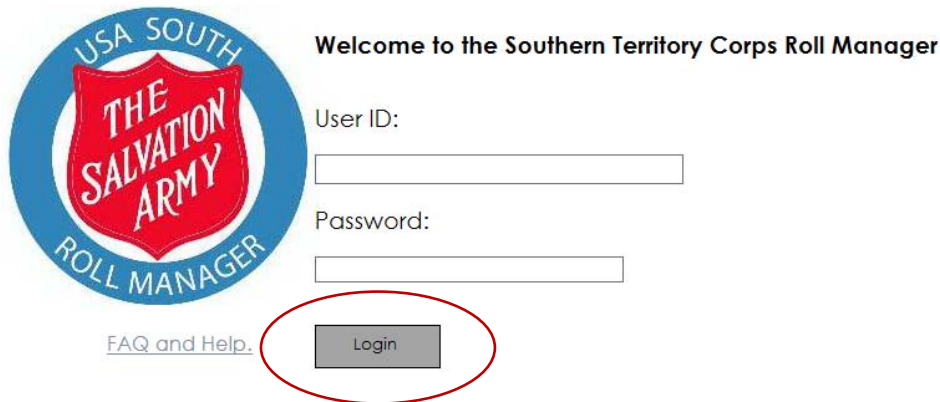


STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (HOW TO ADD A NEW PROGRAM AND ADD MEMBERS)

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:

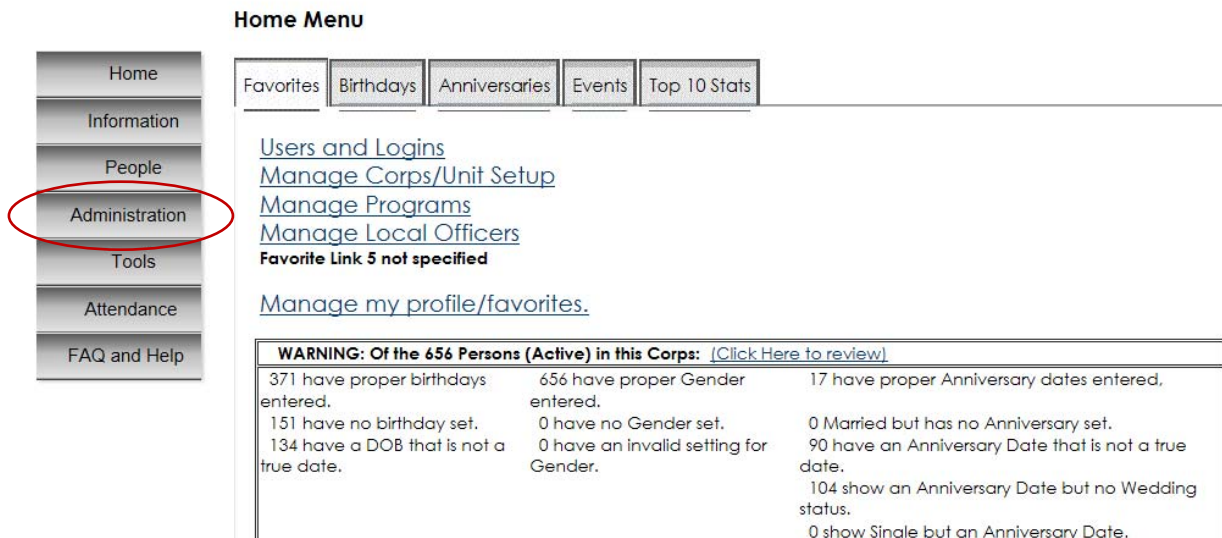
[FAQ and Help.](#)

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

ADDING A NEW PROGRAM

How To Create A New Program Name and add members

1. On the Menu Bar, 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 Anniversary dates entered.
151 have no birthday set.	0 have no Gender set.	0 Married but has no Anniversary set.
134 have a DOB that is not a true date.	0 have an invalid setting for Gender.	90 have an Anniversary Date that is not a true date.
		104 show an Anniversary Date but no Wedding status.
		0 show Single but an Anniversary Date.

2. Click on “Manage Programs”

The screenshot shows a sidebar menu on the left with categories: Home, Information, People, Administration, Tools, Attendance, and FAQ and Help. The main content area is titled "Administration Menu" and lists several options. The "Manage Programs" option, accompanied by a gear icon, is circled in red. Other options include "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", and "Manage Zip Codes for Corps area".

3. Type the program name in the search field and click “Search”

The screenshot shows the "Program Search" interface. A sidebar menu is on the left. The main area has a search prompt: "(Enter 1 or more letters of the Program name and click on Search) (Program Type: Non-Member or With Members)". Below this, a search field contains "WM-Lets Get Crafty" with a clear button (X). To the right, a "Program Type:" dropdown menu is set to "Members" and a "Search" button is visible. The search results list various programs, such as "A Club of NitWits Jerks: Inactive (Mem)", "A Scratch My Itch Club: Inactive (Mem)", "Adherents: Active (Mem)", "Adventure Corps Explorer: Active (Mem)", "Adventure Corps Ranger: Active (Mem)", "After School: Active (Mem)", "Biker Club: Inactive (Mem)", "Boy Scouts: Cubs: Active (Mem)", "Boy Scouts: Scout: Active (Mem)", "Boy Scouts: Venturing: Active (Mem)", "Childrens Group: Active (Mem)", "Church Service: Active (Mem)", "Community Care: Active (Mem)", "Corps Cadet: Active (Mem)", "Corps Council: Active (Mem)", "Cradle Roll/Pre-School: Active (Mem)", "Dance: Active (Mem)", and "Dive Clubs: Active (Mem)".

4. If the program is not found, Click “OK” then Click Add New Program Info”

The screenshot shows the "Program Search" interface with an error message dialog box overlaid. The search field contains "WM-Lets Get Crafty". The error dialog box, titled "Message from webpage", contains a yellow warning icon and the text "Error: No Program Records found that matched this value". An "OK" button in the dialog box is circled in red. The search results list is visible in the background, showing the same list of programs as in the previous screenshot.

Program Search

Home
Information
People
Administration
Tools
Attendance
FAQ and Help

(Enter 1 or more letters of the Program name and click on Search)
(Program Type: Non-Member or With Members)

WM-Lets Get Crafty Program Type: Members Search

- [00013186] [A Club of NifWits Jerks: Inactive \(Mem\)](#)
- [00013168] [A Scratch My Itch Club: Inactive \(Mem\)](#)
- [00000228] [Adherents: Active \(Mem\)](#)
- [00000219] [Adventure Corps Explorer: Active \(Mem\)](#)
- [00000232] [Adventure Corps Ranger: Active \(Mem\)](#)
- [00000220] [After School: Active \(Mem\)](#)
- [00013197] [Biker Club: Inactive \(Mem\)](#)
- [00000233] [Boy Scouts: Cubs: Active \(Mem\)](#)
- [00000234] [Boy Scouts: Scout: Active \(Mem\)](#)
- [00000235] [Boy Scouts: Venturing: Active \(Mem\)](#)
- [00000238] [Childrens Group: Active \(Mem\)](#)
- [00000229] [Church Service: Active \(Mem\)](#)
- [00000223] [Community Care: Active \(Mem\)](#)
- [00000225] [Corps Cadet: Active \(Mem\)](#)
- [00000230] [Corps Council: Active \(Mem\)](#)
- [00016490] [Cradle Roll/Pre-School: Active \(Mem\)](#)
- [00016131] [Dance: Active \(Mem\)](#)
- [00013175] [Diva Club: Active \(Mem\)](#)
- [00000217] [Girl Guard: Active \(Mem\)](#)
- [00017056] [Gospel Performing Arts: Active \(Mem\)](#)
- [00013188] [Hog Calling for Jesus: Inactive \(Mem\)](#)
- [00016998] [Inactive Women: Active \(Mem\)](#)
- [00000236] [Jr. Community Care: Active \(Mem\)](#)
- [00000214] [Junior Soldier: Active \(Mem\)](#)
- [00000216] [Mens Fellowship Club: Active \(Mem\)](#)

1 2 3 4 5 Next
[Add New Program Info](#)

5. Type program name and description (**Note: A Women’s Ministries Program name should always begin with “WM-“.** Example: WM-Scrap Book Club)
6. Click the drop down box next to “Stats Line Item Nbr” and select appropriate line code for the program.
7. Click the drop down box next to “Program Status” and change to “Active”
8. Click “Add”

Add Program Info

Program Name: *
(No quotes, use underscore_)
[WM* Programs select members only from Womens Ministries Roster]

Program Description:

Stats Line Item Nbr: *
Program Status: *

Notes:

WM-Lets Get Crafty

Women_s Ministries crafting program.
Meets every 3rd and 5th Sunday of the month

174 characters left

3001(Womens Ministries Roster -)

Active

Meeting held in Community Meeting Room

Note: * = Required Field

Add

9. On the next screen enter the **Program Sponsor** and click the drop down box next to **“Count Individual Dues”** and indicate if dues should be collected.
10. Scroll to the bottom and click **“Save”**

Program Details ID: 17487 (Down Town Corps)

Home	Details	Restrictions
Information	Program Name: * <input type="text" value="WM-Let's Get Crafty"/> View Members Program Description: <input type="text" value="Women's Ministries crafting program meets 3rd and 5th Sunday of each month"/> <small>characters left</small>	
People	Program Sponsor: <input type="text" value="Virlyn Bunn"/>	
Administration	Program assigned to: <input type="text" value="Down town Corps"/>	
Tools	Program Status: * <input type="text" value="Active"/>	
Attendance	Count Individual Dues: * <input type="text" value="No"/>	
FAQ and Help	Allow Members in Program: <input type="text" value="Yes"/> <small>(NO is used only for counting Attendance)</small>	
	Track Youth Badges: * <input type="text" value="No"/>	
	Track Program Locations: * <input type="text" value="No"/>	
	Stats Line Item Nbr: * <input type="text" value="3001 (Womens Ministries Roster -)"/>	
	Stats Territorial Option Code: <input type="text"/>	
	Send email on Member Status Change?: * <input type="text" value="No"/>	
	Send email to this DHQ Program Group: <input type="text" value="Do Not Send"/>	

Note: * = Required Field. Update text and save OR click on Update link to select person/user.

11. To add members to the program click **“View Members”**

Program Details ID: 17487 (Down Town Corps)

Home	Details	Restrictions
Information	Program Name: * <input type="text" value="WM-Let's Get Crafty"/> View Members Program Description: <input type="text" value="Women's Ministries crafting program meets 3rd and 5th Sunday of each month"/> <small>characters left</small>	
People	Program Sponsor: <input type="text" value="Virlyn Bunn"/>	
Administration	Program assigned to: <input type="text" value="Down Town Corps"/>	
Tools	Program Status: * <input type="text" value="Active"/>	
Attendance	Count Individual Dues: * <input type="text" value="No"/>	
FAQ and Help	Allow Members in Program: <input type="text" value="Yes"/> <small>(NO is used only for counting Attendance)</small>	
	Track Youth Badges: * <input type="text" value="No"/>	
	Track Program Locations: * <input type="text" value="No"/>	
	Stats Line Item Nbr: * <input type="text" value="3001 (Womens Ministries Roster -)"/>	
	Stats Territorial Option Code: <input type="text"/>	
	Send email on Member Status Change?: * <input type="text" value="No"/>	
	Send email to this DHQ Program Group: <input type="text" value="Do Not Send"/>	

Note: * = Required Field. Update text and save OR click on Update link to select person/user.

12. Then, click “Select New Program Members”.

Note: If adding members/participants to a WM Program, only women listed on the Women’s Ministries Roster will be available for selection.

WM-Lets Get Crafty Membership (17487) (Down Town Corps) DHQ approval: NotRequired to Remove Membership
(Enter 1 or more letters of the Last name and click on Search)

Home Information People Administration Tools Attendance FAQ and Help

Note - Womens Ministries Roster only

Member	Status	Enroll	Change
No Members Found			

Return

Select New Program Members

13. Click on the person’s name to enroll them as a member of the program.

Note: Selected names will have “Existing Member” at the end of the person’s name.

14. When finished, click “Return”.

Add new Program Members
(Enter 1 or more letters of the last name and click on Search)

Home Information People Administration Tools Attendance FAQ and Help

Membership Restrictions:
*All WM- Program members Must be a member of: Womens Ministry Roster

Search Note: (Click on the link to select the Person to add to the Program Membership.)

- [00001118] 1Bellerd, Ulle P.O. Box 552 6652 Eu Ave
- [00001122] 1Chendler, Jana P.O. Box 466 5910 Erat Street
- [00001130] 1Selezer, Margaret 725-4195 Pellentesque St.
- [00001135] 1Stewart, Wendy 839-344 Accumsan Rd. **(Existing Member)**
- [00075832] DeAnthony, Sharon **(Existing Member)**
- [00066209] Duck, Daisy Mickey mouse clubhouse disney channel
- [00000969] Fuentes, Jordan P.O. Box 568 3229 Varius Avenue **(Existing Member)**
- [00065755] Harris, Betty 322 River Road
- [00000926] Heath, Jessamine 2654 Malesuada Av. **(Existing Member)**
- [00066190] Hillbillie, Lois 1055 Hillside Drive
- [00000674] Holden, Kennan P.O. Box 780, 7641 Iaculis Rd.
- [00066314] Jones, Sherry 1111 Elm St **(Existing Member)**
- [00000799] Kerr, Indira 931-6796 Elit, Road
- [00000738] Knapp, Mannix Ap #874-6377 Nisl Street
- [00066244] Max, D 1234 Base Rd
- [00066168] Mouse, Minnie 1234 Main Street
- [00066753] sarah, smith **(Existing Member)**
- [00080418] Swanson, Tammy 766 Pine Knoll Rd **(Existing Member)**
- [00074897] Thomas, Ashley
- [00074829] Thomas, Jenni
- [00074869] Thomas, Tracey
- [00008460] Williams, Carla 207 Clairmont Road

Return (return to Program Membership record)

15. Click on the person’s name to update the enrollment date if different from date of data entry.

WM-Lets Get Crafty Membership (17487) (Down Town Corps) DHQ approval: NotRequired to Remove Membership
 (Enter 1 or more letters of the Last name and click on Search)

Home
 Information
 People
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 FAQ and Help

Note - Womens Ministries Roster only

Member	Status	Enroll	Change
1Stewart, Wendy	Active	9/9/2015	Remove Membership
DeAnthony, Sharon	Active	9/9/2015	Remove Membership
Fuentes, Jordan	Active	9/9/2015	Remove Membership
Heath, Jessamine	Active	9/9/2015	Remove Membership
Jones, Sherry	Active	9/9/2015	Remove Membership
sarah, smith	Active	9/9/2015	Remove Membership
Swanson, Tammy	Active	9/9/2015	Remove Membership

[Select New Program Members](#)

Return

16. Update the enrollment date and then click **“Next”** to return to the list of members. Repeat steps 15 and 16 for all members with enrollment dates different from date of data entry.

Program Info for: 75832 DeAnthony, Sharon

Program Name: **WM-Lets Get Crafty**
 Program Desc.: Women_s Ministries crafting program meets 3rd and 5th Sunday of each month
 Sponsor Name: Virlyn Bunn
 Member Status: **Active**
 Date Added: 9/9/2015 12:00 AM Updated by: OfficerD
 Program Mem Notes: (No quotes, use underscore_)

Program attendance is: **Active**
 Enroll Date: 9/8/2015 (MM/DD/YYYY)

Save **Next**

17. When finished, click **“Home”** to return to the Main Menu.

WM-Lets Get Crafty Membership (17487) (Down Town Corps) DHQ approval: NotRequired to Remove Membership
 (Enter 1 or more letters of the Last name and click on Search)

Home
 Information
 People
 Administration
 Tools
 Attendance
 FAQ and Help

Note - Womens Ministries Roster only

Member	Status	Enroll	Change
1Stewart, Wendy	Active	9/9/2015	Remove Membership
DeAnthony, Sharon	Active	9/8/2015	Remove Membership
Fuentes, Jordan	Active	9/9/2015	Remove Membership
Heath, Jessamine	Active	9/9/2015	Remove Membership
Jones, Sherry	Active	9/9/2015	Remove Membership
sarah, smith	Active	9/9/2015	Remove Membership