

PORTALBUZZ IMPLEMENTATION



Dear Y's Leaders,

The Regional and District Portalbuzz admins for all the Region ad Districts (except for few) has been added. Now let us commence our work on implementing Portalbuzz Membership Management System in India Area.

We can accomplish it in below four simple steps.

1. Login and familiarize Portalbuzz
2. Assigning Club Portalbuzz admins with the help of Club officials
3. Managing the data entered by the Clubs and its usage.
4. Educating members and popularizing Portalbuzz, so that each and every member can use it.

Step 1: Login and familiarize Portalbuzz

- a. Please visit the Portalbuzz website www.portalbuzz.com
- b. Click Login and follow as in pics below.

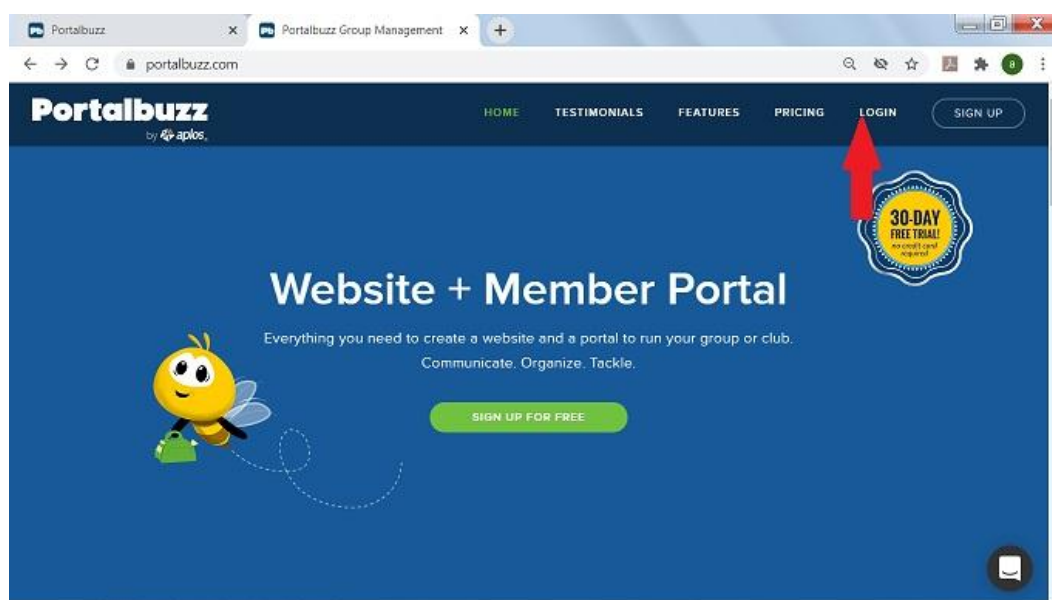


Fig.1

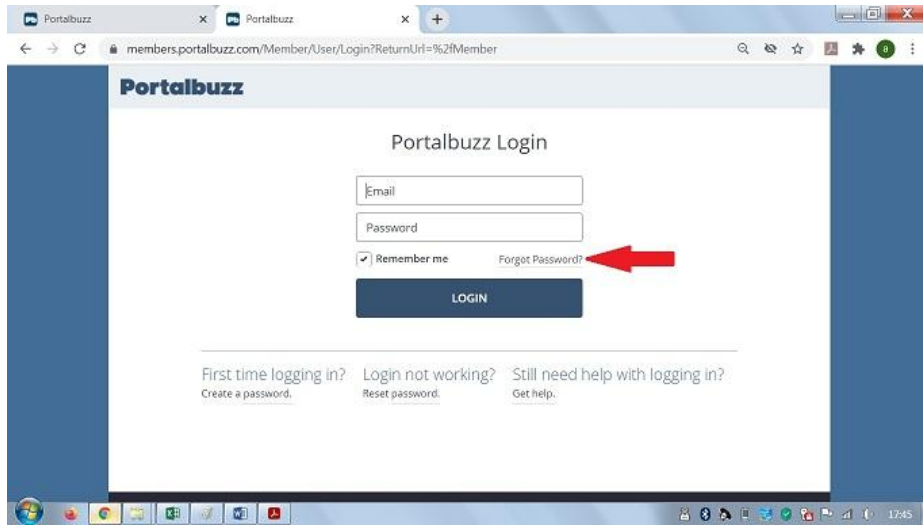


Fig.2

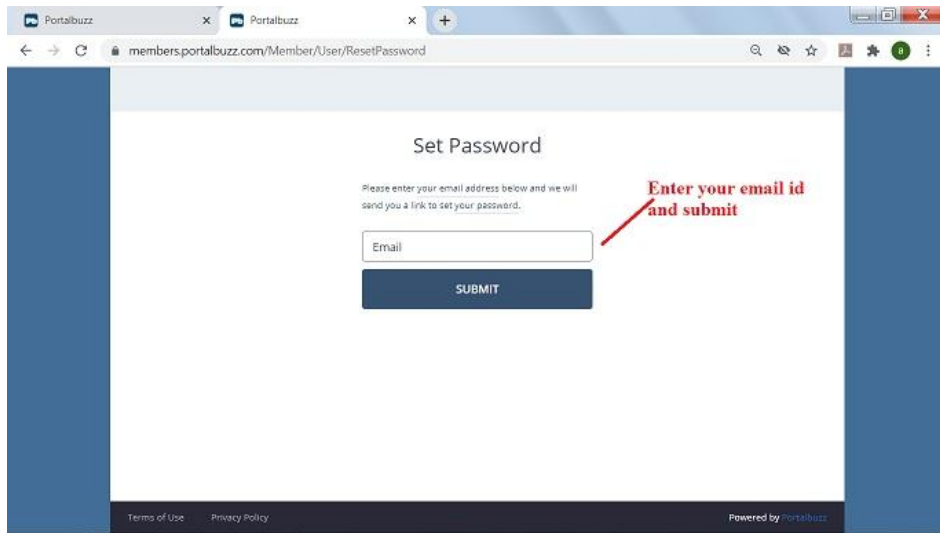


Fig.3

Portalbuzz will send you a link to set your password in your above entered email id as below.

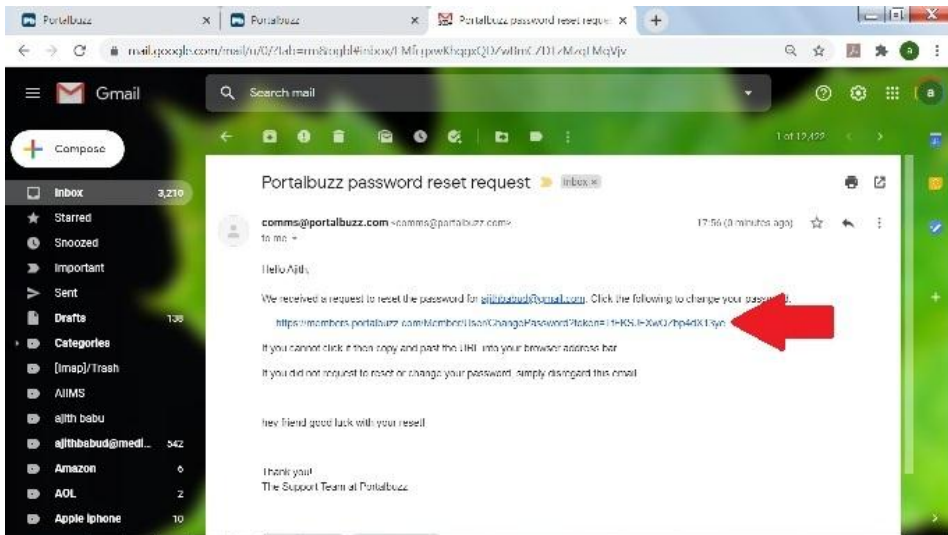


Fig.4

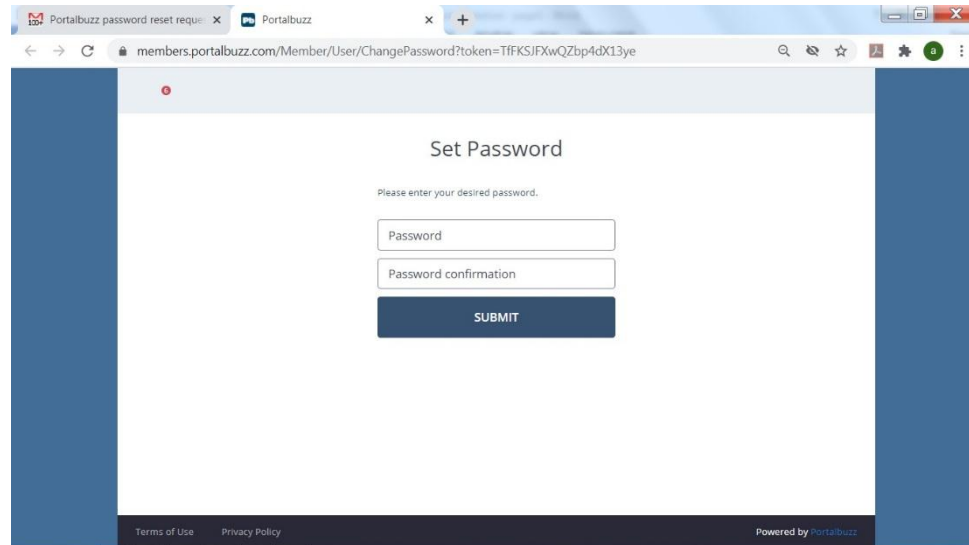


Fig.5

Enter the password of your choice, enter once again to confirm it and submit. Please write down the password for future reference.

Again got to www.portalbuzz.com and **login with new password**.

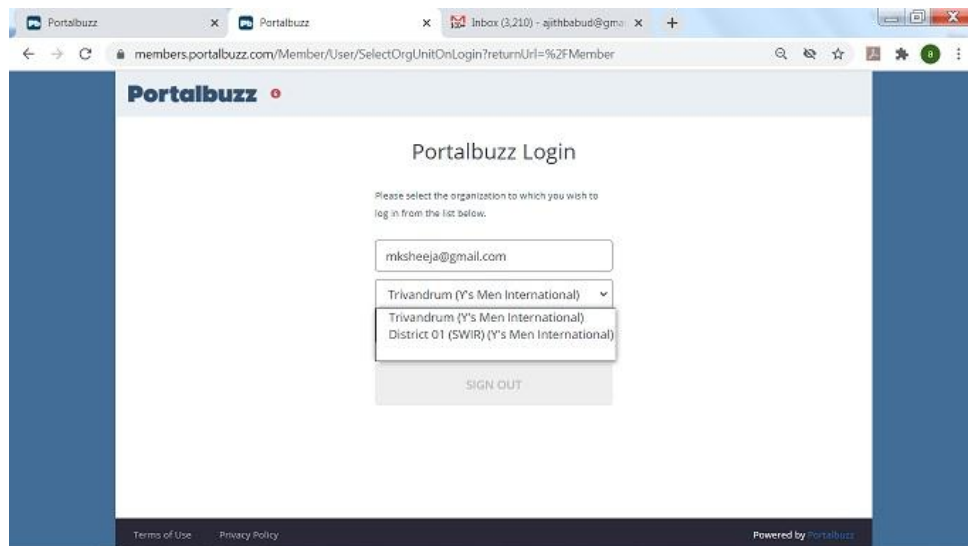


Fig.6

As a District Admin, you will have 2 choices to enter into Portalbuzz 1. As District Portalbuzz Admin and 2. Your Club Portalbuzz admin. For Regional Admins will have a selection for entering at Regional level.

Select your District / Region and enter Portal Buzz.

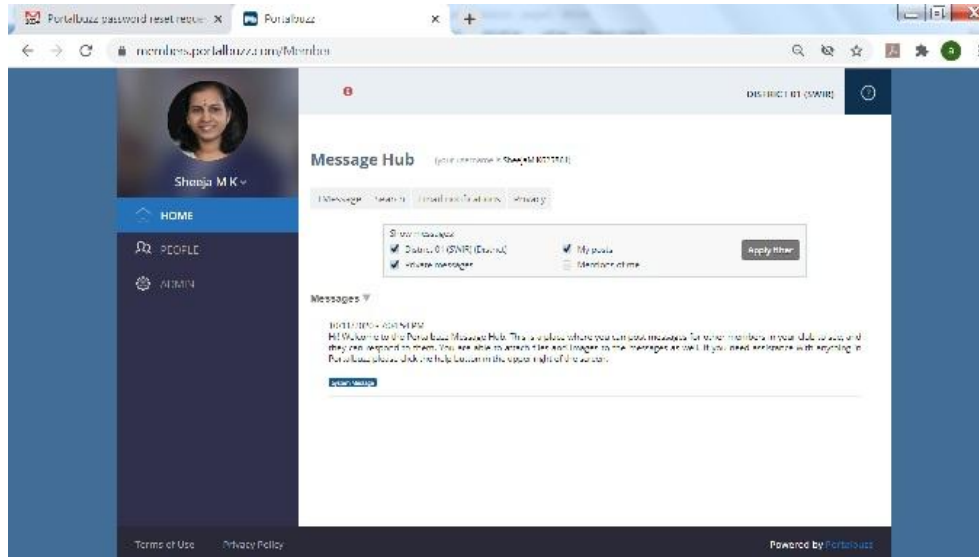


Fig.7

The above pic shows the entry page of Portalbuzz. HOME, PEOPLE and ADMIN are the Menu selection available on the left side. Select ADMIN

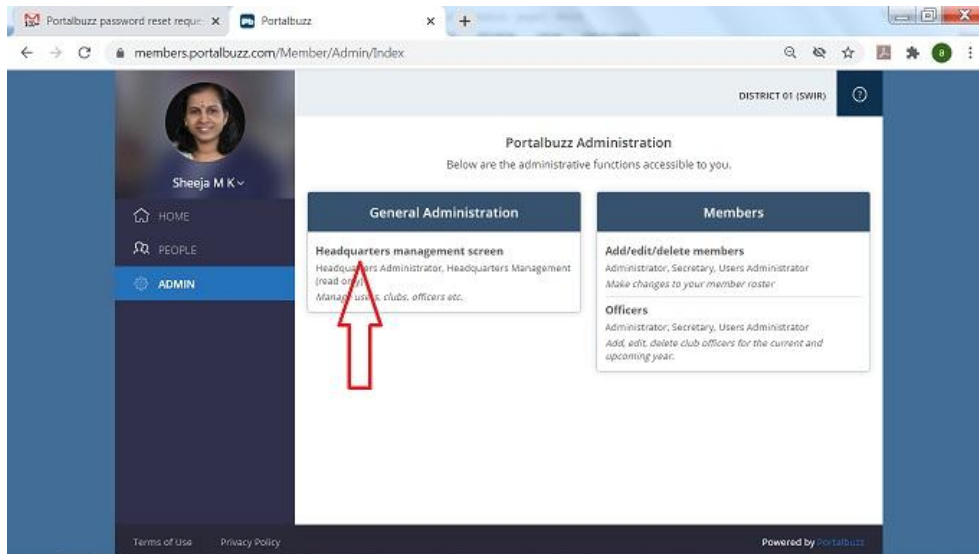


Fig.8

Please note, almost all the necessary functions can be done from this “General Administration” menu. Please select it.

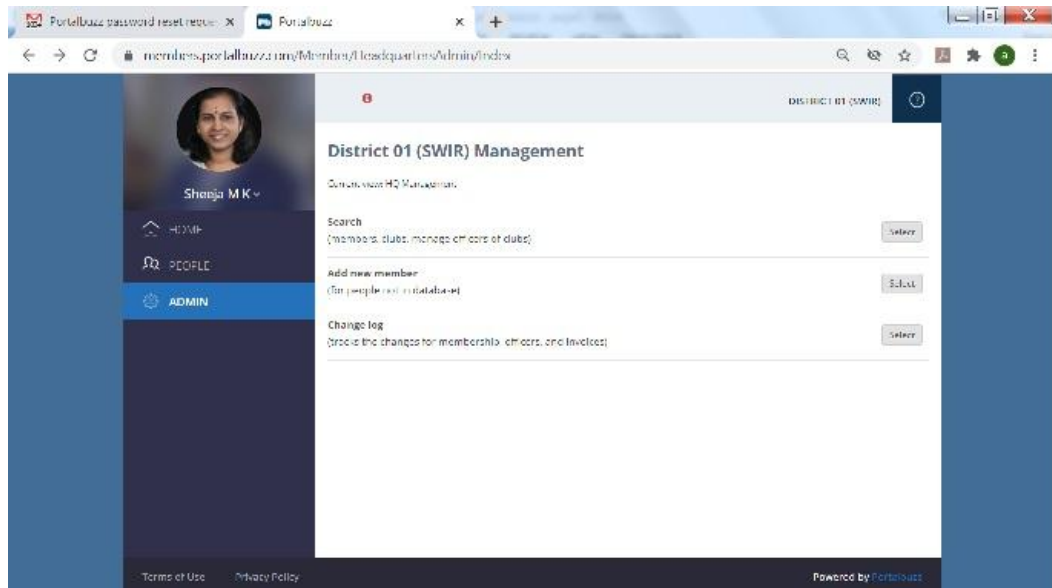


Fig.9

By Clicking Search button we can see all the Clubs in our District (for Reg. Admins- Districts in the Region) will be displayed in alphabetic order as shown below.

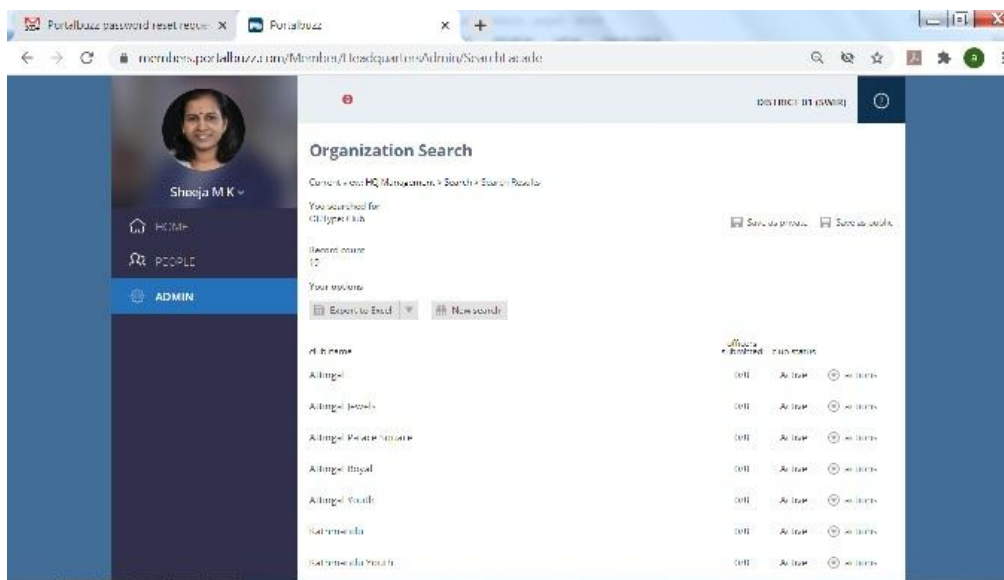


Fig.10

Please check the below area in the above screen

club name	officers submitted	club status	
Attingal	0/8	Active	actions

Fig.11

Officers Submitted: This shows the no. of Club Officials assigned (will be

explained in detail).

Club Status: Active (Means the Club is active)

Now Click the ACTION button against any Club. The following message will be appeared.

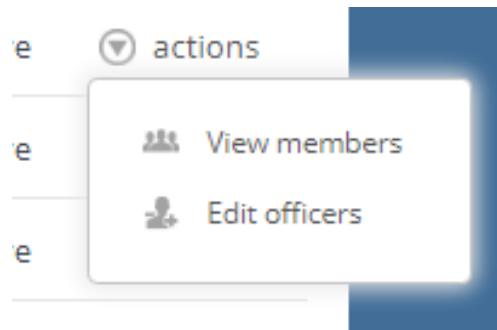


Fig.12

Press VIEW MEMBERS (EDIT OFFICERS will be discussed later). Now we can see all the members of the selected Club in alphabetical order as below.

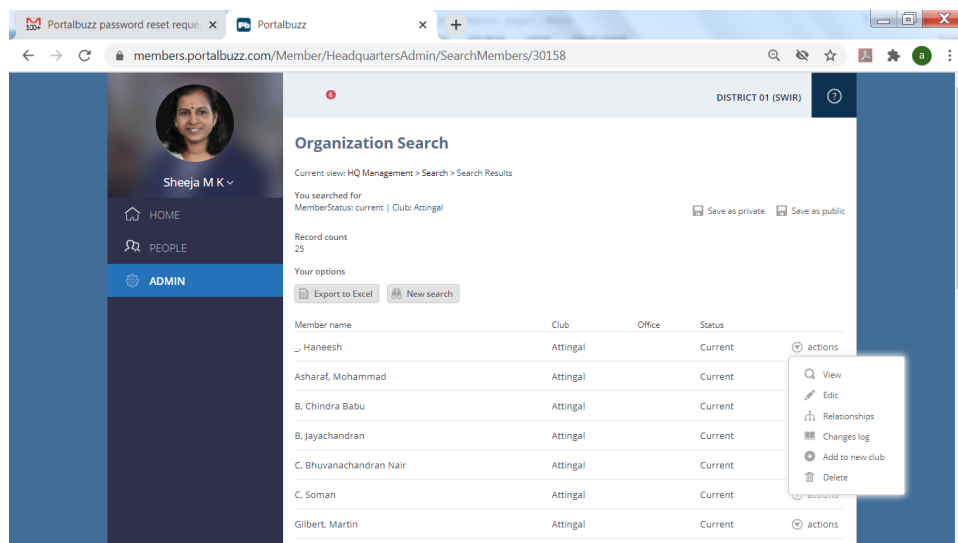


Fig.13

Now we can view the details of members, edit, transfer a member to other club, delete a member etc. from this screen.

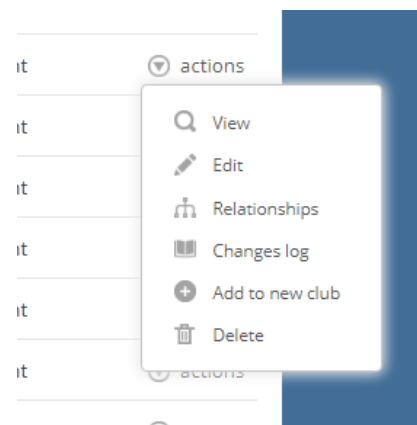


Fig.14

Step 2: Assigning Club Portalbuzz Admins

The major responsibility of a Regional and District Portalbuzz Admins is to Assign District Admins and Club Admins respectively. For this we have to first add the member in his Club, with his valid email id. If is data is already entered, please ensure that the email id is also entered.

Refer figures 10, 11 and 12 and go back to the screen, which displays the Clubs in your District.

Click on ACTION Button and select EDIT OFFICERS.

A Pop-up display to create officers will appear as shown.

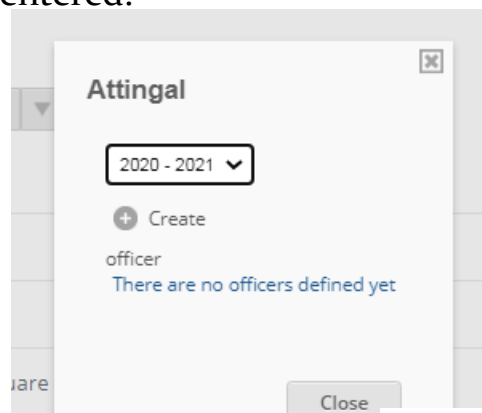


Fig.15

Click on CREATE OFFICERS, as new Pop-up screen will appear as shown.

Now we can enter the FIRST NAME of the member in the Member column and assign his position in Position column. Please wait for few seconds to appear the member name in dropdown list. We have to select the name from the dropdown list.

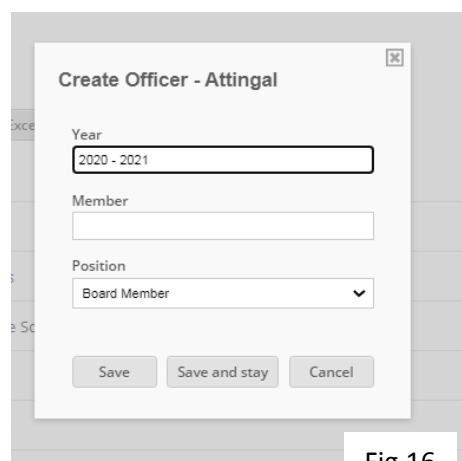


Fig.16

After it can save this by pressing SAVE.

International has assigned 8 positions for a Club to enter as shown in the figure.

officers submitted	club status	
0/8	Active	actions

Fig.17

None of the officers for the above Club is assigned, so it shows "0/8".

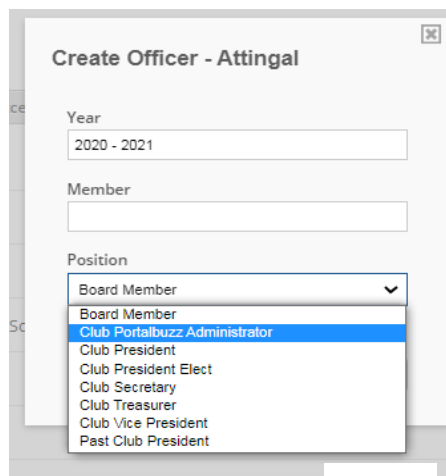


Fig.18