# Ruritan National Member Management System (MMS)

https://mms.ruritan.org/prd/logon.php

### The first page of MMS is the login page.



Your Member ID number is your Ruritan ID number. Find it on your national convention nametag, your Ruritan National Magazine label, or ask your club secretary.

If you do not already have a password set up, then email Ruritan National at <u>service@ruritan.org</u> to get a temporary one so you can set up your account.

When you log into MMS, you will go to the highest level homepage for which you have access.

# District Homepage—District Officers Have Access



### ABOUT HOME



Any time the user clicks on this icon, it will take the user back to the first page the user saw after the user logged into MMS. Different users see different homepages depending on the level of access they have, but that will be home for them.

## DIRECTORY OF WHAT IS ACCESSED THROUGH EACH ICON



Click this icon to get to a look-up page to find the contact information and/or member homepage for any Ruritan member.



Click this icon to see graphs and statistics on district, club and zone membership numbers. *Also access zone homepages here*.



Click this icon to see monthly membership reports, outstanding balances for national dues for clubs, credit balance by club, and the directory for club officers. At district level, the directory shows officers with contact info for all clubs.







Click this icon to see

Click this icon to change your password.



Click this icon to go back to the login page. (Exists MMS)



This will lead to a look-up feature.



Click this icon to find help. This links to a 15 page list of FAQs (frequently asked questions) and answers. If you still need help, email support@ruritan.org.

#### Zone Homepage—District Officers And Zone Governors Have Access



To get to this page, go to



on district homepage. On the page that comes up, click on the zone number at the bottom of the zone graph page, and then click the heading on the next graph that comes up. This must be done to get to each zone page in the district.

Click on



to view past and current zone governors or to add a new zone governor.

### Club Homepage—District And Club Officers Have Access



Clicking on any *underlined word or phrase* will take the user to a page about the topic.

Of particular interest is **VIEW INVOICES.** The club treasurer and other officers can view the club's invoice any time.

To get to an individual member's homepage, click on the member's name anywhere it is underlined. (If on another homepage, click the Members Icon in the top bar.)



This icon allows the user to send an email to an individual member. To send an email to the whole club, click on the underlined phrase <u>SEND E-MAIL TO</u> <u>CLUB MEMBERS</u>.



The meetings icon allows the user to enter information about club meetings, board meetings, and other meetings. Then attendance can be entered. Moving the scroll bar down on this club homepage will reveal the rest of the active club members and all past club members. Click DE-ACTIVATE to move an active member to the past members list. To move the member back to active status, click RE-ACTIVATE by the person's name in the Past Members list. To add a member, click ADD NEW MEMBER.

#### Individual Member's Homepage—Member, Club Officers And District Officers Can Access

RURITAN NATIONAL Membership Management System						
MEMBER INFORMATION   STATUS ACTIVE     Title   First   Middle     Mrs. V   Ruana   Bea     Street Address   Mailing Addrest     5451 Lyons Road   5451 Lyons R     Dublin   VA V   24084     Home Phone   Cell Phone     877 [787]   8727     E-Mail   Office Phone     Yruana@ruritan.org   Gender	MEMBER: 9194002 Last Bear 55 Dad VA V (24084)	999-B Status ACTIV Recrui ROLE	ear-y Best Date Date E 07/10/2017 ted by: Bear, R S COMME Name	Active Clu Active Clu Involvem Level FULL v UPD udy R. M NTS LOO Role	ATTENDA	ANCE EVENTS
Rudy Adult V FEMALE   Military Status Military Branch Race   N/A V None V   Date of Birth Deceased Date   04/10/2000 SEL   Age: 21 Receive   Publications: Y	V Bear V First Joined 07/10/2017 Update	District Club Club	Ursidae Forest Bear-y Best Bear-y Best	: District LDC President Secretary	01/01/2021 01/01/2020 01/01/2019	12/31/2021 12/31/2020 12/ 31/2019

This box contains all the member's personal data. To make a change, click in the box that needs to be changed and type the correct information. Be sure to click Update to save the changes. To see the data in a different format that also includes other information from some of the other member pages, click the icon beside these words:

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MEMBER INFORMATION

The white headings in the blue bars link to other member pages. Click each word to access that topic. Use the scroll bar to see more each time.

CLUB allows the member to view status information.

TRAINING shows training completed and allows this member to go to the online officer training modules.

ATTENDANCE allows the user to view his or her meeting attendance.

EVENTS allows the user to complete, submit and view registration forms for national summer leadership training or national conventions.

ROLES shows currently held offices and past offices this member has held.

COMMENTS allows the user to add any note.

LOG shows a list of who has accessed the member's homepage and/or made corrections.

PROJECTS allows the user to add and view community service projects and events.