



Database 101

DATABASE

Access at **Detachment** Level



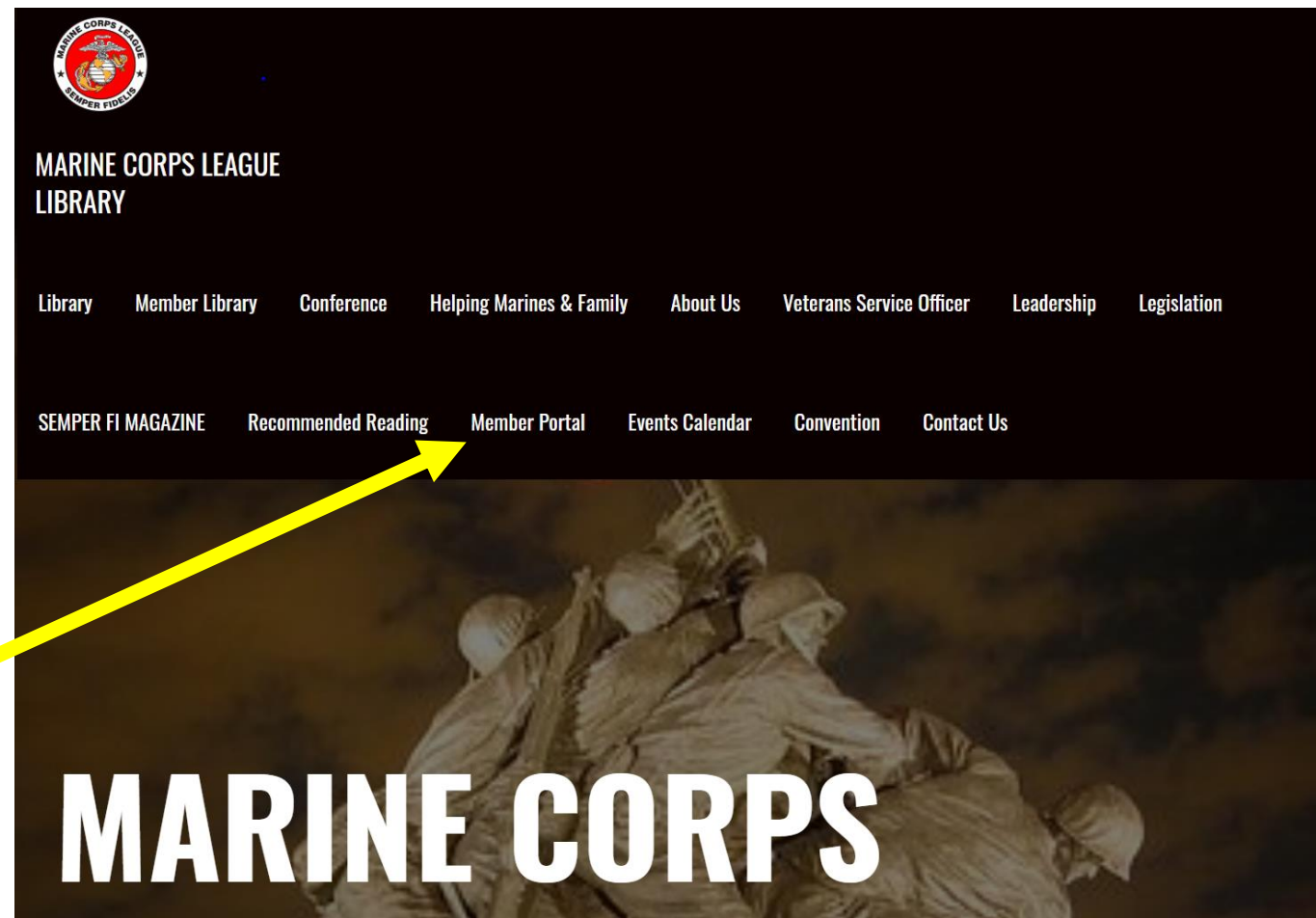
Database 101

Getting to the
Member Portal

Go to the MCL Library.

www.mcleaguelibrary.org

Click on the
Member Portal tab





Database 101

Your email address is your username

If your email address is not in the database, it will not work.

- Detachment Paymaster – can add Member’s email address.
- Department Paymaster – can add Detachment Paymaster’s email address.
- Headquarters can add email address AND grant Paymaster and Commandant **access** – Point of Contact is JD Foster jfoster@mcleague.org



Database 101

Enter your email address.
Then click here to get
a password set up.

**“Click here for
login information”**



MEMBER LOGIN

Username

Password

[Click here for login information](#)



Database 101

MEMBER PORTAL HOME

[Member Portal Home](#)

[Stay Informed](#)

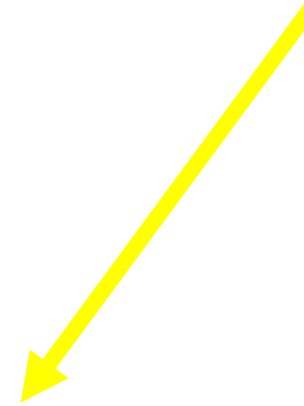
[Change Username / Password](#)

[Take A Survey](#)

[Profile Update](#)

[Add A Coupon](#)

[Log Out](#)



ROBERT J BORKA

Welcome to MCL's New Members Only Portal! Please take a moment and update your profile.



Database 101

The **Member** can update the email, address, and phone number.
Make sure to click save at the bottom of the form.

The screenshot shows a member profile page for Robert J Borka. On the left is a dark sidebar with the Marine Corps League logo and text: 'MARINE CORPS LIBRARY', 'Library', 'Member', and 'SEMPER FI MAGAZIN'. The main content area has a header 'ROBERT J BORKA' and a navigation menu with options: 'General Information', 'Additional Addresses', 'Additional Phones', 'Additional Email Addresses', 'Social Media', and 'Update Your Preferences'. The 'General Information' section is active and contains the following fields:

- GENERAL INFORMATION**
- PREFIX**:
- FIRST NAME**:
- MI**:
- LAST NAME**:
- SUFFIX**:
- REPORT NAME**:
- PERSONAL TITLE**:
- ADDRESS 1**:



Database 101

For **Detachment Paymasters and Commandants**, click **Profile Update** and allow the screen to reload.

MEMBER PORTAL HOME

Log Out

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ROBERT J BORKA

Welcome to MCL's New Members Only Portal! Please take a moment and update your profile.



Database 101

Look for the word “**Me**” as this is a drop-down menu. If you do not have a drop-down menu, you are not set up for access to the detachment and need to email your Department or HQ for **access**. HQ grants access via Report of Officer Installation (ROI) authority.

[Member Portal Home](#)

[Change Username / Password](#)

[Profile Update](#)
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[Take A Survey](#)

[Add A Coupon](#)

ROBERT J BORKA

[EDIT MY PROFILE](#)

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to:

Me

EDITABLE PROFILES RELATED TO ROBERT J BORKA

[Add New Profile](#)



Database 101

If you have access, it will show you the detachment that you can edit.

Click on the detachment and allow the screen to reload.

ROBERT J BORKA

[EDIT MY PROFILE](#)

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to:

155 FLINT

me

155 FLINT

EDITABLE PROFILES RELATED TO 155 FLINT

[Add New Profile](#)



Database 101

It will list all the detachment members. It is NOT in alphabetical or numerical order (we are working on that). It may be best to work with a list and cross off each one as an update is completed.

ROBERT J BORKA

MAIN CONTACT

EDITOR

RECEIVES COMMUNICATION

BILLING CONTACT

Relation Type (DO NOT CHANGE)

Title (DO NOT CHANGE)

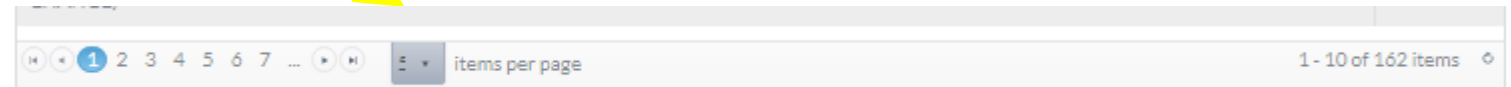
[Edit Profile](#)



Database 101

At the bottom of the page, it lists how many pages, items per page, and total items.

Click the drop-down menu and select 50. This places 50 names per page and will help with searching.

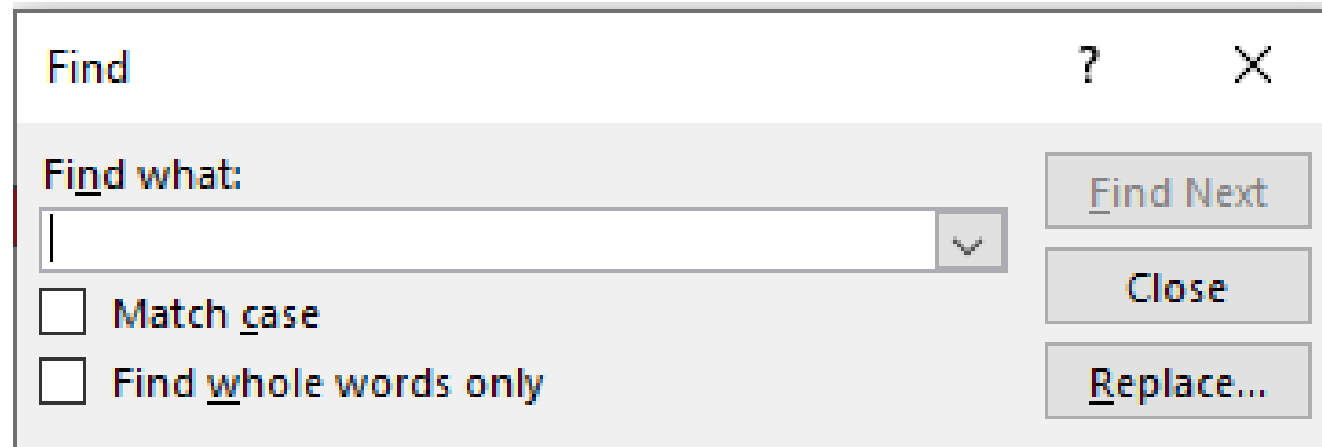




Database 101

The computer has a shortcut key that can help find people quickly.

Press “Ctrl” and “F”
Search for a name. If it does not find it, go to the next database page and try the search.





Database 101

Find the name you want to edit. **ONLY** click on “**Edit Profile.**” Please do not change other settings.

ROBERT J BORKA

MAIN CONTACT

EDITOR

RECEIVES COMMUNICATION

BILLING CONTACT

Relation Type (DO NOT CHANGE)

Title (DO NOT CHANGE)

[Edit Profile](#)



Database 101

When the update is completed, please ensure to **SAVE** the work.

A notification will go to JD Foster for approval.

E-MAIL
bborka@mcleague.org

WEBSITE

PREFERRED METHOD OF CONTACT
E-Mail

PREFERRED BILLING METHOD
E-Mail

Save and Keep Working Save and Submit Cancel



Database 101

From the Member Library

www.mcleaguelibrary.org

Please click on the **Events Calendar.**

Department Commandant and Paymaster can add events in your State!





Database 101

EVENTS

VIEW THE DATE OF:

OCTOBER 2020

MONTH WEEK LIST MONTH

TODAY



MM/DD/YYYY

FILTER BY EVENT TYPE

CLEAR ALL EVENT TYPES

GENERAL

FILTER BY CALENDAR TYPE

ORGANIZATION

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10 12p Department of Indiana 2020 Fall Conference
11 Department of Indiana 2020 Fall Conference	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7



Database 101

JD Foster – Membership Supervisor

jfoster@mcleague.org

Bob Borka – COO

coo@mcleague.org