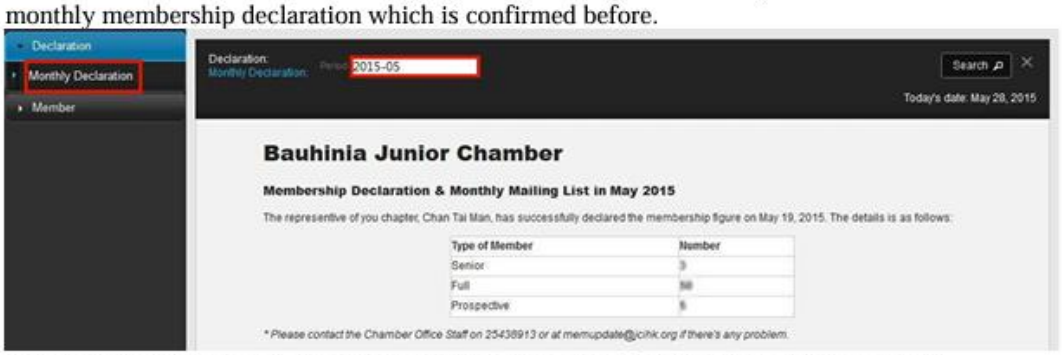
JCIHK Membership System User Guide

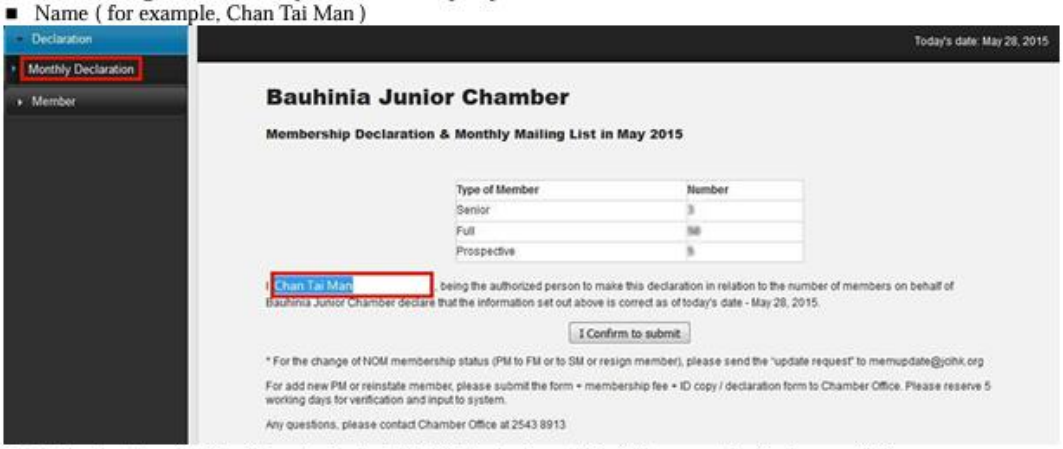
Monthly Membership Declaration

Each Chapter is expected to make declaration on the number of membership figure every month. During the date of 15th -20th every month, Chapter Admin can do their monthly declaration through system. (After 20th, Chapter Admin can do the declaration but may not obtain the efficiency index.)

1. Choose *Declaration > Monthly Declaration*
2. You can check the *Declaration History*, by using the *Period Filter* to you can review the monthly membership declaration which is confirmed before.

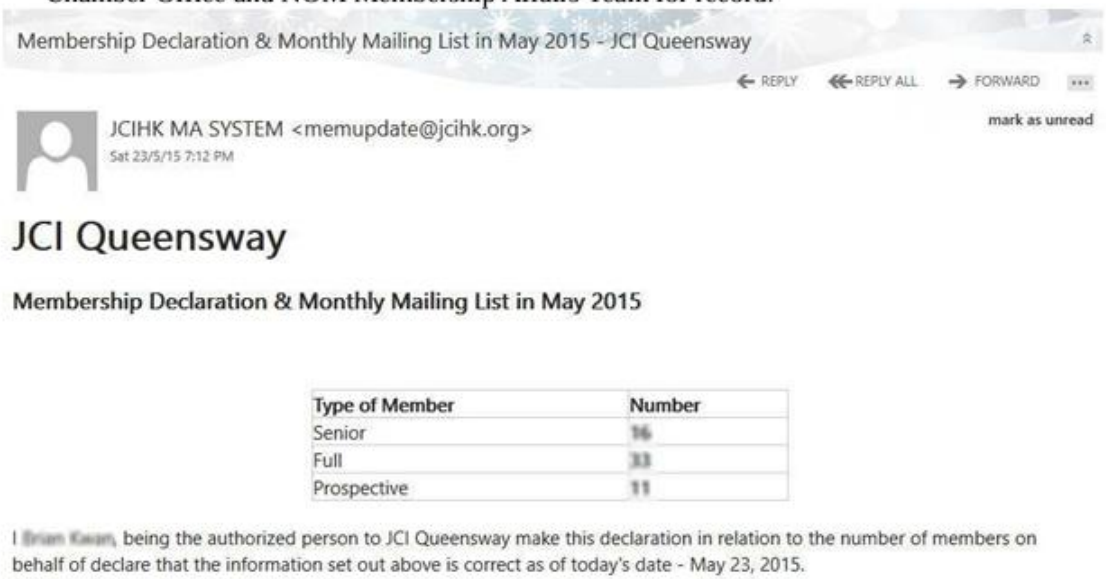


3. Chapter Admin can view the number of JCIHK Full, Senior, and Prospective Members. Before making declaration, you have to input your:
   - Name (for example, Chan Tai Man)



4. Click the button "I Confirm to Submit". If it's before 15 of the month, it shows: "Please confirm the membership declaration on or after 15 of this month."
5. Please note only one declaration can be submitted every month. An alert "Are you sure to submit it now? " will be shown, please "Yes" to confirm. If you aren't sure if it's the finalized figure in the current month, press "No".

6. After submitted, you can see a completed declaration.
7. The chapter admin can check the figure in the system while an email will also be sent to Chamber Office and NOM Membership Affairs Team for record.



Membership Declaration & Monthly Mailing List in May 2015 - JCI Queensway

REPLY REPLY ALL FORWARD

mark as unread

JCIHK MA SYSTEM <memupdate@jcihk.org>
Sat 23/5/15 7:12 PM

JCI Queensway

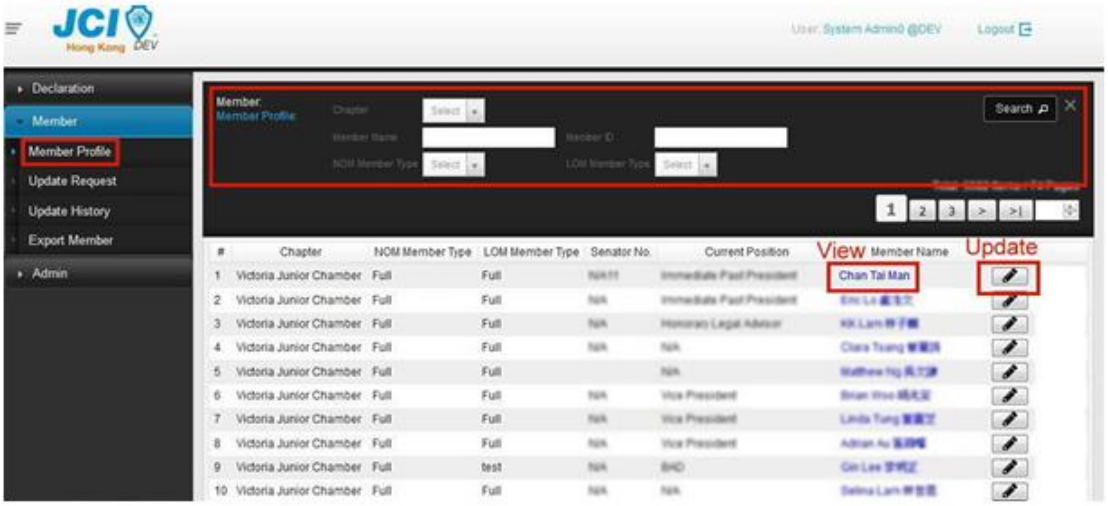
Membership Declaration & Monthly Mailing List in May 2015

Type of Member	Number
Senior	16
Full	33
Prospective	11

I [redacted], being the authorized person to JCI Queensway make this declaration in relation to the number of members on behalf of declare that the information set out above is correct as of today's date - May 23, 2015.

Member Profile

View Members' data

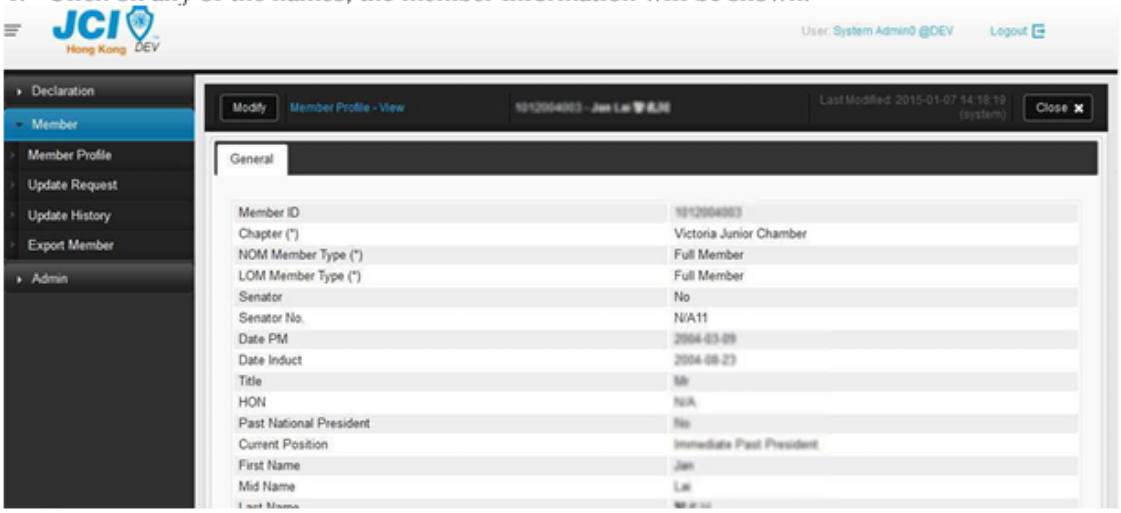


1. Choose *Member >Member Profile*
2. You can use the filter at the top to filter the *Member* list.
3. The members are classified by their NOM membership status, included:

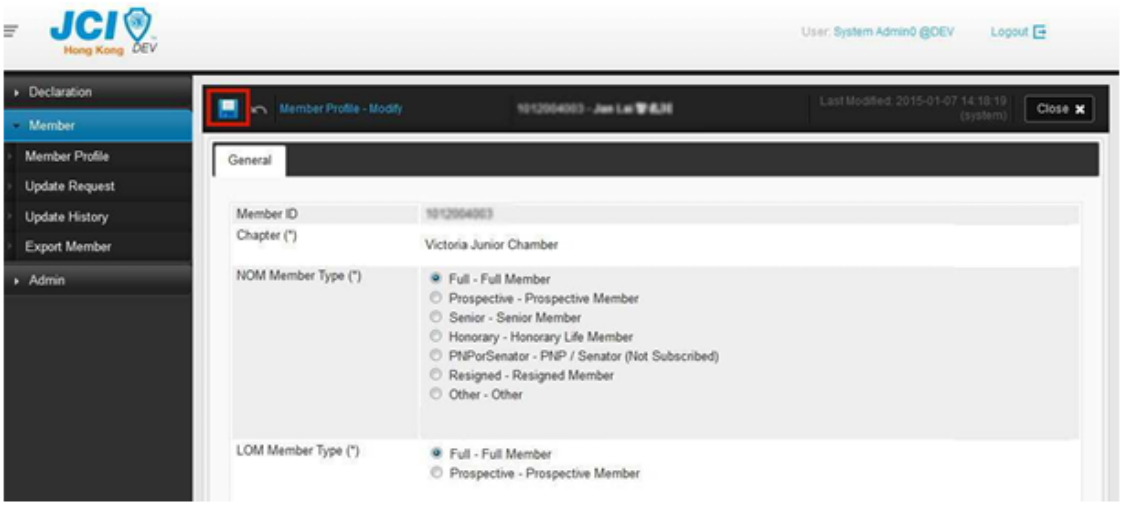
    - Full Member (OM) 普通會員

- Prospective Member (PM) 準會員
- Senior Member (SM) 資深會員
- Honorary Life Member 永遠榮譽會員
- PNP / Senator (Not Subscribed) 前總會會長/ 參議員(未有繳交總會會費)
- Resigned Member 已退會之會員
- Other 其他

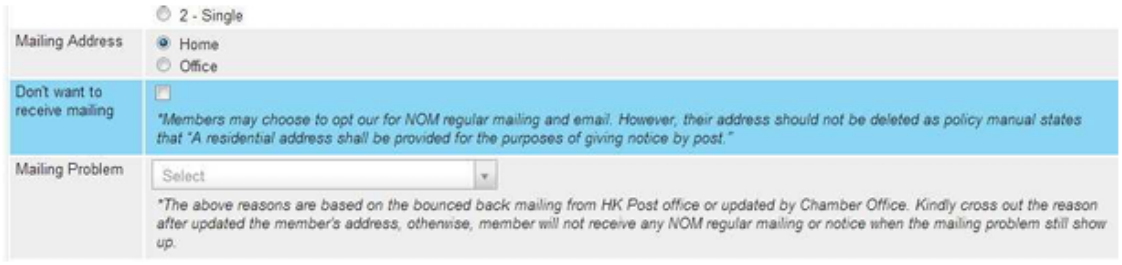
4. Click on any of the names, the member information will be shown:

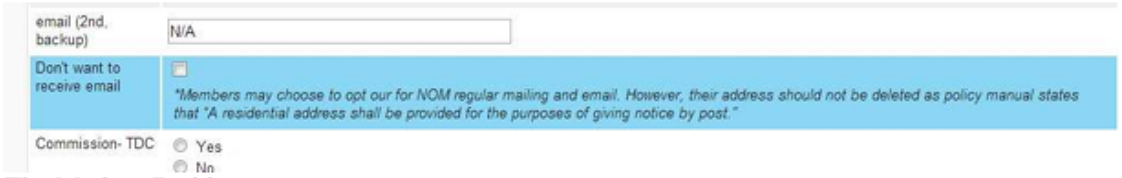


Modify Members' data

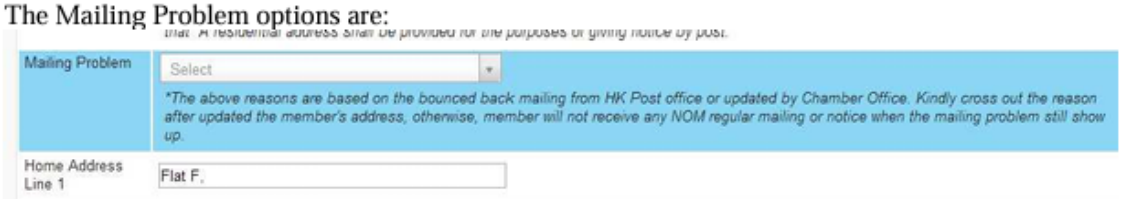


1. Click *Update button* to modify member information.
2. Members may choose to opt out for NOM regular mailing and email. However, their address should not be deleted as policy manual states that "*A residential address shall be provided for the purposes of giving notice by post.*"





3. The Mailing Problem options are:



   - Unknown 查無此人
   - Refused 拒收
   - Not occupied 無人居住
   - Unclaimed 不到收
   - Moved 搬遷，收件人並無安排轉遞服務
   - Incomplete 地址不全
   - No address 無此地址

   The above reasons are based on the bounced back mailing from HK Post office or updated by Chamber Office. Kindly cross out the reason after updated the member's address, otherwise, member will not receive any NOM regular mailing or notice when the mailing problem still show up.

4. Click  to *Save* change.

Add a Member

To add a prospective member, please submit the relevant materials to Chamber Office:

- Name, gender, birthday, ID number, PM Date
- ID copy
- Payment of HK$200 (check / cash only)

Please reserve 5 working days for Chamber Office staff to verify the documents and input the data to the system. Afterwards you can enter other data for the new prospective member.

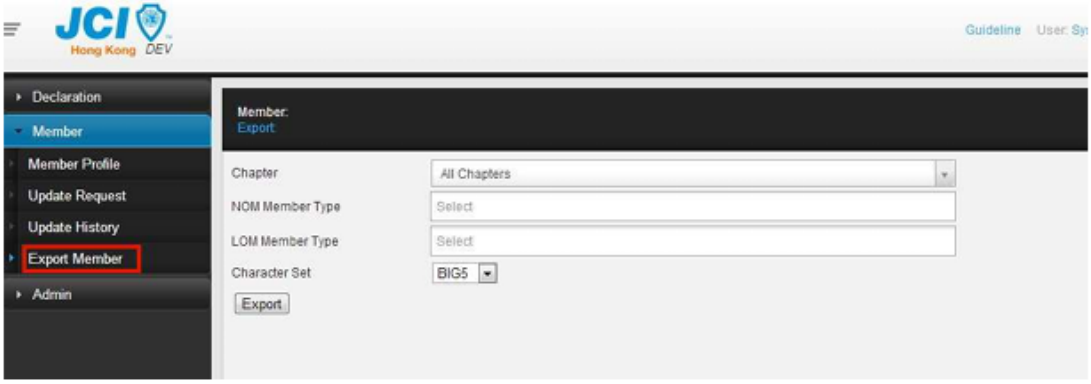
To change the NOM member type for any members, please send email to Chamber Office at memupdate@jcihk.org

Delete a Member

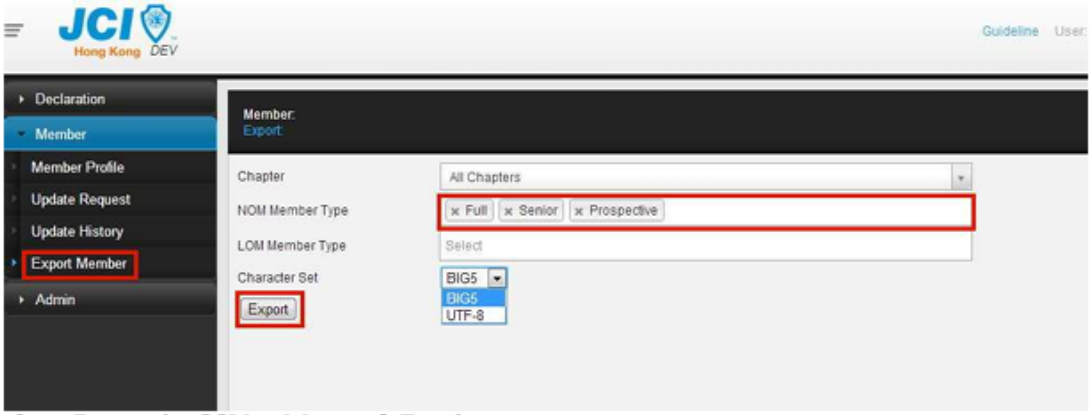
Chapter Admin cannot delete a member, if a member has resigned, please put to LOM Resigned Member.

Export Members

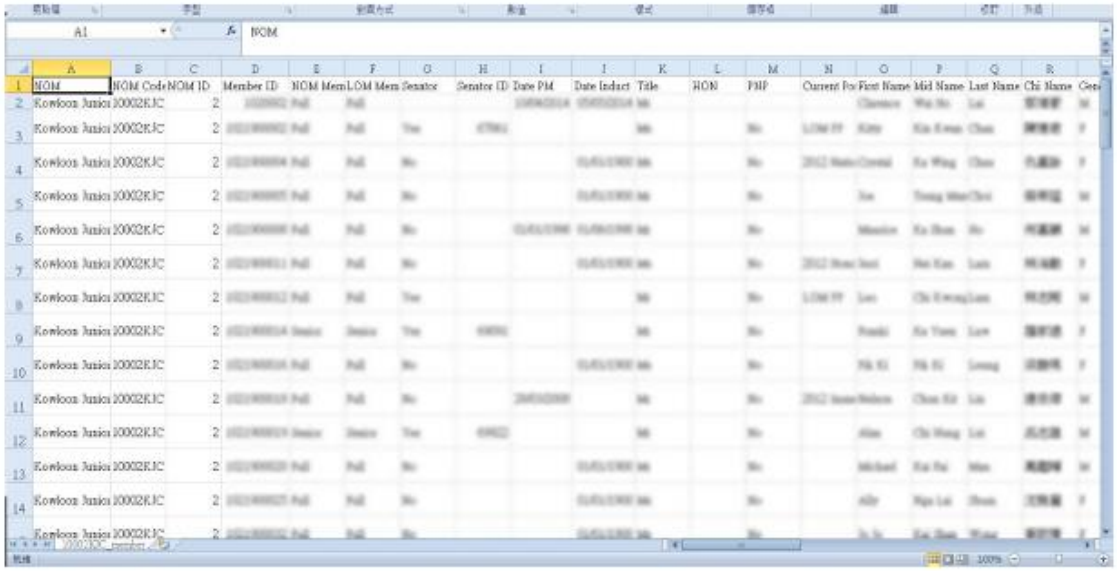
You can export the member list to a CSV file, choose *Member > Export Member*



1. Filter the members to be exported using the filter highlighted, multiple Member Type can be selected.
2. Select the *Character Set* for the CSV file
   - *BIG5*: better compatibility for legacy applications, lack of Supplementary Character Set support
   - *UTF-8*: recommended character set for new applications
3. Click *Export* to download the CSV file

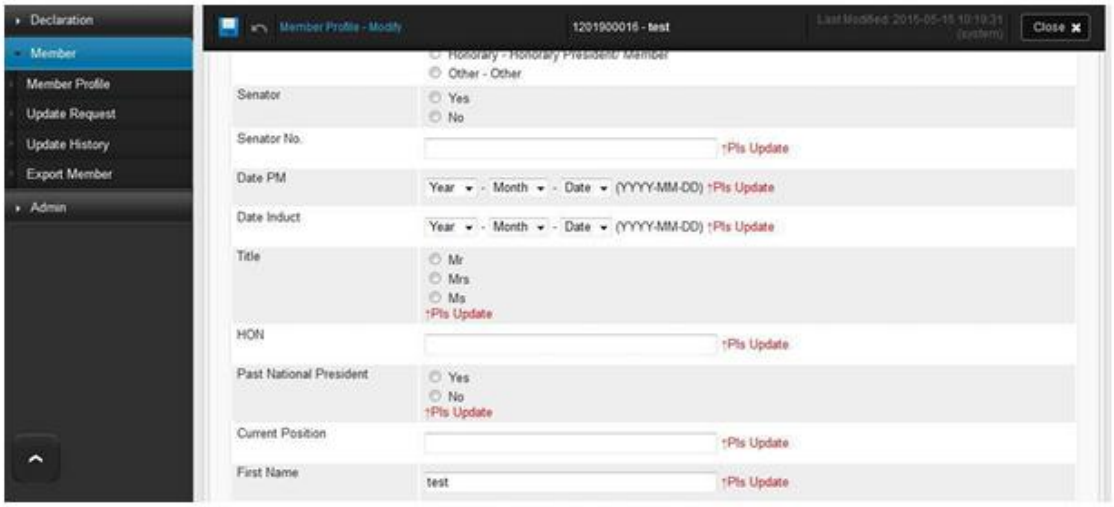


4. *Open/Import* the CSV in Microsoft Excel

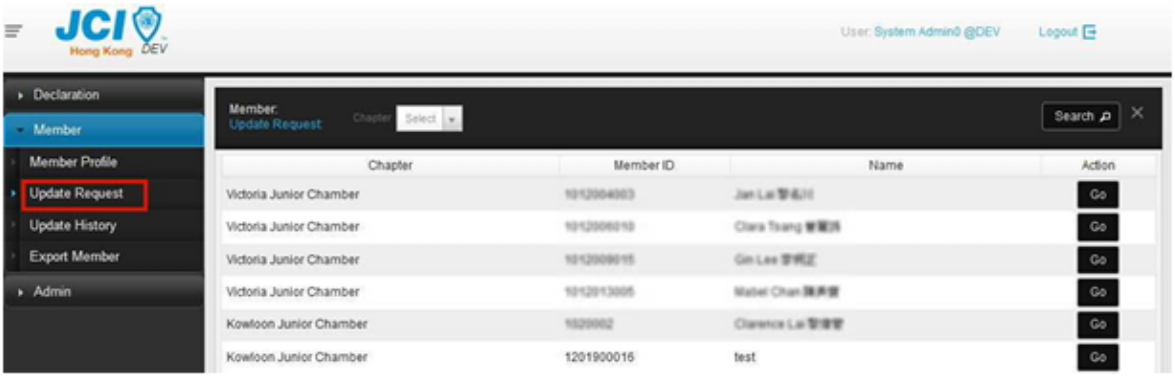


Update Report

Update Request



To ensure the members' data is correct, the Chamber Office or NOM MA Team may request Chapters to update the data of some members from time to time. Chapter Admin may see "*Pls Update*" under some fields at the Edit page of these members.



Instead of checking each member one by one, you can check the *Update Request* list.

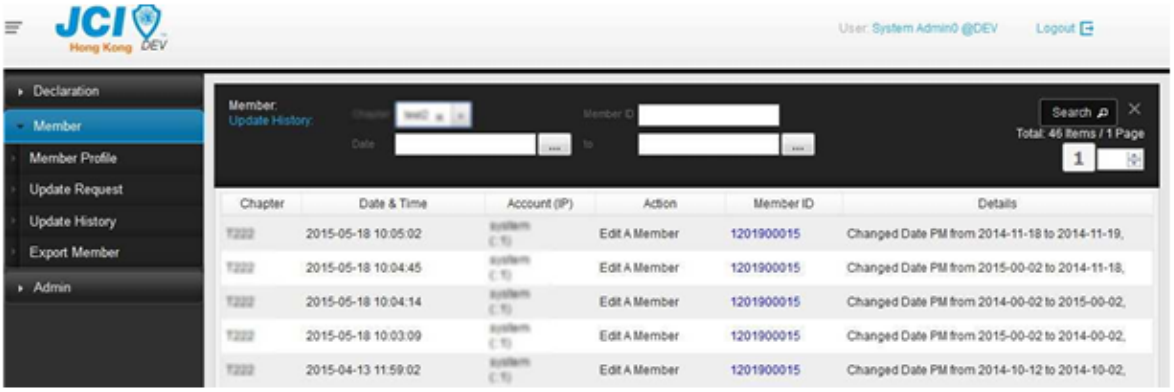
1. Choose *Member* > *Update Request*
2. Click "Go", then you can directly modify the member's information.

Members' Modification Request

Members can either send their updated information to their chapter, or go to JCIHK website to fill in the "Modification Request Form". For the second case, the chapter admin can check the request list and do editing.

1. Choose *Member* > *Update History*
2. You can view the medication. Please verify and if it's not false, please click "Go". Then you can directly modify the member's information.

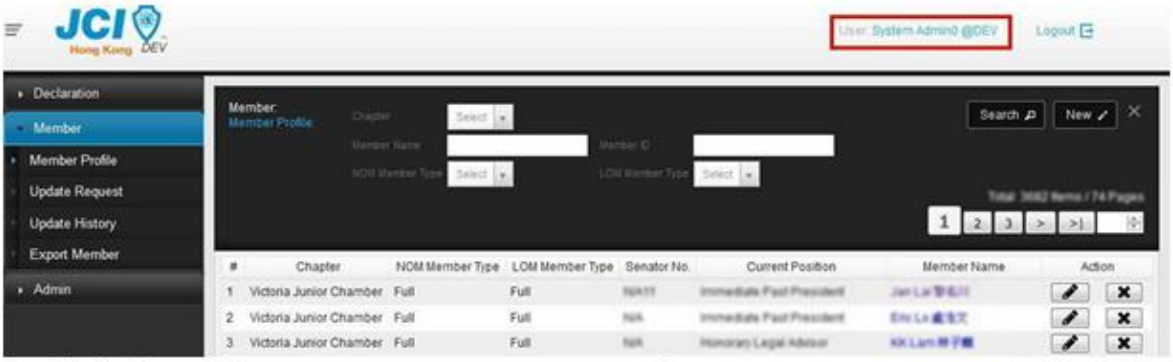
Check Update History



1. Choose *Update Report* > *Check Update History*
2. You can view the update history.

Account Management

Change login password



1. Click *User: <Username>*, to view your account information
2. Please note that the system will send the automatically e-mail to the e-mail address owner in the part of email for update request. The email owner should be LOM President and LOM assigned membership VP or / and directors.
3. Click "*Submit*", to confirm changing your *password* and *email address*.

