

Welcome to the SIR Branch 35 **MEMBER GUIDE** which can help you take full advantage of our “smart” **DIRECTORY**. The “smart” directory can help you simplify how you communicate with other members and activities by phone and by email. It can enable you to pay annual dues and special events fees with your favorite credit card from our website. The “smart” directory replaces Branch 35 website **Photo Roster** and **Member Roster**.

You can view and edit **MY PROFILE**. My Profile includes annual printed Membership Roster information (SIR#, phone, address, email, company) plus mobile and work phone numbers; member photo; other information; and member participation in activity **Groups**. If your contact information changes or needs to be corrected, you can edit My Profile. You can manage My Profile **Privacy** to control who can view your information.

You can perform a **simple search** of the Directory by contact information such as name, address, or company. When you have found the member you are searching for, you can **Send Message** or **Call** (from your mobile phone).

You can do an **Advanced search** of the directory with any combination of My profile details - for example you may want to know what members live in your town. You can even select an activity Group you participate in, create, and print a roster of your Group include member photos.

DIRECTORY – How do I?

- **Find member(s)?**
 - **Locate** Search: [_____]
 - **Enter**: Name, E-mail, Address, or Company
 - This is called a Simple search

- **Find member details?**
 - **Click** on Member name link

- **Use Advanced search for members?**
 - **Click** Advanced search... link
 - **Locate** field(s) to search
 - **Click** the drop down arrow
 - **Select** criteria, e.g., [is]
 - **Enter** [value]
 - Multiple fields may be included in Advanced search including Group participation
 - **Click** on **SEARCH**
 - **NOTE:**
 - SIR# may not be included
 - Only members are included in Group participation

- **Create an Activity Group member roster?**
 - **Locate** Group participation
 - **Select** [any of selected]
 - **Select** [x] Group
 - **Click** SEARCH: Names/Email, Address, Phone(h/m), SIR#/ Photo appear
 - **Click** browser **Print...** and print Group roster

- **Send E-mail to member(s)**
 - **Click** on Member name link
 - **Click** **SEND MESSAGE**
 - **Enter** *Message subject and *Body
 - Reply name and Reply email are auto-entered
 - **Click** **SEND**

- **Call member(s) on phone**
 - Wild Apricot (WA) Member app for iPhone (iPad, iPod touch) is available
 - **Go to iOS App Store:**
 - **Search** for Wild Apricot
 - **Download** WA for Members app
 - **Open** WA for Members app
 - **Login** with your WA Email and Password
 - **Click** on Members icon
 - **Click** on Hour Glass icon
 - **Enter** member name in Search [_____]
 - **Click** Message button to E-mail
 - **Click** Call button to phone member

- **Update My Profile- Profile**
 - From Login pane, **Click** View profile link
 - **Click** **EDIT PROFILE** button
 - **Review** My Profile fields
 - **Edit** fields:
 - Please use “prompts” below [field] to follow proper format
 - NOTE: If you do not follow the format, this field may not be found in a search
 - **Update** Member Photo:
 - **Click** Remove / change link
 - **Update** Group participation:
 - **Check/uncheck** box [x] to add/remove you from activity Group
 - This may add/remove you from the activity Group mailing list
 - **Click** **SAVE** or **CANCEL** button
 - NOTE: You cannot change My Profile, SIR# (Admin edit only)

- **Update My Profile- Privacy**

Leave [X] Show profile to others checked to include your profile in member directory

DETAILS TO SHOW (in member directories)

You can Opt-Out a field by changing default from “Show to Members” to “No access”

Click **SAVE** or **CANCEL** button

- **Pay my annual membership dues?**

MY PROFILE MEMBERSHIP DETAILS

Shows your membership level and annual dues status

- Active membership dues are payable January 15th of each year

- **Credit Card Payment is *the preferred payment option.***

It saves member time and reduces Treasurer’s effort.

- **Active level member:**

Will be notified by email on January 1st to pay the \$20 annual dues by January 15th. Follow-up emails will be sent until payment is received or membership status is **Lapsed**. Member payment will be recorded immediately.

- **Active Recurring level member:**

Will automatically make recurring \$20 annual credit card dues payments each year on January 15th.

- **Active level member must change to Active Recurring level member**

Member can change level during the membership renewal period beginning January 1st.

- **Note:** *Credit card information is not stored in our membership software. Instead, it is securely transmitted to a merchant account where it is processed. The merchant account then returns the status of the payment transaction, which is recorded in our membership transaction details.*

- **Check Payment *should be avoided.***

- Make \$20 annual dues check payable to SIR Branch 35 and deliver to Treasurer by mail, or during January meeting. Follow-up emails will be sent until payment is received or membership status is **Lapsed**.

Manual check processing may delay receipt up to 30 days.

- **Do not** mail check prior to January 1st, or bring check to the November or December meeting.

- **Cash Payment will not accepted for annual dues**

- **View my New Member Dues Payment?**

- New member dues are prorated by quarter (\$20 Jan-Mar; \$15 Apr-Jun; \$10 Jul-Sep; \$5 Oct-Dec)
- Dues are payable at Induction Lunch Meeting by check, made out to SIR Branch 35, dropped in the **Dues Collection Basket** at the SIR Branch 35 luncheon check-in desk
- My Profile Membership status will show **New-Pending** when member is inducted
- When new member dues payment is processed, Membership status will change to **Active**
- Renewal date will be set to 15 Jan of next year
- NOTE: New member will appear in Member Directory

Edit Profile will be enabled when status changes to Active

2018 ROSTER – 2018 Membership Roster pages not included in the DIRECTORY are located here

Page 3: SIR Information

Page 4: SIR State Offices

Page 5: Branch 35 Executive Committee, Honorary Life Members

Page 6: Past Big Sirs

Page 7: Branch 35 Staff Chairmen and Activities Chairmen

Page 8: Branch 35 Golf Committee

Page 9: Tournament Conductors

Page 10: Special Notices