Database 101

DATABASE

Access at **Detachment** Level
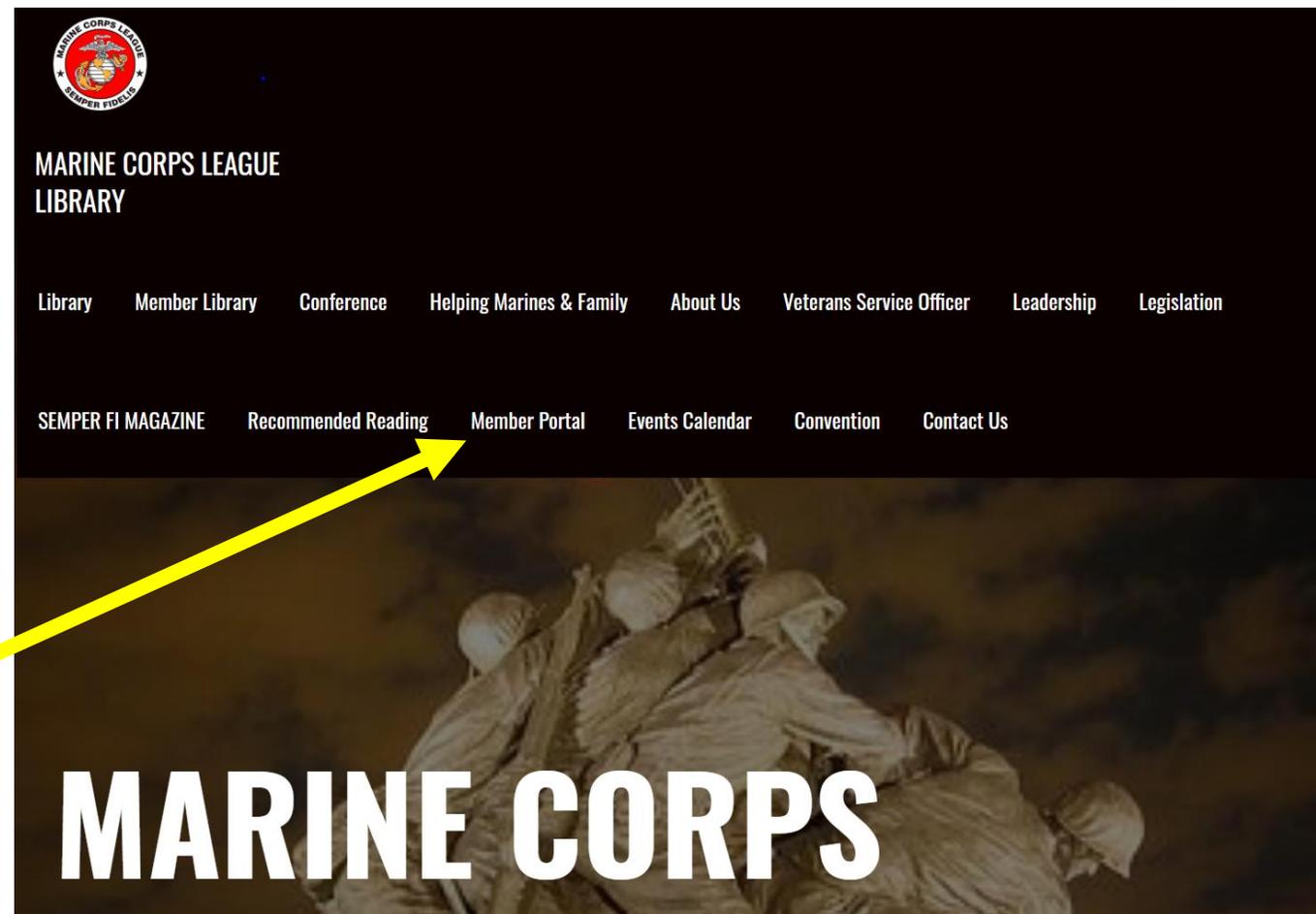
Database 101

Getting to the Member Portal

Go to the MCL Library.

www.mcleaguelibrary.org

Click on the Member Portal tab

Database 101

Your email address is your username

If your email address is not in the database, it will not work.

- Detachment Paymaster – can add Member's email address.

- Department Paymaster – can add Detachment Paymaster's email address.

- Headquarters can add email address AND grant Paymaster and Commandant **access** – Point of Contact is JD Foster jfoster@mcleague.org

Database 101

Enter your email address.
Then click here to get
a password set up.
"**Click here for
login information**"

MEMBERS

MEMBER LOGIN

Username

Password

LOGIN   Click here for login information

Database 101

MEMBER PORTAL HOME

Log Out

Member Portal Home

Change Username / Password   Profile Update

Stay Informed   Take A Survey   Add A Coupon
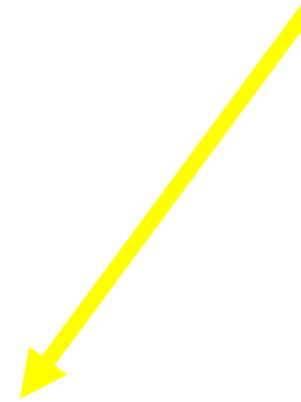
ROBERT J BORKA

Welcome to MCL's New Members Only Portal! Please take a moment and update your profile.

Database 101

The **Member** can update the email, address, and phone number.
Make sure to click save at the bottom of the form.

ROBERT J BORKA

General Information

Additional Addresses

Additional Phones

Additional Email Addresses

Social Media

Update Your Preferences

GENERAL INFORMATION

PREFIX

FIRST NAME
ROBERT

MI
J

LAST NAME
BORKA

SUFFIX

REPORT NAME
ROBERT J BORKA

PERSONAL TITLE
Chief Operating Officer

ADDRESS 1

Database 101

For **Detachment Paymasters and Commandants**, click Profile Update and allow the screen to reload.

MEMBER PORTAL HOME

Log Out

Member Portal Home

Change Username / Password   Profile Update

Stay Informed   Take A Survey   Add A Coupon

ROBERT J BORKA

Welcome to MCL's New Members Only Portal! Please take a moment and update your profile.

Database 101

Look for the word "**Me**" as this is a drop-down menu. If you do not have a drop-down menu, you are not set up for access to the detachment and need to email your Department or HQ for **access**. HQ grants access via Report of Officer Installation (ROI) authority.

Member Portal Home

Change Username / Password

Profile Update

Stay Informed

Take A Survey

Add A Coupon

ROBERT J BORKA

EDIT MY PROFILE

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to:

Me

EDITABLE PROFILES RELATED TO ROBERT J BORKA

Add New Profile

Database 101

If you have access, it will show you the detachment that you can edit. Click on the detachment and allow the screen to reload.

ROBERT J BORKA

EDIT MY PROFILE

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to:

155 FLINT

Me

155 FLINT

EDITABLE PROFILES RELATED TO 155 FLINT

Add New Profile

Database 101

It will list all the detachment members. It is NOT in alphabetical or numerical order (we are working on that). It may be best to work with a list and cross off each one as an update is completed.

ROBERT J BORKA
☐ **MAIN CONTACT**
☑ **EDITOR**
☑ **RECEIVES COMMUNICATION**
☐ **BILLING CONTACT**

Relation Type (DO NOT CHANGE)   Voting Member

Title (DO NOT CHANGE)   Life Member

Edit Profile

Database 101

At the bottom of the page, it lists how many pages, items per page, and total items.
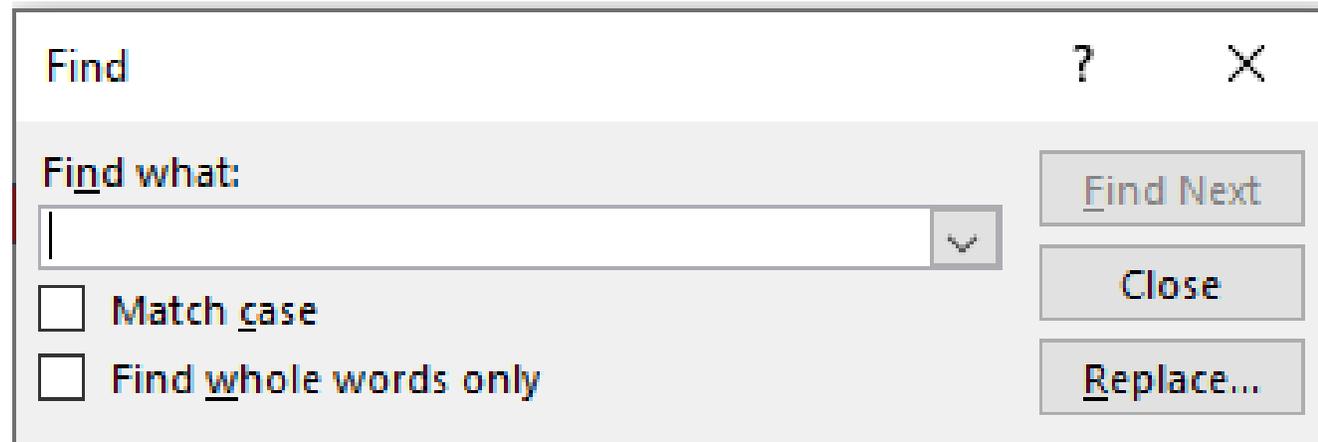Click the drop-down menu and select 50. This places 50 names per page and will help with searching.
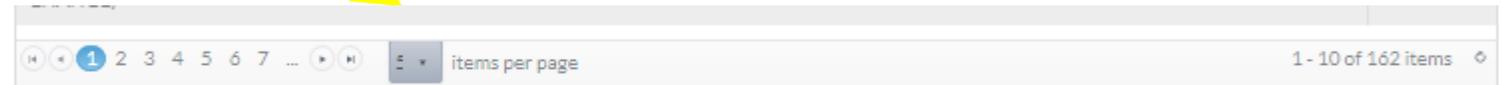
Database 101

The computer has a shortcut key that can help find people quickly.
Press "Ctrl" and "F" Search for a name. If it does not find it, go to the next database page and try the search.

Database 101

Find the name you want to edit. **ONLY** click on "**Edit Profile**." Please do not change other settings.

Database 101

When the update is completed, please ensure to **SAVE** the work.

A notification will go to JD Foster for approval.

E-MAIL

bborka@mcleague.org

WEBSITE

PREFERRED METHOD OF CONTACT

E-Mail

PREFERRED BILLING METHOD

E-Mail

Save and Keep Working   Save and Submit   Cancel

Database 101

From the Member Library
www.mcleaguelibrary.org
Please click on the **Events Calendar**.

Department Commandant and Paymaster can add events in your State!

Database 101

Database 101

JD Foster – Membership Supervisor

jfoster@mcleague.org

Bob Borka – COO

coo@mcleague.org