

Managing Your Roster

1. To view and edit your roster, go to your profile and select “Manage Roster and Delegates” in the red category tab.

South Carolina State Firefighters' Association member profile page. The page includes a header with the association logo and navigation links: SC FIREFIGHTERS HOME, DEPARTMENT DIRECTORY, MEMBER BENEFITS, MY ACCOUNT. The user is logged in as John Doe. The profile section shows a red navigation bar with tabs: ABOUT ME, MY PARTICIPATION, PREFERENCES, MY DEPARTMENTS, and MANAGE FORMS. The 'MANAGE ROSTER & DELEGATES' tab is circled in red. Below this, the 'MY PROFILE' section displays personal information: Informal Name (John), Email (JohnDoe@scsfa.org), Race, Gender, Date of Birth, Drivers License, Work Phone, Mobile Phone, Home Phone, and Phone. The 'MY ADDRESSES' section shows a mailing address: 100 W 2500 N, Columbia, SC 29203. A red arrow points to the right side of the profile section.

2. Select “Mange Roster” next to the department you’d like to view.

South Carolina State Firefighters' Association member profile page. The page includes a header with the association logo and navigation links: SC FIREFIGHTERS HOME, DEPARTMENT DIRECTORY, MEMBER BENEFITS, MY ACCOUNT. The user is logged in as John Doe. The profile section shows a red navigation bar with tabs: ABOUT ME, MY PARTICIPATION, PREFERENCES, MY DEPARTMENTS, and MANAGE FORMS. The 'MANAGE ROSTER & DELEGATES' tab is selected. Below this, a table displays the roster for the 'SC Fire Dept' department. The table has columns for Department, EDID, Roster, and Delegates. The 'MANAGE ROSTER' button is circled in red. A red arrow points to the bottom right corner.

Department	EDID	Roster	Delegates
SC Fire Dept		MANAGE ROSTER	MANAGE DELEGATES

- To add a member to the roster, click the “Add Member” button at the top.

Sign out Hi, John Doe

SC FIREFIGHTERS HOME DEPARTMENT DIRECTORY MEMBER BENEFITS MY ACCOUNT

DEPARTMENT ROSTER

RETURN TO DEPARTMENTS ADD MEMBER

First Name

Last Name

Employment Status (Any) ▾

Job Title (Any) ▾

Hire Date and

Record Status (Any) ▾

FIND

EXPORT ▾

Full Name	Employment Status	Job Title	Date of Hire	Pay Dues	Manage Reports	Manage Roster	Member Type	Status	View/Edit	Remove	Report Death
John Doe	Paid- Full Time	Chief of Department	1/1/2001	YES	False	False	Regular Member	Active	View/Edit	Remove	Report Death
Jane Doe	Volunteer	Firefighter	1/1/2018	YES	False	False	Regular	Active	View/Edit	Remove	Report

- Use the text boxes to search for an existing member by first name, last name, and/or department. If member is found, click “Add to Roster” beside their name. They will then appear on your department’s roster where you can edit information regarding their membership.

Sign out Hi, John Doe

SC FIREFIGHTERS HOME DEPARTMENT DIRECTORY MEMBER BENEFITS MY ACCOUNT

RETURN TO ROSTER CREATE NEW MEMBER

Search through the existing records below and click 'Add to Roster'. If the member you wish to add is not listed, click the 'Create New Member' button above. Current members already on the roster will not appear in the search results below.

First Name

Last Name

City

FIND

First Name	Middle Name	Last Name	City	Department	Member Type	Dept Paying for Dues	Add to Roster
Abby		Horrex	Mt Pleasant		Regular Member		Add to Roster
Abby		Malorano	Liberty		Regular Member		Add to Roster
Abby		Malorano	Port Royal	Anderson County VFD	Regular Member	Anderson County VFD	Add to Roster
Abby		Spate	Po Box 86 Hodges	Hodges-Cokesbury VFD	Regular Member	Hodges-Cokesbury VFD	Add to Roster
Abby	A	Aaron	Columbia		Regular Member		Add to Roster
Abby	Faulkenberry	Spitzer	Camden	Antioch Kershaw County VFD	Regular Member	Antioch Kershaw County VFD	Add to Roster

CONNECT WITH US

f t in

5. If member does not exist, click the "Create New Member" button at the top.

The screenshot shows the top navigation bar of the South Carolina State Firefighters' Association website. The logo is on the left, and the text "SOUTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION" is in the center. Below the logo is a red navigation bar with links: "SC FIREFIGHTERS HOME", "DEPARTMENT DIRECTORY", "MEMBER BENEFITS", and "MY ACCOUNT". Below this is a search area with two buttons: "RETURN TO ROSTER" and "CREATE NEW MEMBER". The "CREATE NEW MEMBER" button is circled in blue. Below the buttons is a search form with fields for "First Name", "Last Name", and "City", and a "FIND" button. Below the search form is a table with columns: "First Name", "Middle Name", "Last Name", "City", "Department", "Member Type", "Dept. Paying for Dues", and "Add to Roster". The table is empty, and there is a red arrow pointing to the "Add to Roster" column header. At the bottom of the page is a "CONNECT WITH US" section with social media icons for Facebook, Twitter, LinkedIn, and YouTube.

6. Fill out all the required member information. Click "Create and Add to Roster" at the button to continue.

The screenshot shows the "Create New Member" form on the South Carolina State Firefighters' Association website. The form is divided into several sections: "Required Field", "Mailing Address", "Physical Address", "Demographic Information", and "Department Information". Each section contains various input fields, including text boxes, dropdown menus, and checkboxes. The "Required Field" section includes fields for "First Name", "Middle Name", "Last Name", and "Suffix". The "Mailing Address" section includes fields for "Address", "Address 2", "Address 3", "City", "State", and "Zip Code". The "Physical Address" section includes fields for "Address", "Address 2", "Address 3", "City", "State", and "Zip Code". The "Demographic Information" section includes fields for "Email", "Drivers License", "Gender", "Race", and "Date of Birth". The "Department Information" section includes fields for "Job Title", "Date of Hire", "Does your Department pay this members dues?", "Employment Status", "Manage Reports", and "Manage Roster". At the bottom of the form are two buttons: "CREATE AND RETURN TO ROSTER" and "CANCEL". The "CREATE AND RETURN TO ROSTER" button is circled in blue. A red arrow points to the right side of the form.

- Go back to the Department Roster and the new member will appear.

Sign out Hi, John Doe

SC FIREFIGHTERS HOME DEPARTMENT DIRECTORY MEMBER BENEFITS MY ACCOUNT

DEPARTMENT ROSTER

RETURN TO DEPARTMENTS ADD MEMBER

First Name
Last Name
Employment Status (Any)
Job Title (Any)
Hire Date and
Record Status (Any)

FIND

EXPORT

Full Name	Employment Status	Job Title	Date of Hire	Pay Dues	Manage Reports	Manage Roster	Member Type	Status	View/Edit	Remove	Report Death
Abby Wilson	Volunteer	Firefighter	9/1/2018	YES	True	True	Regular Member	Active	View/Edit	Remove	Report Death
John Doe	Paid- Full Time	Chief of Department	1/1/2001	YES	False	False	Regular Member	Active	View/Edit	Remove	Report Death
Jane Doe	Volunteer	Firefighter	1/1/2018	YES	False	False	Regular Member	Active	View/Edit	Remove	Report Death

- You can then edit their information, remove them, or report a death using the buttons to the right of their name.

Sign out Hi, John Doe

SC FIREFIGHTERS HOME DEPARTMENT DIRECTORY MEMBER BENEFITS MY ACCOUNT

DEPARTMENT ROSTER

RETURN TO DEPARTMENTS ADD MEMBER

First Name
Last Name
Employment Status (Any)
Job Title (Any)
Hire Date and
Record Status (Any)

FIND

EXPORT

Full Name	Employment Status	Job Title	Date of Hire	Pay Dues	Manage Reports	Manage Roster	Member Type	Status	View/Edit	Remove	Report Death
Abby Wilson	Volunteer	Firefighter	9/1/2018	YES	True	True	Regular Member	Active	View/Edit	Remove	Report Death
John Doe	Paid- Full Time	Chief of Department	1/1/2001	YES	False	False	Regular Member	Active	View/Edit	Remove	Report Death
	Regular										Report

- If you select "Edit", you will be taken to the page below to change any information relating to their membership. Be sure to click "Save and Edit" at the bottom of the page to save all changes.



RETURN TO DEPARTMENT ROSTER

INCLUDED ON THE FOLLOWING ROSTERS

Department	Job Title	Date Hired	Days Dues	Employment Status
SC Fire Dept	Firefighter	9/1/2018	YES	Volunteer

* Required Field

* First Name:

* Middle Name:

* Last Name:

* Suffix:

Mailing Address

* Address:

* Address 2:

* Address 3:

* City:

* State:

* Zip Code:

Physical Address

* Address:

* Address 2:

* Address 3:

* City:

* State:

* Zip Code:

Demographic Information

* Email:

* Drivers License:

* Gender:

* Race:

* Date of Birth:

* Membership Type:

* Phone:

* Work Phone:

* Mobile Phone:

* Home Phone:

Department Information

* Job Title:

* Date of Hire:

* Does your Department pay this members dues?

* Employment Status:

Manage Reports

Manage Roster

SAVE AND EXIT CANCEL

CONNECT WITH US



10. If you need to remove the member from the roster, click "Remove" next to their name. Once on the remove page, select the box confirming you wish to remove them from the roster. Then click "Remove and Exit" to save.

Sign out Hi, John Doe

SOUTH CAROLINA
STATE FIREFIGHTERS' ASSOCIATION

SC FIREFIGHTERS HOME | DEPARTMENT DIRECTORY | MEMBER BENEFITS | MY ACCOUNT

Remove from Roster:

Name	Abby Wilson
Member #	101087
Job Title	Firefighter
Date of Hire	09/01/2018
Does your Department pay this members dues?	Yes
Employment Status	Volunteer
Manage Reports	Yes
Manage Roster	Yes

Are you sure you want to remove this person from the roster?

REMOVE AND EXIT **CANCEL**

CONNECT WITH US

11. If a member has passed away, click "Report a Death" on the roster next to their name. Add the date of death, select the cause of death from the drop-down menu, and add any notes. Click "Report Death" to save and continue.

Sign out Hi, John Doe

SOUTH CAROLINA
STATE FIREFIGHTERS' ASSOCIATION

SC FIREFIGHTERS HOME | DEPARTMENT DIRECTORY | MEMBER BENEFITS | MY ACCOUNT

RETURN TO DEPARTMENT ROSTER

Remove from Roster:

Name	Abby Wilson
Member #	101087
Job Title	Firefighter
Date of Hire	09/01/2018
Does your Department pay this members dues?	Yes
Employment Status	Volunteer
Manage Reports	Yes
Manage Roster	Yes

Date of Death: 12/07/2018

Cause of Death: Accidental Death

Notes: 2500 characters left

REPORT DEATH **CANCEL**

CONNECT WITH US