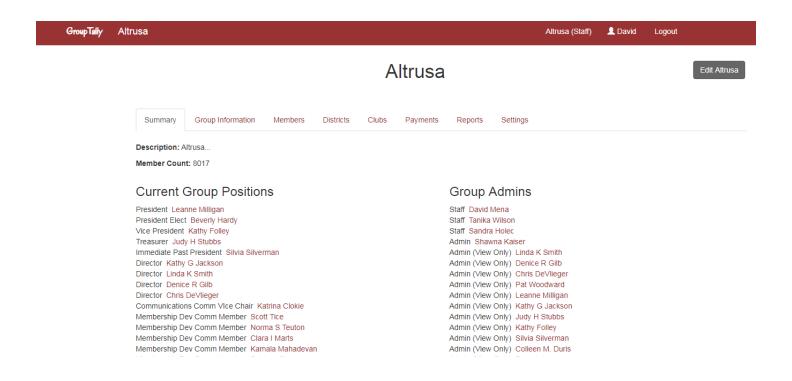


UPDATING ROSTERS IN THE MEMBER MANAGEMENT CENTER (Group Tally)

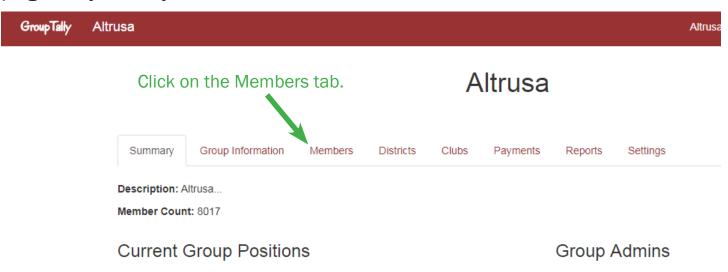
First, log in to Group Tally. You can get here by following a link from the International Website, or by going directly to Altrusa. Grouptally.com.

GroupTally		
	Altrusa Member Management Center	ALTRUSA Leading to a Better Community International
	Login	
	Set Password / Forgot Password?	
	Email	
	Password	
	Login	
		©2017 GroupTally · Cont

Once you've logged in, you will be on your Club page. For this example we will use the Altrusa page. Where it says "Altrusa" will be the name of your club, and the "Current Group Positions" will reflect your club's roster of officers.



The first step is to find the member which you are going to assign or change a leadership position. They may already be listed on the main page, or you may need to search on the Members tab to find them.

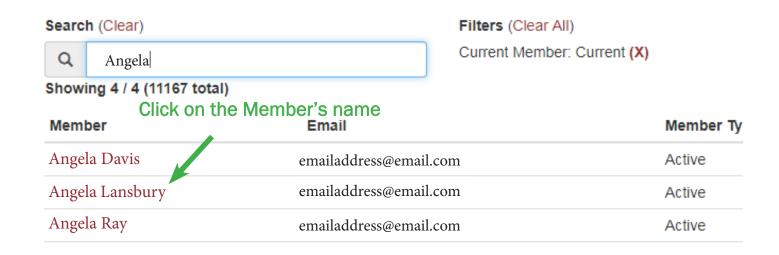


Begin typing the member's name in the search bar and the results will automatically filter others out. Once you see the name of the member you were searching for, click on it.

Altrusa

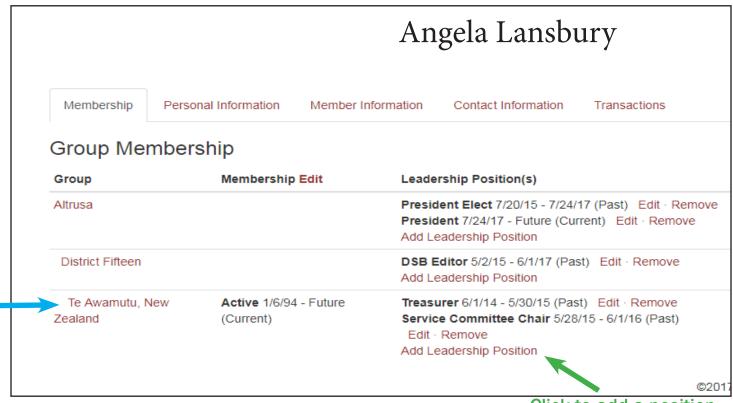


Members



Whether you clicked on the name from the Group Positions list or you searched the name, once you click on it, it will bring up the member's page. Here you will find information on what district and club the member is a part of, as well as the dates and any leadership positions are assigned to them, past and present.

See International Angela Lansbury's page below. Our focus will be on the "Leadership Position(s)" section.

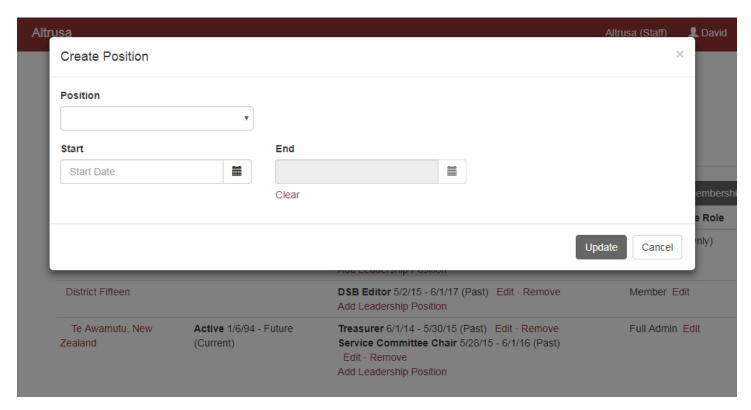


Click to add a position.

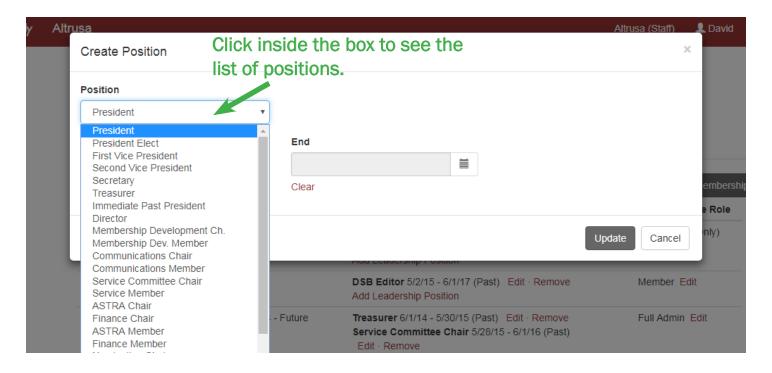
TO ADD A LEADERSHIP POSITION:

Under the Club section, see the Blue Arrow, you will see the current roles that member has at the club level. That area may have position or it may be blank, either way you will see an "Add Leadership Position" link. Click on that link, see the Green Arrow.

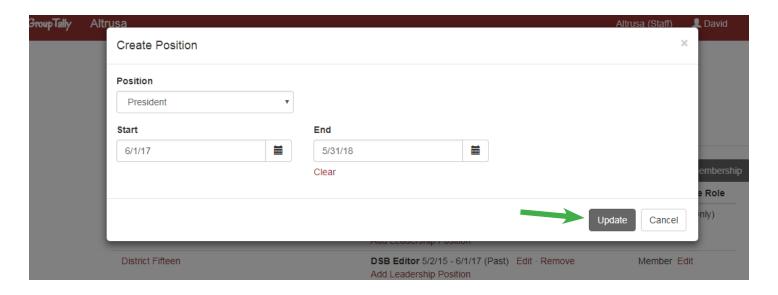
You will see the following dialogue box appear on top of your screen. Click on the Position drop box to select a position, and then enter the dates that the member will hold that position.



For example, I can choose to make Angela Lansbury the President of her club by selecting "President" from the drop menu and filling in the start and end dates of her term, and then clicking on the "Update" button.

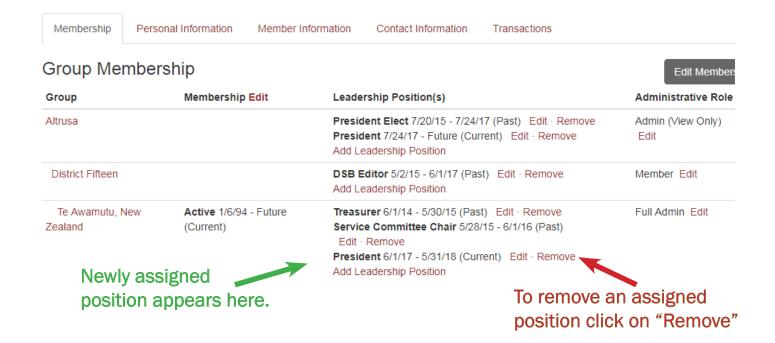


Once you click on Update, your newly assigned position will appear under the Leadership Position(s) heading. If it does not appear instantly, please refresh the page or log out and log back in, please do not repeat the process multiple times.



As you can see below, the new position of "President" is listed under Leadership Position(s) for Te Awamutu, New Zealand. If you have assigned a position in error, simply click on the "Remove" link next to that position to remove it.

Angela Lansbury

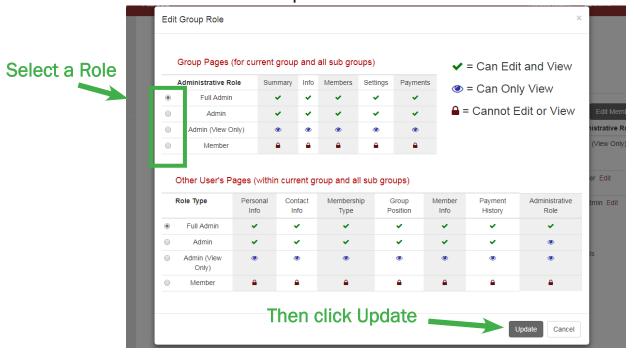


You should also assign the member an administrative role so that they may edit and view this information as well.

To the right of the Leadership Position(s) there is the Administrative Role heading. Click on "Edit" next to the current Role to assign a new role. The pop up window will break down what abilities each level has available to them.



On the pop up window, select the Role you wish to assign to the member and then click the Update button.



You may also use the "Edit" link to adjust the roles that already exist. If a member's term has no end date, or needs to be adjusted for some reason, please use the Edit feature instead of removing a position entirely, We would like for past roles to remain listed so that there is a record of the positions each member has held.

If you have questions please please email us at Altrusa@Altrusa.org.

Thank you.