



**Maryland Interclub
Seniors Golf Association**

GUIDELINES

FOR ROSTER

MAINTENANCE

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INTRODUCTION

One of the many responsibilities of a MISGA Club Representative (*Club Rep*) is the task of maintaining his club's ***Associates Roster***. This is the club's official roster of its MISGA members.

At the beginning of each MISGA golfing season, Club Reps are required to update their ***Associates Roster***. During the off-season, clubs have acquired new MISGA members while others may have dropped out. Also, the personal information for some of your associates may need changing, e.g., correct misspelled names and incorrect home addresses and telephone numbers.



The ***Associates Roster*** is used to monitor club, division and MISGA-wide membership levels; track payment of associates dues and disseminate relevant information to MISGA members. Such information includes notification that the latest issue of the MISGAGRAM (*MISGA's quarterly newsletter*) has been posted on the MISGA website; significant news flashes and announcements; upcoming MISGA meetings, divisional and MISGA-wide tournaments and special golf outings (*Spring, Summer, Fall & Winter Flings and Frolics*). For this reason it is extremely important that your membership data is accurate and periodically updated as changes occur throughout the golfing season.

On or about January 1st each year, all Club Reps will receive, via the internet, an electronic copy of his club's latest ***Associates Roster***. This copy is your club's final official roster from the previous year's MISGA golfing season. With it, you will be able to update and submit your club's ***Associates Roster*** on-line. In turn, you will receive, via the internet, electronic copies of your club's official updated ***Associates Roster*** from MISGA.

To assist you with this roster maintenance activity, this tutorial has been developed. It is highly recommended you follow the instructions it provides. When in doubt, refer to the sample updated ***Associates Roster*** on page 7.

A downloadable copy of this tutorial is available on the *Documents/Guidelines/Roster Maintenance/Tutorial, Electronic (PDF)* section of the MISGA website on this URL link: <http://www.misga.org/>

NOTE: BEFORE YOU ATTEMPT TO UPDATE YOUR ***ASSOCIATES ROSTER***, YOU SHOULD READ THIS TUTORIAL COMPLETELY.

GUIDELINES FOR UPDATING THE *ASSOCIATES ROSTER*

A. References, Documents & Data Requirements

1. *MISGA Club Representative Handbook*, Guidelines chapter, Roster Maintenance section (refer to *MISGA website*)
2. *MISGA Form* - Microsoft EXCEL spreadsheet roster
3. **Data Requirements**
 - a. Name of the club
 - b. Club ID Number
 - c. Associate's (member) ID Number
 - d. Associate's name
 - e. Associate's work title (*Club Rep, Asst. Club Rep, Division Director, Asst. Division Director, Division Chairman, MISGA Board Member, MISGA Program Chairman, etc.*)
 - f. Associate's address (*number & street, apt. number, city, state, zip code*)
 - g. Associate's telephone number



B. Procedure

1. On your computer screen, open your current ***Associates Roster*** from *MISGA* (received, via e-mail, from your *Division Associates Chairman*).

To **download and save your *Associates Roster*** from an incoming e-mail, first click on and open your club's roster from the **Attach** block of the e-mail. After the roster appears on your screen, go to the upper left corner and click on **File**. Then scroll down to the **Save As** option and click it open. Now, name your roster (*e.g., Duffer Hills - 01/01/12*) and place it an appropriate file for your future use.

To **print your roster**, open the newly saved and re-named roster. Go to the upper left corner and click on **File**. Then scroll down to the **Page Setup** option and click it open. Now, switch the **Orientation** option from **Portrait** to **Landscape** (*this will enable you to print your roster horizontally across the length of the paper*). Now you may print your roster.

2. All entries on your ***Associates Roster*** should be in CAPITAL letters.

3. ADDITIONS

List all the new associates who are to be added to your club's current *Associates Roster*. (refer to the sample on page 7)

- a. Scroll down to the last name on your roster and skip two rows.
- b. For each new associate, enter the word **ADD** into the *ADD, CHANGE, DELETE, DECEASED* column. Highlight the block in **green**.
- c. Make **no entry** into the *ASSOCIATES ID* column. The associate's ID number will be assigned by the Division Associates Chairman (DAC).
- d. Enter your club's **ID number** into the *CLUB ID* column. (e.g., *Duffer Hills = 744*)
- f. Enter an "F" into the *LADY* column for all female associates.
- g. If applicable, enter the associate's **Work Code** into the *TYPE* column. Otherwise, leave the block empty.

Work Codes: **CR**-Club Representative; **AR**-Asst. Club Representative; **DD**-Division Director; **AD**-Asst. Division Director; **DC**-Division Chairman (e.g. *Associates, Tournament, etc*); **BMC**-Board Member Committee; **MP**-MISGA President; **MVP**-MISGA Vice President; **PP**-MISGA Past President; **RPP**-Retired MISGA Past President; **GP**-Club Golf Pro; **GM**-Club General Manager

- h. Enter the new associate's **last name** into the *LAST* column.
(Enter only the titles *Club Pro* and *General Manager* into the *Last* column. Their turnover rate is too high to attempt to maintain actual names.)
- i. Enter the new associate's **first name** into the *FIRST* column.
(Enter the name of the *Club Pro's* and *General Manager's club* into the *First* column.)
- j. Enter the associate's **number & street name** into the *first ADDRESS* column.
- k. Enter the associate's **secondary address** (*apartment, unit, etc. number*) into the *second ADDRESS* column.



- l. Enter the associate's **city of residence** into the *CITY* column.
- m. Enter the associate's **state of residence** into the *STATE* column (*e.g., MD, DE, VA, PA, WV, DC*).
- n. Enter the associate's **residential zip code** into the *ZIP* column.
- o. Enter the associate's **preferred telephone number** into the *PHONE* column.

4. DELETIONS

Identify, for deletion, all associates who are no longer members of MISGA at your club. (*Refer to the sample on page 7*)

- a. Enter the word **DELETE** into the *ADD, CHANGE, DELETE, DECEASED* column. Highlight the block in **red**.
- b. If the associate is deceased, enter the word **DECEASED** into the *ADD, CHANGE, DELETE, DECEASED* column instead of **DELETE**. Highlight the block in **red**.
- c. No other entry or action is necessary.
- d. You must NOT delete the former associate from your roster. Your DAC has sole responsibility for deleting the former member from the official roster.

5. CHANGES

Make all necessary changes to your club's current ***Associates Roster***. (*Refer to the sample on page 7*)

- a. Enter the word **CHANGE** into the *ADD, CHANGE, DELETE, DECEASED* column for each associate whose personal information needs to be corrected or modified (*name, female status, work code, address, telephone number, etc.*) Highlight the block in **yellow**.
- b. In each block of the associate's row of personal information that needs to be modified, delete the erroneous information and replace it with the correct information. Highlight the block with the **corrected entry** in **yellow**.

6. **SUBMISSION**

Using the world-wide internet, e-mail your updated *Associates Roster* to your DAC.

- a. The name, address, telephone number and e-mail address for your DAC is listed on the MISGA website - www.misga.org

Click on and open the **Leadership** option. Then, go to the upper left area of the page and click on and open your **Division** indicator. The information you need is there.

- b. You are encouraged to prepare a *cover sheet* for your e-mail transmittal package. Refer to example below.

TO: Don Silva - Division Associates Chairman
FROM: Don Cardwell - Club Rep

Attached is the updated *Associates Roster* for Duffer Hills Country Club. The table below provides a summary of the roster modifications.

Club	Club No.	Current Roster Level	Adds	Deletes	Changes	Updated Roster Level	Payment Due	Check No.
Duffer Hills	744	15	3	2	4	16	\$80.00	6830

Our club's *associates dues* payment has been forwarded to you via the USPS. If you have not received the check within a reasonable period of time, please contact me.

If you have questions, need additional information, or wish to discuss the transmittal package, please e-mail me or call me on 123-456-7899.

- c. Attach the updated *Associates Roster* to your e-mail transmittal.
- d. Transmit the updated *Associates Roster* package to your DAC.



7. ASSOCIATES DUES PAYMENT

- a. Your *Associates Dues* payment is equal to \$5.00 times the number of MISGA associates in your club. A dues payment is not required for your club's Golf Pro and General Manager.

Example:

Duffer Hills has 16 associates. Therefore, 16 associates x \$5 per associate = \$80.00 *Associates Dues*.

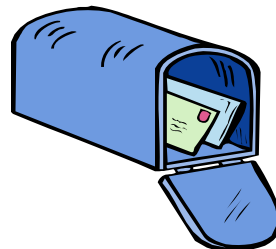
- b. Make your *associates dues* check payable to **MISGA Division (I, II, III, IV, V or VI)** or as your DAC may instruct if otherwise.



- c. Via USPS, send your *Associates Dues* payment check to your DAC. Be sure to include a hard copy of your e-mail *cover sheet* (refer to paragraph 6b above) in the envelope.

8. ASSOCIATES ROSTER UPDATE SUBMISSION SCHEDULE

If club <i>Associates Roster</i> updates are forwarded to the DAC by:	The new <i>associates</i> will be included on the MISGA <i>Associates Rosters</i> distributed on or about:	The new <i>associates</i> will be able to receive and view the MISGAGRAM posted in:
March 15		April
May 30 (target date)	June 15	July
July 30	Aug 15	
Sept 30	Oct 15	October
Nov 30	Dec 15	December



Updated *Associates Roster* to DAC - *Associates Dues* payment check to DAC

9. Sample Updated Associates Roster

						REVISED		12/09/2010					
744	DUFFER HILLS												
ADD	3												
CHG	4				16	Associates							
DEL	1				1	Ladies		use UPPER case letters					
DEC	1		PP										
	ID	CLUB	Ladies	TYPE	LAST	FIRST	TITLE	ADDRESS	ADDRESS2	CITY	ST	ZIP	PHONE
	43567	744		AR	BURKE	JOHN		368 DERRY LANE		CRABVILLE	MD	24567	4103367601
CHANGE	43567	744		CR	CARDWELL	DON		1954 WINSTON STREET		CRABVILLE	MD	24567	4103361234
CHANGE	45760	744		AR	HAYWARD	ART		4653 MARCO LANE		CRABVILLE	MD	24567	4103366749
	34679	744		GM	GENERAL MGR	DUFFER HILLS CC		23 MULLIGAN DRIVE		CRABVILLE	MD	24567	4103362345
	34521	744		GP	GOLF PRO	DUFFER HILLS CC		23 MULLIGAN DRIVE		CRABVILLE	MD	24567	4103362345
DECEASED	33570	744			CHRISTY	DICK		36 N. STATE WAY		CRABVILLE	MD	24567	4103369567
	43509	744			DOERR	ROBERT		467 LINE DRIVE		CRABVILLE	MD	24567	4103369345
CHANGE	34228	744			FOXX	JAMES		58 HOMER DRIVE		CRABVILLE	MD	24567	4103362051
	43557	744			JOHNSON	WALTER		427 BIG TRAIN LANE		CRABVILLE	MD	24567	4103368856
	44765	744			JURGENSEN	CHRISTIAN		9 WASHINGTON COURT	APT #3	CRABVILLE	MD	24567	4103366293
CHANGE	34198	744			KINDER	ELLIS		20 FENWAY ROAD		CRABVILLE	MD	24567	4103364877
	33581	744			LANGWAY	RODNEY		555 CAPITALS LANE		CRABVILLE	MD	24567	4103365454
	43543	744			MARCIANO	ROCKY		49 BROCKTON STREET		CRABVILLE	MD	24567	4103364901
	34678	744			ORR	ROBERT		4 BRUINS BLVD		CRABVILLE	MD	24567	4103366574
DELETE	43440	744			PHILBRICK	JAMES		1949 MILFORD DRIVE		CRABVILLE	MD	24567	4103363450
	44412	744			RUSSELL	WILLIAM		6 CELTICS COURT		CRABVILLE	MD	24567	4103366776
	34875	744			THOMPSON	DAVID		1974 CHAMPION DRIVE		CRABVILLE	MD	24567	4103365678
CHANGE	65000	744	PP	BMC	TURNER	BOB		6666 ROCKVILLE PIKE		CRABVILLE	MD	24567	4103925132
ADD		744			DiMAGGIO	JOSEPH		56 STREAK LANE		CRABVILLE	MD	24567	4103369914
ADD		744			SPAHN	WARREN		363 VICTORIES STREET		CRABVILLE	MD	24567	4103361283
ADD		744	F		WILLIAMS	SALLY		521 HOMER DRIVE		CRABVILLE	MD	24567	4103364520