



UPDATING ROSTERS IN THE MEMBER MANAGEMENT CENTER (Group Tally)

First, log in to Group Tally. You can get here by following a link from the International Website, or by going directly to Altrusa.Grouptally.com.

Group Tally

Altrusa Member Management Center



Login

[Set Password / Forgot Password?](#)

Email

Password

Login

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Once you've logged in, you will be on your Club page. For this example we will use the Altrusa page. Where it says "Altrusa" will be the name of your club, and the "Current Group Positions" will reflect your club's roster of officers.

Group Tally Altrusa

Altrusa (Staff) David Logout

Altrusa

Edit Altrusa

Summary Group Information Members Districts Clubs Payments Reports Settings

Description: Altrusa...

Member Count: 8017

Current Group Positions

President Leanne Milligan
President Elect Beverly Hardy
Vice President Kathy Folley
Treasurer Judy H Stubbs
Immediate Past President Silvia Silverman
Director Kathy G Jackson
Director Linda K Smith
Director Denice R Gilb
Director Chris DeVlieger
Communications Comm Vice Chair Katrina Clokie
Membership Dev Comm Member Scott Tice
Membership Dev Comm Member Norma S Teuton
Membership Dev Comm Member Clara I Marts
Membership Dev Comm Member Kamala Mahadevan

Group Admins

Staff David Mena
Staff Tanika Wilson
Staff Sandra Holec
Admin Shawna Kaiser
Admin (View Only) Linda K Smith
Admin (View Only) Denice R Gilb
Admin (View Only) Chris DeVlieger
Admin (View Only) Pat Woodward
Admin (View Only) Leanne Milligan
Admin (View Only) Kathy G Jackson
Admin (View Only) Judy H Stubbs
Admin (View Only) Kathy Folley
Admin (View Only) Silvia Silverman
Admin (View Only) Colleen M. Duris

The first step is to find the member which you are going to assign or change a leadership position. They may already be listed on the main page, or you may need to search on the Members tab to find them.

GroupTally Altrusa Altrusa

Click on the Members tab.

Altrusa

Summary Group Information **Members** Districts Clubs Payments Reports Settings

Description: Altrusa...
Member Count: 8017

Current Group Positions Group Admins

Begin typing the member's name in the search bar and the results will automatically filter others out. Once you see the name of the member you were searching for, click on it.

Altrusa

Summary Group Information **Members** Districts Clubs Payments Reports

Members

Search (Clear) **Filters** (Clear All)

Current Member: Current (X)

Showing 4 / 4 (11167 total)

Click on the Member's name

Member	Email	Member Ty
Angela Davis	emailaddress@email.com	Active
Angela Lansbury	emailaddress@email.com	Active
Angela Ray	emailaddress@email.com	Active



Whether you clicked on the name from the Group Positions list or you searched the name, once you click on it, it will bring up the member's page. Here you will find information on what district and club the member is a part of, as well as the dates and any leadership positions are assigned to them, past and present.

See International Angela Lansbury's page below. Our focus will be on the "Leadership Position(s)" section.

Angela Lansbury

MembershipPersonal InformationMember InformationContact InformationTransactions

Group Membership

Group	Membership Edit	Leadership Position(s)
<hr/>		
Altrusa		President Elect 7/20/15 - 7/24/17 (Past) Edit · Remove President 7/24/17 - Future (Current) Edit · Remove Add Leadership Position
<hr/>		
District Fifteen		DSB Editor 5/2/15 - 6/1/17 (Past) Edit · Remove Add Leadership Position
<hr/>		
 Te Awamutu, New Zealand	Active 1/6/94 - Future (Current)	Treasurer 6/1/14 - 5/30/15 (Past) Edit · Remove Service Committee Chair 5/28/15 - 6/1/16 (Past) Edit · Remove Add Leadership Position 

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[Click to add a position.](#)

TO ADD A LEADERSHIP POSITION:

Under the Club section, see the [Blue Arrow](#), you will see the current roles that member has at the club level. That area may have position or it may be blank, either way you will see an "Add Leadership Position" link. Click on that link, see the [Green Arrow](#).

You will see the following dialogue box appear on top of your screen. Click on the Position drop box to select a position, and then enter the dates that the member will hold that position.

The 'Create Position' dialog box is shown over a table of members. The dialog contains the following fields:

- Position:** A dropdown menu.
- Start:** A date picker with the text 'Start Date'.
- End:** A date picker with a 'Clear' link below it.
- Buttons:** 'Update' and 'Cancel' buttons at the bottom right.

The background table shows members and their roles:

Member	Status	Term	Role	Actions
District Fifteen		5/2/15 - 6/1/17 (Past)	DSB Editor	Edit · Remove
Te Awamutu, New Zealand	Active (Current)	1/6/94 - Future	Treasurer	Edit · Remove
		5/28/15 - 6/1/16 (Past)	Service Committee Chair	Edit · Remove

For example, I can choose to make Angela Lansbury the President of her club by selecting “President” from the drop menu and filling in the start and end dates of her term, and then clicking on the “Update” button.

The 'Create Position' dialog box is shown with the 'Position' dropdown menu open. A green arrow points to the 'President' option in the list. A green text box above the arrow says "Click inside the box to see the list of positions." The list of positions includes:

- President
- President Elect
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Immediate Past President
- Director
- Membership Development Ch.
- Membership Dev. Member
- Communications Chair
- Communications Member
- Service Committee Chair
- Service Member
- ASTRA Chair
- Finance Chair
- ASTRA Member
- Finance Member

The background table shows members and their roles:

Member	Status	Term	Role	Actions
District Fifteen		5/2/15 - 6/1/17 (Past)	DSB Editor	Edit · Remove
Te Awamutu, New Zealand	Active (Current)	1/6/94 - Future	Treasurer	Edit · Remove
		5/28/15 - 6/1/16 (Past)	Service Committee Chair	Edit · Remove

Once you click on Update, your newly assigned position will appear under the Leadership Position(s) heading. If it does not appear instantly, please refresh the page or log out and log back in, please do not repeat the process multiple times.

The screenshot shows a 'Create Position' modal window. It has a title bar with a close button. Below the title, there is a 'Position' dropdown menu with 'President' selected. Underneath, there are two date pickers: 'Start' with the date '6/1/17' and 'End' with the date '5/31/18'. A 'Clear' link is positioned below the end date. At the bottom right of the modal, there are two buttons: 'Update' and 'Cancel'. A green arrow points to the 'Update' button.

As you can see below, the new position of “President” is listed under Leadership Position(s) for Te Awamutu, New Zealand. If you have assigned a position in error, simply click on the “Remove” link next to that position to remove it.

Angela Lansbury

Membership Personal Information Member Information Contact Information Transactions

Group Membership Edit Members

Group	Membership Edit	Leadership Position(s)	Administrative Role
Altrusa		President Elect 7/20/15 - 7/24/17 (Past) Edit · Remove President 7/24/17 - Future (Current) Edit · Remove Add Leadership Position	Admin (View Only) Edit
District Fifteen		DSB Editor 5/2/15 - 6/1/17 (Past) Edit · Remove Add Leadership Position	Member Edit
Te Awamutu, New Zealand	Active 1/6/94 - Future (Current)	Treasurer 6/1/14 - 5/30/15 (Past) Edit · Remove Service Committee Chair 5/28/15 - 6/1/16 (Past) Edit · Remove President 6/1/17 - 5/31/18 (Current) Edit · Remove Add Leadership Position	Full Admin Edit

Newly assigned position appears here.

To remove an assigned position click on “Remove”


You should also assign the member an administrative role so that they may edit and view this information as well.

To the right of the Leadership Position(s) there is the Administrative Role heading. Click on “Edit” next to the current Role to assign a new role. The pop up window will break down what abilities each level has available to them.


Angela Lansbury

Personal Information Member Information Contact Information Transactions

Membership Edit Membership Mark M

Membership Edit	Leadership Position(s)	Administrative Role
	President Elect 7/20/15 - 7/24/17 (Past) Edit · Remove President 7/24/17 - Future (Current) Edit · Remove Add Leadership Position	Admin (View Only) Edit
	DSB Editor 5/2/15 - 6/1/17 (Past) Edit · Remove Add Leadership Position	Member Edit
Active 1/6/94 - Future (Current)	Treasurer 6/1/14 - 5/30/15 (Past) Edit · Remove Service Committee Chair 5/28/15 - 6/1/16 (Past) Edit · Remove President 6/1/17 - 5/31/18 (Current) Edit · Remove Add Leadership Position	Full Admin Edit 

On the pop up window, select the Role you wish to assign to the member and then click the Update button.

Select a Role 


Edit Group Role

Group Pages (for current group and all sub groups)

Administrative Role	Summary	Info	Members	Settings	Payments
<input checked="" type="radio"/> Full Admin	✓	✓	✓	✓	✓
<input type="radio"/> Admin	✓	✓	✓	✓	✓
<input type="radio"/> Admin (View Only)	👁	👁	👁	👁	👁
<input type="radio"/> Member	🔒	🔒	🔒	🔒	🔒

Other User's Pages (within current group and all sub groups)

Role Type	Personal Info	Contact Info	Membership Type	Group Position	Member Info	Payment History	Administrative Role
<input checked="" type="radio"/> Full Admin	✓	✓	✓	✓	✓	✓	✓
<input type="radio"/> Admin	✓	✓	✓	✓	✓	✓	👁
<input type="radio"/> Admin (View Only)	👁	👁	👁	👁	👁	👁	👁
<input type="radio"/> Member	🔒	🔒	🔒	🔒	🔒	🔒	🔒

Then click Update 

Legend:
✓ = Can Edit and View
👁 = Can Only View
🔒 = Cannot Edit or View

You may also use the “Edit” link to adjust the roles that already exist. If a member’s term has no end date, or needs to be adjusted for some reason, please use the Edit feature instead of removing a position entirely, We would like for past roles to remain listed so that there is a record of the positions each member has held.

If you have questions please please email us at Altrusa@Altrusa.org.

Thank you.