

Updating Roster Instructions – Sector Couples

Logging into the Online Roster System

- Go to the teamssofarlady.org website
- Select Member Login at the top of the page

If you know your email address & password

- Enter your email & Password
- Click Submit button

If you do not know your password

- Select the link to reset your password
- Follow the instructions to reset password

Then

- Enter your email & Temporary Password
- Click Submit button
- Enter a new password and security question
- Click Submit button

If you get an error message stating, "The login you entered does not match our records"

- Contact one of the following: [Secretariat](#) or [Webmaster](#)

Standard Data Entry Nomenclature

Addresses

1. Do not use periods for abbreviations.
2. Common Abbreviations

USE	FOR	USE	FOR
St	Street	PO Box	Post Office Box
Ave	Avenue	E	East
Cir	Circle	N	North
Pl	Place	S	South
Rd	Road	W	West
Trl	Trail		
Ln	Lane		
Hwy	Highway		
Blvd	Boulevard		
Dr	Drive		
Wy	Way		
Terr	Terrace		

3. Instead of apartment, unit, suite, etc. use #. Example: 12345 W Marks Ave #5 or 678 Market St #1S
4. **Include complete 9-digit zip code.** If you do not know your complete 9-digit zip code (zip + 4), it can be found by entering your address at:
<https://tools.usps.com/go/ZipLookupAction!input.action>

Editing/Updating Records

NOTES

1. Escalate the following changes to the Secretariat:
 - Adding new members
 - Deactivating members
 - Creating new Teams
 - Disbanding Teams
2. For changes in common information for spouses (i.e. address), make the change on both of the spouse's records.
3. Once a member is a USER they cannot be changed back to a Contact. A USER's email address can be updated, but not deleted.

- Select Admin tab
- Locate the member's record. **If multiple records are found notify the Secretariat or Webmaster.**
- Click Edit button (pencil)

Under the Personal Information Tab

- Update contact information as required

NOTES:

- The following fields are not used: "Nick Name", "How did you hear about us", "Client Number", and "Solicitor Name"
- The "Organization Name" is optional. It can be used by leadership to capture a members' church or diocese.

Click on the Additional Information Section

- Update information as required

Click on the Group Information Section (Spiritual Advisors/Counselors only)

- Update contact information as required
- Click Submit and View Profile button

If this record was a "Contact" AND you just added an email address to the profile, THEN do the steps in the box below. If not, just jump to "Review Record" step.

Click the Role Sub-Tab

- Select Login Enabled
- Click Submit button

- Review the Record