

## 4 HOW TO ADD A DUAL MEMBER

Click on Members at the top of the page

Home National Federations Groups Wis Members Campaigns Competitions Courses Reports

This will open a box:  
Click on 'Create New'

Home National Federations Groups Wis Members Campaigns Competitions Courses Reports

Information for WI : Dummy WI

Paid vs Active members

Tools

- My Membership(s)
- Active - Full
- Active - Dual
- Active - Associate
- Active - New
- Active - Unpaid
- Active - All
- WI Delegates
- WI Secretaries
- WI Treasurers
- WI Presidents
- Recently Modified

Search All

Create New

Search simple reports

Create simple member report

Recently Viewed

1 Lemon

Here you enter the new member's first name, surname and postcode. Then click on 'Check for duplicates'

Home National Federations Groups Wis Members Campaigns Competitions Courses Reports

Create New Member

testingemail@

Save

Status Info

Reference

Status Active

Status Date

Contact Details

Title [Please select.]

First Name Latel

Surname Monks

Post Code s10 0rn

Check for duplicates

Address 1

Address 2

Address 3

If the member is already correctly listed as a full member at another WI, she will appear in this dropdown list:



## Contact Details

**Title** [Please select...]

**First Name** Latel

**Surname** Monks

**Post Code** SL0 0RN [Check for duplicates](#)

**Please check possible duplicate members**

[Please select...]  
[Please select...]  
Not a duplicate  
Jones, Jill, 299 Longstone Road.  
**Monks, Latel, 299 Longstone Road, Amersham Angels (Active - Full)**

**Address 1**

**Address 2**

**Address 3**

You will see a box appear which just tells you that dual members are not shown in the paid members figures. Just click on OK to continue. It will then enter the rest of the member's details in the boxes for you

**Contact Details**

**Title** [Please select...]

**First Name** Latel

**Surname** Monks

**Post Code** SL0 0RN [Check for duplicates](#)

**Address 1** 299 Longstone Road

**Address 2**

**Address 3**

**Town** IVER

**County** Buckinghamshire

**Country**

[Copy Address](#)

**Address needs verification** ☐ Yes ☐ No

It will then automatically enter the member as a dual member

## Membership Details

**Member Belongs To** ☒ National ☐ Federation/WI

**Federation** [Please select...]

**WI** [Please select...]

**Member Type** Dual

**Please note that dual members are not shown in the paid members figures.**

**Date Joined** 18/09/2019

**2018 Paid** ☐

**Reminder History**

**Notes**

Select the federation and WI from the dropdown boxes, then scroll to the bottom to fill out the Data Protection section

When you get to the bottom you will need to confirm the data protection sections have been adhered to. You will need to enter the date the member filled in the WI Member Registration form and tick the boxes to confirm that the member filled in the form herself and that it was the latest version




## Data Protection

Once a new WI member has completed the WI Member Registration Form it is important that it is kept securely until it is entered into the MCS, after which point it should be destroyed.

It is also important for new WI members to complete the registration form themselves so they are fully aware of what information we collect, why, and what their rights are.

To the best of your knowledge please provide and confirm the following information:

- ☐ The paper WI Member Registration Form was filled in on  
- ☐ The member completed the form herself, or if assistance was required the data processing details were explained to her in full
- ☐ The member completed the latest version of the standardised WI Member Registration Form as published by the NFWI, and available to download via: [here](#)

Please do not submit this record until all three points above are accurate and correct.

You can then click on Save at the bottom

### **Please note:**

If you enter a member's email address in the email box, she will automatically be sent an email, explaining how to log in