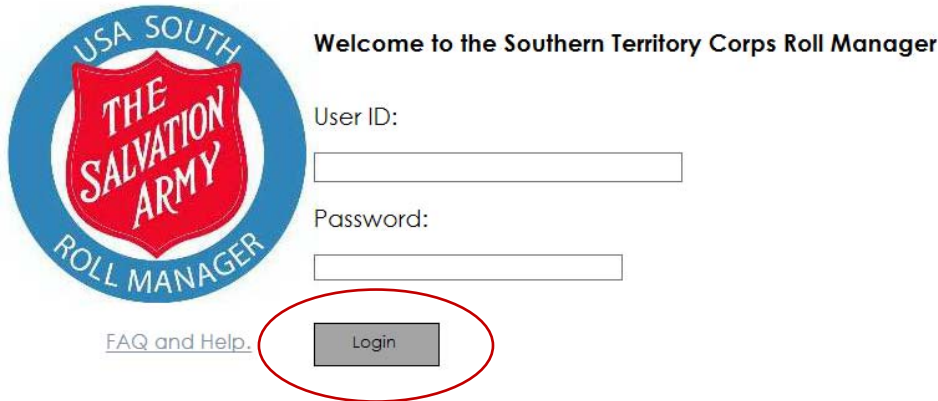


# STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (HOW TO ADD A NEW PERSON)

## ACCESSING THE SA ROLL MANAGER SYSTEM

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

[www.sarollmanager.org](http://www.sarollmanager.org)



USA SOUTH  
THE SALVATION ARMY  
ROLL MANAGER

Welcome to the Southern Territory Corps Roll Manager

User ID:

Password:

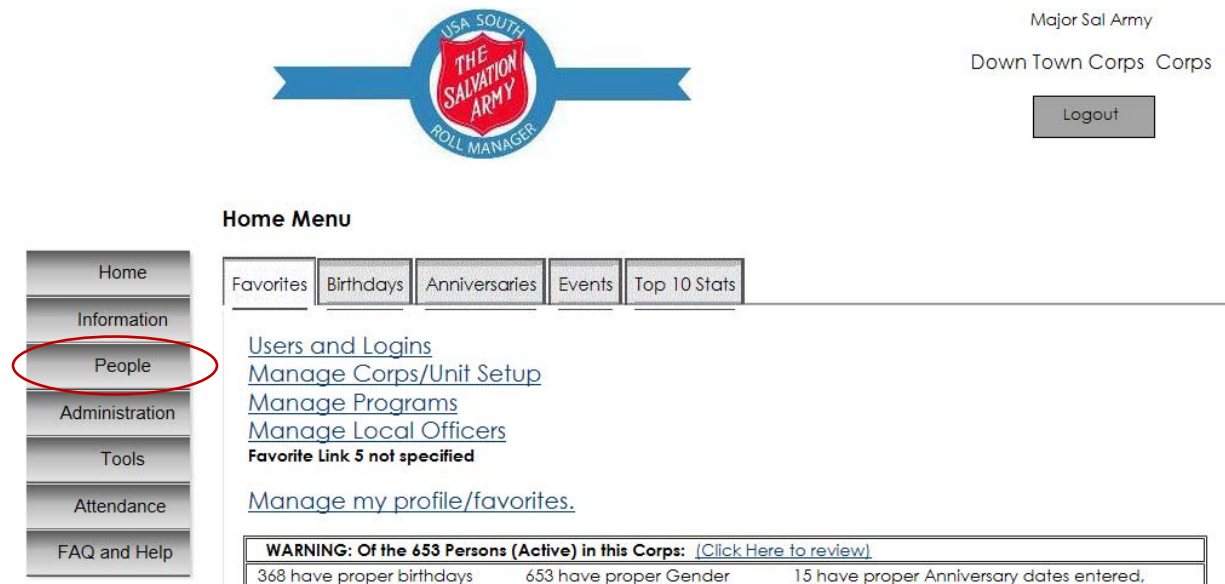
[FAQ and Help.](#)

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

## ADDING A NEW PERSON TO SA ROLL MANAGER

### How to **ADD** a new person to SA Roll Manager:

1. On the Menu Bar, Click **“People”**



USA SOUTH  
THE SALVATION ARMY  
ROLL MANAGER

Major Sal Army  
Down Town Corps Corps

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 653 Persons (Active) in this Corps: (Click Here to review)**

368 have proper birthdays	653 have proper Gender	15 have proper Anniversary dates entered,
---------------------------	------------------------	---

2. At the bottom of the screen, click **“Add A New Person”**



**People Menu**

Program:  Sort by:


Last:  First:

(Enter part of the last, first, and/or select a Program and click on Search )

LAST	FIRST	GENDER	DOB	AGE
<a href="#">_Frost</a>	Jack	Male	02/02/1998	17
<a href="#">_1Bellerd</a>	Ulle	Female	4/26/1947	68
<a href="#">_1Boone</a>	Yvonne	Male	6/29/1960	55
<a href="#">_1Cesh</a>	Serina	Female	4/15/1947	68
<a href="#">_1Chendler</a>	Jana	Female	7/6/1990	25
<a href="#">_1Chese</a>	Hayden	Female	9/6/1958	57
<a href="#">_1Colon</a>	Lenore	Female	1/7/2001	14
<a href="#">_1Heed</a>	Elliott	Male	11/21/1996	18
<a href="#">_1Heyes</a>	Lael	Male	9/14/2008	6
<a href="#">_1Lune</a>	Len	Female	7/27/2002	13
<a href="#">_1Lune</a>	Raphael	Male	2/17/1939	76
<a href="#">_1Middleton</a>	Lavinia	Male	1/3/1999	16
<a href="#">_1Selezer</a>	Herman	Male	10/5/1997	17

[Add a new Person](#)

3. Type the person’s last and first name, then click **“Find”**



Major Sal Army  
Down Town Corps Corps

**Add Person (Step 1 of 3).**

Last Name: \* (No quotes, use underscore\_)  
First Name: \* (No quotes, use underscore\_)

Instructions:

Enter first and last name, and click Search to confirm this person has not previously been added.

4. If not found, click **“Add.”** Otherwise, click on the person’s name.



Major Sal Army  
Down Town Corps Corps  
[Logout](#)

**Add new Person, Confirm by Last Name (Step 2 of 3).**  
(Enter 1 or more letters of the last name and click on Search to look for other spellings)  
[S] [Search](#) Note: If previously added, then Click on name below to edit/verify that name.

Home  
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If not found, [Add](#)

- [\[00000894\] Stone, Wayne Ap #534-5707 Fermentum Av.](#)
- [\[00001104\] Summers, Linda Ap #629-188 Est. Road](#)
- [\[00000700\] Sutton, Shad Ap #449-7422 Ipsum Av.](#)
- [\[00066214\] Sweet, Candy 200 30th Street](#)
- [\[00066165\] Sweet, lovely 200 30th Street](#)
- [\[00000906\] Sykes, Shelby 4961 Sed Ave](#)

[Previous](#) [1](#) [2](#) [3](#)

5. Fill in all the information on the new member then click **“Add”**

**Note:** Cells with a red asterisk are required fields. Certain fields such as Status, Privacy Option, Head of Household & Gender operate as a slider. Click the circle to change the selection.


**Add Person (Step 3 of 3).**


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Last Name: \* (No quotes, use underscore\_) [Swanson]  
First Name: \* (No quotes, use underscore\_) [Timothy]

Title [ ] Privacy Option: \*  Public  Head of Household: \*  Yes

DOB [05/15/1977] (MM/DD/YYYY) Gender: \*  Male  Marital Status [Married] Date [06/18/2000]

 [766 Pine Knoll Rd] (Address)  
[ ] (Address 2)  
[Input Zip] Select Zip [30023] (City) State: \* [Georgia] (County)  
[Alpharetta] (County)  
[Fulton]

 Primary [4047786604] First Contact TSA [Invited by a Soldier]

[Add](#)



- Other tabs should appear at the top of the screen along with a list of program memberships for the person. Click the **“Other”** tab.

**Person Details: Swanson, Timothy**

Home  
Information  
People  
Administration  
Tools  
Attendance  
FAQ and Help

Personal Contact Info Memberships Family **Other**

Program Adherents Enroll 9/6/2015

Edit Memberships

- Update the person’s Van Pickup, Background Check, Safe From Harm and Volunteer Work With Minors Status and Date fields. Click **“Save”** when finished. Then click **“Home”** to return to the Main Menu.

**Person Details: Swanson, Timothy**

Home  
Information  
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Personal Contact Info Memberships Family Other

Van for pickup: None Selected ▼  
 Dropdown #2 Inactive  
 Dropdown #3 Inactive  
 Dropdown #4 Inactive  
 Dropdown #5 Inactive  
 Background Check Status: ▼  
 Background Check Date: (MM/DD/YYYY)  
 Safe From Harm Status: ▼  
 Safe From Harm Date: (MM/DD/YYYY)  
 Volunteer Work With Minor Status: ▼  
 Volunteer Work With Minor Date: (MM/DD/YYYY)

Note: \* = Required Field

Print **Save** Return

**Note:** Follow the instructions for **“How To Add A Spouse or Child”** to add family members to a person’s record.