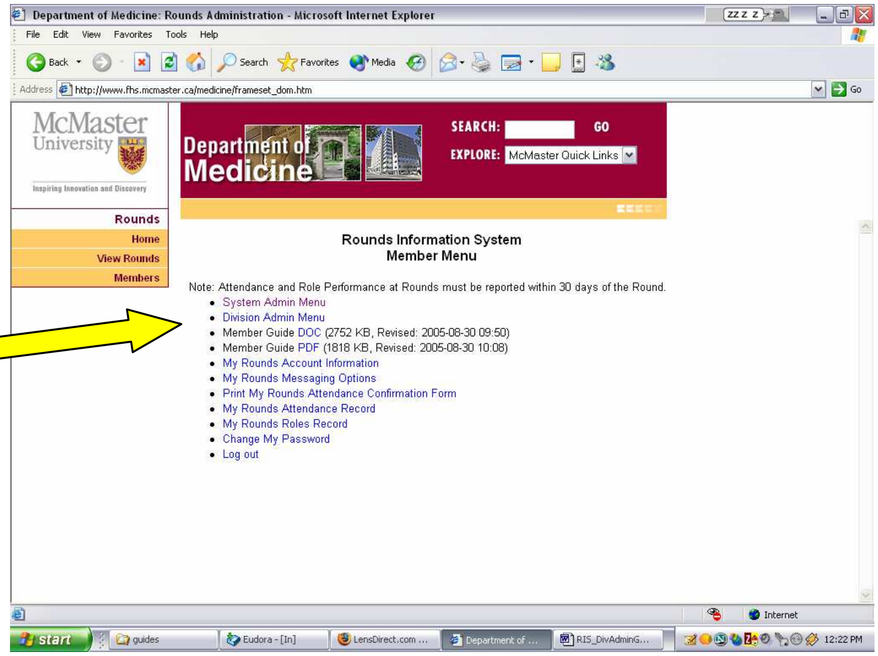
Rounds Information System

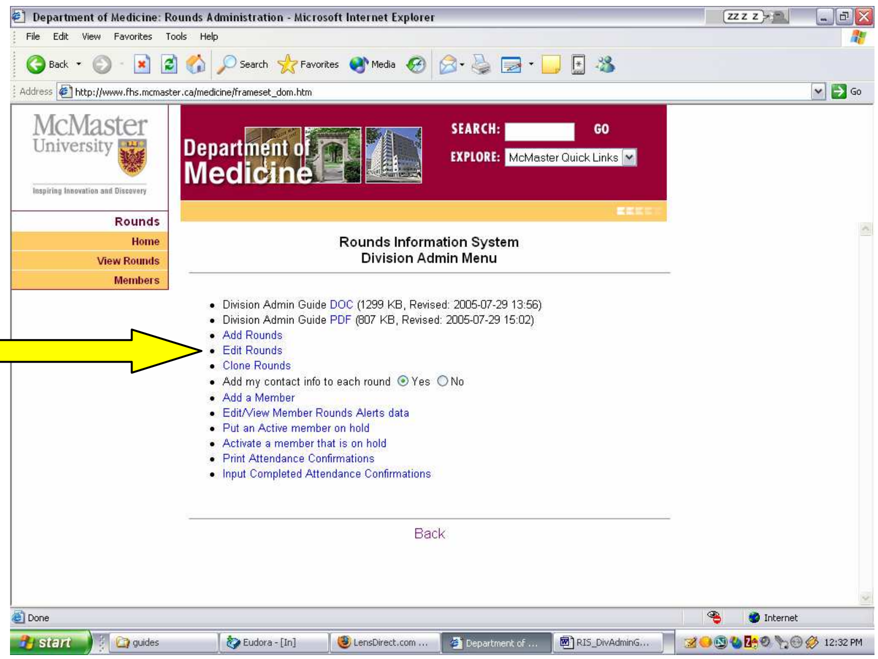
Division Administrator Guide

Certain members have Division Admin and/or System Admin accounts. Those with Division Admin accounts will have a link to the Division Admin Menu available on their Member Menu, as can be seen on the right.

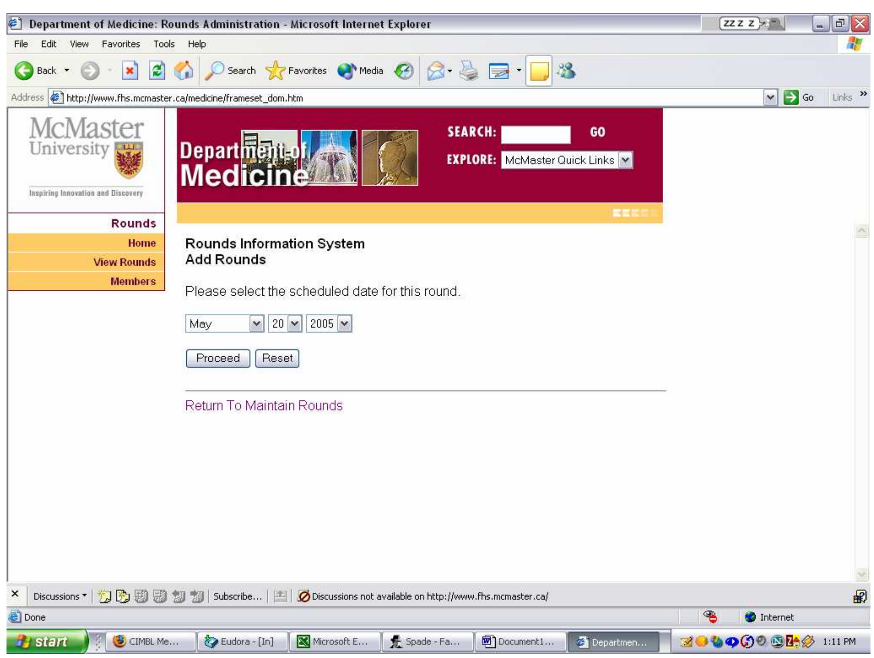


The Division Admin menu has links to this guide, to Add Rounds, to Edit Rounds and to Clone Rounds. In addition, a Division Admin can cause the system to include their contact information automatically on each Round they enter.

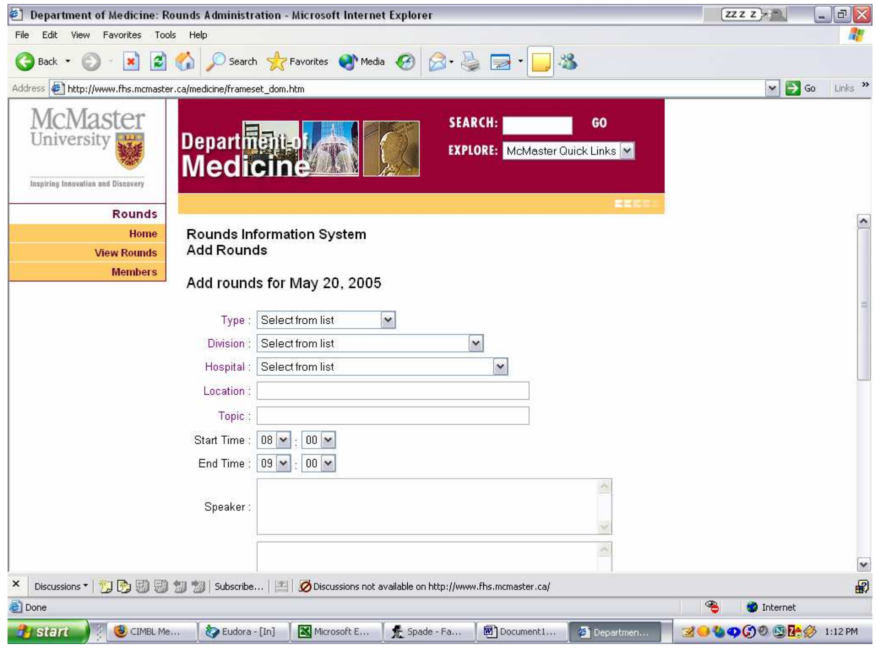
Adding and managing member accounts and maintaining attendance records can also be done from this menu.



The Add Rounds screen first requests the scheduled date of the rounds you are about to add.

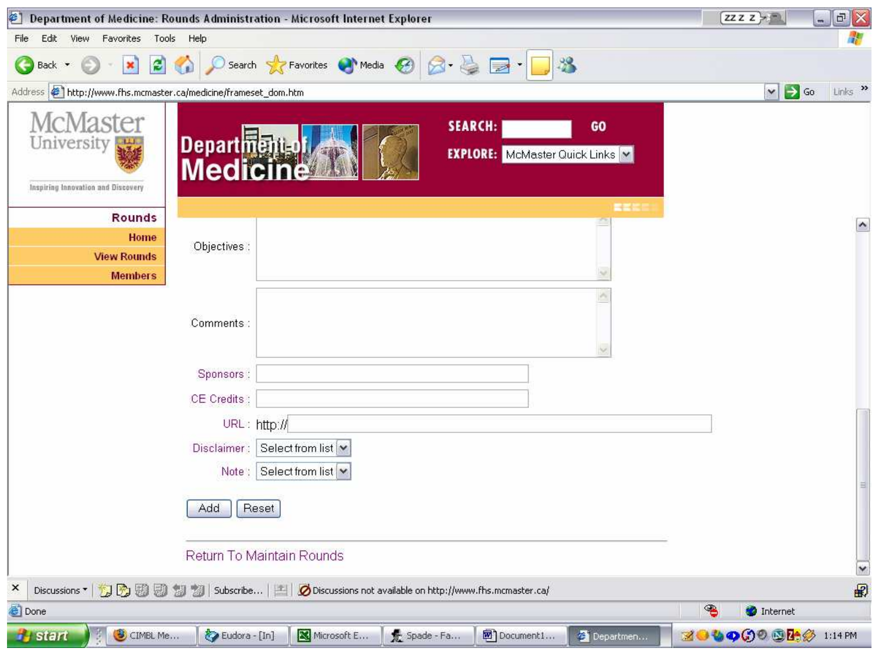


Adding the Round is then simply a matter of completing the form…

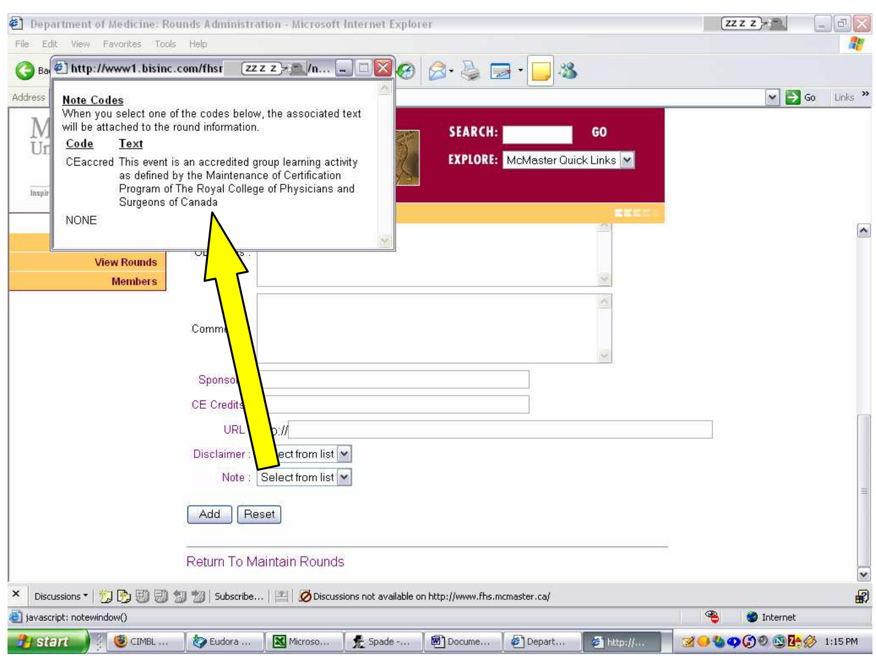


…and clicking the Add button when complete.

To add a Round that is very similar to one already added, use the Clone Rounds link instead of Add Rounds.

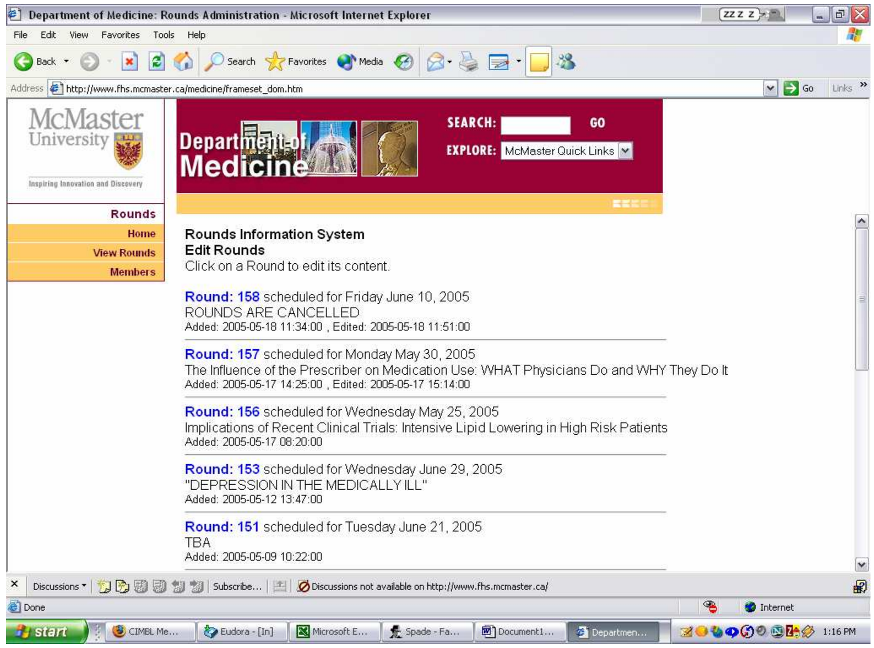


Certain fields within the form have names which are hyperlinks to additional information. For example, on the right is shown the result of clicking on the field name **Note**.

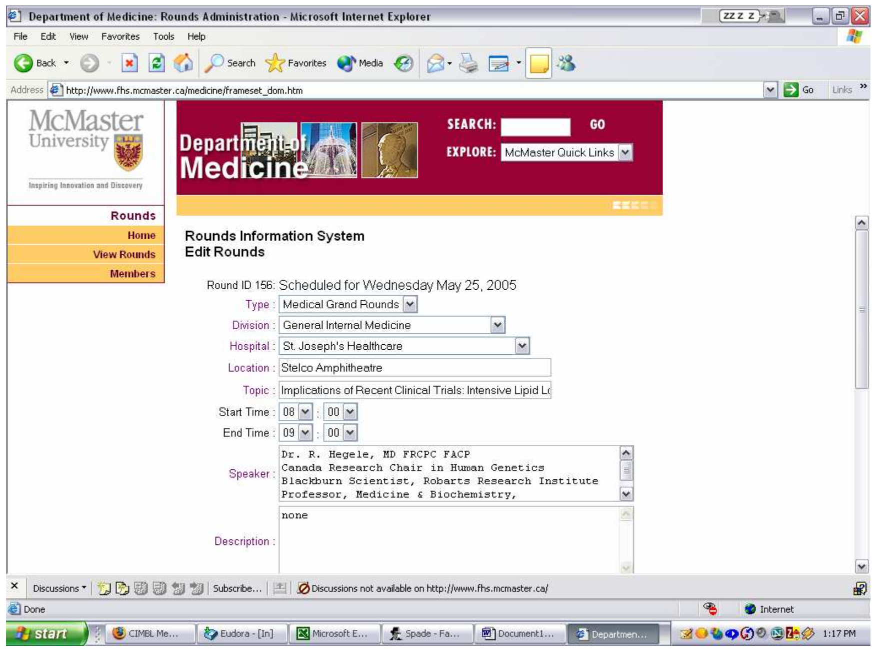


When the Add button is clicked, the round is immediately available for display on the web site and appropriate members are informed by email and/or cell phone.

To edit a Round, select the Edit Rounds link from the menu and then select the Round you wish to edit. The only Rounds that are displayed will be Rounds that you have entered or that have been assigned to you by the System Admin or by the Division Admin who originally entered them.



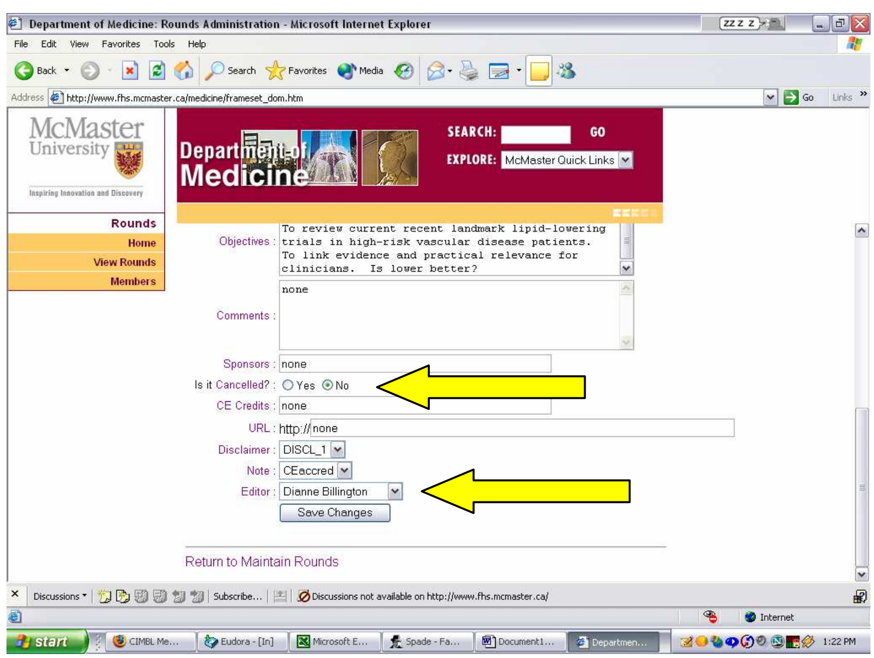
All of the fields that were originally entered except for the scheduled date are available to be edited, in order to make corrections or updates wherever necessary. To change the scheduled date of a Round, you must Cancel the round and then Add it as a new Round..



Note that this is where you can cancel a round when necessary. Simply click the Yes radio button next to “Is it Cancelled?” and then click Save Changes.

This is also where you can assign the responsibility for this round to someone else by changing the **Editor**.

When your changes are complete, click the Save Changes button and the new information will be immediately available on the web site and communicated to the appropriate members by email and/or cell phone.



Adding and Managing Member Accounts

When a Division Admin adds a member they become the “handler” for that account. The Division Admin can then edit the Rounds Messaging for that account as well as putting the account on hold and releasing the hold. The System Admin can re-assign the member account to any other handler if necessary, or set the account to “no handler” status, which means the member must manage their own account.