



PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

DEPARTMENT LEVEL PROFILE VIEW / EDIT

*THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE.
MEMBER LIBRARY / VIDEO DATABASE 102 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST*

DEPARTMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES IN DEPARTMENT
- 2 UPDATE DETACHMENT PROFILE INFORMATION FOR DETACHMENTS AS NEEDED
- 3 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP, PHONE NUMBER(S), eMAIL ADDRESS
Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.

MEMBER PROPER NAMES & DETACHMENT NAMES CAN NOT BE CHANGED AS THEY ARE LEGAL ENTITIES AND CAN ONLY BE UPDATED AT MCL NATIONAL OFFICE

MAKE YOUR CHANGE ENTRIES IN ALL CAPS SO PRINTOUTS ARE UNIFORM AND EASY TO READ

ONCE YOU HAVE COMPLETED THIS TRANSACTION YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL

A CURRENT DETACHMENT ROSTER WILL BE PRINTED QUARTERLY FOR EACH DETACHMENT IN THE DEPARTMENT

A CURRENT DETACHMENT ROSTER WILL BE PRINTED UPON A DETACHMENTS REQUEST.

DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1 **CURRENT DEPARTMENT COMMANDANT & CURRENT DEPARTMENT PAYMASTER** WHO ARE ON THE CURRENT ROSTER OF INSTALLATION (ROI) IN NATIONAL HEADQUARTERS CAN REQUEST A LOGIN AT THE DEPARTMENT LEVEL
- 2 **SEND DEPARTMENT REQUEST TO THE DIVISION NVC FOR VERIFICATION OF MEMBERS & DETACHMENT GOOD STANDING STATUS.** ONCE VERIFIED THE DIVISION NVC SENDS THE REQUEST TO NATIONAL HEADQUARTERS.
- 3 **DIVISION COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DEPARTMENT USES TO BE INACTIVATED ON THE SYSTEM AS A DEPARTMENT CAN **ONLY HAVE TWO VALID USERS**
- 4 **DIVISION NVC FORWARDS TO NATIONAL HEADQUARTERS: J D FOSTER** **JFoster@MCLeague.org**
- 5 THE **NEW REGISTERED USER** WILL RECEIVE AN EMAIL (EMAIL ADDRESS ON FILE) WITH THEIR LOGIN PROCEDURES

LOGIN

**NOTE, THE LOGIN WEBSITE IS NOT THE MEMBER PORTAL ON THE MCL WEBSITE
RATHER ACCESS VIA A WEB APPLICATION**

USE THE INFORMATION YOU RECEIVED FROM NATIONAL HEADQUARTERS TO LOGIN

ATLAS

National Marine Corps League

Login

Username

Password

Remember My Login

Login

[Forgot your password?](#)

NOTE

*IF A MEMBER'S PROFILE DATA CAN NOT BE UPDATED AT THE
DETACHMENT LEVEL THE DEPARTMENT COMMANDANT OR
DEPARTMENT ADJ / PAYMASTER WILL BE REQUESTED TO MAKE
CHANGES.*

VIEW / EDIT MCL MEMBER PERSONAL PROFILE

EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

- 1 CLICK PROFILES
- 2 CLICK SELECT PROFILES

Atlas Marine Corps League

Dashboard Profiles Events Revenue Reports Communication Admin

Member

Select Profiles
Profile Change Requests (BETA)
Front Desk Referrals
Add a Member
Add a Prospect
Drop Members

01/01/2021

DO NOT ENTER OTHER AREAS

Members	New Investment	Dropped Members	Lost Investment
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VIEW / EDIT MCL MEMBER PERSONAL PROFILE

EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

The screenshot shows the Atlas Marine Corps League database interface. At the top left is the 'Atlas' logo, and at the top right is 'Marine Corps League'. A blue navigation bar contains 'Dashboard', 'Profiles', 'Events', 'Revenue', 'Reports', 'Communication', and 'Admin'. Below this is a search bar with '20806' entered, circled in red. To its right is a red circle with the number '1' and the text 'ENTER PROFILE ID OR NAME'. Below the search bar, a profile for 'JOSEPH M HUGHES (20806)' is displayed with his address: '1025 GEN LARRY OPPENHEIMER, 8021 HALL STREET, LENEXA, KS 66219'. To the right of this is a search bar with 'Hughes' entered, also circled in red, followed by the text 'SCROLL LIST CLICK ON NAME'. Below this search bar is a list of search results for 'Hughes':

	EDMUND A HUGHES JR (7290)	269 CHESTY PULLER 3832 HUDSON DR STOW, OH 44224
	PATRICIA E HUGHES MACE (29534)	825 1775 117 VIRGINIA AV AUDUBON, NJ 08106
	JERRY L HUGHES SR (2211)	1253 KANKAKEE 13283 E 2500 S RD PEMBROKE TOWNSHIP, IL 60958
	DANA T HUGHES (16080)	1165 CPL JOHNNY A WILLIAMSON 6831 ABIGAIL DR TRINITY, NC 27370

Below the search bar, there is a note: 'Click the search icon for more results.' At the bottom left, there is a sidebar with 'Profile Info', 'Billing', 'Member Ac', and 'Affiliation Codes'. A red bomb icon is overlaid on the sidebar. In the center of the bottom section, there is a red circle with the text 'DO NOT ENTER OTHER AREAS'.

VIEW / EDIT MCL MEMBER PERSONAL PROFILE ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

SCROLL TO VIEW MEMBER PERSONAL INFORMATION

PRESS EDIT PROFILE TO UPDATE INFORMATION

20806

+ New Profile

DROP MEMBER EDIT PROFILE

JOSEPH M HUGHES

No Membership Level

Member Since August 15, 1988

Profile Status Active - Single Detachment

Title JUDGE ADVOCATE

Revenue Create Invoice View Transactions »

Primary Relationships Manage All »

1025 GEN LARRY OPPENHEIMER
Life Member
bdclint@sbcglobal.net
(913) 484-3078

KS OFFICER, MEN OF KANSAS
j.hughes50@gmail.com
(913) 660-4817

DO NOT ENTER AREAS STILL UNDER CONSTRUCTION

VIEW / EDIT MCL MEMBER PERSONAL PROFILE ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

Dashboard Profiles Events Revenue Reports Communication Admin JOSEPH HUGHES Help

20806 + New Profile

Profile Edit

JOSEPH M HUGHES (20806)

Cancel Save and Continue Editing Save Profile

SCROLL TO VIEW OR EDIT

REMEMBER TO PRESS SAVE IF INFORMATION HAS CHANGED

Prefix

First Name: JOSEPH

Middle Initial: M

Last Name: HUGHES

Profile Status: Active - Single Detachment

Assigned To

Sold-By

Prospect

Do Not Send Email



DO NOT ENTER AREAS STILL UNDER CONSTRUCTION