

Instructions for completing 2015 MN Square Dance Federation Dues on-line

Open a web page: Copy and paste the address below into your web browser.

<http://mnfederationmembers.org/federationmembership/default.aspx>

The following login screen will be displayed.

Minnesota Square Dance Federation Members Services

Club Name:

Password:

Click the arrow next to "Select Club", a drop down list with all active Federation clubs will be displayed. Find and select your club from drop down list

Minnesota Square Dance Federation Members Services

Club Name:

Password:

- Select Club
- Afternoon Squares
- Amour Rounds
- Ar-Dales
- Beaux & Belles
- Bloomington Swirlers
- Cambridge Corners
- Century Squares
- Circle 8 - Moorhead
- Country Twirlers
- County Line Square Dancers
- Crystal Crosstrailers
- Dakota Grand Squares
- Dance with Dee Dee
- Danse P.A.C.
- Etta Dancers
- Fair-Bow-Si-Do
- First City Squares
- Friendly Squares
- Friendly Twirlers
- Frontier Twirlers Inc
- Gospel Plus
- Gotta Dance Rounds
- Grapevine Twist
- Hotfoot Stompers
- Jolly Promenaders
- Jolly Twirlers
- Kato Plus
- Koronis Nite Owls
- L & M Squares

Enter your password, click login:

NOTE: Password can be obtained by emailing the member services director at memberservices@squaredanceminnesota.com

Minnesota Square Dance Federation Members Services

Club Name:

Password:

The Main Menu will be displayed.

Specific instructions for the use of each button are provided in this document.

Minnesota Square Dance Federation Members Services

For Members of Crystal Crosstrailers

Update Year Federation Dues Paid

Click on "Update Year Federations Dues Paid"

This will display a list of all federation members that have paid their federation dues in the previous year through your club.

The list will look like:

Minnesota Square Dance Federation Members Services

Metro Rounds Federation Members for 2014
Federation dues for 2015 are \$10.00
Directories: Hard Copy: \$8.00, CD: \$2.00

Paid 2015 Dues	Directory	Do Not Print Email	Current Member Year	Members Name	Street Address	City	State	Zipcode	eMail Address	Youth
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Doug Brodeen	10440 Osage St	Coon Rapids	MN	55433	dcbrodeen@comcast.net	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Sue Ann Elenbaas	17 1st St S - #A305	Minneapolis	MN	55401	siouxann@gmail.com	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	John Farquhar	9002 North River Road	Danbury	WI	54830	rehdancer@gmail.com	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Erica Friedman	1859 Turquoise Trl	Eagan	MN	55122	efcooks4kids@usfamily.net	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Karen Glover	625 Cleveland Ave	St Paul	MN	55116		<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Debbie Hawks	PO Box 265	Rosemount	MN	55068	debbie_hawks@hotmail.com	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	2014	Ruth Howell	9002 North River Road	Danbury	WI	54830	rehdancer@gmail.com	<input type="checkbox"/>

Prev Next

The members will be displayed 20 to a page.

To renew members for 2015 – Click the check box next to their name (note – personal information updates are done on a separate page)

Directory column is a drop down list, if member wishes a directory for next year select either Hardcopy or CD.

If the member wish not to have their email address printed in the directory click the “Do Not Print Email” checkbox next to their name.

When all renewing members on a page are selected click the “Update Information” button at the bottom of the page.

If there are more pages to be displayed the keyword “Next” in the lower left hand corner will be in blue and underlined as shown below.

[Prev](#) [Next](#)

Click Next to have the next 25 members displayed. ***NOTE: If you have selected any members as having paid their federation dues you MUST click on the “Update Information” button to save the changes before moving to the next page.***

You can navigate between pages using the “Prev” and “Next” keywords in the lower left hand corner of the members display. As long as the keyword is in blue and underlined there are more members to be displayed in that direction.

Once all members have been updated click on the “Return Main Menu” button.

Update Members Information

From the main menu:

To update the address and other information of a federation members that has paid their dues through your club, click on the “Update Members Information” button.

[Update Members Information](#)

A screen listing all members that have paid their dues through the club will be displayed like the screen below.

Minnesota Square Dance Federation Members Services

Metro Rounds Federation Members for 2014

[Display All Years](#)

Current Member Year	First Name	Edit Address	Last Name	Street Address	City	State	Zipcode	Telephone Number	eMail Address	Youth
2015	Doug	Edit	Brodeen	10440 Osage St	Coon Rapids	MN	55433	763-300-6251	dcbrodeen@comcast.net	<input type="checkbox"/>
2015	Sue Ann	Edit	Elenbaas	17 1st St S - #A305	Minneapolis	MN	55401	612-288-0738	siouxann@gmail.com	<input type="checkbox"/>
2015	John	Edit	Farquhar	9002 North River Road	Danbury	WI	54830	763-229-7621	rehdancer@gmail.com	<input type="checkbox"/>
2015	Erica	Edit	Friedman	1859 Turquoise Trl	Eagan	MN	55122	651-353-1234	efcooks4kids@usfamily.net	<input type="checkbox"/>
2015	Karen	Edit	Glover	625 Cleveland Ave	St Paul	MN	55116	651-696-9527		<input type="checkbox"/>
2015	Debbie	Edit	Hawks	PO Box 265	Rosemount	MN	55068	952-212-7134	debbie_hawks@hotmail.com	<input type="checkbox"/>
2015	Ruth	Edit	Howell	9002 North River Road	Danbury	WI	54830	763-229-7621	rehdancer@gmail.com	<input type="checkbox"/>
2015	Chuck	Edit	McCausland	2455 Finlandia Ln - #31	Clearwater	FL	33763	727-687-2197		<input type="checkbox"/>
2015	Karen	Edit	Sadlowsky	11835 Dunkirk Cir NE	Blaine	MN	55449	763-208-0999	sadlowsky007@mac.com	<input type="checkbox"/>
2015	Roger	Edit	Sadlowsky	11835 Dunkirk Cir NE	Blaine	MN	55449	763-208-0999	sadlowsky007@mac.com	<input type="checkbox"/>
2015	Jim	Edit	Shipley	1021 Colne St	St Paul	MN	55103	651-489-1048		<input type="checkbox"/>
2015	Joyce	Edit	Shipley	1021 Colne St	St Paul	MN	55103	651-489-1048		<input type="checkbox"/>
2015	Marv	Edit	Sorvala	331 Ascot Ct	New Brighton	MN	55112	651-636-9747	msorvala@msn.com	<input type="checkbox"/>
2015	Wanda	Edit	Sorvala	331 Ascot Ct	New Brighton	MN	55112	651-636-9747	msorvala@msn.com	<input type="checkbox"/>
2015	Marty	Edit	Springer	E 5007 410th Ave	Menomonie	WI	54751	715-556-5571	springerm@uwstout.edu	<input type="checkbox"/>
2015	Michiko	Edit	Springer	E 5007 410th Ave	Menomonie	WI	54751	715-556-5571	springerm@uwstout.edu	<input type="checkbox"/>

[Prev](#) [Next](#)

[Return Main Menu](#)

Find the member and click on “Edit”, the members line will change to look like:

Current Member Year	First Name	Edit Address	Last Name	Street Address	City	State	Zipcode	Telephone Number	eMail Address	Youth
2015	Doug	Save Cancel	Brodeen	10440 Osage St.	Coon Rapids	MN	55433	763-300-6251	dcbrodeen@comcast.net	<input type="checkbox"/>
2015	Sue Ann	Edit	Elenbaas	17 1st St S - #A305	Minneapolis	MN	55401	612-288-0738	siouxann@gmail.com	<input type="checkbox"/>

All information in yellow maybe updated.
Once you have updated all information - click "Save".
Clicking "Cancel" will return all fields to their original values.

Add a Federation Member to Roster

From the main menu:

To add an existing federation member to your club roster click on the button



This will display all federation members that have paid their federation dues for the year being collected through another federation club. **NOTE: Only members that have paid federation dues for the year being collected through another club will be displayed in this list. If the member is not displayed here you cannot add the member to your club roster.** Contact Member Services with questions or to see if another club has submitted their records yet.

The list looks something like this:

Add As Member	Club Federation Dues Paid Throught	Members Name	City	State	Zipcode
<input type="checkbox"/>	Metro Rounds	Doug Brodeen	Coon Rapids	MN	55433
<input type="checkbox"/>	Metro Rounds	Sue Ann Elenbaas	Minneapolis	MN	55401
<input type="checkbox"/>	Metro Rounds	John Farquhar	Danbury	WI	54830
<input type="checkbox"/>	Metro Rounds	Erica Friedman	Eagan	MN	55122
<input type="checkbox"/>	Metro Rounds	Karen Glover	St Paul	MN	55116
<input type="checkbox"/>	Metro Rounds	Debbie Hawks	Rosemount	MN	55068
<input type="checkbox"/>	Metro Rounds	Ruth Howell	Danbury	WI	54830
<input type="checkbox"/>	Metro Rounds	Chuck McCausland	Clearwater	FL	33763
<input type="checkbox"/>	Metro Rounds	Roger Sadlowsky	Blaine	MN	55449
<input type="checkbox"/>	Metro Rounds	Karen Sadlowsky	Blaine	MN	55449
<input type="checkbox"/>	Metro Rounds	Joyce Shipley	St Paul	MN	55103
<input type="checkbox"/>	Metro Rounds	Jim Shipley	St Paul	MN	55103
<input type="checkbox"/>	Metro Rounds	Wanda Sorvala	New Brighton	MN	55112
<input type="checkbox"/>	Metro Rounds	Marv Sorvala	New Brighton	MN	55112
<input type="checkbox"/>	Metro Rounds	Marty Springer	Menomonie	WI	54751
<input type="checkbox"/>	Metro Rounds	Michiko Springer	Menomonie	WI	54751

Prev Next



The members will be displayed 25 to a page.

To add members to your club roster – Click the check box next to their name

When you have selected all the members you wish to add - Click the "Update Information" button

NOTE: If you have selected any members for inclusion on your roster you MUST click on the "Update Information" button to save the changes before moving to the next page.

If there are more pages to be displayed the keyword "Next" in the lower left hand corner will be in blue and underlined as shown below.

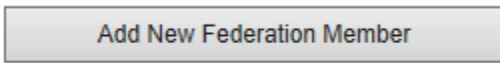
You can navigate between page using the “Prev” and “Next” keywords in the lower left hand corner of the members display. As long as the keyword is in blue and underlined there are more members to be displayed in that direction.

If you cannot find the member in the list; It is possible that the club the member has said they paid their dues through has not yet updated the database. Return to the main menu by clicking the “Return Main Menu” button use the “Find Member” button to search for the member. This page will show the last time a member has paid their federation dues and through what club. You may also contact Member Services with questions.

Add New Federation Member

From the main menu:

To add a person that is new to dancing as a federation member and a member of your club click on the “Add New federation Member” button.



The following screen will be displayed.

Minnesota Square Dance Federation Members Services

Membership Year:

First Name: Youth

Last Name:

Street Address:

City: State: Zip Code:

Telephone Number: Enter as ###-###-####

e-Mail Address:

Required fields are:

- First and Last Name
- Street Address,
- City
- State
- Zip Code

If any of these fields are blank and you click the “Add Member” button a red * will be displayed to the right of the field as shown below.

Minnesota Square Dance Federation Members Services

Membership Year:

First Name: * Youth

Last Name: *

Street Address: *

City: * State Zip Code *

Telephone Number Enter as ### ### ####

e-Mail Address

*Make sure and click the "Add Member" after each member.

Once you have added all new federation members click on the "Return Main Menu" button.

Find Member

From the main menu:

To search for a member click on the "Find Member" button.

The following will be shown.

Minnesota Square Dance Federation Members Services

Search for Minnesota Federation Member -

Search by one or more fields, Wild Cards are allowed -

% = Will find everything for the field

Example Br% in the last name field will find all Lastnames that start with the letters 'Br'

First Name:

Last Name:

City Zip Code

Enter information into one or more fields.

Please note that the % symbol is required to search for partial matches. Example is shown below.

Minnesota Square Dance Federation Members Services

Search for Minnesota Federation Member -

Search by one or more fields, Wild Cards are allowed -

% = Will find everything for the field

Example Br% in the last name field will find all Lastnames that start with the letters 'Br'

First Name:

Last Name:

City Zip Code

Entering information as shown and clicking the search button will give all members in the database whose first name starts with the letters "Do" and the last name that starts with "Br" as shown below.

Minnesota Square Dance Federation Members Services

Search for Minnesota Federation Member -

Search by one or more fields, Wild Cards are allowed -

% = Will find everything for the field

Example Br% in the last name field will find all Lastnames that start with the letters 'Br'

Current Member Year	Club Name	Members Name	Street Address	City	State	Zipcode
2015	Metro Rounds	Doug Brodeen	10440 Osage St	Coon Rapids	MN	55433
2009	Turkey Trotters	Don Bremer	Box 237	Ocheyedan	IA	51354
2011	Wadena Whirlaways	Donna Brown	21393 180th St	Verndale	MN	56481

Prev Next

Print Club Roster

From the main menu:

Once all members have been added to your roster you can then print your roster by clicking on the "Print Club Roster" Button

Your club roster will be displayed as shown below:

CLUB ROSTER

ENROLLMENT FOR YEAR: 2015

Club Name: Metro Rounds

COUNCIL/ASSOCIATION/FEDERATION: Minnesota Square Dance Federation, INC

Name of Dancer	Name of Dancer
Doug Brodeen	Sue Ann Elenbaas
John Farquhar	Erica Friedman
Karen Glover	Debbie Hawks
Ruth Howell	Chuck McCausland
Roger Sadlowsky	Karen Sadlowsky
Joyce Shipley	Jim Shipley
Wanda Sorvala	Marv Sorvala
Marty Springer	Michiko Springer

In accordance with the long established requirements of the USDA Insurance program and our insurance underwriters – All members of the club must participate in the United Square Dancers of America Insurance Program for the club to be covered under the liability policy.

Please acknowledge compliance with this requirement by signing and returning this form:

Signature: _____ Title: _____ Date: _____

Number of Club Members this Page: 16

Send three (3) copies of this form to the Affiliate Insurance Chairman with enrolment form

- 1) Make sure your computer is connected to a printer and click the "Print" button. You will need THREE Copies.
- 2) Sign all three documents and complete the Title and Date fields.
- 3) Mail the two copies to the Member Services Director – Doug Brodeen, 10440 Osage St, Coon Rapids MN 55433
- 4) Mail one copy and a check made payable to "XX Region" (your region) to your region treasurer listed in the ROUNDUP. Be sure to include the total amount for all dues paid and directories ordered.