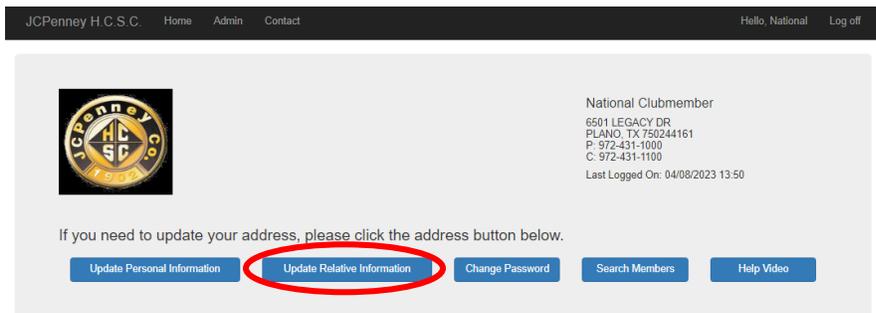


## Update to Member Database – Add Relative Information

We have had several instances of losing touch with some members due to their moving, changing the contact information, etc. that resulted in the H.C.S.C. National Alumni Club losing touch with the members. On occasion, these members have been dropped from our roles due to nonpayment of their dues for three or more years (moved and no forwarding address).

In more than one case, we were aware of a son or daughter of one of the dropped members and we were able to contact them to update the information for the members and keep them active in the club as well as assuring that they receive Partners Magazine.

**For that reason, we have added a new feature to the Member Database.**

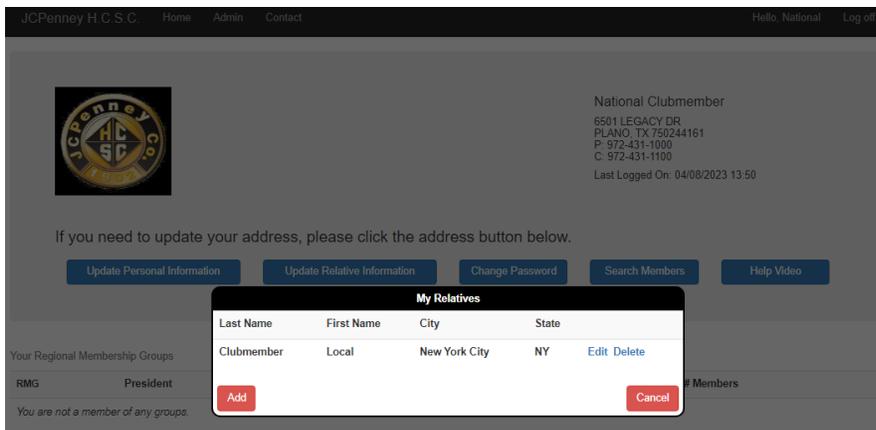


Your Regional Membership Groups

RMG	President	Secretary	Treasurer	# Members
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You are not a member of any groups.

Notice the new button on your individual home page – Update Relative Information. Clicking on this new button will allow you to add contact information for a relative.



After clicking on the “update relative information”, you will see this screen.

You may add a relative by clicking “add” or you may also edit or delete current information you may have for a relative.

The screenshot shows a web interface for JC Penney H.C.S.C. with a dark header containing navigation links (Home, Admin, Contact) and user information (Hello, National, Log off). The main content area features a circular logo on the left and a user profile on the right, identifying the user as a National Clubmember with address 6501 LEGACY DR, PLANO, TX 750244161, and phone numbers 972-431-1000 and 972-431-1100. The last login was on 04/08/2023 at 13:50. A modal window titled 'Add Relative' is centered on the screen, containing the following fields: First Name, MI, Last Name, Address, Apt/Unit, City, State (dropdown), Zip Code, Phone, Cell, Email, Relationship (dropdown), and Note. At the bottom of the modal are 'Add' and 'Cancel' buttons. The background shows a sidebar with 'Your Regional Membership Groups' including 'RMG' and 'President', and a note that the user is not a member of any groups.

When clicking “add” you will see this screen. You may enter the information of someone that will always know your contact information and be able to update us in case we lose touch with you. When complete just click “add”. As always, just click “cancel” to exit these screens.

Please note that only the members will be able to access the screen to add or change/ remove information to the screens. We will not be able to enter the information for you. We will, however, be able to pull up a report to find the information should we lose track of you.

We want to be assured that you always receive Partners Magazine to keep up with your club and our members. We urge you to add this information to your record.