



Branch Guide To Membership Administration Portal (MAP)

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Overview Of The Membership Administration Portal (MAP)

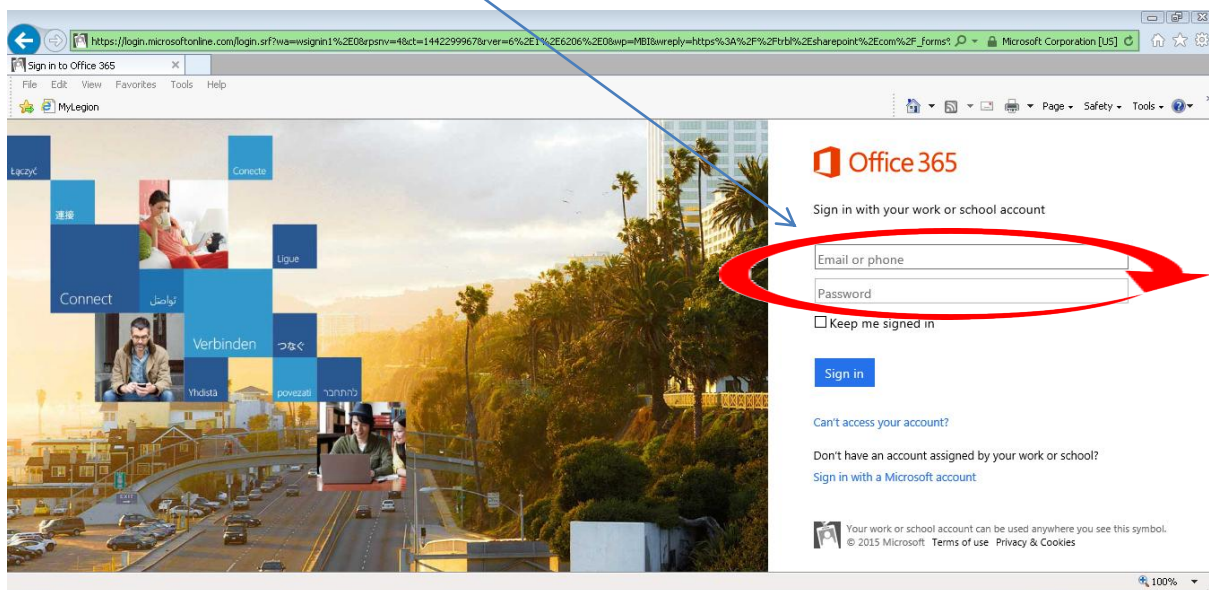
The Membership Administration Portal aims to give Branch committees access via links to all the relevant Legion programmes and systems, for example LOMAS, the Poppy Shop and the Branch membership listings.

1. Accessing MAP

ALWAYS use this address to access the portal; otherwise, you may have problems seeing your site fully. Why not save this page in your favourites?

<https://trbl.sharepoint.com/sites/branchportal>

Please use your log in details here



2. Top Microsoft Navigation Bar

You will have access to the following menu items:



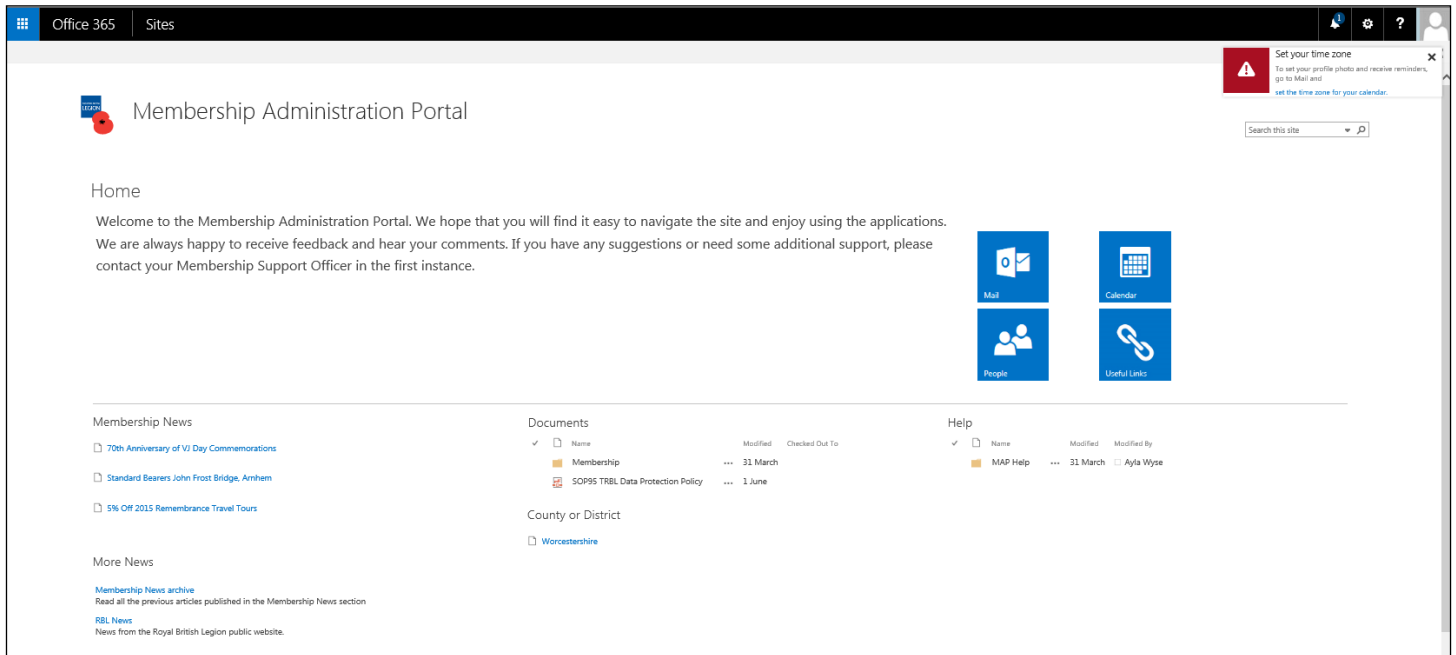
Application Launcher: This menu is controlled by Microsoft and therefore its content can change as and when they rollout new functions.

Account Settings: This is where you will find your account settings and sign out of the portal.

Settings: You will need to use this menu to change your password and add news items etc as instructed in this document.

3. Main MAP Page

This is the main MAP page all users see when they login. **This is not your branch page!**



Membership News: Membership team has the ownership of editing/publishing the news which will appear on Branch pages. If you have anything that you would like to be published on the main site, email the team a ready text and a picture to go with it.

Documents: These are membership related documents (transferred from the website) which are controlled by the Membership team. Click on this link and you will find folders with information such as the Branch Accounts Pack and Membership Forms.

Help: FAQs and user training materials on MAP (written and video).

County or District: This is the link to your County or District page.

Calendar and **Address Book:** Links to your personal calendar and address book

Useful links: You will find links to Lomas and Poppy Shop in this section and we will build up further useful links as appropriate.

4. How to access the County Page and your Branch Page

To get to your branch's page you must first click on the **County** link on the main MAP page:

You will then see this screen, this is your **County** page.



County News: This is where you can keep up to date with County News, don't worry though you will still be sent emails from your MSO!.

Your Branch: This link will take you back to your branch's homepage

When you have clicked on your Branch page you will see this screen:



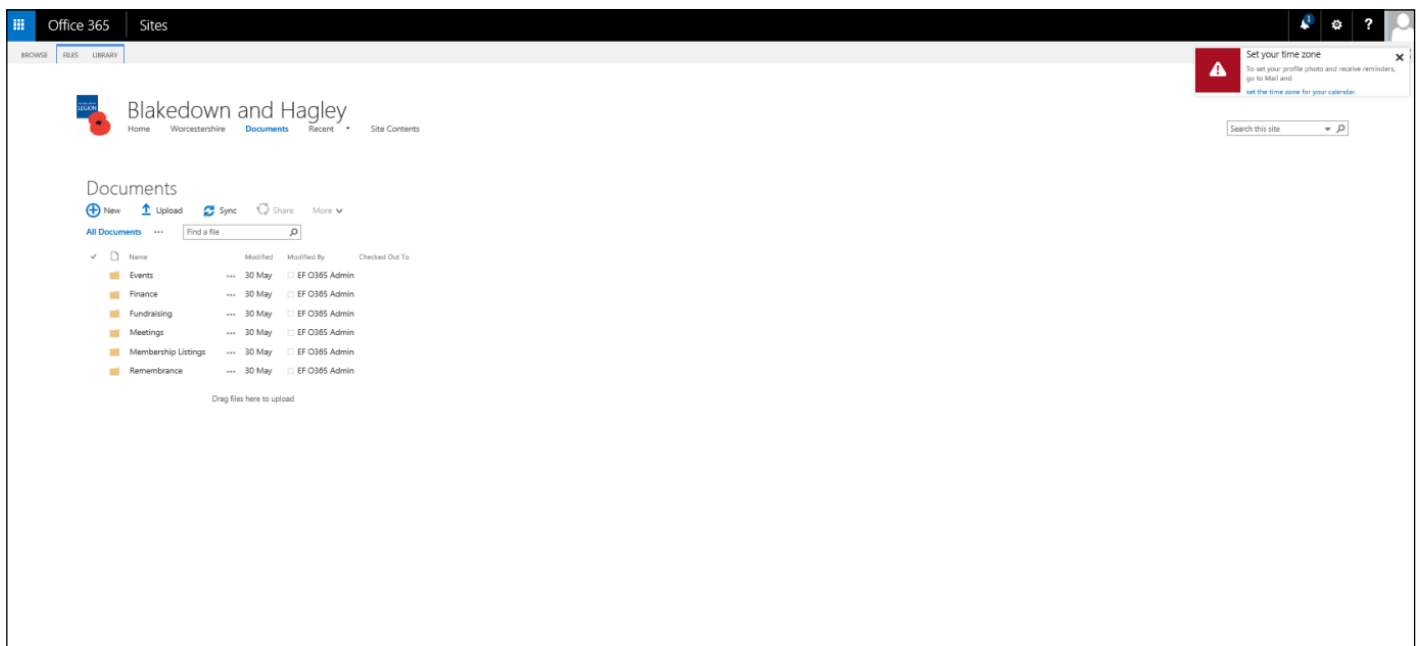
5. Your Branch Page

Now you are in your branch page you can start to use the useful tools.



5.a Your Branch Page - Documents

To access the documents area please click on the word **Documents**. The screen as shown below will then appear.



Within the documents section you can upload any document which you would like to be stored in a secure location. Instead of having all of your Legion paperwork stored on your home computer you

can instead store it here. The benefit is that you will be able to access your files and folders from any computer anywhere. However, be aware that all other officers of your branch with access to this page will be able to access these documents.

New: Click **New** to create a file or a folder at the top level in Documents page. Otherwise, go to the folder you want to place the new file/sub-folder in and create it there. You could move files and by dragging them to the relevant location.

Note: There is no Save button, documents are saved automatically (check status at the bottom).

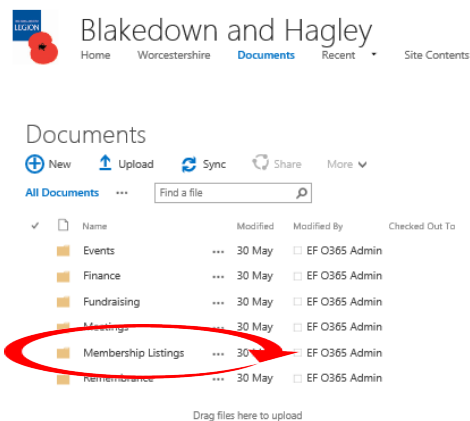
Upload: Click **Upload** to upload a file from your computer/drive.

Sync: Do not use this function.

You can also right click on any file or folder and use the instructions including share and delete.

5.b Your Branch Page – Documents – Membership Listings

Within the Documents area there is a link called Membership Listings.

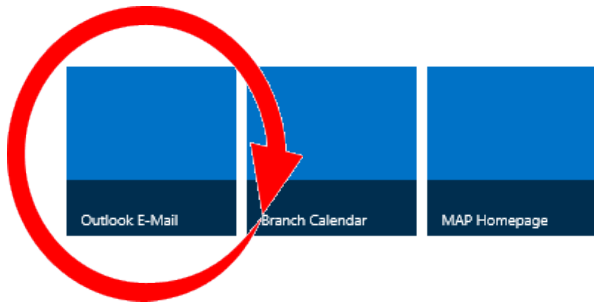


This is the area which will contain a variety of reports (eg Current Branch Members, New Branch Joiners, and Leavers by Branch) and they will be automatically placed in the relevant branch folder on a weekly basis. Some reports (eg joiners and leavers) will only be available if there is an activity in that week and the older versions of the reports will be moved to the Archive folder. The folder containing the membership listings and reports are secured; access is granted to a limited number of named branch officers only ie Branch Chairman, Branch Secretary, Branch Treasurer and Branch Membership Secretary.

5.c Your Branch Page - Using your Outlook Email

From your Branch page you can access Microsoft Outlook which (if you wish) can be used for all of your RBL emails. This will free up your personal email account and provide you with an official RBL

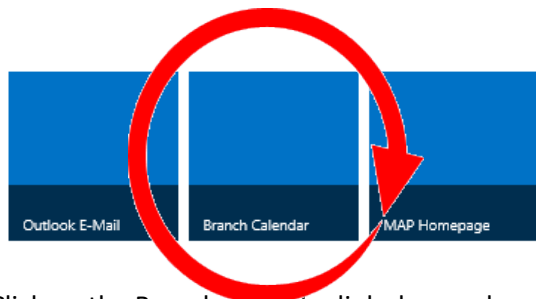
email address. Nobody else will be able to access your email address as when you click on the link it will ask for your MAP login details.



Click on the Outlook Email link shown above and you will be taken onto an online Microsoft Outlook application. This works in a similar way to all other email providers. Your email address is the same one which you use to log into MAP.

5.d Your Branch Page - Using your Branch Calendar

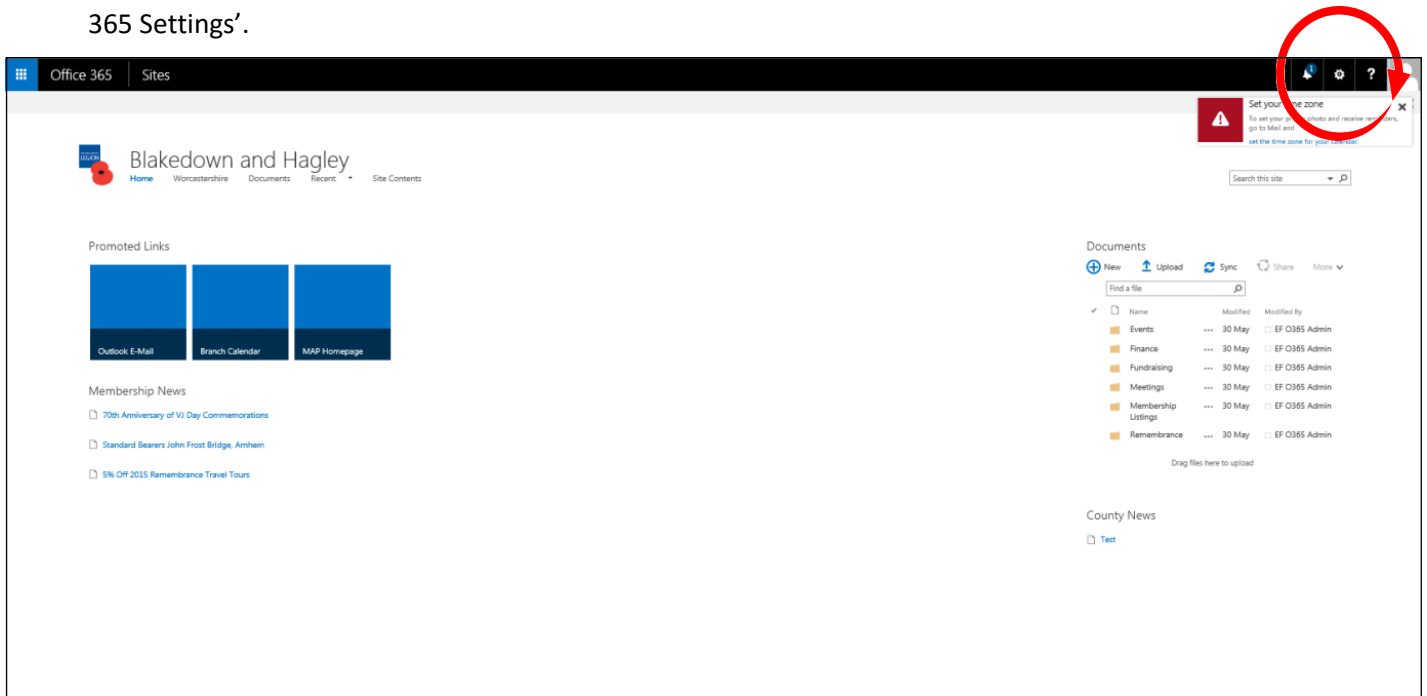
From your Branch page you can access a calendar which can be used to diarise all branch activity.



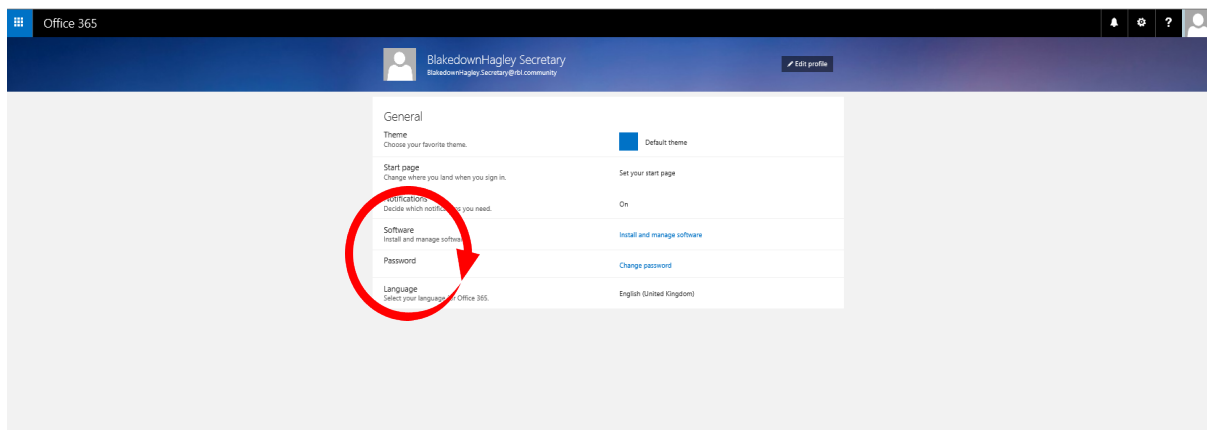
Click on the Branch Calendar link shown above and you will be taken onto a web page showing your branch calendar. Everyone within your branch who has their own log-in to MAP will be able to view and add entries to the calendar. This calendar works in a similar way to all other online calendars; to add items: find the date, click, and fill in the data.

6. Changing your Password

Users should change their passwords regularly and should not share their passwords with anyone. Users should also make sure they log off when they are finished using MAP, particularly when they are using public computers. You can change your password from any page on MAP. Simply click the 'cog symbol' to be found on the top right hand corner of the page (shown below) and click 'Office 365 Settings'.



The Following page is then displayed. From here click on **Password** to change your password.



This will bring up a new screen which asks you to fill in your current password and what you would like your password to be changed to.

7. Support Provision

The first port of call for Branch officers is your MSO. If your MSO can't help, they will contact the super users (who trained them) or the IT Service Desk depending on the query.