

## HOW TO MAKE CHANGES TO THE LWVUS ROSTER

To enter changes to the roster, you must be at your League's online Home Page. Please contact either LWVUS via Betty Taira at: [BTaira@lwg.org](mailto:BTaira@lwg.org) or LWVNYS via Stephanie Lopez at: [Stephanie@lwny.org](mailto:Stephanie@lwny.org)/518-465-4162 for assistance.

### Changes to Individual Member Records Include:

1. change in member status such as: active, inactive and to enter deceased information;
2. change of contact information; update e-mail address
3. correct expire dates, enter birthdates, and enter join dates;
4. process household member records;
5. add new members.

### Entering Changes:

1. Click on **Roster** listed on the left side of the screen.
2. Click on **Active, Inactive or Both** by **Account Status** and by **File**, click on **View**. We suggest opening **Both** to activate, inactivate or before submitting an ADD MEMBER form. This will save you the effort of completing an ADD MEMBER form because in many instances, the member you wish to add may be on your inactive roster. If this is the case, all you have to do is to activate the member and enter the current expiration date.
3. Click on the **Member ID** of the record in which you wish to enter a change or changes.
4. Hit your TAB KEY after each change entered. When you have entered all your changes, scroll down to the bottom of the page and click on **SUBMIT CHANGES**.
5. Use your back arrow to return to the roster to make your next change.
6. Continue this process until you have entered your changes. Notice that the changes you enter are in **red** font. The **red** font will appear on records which have changes entered by the local or state League, LWVUS, our database server or the individual member.

### Adding a New Member

The name of the new member **WILL NOT APPEAR on your roster immediately** as your other roster changes. Enter an Add Member form **only one time**. After 3-work days have passed and the new member's name does not appear on your roster, contact Betty Taira at [BTaira@lwg.org](mailto:BTaira@lwg.org) or Lela Sallis at [LSallis@lwg.org](mailto:LSallis@lwg.org).

1. Click on **Add Member** listed on the left side of the screen.
2. Provide the requested on this New Member Form.
3. Hit the **TAB key** on your keyboard after enter information on each line.
4. Scroll to the bottom of the page and click on **Submit**. **Remember that this new record will not appear on your roster immediately.**

### Download Roster

This Excel spreadsheet is not interactive with the online database roster. However, it has features you would use to make labels and to ascertain the correct number of household members (sort data by Address 1). The data on this spreadsheet may be placed on your hard drive but you **must remember** that the information changes frequently and that it is not interactive with the online database roster.