Chapter 7: The Member Modules

The member modules allow you to manage information about the members of your musical group, including contact information, instrument or voicing, concert attire and uniforms, fundraising data, member photos, and more. The member databases also let you produce labels and form letters quickly and easily.

The following member databases are available:

- **BandMember:** Band membership database
- **ChoralMember:** Choral membership database
- **OrchestraMember:** Orchestra membership database

The Church Music Library also offers a member database within the main library module. To get to the Church Member database, click on the Members button on the main Church Library window. Unless otherwise stated, the following instructions apply to the Church Member database as well as the other member modules.

Entering Member Data

To enter information about members:

1. Open the member module. The main member window will appear.
2. Enter your member data in the fields provided.

To import a photo into the Student Picture field:

1. Select the field labeled "Insert Student Picture Here."
2. Open the File menu and select Import/Export, then select Import Picture.
3. Find and select the photo to import, then click on Open.

List Views

List views let you see all of your records in a list form. The Member modules offer three preset list views and four customizable list views for a high degree of flexibility. A list view will display all records currently being browsed.

To view and print a preset list view:

1. Click on one of the list view buttons at the top of the main member window.
   List View displays records in single lines that contain member name, ID, Grade and Class.
   Complete List View shows all member information in a condensed layout.
   Complete Local List View shows all member information using local address and telephone information. This view is useful for colleges whose students may have both permanent and local addresses.

2. Click on the Print button to print your list.

3. Select the desired printing options in the Print dialog box.

4. Click on OK.

5. To return to the main member window from the main list view, click on any of the icons on the left side of your window.

   To return to the main window from the complete list views, click on Return.

To create and print a custom list view:

1. Click on the List View button at the top of your main member window.

2. Click on the Set Up Customized List View button.
3. Using the radio buttons on the left side of your screen, select the basic layout you want to use.
4. Click on each field within your chosen layout to select the names of the fields you want displayed.
5. Click on Return to go back to your list.
6. Click on the Print button to print your list.
7. Select the desired printing options in the Print Dialog box.
8. Click on OK.
9. To return to the main member window, click on any of the icons on the left side of your window.

   The record you select will be displayed in the main window.

To create a name for your list:

1. From any list view window, click on the Set Up Report Title button.
2. Enter a name for your report in the field shown.
3. Click on Return to go back to your list.

Creating and Printing Form Letters

The member databases offer three form letter templates for you to use. You can set up your letterhead, select fields to include, and type a letter into these templates.

To create and print a form letter:

1. Display the members who are to receive the letter by conducting a search (or show all fields to print letters for all members in the database).

2. Click on the Form Letters button at the top of the main member window.

3. Select a form letter template.

4. Enter letterhead information and import your logo into the appropriate fields. (See *Entering Member Data* earlier in this chapter to learn how to import graphics files.)

5. Select the fields to display in the address and greeting lines.

6. Type your letter into the body text field.

7. Enter your signature information in the signature field.

8. Click on Print to print your letter.

9. Select the desired print options in the Print dialog box.

10. Click on OK.

11. Click on the Back to Members button to return to the main member window.

Tracking Fundraiser Data

You can enter detailed information about up to 20 fundraisers within the member databases. The Music Library calculates total earnings, taxes, and amount due information automatically.

NOTE: This feature is not available in the Church Member database.

To enter a member's fundraising data:

1. Find the member you wish to track.

2. Click on the Fund Raising Entries button at the top of the main member window.

3. Each row on the fundraising window represents a different fundraiser. Enter a name for the fundraiser in the first column, and enter data in the fields as follows:
    Date: Enter a date in any format.
    Units Out: Enter the number of items provided to the member.
    Units Paid For: Enter the number of items paid for.

Amount Turned In: Enter the dollar amount turned in so far (do not enter dollar signs).

Pct.: Enter the percent of earnings that your program receives, in decimal form.

Tax Rate: Enter the tax rate on earnings, if applicable, in decimal form.

The Music Library calculates the **Units Remaining, Amount Earned** and **Tax Collected** fields automatically. Totals data (at the bottom of the window) appears automatically as well.

4. Click on the Return button to go back to the main member window. Your fundraising data will appear in the member records.

To view group fundraising data:

1. Click on the Fund Raising Recap button at the top of the main member window.

2. Each row in the fundraising window represents a different fundraiser.

3. You can only modify the Fund Raising, Date, Pct., and Tax Rate fields in this window.

4. Click on the Return button to return to the main member window.

Instrument, Uniform and Concert Attire Inventories

You can keep track of your instrument and attire inventories with the inventory feature. You can also print out loan agreement forms. The following inventories are available:

- **Band Members:** Instrument, Uniform and Concert Attire
- **Choral Members:** Concert Attire
- **Orchestra:** Instrument and Concert Attire

NOTE: This feature is not available in the Church Member database.

To enter inventory data:

1. From the main member window, click on the appropriate inventory button.
2. Enter your inventory data in the fields provided. You can select a member from the portal on the right side of the window.
3. To add additional records, click on the New Record button at the bottom of the inventory window.
4. Click on the Back to Members button to return to the main member window.

To create and print a loan agreement:

1. From the main member window, click on the appropriate inventory button.
2. Click on the Loan Agreement button at the top of the inventory window.
3. Select a student from the portal on the right side of the window.
4. Enter your loan data in the fields provided. You can edit the agreement text at the bottom of the letter.
5. Click on the Print button to print the letter.
6. Select your print options in the Print dialog box.
7. Click on OK.
8. Click on the Back to Inventory button to return to the inventory window.

To view and print an inventory list view:

1. Click on the appropriate inventory button in the main member window.

2. Click on one of the list view buttons at the top of the inventory window.

    List View displays records in single lines that contain member name, ID, Grade and Class.

    Full List View shows all inventory information in a condensed layout.

3. Click on the Print button to print your list.
4. Select the desired printing options in the Print dialog box
5. Click on OK.
6. To return to the main inventory window from the list view, click on any of the icons on the left side of your window.

    To return to the main window from the full list view, click on the Return button.

To create a custom list view:

1. Click on the appropriate inventory button in the main member window.
2. Click on the List View button at the top of the inventory window.
3. Click on the Set Up Customized List View button.
4. Using the radio buttons on the left side of your screen, select the basic layout you want to use.
5. Click on each field within your chosen layout to select the names of the fields you want displayed.
6. Click on Return to go back to your list.
7. Click on the Print button to print your list.
8. Select the desired printing options in the Print dialog box
9. Click on OK.
10. To return to the inventory window, click on any of the icons on the left side of your window.

The record you select will be displayed in the main window.

To create a name for your list:

1. From any list view window, click on the Set Up Report Title button.
2. Enter a name for your report in the field shown.
3. Click on Return to go back to your list.

Printing Labels and Envelopes

The member databases offer 10 different label/envelope options. All label templates work with Avery 1 x 2 5/8" labels. All envelope templates work with standard #10 envelopes. The following templates are available:

- **Mailing Labels** prints mailing labels with the member name and address.
- **Parent Mailing Labels** prints mailing labels with the parent's name and address.
- **Other Parent Labels** prints mailing labels using data from the "Other Parent Information" section. This information is useful when parents are divorced or living apart.
- **Local Address Labels** prints mailing labels with the member name and local address information. This is useful in college settings where students may have local and permanent addresses.
- **Music Folder Labels** prints music folder labels containing the fields you enter.
- **Envelopes** prints the member name and address on a standard envelope.
- **Parent Envelopes** prints the parent name and address on a standard envelope

- **Other Parent Envelopes** prints name and address information from the "Other Parent Information" section.
- **Local Address Envelopes** prints the member name and local address information on a standard envelope.
- **Customized Labels** lets you set up a custom music folder label.

To print preset labels or envelopes:
1. Do a search to find the members you want to include (or Show All Records to include all members).
2. Click on the Print Labels button at the top of the window.
3. Select the label or envelope template you want to use.
4. Select the desired print options in the Print dialog box.
5. Click on OK.
6. Click on the Return button to go back to the main member window.

To create and print custom labels:
1. Do a search to find the members you want to include (or Show All Records to include all members).
2. Click on the Print Labels button at the top of the window.
3. In the fields provided, select the names of the fields you want to print.
4. Click on the Print Customized Labels button.
5. Select the desired print options in the Print dialog box.
6. Click on OK.
7. Click on the Return button to go back to the main member window.

Chapter 8: Troubleshooting

Problem: The "New Record" option has been grayed out or replaced by "New Request."

Solution: You must be in browse mode to create a new record. Open the Records (Mode) menu and select Browse.

Problem: The Exit (Quit) command is grayed out and I can't exit the Music Library.

Solution: You did not properly fill out the licensing screen. Reboot your computer and reopen the library module. When the licensing screen appears, follow the licensing instructions in Chapter 3. Remember that you must use the ENTER key on your number pad or hold the FN key while pressing ENTER.

Problem: I can't access some of the windows from my library.

Solution 1: You did not properly fill out the licensing screen. Reboot your computer and reopen the library module. When the licensing screen appears, follow the licensing instructions in Chapter 3. Remember that you must use the ENTER key on your number pad or hold the FN key while pressing ENTER.

Solution 2: You did not enter the proper password for password-protected software. Exit the program and reopen, typing in the correct password.

Problem: In trying to return from Preview mode, I press Enter as the instructions dictate, but I can't get back to the main window.

Solution: You must press the ENTER key on your number pad. If you are using a laptop or other keyboard that does not have a number pad, hold down the FN key and press ENTER (RETURN).

Problem: I've forgotten my password and can't access my software.

Solution: If you are using the default password, it is listed on the welcome letter that came with your software. If you are using a custom password and you cannot remember it, RCI software can access your software **one time.** You must send the program to RCI technical support in order for them to do this. Call (480) 968-0407 for further assistance.

Problem: I have a damaged or corrupted file.

Solution: Use the Recover program included on your Music Library CD. Recover attempts to repair and salvage as much of the information in a damaged file as possible, and then creates a recovered file. Follow these steps to recover a file:

1. Exit the damaged file, if it is open.
2. Open the Recover program.
3. Click on the Recover button.
4. Find and select the damaged file, then click on Open.
5. The recover program will salvage your data and then display the amount of data recovered. Click on OK to exit this display.
6. Click on Quit.
7. Your recovered file will be saved under the original file name. The original file will be labeled as "Old." (Example: TBML.RCI will become TBML Old.RCI)