

MFNZ Membership Affiliations and Information Updates

Use the spreadsheet for the appropriate financial year. Year is included in the filename. Example XX-ClubList 2017-18.xlsx

Check it's the latest version for that year. See column "Office Use" for date.

Task to do

Affiliations

Information Updates

New/Returning

Start a new row at the bottom of the spreadsheet.

Set the Financial column on the members row from False to True. Ensure there are no leading or trailing spaces on the entry.

Overwrite each cell on the Members row with the updated information. Please keep the data format the same for entries with Dates and True/False. Ensure there are no leading or trailing spaces on these entries

New Member ?

Yes

No

Set MFZNum to 0 (zero).

Enter the returning member's MFZ number in MFZNum

Fill in each of the columns with information from the MFNZ affiliation form.

Continue process as defined in the MFNZ Club Membership flow chart