

Network Member Database **(NMDB)**

User Guide

The Network Member Database is an access facility for Member U3As to review and update their records held by U3A Network Victoria.

The U3A's contact details will continue to be private, accessible only to the U3A and to Network. Entry to the NMDB update system will be by special ID number, issued to each U3A by Network and by password.

There are three functions available to U3As -

- View existing data
- Print data
- Update existing contact details and statistics

Member U3As are asked by Network to review and update their data in the mid-year timeframe, and also to make any updates as they occur after Annual General Meetings or personnel changes.

Do not use the left-hand BACK key. Always use the selection buttons on the screen to move to another screen.

1. ENTERING THE NMDB

In your browser key in <https://www.u3avictoria.com.au> to access the Network Victoria website and select the MEMBERS INFORMATION tab.

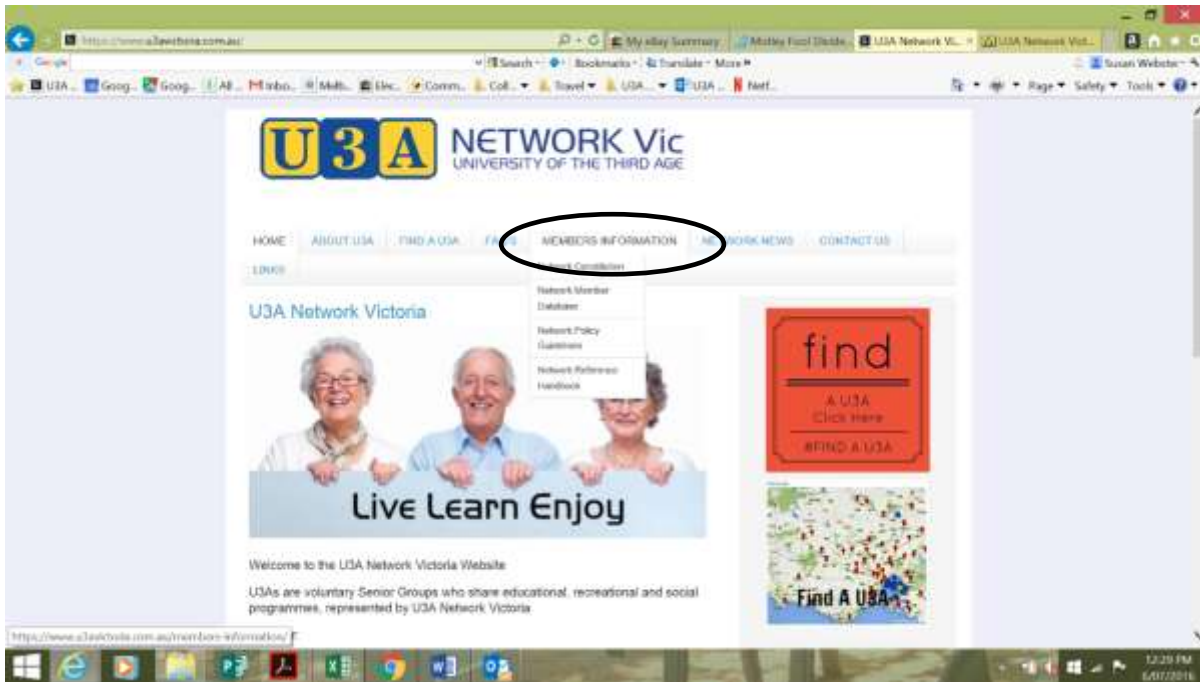


Figure 1- Network Victoria homepage, showing the MEMBER INFORMATION tab and its drop-down menu

Select the Network Member Database from the drop-menu or from the MEMBER INFORMATION landing page.

You will be taken to the Network Member Database landing page, where you can select the User Guide or the NMDB logon screen.



Figure 2 - Members Information landing page.

Select the hypertext link for Network Member Database, and you will be taken to the NMDB Welcome Page - Figure 3. Select the link for the NMDB User Guide and you will be taken to this user guide document.

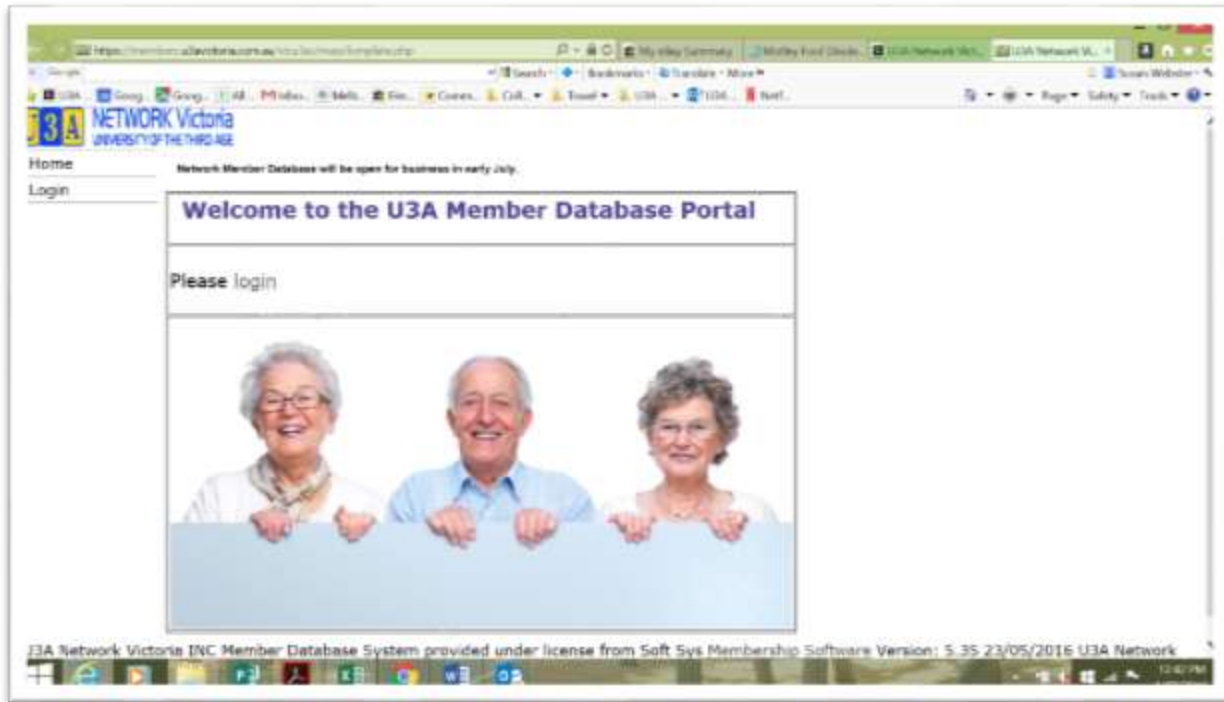


Figure 3 - NMDB Welcome page

Select Login from the side menu or inside the screen. You will be taken to the Login Page - Figure 4.



Figure 4 - NMDB login page

Key in your ID and password, and your U3A will be welcomed by name - see Figure 5.

Your ID and first password are supplied by Network Office. You can change the password once inside the Network Member Database. If you have forgotten your password, you will need to contact the Network Office by phone during office hours or by email to obtain a new password.



Figure 5 - welcome to your U3A.

2. VIEWING AND EDITING U3A DETAILS

To view your U3A's details, click on "View U3A Details" on the left side menu bar as shown in Figure 5. From the U3A Details screen, you are able to view the details and to take a Print -see Figure 6.

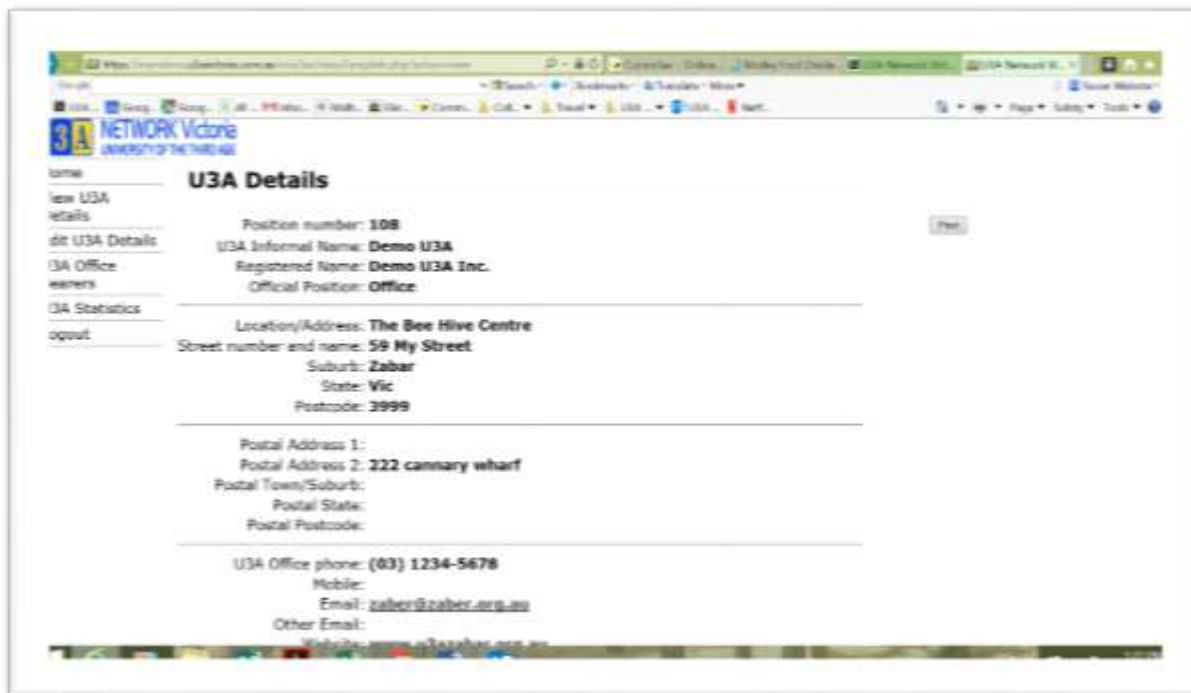


Figure 6 - U3A Details Screen

After viewing your U3A’s details, you can edit these details by selecting “Edit U3A Details” from the left-hand menu, or by scrolling to the bottom of the page and selecting “Edit Details”.

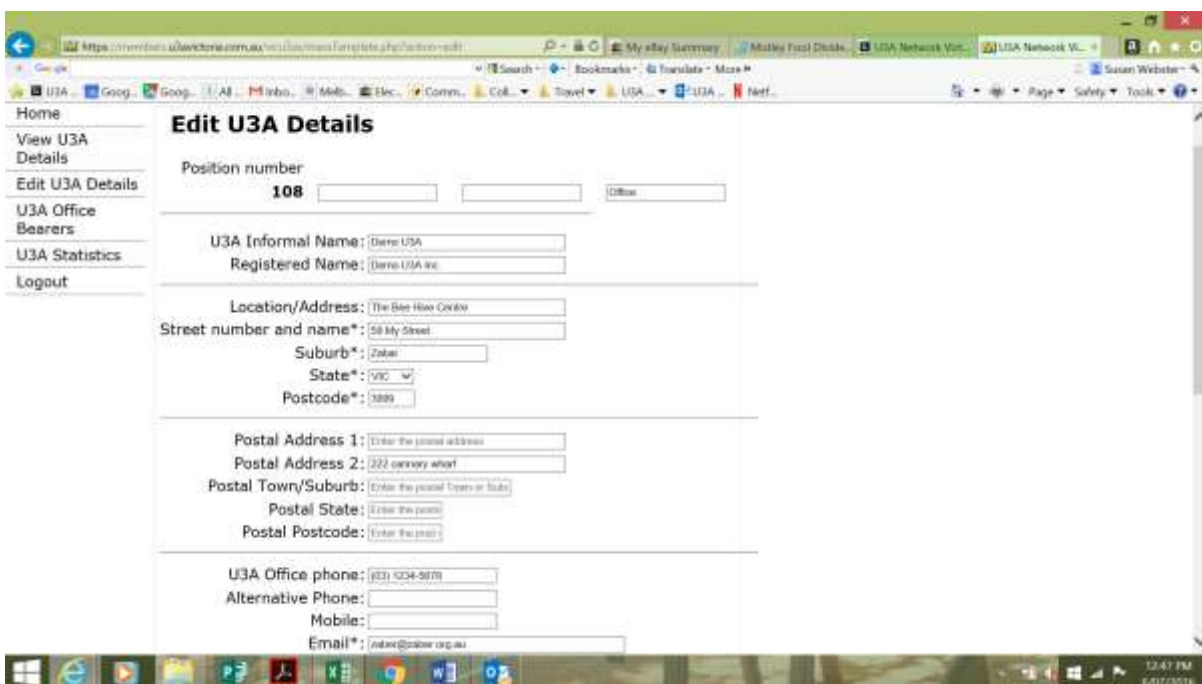


Figure 7 - Edit U3A Details screen

In the Edit U3A Details screen, you cannot change the three fields in the top row, nor the next two fields. These are stationary data.

All other fields can be updated as needed. You are able to change the password here on this screen.

Save your edits, using the “Save” button at the bottom of the screen. Using the “Close” button will not save any changes. By pressing either button, you will be taken back to the View U3A Details screen.

3. VIEWING AND EDITING OFFICE BEARER DETAILS

Selecting “U3A Office Bearers” brings up the Office Bearers and Contacts screen - Figure 8.



Figure 8 - Office Bearers and Contacts screen with Position Number circled

Select a Position Number to be taken to an Office Bearer Details screen.

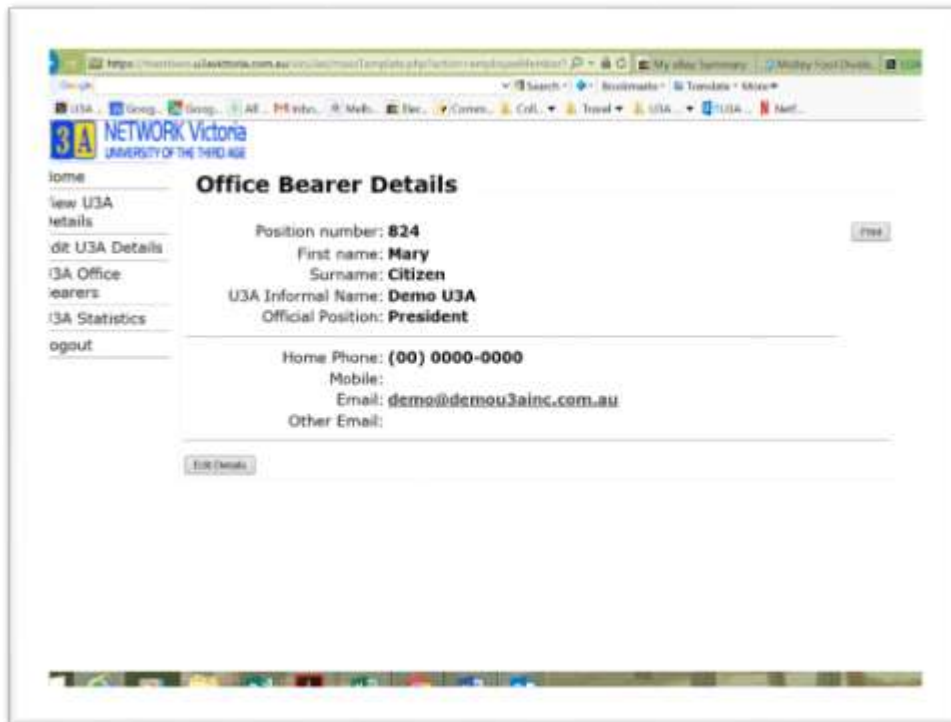


Figure 9 - Office Bearer Details screen

Select the “Edit Details” button at the bottom of the screen, and the Edit Office Bearer Details screen appears - Figure 10.

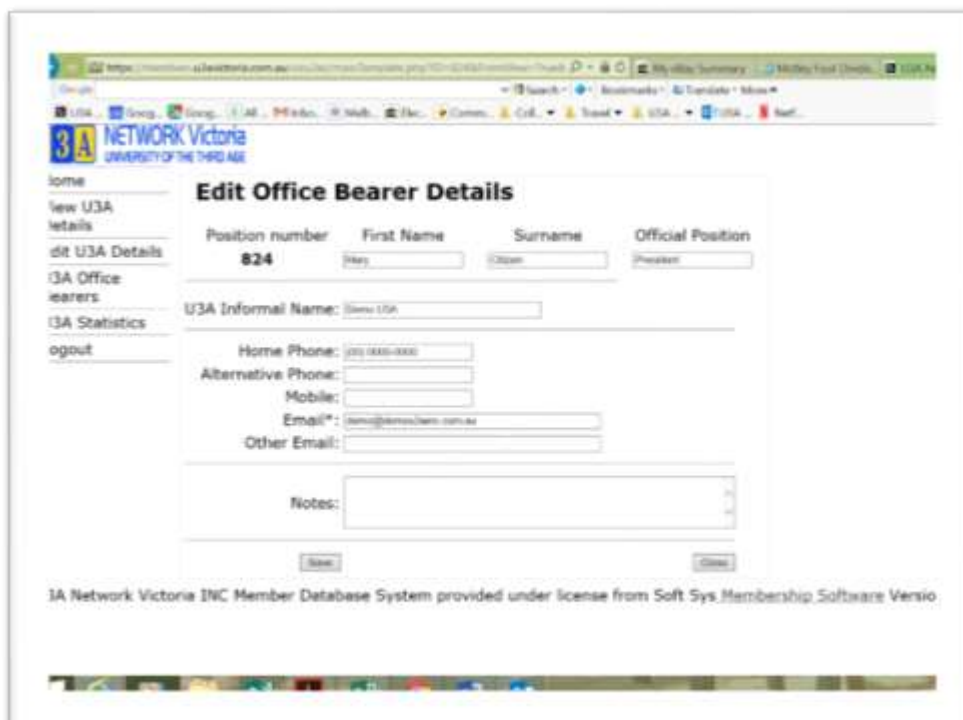


Figure 10 - Edit Office Bearer Details screen

When a position is vacated and you have a new office bearer in the position, you need to clear all details of the old incumbent, and enter details for the new incumbent. If an office bearer moves to a new position, clear her/his details from the screen for the previous office and enter them in the screen for the new office.

To move back to the list of office bearers and contacts, select the U3A Office Bearers screen from the left side menu.

Do not use the BACK key at the top left of the screen. Use the menu selection keys.

4. VIEWING AND EDITING U3A STATISTICS

Click on “U3A Statistics” on the left hand side menu. The Statistics screen appears - Figure 11

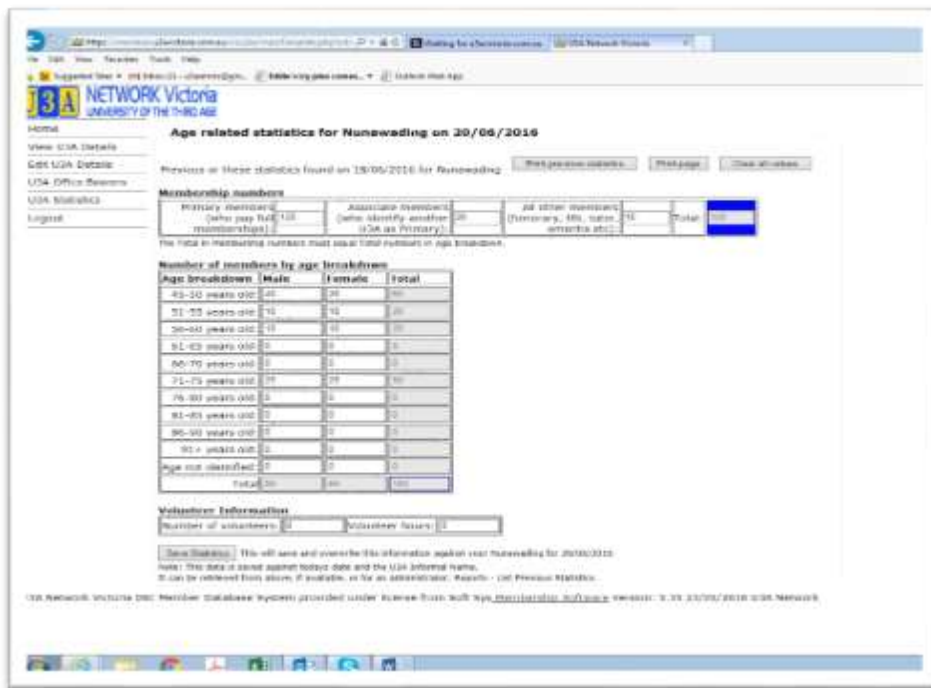


Figure 11 - the Statistics screen

You should present your total number of members in two ways :

Building up the total by adding your primary, associate, and other types of members

Building up the total by adding male and female members in age categories.

Both totals should match. Both total fields have a blue border.

If your totals do not match, you can still save the screen, but you will receive a warning message -see Figure 12. You should correct your figures to make sure they match.

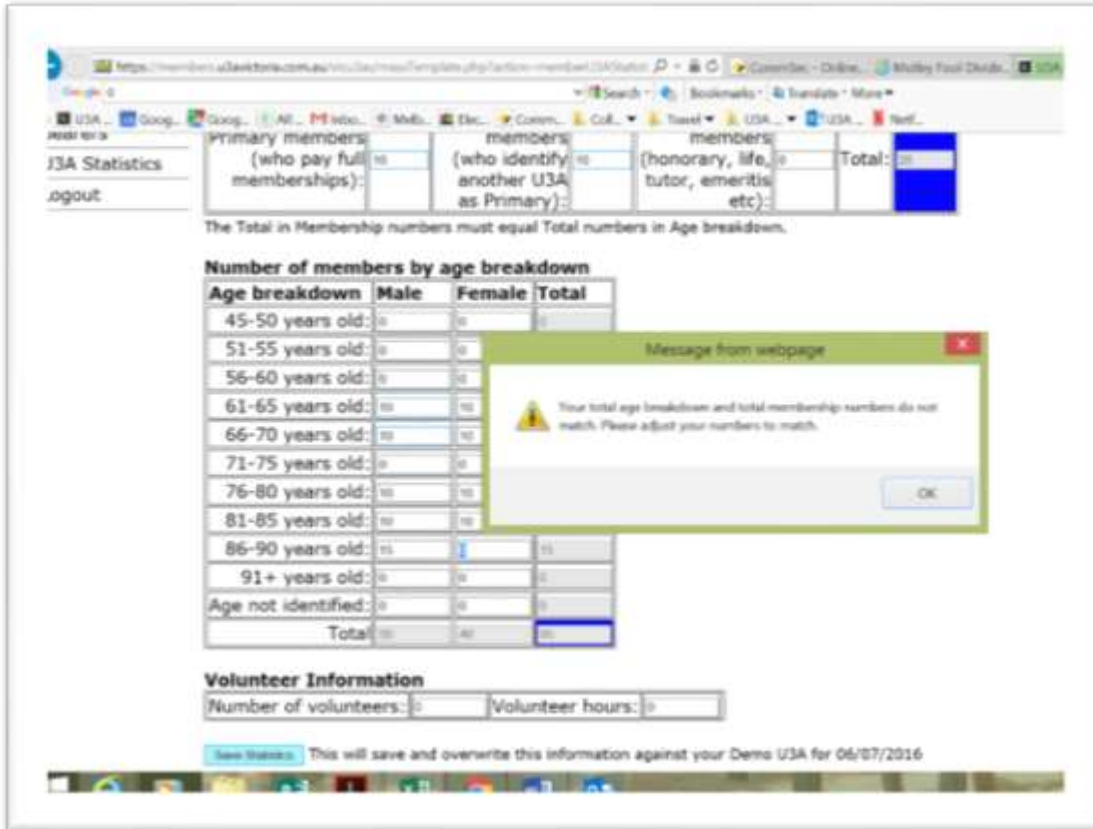


Figure 12 - Dialogue box warning that totals do not match

Use the TAB key on your keyboard to move from cell to cell. Do not use the ENTER key.

Figures for volunteer hours are not being captured this year.