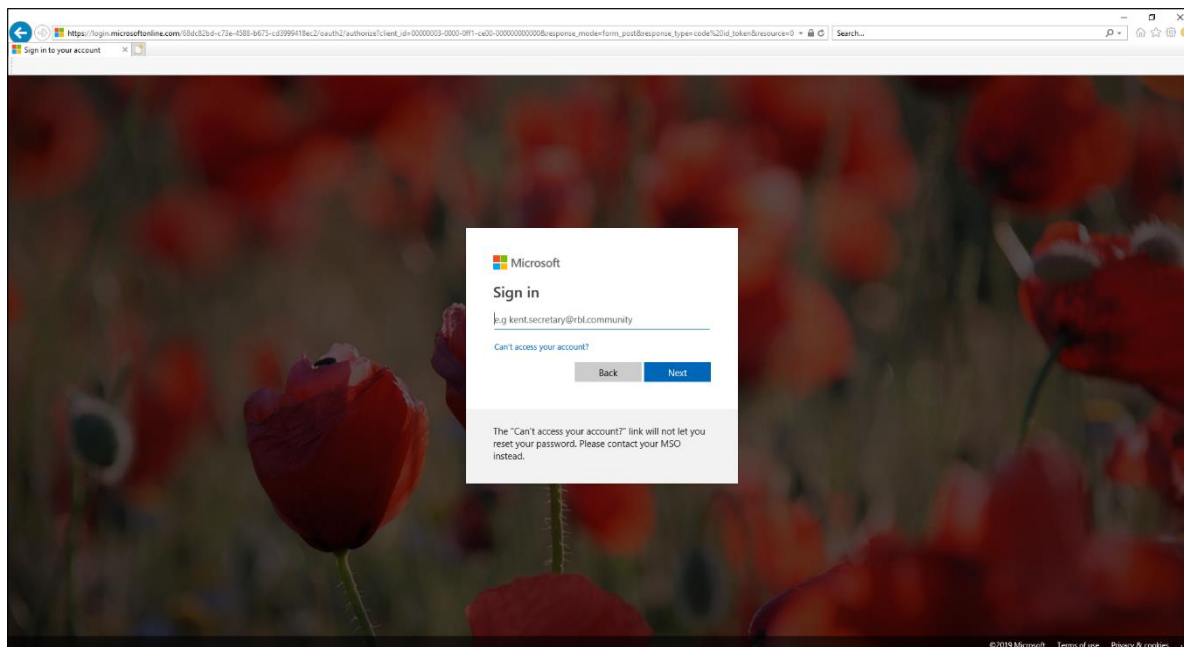


MAP Quick Starter Guide

This guide will help you to log on to Microsoft 365 and navigate through the **Membership Administration Portal (MAP)** to your branch membership listings.



1. Login screen

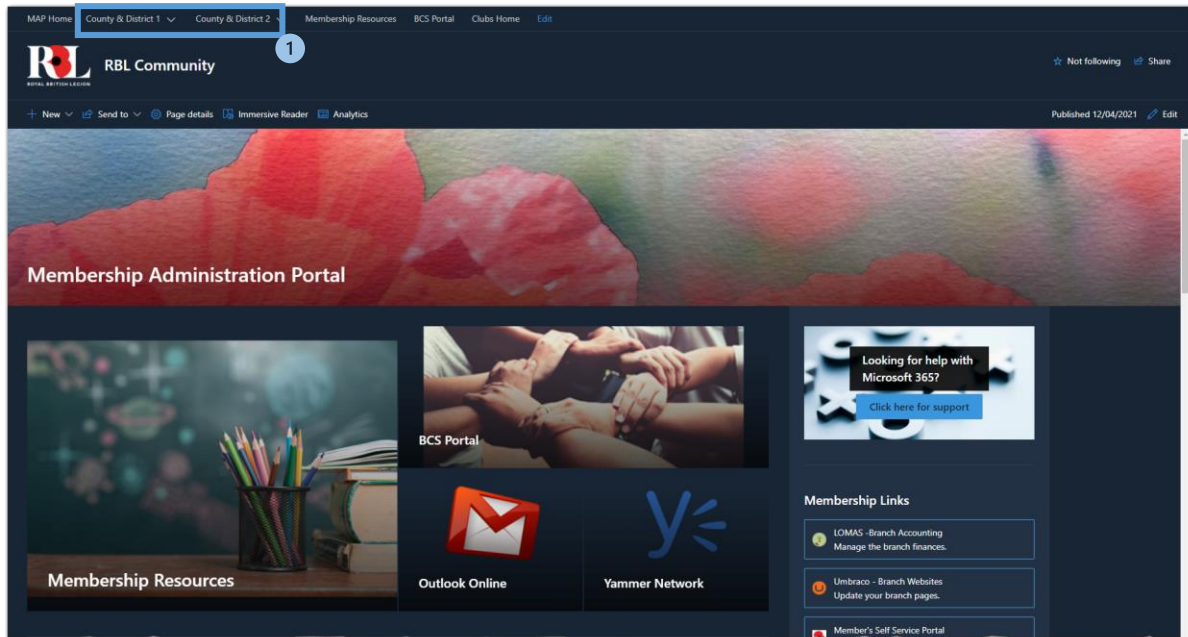
Logging into your Microsoft 365 account

1. Go to the Office 365 system:

<https://trbl.sharepoint.com>

2. Enter your username. E.g. **branch.secretary@rbl.community** and click **Next**.
3. Enter your password and click **Sign In**. The **Can't access your account?** link is not in use. Please contact your MSO for password resets.
4. If this is your first-time logging into Microsoft 365 or you have reached the 90-day password expiry date, you will be asked to enter in a new password. Please remember you will need to know your current password to do this.
If your MSO has provided a temporary password use this instead as the current password.

Membership Administration Portal



The MAP homepage is the gateway to the different areas of Microsoft 365. Here you will have access to your emails, resources, membership news, County and Branch document libraries and the internal social network called Yammer.

There is a navigational bar at the top of the page which will take you to the different areas on MAP as well as the main large link buttons on the page.

- [County & Districts links \(1\)](#) – You will only be able to access your own county and only if your Microsoft 365 account has been given access. From the county page, you can access your branch page.
- [Outlook Email account](#) – This opens your **RBL.Community** email account. It will also have listed any Office 365 groups you are a member of e.g. CTO group.
- [Yammer](#) – A social networking service used for private communications within an organisation. Only users with an RBL Microsoft 365 account can access this.
- [Membership Resources](#) – This will take you to the Membership Resources Area that contains all the Membership documentation, support guides and general information.

Also available on the MAP Homepage

- [Branch Community Support \(BCS\) portal](#) – If your branch has registered with BCS and you have a BCS account, you will have access to the BCS portal and management system.
- [RBL Microsoft 365 Policies](#) – Here you will find the latest Code of Conduct document and System Policy, which needs to be read and understood for you to use the system. You will find other important policies here as well.
- [Membership Apps](#) - This includes apps for Training, BCS and the annual conference.

Your County/District Homepage

This is where the county/district officers can access their document library and share information with the county branches and the branch officers can access their branch homepage.

The screenshot shows the Bedfordshire SharePoint homepage. The top navigation bar includes 'Office 365', 'SharePoint', and a search bar. The main content area is titled 'Bedfordshire' and has a navigation menu with 'Home', 'Documents', 'Recent', 'Links', 'County Shared Documents', 'Pages', and 'EDIT LINKS'. A search bar is located on the right. The page is divided into several sections:

- Links (5):** A section containing three tiles: 'MAP Homepage', 'Outlook E-Mail', and 'County Calendar'.
- County News (4):** A section titled 'County News' with a 'Welcome News' tile and a 'Membership News' section below it.
- County Shared Documents (2):** A document library section with a search bar and a table of files. The table has columns for 'Name', 'Modified', and 'Modified By'. The files listed are:

Name	Modified	Modified By
Events	19 March	Tom Shepherd
Meeting minutes	19 March	Tom Shepherd
Reports	4 April	Tom Shepherd
- Documents (1):** A link in the top navigation menu pointing to a document library.
- Branch homepage link (3):** A link labeled 'Your Branch' with a sub-link 'Aatest'.

1. **Documents:** This is a document library that can only be accessed by county officers. This is where county related documents can be stored.
2. **County Shared Documents:** County/District officers can share documents in this library, which can then be viewed by their branches.
3. **Branch homepage link:** If you are logged in as a branch officer, you will see the link to your branch homepage.
4. **County/District News:** New articles created by county officers or MSOs will appear here for the entire county to read. There is a separate guide on how to create a county news article.
5. **Links:** These are links to a few other areas of Microsoft 365. A county/district officer can add additional links if needed.

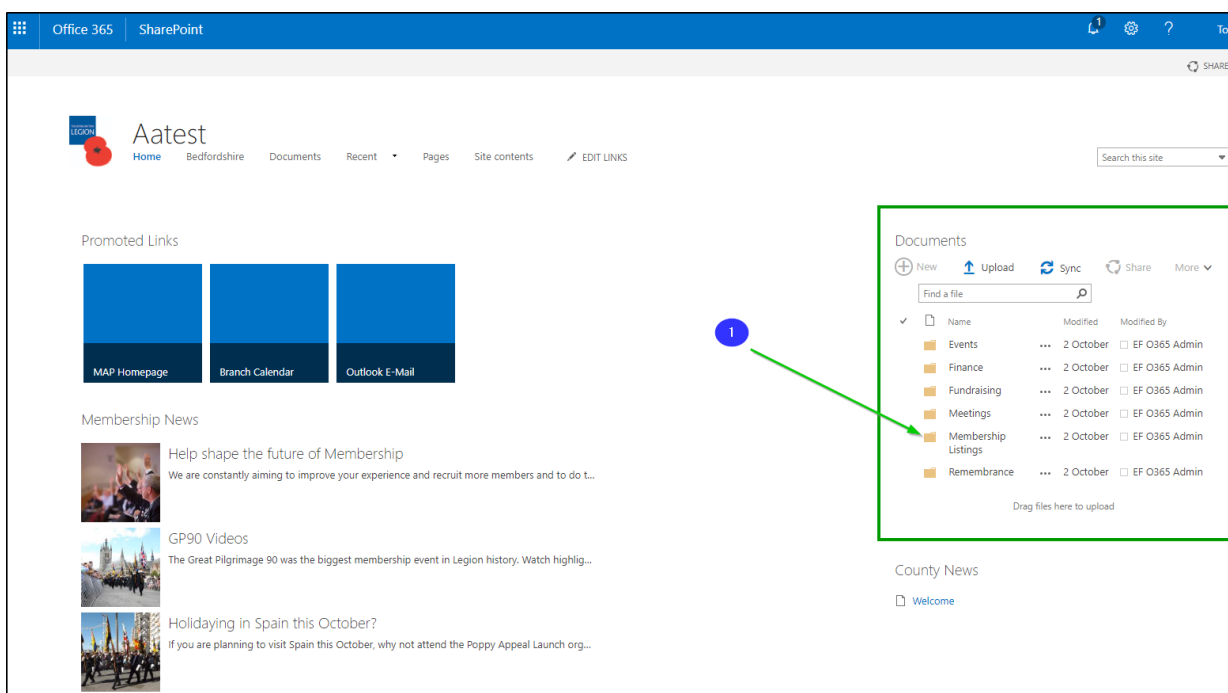
Your Branch homepage (For branch committee officers only)

From the County homepage, you will see on the right-hand side a link to your branch home page. Clicking on a branch link will take you to your branch homepage.

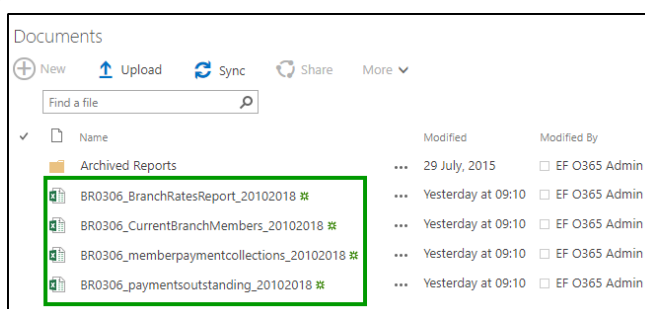
Viewing the weekly Membership reports

On the right-hand side of the branch homepage, you will see an area called **Documents** which can be used by branch officers to store documents. It also contains the weekly reports generated from the Membership database.

- You will find a useful search box at the top of the list of folders. This is a quick way to find a particular document.
- To manage your files and folders effectively it is recommended that you open the full Document Library by clicking on the **Documents** wording at the top.



- Click on the **Membership Listings** (1.) folder under the **Documents** area. This will open the folder and display the list of weekly reports. They are available as Microsoft Excel spreadsheets. Only certain accounts have access to the Membership Listings folder. Please see **Report Information** below.
- Double click on a report to open it in your browser as an Excel spreadsheet.
- You will be able to see all the rows expanded by default.



Excel Online has most of the same functionalities as a local version. You can filter your columns and freeze the top row as well.

Report information

- Due to data protection reasons the reports are only available to the following accounts: Chairman, Secretary, Membership Secretary and Treasurer.
- These reports are generated each weekend and therefore are available for the following Monday.
- If there have been no new joiners or leavers in the previous week these two additional reports will not appear.
- The Current Branch Members report contains contact preferences for the members.
- The current week's reports are moved to the Archive folder on the following weekend. Archived reports will be deleted after 12 months. You can sort the list of archived reports by clicking on the "Modified" column title when viewing the full document library in full.
- The reports are available for download as a CSV file. This file can be viewed and edited in Microsoft Excel if you have it installed on your computer. Please make sure to apply data protection guidelines.

Additional Microsoft 365 Support

*You can find additional support information for MAP and Office 365 in the **Membership Resources** area under [Microsoft 365 support and other systems section](#).*

Please contact your MSO for support or queries