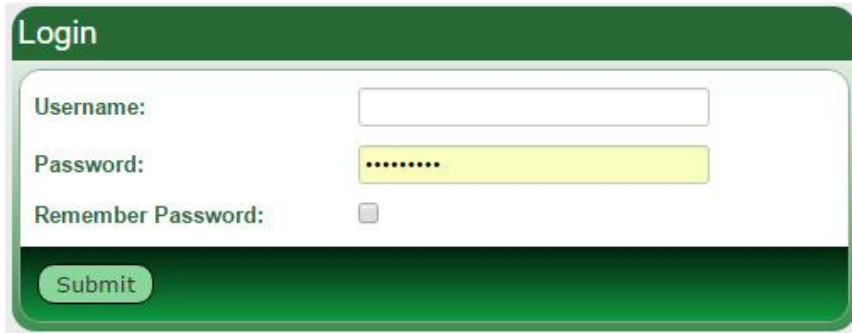


## Midland Counties On-Line

### Instruction for editing club information held on the MCPF database

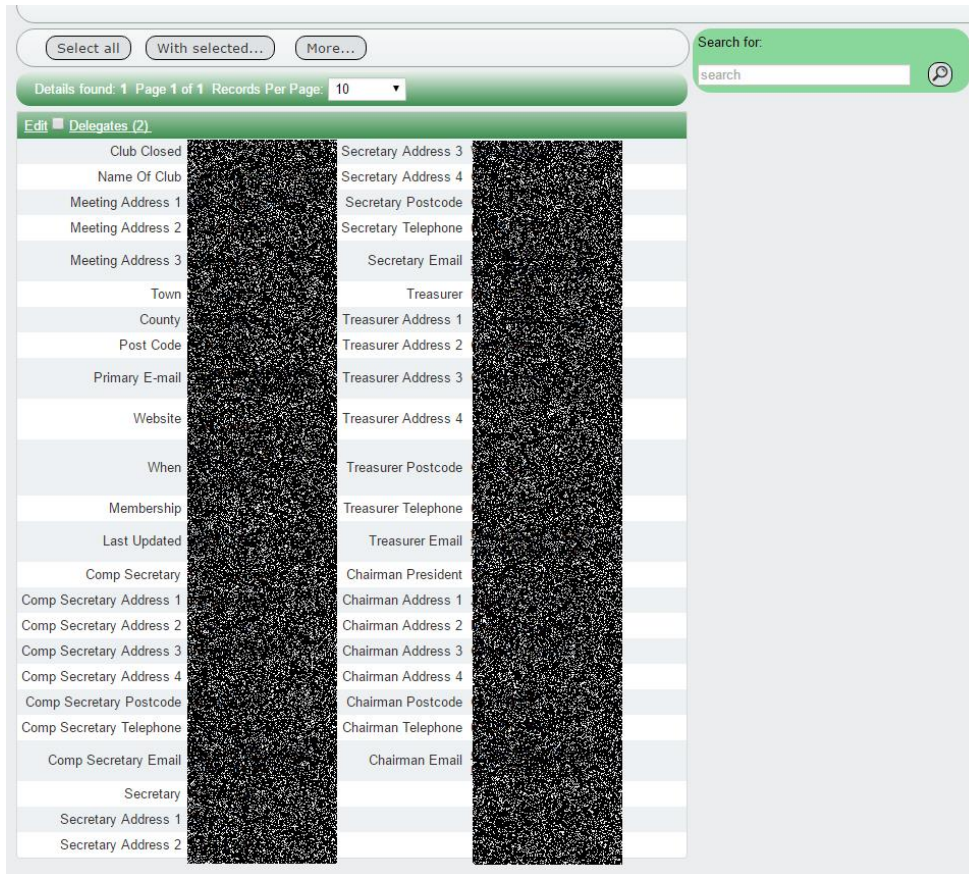
1. Logon to the database web site  
[www.mcpf.co.uk/](http://www.mcpf.co.uk/) and navigate to the Guide and Directory Update page
2. The username and password form will display



The image shows a login form titled "Login" with a green header. It contains three input fields: "Username:" with a white text box, "Password:" with a yellow text box containing seven dots, and "Remember Password:" with a small square checkbox. Below these fields is a green "Submit" button.

Enter the name and password shown on the Annual Return e-mail and submit (if you lose or forget your username and password please contact the webmaster)

3. The home page with your club information will display



The image shows a screenshot of a web page displaying a table of club information. The table has two columns of fields. The left column includes: Club Closed, Name Of Club, Meeting Address 1, Meeting Address 2, Meeting Address 3, Town, County, Post Code, Primary E-mail, Website, When, Membership, Last Updated, Comp Secretary, Comp Secretary Address 1, Comp Secretary Address 2, Comp Secretary Address 3, Comp Secretary Address 4, Comp Secretary Postcode, Comp Secretary Telephone, Comp Secretary Email, Secretary, Secretary Address 1, and Secretary Address 2. The right column includes: Secretary Address 3, Secretary Address 4, Secretary Postcode, Secretary Telephone, Secretary Email, Treasurer, Treasurer Address 1, Treasurer Address 2, Treasurer Address 3, Treasurer Address 4, Treasurer Postcode, Treasurer Telephone, Treasurer Email, Chairman President, Chairman Address 1, Chairman Address 2, Chairman Address 3, Chairman Address 4, Chairman Postcode, Chairman Telephone, and Chairman Email. The table is partially obscured by a large blacked-out area. Above the table, there are navigation buttons: "Select all", "With selected...", and "More...". To the right, there is a search bar with the text "Search for:" and a search button. Below the navigation buttons, it says "Details found: 1 Page 1 of 1 Records Per Page: 10".

4. To edit your club and officers details, click [<edit>](#), and the editing screen will display

**Edit Membership Record**

Club Closed

Meeting Address 1

Meeting Address 2

Meeting Address 3

Town

County

Post Code

Primary E-mail

Website

When

Membership

Comp Secretary

Comp Secretary Address 1

Comp Secretary Address 2

Comp Secretary Address 3

Comp Secretary Address 4

Comp Secretary Postcode

Comp Secretary Telephone

Comp Secretary Email

Secretary

Secretary Address 1

Secretary Address 2

Secretary Address 3

Secretary Address 4

Secretary Postcode

Secretary Telephone

Secretary Email

Treasurer

Treasurer Address 1

Treasurer Address 2

Treasurer Address 3

Treasurer Address 4

Treasurer Postcode

Treasurer Telephone

Treasurer Email

Chairman President

Chairman Address 1

Chairman Address 2

Chairman Address 3

Chairman Address 4

Chairman Postcode

Chairman Telephone

Chairman Email

[Save](#) [Reset](#) [Back to list](#)

Enter all the changes you need to make and click [<save>](#)

**Note/**

The name of your club is not editable by you and any change will have to be notified to the General Secretary. To return to the home page, click [<back to list>](#) button.

5. To edit delegates details, click <delegates> top left of the home page.

|  | Ref Number | Delegate | Address1 | Address2 | Address3 | Address4 | Postcode | Telephone | Email | My Last Update | Input Year |
|--|------------|----------|----------|----------|----------|----------|----------|-----------|-------|----------------|------------|
|  |            |          |          |          |          |          |          |           |       | 00 0000        | 2015       |
|  |            |          |          |          |          |          |          |           |       | 00 0000        | 2015       |

You can make changes to your delegates names, addresses and e-mail by clicking on the pencil on the left hand side.

To add another delegate click < Add New > and fill in the details then click <save> and <return to list>.

Note/

Ref number, My last update and input year are not editable fields.

To return to the Home page please use the back button on your browser or the Logout button if you have finished

If you have any problems or suggestions on improvements to the use of the database please let the webmaster know so we can evaluate when designing future developments. Thank you for your co-operation.