



Club Guide to Editing their data in the FMC Database

FMC stores the information relevant to its members clubs in an online database. All clubs are able to and are expected to keep this information up to date.

The first thing you need to do is to login. Go to <https://my.fmc.org.nz/user/> and you should see the screen below:

In the username field type the user name exactly as it has been supplied to you from FMC or you can use the email you have recorded with FMC

Eg; john.smith (Don't leave out the dot)

If you know your password enter it and click log in.

If you don't know your password click **Request new password** on the screen you get you MUST use either the name or email which FMC has recorded for you.

An email will be sent to the supplied email with a password reset link.

Do NOT click on **Create New Account** - this will take you to a page telling you to contact our office. You can only access this database after FMC has assigned you a user name and recorded the email your club provided. If you need to create an account contact our office admin@fmc.org.nz

When you have logged in you should see the screen below (with your name showing).

Now click on Find a Club and you will get a screen that lists all the FMC Clubs.

You can then search for your club using the filters at the top of the list or just scroll down the list and click on the club name.

Every Club has data which the general public can see and data which only club officers / FMC staff can see .

The two images on the top of the next page show the difference.

The Club Only data appears below the Public data. If you are not seeing the Club Only data then your log in is not connected to your club. Contact the FMC Administrator (admin@fmc.org.nz) and tell them your log in name and email (but not your password !) and your club and it can be fixed

Public data

Parawai Tramping Club

Address/Contacts

Street Address: 7 Rangiatea Street
City: PARAPARAUMU
Post Code: 5032
Email: secretary@parawaitc.org.nz
Website URL: <https://parawaitc.org.nz>
President: Neville Grubner
Email: ngrubner.ng@gmail.com
Secretary: Paula Richardson
Email: richardsons@actrix.co.nz

Club Meeting Details

7:30, 1st & 3rd Weds, Kapiti Primary School

This **Club Only Data** screen on the right has 4 links on it.

Links 1 and **3** will, when you follow through the screens, automatically update the database after you click SUBMIT

Links 2 and **4** will generate a request to our office and after we have confirmed any related matters then the update will be entered into the database.

EG

A change to membership could be associated with a fee to be paid.

A change to the number of Backcountry magazines has to be checked with status of club and paid membership

A description of what each link does follows:

Link 1

This link enables you to change the contact details for your club.

For more detailed instructions go to the next page:

Club only data

----- All elements below here are not visible to the public -----

[Update Address/Contacts details](#)

Link 1

Contact ID: 3274

Database Contact

Database contact: Mr Phil Glasson
Email: kereru501@gmail.com

Membership

Display Name: Parawai Tramping Club
Club Status: Club Full Membership
Club Registered Members: 76
Club Youth Members: 0
Club Number of Votes: 1
Total Fees Paid: \$1140
Fee Status: Current
Club 1 April snapshot membership: 80
[Request a change to Membership details](#)

Link 2

Backcountry

Number of copies: 65
To: Jenny Newby
Phone: 04 902 7141
Street Address: 9 Ocean Road
City: Paekakariki
Post Code: 6012
[Change Backcountry Delivery Details](#)
[Request Change in Backcountry Number](#)

Link 3

Link 4

Notes/Comments

For FMC Office use only
1700171-1700250

1800141-1800220

The top of the screen should look like:

Update Club Details

To save this data you must complete all the fields you want to change and then scroll to the bottom and click SUBMIT

Address/Contacts

Club Name Parawai Tramping Club

Address Name / C/- **Ignore this field leave it blank**

Address 1 / PO Box 7 Rangiatea Street

Address 2

Address 3

Suburb

City PARAPARAUMU Post Code 5032

Email secretary@parawaitc.org.nz

Website https://parawaitc.org.nz

President

It should be prefilled with the current details.

If the Club name is not there then please let our office know and don't proceed any further

Note:

Address 1 is mandatory
Address 2,3 & Suburb are optional.
City and Postcode are mandatory

If you now need to change any one of your 3 club officers then scroll down and you will see a set of fields for President, Secretary and Club Database Officer.

The President and Secretary are the names that appear on your public page. The Club Database Officer only appears to people with log in access to your club's details.

Each small screen should be self explanatory .

When you start typing a new name for President / Secretary /Database Contact the software will search all the people in our database and suggest names (if any match). You can then just select that name. If there is no match then just keep typing . Make sure you click the checkbox to change the name if you are entering a new name. Please read the two warnings below:

Two warnings !

1. **Replacing yourself !** EG If you are the Secretary and a new Secretary has been appointed then if you log in and enter the New Secretary's details then as soon as you click SUBMIT you will be "removed" as Secretary and once you are removed you won't be able to make any more changes.

So either make sure that if you are replacing yourself then to make that change LAST or ask another person with access to make the changes for you.

2. **Reusing the same email** EG Joe Smith is your President with email president@XYXtrampclub.org.nz and your club now has a new President Mary Jones who will use the same email address. Then do NOT make this change through this online process.

Because our software locks Joe Smith to the email president@XYXtrampclub.org.nz in various places then just changing Joe Smith to Mary Jones will NOT work. In this case please email the change you require to admin@fmc.org.nz and we can make the change "behind the scenes"

When you assign a new person to a position three things happen:

A record is created in our database and this person is noted as having the relationship with your club. The person who had that relationship is disconnected from that relationship but remains in the database. An email is automatically sent to the new person inviting them to create a log in

The last item on this screen which you can edit are your Club Meeting details

Right down the bottom is a **SUBMIT** button. You **must** click this to save your changes back to the database

Link 2

This takes you to a screen like the one below

Request a change to Membership details

Membership details can only be changed by our office. If you only want to change some of the details enter the existing number in each field where no change is requested.

Registered Members means the total number of members your club fee is based on. Youth members are NOT included in the count of Registered Members because their fee is \$0.

All fields require a value - if there is no change just enter the original figure.

Make sure you click SUBMIT at lower left

Club

Person making request *

Club 1 April Snapshot membership

Change number of Votes to

Change Registered Members to

Change Youth Members to

The screen should be prefilled with your club name and your name. If it isn't then try typing them in

It is important that you:
Enter a number in each of the four fields
Click SUBMIT when finished

This request is automatically emailed to our Administrator who will confirm the figures after payments (if any are required) have been received.

Link 3

This screen enables you to update the delivery address for your Club's Backcountry issues.

The screen is self explanatory. Make sure you click SUBMIT when you have finished.

Link 4

This screen enables you to request more (or fewer) copies of Backcountry. The screen is self explanatory and again make sure you click SUBMIT when you have finished.

Logging out

Up in the very top right hand corner you will see your name and on the right of that Log Out. Click on this to log out. Not critical that you log out – the system will log you out after about 20 minutes of no activity.