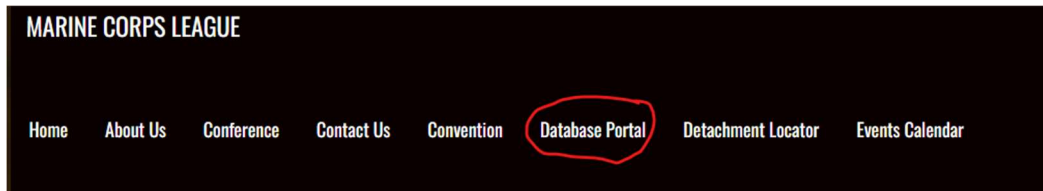


Detachment Database Portal Instructions

Go to: <https://www.mcleaguelibrary.org/>

Click on the link entitled “Database Portal”



Enter your Username and Password

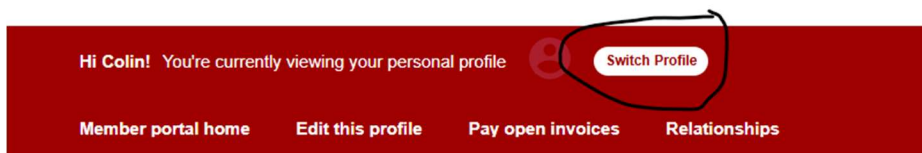
National Marine Corps League

A login form titled "Login" with a light blue header. It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember My Login". A blue "Login" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgot your password?".

This will take you to your personal profile. To go to your Detachment’s profile, click on “Switch Profile.”

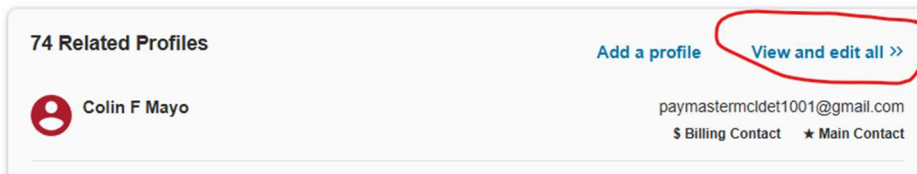


Marine Corps League



You will then see a drop-down menu that lists your name and your Detachment’s name. Click on your Detachment’s name which will take you to your Detachment’s profile.

To edit individual member's information, click on "View and edit all."



This will produce a list of all the members related to your Detachment. To edit a member's information, find their name in the list and click on the "Actions" drop-down on the right side of the list.

Phone ⇅	Relation Type (DO NOT CHANGE) ⇅	
Filter by phone	Filter By Type	
	Voting Member	ACTIONS ▼
	Voting Member	ACTIONS ▼

This should take you to "Profile Edit" for the chosen member.

Profile Edit

Colin F Mayo

Please do not change Profile Relation Types.

Relationship

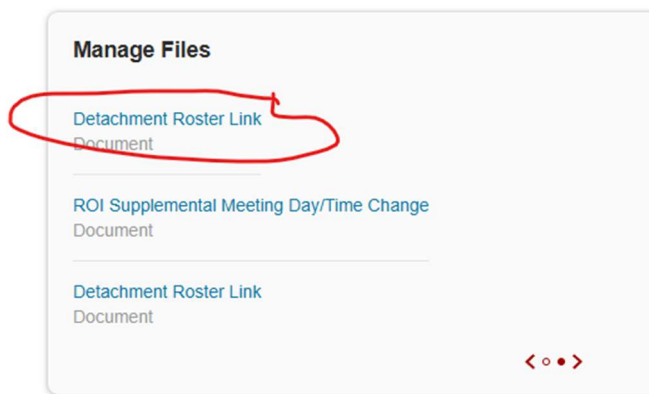
- General Information
- Additional Addresses
- Additional Phones
- Additional Emails
- Social Media
- Update Your Preferences

1001 SANDHILLS AREA (245814)

- ☒ Main Contact Of **1001 SANDHILLS AREA**
- ☒ Editor Of **1001 SANDHILLS AREA**
- ☒ Receives Communication
- ☒ Billing Contact
- ☐ Update **Colin F Mayo's** phone and address to inherit from **1001 SANDHILLS AREA**

In this area you can change addresses, phone numbers, and email addresses. If a name needs to be changed because of an error, you may do it here. If a member has had a legal name change, a Transmittal must be sent in showing the old and new names for National to change.

To download the current roster for your Detachment, return to your Detachment's main portal page. In the box entitled "Manage Files" you should see a link for "Detachment Roster Link." (If you do not see a link, contact the Department Assistant Paymaster who will contact National HQ to correct the omission.)

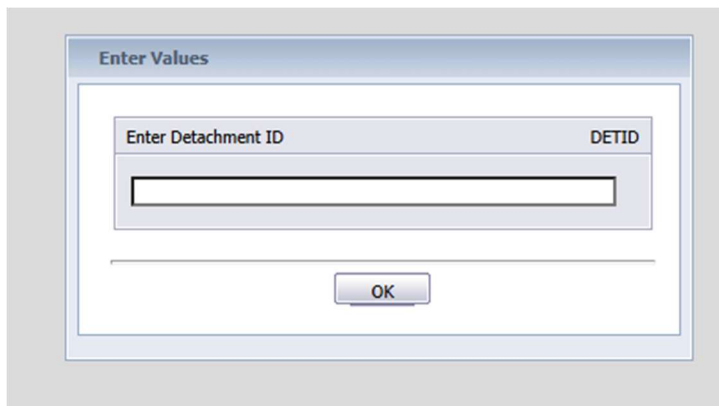


This will upload a file that looks like this. As it says, click on the image.

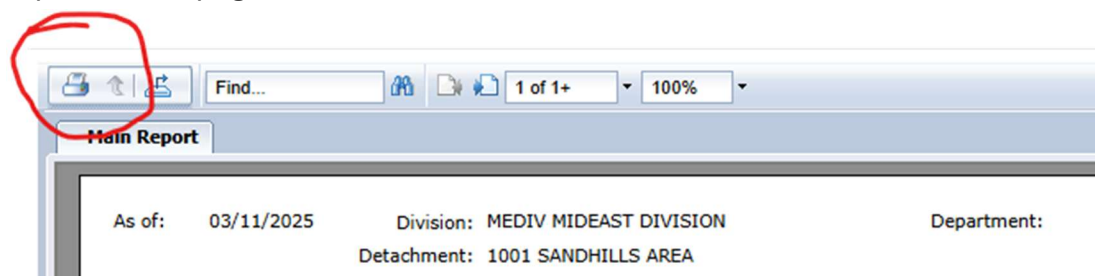
[Link to Detachment Roster Reports](#)
Click the Image



This will cause a new page to load. Enter your Detachment ID and hit OK. (Note: your Detachment ID is *not* your Detachment Number. It is your Detachment's Profile ID which is shown to the right of your Detachment Names on the Detachment Portal.)



This will produce the first page of your roster. To see all of it, click on the Print icon at the top left of the page.



Then choose “Export” which will download a PDF file of your roster.

As always, contact me if you have any questions.

Colin Mayo
Assistant Paymaster
DoNC Marine Corps League
asstpaymasterdonc@gmail.com