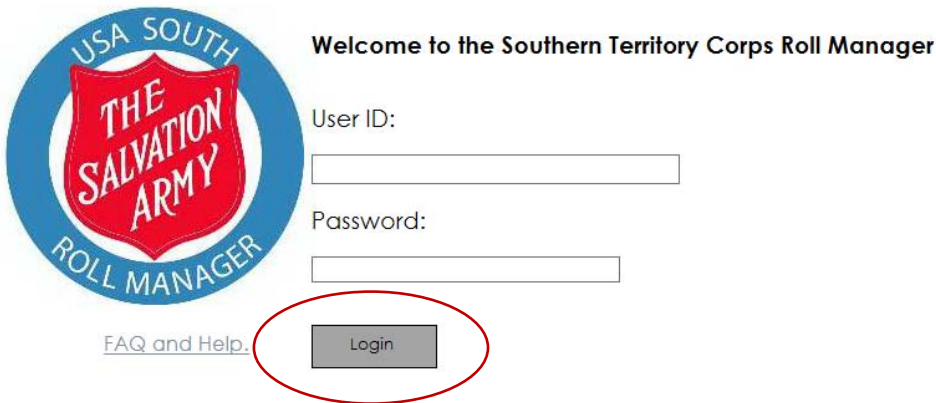


# STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (TRANSFERRING AN ADHERENT TO THE SENIOR SOLDIER'S ROLL)

## ACCESSING THE SA ROLL MANAGER SYSTEM

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

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



Welcome to the Southern Territory Corps Roll Manager

User ID:

Password:

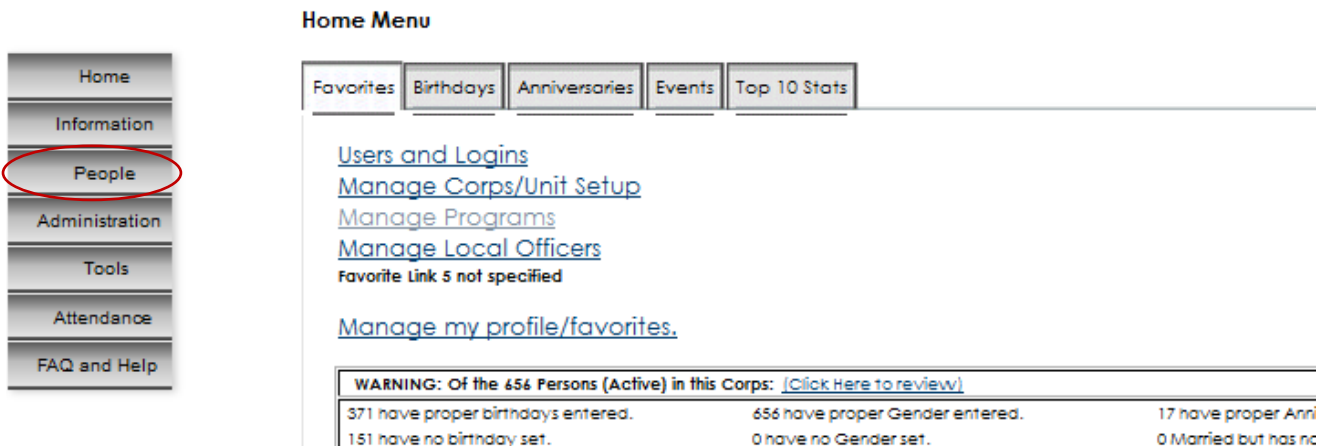
[FAQ and Help.](#)

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

## ADHERENTS TRANSFERRING TO THE SENIOR SOLDIERS ROLL

### HOW TO TRANSFER A PERSON FROM THE ADHERENT'S ROLL TO THE SENIOR SOLDIER'S ROLL

1. Click **“People”**



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. Enter 1 or more letters of the person's last name and click "Search"

**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

3. Click on the person's last name to access the record

**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="#">Swanson</a>	Katie	Female	02/16/2003	12
<a href="#">Swanson</a>	Tammy	Female	09/08/1979	36
<a href="#">Swanson</a>	Timothy	Male	05/15/1977	38

4. Click "Memberships"

Person Details: Swanson, Timothy

Personal	Contact Info	<b>Memberships</b>	Family	Other
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Last Name: \*(No quotes, use underscore\_)  
Swanson

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

Title  Status\*  Active  Privacy Option:\*  Public  Head of Household\*  Yes

DOB (ss)  (MM/DD/YYYY) Gender\*  Male  Marital Status  Date

First Contact TSA  Grade in school: (Some Program membership)

Comment

Note: \* = Required Field

Print	Save	Return
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5. Click "Edit Membership"

Person Details: Swanson, Timothy

Personal	Contact Info	Memberships	Family	Other
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Program  
Adherents

Enroll  
9/6/2015

**Edit Memberships**

Click to Add / Edit Memberships

6. Next to their Adherent membership click **“Transfer”** under the Change column

**Membership for: 80417 Swanson, Timothy**

Note: Some programs may have Age or other restrictions.(R)

Program	Status	Enroll	Change
<b>Adherents</b>	Active	9/6/2015	<a href="#">Make Pend-Remove</a> <a href="#">Transfer</a>
Adventure Corps Explorer	Not a Member		<a href="#">Make Active (R) (Pen</a>
Adventure Corps Ranger	Not a Member		<a href="#">M</a> <a href="#">Click to Update</a>
After School	Not a Member		<a href="#">Make Active</a>
Boy Scouts: Cubs	Not a Member		<a href="#">Make Active (R) (Pen</a>
Boy Scouts: Scout	Not a Member		<a href="#">Make Active (R) (Pen</a>

7. Next to Transfer to Senior Soldier select **“Click to Transfer”**

**Transfer Options.**

Current Membership:

Person:

Enroll Date\*

Adherents

Swanson, Timothy

9/15/2015

Transfer to Church Service

[Click to Transfer](#)

Transfer to Adherents

Not Allowed by Rule.

Transfer to Recruits

Not Allowed by Rule.

Transfer to Junior Soldier

Not Allowed by Rule.

Transfer to Senior Soldier

[Click to Transfer](#)

Note: \* = Required Field. Update the Enroll date and Transfer to the new Program.

[Return](#)

8. The screen will return to the membership listing. Scroll down and click **“Senior Soldier”** to update the enrollment date.

Must be: Senior Soldier	Not a Member		<a href="#">Make Active</a>
Quitting class	Not a Member		<a href="#">Make Active</a>
Recruits	Not a Member		Already in Senior Soldier
Rocket Club	Not a Member		<a href="#">Make Active (R)</a>
Scrapbooking	Not a Member		<a href="#">Make Active (R) (Pending DHQ A</a>
Senior Brass Band	Not a Member		<a href="#">Make Active</a>
Must be: Senior Soldier	Not a Member		<a href="#">Make Active</a>
<b>Senior Soldier</b>	Active	9/15/2015	<a href="#">Make Pend-Remove</a> <a href="#">Transfer</a>
Senior Timpanist	Not a Member		<a href="#">Make Active</a>
Must be: <a href="#">Click to view this Program record</a>	Not a Member		
Singing Company	Not a Member		<a href="#">Make Active</a>
Songsters	Not a Member		<a href="#">Make Active</a>
Must be: Senior Soldier	Not a Member		<a href="#">Make Active</a>

9. Update the enrollment date with 2 digits for the month, 2 digits for the day and 4 digits for the year, click **“Save”** and then click **“Home”** to return to the Main Menu.

**Program Info for: 80417 Swanson, Timothy**

Program Name: **Senior Soldier**  
Program Desc.: All Senior Soldiers  
Sponsor Name:  
Member Status: **Active**  
Date Added: 9/15/2015 12:00 AM  
Updated by: DHQ

Program Mem Notes:  
(No quotes, use underscore\_)

**Senior Soldier Info**  
Program attendance is:  
Date Of Birth: 05/15/1977 (MM/DD/YYYY) (38)  
Enroll Date: 09/13/2015 (MM/DD/YYYY)  
Uniform:  
Cartridge:  
Unsatisfactory Reason:

Buttons: Home, Information, People, Administration, Tools, Attendance, FAQ and Help, Save, Next