

BMWOR's new Membership Database.

AS you may be aware, your Executive has commissioned and completed an 'on-line cloud based' Membership Database. This is the most up-to-date, secure system that the BMWOR currently has.

Your information has been transferred from the previous manual records system to the new database. Now that the new BMWOR Website has been released there is a need for you to check your personal information and to indicate some of your personal preferences – especially relating to the delivery method for your Newsletter.

To do this, follow the following steps:

- Open the BMWOR Webpage using this hyperlink: www.bmwor.org.nz
- Click on the 'MEMBERSHIP' button, and then select 'My BMWOR Account'.
- A page will open for you and on the Right Hand side of that page is an area for you to type in your personal email address. The click on the 'SELECT' button. A message will show on the upper left of the screen suggesting that you check your own email address.
 - It is important about to now to tell you two things:
 - A message containing a link to your personal information page of the new database will be sent to the email address you have submitted. No-one else will receive it. This is a built in security and safety feature.
 - The system recognises the email address currently registered in the database for you. If you have changed your email address and not told BMWOR you will be unable to gain access. If that is the case, send an email to secretary@bmwor.org.nz and your email address will be corrected.
- Close that internet page and check your email. Depending on usage and demand, within a few minutes a message will appear in your personal email inviting you to click on the hyperlink to access your personal information page.

There are two parts to your personal Page. The first one show the basic data held in the system. You cannot change anything on that page.

The second part allows you to edit/amend/change a limited number of details. When you're viewing your personal page, scroll to the bottom and you will see a blue button that looks like this:



Edit Details

Click the button and you will be transferred to your Second Personal Information Page. This is the important page, both for you and for our Club. It's now **IMPORTANT** that the following items are either ticked or amended:

- Member Name - **Year of Birth**
- Partner name (if applicable as a Member Partner) – tick the partner box and add the Year of Birth.
- Emergency Contact details – you choose who this should be as it fits with your personal circumstances. Please include contact phone number/s

- Contact Details – please ensure that these are correct – including your email address. These are the addresses that information from the club is sent to you. They could be Newsletters, information packs, emails, phone call/s from your Area Rep or any of the Executive Members.

Now is the time to scroll to the bottom of the page and click on the Green SAVE button. It looks like this:



The SAVE process will return you to the top of the form again. Scroll back to the bottom and click on the EDIT DETAILS button again. It looks like this



Now is the time to update/add or delete your Motorcycles. Scroll down to the Motorcycle Section. Click on the Blue Button 'ADD NEW BIKE' – It looks like this:



This section is reasonably self-explaining. Select:

- Year of Manufacture: You can use the up/down arrows or just type it in.
- Type: Clicking the down arrow will display all of the Types of machines that BMW Produces.
- Capacity: This means the cc rating or your motorcycle. It does not mean Rider, Pillion and 1 in the sidecar! Again the down arrow will assist.
- Class/Style: Again by using the down arrow you should be able to see the class/style that matches your machine.

Once you have done that for your first Machine, click the Green SAVE button. It looks like this:



If you have more than one machine, repeat the process by clicking 'ADD NEW BIKE' and following the steps above. It is Important that every time you add a machine that you click on the SAVE button. The details in this section provide data on the types of machines the members of our Club use. If I did a check today I would see that the Club members have very few motorcycles.

You can add notes or text by using the Free Text box below this section. That section is not included in any counts. Same for the free text box that you can (if you wish) record the types of machines that you've previously owned. When you've added or change details, always use the SAVE button.

The final two sections are:

- **Services Offered:** If you want your name included in the Member Services Directory, please tick the box that says 'Include in members directory'. If you do not do this, your details will not appear in the next Member Services Directory.
 - There are also a number of options for the type of service or services that you are willing to provide. Please click on each that applies to your circumstances. This information is also used to provide details for the Members Services Directory.

- **Newsletter:** This seems to be the complicated one:
 - If you would like your Newsletter delivered by Email – click/tick the ‘Newsletter’ box. (This is the default setting),
 - If you would like your Newsletter delivered to your recorded delivery address – click/tick ‘Physical Mailout’.
 - If you want both – click/tick both.
 - If you do not want a Newsletter – don’t click any.

Once you have completed these sections, click the Green SAVE button. Remember, it looks like this:



The details from the two sections above are automatically collated to provide information as required for printing of:

- Member Services Directory.
- Email list for Mail Chimp to send our electronic Newsletter.
- Label printing list to physically send your Newsletter.

If you don’t receive a Newsletter or a Member Services Directory, it means that you haven’t indicated what your preferences are.

Your Area Reps will now be familiar with this database. If you are unsure of any part of this you can either talk with them or contact membership@bmwor.org.nz.

The introduction of the new Database is important not only to the Club but:

- To our Area Reps in accessing the most up-to-date membership list for their areas,
- To our Members with auto reminders of when their Annual membership Fees are due,
- To the Treasurer for budgeting and tracking income from Annual Membership Fees,
- To the Board Members for Demographic and Organisational Data,
- To the Membership Secretary moving from a full (and time consuming) manual process to having the majority of those processes completed with oversight as opposed to hands on.
- To the Newsletter printing and delivery team and the savings to our organisation that may create.

Questions always welcomed.

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