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International Inner Wheel Database



Database Access Levels



- ① **MEMBER:** For everyone
 - allows consultation of the whole database.

- ② **CLUB Admin:** For the club secretary
 - allows consultation and update “own club” details

- ③ **DISTRICT Admin:** For the District Secretary
 - allows consultation and update “own district” details including all club details of the District

- ④ **NATIONAL Admin:** For NatRep/NGB
 - Allows consultation and for update NGB/NR details, all districts and club details for the country.

How to Register

If not registered yet, first step is to register on the website page

www.internationalinnerwheel.org

Click on "Register"



**International
Inner
Wheel**





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You will have the following screen to fill in the details:



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Register

Use the form below to register for an account to access the IIW admin zone. Your details will be reviewed by the administrator and you will receive an email if your request is approved.

Username

Password

Club

District

Country

Email

REGISTER

BACK

Username:

- For members: your name or email address
- For clubs/districts/NR/NGB: the gmail account as required by IIW
 - iiw.xx(countrycode – 2 characters).name of club/district/NR/NGB (without innerwheel club of or IWC)@gmail.com

Password:

- You choose the password

Club:

- Name of your club
- for district/NR/NGB, you can keep this empty

District:

- Number of the District

Country:

- Choose from the dropdown list

Email:

- For members: your email address
- For clubs.Districts.NR/NGB: the iiw gmail account



Click on **register**.

From then you are registered as member and you can consult the database.

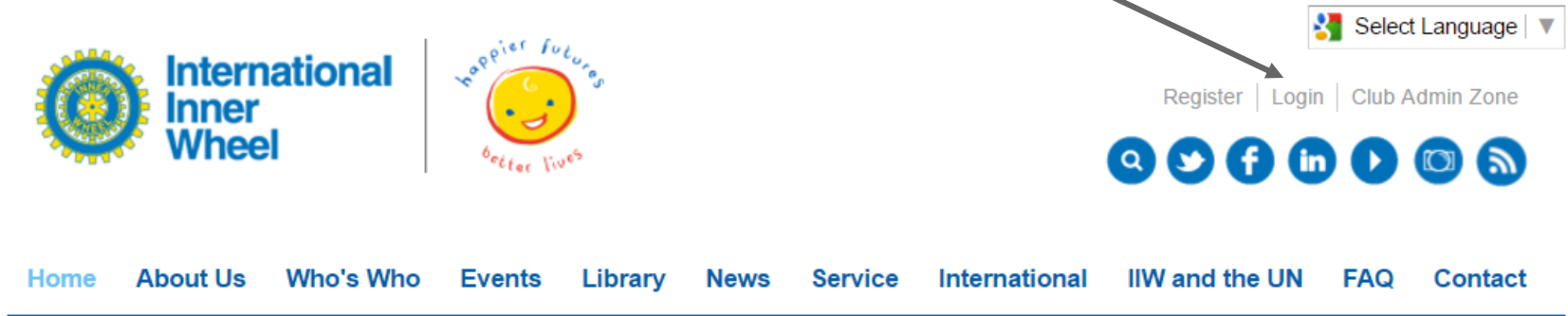
Please be aware that all new entries need to be checked by administration before your account is live to use. This may take a few hours as it is only done during office hours. (allow for differences in timezones)

You will be sent a notification when your account is activated.



Login to the Database

On the Home Page of the website – Click “Login”



Enter your username and password and click on “login”

If you forgot your password you click on forgotten password.
You will receive an email with a link to reset your password.

How to Use the Database – As A Member

Click on the dropbox and you have the fields on which you can choose

[Home](#) [Member Search](#)

Search

Fill out the fields below to search, you can fill out as many fields as you like, leaving any which you don't want to search on containing their default text.

Name

Name
Address1
Address2
City
State
Postcode
Country
Club
District
Job

RESET

CLUB	DISTRICT	JOB	NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	POSTCODE	COUNTRY	EMAIL	VIEW
	Australia	National Editor	Joan Brown								

The best way to search is on Country or Club or District



How to Use the Database As Club, District or National ADMIN

You can update your club details by clicking on **“Manage Clubs”**

You can search in the database by clicking on **“Member search”**





Home **Manage Clubs** Member Search

Welcome


Hello liw.be.knokkeheistoostkust@gmail.com, welcome to the IIW Admin zone. You can use the navigation menu above to search for the contact details of other IIW clubs, if you find any errors in the details [contact the IIW Administrator](#). If this is your first visit, you may find it useful to read over the instructions below.

Search

To search the database, click the "Search" link in the navigation above. On this page, you will see a search form with a table of contacts below it. You can use the various fields within the form to filter out the results and click the  for some more information on how to fill in the fields.

After completing the search, you can click the  to view the full contact details of your chosen member.

Update

The "Update" link in the above navigation menu allows you to update details in the database by clicking on the  icon. If you do not see your details on this page, you should [contact the IIW administrator](#) with all the details.


You will only see the clubs, District or National details that you have access to.




How To Manage Clubs

[Home](#) [Manage Clubs](#) [Member Search](#)

Manage Clubs

Click the  icon below to edit a contact record.


Clicking the  icon will send an email to the contact letting them know their details are now up-to-date.

Name

[Add another term](#)



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CLUB	DISTRICT	JOB	NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	POSTCODE	COUNTRY	EMAIL	
Knokke-Heist Oostkust	62	Secretary	Sofie Michiels- denoif	Kalfstraat 6		Knokke-Heist		8300	BELGIUM	ilw.be.knokkeheistoostkust@gmail.com	

Click on the pencil icon to update the details

Once you have made the changes click on “UPDATE”



How to Use the Database As Club, District or National ADMIN

If you didn't change anything, don't click on Update, but go back to the previous screen by Your web browser.

By clicking on Update, a request is sent to HQ to accept the update.

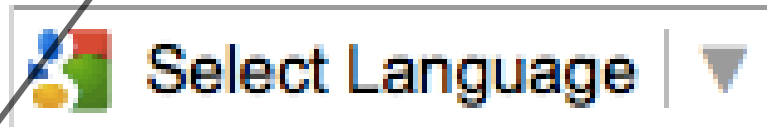
This message is not necessary if nothing has changed (gives unnecessary work to our administrator)

You can print the club details by clicking on the print icon.





Leave the database by clicking on “LOGOUT” on top



Logout | Back to main website

