# Rounds Information System

MEMBER GUIDE

Users of the system who have been issued member accounts are able to log in and set up the system to inform them when certain Round events occur as well as maintain their attendance and roles performed records for all rounds on the system.

If you forget your password the system can generate a new one and email it to you. If you do not have Division Admin rights or System Admin rights you are allowed to edit your password in the My Rounds Account Information screen to be whatever you wish, to a maximum of 9 characters in length.

Once you successfully log in, a welcome screen similar to the one shown on the right will appear. The System Administrators may post bulletin board messages here.
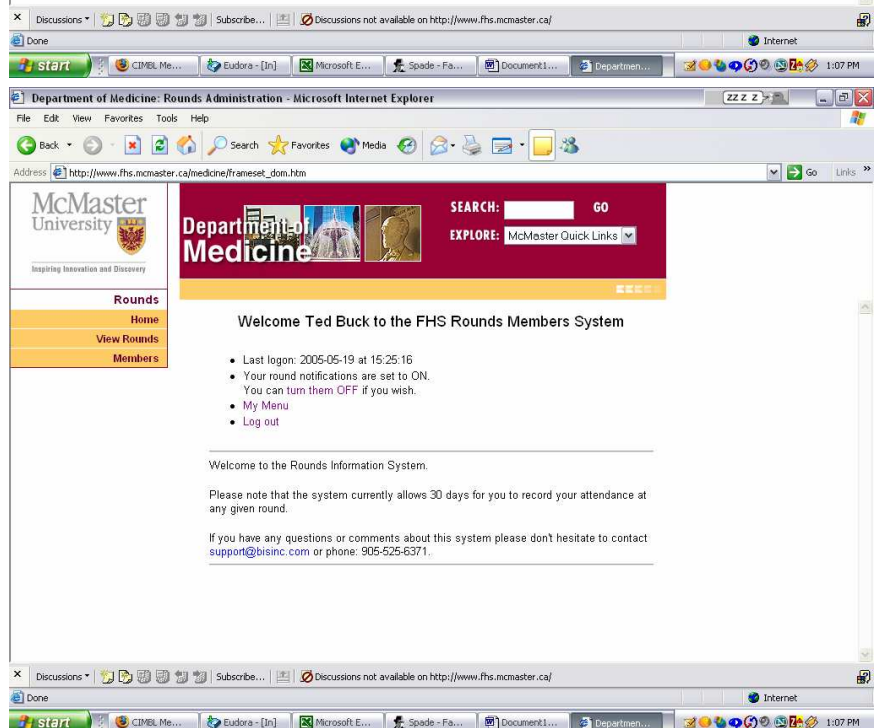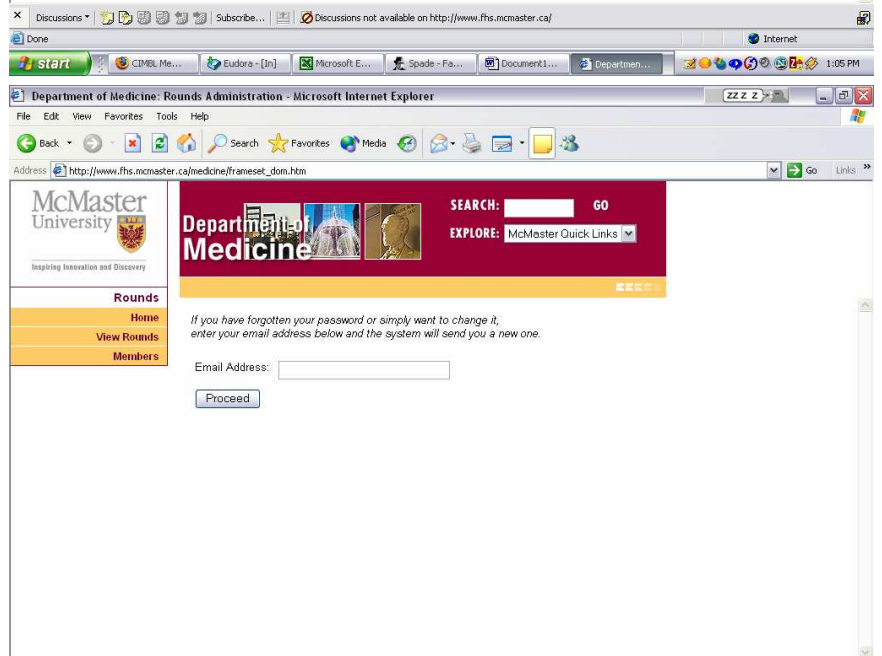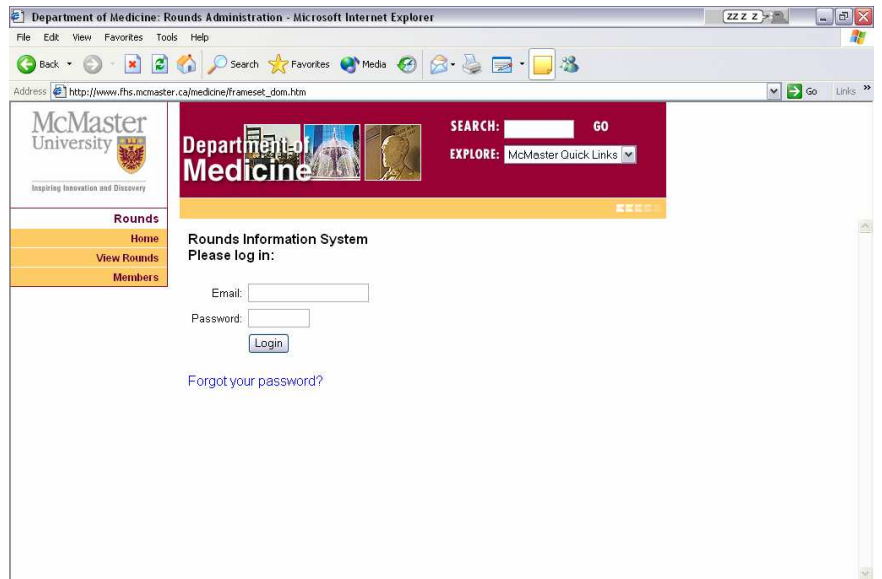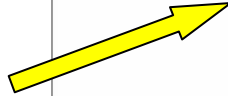
When you select My Menu from the welcome screen, the page on the right will appear.

If you do not have System Admin rights you will not see the System Admin Menu option.

If you do not have Division Admin rights you will not see the Division Admin Menu option.

The Member Guide link is this guide.

The System Admin Menu is shown on the right.

The Division Admin Menu is shown on the right. Your Division Admin can assist you with setting up your Rounds Messaging and other aspects of your account.

The My Rounds Account Information screen is shown at the right.

When a member account is created, the last word in the name is assumed to be the surname. It is used solely for alpha sorting of member lists and can be changed here by the member if they wish.

Once a member has set up their Messaging Options, notifications can be toggled on and off here by the member at any time.
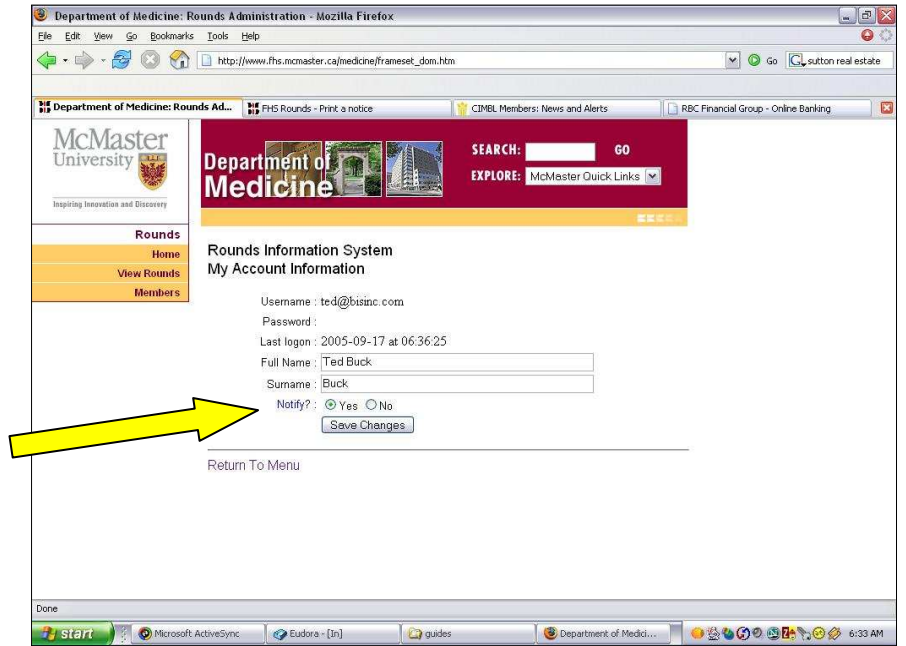
The member can control which Rounds they are notified of by selecting the Types, Divisions and Hospitals in their Messaging Options screen. A member must select at least one Type, one Division and one Hospital in order to receive any notifications.
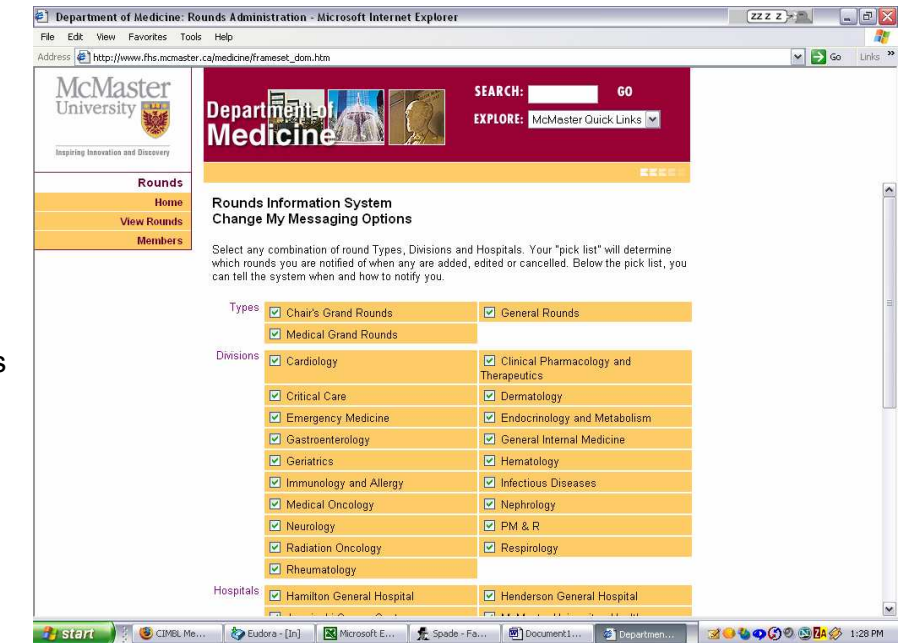

The member also instructs the system how and when to notify them whenever Rounds have been Added, Edited or Cancelled.
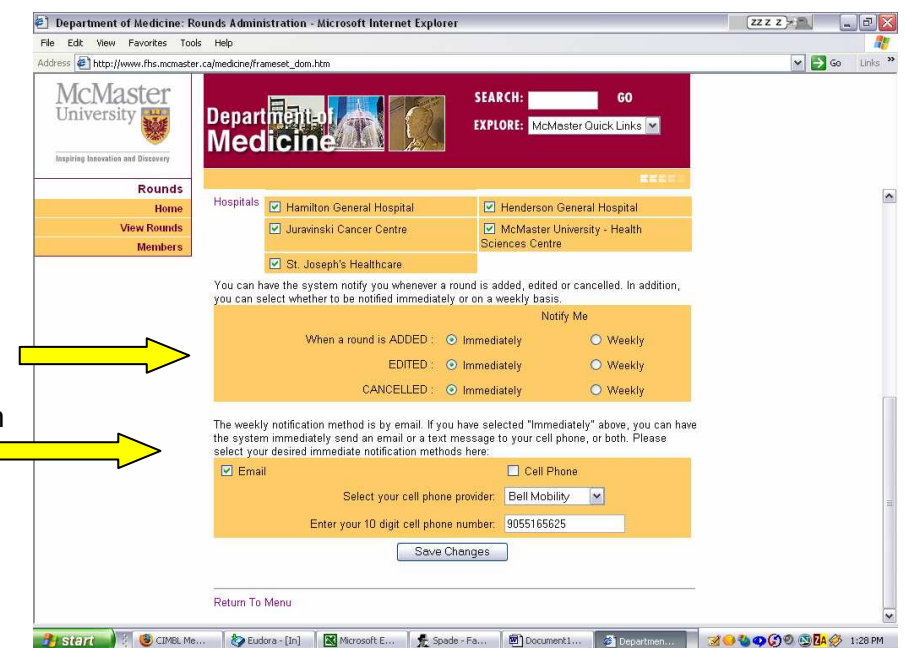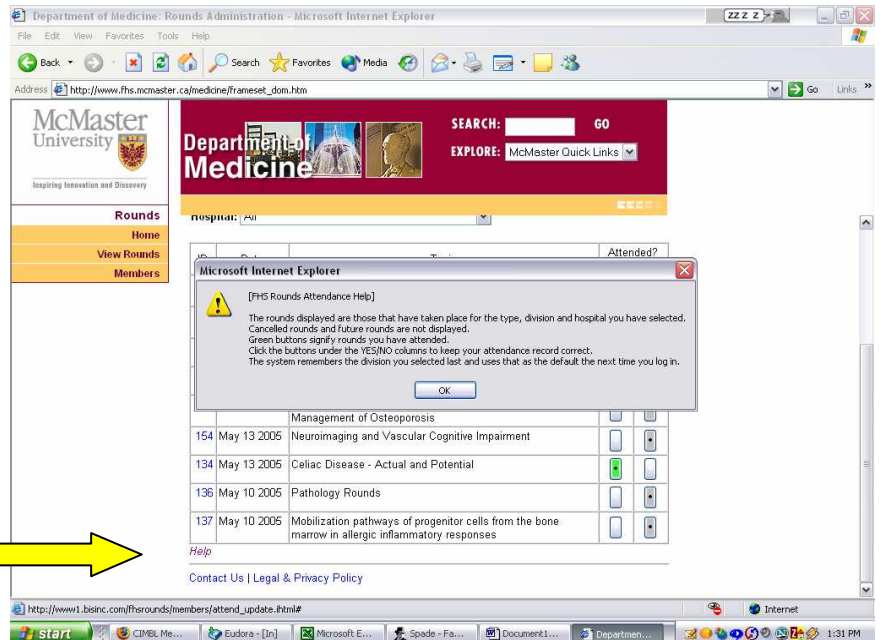
Once a Round has occurred, a member can report their attendance at that round by using the Maintain Attendance Record screen. Click the Yes button to record your attendance, click the No button to correct an entry.

The system remembers which Division the member selected and defaults to that the next time the member returns to report attendance.

If attendance confirmation is required, an "X" will appear in that column. When attendance has been confirmed, a checkmark will appear in that column.
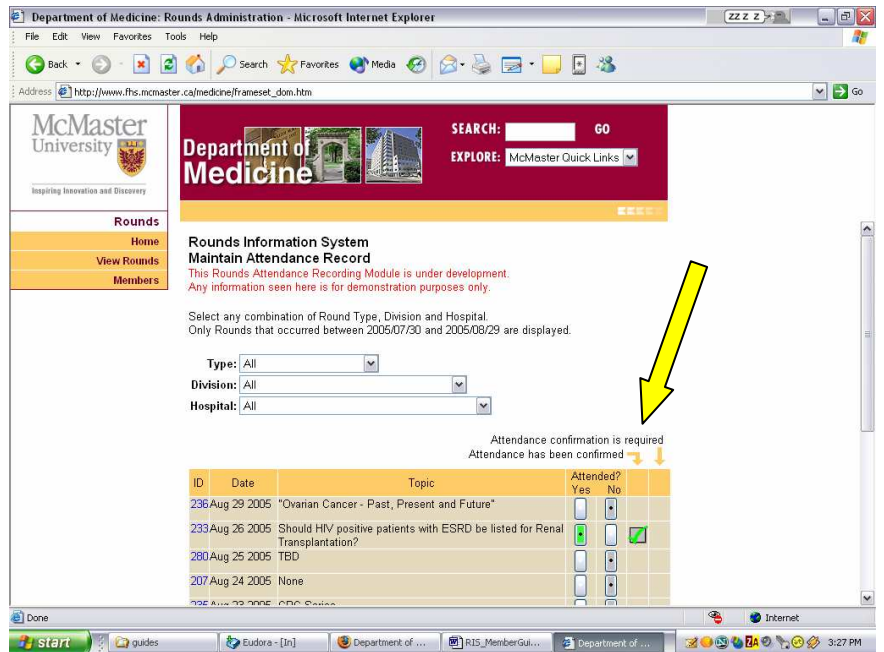
Clicking the *Help* link displays additional information for the Attendance system.

If the member's Messaging Options included email notification of Added and Edited rounds, then they would have already received an email link directly to the attendance recording system for each specific round, allowing them to report their attendance with a single click.
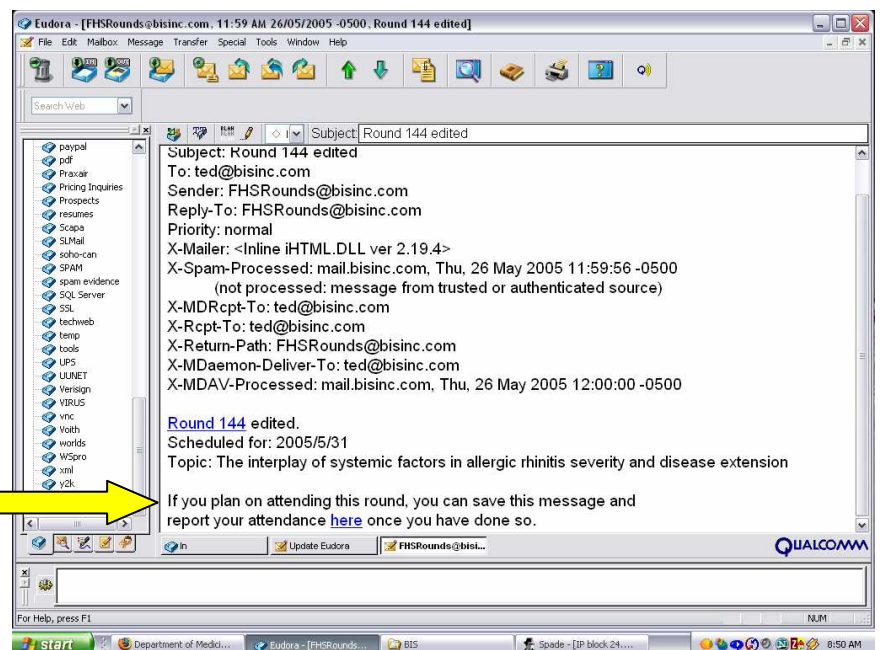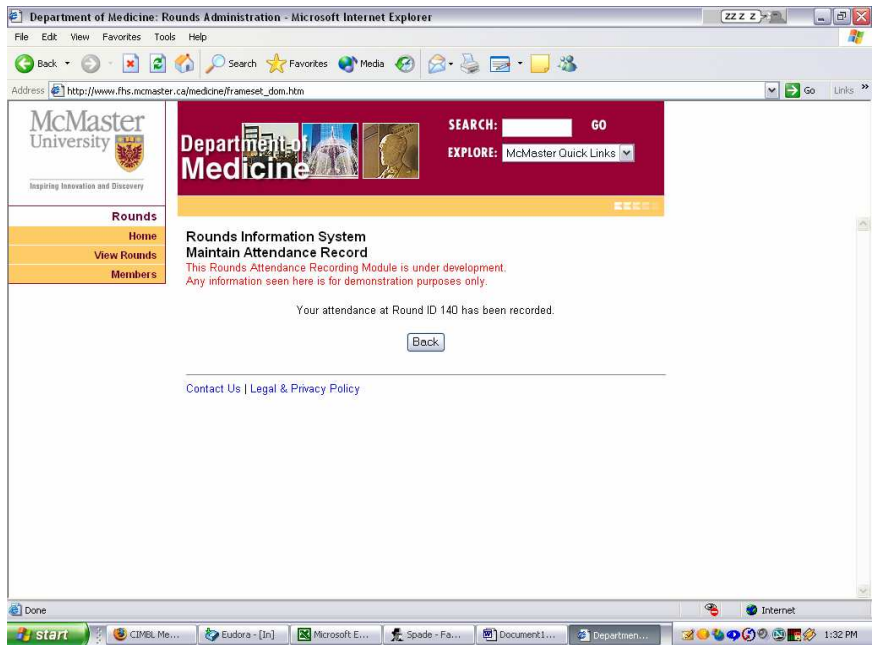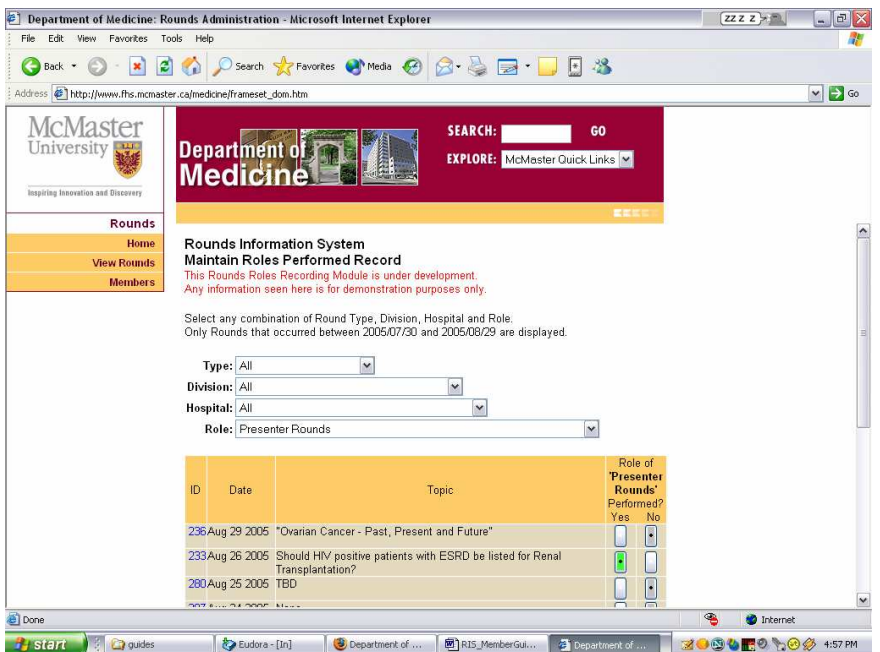
Full detail on any round displayed can be seen by clicking on the Round ID link.
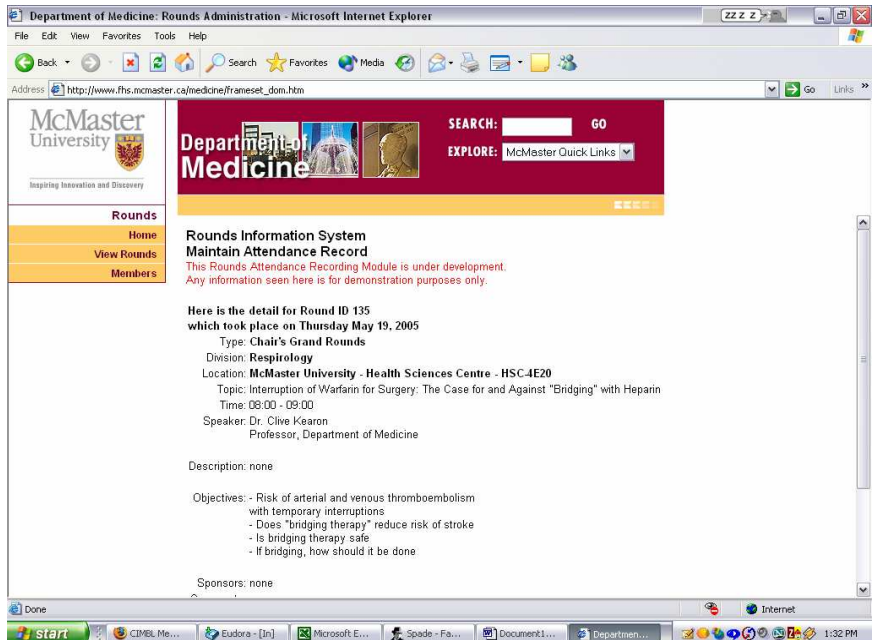
Similarly, once a Round has occurred, a member can report their performance of any roles at that round by using the Maintain Roles Performed Record screen. Select a Role and then click the Yes button to record your performance of that Role, or click the No button to correct an entry.

The system remembers which Division the member selected and defaults to that the next time the member returns to report Roles performed.

Clicking the *Help* link displays additional information for the Roles Performed records.

If the member's Messaging Options included email notification of Added and Edited rounds, then they would have already received an email link directly to the roles recording system for each specific round, allowing them to report their roles performed with little effort.

Simply select the Role performed from the drop down list and click Proceed…

That's all - you're done.
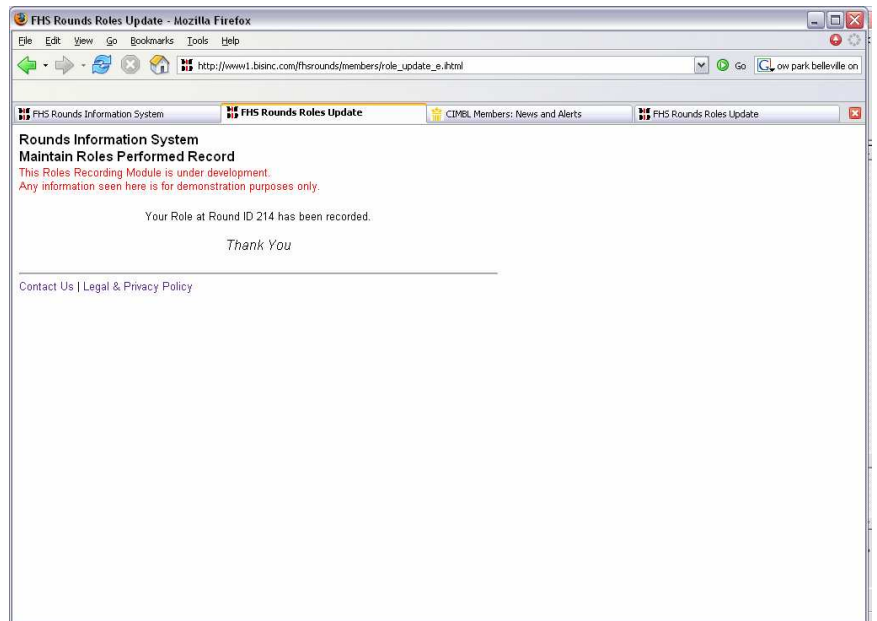
If you will be attending a Round that requires attendance confirmation, you should print an Attendance Confirmation Form for that Round and take it with you. Your Division Admin will be able to scan the form or key it into the system to confirm your attendance.