

Membership Director Process

1. Receives email notification of member applications form.
Note: This application has been added to the membership database on suci2.ca
2. Confirms receipt of payment from treasurer.
3. Adds member as a user on suci2.ca
 - a. Goto suci2.ca login (membership director has special access)
 - b. Goto members----Executive actions-----Membership Director adds new member
 - c. Enter:
 - i. Username: standard format first initial last name all lower case.
Note: users can use email address instead of username
 - ii. Email address of user.
Note: email address must be unique to each user
 - iii. First name
 - iv. Last name
 - v. Make sure "send user notification" is ticked
 - vi. Select "user role" default is "SUCI Member"
Note: divemaster includes instructors as this is a "Dive Season" Role as opposed to teaching.
 - vii. Click "Add New User"
 - d. The system sends the user their login credentials.
Note: If users forget their password, they can hit the "forgot password" link on the login page. The system will send them a reset password link.
4. Obtains OUC membership number for current year for the member
 - a. Goto: Members---Executive Actions---Membership Director Edits Member Information
 - i. Use search bar
 1. Select Name in "Any Form Field"
 2. Ensure next box is "contains"
 3. Type in name you are requesting.
 4. Click "Search"
 - ii. On the membership form of the requested name click "edit"
Note: DO not click "delete" this form will not be recoverable
 1. In "OUC Number" field type in the OUC number
 2. In the "TPASC Access Card Number" type in the TPASC number
 - iii. Click the Blue "Update" button. Form will go grey.
 1. Scroll down to see the "Success" box and click either "continue editing" or "View Entry" depending on what you want to do next.
 - iv. If "view entry" Click "Back to all entries" to repeat the process for another member.
 1. When finished all entries after "View Entry" click on home/logo to exit the process.