VITAL!**
- Provide the street address including the postal code. We do not use the Zip+four
- Use pull down menu for Country and State/Province.
- Enter or edit the telephone numbers
- Proof your work and then click on “Save Changes.”**
- After you “Save Changes” you will be brought to a confirmation screen.

Click on “Return to Club Member List.”



Member Update Form

Contact 1

First Name *

Last Name *

Name Prefix

Name Suffix

Email

Street Address

Street Address Line 2

City

Postal Code

Country

State/Province

Mobile Phone

Home Phone

Active

NOTE: When you return to the list your changes will NOT be immediately visible.

Changes are visible after using the Club Detail Screen’s **“Save/Active Inactive Changes”** button.

5) **If the person is inactive because they have died or moved** use this checkbox, not the one on the previous “Chaverot Club Detail Screen”

- a) **Unchecking this box** on the “Member Update Form” activates the “Inactive Reason Scroll Box.”
- b) **If the person is deceased or moved away, please make the appropriate choice.**
- c) If a club member has moved away, and you know the forwarding address information please go back to the top of the form provide it.
If not, no worries!
- d) Click on “Save Changes.”

The screenshot shows a form with a 'Home Phone' field at the top. Below it is an 'Active' checkbox, which is circled in red. Underneath is an 'Inactive Reason' dropdown menu with options: 'Deceased', 'Moved Away', 'Just Inactive', 'Deceased', and 'Dropped'. The 'Deceased' option is currently selected and highlighted in blue. At the bottom of the form is a 'Save Changes' button.

NOTE: If someone has become inactive for a reason other than death or moving their record will remain connected to your club.

Clicking on the active check box will restore them as an “active member.”

NOTE: Again, when you return to the list your changes will NOT be immediately visible.

Changes are visible after using the Club Detail Screen’s “Save/Active Inactive Changes” button.

- 6) **When editing existing members** - scroll to the next person you wish to edit and repeat the process.
- 7) **When adding new members**, click on the “Add New Member” button, and repeat the above process.
- 8) **“Cancel Button”** – there is no “cancel button” in the “Member Update Form” – if you change your mind about the entries that you have made, close (i.e. - x out of) the tab without hitting the “save changes” button.

EDITING TIP:

If you are using Excel to track your membership, it might be easier to compare your existing spreadsheet to the FJMC database if they are in the same format. This can be done by highlighting the rows on the screen and pasting the rows into Excel.

The above “mock club” looks like this pasted into Excel:

Name	Address	City	State	Postal Code	Email	Phone	Active
John Aardvarstein	163 Main St, 4A	Blue Hill	NJ	08002	johnaardvarstein@gmail.com		<input checked="" type="checkbox"/>
B. Ed Boomer, M.D.	87 9 th Ave	Blue Hill	NJ	08003	babyboomer@medicalcenter.com		<input checked="" type="checkbox"/>
Mr. Frank Calamari	406 Long Way Round Dr.	Blue Hill	NJ	08002			<input checked="" type="checkbox"/>
Mr. John Doe	906 Elm Rd						<input checked="" type="checkbox"/>
Robert Doe		Blue Hill					<input checked="" type="checkbox"/>
George Orwell	PO Box 1984	Blue Hill	NJ	08002	bigbrother@gmail.com		<input checked="" type="checkbox"/>
Mr. Smith		Washington	DC				<input type="checkbox"/>

- 9) Periodically click on the “**Save Active/Inactive Changes**” button on the “Club Management Screen” while you are working.



Click on the “**Save Active/Inactive Changes**” when you are done working.

10)Log-out

We need your help!

FJMC is powered by volunteers. The code for the Chaverot Membership Management System was created and is maintained by dedicated volunteers. They need you as the end-user to help evaluate and improve this effort.

Please send your feedback, comments, suggestions, etc. on the Chaverot Club Management System, its web portal and/or these instructions to all of the following people in the same e-mail:

Bruce Sicherman

bsich@optonline.net

Jeremy Kasman

jkasman@fjmc.org

Dave Mandell

DaveMandell@fjmc.org

Thank you!

Tips for Managing your FJMC E-mail

If you have more than one e-mail address, please choose one to use as your main or primary e-mail account for communicating with the FJMC.

Too many messages? Please be careful to filter rather than block or hit unsubscribe button. File e-mails from FJMC by subject matter outside of your Inbox for future reference. Check the instructions on your E-mail service (Ex. G-Mail, Yahoo, etc.) for how to do this.

When forwarding a broadcast e-mail or e-publication use the “Send to a Friend” button inside the e-mail, not the forward function in your e-mail account or program (Ex. G-mail, AOL or Outlook.) This keeps the next recipient from accidentally unsubscribing you.