

www.nzpipebands.org.nz

On-line Database Management

Band Secretary's Manual



The screenshot shows the homepage of the Royal New Zealand Pipe Bands' Association website. At the top, there is a navigation bar with a "Secretary Login" link and a logo featuring a ship and the motto "ROYAL NEW ZEALAND THE HANDS ASS'N". Below the navigation bar is a sidebar with a list of menu items: Home, News, Calendar, Contests, NZ Bands, Centres, Publications, Education, College, Management, Promotions, Foundation, Links, and Contacts. The main content area is titled "Home" and contains several sections: "Website Update" (noting a major revamp), "NZ Pipeband magazine - May 2007" (with a link to details), "On-line Tutorials" (listing issues from Feb to May 2007), "RNZPBA Summer School 2008" (with a link to enrolment form), "2006 Annual Report and 2007 Annual Plan" (with a link to the report), and "2006 College of Piping & Drumming exam results" (with a link to the results). On the right side, there are three small images: "Pipe Band FORUM", "Pipe Band NEWS", and "RNZPBA tutorials". At the bottom of the page, there is a footer with copyright information: "© Royal New Zealand Pipe Bands' Association Inc. 2007 Optimised for Microsoft Internet Explorer 6.0 or above, at 1024x768".

Introduction.

The Publication & Communication Group of the RNZPBA has a number of responsibilities within its portfolio, with the production of *NZ Pipeband* magazine being the most obvious. In 2002, we undertook the development and maintenance of the RNZPBA website, releasing it in its earliest stages in February 2003.

One of the most frustrating aspects of our tasks is the upkeep of the database of band members' details, required for the successful delivery of *NZ Pipeband* magazine to every member of every affiliated band - about 1650 in total. Almost regardless of the amount of time put into database maintenance, we are assured to get a 1.5 to 2% return rate of magazines, resulting in un-necessary postage costs, and above, the non-delivery of magazines to RNZPBA members.

We also find it difficult to process database updates provided to us by many bands. We post out a membership list to each band early in the year, with a request for member details to be added, deleted or altered as appropriate, but difficulties interpreting hand writing, and bands who chose to send their own database in a format not aligned to ours, prolongs the update procedure, and leads to errors, and subsequent failed delivery of the magazine.

In May 2007, the RNZPBA website was updated, and now includes an on-line database, whereby a band secretary can log in, and maintain their own band details, and membership records. We consider it to be far more efficient for each band to maintain its own membership details in this manner, than to have the records faxed or mailed to the Executive Officer, who then forwards them to the Publication & Communication Group, who then updates the records, and hopes that the final interpretation of the data is accurate.

This manual is a step by step guide to database maintenance. We fully hope that EVERY band will take responsibility for their own records in as short a time as possible. Our goal is to be able to extract an ACCURATE mailing list from the accumulated updates to assist in a NON-RETURN mail out of the August 2007 edition of *NZ Pipeband* magazine.

The database functionality will progressively be enhanced to assist the Executive Officer with capitation levies, and to receive on-line entries for the annual NZ Pipe Band Contest.

If for some reason a band secretary is without Internet access, or worse still - does not operate a personal computer, then the Association strongly recommends the task of maintaining the database be handed to someone within the management of the band who HAS the required technology. If for some reason there is no-one able to take on this role, we will obviously do what we can to assist, but we believe this situation will be one not encountered.

Getting Started.

Enclosed with this manual is a login name and password for your band. This will be used to access the secure area of the website that holds your band and member details. DO NOT give this to anyone who is NOT RESPONSIBLE for maintaining such records.

We STRONGLY recommend you have a complete list of members details before undertaking your initial update, and also, details relating to your bands uniform, practices details, enquiry details and so on. The form on the next page will assist in the preparation and gathering of this information.

When checking band member records, PLEASE ensure you have an accurate POSTCODE for every member. If a member is unsure of their POSTCODE, please take the time to find out what it is by visiting www.nzpost.co.nz and go to the ADDRESS AND POSTCODE FINDER. Or you can use a search engine such as www.google.co.nz and search for "NZ Postcode finder" The appropriate NZ Post webpage should be at the top of the list.

Preparation

You will need the following information about your band:

Detail	Example
Contact Person :	Fred Flintstone
Band Name	Myband & Districts
Centre	Auckland
Grade	3
Title / Position :	Secretary
Postal Address :	123 Four Street, Papawaka, Bluetown 9443
Phone :	Home (08) 123456
Email :	freddie@bmail.co.za
Website address :	www.myband.co.za
Month of AGM	July
Band Practices :	Monday 7:30pm in the Masonic Hall on
Piping Enquiries	Barney Rubble. Ph (08) 9876543
Drumming Enquiries	Bambam Rubble. Ph (08) 8765432
Parade Enquiries	Fred Flintstone. Ph (08) 123456
Other Information	We teach learners of all ages at the local primary school gym on Tuesday afternoons at 4:00pm. Contact the Secretary for details

Conventions

There are a number of conventions we would like you to adhere to when entering or updating the database, and they include:

- Don't use CAPITALS for all text - only capitalize where appropriate. In particular, don't use capitals in email addresses and website addresses.
- When entering a Phone number, include the area code in parenthesis ie: (09) 1234567
- When entering any details, please don't use multiple SPACES between words, and only use TWO SPACES between the end of one sentence (the full stop) and the first character of the NEXT sentence.
- When entering postal / delivery addresses, please note the following NZ Post guidelines:

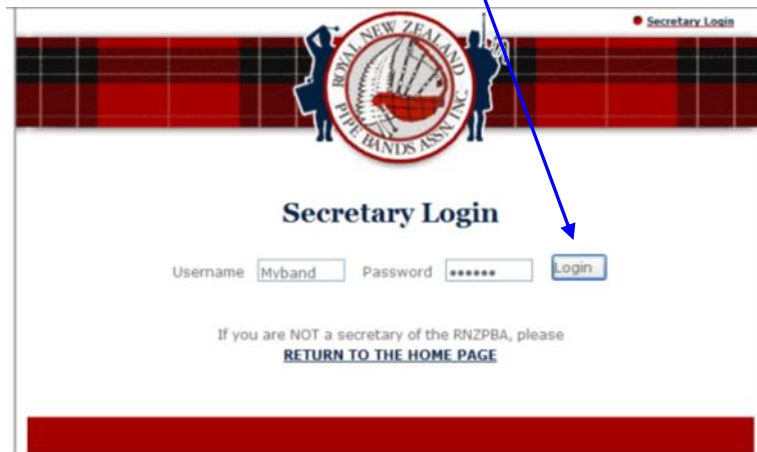
STREET ADDRESSES	RURAL ADDRESSES	PO BOX AND PRIVATE BAG ADDRESSES
<ul style="list-style-type: none"> • Use the street number in preference to a building's name. However, if you only have a building name, put it by itself on the line immediately above the street name and put any unit or floor above the building name. • Don't use corner addresses (eg. 'corner Main and High Streets') or street number ranges (eg. '4-12 Main Street'). • If the street number includes a letter, leave out the space (eg. '21A Main Street', not '21 A Main Street'). • Use the suburb if it is in common use. You can leave out a central city suburb (eg. 'Auckland Central'). 	<ul style="list-style-type: none"> • Use 'RD' plus the RD number instead of a suburb. • 'RD' is space and punctuation free (eg. 'RD 1' not 'R D 1'). • Include the name of a registered occupant if the rural address doesn't have a street number. • Don't use floor levels in rural addresses. • Use the correct mailtown, ie. the town name of the rural delivery route – this is not always the town closest to the address. 	<ul style="list-style-type: none"> • If you're using a PO Box or Private Bag address, don't include a street address as well. • PO Box and Private Bag numbers are space-free (eg. 'PO Box 23226', not 'PO Box 23 226'). • 'PO' is space-free (eg. 'PO Box 23226' not 'P O Box 23226'). • 'PO' is also punctuation-free – save time and leave out the full stops! • You can leave out the box lobby name if it is exactly the same as the town/city name.

Login

Go to www.nzpipebands.org.nz In the top right hand corner of the home page, click on **Secretary Login**



You will see a page title Secretary Login (as below). In the username box, type the username provided to you (enclosed with this manual). Click in the Password box, and type the password provided to you. Please note that the Username and Password are case sensitive. Now click the Login button, located to the right of the password box.



The next screen you see will look as follows, with band members listed in the left hand column. The first time you login in to this page, it is **STRONGLY** recommended that you **CHANGE YOUR PASSWORD**, so click on the [Change your Password](#) link



Type a NEW PASSWORD in the Password box. If you wish, you can enter a new Username also. DON'T use spaces, or any odd characters. Enter something with letters and numbers that you will remember. The username and password are case sensitive. When you've finished, click the **Change Password** button.

A message will appear saying **Your username & password are being updated.** When the message disappears after a second or two, you can carry on

When you have finished, click the **Update band details** button.

Fill in the details you have already collected, and click Update Band when complete. A message will on the screen telling you that the data is being updated, and after a few seconds, it will disappear.

Congratulations - you have completed the band details section!

Important.

Any additions, alterations or deletions you make to any section of this database, including band details, or band member records will be sent to us as an email. If you are having difficulties, we will know.

Please don't be afraid to ask for help.

Email webmaster@nzpipebands.org.nz

Band Member records.

When we prepared this on-line database, we imported the member records we already held, but there will be information missing (POSTCODE for example), so PLEASE check each member to make sure our records are 100% accurate.

To check or update a band members records, click on the **Edit** link beside their name. This will display their details

Enter all the details as required. Please note the Mags Required field. This is for bands who have family groups in the band who only want 1 copy of NZ Pipeband magazine between them. If this is the case, you may enter 1 for one member of the family, and 0 for the others

Under the Instrument box, you'll have options to select Piper, Drummer or Non-Playing.

Under the Rank box, select the appropriate rank held by the member (D/Major, P/Major etc..), or leave BLANK if not an office bearer.

When finished, click the **Update Member** button

If a name is no longer associated with your band, click the **Delete** link to the right of the name concerned.

If you have members whose names do not appear in the list on the left, click the **Add NEW band member** link. The button on the bottom of the screen will invite you to Add New Member, which you can click when the details are complete.

Congratulations again - you have successfully updated your band membership records!

Note - at any stage, you can exit the band update and member update pages by clicking on the LOGOUT link in the top right hand corner of the screen

Logout

ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION

Jimmy Riddle [Edit](#) [Delete](#)
Helen Laughler [Edit](#) [Delete](#)
Jethro Tully [Edit](#) [Delete](#)
Peter Joker [Edit](#) [Delete](#)

Myband & Districts

- [Update band details](#)
- [Add a NEW band member](#)
- [Change your Password](#)

First Name: Jimmy
Last Name: Riddle
Postal Address: 82A Bee Ave
Parsons
Papanaka
Postcode: 92923
Instrument: Piper
Rank:
Mags required: 1