

North Shore Choral Society Job Procedures: Membership Coordinator

MEMBERSHIP dBASE PROCEDURES

The Membership Coordinator uses the NSCS Database to record and maintain information about members and their relationships to the Choral Society, and to create reports for other NSCS leaders and members. The NSCS Database is currently supported by the dBASE database management system.

These procedures are specific to the use of the dBASE system in support of tasks for which the Membership Coordinator is responsible. For additional instructions on performing more general computer-related tasks, see the NSCS01 Procedure Illustrations document.

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<i>Procedure</i>	Print Registration Forms
<i>Purpose</i>	Registration forms are used to capture basic contact information about new members (name, address, phone) plus height, voice part, employer, job/hobbies, expertise/willingness to volunteer. Returning members are asked to verify that the information we have for them is correct. Participation and dues information is captured on the forms for both new and returning members. The forms are used later to enter this information into the NSCS database. (See Update NSCS membership data.)
<i>Frequency/Trigger</i>	Registration forms for returning members are printed annually so that they are available for the first several rehearsals of the season.
<i>Output</i>	One letter-sized page is printed for each potentially returning member, plus a supply of blank forms for new members to fill out. (See samples below.) At registration, each Section Coordinator is given the forms for his/her section, plus a supply of blank forms for new members.
<i>Input</i>	The query (Registr.qbe or RegiYYYY.qbe) should have been updated by Computer Services to select all paid members from the previous season.
<i>Prerequisites</i>	The Membership Coordinator and other leaders involved in member registration must determine what form changes are required for the new season. Verify that Computer Services has updated all components to display information for the current season. Find out the name of the .rpt file to run.
<i>Steps</i>	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) [For 2012] Select the report file Reg2012.rpt and choose Design Report (Shift-F2) from the Navigator menu. 3) From the Report menu, choose Refresh Report Data. 4) Print the report or create a PDF or Rich Text Format (RTF) file for emailing. (See the Crystal Reports section of the Illustrations document for detailed instructions on printing, PDFs and exporting RTF files.) 5) Close the Preview Window and Crystal Reports. If presented with the message that the report design has changed, it's okay to choose save. 6) Print multiple copies of the Registration form 2012.pdf file (in C:\DBASE\WordPerfect documents\Registration Forms) to create blank forms for new members, or send this pdf to someone else for printing.
<i>Hints/Tips</i>	The forms for last season's members are sorted alphabetically within section.
<i>Resources</i>	Any problems with running the reports or creating the appropriate output format should be directed to the Computer Services Coordinator.

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Illustration: Registration Form for 2012-2013 Season (created with **Reg2012.rpt**)
(Modifications to last season's form are **highlighted**)

North Shore Choral Society 2012-2013 Season	
	
Registration Form	
Registration date:	
Emily RIVERA 1601 W Chase Ave #3E Chicago, IL 60626 E-mail address: emilyjriviera@gmail.com Date joined NSCS: September 5, 2000	ID: 56947 Voice Part: 1st Alto Height: 5 ft. 2 in. Preferred phone Home Phone: (773) 465-5256 Cell or Work Phone (773) 988-6098
Employer: Self	
Job and/or Hobby: Freelance photographer	
How did you learn about NSCS? Pioneer Press ad	
Volunteer Activities: Where can you help?	
Fundraising: Xeroxing: Art:	Phoning: Mailings: Concert Set-up:
Social: Computer Input: Other:	Publicity: Photography:
Dues: Regular season: \$115.00 Paid (Includes 1 season ticket subscription)	
Full-time Student: \$30.00 Paid	
Extra Season Subscription: \$40.00 Paid	
Dues are payable in full by the third rehearsal unless an arrangement has been made with Membership Chair.	
Total paid: \$ Date:	
Is the printed information correct? Yes: No:	
Do you intend to sing all 4 concerts this season? Yes?	
If not, please circle those you intend to sing: 11/18/12 12/09/12 03/02-03/13 06/02/13	
Is it okay to share your contact data with other members via our Membership List? Please circle YES or NO	

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Illustration: Blank 2012-2013 Registration Form for new members
(created from Microsoft Word document)

North Shore Choral Society	
	Audition: Date: _____ Signed: _____ Comments: _____ _____ _____
Registration Date: _____	Preferred Phone: _____
Name: _____	Home Phone: () _____ ☐
Address: _____	Cell/Work Phone: () _____ ☐
City, State, ZIP: _____	
Height [] ft. [] in.	E-mail address: _____
Voice Part: ☐ 1 st Soprano ☐ 2 nd Soprano ☐ 1 st Alto ☐ 2 nd Alto ☐ 1 st Tenor ☐ 2 nd Tenor ☐ Baritone ☐ Bass	
Employer: _____	
Job and/or Hobby: _____	
How did you learn about NSCS? _____	
Returning Members: Do you remember when you first joined NSCS? (Approximately) Please give us an estimate. Thank!	
Volunteer Activities: Where can you help?	
☐ Fund-raising ☐ Telephoning ☐ Concert Set-up ☐ Social Activities ☐ Publicity ☐ Art	
☐ Xeroxing ☐ Photography ☐ Computer Input ☐ Mailings ☐ Other: _____	
Are you interested in serving on the Board? _____	
Dues: Regular: \$115.00 _____ (Includes 1 season ticket subscription)	
Full-time Student: \$30.00 _____	
Dues are payable in full by the third rehearsal unless an arrangement has been made with Membership Chair.	
Dues paid: \$ _____	
Extra subscription paid: \$ _____	
Total paid: \$ _____ Date: _____	
I intend to sing: All 4 concerts ☐	
or (please circle dates) 11/18/12 12/09/12 03/02-03/13 06/02/13	
Is it okay to share your contact data with other members via our Membership List? Please circle YES or NO	

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Procedure	Update NSCS membership data
Purpose	Registration forms for new and returning members capture basic contact information, height, voice part, concert participation, and dues payment data. This data needs to be entered in the database so that it is available for membership tasks and reports.
Frequency/Trigger	Most registration forms are filled out at the first rehearsal of the season, but additional forms can trickle in during subsequent rehearsals. Sometimes updates to this data are communicated via email, or a phone call, or even written on a weekly attendance sheet.
Output	Updated database records. Basic contact information (mailing name, address, phones, email) is stored in the Symphony table. All other member data is stored in the NSCS table.
Input	Registration form or other source of new or revised member data (e.g. an email)
Prerequisites	Verify that Computer Services has updated the .wfm file to display any new fields added for the current season. Find out the name of the .wfm file to run.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) [For 2012] Run the form Nscs2012.wfm file by double-clicking on it, selecting it and pressing F2, or selecting “Run Form” from the Navigator window. 3) Enter the last name of the member whose data you want to update in the entry box just to the right of “2012” and click on the Seek button. If the correct member is not displayed, use the top/previous/next/bottom record selector buttons  or the elevator button to locate the correct entry and click on the data in the LAST_NAME column. If this is a new member (not in the database), close this form and go to step 4. If you have found the correct record, go to step 9. 4) Run the Symphony.wfm file by double-clicking on it, selecting it and pressing F2, or selecting “Run Form” from the Navigator window. 5) Enter the last name of the person and click the Last Name button to make sure the new member is not already in the Symphony table. If there are other people with this last name in this table, use the next record selector button or PgDn to make sure the new member isn’t already there. If the new member is in the Symphony table, verify that the address, phone, and email are the same. If you are convinced that it really is the same person, make any corrections to the contact data and check the Mailing and NSCS boxes. <u>Write down or copy the ID</u> and go to step 7.

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- 6) If the member is not in the Symphony table, click the **Add New ID** button, enter the name, address, email, and phone field data, and check the Mailing and NSCS boxes. Write down or copy the ID. Close the Symphony II Search form window.
- 7) Run the form [Nscs2012.wfm](#) file by double-clicking on it, selecting it and pressing F2, or selecting “Run Form” from the Navigator window.
- 8) Add a new record by selecting Add Records (Ctrl+A) from the Form menu. Type or paste the ID from the Symphony table into the record. Select a different record with the previous or next button  and then come back to the record you just added.
- 9) Enter data in the other fields, per the Registration form/input document (dues, which concerts the member is singing in, etc.)
At the beginning of the season, verify that the number of absences in all four absence fields is 0.
If this is a new member, click the “Nametag required” box.
- 10) Repeat from Step 3 for the next form/input document. Close the window or select Close (Ctrl+F4) from the File menu when done.

Hints/Tips

Name fields in the Symphony table are mailing names. For a household with two NSCS members, each member needs a Symphony record, but only one of the Symphony records should be identified as “Mailing,” with both names entered in the First Name field of that record.

In the NSCS table, Voice part is entered as a number:

1=Sop1, 2=Sop2, 3=Alto1, 4=Alto2, 5=Tenor1, 6=Tenor2,
7=Baritone, 8=Bass, 0=Non-singer

In the NSCS table, the box “Include on Membership List” is used to add non-members (e.g. Julia Davids, Sharon Peterson, Bill Stribling) to the Membership List.

If you create a new record in error, you can delete it by selecting Delete Current Record (Ctrl+U) from the Form menu.

PgUp/PgDn can be used instead of the Previous/Next record buttons.

Resources

Any problems with adding or modifying membership data, or problems with the design of the form should be directed to the Computer Services Coordinator.

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Illustration: Symphony table data entry form (Symphony.wfm)

Visual dBASE - [Symphony II Search Form] LogMeta - Remote Session

EnterLastName,FirstName Last Name *People* Prefix

First Name Last Name ID Address 2
Director of Music 50211 (The Parish Church of St)

Address 1 City State Zip
939 Hinman Ave Evanston IL 60202

Spouse Home Phone
() - () -

Cell or Work Phone Source NSCS Tickets
() -

Notes Add New ID

☐ Donors ☐ Board ☐ Volunteer
☒ Mailing ☐ Snowbird ☒ NSCS
☐ Evanston Arts Council ☐ IL Arts Council
☐ Musician ☐ Corporate Donor

E-Mail Date Change
() - 11/15/1999

☐ No Solicitation letters ☐ Tab (yes or No)
☒ Religion Error code

Fax () - Retirement Home or Senior Citizen Centre
☐ Mailing Nov 2008 ☐ Letter 11/06 ☒ Mailing Feb 2007
☐ sent to MOB May 2007 ☒ CPO broc. 08/08 ☐ NSCS Apr 09 ☐ NSCS July 2009
☐ CPO Broc 09/07 ☐ PC10_04 ☐ NSCS mailing Nov 2011

Rittner	John & Mindy	Des Plaines
Ritz	Helen	Evanston
Ritzler	Anita	Palos Heights
Rivait	Pat	Aurora
Rivera	Benjamin	Chicago
Rivera	Bonifacio & Carole	Chicago
Rivera	Emily	Chicago
Rivera	Jonathan & Emily	Chicago
Rivero	Lowella	Chicago
Rives	Susan H.	Evanston
Rivier	Lynn	Willowbrook
Riviere	Emily	Palatine
Rivin	Arnold A.	Oak Brook
Rivkin	Charles T.	Chicago
Rivkin	William	Highland Park
Rix	Dolores M.	Chicago
Rixecker	Arnulf	Chicago
Rizzer	Gerald	Chicago
Rizzetto	Leo M.	Park Ridge
Rizzo	Jessica	Glenview
Rizzo	Paul	Chicago
Rizzo	Ronald R.	Lemont
Ro	Kibang	Chicago
Roach	Charles James Clark	Crystal Lake
Roach	Deborah	Chicago
Roach	Marie	River Forest
Roane	Dan	Northfield
Roane	Patrick	Chicago
Robb	Key	Grayslake

Illustration: NSCS table data entry form for 2012-2013 Season (Nscs2012.wfm)

Visual dBASE - [NSCS Entry Form]

2012 Enter Last Name Seek NSCS

Prefix Voice part 0 Height (in.) 0

First Name Last Name ID
Director of Music 7628 Directors, Presidents

Address 2 Address change
Church of The Holy Spirit 01/04/1996

Street Address City State ZIP
400 E Westminster Rd Lake Forest IL 60045

☒ Mailing ☐ Subscriber ☐ Contributor
☒ Member, old or new Media 0
☐ Prospective Member

Date joined NSCS / /

Home Phone () - Interest in Board Tag
Cell/Work Phone () - Choir

Employer S II Notes

Job/Hobby

☐ Fund Raising ☐ Telephoning ☐ Concert Set-up
☐ Social Activities ☒ Publicity ☐ Art
☐ Xeroxing ☐ Photography ☐ Computer input

NSCS

Learned of NSCS? CDs required 0

☐ Active 1st concert ☐ Paid dues 08/09 ☐ Paid dues 09/10 ☐ Paid dues 11/12
☐ Active 2nd concert ☐ Paid dues 10/11 ☐ Paid dues 12/13 ☐ Extra Subscription purchased ☐ Nametag required
☐ Active 3rd concert

E-Mail

☐ Absences 1st concert ☐ Nov 23, 1997 ☐ Nov 15, 1998 ☐ Dec 12, 1999 ☐ Nov 10, 2000 ☐ Nov 2, 2001 ☐ Nov 17, 2002
☐ Absences 2nd concert ☐ Mar 1, 1998 ☐ Feb 28, 1999 ☐ Mar 12, 2000 ☐ Mar 11, 2001 ☐ Mar 17, 2002 ☐ Mar 2, 2003
☐ Absences 3rd concert ☐ May 17, 1998 ☐ May 23, 1999 ☐ May 21, 2000 ☐ June 3, 2001 ☐ May 19, 2002 ☐ Jun 1, 2003
☐ Absences 4th concert

☐ Ravinia Aug 22 '99 ☐ Ravinia Jun 9, 2002 ☐ Dec 7, 2003 ☐ Dec 5, 2004 ☐ Dec 4, 2005 ☐ Dec 2, 2006 ☐ Nov 11, 2007 ☐ Nov 23, 2008 ☐ Nov 22, 2009
☐ Ravinia Sept 9 '99 ☐ Ravinia Aug 25, 2002 ☐ Feb 29, 2004 ☐ Mar 13, 2005 ☐ Mar 12, 2006 ☐ Mar 4, 2007 ☐ Mar 16, 2008 ☐ Mar 1, 2009 ☐ Mar 14, 2010
☐ Ravinia Jul 2, 2000 ☐ May 23, 2004 ☐ May 29, 2005 ☐ May 7, 2006 ☐ June 10, 2007 ☐ Jun 7, 2008 ☐ May 31, 2009 ☐ May 2, 2010
☐ Ravinia Aug 27, 2000 ☐ Jun 11, 2006
☐ Ravinia July 22, 2001 ☐ Nov 21, 2010 ☐ Nov 20, 2011 ☐ Nov 18, 2012
☐ Feb 12, 2011 ☐ Dec 4, 2011 ☐ Dec 9, 2012 (ESO)
☐ Mar 13, 2011 ☐ Mar 4, 2012 ☐ Mar 2-3, 2013 (workshop+concert)
☐ Jun 12, 2011 ☐ Jun 10, 2012 ☐ Jun 2, 2013

Abbey	Marilyn
Achenbach	Marcia
Adams	Gerald
Adamson	John O.
Aden	Douglas

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Procedure	Print Attendance Sheets
Purpose	Attendance at every rehearsal is monitored, and Section Coordinators contact members who are absent.
Frequency/Trigger	Attendance sheets must be distributed to Section Coordinators before each rehearsal.
Output	Two copies of a letter-sized sheet with the names of all singers in the section are given to each of the six Section Coordinators.
Input	The date of the rehearsal is entered as text on the attendance sheet header.
Prerequisites	Members will show up on the attendance sheet only if the NSCS database has been updated to indicate that they are planning to sing the current concert. Verify that Computer Services made changes required for the first rehearsal of a concert, and ran the utility to zero absence counts.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) [For 2012] Select the report file Attend12.rpt and choose Design Report (Shift-F2) from the Navigator menu. Update the text fields for the date and number of the rehearsal. (See the Crystal Reports section of the Illustrations document for detailed instructions on how to update a text field in Design Report mode.) 3) From the Report menu, choose Refresh Report Data and review the report data for reasonableness. 4) Print <u>two</u> copies of the report or create a PDF or Rich Text Format (RTF) file for emailing. (See the Crystal Reports section of the Illustrations document for detailed instructions on printing, PDFs, and exporting RTF files.) 5) Distribute the report to each Section Coordinator. (One copy for each section is returned to the Membership Coordinator after attendance has been recorded.)
Hints/Tips	The Membership Coordinator and each Section Coordinator should work out the best method to get attendance data back to the Membership Coordinator for the Enter Rehearsal Attendance Data procedure. Before the first rehearsal for a concert, the query must be modified to change which fields in Nscs.dbf are used for member selection, and the report design must be modified to change which concert absences field is shown on the attendance sheet. This can be done by the Computer Services Coordinator.
Resources	Any problems with running the reports or accuracy of the absences field should be directed to the Computer Services Coordinator.

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Illustration: Sample Attendance sheet (created with Attend12.rpt)
(text modified per rehearsal or per concert is highlighted)

NSCS...Attendance Sheet for September 11, 2012					
2nd rehearsal for "Songs of Praise and Thanksgiving"		Home Phone	Cell or Work Phone	E-mail address	Absences
1st Bass (Baritone)					
☐	GREEN, Anthony	(847) 251-1415	(847) 606-1415	anthonyrgreen@sbcglobal.net	0
2nd Bass					
☐	WOODARD, Dan	(847) 998-6886	(847) 712-6447	dhwoodard63@gmail.com	1
☐	VROEGH, Harry	(847) 864-1253	(847) 492-8250	hvroegh@att.net	0
<i>Is your name here? If not, please write it in below plus email address. Thanks! All NSCS members are welcome to sing at rehearsals but those listed above are expected to sing in the concert specified.</i>					
Count		3			
Grand Total		10			

North Shore Choral Society Job Procedures: Membership Coordinator

Procedure	Enter Rehearsal Attendance Data
Purpose	This procedure stores data about attendance and generates absence statistics.
Frequency/Trigger	Attendance data should be entered as soon possible after each rehearsal. The trigger is the receipt of attendance information from each section leader.
Output	Updated database records (Rehersal.dbf, Attend.dbf) and Absences fields [e.g., Nscs.dbf->ABSENT_1] for each concert.
Input	At each rehearsal, the Section Coordinator records member attendance for his/her section on the attendance sheet for that voice part. This is the primary input source. For the first rehearsal of a new season, attendance should be entered based on the registration form. (If you have a registration form for a singer, assume rehearsal attendance.)
Prerequisites	Several queries (Rehersal.qbe, Attend.qbe, Missng12.qbe), and forms (Attend.wfm, Attentry.wfm, Calcatt.wfm) should have been updated by Computer Services to process and report rehearsals and member attendance for the current season. Verify that Computer Services has updated all components to display information for the current season.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) Select the form file Attend.wfm. Double-click, or choose Run Form (F2) from the Navigator menu. 3) Press the down arrow ↓ on the keyboard until the rehearsal for which you are going to enter attendance (probably the last one in the Rehearsal window list) is selected, i.e., the RHS field entry has a box around it. If a new entry in this table is needed, press the down arrow ↓ until a new row is created. (Ignore any entries that appear in the singer name box while entering a new rehearsal.) Type the next sequential number in the RHS (Rehearsal number) column, Press Enter to get to the RHSDATE column. Type the appropriate MMDDYYYY value for the rehearsal date. Press Enter to get to the USE column and type Y if missing this rehearsal is to be counted as an absence. Press Enter until the cursor is in the proper column to indicate which concert this rehearsal pertains to (1, 2, 3, or 4) and type Y. Press Enter once more. 4) Click the button for 1st Soprano and then click the name of each 1st who attended. An (x) will appear next to the name to indicate attendance. Then do the same for the next voice part. When all attendance data has been entered, click the Compute Absences button. 5) Close the window (via the X in the corner) to exit the form.

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Hints/Tips

A name shows up on the attendance form only if that member is registered to sing for that concert. If a name has been written in on the attendance sheet, that member's record will need to be updated (using **Nscs2012.frm**) to indicate that they will be singing in the concert before attendance can be recorded. If the write-in is a first-time member, a registration form should have been processed via the [Update NSCS membership data](#) procedure.

Attendance x's can be changed later; rerun Compute Absences afterwards.

If you inadvertently create a new rehearsal, you can also delete the row by putting the cursor in the RHS column and pressing Ctrl+U. (Don't do this after you have recorded attendance data for that date!) Don't create a rehearsal until you are ready to start recording attendance for that date.

In **Attend.wfm**, you can change the USE or Concert No. for a rehearsal by selecting the rehearsal row (click on RHS for that row) and changing the values via the check boxes below. The changes will take effect when you click in a different row of the rehearsal table.

The Compute Absences button will create an attendance record for each person who attended that rehearsal. If the USE column value is Y for the rehearsal selected, the absence counter for that member will be incremented. Absence counters (one for each concert) can be changed using **Nscs2012.frm**.

Alt+F4 will close the window if the X in the title bar is not accessible.

Resources

Any problems with entering rehearsal or attendance data should be directed to the Computer Services Coordinator.

Illustration: Attendance form (**Attend12.wfm**)

RHS	RHS DATE	USE	No. 1	No. 2	No. 3	No. 4
466	09/04/2012	Y	Y	N	N	N

☒ Include In Absence Totals

☒ Concert #1
☐ Concert #2
☐ Concert #3
☐ Concert #4

1st Soprano
2nd Soprano
1st Alto
2nd Alto
Tenor
Bass/Beritone
Compute Absences

() Jonathan RIVERA
() David CRUMRINE

North Shore Choral Society Job Procedures: Membership Coordinator

Procedure	Create Attendance Reports
Purpose	The Section Coordinators and Music Director are given information about singer attendance on a weekly basis. NSCS policy states that if you “miss more than two rehearsals for any given concert, you must contact Julia Davids to discuss concert participation and to arrange a music singing review.”
Frequency/Trigger	Attendance reports should be created after each rehearsal (normally weekly) as soon as all attendance data has been entered.
Output	An email with two reports, one showing a list of who was missing for the specific rehearsal and another showing everyone in the chorus for the current concert and how many absences each has had. (See samples below.)
Input	The attendance data entered via Attend.wfm is used for the reports. (The Compute Absences button updates the Nscs.dbf with the number of absences for singers who are registered for the current concert.)
Prerequisites	Verify that Computer Services has updated all components to display information for the current season/concert.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) [For 2012] Select the <u>query</u> file Missng12.qbe and choose <u>Edit as Program</u> from the Navigator menu. The following instruction .AND. (C1213_1= .t. .AND. LAST_ATT<>{09/04/2012}) selects members who are singing the first concert of the 2012-13 season (C1213_1=.t.) and whose last attendance was <u>not</u> on 09/04/2012 – i.e., they were “missing” on that date . Change the date to the rehearsal date. From the File menu, choose Save and Close (Ctrl+W). 3) [For 2012] Select the report file Missng12.rpt and choose Design Report (Shift-F2) from the Navigator menu. Update the text field for the date of the rehearsal. (See the Crystal Reports section of the Illustrations document for detailed instructions.) 4) From the Report menu, choose Refresh Report Data. 5) Print to a PDF file or export to a RTF file. (See the Crystal Reports section of the Illustrations document for detailed instructions.) 6) Repeat steps 3 through 5 for Chorus12.rpt. 7) If necessary, copy the PDFs or RTFs to someplace accessible to your email program. Send an email to the Music Director, VP of Operations, VP of Concerts, President, General Manager, Section Coordinators, and any other NSCS leaders who request this information.

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Hints/Tips

For the first report for a new concert, the design of these reports must be modified to change which Concert Absences field in **Nscs.dbf** is shown. This can be done by the Computer Services Coordinator.

Resources

Any problems with running the reports or creating the appropriate output format should be directed to the Computer Services Coordinator.

Illustration: Sample attendance email

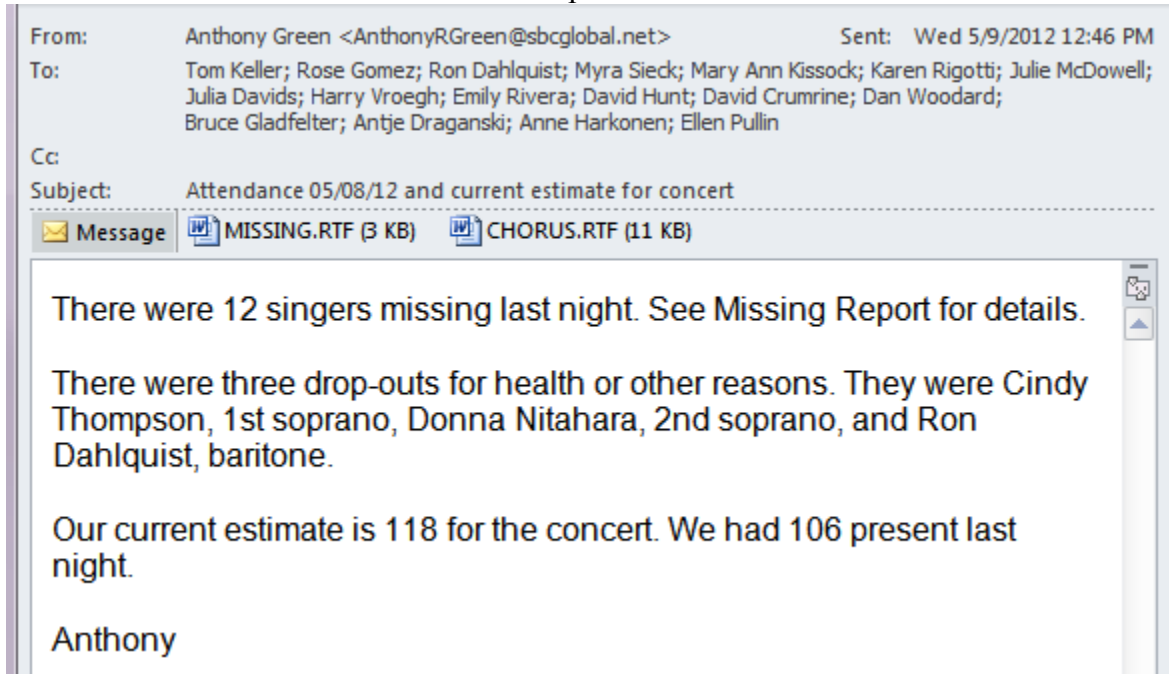


Illustration: Sample “Missing” report (created with **Missng12.rpt**)

Singers missing May 8th, 2012				Cumulative absences	Paid dues?
Katie	Gladych	1st Soprano	katie.gladych@gmail.com	2	Yes
Liz	Mayne	1st Soprano	elizabeth.anne.mayne@gmail.com	1	Yes
Cecilia	Davis	2nd Soprano		2	Yes
Betsy	Gladfelter	2nd Soprano	betsyglad@comcast.net	2	Yes
Susan	Demaree	1st Alto	susandemaree@yahoo.com	2	Yes
Nancy	Friday	1st Alto	nancyaffiday@yahoo.com	2	Yes
Chris	Erenberg	1st Alto	cderenberg@gmail.com	3	Yes
Tera	Moskal	2nd Alto	t-moskal@northwestern.edu	1	Yes
Katherine	Sutton	2nd Alto	kasutton4@sbcglobal.net	3	Yes
Bill	Erenberg	1st Tenor	poubell345@gmail.com	3	Yes
John	Shea	1st Bass (Baritone)	jshea9306@comcast.net	1	Yes
Bruce	Gladfelter	2nd Bass	bbglad@comcast.net	2	Yes
Number missing: 12					

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Illustration: Sample "Chorus" report (created with **Chorus12.rpt**)

<i>NSCS Chorus Report: May 8th, 2012</i>		<i>May 9, 2012</i>
<i>Rehearsal #10 for Israel in Egypt</i>		
<i>Absences</i>		
1st Soprano		
Mei Aden	2	
Pam Anderson	0	
Lorena Estrada	1	
Katie Gladych	2	
Judith Greene	0	
Anne Harkonen	1	
Tracy Kim	2	
Bethany Lindner	1	
Renata Lowe	4	
Jenny Lunz	1	
Liz Mayne	1	
Julie McDowell	0	
Karen Fish Schurder	0	
Phoebe Segal	0	
Roxann Specht	3	
Section Total:	15	
2nd Soprano		
Lauren Bauerschmidt	2	
Marcia Bollo	0	
Cecilia Davis	2	
2nd Bass		
Robert Brotman	0	
Kent Fuller	0	
Bruce Gladfelter	2	
David Hunt	1	
Karl Kroeger	0	
Jim Miller	6	
John Summerhays	0	
Harry Vroegh	0	
Dan Woodard	3	
Ethan Zwick	0	
Section Total:	10	
Grand Total:	118	

North Shore Choral Society Job Procedures: Membership Coordinator

Procedure	Create Membership List
Purpose	NSCS leaders and members may need contact information for each other.
Frequency/Trigger	The membership list for the current season is generated on request. The request may be verbal or via email. (After login to the “Members Only” portion of the NSCS website, a member is presented with a link to request a membership list with an email to the Membership Coordinator.)
Output	A Rich Text Format (RTF) file of the membership list (see sample below) is created for emailing to the requester. If the General Manager has requested that paper copies be available at rehearsal, the file is emailed to the Printing Coordinator for duplication. The bottom of each page has a legend for the voice part codes, and a warning that the list is not to be distributed outside the NSCS or used for solicitation. The total number of names shown appears at the end of the list.
Input	The current date is automatically shown in the report header.
Prerequisites	Verify that Computer Services has updated components to select members for the current season. (Members appear on the report if “paid dues” or participation in any of the concerts for the current season is indicated in the NSCS database.) Non-singers are also displayed on the report if the “Include on Membership List” field is checked on their records in the NSCS database.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) [For 2012] Select the report file Memlst12.rpt and choose Design Report (Shift-F2) from the Navigator menu. 3) From the Report menu, choose Refresh Report Data. 4) Print to a PDF file or export to a RTF file. (See the Crystal Reports section of the Illustrations document for detailed instructions.) 5) If necessary, copy the PDFs or RTFs to someplace accessible to your email program. Email the file to the requester or Printing Coordinator.
Hints/Tips	Since there are usually more than 100 names that appear on this report, some fussing may be required to the format to get it to fit in two pages so that a single sheet can be printed two-sided. If editing of this type is required, the report should be created as an RTF file rather than a PDF file, so that it can be easily edited in word processing software such as WordPerfect or Microsoft Word.
Resources	Any problems with running the reports or creating the appropriate output format should be directed to the Computer Services Coordinator.

North Shore Choral Society Job Procedures: Membership Coordinator

Illustration: Sample Membership Report (created with Memlst12.rpt)

North Shore Choral Society			May 7, 2012	page 1
		E-mail	Home	Cell/Work
Jelen, Douglas	844 Lincoln Ave, Winnetka, IL 60093	timej@yahoo.com	(847) 784-8775	() -
Aden, Me	844 Lincoln Ave, Winnetka, IL 60093	tkmei@yahoo.com	(847) 784-8775	() -
Anderson, Pam	9037 Lincolnwood Dr, Evanston, IL 60202	ptanderson812@aol.com	(847) 672-2164	(214) 420-3813
Baker, Len	2238 Cherry Ln, Northbrook, IL 60062	lenbaker@comcast.net	(847) 272-2351	(847) 363-6344
Baueschmidt, Lauren	1226 Sleazy Hollow Rd, Glenview, IL 60025	lbaueschmidt@gmail.com	(847) 720-5899	(847) 687-3807
Bollo, Marce	122 Lavndale St, Wilmette, IL 60091	mameau@gmail.com	(847) 256-6710	(847) 363-7776
Boyle, Joe	5023 Chestwood Ln, Glenview, IL 60025	boyle.joe@comcast.net	(847) 724-2828	(847) 707-8524
Brentigan, Barbara	928 Oakleaf Hill Ln, Libertyville, IL 60048	barbara.brentigan@fawelinc.com	(847) 816-3099	(847) 727-0571
Brotman, Robert	308 Hagg Rd #108, Northfield, IL 60063	rbrotman@yahoo.com	(847) 446-3322	() -
Brueck, Julie	2408 Glenview Rd, Glenview, IL 60025	jcbueck@gmail.com	() -	(319) 471-1154
Castello-Kruzich, Liz	1567 Ridge Ave Apt 704, Evanston, IL 60201	lizcastellokruzich@gmail.com	(847) 732-1625	(630) 247-6927
Crumme, David	7207 Lovell Ave, Skokie, IL 60076	dcrumri@uic.edu	(847) 933-8779	(847) 722-1260
Curtis, Lynne	2121 St John's Ave #7, Highland Park, IL 60		(847) 432-5683	() -
Cwynar, Arlene	2108 Washington Ave, Wilmette, IL 60091	edycswynar@joltmail.com	(847) 251-5609	() -
Dehlquist, Mom	1020 Sumner Ln, Northbrook, IL 60062	rondehlquist@yahoo.com	(847) 272-6869	() -
Demow, John	2720 Central St Apt 20, Evanston, IL 60201	john_demow@abcglobal.net	(847) 869-7203	(847) 484-3292
Devids, Julie	2247 Cleveland St, Skokie, IL 60077	jdevids@mec.com	() -	(847) 247-7957
Davis, Cecile	9114 Country Ln, Wilmette, IL 60091		(847) 256-4706	() -
DeLong, Elise-Britt	439 Burton Ave, Highland Park, IL 60025	elisebrito@att.net	(847) 579-1538	(847) 322-6090
Dennison, Susan	16029 Warington Dr, Libertyville, IL 60048	susandennison@yahoo.com	(847) 680-3239	(214) 538-4393
Deshm, Barbara	2608 Harzard St, Evanston, IL 60201	barbara@derahin.com	(847) 866-7185	(847) 513-1420
Dreganek, Antje	2113 Foxenview Rd, Evanston, IL 60201	donald.dreganek@abcglobal.net	(847) 475-7075	() -
Duchow, Terry	9439 N Marshall Ave #5W, Chicago, IL 40	tmduchow@aol.com	(773) 348-2383	(312) 697-4750
Dupura, Lenore	1660 Longvalley Ct, Northbrook, IL 60062	lkdp@aol.com	(847) 272-9542	() -
Dustman, Kelle	2010 Darrow Ave, Evanston, IL 60201	ktcatn@yahoo.com	(847) 864-8904	(773) 469-0647
Egan, Elise	1616 Walnut Ave, Wilmette, IL 60091	elisebundlagen@gmail.com	(847) 256-7296	(847) 431-5110
Engleth, Patricia	6000 Calle Ave #207, Morton Grove, IL 6005	patriciaengleth@abcglobal.net	(847) 583-1226	(847) 644-0251
Erenberg, Bill	1686 Elmwood Dr, Highland Park, IL 60025	poubell345@gmail.com	(847) 432-4321	() -
Erenberg, Chae	1686 Elmwood Dr, Highland Park, IL 60025	cderenberg@gmail.com	(847) 432-4321	() -
Erenberg, Shalaka	5120 N Sheridan Rd #22C, Chicago, IL 6064	sarenba3@gmail.com	(773) 348-0213	() -
Erenberg, Shava	5120 N Sheridan Rd #22C, Chicago, IL 6064	shaveerenberg@gmail.com	(773) 348-0213	() -
Ermo, Fawaye	1225 Wincanton Dr, Deerfield, IL 60015	fawaye@gmail.com	(847) 945-3327	(847) 212-8211
Estada, Lenore	9697 W Jarvis Ave, Lincolnwood, IL 60712	lestrade1231@comcast.net	(847) 677-7038	() -
Fuller, Fran	6022 Kestner Ave, Skokie, IL 60076	fgfuller@netzero.net	(847) 675-6676	(847) 877-0013
Fuller, Linda	1200 Hinman Ave #201, Evanston, IL 60201	fullerl9@comcast.net	(847) 328-6894	(847) 688-2865
Fuller, Andrew	1280 Sherman Ave #1108, Evanston, IL 6020	fishhorn155@att.net	(847) 492-1832	(503) 869-8895
Friday, Nancy	1567 Ridge Ave #206, Evanston, IL 60201	nancyfriday@yahoo.com	(847) 570-0584	(847) 208-2401
Fuller, Kent	2261 Davis St, Glenview, IL 60025	kfullergv@comcast.net	(847) 729-4642	() -
Fuller, Lucinda	2266 Davis St, Glenview, IL 60025	lfuller9@aol.com	(847) 724-8997	(847) 724-8200
Geller, Beth	619 Michigan Ave #5, Evanston, IL 60202	bethgell@aol.com	() -	(847) 722-2399
Gesmer, Debbie	622 Monroe St, Evanston, IL 60202	dgesmer@gmail.com	(847) 475-4826	(847) 384-1563
Gonzalez, Jo Anne	1127 Elmwood Ave, Evanston, IL 60202	joannegonzalez@man.com	(847) 866-8274	(847) 372-2129
Gladheiler, Baby	1426 Chicago Ave #2N, Evanston, IL 60201	babyglad@comcast.net	(847) 869-6766	(847) 256-7400
Gladheiler, Bruce	1426 Chicago Ave #2N, Evanston, IL 60201	bbglad@comcast.net	(847) 869-6766	() -
Gladych, Kelle	9015 Foxenview Rd, Evanston, IL 60203	katie.gladych@gmail.com	(847) 679-0876	(847) 791-0876
Gomez, Maria del Rosari	669 Circle Ave #121, Oak Park, IL 60466	bluesongbird5@hotmail.com	() -	(847) 361-0432
Green, Anthony	604 Lake Ave, Wilmette, IL 60091	anthonyrgreen@abcglobal.net	(847) 251-1415	() -
Greene, Judith	15 Martha Ln, Evanston, IL 60201	judith_c_greene@yahoo.com	(847) 869-8512	(847) 370-4395
Hales, Sally	664 Geneva National Ave N, Lake Geneva,	iahwkja@aol.com	(262) 245-0408	(847) 702-0408
Halkonen, Anne	1204 1/2 Main St, Evanston, IL 60202	sherk@att.net	(847) 733-1513	(847) 757-7300
Hayes, Chelsey	1016 Main St #2, Evanston, IL 60202	chelsey.ann.hayes@gmail.com	(847) 563-8608	(989) 430-8520
Hedquist, Jack	1211 Central St #5, Evanston, IL 60201	jack.hedquist@gmail.com	(847) 869-7483	(847) 626-1250
Heider, Anne	930 Elmwood Avenue, Evanston, IL 60202	sheider@roosevelt.edu	(847) 866-7296	() -
Hendrickson, Gary	2128 N Augusta Dr, Wadsworth, IL 60093	garyhendrickson@comcast.net	(847) 360-1820	(847) 800-1380
Hoffmeyer, Christine	2224 Princeton Ave, Evanston, IL 60201	christinehoffmeyer@gmail.com	(847) 492-8185	(847) 321-5608
Hornitz, Jill	625 Judson Ave #108, Evanston, IL 60202	jillmore@aol.com	(847) 475-2787	(847) 254-9810
Hunt, David	1112 Main St #25, Evanston, IL 60202	davidhunt1@comcast.net	(847) 475-5606	(847) 884-4803
Hutton, Hedy	15959 Gracia Dr, Dyer, IL 60411	rhutton23@yahoo.com	() -	(219) 218-5654
Jorgenson, Andrew	901 Pender Ct, West Dundee, IL 60119	ajorgenson1@vikings.northpark.edu	(847) 826-7618	(214) 402-5609
Kahe-Kelly, Theresa	604 Roger Ave, Kenilworth, IL 60045	theresaen1@yahoo.com	(847) 256-2196	(847) 946-3974
Keller, Thomas	1417 Hanson Rd, Deerfield, IL 60015	tomkeller@comcast.net	(847) 945-4778	(847) 405-9325
Kenemore, Jane	120 Duquesne Pl, Wilmette, IL 60091	jkenemore@emerittech.net	(847) 251-7683	(847) 275-0325
Kettler, Carl	9308 Foxenview Rd, Evanston, IL 60203	ckettler@ieee.org	(847) 677-9185	(847) 363-5443
Kim, Tracy	2325 N Riverside #211, Chicago, IL 60690	ma.tracykim@hotmail.com	() -	(773) 781-9721
Kneack, Mary Ann	927 Safford Ter, Northbrook, IL 60062	mekiasack@gmail.com	(847) 272-7853	(847) 712-9774
Kutler, Inge	2041 Park Pl, Evanston, IL 60201	ekutler3241@comcast.net	(847) 328-5158	(847) 328-5158
Korowol, Laura	622 Monroe St, Evanston, IL 60202	leuraekorowol@gmail.com	(847) 475-4826	(847) 204-3865
Kroeger, Karl	4421 Country Trl, Gurnee, IL 60031	kkroeger@earthlink.net	(847) 625-9687	() -
Kroeger, Marie	4421 Country Trl, Gurnee, IL 60031	mkroeger@gmail.com	(847) 625-9687	() -
Krupp, Nicholas	40 Prairie Park Dr #504, Wheeling, IL 60090	xpeniahlise3308@hotmail.com	(847) 419-7727	(847) 363-1246
Kwader, Melinda	560 Sheridan St #1, Evanston, IL 60202	melindekwader@abcglobal.net	(847) 869-6506	(847) 251-2565
Lafour, Steve	1044 Foxenview, Wilmette, IL 60091	slafour@caldertour.com	(847) 251-1243	(847) 716-0144
Lenson, Jonathan	2210 N Sawyer Ave, Chicago, IL 60625	jonthansoners87@gmail.com	() -	(312) 841-2292

Voice Part Code: 1=1st Sop, 2=2nd Sop, 3=1st Alto, 4=2nd Alto, 5=1st Tenor, 6=2nd Tenor, 7=Baritone, 8=Bass, 9=Non-singer

This list is not to be disclosed outside of the North Shore Choral Society or used for solicitations.

North Shore Choral Society Job Procedures: Membership Coordinator

Procedure	Print Name Tags
Purpose	NSCS leaders and members are encouraged to wear name tags at each rehearsal to help get acquainted.
Frequency/Trigger	Name tags are automatically printed for new members. A member can request a replacement name tag at any time.
Output	Name tags are printed on special stock, 8 to a page, separated, and inserted into a plastic sleeve.
Input	The “Nametag required” field in the Nscs.dbf determines which members name tags are created for.
Prerequisites	Label stock must be loaded into the printer.
Steps	1) Access the dBASE application (see the LogMeIn Ignition and dBASE illustrations documents) 2) Select the <u>query</u> file Nametag.qbe and choose Run (F2) from the Navigator menu (or double-click on the name). 3) From the View menu, choose Query Design (Shift+F2). Move to the Query menu and choose “Copy Results to New Table...”; select nametag.dbf from the list of existing file names. Click OK. When the “File NAMETAG already exists. Replace existing file?” message appears, click Yes. Exit dBASE. 4) Start WordPerfect. Open the file name tags.frm found within the C:\DBASE\WordPerfect Documents\Nametags\Form & Notice directory. 5) Click the Merge... button and in the Merge dialog box, specify the file name (nametag.dbf) that you saved in step 3 above. Output should be “New Document.” Click the Merge button. A new WordPerfect document appears. 6) In the File menu, use Print... to select the printer which you have loaded with the name tag label stock and print. Close WordPerfect (the new document doesn’t need to be saved). 7) As you separate each of the name tags, go back into Nscs2012.frm and turn off the “Nametag required” indicator for each of the members.
Hints/Tips	Give the name tags to the appropriate Section Coordinator for distribution, helping that the Section Coordinator become acquainted with any new members.
Resources	Any problems with creating the appropriate output format should be directed to the Computer Services Coordinator.

North Shore Choral Society Job Procedures: Membership Coordinator

Illustration: WordPerfect form for printing Name Tags (Name tags.frm)

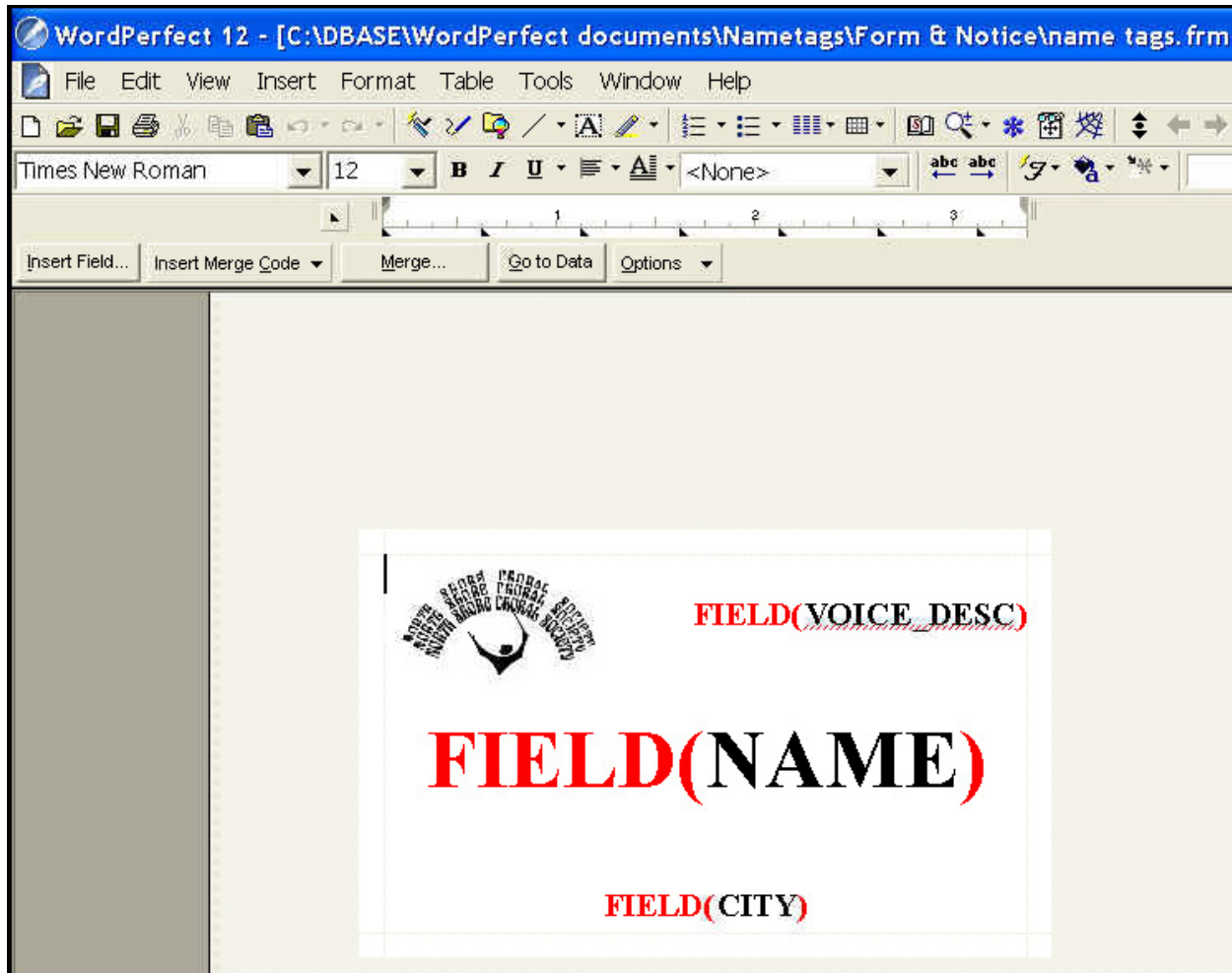
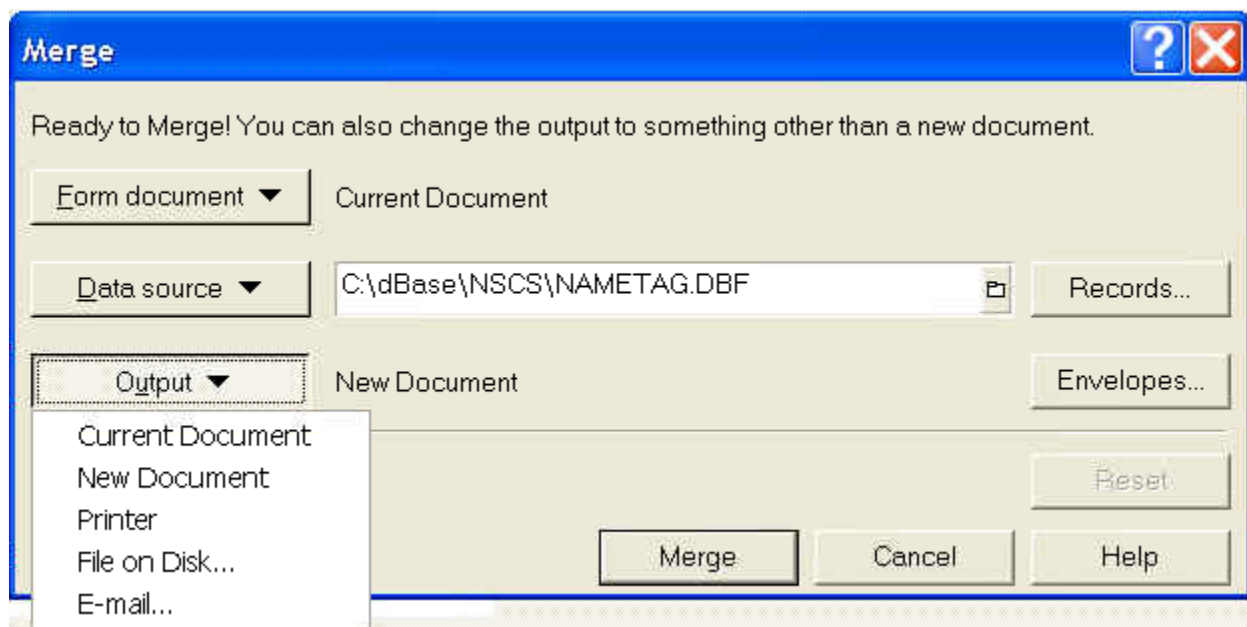
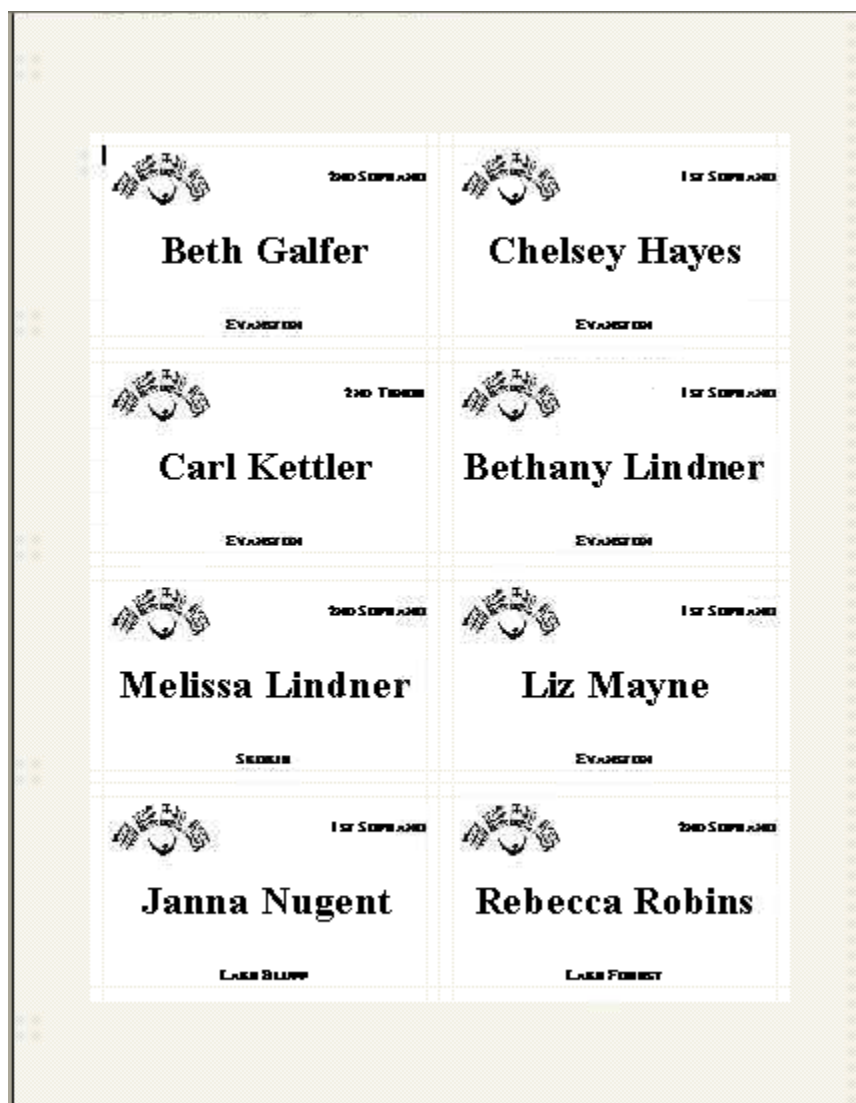


Illustration: Merge dialog box for selecting data from Nametag.dbf



North Shore Choral Society Job Procedures: Membership Coordinator

Illustration: Sample Name Tags created from data selected from **Nametag.dbf**



North Shore Choral Society Job Procedures: Membership Coordinator

Procedure	Create Additional Reports
Purpose	Statistics, lists of members meeting specific criteria, or other miscellaneous reports can be created on a one time or recurring basis, as needed. For example, Julie McDowell may need a list of singers by height for seating chart preparation. Or John Darrow may want to know if there are any members who have not yet paid dues.
Frequency/Trigger	Request from a Board member or other NSCS Leader.
Output	A report file, perhaps a PDF or RTF for emailing.
Input	The requester must supply criteria for member selection, and indicate the desired fields to be shown.
Prerequisites	dBase components may have to be created or updated to select the members matching the selection criteria and generate the desired report.
Steps	1) Contact Computer Services to discuss the requirements. 2) Computer services will set up components and provide instructions if the request is for a recurring report.
Hints/Tips	Many previous reports designed and run by Anthony Green are stored on NSCS01 in the directory C:\DBASE\NSCS\2012Text Files. It may be helpful to look through some of these if the requester says that the request is similar to a previous request.
Resources	Any problems with creating or running the reports or creating the appropriate output format should be directed to the Computer Services Coordinator.

Illustration: Sample Height12.rpt Output



8/27/2012 Active Singers 2012-2013 Season		
1=1st Sop; 2=2nd Sop; 3=1st Alto; 4=2nd Alto; 5=1st Tenor; 6=2nd Tenor; 7=Baritone; 8=2nd Bass		
Voice part	Name	Height
1	Julie McDowell	5 ft. 6 in.
2	Maria del Rosario Gomez	4 ft. 9 in.
2	Ellen Pullin	5 ft. 6 in.
3	Myra Sieck	5 ft. 1 in.
3	Emily Rivera	5 ft. 2 in.

North Shore Choral Society Job Procedures: Membership Coordinator

Illustration: Sample “Unpays” Report

UNPAIDS.TXT - Notepad

File Edit Format View Help

Singers active 2011/12 not yet paid dues January 11, 2012

	Paid Dues?	To sing 1st Concert	2nd	3rd	4th	Voice part
COSTELLO-KRUZICH, Liz	No	No	No	Yes	Yes	4
LATTIN, Jay	No	No	No	Yes	Yes	7
LONGDEN, Mars	No	No	No	Yes	Yes	5
LONGDEN, Sanna	No	No	No	Yes	Yes	5
LUNZ, Jenny	No	No	No	Yes	Yes	1
SULLIVAN, Beth	No	No	No	Yes	No	3
WALSH, Lynn	No	No	No	Yes	Yes	1
7Total						

Illustration: Sample “Sections” Report

NSCS members who paid dues in 2008/09

Section	Name	Date joined NSCS
1	Aden	02/22/05
1	Albertson	09/22/98
1	Brueggemann	09/05/04
1	Carlson	12/02/08
1	Daugherty	09/05/00
1	Davis	09/02/81
1	English	09/02/08
1	Estrada	09/07/93
1	Gannon	09/02/08
1	Greene	09/02/85
1	Harkonen	09/12/00
1	Hoff	04/14/09
1	Kenamore	09/02/96

Illustration: Sample “Members Joining” Report

NSCS members joining 01/01/74 to 12/31/79

09/03/74	Anthony	Green
09/03/74	Dan	Woodard
09/02/75	Johanne	Noll
09/02/75	Carolyn	Palmgren
09/01/76	Jane	Walchirk
09/02/76	Al	Tyler
09/09/76	Steve	Newberger
09/02/77	Ruth	Gockel
09/01/78	Susan	Demaree
09/02/78	Phyllis	Reinfranck
09/03/78	Barbara	DeCoster
09/05/78	Sophie	Enenstein
09/10/78	Helen	Widen
09/02/79	Conrad	Iungerich
09/02/79	Antie	Draganski

North Shore Choral Society Job Procedures: Membership Coordinator

Illustration: Sample “Expected to Sing” Report

Voice part		Concerts, expected to sing				
			#1	#2	#3	#4
1	Anderson	Pam	Yes	Yes	Yes	Yes
1	Davis	Cecilia	Yes	Yes	Yes	Yes
1	English	Patricia	Yes	Yes	No	Yes
1	Estrada	Lorena	Yes	Yes	Yes	Yes
1	Greene	Judith	Yes	Yes	Yes	Yes
1	Harkonen	Anne	Yes	Yes	Yes	Yes
1	Kim	Tracy	Yes	Yes	Yes	Yes
1	McDowell	Julie	Yes	Yes	Yes	Yes
1	McGuire	Christin	Yes	Yes	Yes	Yes
1	Moeller	Colleen	Yes	Yes	Yes	No
1	O'Reilly	Kat	Yes	Yes	Yes	Yes
1	Porter	Catherin	Yes	Yes	Yes	Yes
1	Schurder	Karen F	Yes	Yes	Yes	Yes
1	Segal	Phoebe	Yes	Yes	Yes	Yes
1	Specht	Roxann	Yes	Yes	Yes	Yes
1	Thompson	Cindy	Yes	No	Yes	Yes
2	Barell	Marian	Yes	Yes	Yes	Yes
2	Bollo	Marcia	Yes	Yes	Yes	Yes
2	Egan-Hullinger	Meg	Yes	Yes	Yes	Yes
2	Gladfelter	Betsy	Yes	Yes	No	Yes