

PORTALBUZZ IMPLEMENTATION



Dear Y's Men Club members,

Welcome to the world of Portalbuzz, a Web based Membership Management system from International head quarter. It enables us to record the details of each and every member in International Head quarter with an unique number for each and every member.

Y's Men international has already announced the following.

1. The accounting of 2nd Semester membership for this year will be only from the members list in Portalbuzz
2. International is planning to maintain a Centenary Roster of all the members in the world using the data in Portalbuzz this year.
3. International will send a Centenary Certificate to all the Ys Men listed in Portalbuzz.
4. The YMI world magazine will be send only to the Address of members entered in the Portalbuzz.

The Regional, District and Club Portalbuzz admins for all the Region ad Districts has been assigned. Now every dues paying member in India Area can access their Club details in portalbuzz and Edit their membership / personal details.

We can accomplish this in below two simple steps.

1. Login and familiarize Portalbuzz
2. Update your membership / personal details in the Portalbuzz and save it for ever.

Step 1: Login and familiarize Portalbuzz

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

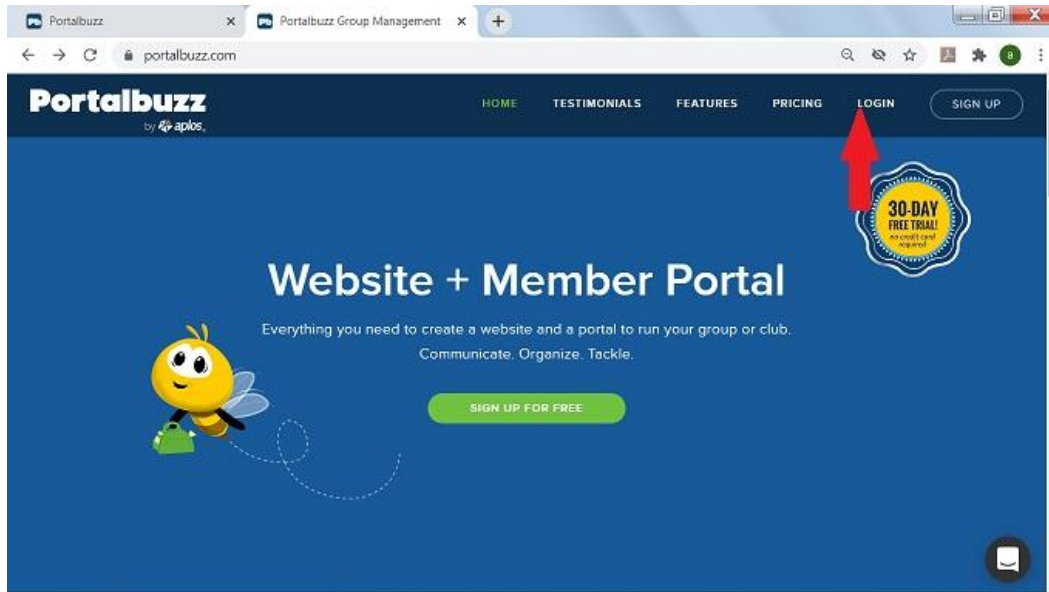


Fig.1

Please ensure that your name is already added in your Club with your valid email id. For accessing Portalbuzz you need a valid email id, which will act as your user id. For setting password, please follow the below details.

Enter your email id and click “Forgot Password”.

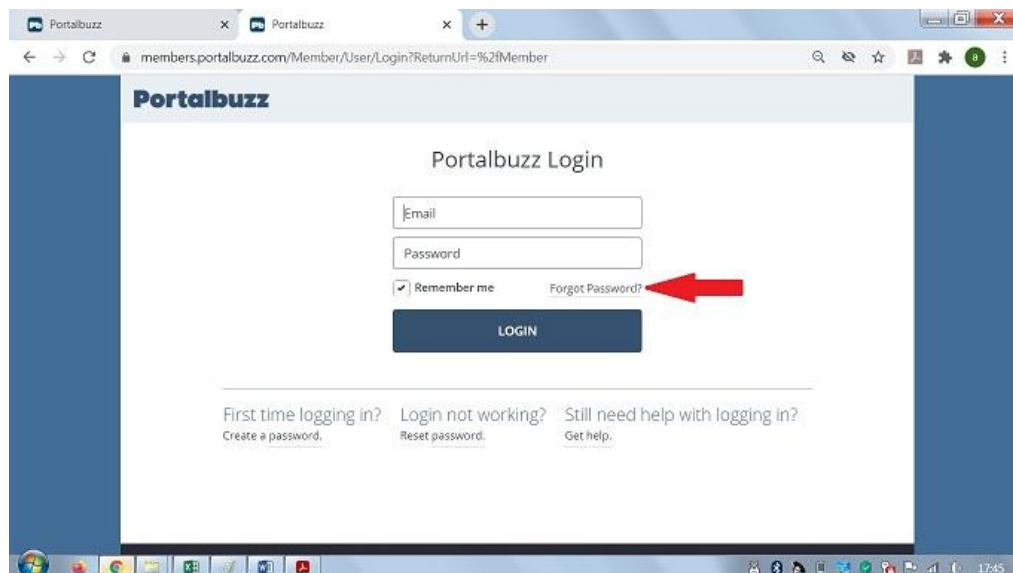


Fig.3

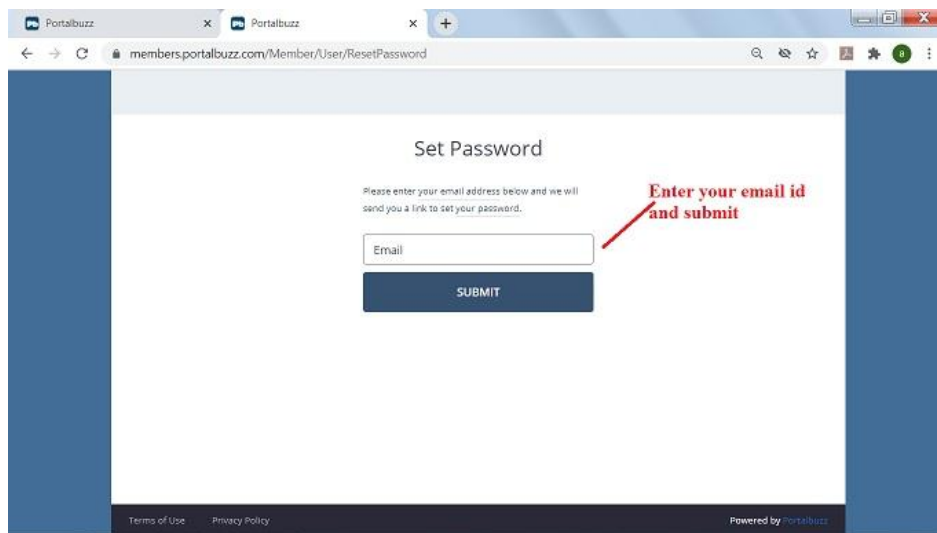


Fig.2

Enter your email id and click SUBMIT. Portalbuzz will send you a link to set your password to your above entered email id as below.

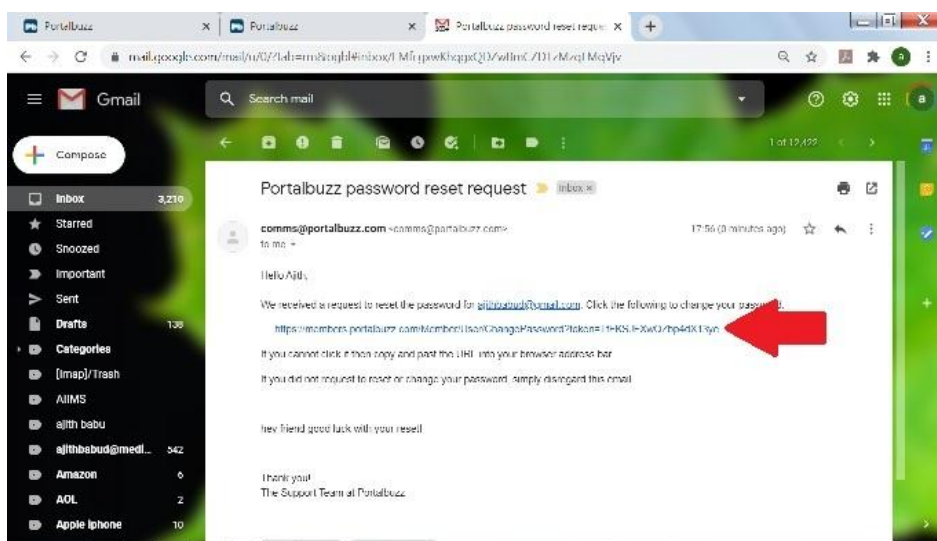


Fig.4

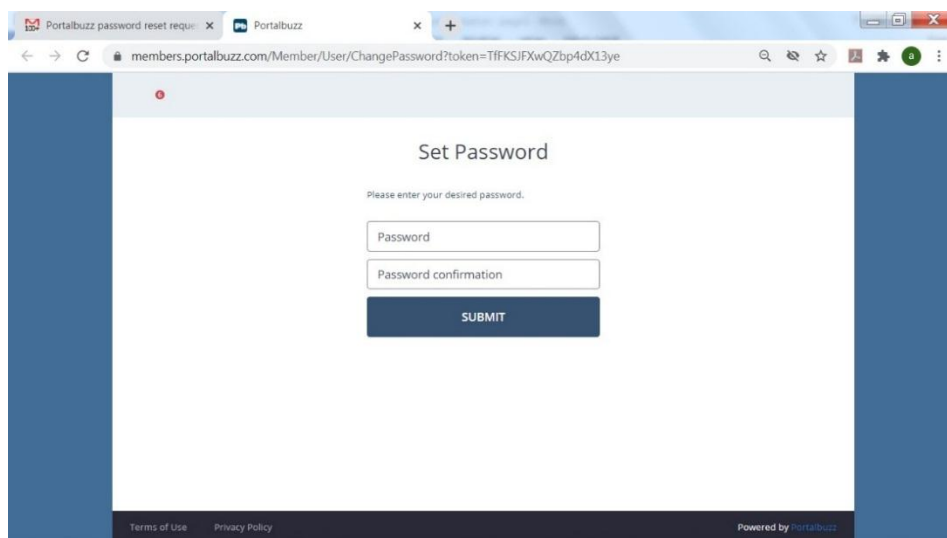


Fig.5

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

Now we can go to www.portalbuzz.com and login with new password as below.

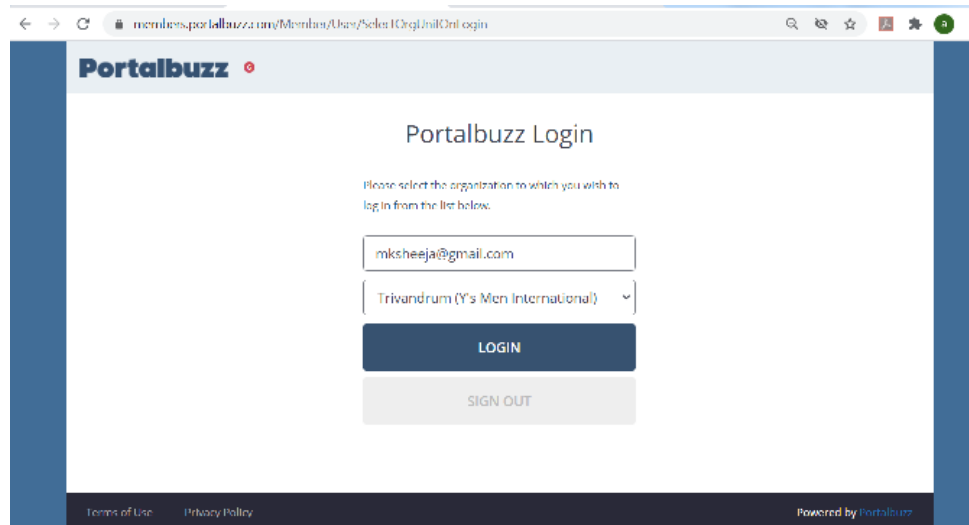


Fig.6

Name of your Club will appear as above. Click the LOGIN button to take you to the entry page of Portalbuzz as in Fig-7 below.

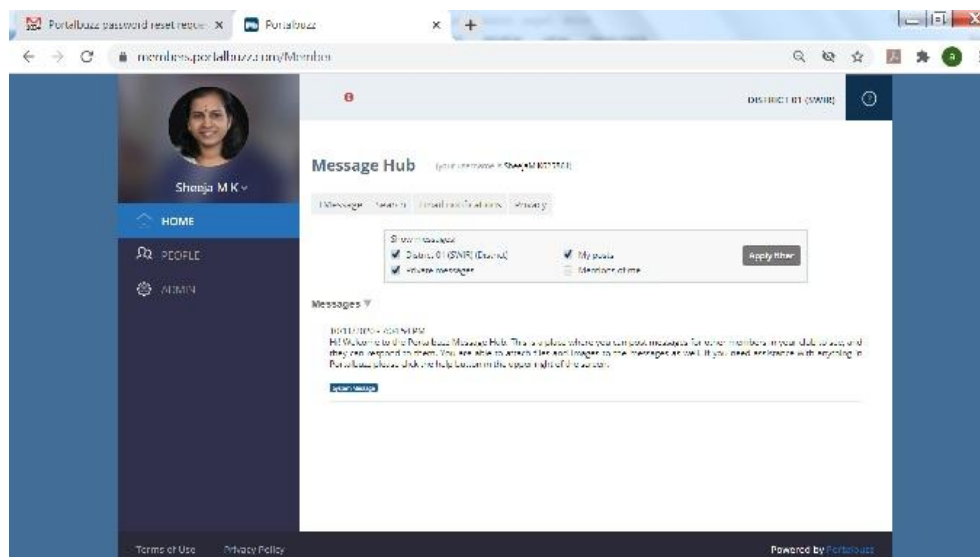


Fig.7

The HOME, PEOPLE and ADMIN are the Menu selections available on the left side.

HOME: In this you can type messages and send it to all the members of your Club. The photo of Club events etc. can also be sent along with the messages. This feature allows you to use the Portalbuzz as an archive for your Club activities. The members can send their comments also using the same screen at their side.

PEOPLE: Select the Menu PEOPLE, the following screen will appear.

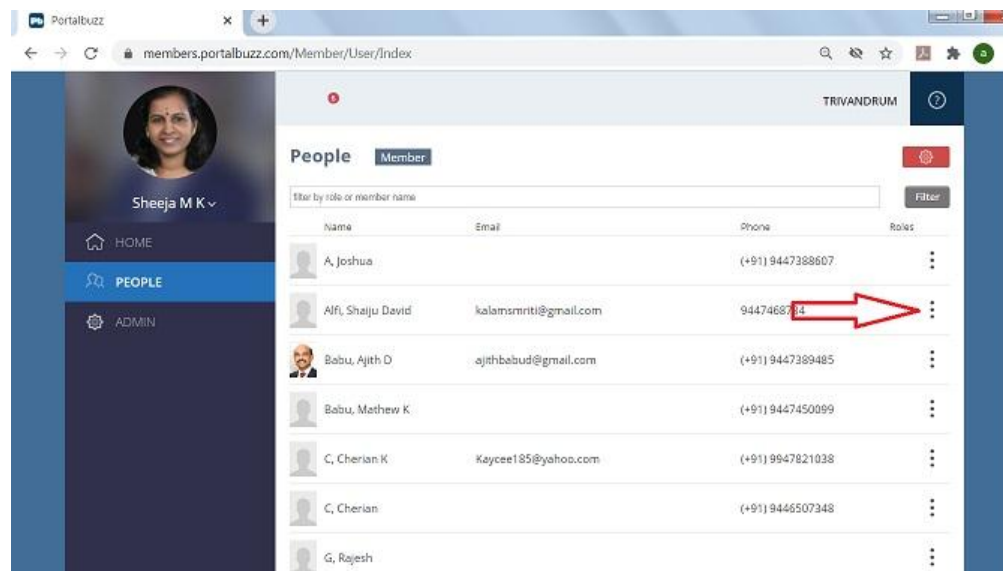


Fig.8

You can see the list of members of your Club in the screen in alphabetic order as above.

Click the 3 dots at the right hand side against each member. The below dropdown menu will appear. By selecting DETAILS -you can see the details of the selected member.

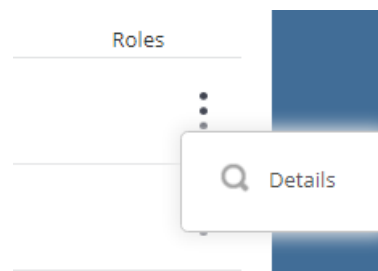


Fig.9

If you are selecting your name in the Club. The below dropdown menu will appear.

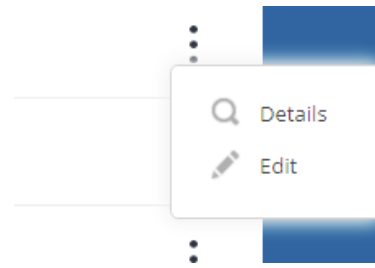


Fig.10

By selecting EDIT -you can edit your details in the Portalbuzz. While entering your details, please ensure that the residential address is entered with correct Postal / Pincode.