



Log In and Security for FMC Database

Recently FMC emailed all our Club presidents and Club Secretaries inviting them to log in as a Club Officer to access our new on line Database. There have been some queries about the level of security and login details so this circular is intended to answer those.

Security

The software company developing the database have given us assurances around the security of data we hold. This company deals with clients all over the world and part of its reputation rests on the security it offers its clients. FMC is happy to accept the assurances that your personal data is safe from hackers.

Log In

The login belongs to a PERSON - not to a club. Once a person logs in then they are entitled to see all the data connected with them. How much data is connected to them depends on their past activity with FMC.

The table below shows what each person might see depending on what connection they have had:

Club Officer	Their contact details which will probably only be their email address
Individual Supporter	Their contact details plus their membership details (eg when their renewal is due)
Donor to FMC Trust	Their contact details plus the history of their donations
FMC Executive Member	Their contact details plus details of clubs and the ability to see various reports.

For example Joe Smith is President of XYZ Tramping Club and is an Individual Supporter. When Joe logs in he will be able to see his own contact details, details about his Supporter status and the details for XYZ Tramping Club. He will not be able to see any of Mary's (see next paragraph) details.

Mary Brown is Secretary of XYZ Tramping Club and has made donations to FMC Trust. When Mary logs in she will be able to see her contact details, her donation history and the details for XYZ Tramping Club. She will not be able to see Joe's details.

Email address

Every login has to have an email and an email can only belong to one person. FMC has used the email supplied to us by each club for each of their President and Secretary as their own login email.

If a club used the same email for both officers then only one officer (usually the President) was assigned that email for login purposes.

The intention is that each club will have 3 officers with the access rights to edit the club details. The President, Secretary and shortly every club will be asked to nominate a Club Database Officer (CDO). We envisage that the CDO will do all the updating for the club – but this is an administrative matter for each club to determine.

Frequently Asked Questions

1 I've lost the url I need to log in

The URL is <https://my.fmc.org.nz/user/> . Note that there is NO link to this url on the FMC website and the address has **my.** before *fmc.org.nz/user*

2. Does every club have to have 3 officers with log in access.

No - the ability to have 3 is to make it easy for clubs to assign the responsibility of maintaining the club details in FMC on line database to a 3rd person who presumably is confident at accessing data on the Internet. If a club only wants two people with access then that is the club's choice. FMC strongly recommends every club have at least two just in case officers change and you forget who has this access.

3. Can I change the email used to log in ?

Yes – provided the email you want to change to is not already in use and is not a Club Email (see next Qn). If you need to change your email login it would be wise to do this through our Administrator.

4. Can I use our club email as my login email ?

In theory one officer in your club could use this email but it will need to be reassigned to them. This means that if anyone else in the club is given **this** email to access/edit the club's data they will automatically see the personal details of the officer who has the club email assigned to them. FMC does NOT recommend this as it leaves personal details open to others to access.

It also means that general administration emails from FMC which always go to the Club email and not to the President or Secretary would end up in this person's inbox.

5. If the President and Secretary live in same house and share an email address can they have separate log ins. ?

We can't help here ! Only one person can use an email address. As the purpose of the login is to update the club details on FMC database presumably only one person in a household needs it. At present only one person has been assigned this. If you want to change that person then contact our Administrator.

6 Can the club change the people who have the login rights to edit the club details

Yes. Go to <https://www.fmc.org.nz/circulators/> and near the top you will see a link to a Guide to the FMC Database. This will tell you how to change any of your officers. It is expected that clubs will do this themselves as time goes on.

7. Can you advise us on ways we could improve our email management

Yes. We are always happy to help clubs improve their administration. While we will not tell clubs what to do, we can suggest options they might like to explore. Have a look at <https://wilderlife.nz/outdoor-community/> and if your question isn't answered then then send it to our Administrator who will direct it to the best person to advise you.