

## Training on the MMS

Log on to the MMS (if you haven't done that yet – call us at 877-787-8727 and we'll get you started.

Once you are on, go to your personal page (click on icon of people at bottom right that says “my record” or click on your name on the list of club members). Once you are on YOUR page of data you will see TRAINING at the top right – click on that for your training options. Only take training logged in as yourself. If someone else is logged in and you take the training, they will get the credit.

You can see the screen shot below of my personal page – and what shows up for me under the training tab. That doesn't show up anywhere but on my own page.

You will go through a series of slides. If you get called away – it will remember where you left off and take you back there the next time. When you take the test you will need to get 70% to pass. If you don't at first – no one will know. Just keep taking the test until you get 70%.

The screenshot displays the Ruritan National Membership Management System (MMS) interface. The top navigation bar includes icons for Home, Members, Graphs, Reports, Roles, Help, Security, and Logout. The main content area is divided into two sections: Member Information and Training Available Online.

**Member Information:** The member's name is Christy L. Pugh, with a member ID of 54333. The status is ACTIVE. The address is Radford, VA 24141. The member type is Adult, gender is FEMALE, and race is White. The member first joined on 12/01/1998. There is an UPDATE button at the bottom right of the member information section.

**Training Available Online:** A list of training courses is shown, each with a "Take this course online" link. The courses include:

- Zone Governor Training
- National Foundation Training 2.0
- District Treasurer Training
- District Secretary Training
- Club Vice President Training
- Club Treasurer Training
- Club Secretary Training
- Club President Training
- Club Director Training

**Roles Table:** A table showing the member's roles in various districts and clubs. The table has columns for Level, Name, Role, Starts, and Ends.

Level	Name	Role	Starts	Ends
District	New River	District Secretary	01/01/2002	12/31/
District	New River	District Secretary	01/01/2001	12/31/
District	New River	District Secretary	01/01/2000	12/31/
Club	Ruritan Road Ruritan Club LLC	Club Secretary	01/01/2018	12/31/



**MEMBER INFORMATION** STATUS: **ACTIVE** MEMBER: 54333

Title: Ms. First: Christy Middle: L. Last: Pugh

Street Address: [Redacted] Mailing Address: [Redacted]

Radford VA 24141 Radford VA 24141

Home Phone: [Redacted] Cell Phone: [Redacted] Office Phone: 540 674 5431

E-Mail: [Redacted]

Spouse Name: [Redacted] Member Type: Adult Gender: FEMALE

Military Status: N/A Military Branch: None Race: White

Date of Birth: [Redacted] Deceased Date: [Redacted] First Joined: 12/01/1998

**CLUB TRAINING FUND ATTENDANCE EV**

Training: Club Director Training Date: [Redacted] [SEL](#)

[ADD](#)

Training	Date
MMS Training	06/17/2016 - COMPLETED <a href="#">DEL</a>
Zone Governor Training	03/28/2012 - COMPLETED <a href="#">DEL</a>
Club Director Training	02/16/2012 - COMPLETED <a href="#">DEL</a>
Club Secretary Training	10/04/2010 - COMPLETED <a href="#">DEL</a>

**ROLES COMMENTS LOG PROJECTS**

Level	Name	Role	Starts	Ends
District	New River	District Secretary	01/01/2002	12/31
District	New River	District Secretary	01/01/2001	12/31
District	New River	District Secretary	01/01/2000	12/31