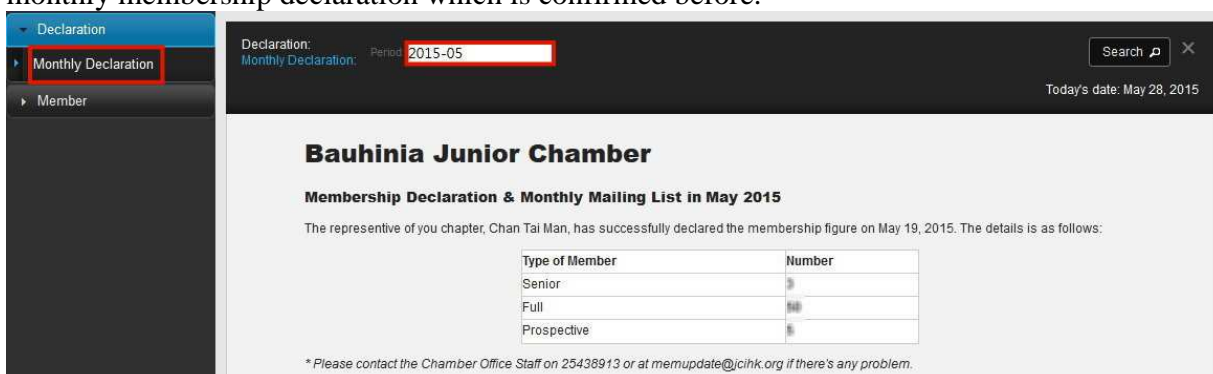


## JCIHK Membership System User Guide

### Monthly Membership Declaration

Each Chapter is expected to make declaration on the number of membership figure every month. During the date of 15<sup>th</sup> -20<sup>th</sup> every month, Chapter Admin can do their monthly declaration through system. (After 20<sup>th</sup>, 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.



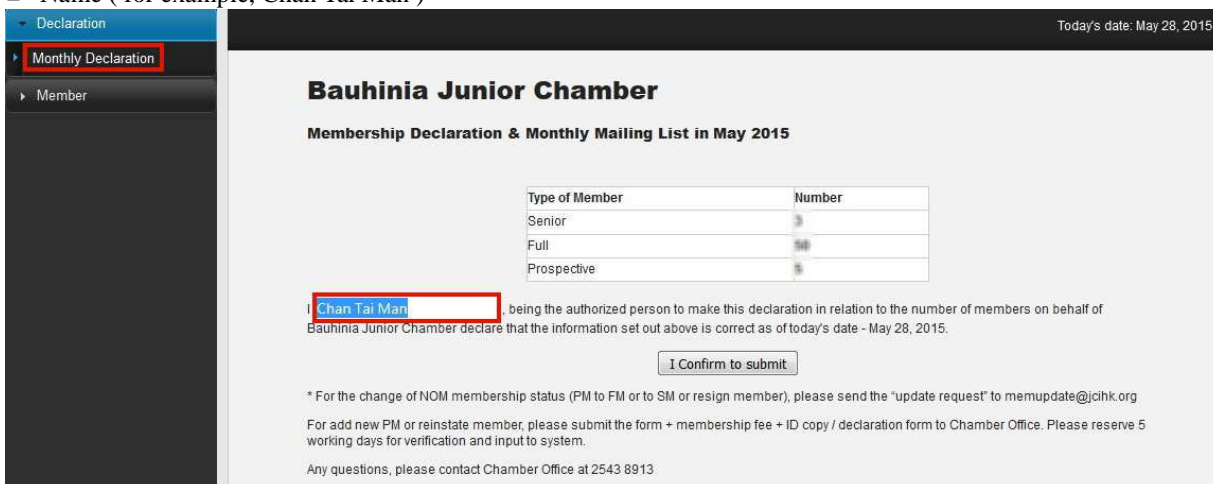
The screenshot shows the 'Declaration' menu with 'Monthly Declaration' selected. The main content area displays the 'Bauhinia Junior Chamber Membership Declaration & Monthly Mailing List in May 2015'. It states that Chan Tai Man has successfully declared the membership figure on May 19, 2015. The details are as follows:

Type of Member	Number
Senior	3
Full	50
Prospective	5

\* Please contact the Chamber Office Staff on 25438913 or at memupdate@jcihk.org if there's any problem.

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 )

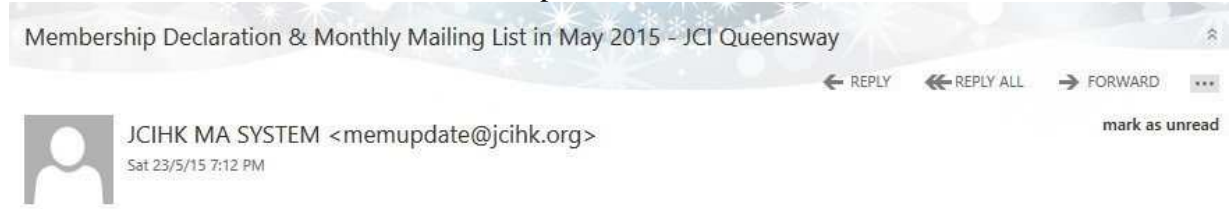


The screenshot shows the 'Bauhinia Junior Chamber Membership Declaration & Monthly Mailing List in May 2015' page. The table of membership numbers is the same as in the previous screenshot. Below the table, there is a text box containing the name 'Chan Tai Man' and a confirmation message: 'being the authorized person to make this declaration in relation to the number of members on behalf of Bauhinia Junior Chamber declare that the information set out above is correct as of today's date - May 28, 2015.' Below this is a button labeled 'I Confirm to submit'.

\* For the change of NOM membership status (PM to FM or to SM or resign member), please send the 'update request' to memupdate@jcihk.org  
 For add new PM or reinstate member, please submit the form + membership fee + ID copy / declaration form to Chamber Office. Please reserve 5 working days for verification and input to system.  
 Any questions, please contact Chamber Office at 2543 8913

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".

- After submitted, you can see a completed declaration.
- 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.



## JCI Queensway

### Membership Declaration & Monthly Mailing List in May 2015

Type of Member	Number
Senior	16
Full	33
Prospective	11

I Brian Kwan, 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

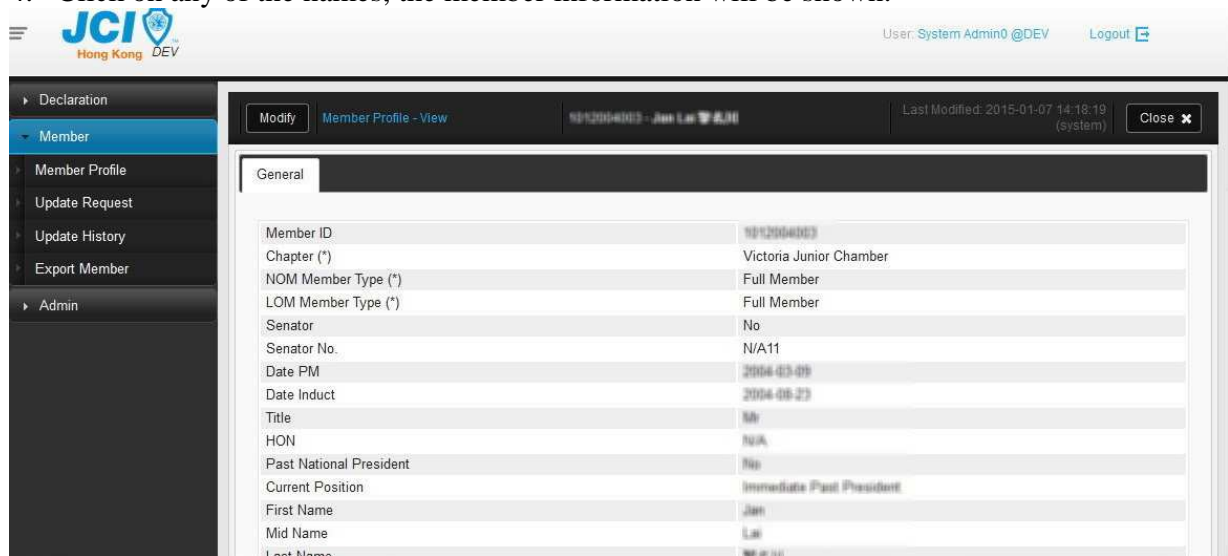
The screenshot shows the 'Member Profile' section with a search filter and a table of members. The table columns are: #, Chapter, NOM Member Type, LOM Member Type, Senator No., Current Position, View Member Name, and Update. The first member, Chan Tai Man, is highlighted with a red box around his name and the update icon.

#	Chapter	NOM Member Type	LOM Member Type	Senator No.	Current Position	View Member Name	Update
1	Victoria Junior Chamber	Full	Full	N/A	Immediate Past President	Chan Tai Man	[Update]
2	Victoria Junior Chamber	Full	Full	N/A	Immediate Past President	Eric La 盧偉文	[Update]
3	Victoria Junior Chamber	Full	Full	N/A	Honorary Legal Advisor	KK Lam 林子權	[Update]
4	Victoria Junior Chamber	Full	Full	N/A	N/A	Clara Tsang 曾麗洁	[Update]
5	Victoria Junior Chamber	Full	Full	N/A	N/A	Matthew Ng 吳文謙	[Update]
6	Victoria Junior Chamber	Full	Full	N/A	Vice President	Brian Woo 吳兆安	[Update]
7	Victoria Junior Chamber	Full	Full	N/A	Vice President	Linda Tung 黃麗芝	[Update]
8	Victoria Junior Chamber	Full	Full	N/A	Vice President	Adnan Au 區國權	[Update]
9	Victoria Junior Chamber	Full	test	N/A	SHO	Sam Lee 李樹正	[Update]
10	Victoria Junior Chamber	Full	Full	N/A	N/A	Sallina Lam 梁世慧	[Update]

- Choose *Member > Member Profile*
- You can use the filter at the top to filter the *Member* list.
- 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

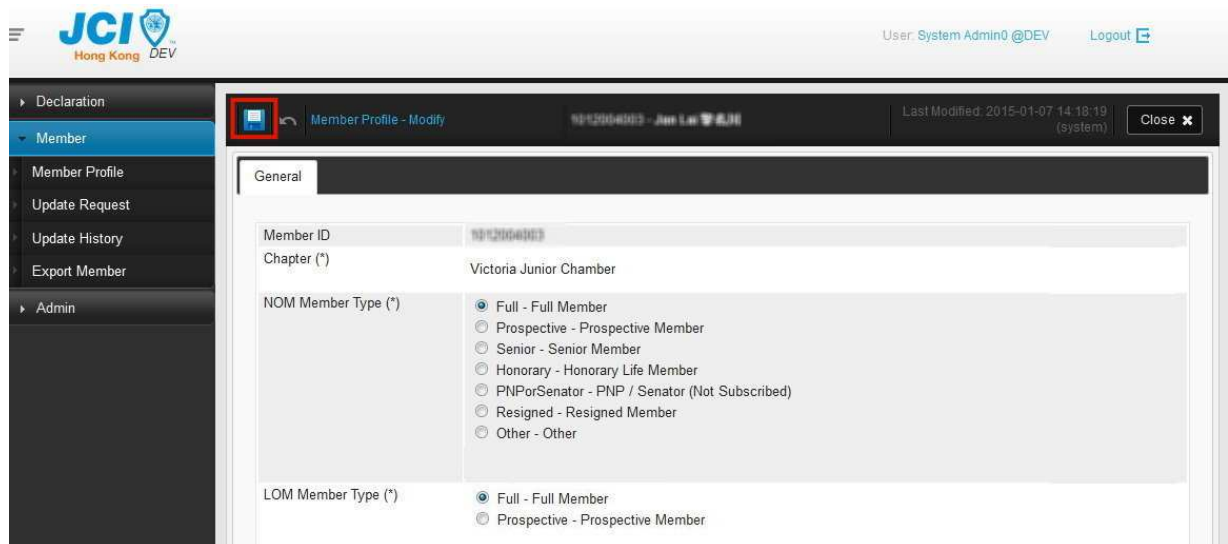
4. Click on any of the names, the member information will be shown:



The screenshot shows the 'Member Profile - View' page for member 1812064003, Jan Lai. The page includes a navigation menu on the left with options like Declaration, Member, Member Profile, Update Request, Update History, Export Member, and Admin. The main content area displays the following member information:


Member ID	1812064003
Chapter (*)	Victoria Junior Chamber
NOM Member Type (*)	Full Member
LOM Member Type (*)	Full Member
Senator	No
Senator No.	N/A11
Date PM	2004-03-09
Date Induct	2004-06-23
Title	N/A
HON	N/A
Past National President	No
Current Position	Immediate Past President
First Name	Jan
Mid Name	Lai
Last Name	Wai

## Modify Members' data



The screenshot shows the 'Member Profile - Modify' page for member 1812064003, Jan Lai. The page includes a navigation menu on the left with options like Declaration, Member, Member Profile, Update Request, Update History, Export Member, and Admin. The main content area displays the following member information with radio button options for selection:

Member ID	1812064003
Chapter (*)	Victoria Junior Chamber
NOM Member Type (*)	<input checked="" type="radio"/> Full - Full Member <input type="radio"/> Prospective - Prospective Member <input type="radio"/> Senior - Senior Member <input type="radio"/> Honorary - Honorary Life Member <input type="radio"/> PNPorSenator - PNP / Senator (Not Subscribed) <input type="radio"/> Resigned - Resigned Member <input type="radio"/> Other - Other
LOM Member Type (*)	<input checked="" type="radio"/> Full - Full Member <input type="radio"/> Prospective - Prospective Member

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.”

2 - Single

Mailing Address	<input checked="" type="radio"/> Home <input type="radio"/> Office
Don't want to receive mailing	<input type="checkbox"/> <p><i>*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."</i></p>
Mailing Problem	Select <input type="text"/> <p><i>*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.</i></p>

email (2nd. backup)	N/A
Don't want to receive email	<input type="checkbox"/> <p><i>*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."</i></p>
Commission- TDC	<input type="radio"/> Yes <input type="radio"/> No

### 3. The Mailing Problem options are:

Mailing Problem	Select <input type="text"/> <p><i>*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.</i></p>
Home Address Line 1	Flat F,

- 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.

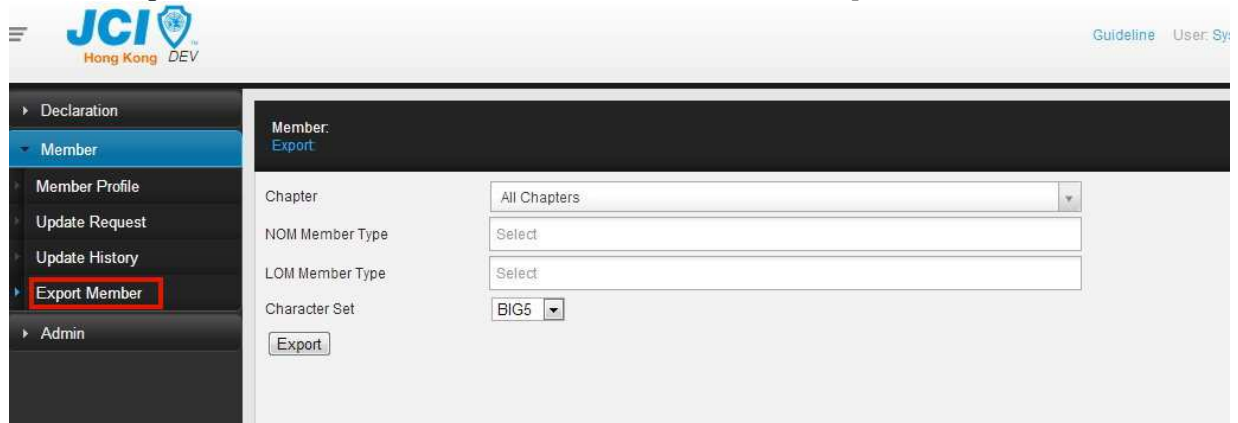
To change the NOM member type for any members, please send email to Chamber Office at [memupdate@jcihk.org](mailto:memupdate@jcihk.org)

## Delete a Member

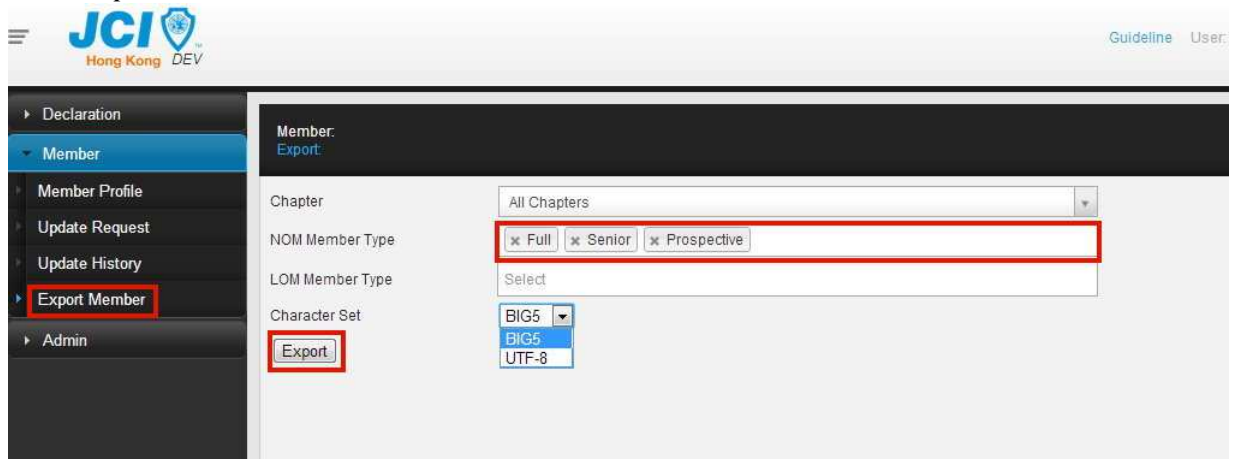
Chapter Admin cannot delete a member, if a member has resigned, please put to LOM Resigned Member.

## 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



A1	f NOM																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R				
1	NOM	NOM Code	NOM ID	Member ID	NOM Mem	LOM Mem	Senator	Senator ID	Date PM	Date Induct	Title	HON	PNP	Current Pos	First Name	Mid Name	Last Name	Chi Name	Gen		
2	Kowloon Junior	10002KJC	2	12190002	Full	Full			2015/02/14	2015/02/14	Ms			Chairman	Wai Ho	Liu	劉煒豪	M			
3	Kowloon Junior	10002KJC	2	12190003	Full	Full	Yes	47862			Ms			LOM PP	Kitty	Kit Kinso	Chan	陳潔儀	F		
4	Kowloon Junior	10002KJC	2	12190004	Full	Full	No			04/01/1990	Ms			2012	Walter	Christy	Ye Wing	Chan	阮麗珍	F	
5	Kowloon Junior	10002KJC	2	12190005	Full	Full	No			04/01/1990	Ms				Jan	Tracy	Wai	Chan	陳翠蓮	M	
6	Kowloon Junior	10002KJC	2	12190006	Full	Full	No			04/01/1990	Ms				Marianne	Yu	Shan	Shi	何麗儀	M	
7	Kowloon Junior	10002KJC	2	12190007	Full	Full	No			04/01/1990	Ms			2012	Walter	Best	Wai	Kan	Lau	林海蘭	F
8	Kowloon Junior	10002KJC	2	12190008	Full	Full	Yes				Ms			LOM PP	Lee	Chi	Kin	Lau	林志蘭	M	
9	Kowloon Junior	10002KJC	2	12190009	Senior	Senior	Yes	69094			Ms				Franki	Yu	Yuen	Lau	劉潔蓮	F	
10	Kowloon Junior	10002KJC	2	12190010	Full	Full	No			04/01/1990	Ms				Pik	Ki	Pik	Ki	Leung	梁穎儀	F
11	Kowloon Junior	10002KJC	2	12190011	Full	Full	No			28/01/2000	Ms			2012	Jason	Walter	Chun	Kai	Liu	劉俊傑	M
12	Kowloon Junior	10002KJC	2	12190012	Senior	Senior	Yes	69092			Ms				Alice	Chi	Wing	Lau	劉志蓮	M	
13	Kowloon Junior	10002KJC	2	12190013	Full	Full	No			04/01/1990	Ms				Melissa	Yip	Pui	Mun	黃麗儀	M	
14	Kowloon Junior	10002KJC	2	12190014	Full	Full	No			04/01/1990	Ms				Amy	Ngai	Lai	Shun	沈曉蓮	F	
15	Kowloon Junior	10002KJC	2	12190015	Full	Full	No			04/01/1990	Ms				Yu	Yu	Yan	Shun	黃曉蓮	F	

## Update Report

### Update Request

- ▶ Declaration
- ▼ Member
- ▶ Member Profile
- ▶ Update Request
- ▶ Update History
- ▶ Export Member
- ▶ Admin

Member Profile - Modify

1201900016 - test

Last Modified: 2015-05-15 10:19:31 (system) Close ✕

Honorary - Honorary President/ Member

Other - Other

Senator  Yes  No

Senator No.  ↑Pls Update

Date PM  Year  - Month  - Date  (YYYY-MM-DD) ↑Pls Update

Date Induct  Year  - Month  - Date  (YYYY-MM-DD) ↑Pls Update

Title  Mr  Mrs  Ms ↑Pls Update

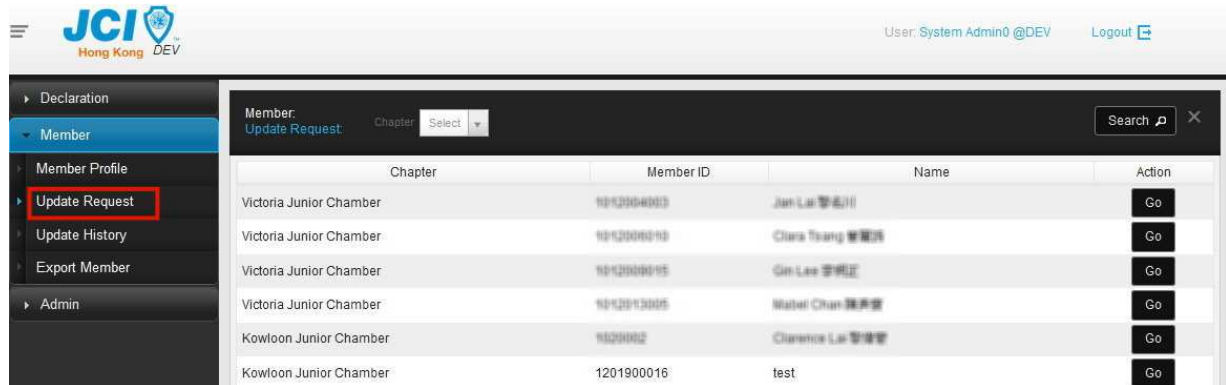
HON  ↑Pls Update

Past National President  Yes  No ↑Pls Update

Current Position  ↑Pls Update

First Name  ↑Pls Update

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.

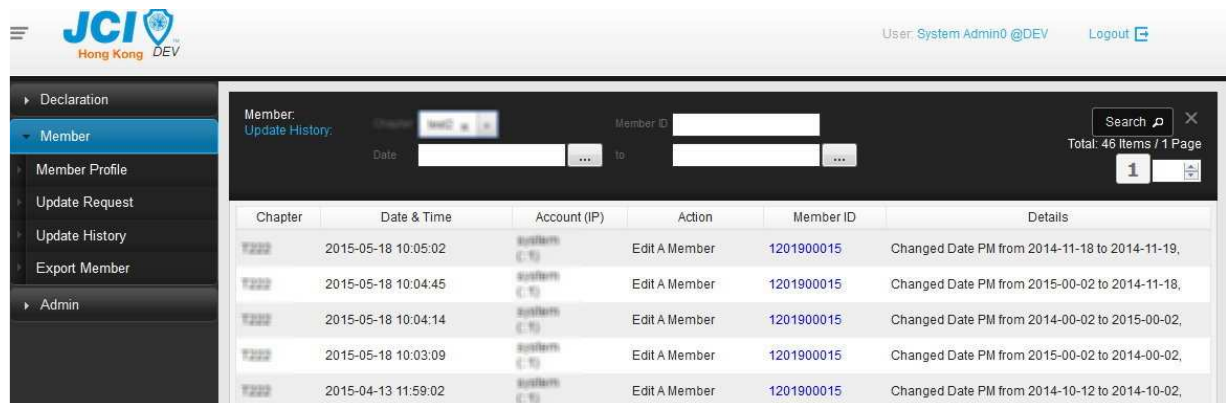
1. Choose *Member > Update Request*
2. Click “Go”, then you can directly modify the member’s information.

### 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.

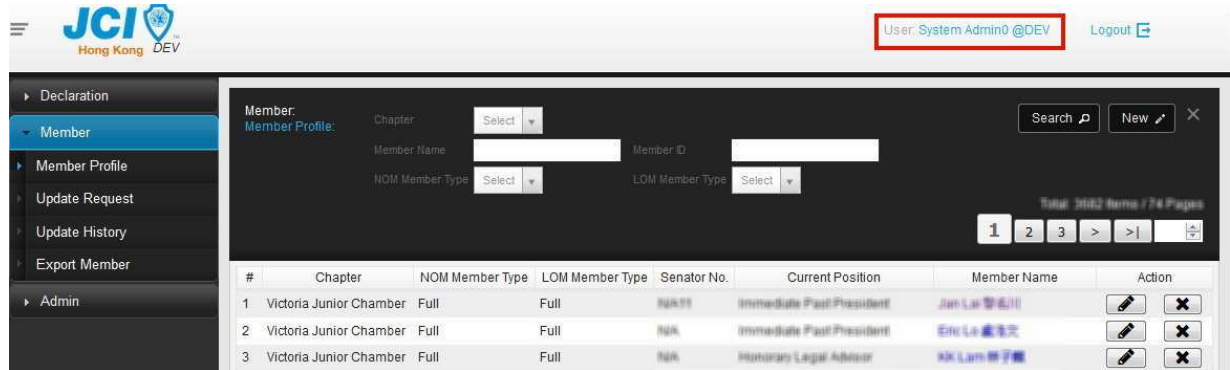
### Check Update History



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*.

