

# Starfleet Membership Database

STARFLEET International has moved to a new online Membership Database that is now open to all STARFLEET members. It has many features that speed up how STARFLEET's data is managed. This database was designed and built in logical modules (sections) allowing specific members to perform specific duties based on what positions they hold.

These tools are laid out in Sections including 'Member', 'Chapter', 'Region', 'Computer Operations', etc. All members are assigned the same list of tools. If you are a CO or XO, then you get more tools to help you with that position. Regional and International Staff have more tools to help them with their jobs.

As a Member of STARFLEET International, you have the following tools:

**Home:** By clicking on this tool, you will be brought to the home page of the database. On the home page you see all members currently logged into the database. Clicking on a name here activates the database's Instant Message Tool.

**Fleet Strength:** This tool shows Starfleet's size. Listing the total number of members and chapters by region and a grand total. If you also have the tool 'Region Strength', you can look at the Region's strength, chapter by chapter. This information is up to the minute, but does not include Pending, Held or Expired Memberships.

**Online Renewal:** This tool allows you to renew your membership online. When you click on this tool you will be prompted to click on "LAUNCH SECURE RENEWAL FORM". A new, Secure, page pops up. This page shows your current address and email address, and the total number of members in your family (Ranging from 1-6 Members).

If your address or email is incorrect, click on "CHANGE THIS" and submit your corrected information in the Change Account Information Tool. If everything is correct, then continue below.

If you are not adding members or removing members from your membership, be sure there you have "KEEPING THE SAME MEMBERSHIP PACKAGE" checked. Then check off any Scholarships you wish to donate to and put in any comments. Then click SUBMIT. On the next page, choose your payment method. (Paypal, Visa/Mastercard, Discover, Amex). Fill in the appropriate information and then click submit. You will receive an email confirmation.

If you want to add a member to your membership, change the membership package listed to reflect the number of members. Then click on the radio button that says "ADDING A FAMILY MEMBER". You can check off any scholarship boxes you wish to donate to, and put in any comments. Then click submit. On the next page add your new member(s) either by entering their name or their SCC number. Then fill out the payment methods and Submit.

If you are going to remove a member from your membership, change the membership package list to reflect the number of members. Then click on the radial button that says "REMOVING A FAMILY MEMBER". Fill out the scholarship information, and put in any comments, and click Submit. The database lists your Family members on your membership. Click to remove the member you wish to take off your package. The fill in the payment information and submit.

**Log Out:** Clicking on this tool logs you out of the database. You will need to log back into the database to get in again.

**Change Password:** This tool allows you to change your password and username. To change your password, enter your current password exactly, and then enter your new password. Only use alphanumeric characters and submit. To change your username, choose a new username and hit submit. This needs to be verified as unique by Computer Operations, and will be either approved or denied. You will receive an email confirmation.

**Change Account Info:** Clicking here allows to change your membership information like name, address, Date of Birth and email. These changes need to be approved by Computer Operations, and you will receive a confirmation email on your changes.

**Member Lookup:** This tool allows you to look up for other members to see if they are STARFLEET members. Search by SCC number or name. A list of all possible members will appear, chose the one you wish and their basic information will appear (SCC #, Name, Rank, Chapter, Join Date, Expiration Date).

**Member Eligibility:** Clicking here shows you all of your completed Academy Courses entered in the Database as well as your full account information (as Member Look Up with DOB, Date of Rank). Currently the Academy staff is entering previously completed course completions, over time, your list of completed courses will become complete.

**Affiliations:** This tool allows you to show your affiliations in STARFLEET subgroups, such as the SFMC.

**VR Search:** Clicking here allows you to generate a Vessel Registry upon demand. You can call up the entire file or choose by region, state, ship class or ship, etc. You can export some or all of the information into a new window. This can be saved and opened in other programs like Excel, Word, etc., but it will not be as pretty as the Complete VR produced by the Operations Department and included in this membership kit.