



BMWMC's Membership Database Guide.

This guide will assist you to update, check your personal information and/or indicate your personal preferences.

To do this, follow the following steps:

- Go to the BMWMC Homepage or click this link: www.bmwmc.nz
- Click on the 'UPDATE DATABASE PROFILE' button, Upper Top Right of page
- On the new page opened, under 'Member Sign In' (Upper Right Hand side) type your email address as used for your membership. If the address aligns with the one we have registered for you, a link will be emailed to you. If nothing appears to happen, please try another email address (and/or check your junk folder).
 - Note:
 - An email containing a link to your personal information page of the new database will be sent to the email address you have submitted. No-one else will receive it. This is a built in security and safety feature.
 - The system will only recognise the email address currently registered in the database for you. If you have changed your email address but no longer have access to the old email address you will not get access. If so, please email membership@bmwmc.nz and your email address will be corrected.
 - Assuming you receive the the link, you will have access and can update your information, including updating your email address when needed.
- Within a few minutes you will receive an email with a link to click on, giving you access to your personal information page.
 - Member Name - **Year of Birth** (Click to edit, despite no box)
 - Emergency Contact details – you choose who this should be as it fits with your personal circumstances. Please include contact phone number/s
 - Contact Details – please ensure that these are correct – including your email address. These are the addresses that information from the club is sent to you. They could be Newsletters, information packs, emails, phone call/s from your Area Rep or any of the Executive Members.

Please remember to scroll to the bottom of the page and click the Green Update button. Looks like:





The final two sections are:

Motorcycles - Current

Now is the time to update/add or delete your Motorcycles. Scroll down to the Motorcycle Section. Click on the Blue Button 'Add New Bike' – It looks like this:



Add New Bike >

This section is reasonably self-explaining. Select:

- Click 'Add New Bike'.
- Year of Manufacture: Use the up/down arrows or just type it in.
- Type: Clicking the down arrow will display the BMW motorcycle models.
- Capacity/Displacement: Add the cc rating or your motorcycle from the drop down list.
- Style: Use the drop down list you should see the class/style that matches your motorcycle.

Once you've added the new details, click 'Add New Bike'.

More than one bike? No problem; please repeat the process by clicking 'ADD NEW BIKE' and starting over. The details in this section provide data on the types of machines the members of our Club use.

Whenever you have made changes, please always remember to click the 'Update' button.

Services Offered

- If you want your name included in the Member Services Directory, please check the services offered from the options given, thank you. Your details will appear in the next Member Services Directory.
 - This information is also used to provide details for the Members Services Directory.

The details from the two sections above are automatically collated to provide information as required for:

- Member Services Directory.
- Email list for Mail Chimp to send our electronic Newsletter.

The Database is important not only to the Club but:

- To our Area Reps in accessing the most up-to-date membership list for their areas,
- To our Members with auto reminders of when their Annual membership Fees are due,
- To the Treasurer for budgeting and tracking income from Annual Membership Fees,
- To the Board Members for Demographic and Organisational Data,
- To the Membership Secretary moving from a full (and time consuming) manual process to having the majority of those processes completed with oversight as opposed to hands on.

Questions/Support, always welcomed/offered:

membership@bmwmc.nz