

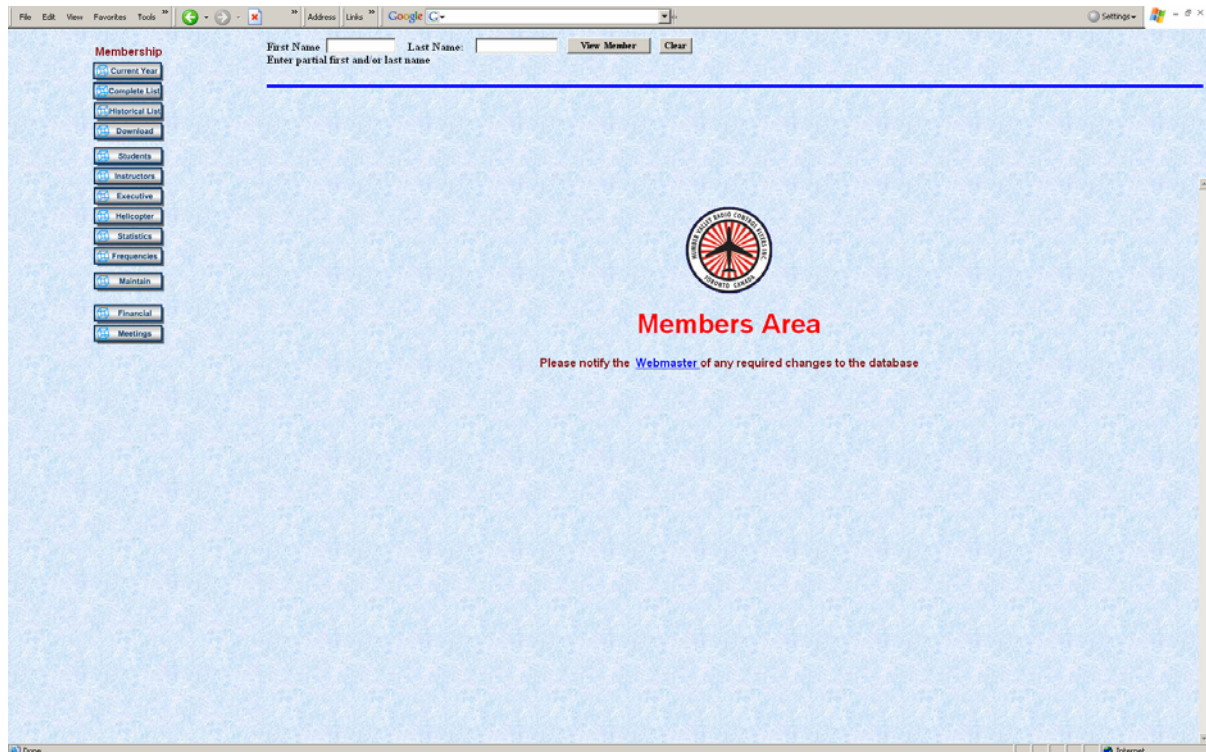
Member Database Readme

The Membership database is maintained on a MySQL database on the HVRCF Website. Programming is a combination of HTML and PHP. Direct Access to the database is via PHPAdmin on the Blacksun server. Detailed manuals for MySQL and PHPAdmin are available online once you log in to PHPAdmin. You can log in via the Maintenance Page but you need a password. The Webmaster has the password.

All HTML programming is done with NAMO WebEditor (www.namo.com) The PHP programming is a combination of WebEditor generated code and scratch programming. To modify any of the programming you have to be familiar with both WebEditor and PHP programming. Code generated by WebEditor cannot be changed manually - you must use WebEditor. You can add code manually outside the WebEditor generated blocks.

The programming uses the server provided Date Function to determine the current calendar year so no programming adjustments are required at year end.

Member Area First Page



This is the opening page. You can obtain particulars of any member that has belonged to the club since 1998 by typing in partial First and/or Last Name. The program will return the first member that matches the characters input.. This function always remains at the top of the screen and can be used at any time.

The buttons down the left margin provide a variety of reports as follows

Current Year - provides the list of members that have paid up for the current year. The year is January 1 to December 31. It will also include all Life Members and Honorary members for the current year. A list of the immediately previous year can be generated by the button at the bottom of the Current Year list.

Complete List - provides a list of previous members that have not renewed for the current year. The list is filtered for the last year they were a member of the club. For example filtering the list for 2004 will provide a list of all 2004 members that have not renewed. You can also obtain a complete list of everyone that was a member of the club back to 1998

Historical List - provides a list of members for each year back to 1999 in pdf format.

Download - provides the complete database in excel format so that it can be sorted and filtered. To generate the Historical List for the year - sort by year and delete all members prior to the current year, format and generate a pdf file. This should be done on October 31 of each year.

Students - provides a list of students for the current year - a list of students not renewed from the previous year can be generated using the button at the bottom of the list.

Instructors - provides a list of instructors for the current year - note that instructors that have not renewed will not show up

Executive - provides a list of the executive and their position. Year is not filtered so after each election the Executive must be updated.

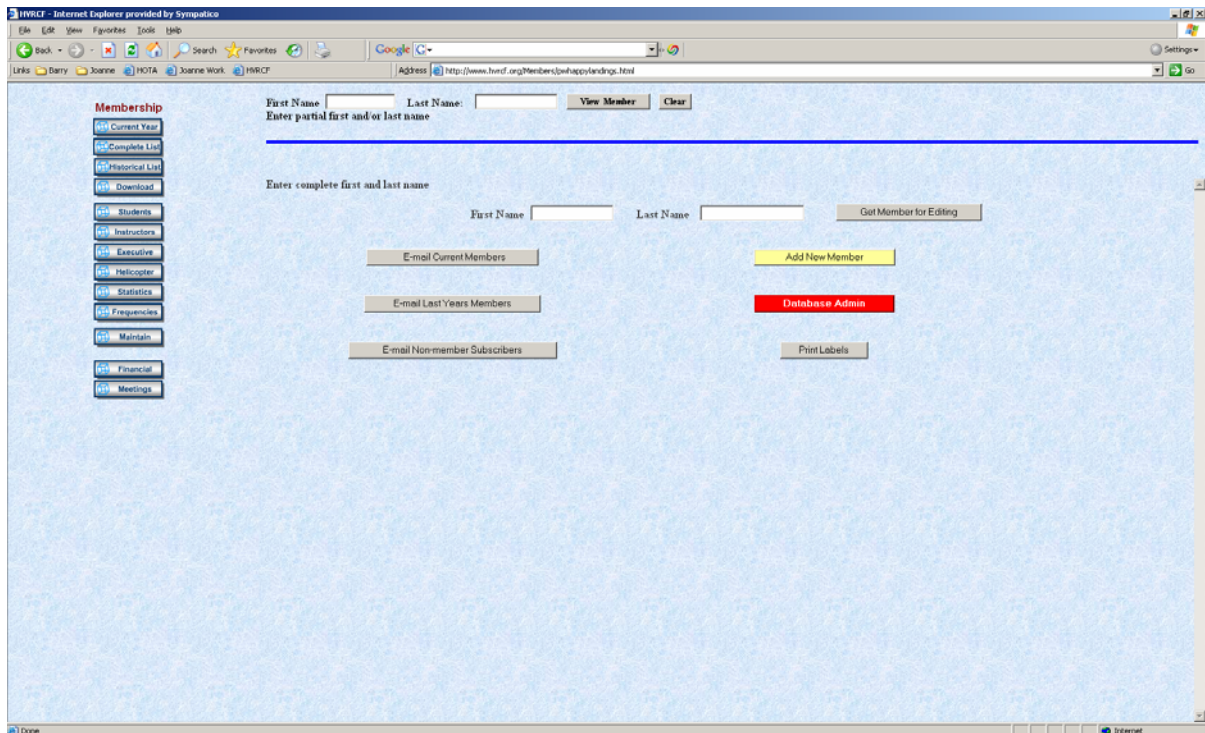
Helicopter - provides a list of helicopter pilots for the current year

Statistics - provides statistics on the current paid up membership. Clicking on the title of each column will provide a detailed list.

Frequencies - provides a histogram of frequencies. The histogram covers the current and immediately past year only. Entering a channel number will provide the list of members on a specific channel.

Maintain - enters the database maintenance area - a password is required. The maintenance area is only available to club executive.

Maintain Area



To Edit a member the exact name must be entered - both first and last name. The easiest way to Edit a member is to use the top search window using partial names to obtain the complete name then cut and paste using the Back Button. To Edit another name just use the Back Button and repeat the process.

The Add New member button will display an input box. To add additional members just use the Back Button.

The E-mail Current Members button will generate an e-mail to all paid up members and life members

The E-mail Last Years Members will generate an e-mail to all of last years members that have not renewed.

The E-mail Non-member Subscribers will generate an e-mail to non-members that have subscribed to the Newsletter. A separate database is maintained with e-mails of anyone that has subscribed via the link on the HVRCF Home page. Removal of e-mail addresses from the subscriber database must be done manually through the Database Admin function.

The Print labels button will generate labels for all current paid up members that do not have e-mail

Database Admin takes you directly to the MySql database

