

## 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.

**BGC MEMBER PAGE UPDATING**

**CHOOSE WHAT FUNCTION YOU WOULD LIKE TO PERFORM:**

ADD A NEW MEMBER
DELETE AN EXISTING MEMBER FILE
EDIT MEMBER INFORMATION
GENERATE A BGC MEMBER EMAIL ADDRESS LIST
GENERATE A LIST OF MEMBERS WITHOUT EMAIL

4. If you are editing or deleting a member, you must enter the first and last name exactly 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.

**Edit A Member File**

To EDIT a member file, type in the name  
EXACTLY as it appears on the Members Page.

<b>Last Name</b>	Attea
<b>First Name</b>	Albert
Click on the "Edit Member" button below to edit.	
<b>EDIT MEMBER</b>	

**RETURN TO UPDATING CHOICES**

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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				
First Name	Albert				
Phone	235-9391				
Address	707 Sterling Drive				
City	Orchard Park	State	NY	Zip	14127
Email	rugby891@yahoo.com	MemberType	Reg Board	LastPaid	2016
				JoinedBGC	2007

Click on the "SUBMIT CHANGES" button 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!

#### **New Member Data: to be added to the BGC Members page.**

First Name: Albert  
Last Name: Attea  
Address: 707 Sterling Drive  
City: Orchard Park  
State: NY  
Zip Code: 14127  
Phone Number: 235-9391  
Email Address: rugby891@yahoo.com  
MemberType: Reg Board  
LastPaid: 2016  
Joined BGC: 2007

#### **Check the Member Data Table below**

**If you are finished with additions and changes, click on the 'UPDATE WEBSITE MEMBERS PAGE' button.**

UPDATE WEBSITE MEMBERS PAGE

**If you need to make additional changes, click on the MAKE MORE CHANGES button.**

MAKE MORE CHANGES