

Updating Roster Instructions – Sector Couples

Logging into the Online Roster System

- Go to the teamssofourlady.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 or your Regional Couple:
 - Adding new members
 - Deactivating members
 - Creating new Teams (Secretariat only)
 - 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 want to enable the member to login, make sure they have an email address in their record, 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