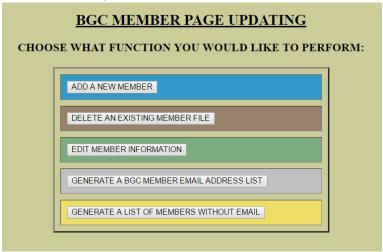
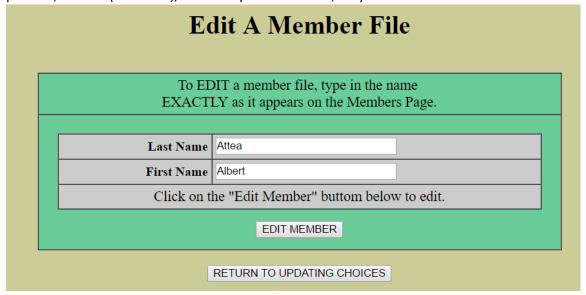
Buffalo Golf Club Member List Update Procedure

Steps to update the BGC member list:

- 1. Go to the Board of Directors page on the BGC website, then click on the "Member Information" link at the bottom of the page.
- 2. Enter your User Name and Password for updating the member information.
- 3. Click on the task you want to do.



4. If you are editing or deleting a member, you must enter the first and last name <u>exactly</u> as it appears in the member list. Check the current member list if necessary to check the member's name. If there are any prefixes, suffixes (such as Jr), or blank spaces in the list, they must be included.



Buffalo Golf Club Member List Update Procedure

5. Make your changes and then click "Submit Changes".

Member file to be edited: Albert Attea										
	To Edit Member Data: select and retype changes necessary.									
Last Name	Attea	À								
First Name	Albert									
Phone	235-9391									
Address	707 Sterling Drive									
City	Orchard Park		State	NY		Zip	14127			
Email	rugby891@yahoo.com		MemberType	Reg Board	t	LastPaid	2016	JoinedBGC 2007		
	Click on the "SUBMIT CHANGES" buttom below when done with updating.									
SUBMIT CHANGES										

Note: The "Member Type" field should indicate the type of membership:

Reg – Regular membership

Reg Board – Board member with regular membership

Social – Social membership

Life – Life member

Leave YYYY - Member has been on leave since the year specified

Free-YYYY – Free membership for the year specified, usually for the lucky member winner

The LastPaid field shows the last year that the member paid their dues The JoinedBGC field shows the year that the person joined the club

6. Review the data for accuracy. If it is good, click "Make more changes" to update additional members or "Update website members page" to post the changes. If you do not click "Update website members page" when you finish, all of your changes will be lost!

