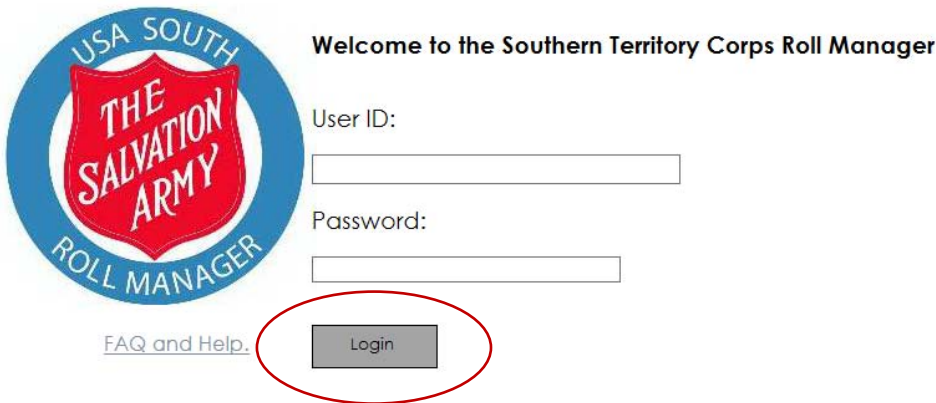


STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (MANAGING ZIP CODES FOR CORPS AREA)

ACCESSING THE SA ROLL MANAGER SYSTEM

1. Open your internet browser and go to the following site:

www.sarollmanager.org



Welcome to the Southern Territory Corps Roll Manager

User ID:

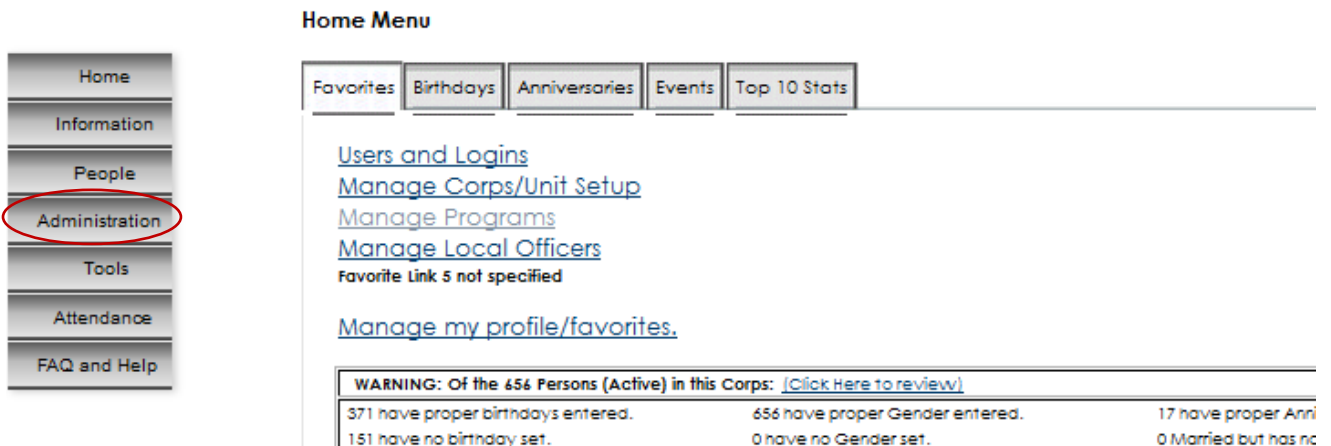
Password:

[FAQ and Help.](#)

2. Type your unique user ID and password provided by your Divisional Statistician and click **“Login”**.

MANAGING ZIP CODES FOR CORPS AREA HOW TO ADD A ZIP CODE TO MY CORPS AREA

1. Click **“Administration”**



Home Menu

[Home](#) [Information](#) [People](#) [Administration](#) [Tools](#) [Attendance](#) [FAQ and Help](#)

[Favorites](#) [Birthdays](#) [Anniversaries](#) [Events](#) [Top 10 Stats](#)




[Users and Logins](#)
[Manage Corps/Unit Setup](#)
[Manage Programs](#)
[Manage Local Officers](#)
Favorite Link 5 not specified
[Manage my profile/favorites.](#)

WARNING: Of the 656 Persons (Active) in this Corps: [\(Click Here to review\)](#)

371 have proper birthdays entered.	656 have proper Gender entered.	17 have proper Anni
151 have no birthday set.	0 have no Gender set.	0 Married but has nc


2. Click **“Manage Zip Codes for Corps Area”**

Administration Menu

-  [Manage Programs](#)
-  [Manage YP Local Officers](#)
-  [Manage Senior Local Officers](#)
- [Manage Program Memberships with errors.](#)
- [Manage Pending Add or Removal for Program Memberships.](#)
- [Users and Logins](#)
- [Manage Quick Statistics for Corps.](#)
- [Manage Corps/Unit Setup](#)
- [Manage Zip Codes for Corps area](#)

[Search and update HOH for Corps Directory](#)

[Manage Zip Codes for Corps area](#)



3. Scroll to the bottom of the screen and click **“Add”**

- [30023 --- Alpharetta --- GA](#)
- [30024 --- Suwanee --- GA](#)
- [30026 --- Atlanta --- GA](#)
- [30027 --- Conley --- GA](#)
- [30029 --- Atlanta --- GA](#)
- [30030 --- Decatur --- GA](#)
- [30031 --- Decatur --- GA](#)
- [30032 --- Decatur --- GA](#)
- [30033 --- Decatur --- GA](#)
- [30034 --- Decatur --- GA](#)
- [30035 --- Decatur --- GA](#)

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

[Add](#)

4. Enter the zip code, county, city and state, then click **“Add”**

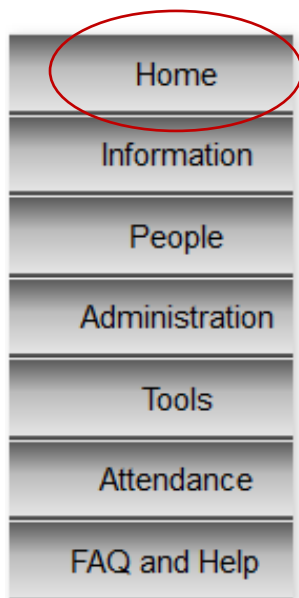
Add New Zip.

Zip Code: *
County: *
City: *
State: *
Corps / Unit:

None selected
Down Town Corps

Note: If entering zip codes at the DHQ level, select the Corps/Unit.

5. Click **“Home”** to return to the main menu.



Manage Zip Codes

- [30002 --- Avondale Estate --- GA](#)
- [30003 --- Norcross --- GA](#)
- [30004 --- Alpharetta --- GA](#)
- [30005 --- Alpharetta --- GA](#)
- [30006 --- Marietta --- GA](#)
- [30007 --- Marietta --- GA](#)
- [30008 --- Marietta --- GA](#)
- [30009 --- Alpharetta --- GA](#)
- [30010 --- Norcross --- GA](#)
- [30017 --- Grayson --- GA](#)
- [30019 --- Dacula --- GA](#)
- [30020 --- Clarkdale --- GA](#)
- [30021 --- Clarkston --- GA](#)
- [30022 --- Alpharetta --- GA](#)
- [30023 --- Alpharetta --- GA](#)