Database 101

DATABASE

Access at Detachment Level
Database 101

Getting to the Member Portal

Go to the MCL Library.
www.mcleaguelibrary.org
Click on the Member Portal tab
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Your email address is your username
If your email address is not in the database, it will not work.

- Detachment Paymaster – can add Member’s email address.
- Department Paymaster – can add Detachment Paymaster’s email address.
- Headquarters can add email address AND grant Paymaster and Commandant access – Point of Contact is JD Foster jfoster@mcleague.org
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Enter your email address. Then click here to get a password set up.

“Click here for login information”
Welcome to MCL's New Members Only Portal! Please take a moment and update your profile.
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The Member can update the email, address, and phone number. Make sure to click save at the bottom of the form.
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For **Detachment Paymasters and Commandants**, click **Profile Update** and allow the screen to reload.
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Look for the word “Me” as this is a drop-down menu. If you do not have a drop-down menu, you are not set up for access to the detachment and need to email your Department or HQ for access. HQ grants access via Report of Officer Installation (ROI) authority.
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If you have access, it will show you the detachment that you can edit. Click on the detachment and allow the screen to reload.
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It will list all the detachment members. It is NOT in alphabetical or numerical order (we are working on that). It may be best to work with a list and cross off each one as an update is completed.
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At the bottom of the page, it lists how many pages, items per page, and total items. Click the drop-down menu and select 50. This places 50 names per page and will help with searching.
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The computer has a shortcut key that can help find people quickly. **Press “Ctrl” and “F”** Search for a name. If it does not find it, go to the next database page and try the search.
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Find the name you want to edit. **ONLY** click on “**Edit Profile**.” Please do not change other settings.
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When the update is completed, please ensure to **SAVE** the work.

A notification will go to JD Foster for approval.
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From the Member Library

www.mcleaguelibrary.org

Please click on the Events Calendar.

Department Commandant and Paymaster can add events in your State!
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