

# www.nzpipebands.org.nz

## On-line Database Management Band Secretary's Manual

### Getting Started.

This guide is to assist band secretaries with the update and maintenance of band details that appear on the RNZPBA website under the tab NZ Bands, plus their band members records online, and to submit entries for the annual NZ Championship contest.

Other functionality will added over time, including online elections and ballots.

When checking band member records, PLEASE ensure you have an accurate POSTCODE for every member. If a member is unsure of their POSTCODE, please take the time to find out what it is by visiting [www.nzpost.co.nz](http://www.nzpost.co.nz) and go to the ADDRESS AND POSTCODE FINDER.

### Conventions

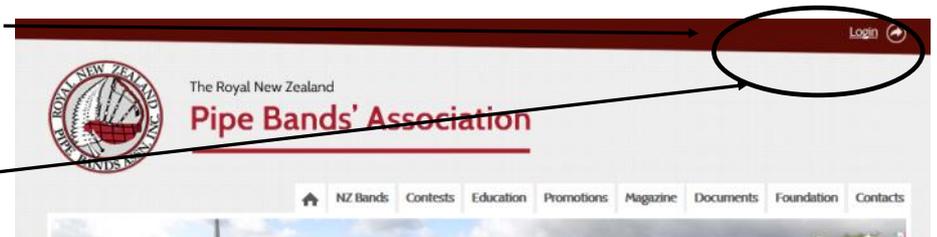
There are a number of conventions we would like you to adhere to when entering or updating the database, and they include:

- Don't use CAPITALS for all text - only capitalize where appropriate. In particular, don't use capitals in email addresses and website addresses.
- When entering a Phone number, include the area code in parenthesis ie: (09) 1234567
- When entering any details, please don't use multiple SPACES between words, and only use TWO SPACES between the end of one sentence (the full stop) and the first character of the NEXT sentence.
- When entering postal / delivery addresses, please note the following NZ Post guidelines:

STREET ADDRESSES	RURAL ADDRESSES	PO BOX AND PRIVATE BAG ADDRESSES
<ul style="list-style-type: none"><li>• Use the street number in preference to a building's name. However, if you only have a building name, put it by itself on the line immediately above the street name and put any unit or floor above the building name.</li><li>• Don't use corner addresses (eg. 'corner Main and High Streets') or street number ranges (eg. '4-12 Main Street').</li><li>• If the street number includes a letter, leave out the space (eg. '21A Main Street', not '21 A Main Street').</li><li>• Use the suburb if it is in common use. You can leave out a central city suburb (eg. 'Auckland Central').</li></ul>	<ul style="list-style-type: none"><li>• Use 'RD' plus the RD number instead of a suburb.</li><li>• 'RD' is space and punctuation free (eg. 'RD 1' not 'R D 1').</li><li>• Include the name of a registered occupant if the rural address doesn't have a street number.</li><li>• Don't use floor levels in rural addresses.</li><li>• Use the correct mailtown, ie. the town name of the rural delivery route – this is not always the town closest to the address.</li></ul>	<ul style="list-style-type: none"><li>• If you're using a PO Box or Private Bag address, don't include a street address as well.</li><li>• PO Box and Private Bag numbers are space-free (eg. 'PO Box 23226', not 'PO Box 23 226').</li><li>• 'PO' is space-free (eg. 'PO Box 23226' not 'P O Box 23226').</li><li>• 'PO' is also punctuation-free – save time and leave out the full stops!</li><li>• You can leave out the box lobby name if it is exactly the same as the town/city name.</li></ul>

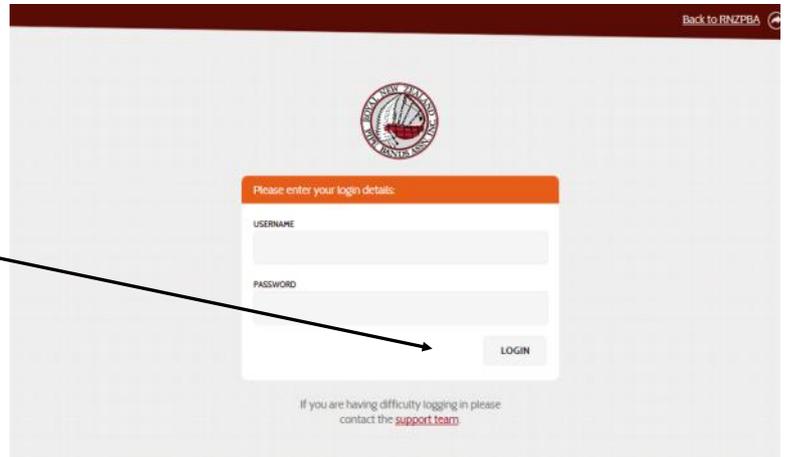
# Login

Go to [www.nzpipebands.org.nz](http://www.nzpipebands.org.nz) In the top right hand corner of the home page, click on **Login**



Enter your Username and Password.

Please note that the Username and Password are case sensitive. Now click the Login button



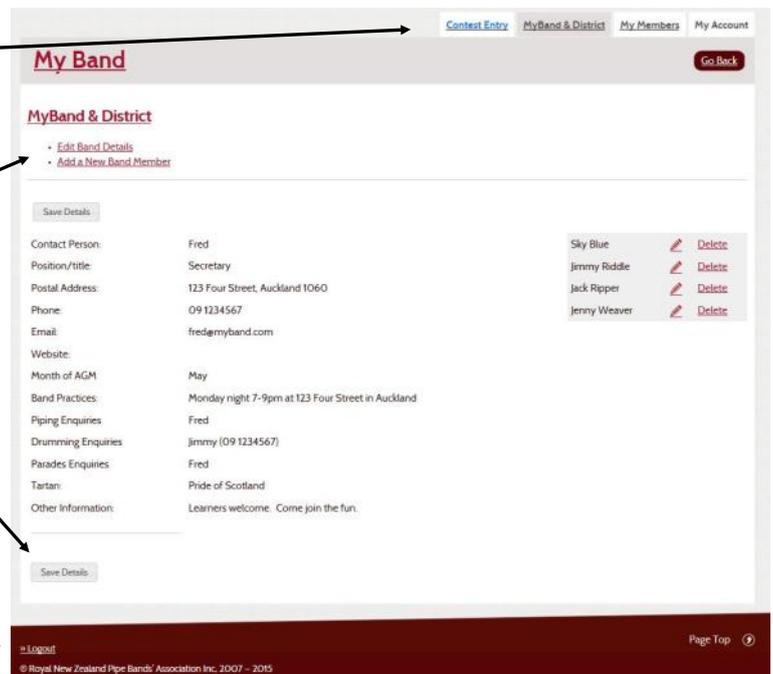
The next screen you see will look as follows, with a series of MENU TABS across the top.

The default screen shows your band details, and a summary of members with band members listed in the right hand column.

There are links to **Edit Band Details**, and **Add a New Band Member**

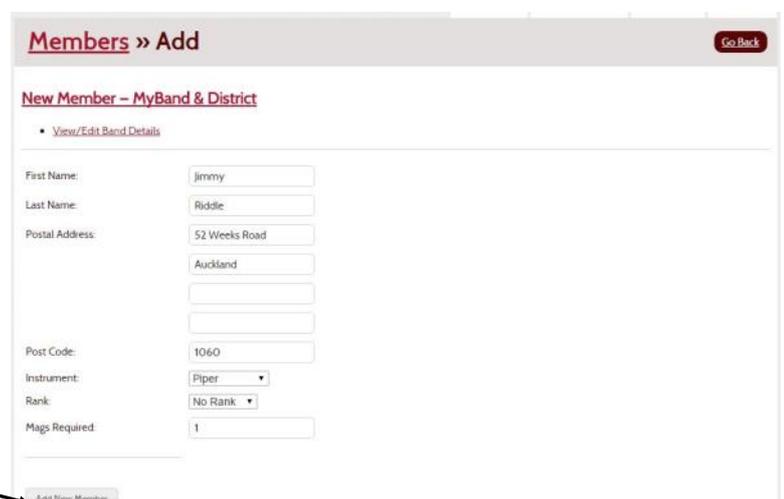
Selecting the first option turns the band page into an editable form, where you can change any of the information on the page. When you've finished editing, click the **SAVE DETAILS** button.

When you have completed editing, select the **LOGOUT** option,

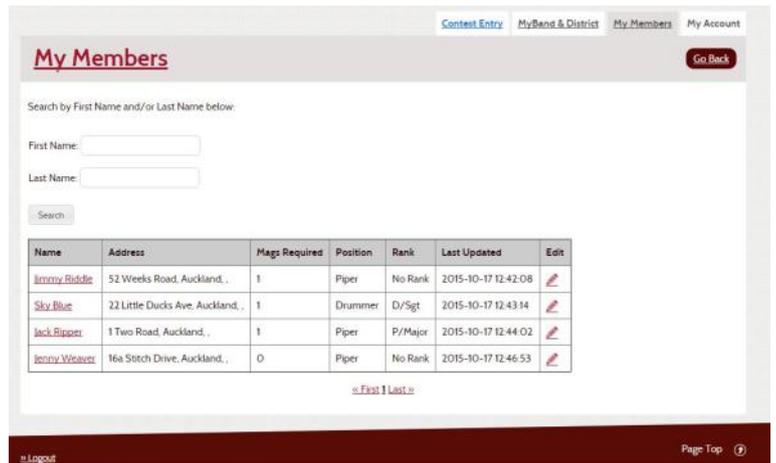


Entering a New Member record is very straight forward. Drop Boxes allow the selection of Instrument Played, and Rank. Click the down arrow to display the options and make a selection.

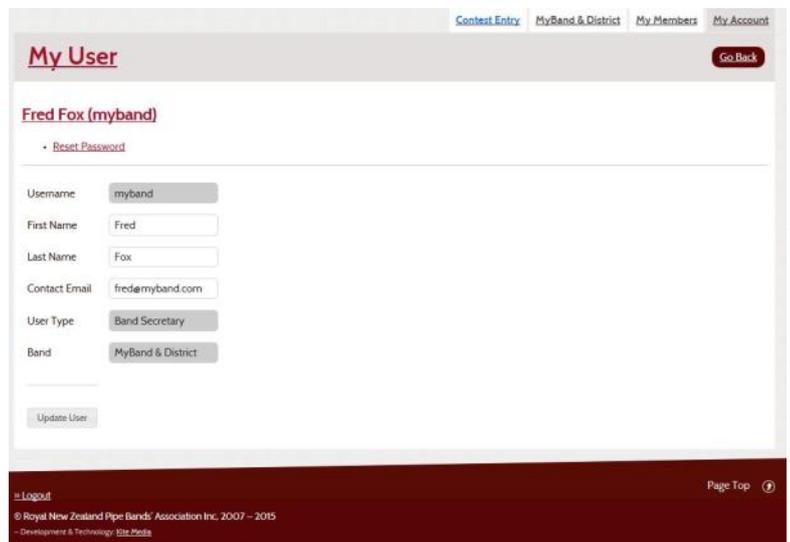
One thing to note though, if you don't enter a POSTCODE, the Mags Required field, for inclusion in the NZ Pipeband magazine mailing list, will be set to 0 (no magazine). When details have been entered, click the **ADD NEW MEMBER** button



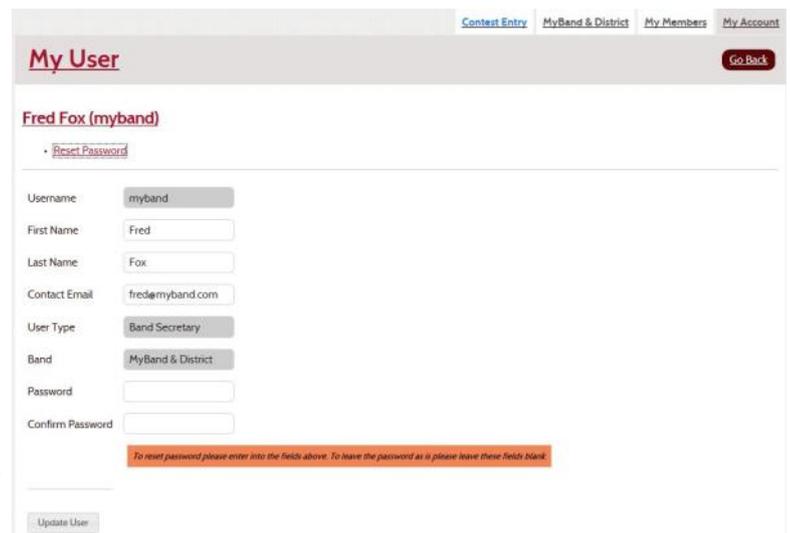
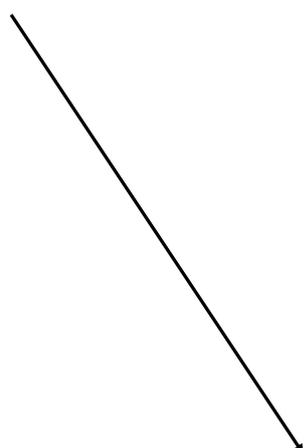
An additional screen is available which offers a summary table of your band's members. This is a convenient means of scanning through your list for a quick overview, yet still offers the option of EDITING records.



The menu tab at the extreme right of the tab bar is MY ACCOUNT, which allows you to reset your password, plus edit name and email address .



If you select the RESET PASSWORD option, additional fields will be displayed. If a new password is entered, it must be confirmed, then click the UPDATE USER button.



[Contest Entry](#) | [MyBand & District](#) | [My Members](#) | [My Account](#)

**Contests » Enter** [Go Back](#)

Royal New Zealand Pipe Bands' Association (inc)

**2016 New Zealand Pipe Band Championships - Felkling**

To enter the contest, please select from drop down boxes where offered. Please ensure all Tune Names have the correct Capitalisation, and for the Medley and Street March please separate tune names with a comma.

**Street March Banner**

Do you have your own banner for the Street March?  ▼

Will your own personnel carry the banner?  ▼

**Display**

Are you competing in The Display?  ▼

**Mace Flourishing**

Are you competing in the Mace Flourishing?  ▼

**Tunes to Be Played**

**Set No 1 (All Grades)**

March:

Strathspey:

Reel:

**Set No 2 (Grade 1 & 2 Bands)**

March:

Strathspey:

Reel:

**Medley (All Grades)**  
Please separate tune names with a comma.

**Street March**  
Please separate tune names with a comma.

**Mobile Numbers**

**Accommodation Details**

Accommodation Details:

Number of Beds Booked:

**Fees**

Bands: \$140.00 (includes GST)  
College Bands: \$120.00 (includes GST)

**Declaration**

Please declare that fees have been posted to The Executive Offices,  
PO Box 15271, Christchurch, 8141

▼

**Submit Entry**

Please ensure all fields are correct and completed.

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- Development & Technology: [iSite Media](#)

Click the down arrow to select options relating to Street March banner, Display and Mace Flourishing. If for Mace Flourishing you select YES, an additional field will appear requesting the entrants name.

Accurately enter your Set tune names. Remember to use capitalisation only as necessary. One tune per field.

Grade 1 & 2 bands will need to enter the names of their second Set. Other Grades can leave these fields blank.

Enter your Medley tunes. Capitalise correctly, and separate tunes with a comma. (ie. Scotland the Brave, Greenwood Side, The Dark Isle...)

Enter the names of your Street March tunes

Please supply 3 x mobile phone contact numbers for on-the-day messages from the organising committee.

Enter the name and address of your accommodation, and how many beds have been booked

Chose the appropriate action from the drop down box to confirm the declaration

When complete, click SUBMIT BAND ENTRY.

