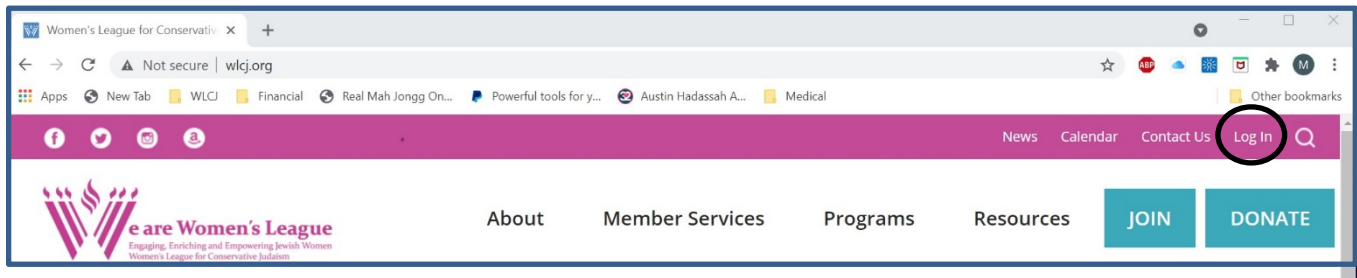


WOMEN'S LEAGUE FOR CONSERVATIVE JUDAISM

MANAGING YOUR SISTERHOOD ONLINE

On the WLCJ.org website, the Log In button is at the top right of the screen.



Log in using your email address or your Member Id and your password.

A screenshot of the WLCJ.org login page. The page has a purple header with the WLCJ logo and the text 'e are Women's League'. Below the header, there is a section titled 'Welcome to WLCJ for You'. The text in this section explains that the material is for Women's League members only and provides instructions for logging in. Below the text, there is a login form with three input fields: 'Email Address:', '- OR -', and 'Member Id:'. Below these fields is a 'Password:' field. A blue oval is drawn around the login form. At the bottom right of the form is a 'Login' button.

After you log in, you have several choices:

A screenshot of the WLCJ.org member dashboard. The page has a purple header with the WLCJ logo and the text 'e are Women's League'. On the right side of the header is a 'Logout' button. Below the header, there is a section titled 'This section of the website is for members of Women's League. The large selection of Member Materials are for your benefit. You are invited to use them in your sisterhood or as an individual member. If you have any questions please [click here](#).' Below this text, there are two main sections: 'My Account' and 'Sisterhood List Access'. The 'My Account' section has three buttons: 'Download WLCJ Member Materials', 'Update My Profile', and 'Change My Password'. The 'Sisterhood List Access' section has five buttons: 'Manage Member List (20-21)', 'Request Per Capita Invoice(20-21)', 'Member Report (20-21)', 'Member Export (20-21)', and 'Position Report (20-21)'. Below these buttons is a button for 'Manage Positions (20-21)'.

Under **My Account**, you can download WLCJ materials, update your profile, and change your password to one you will remember easily. The system is case-sensitive.

Sisterhood List Access is where you have access to the data that Women's League maintains about your sisterhood members. Only sisterhood Presidents, Financial Secretaries, Treasurers, and designated Data Managers will see this menu. **This information is solely for the use of your sisterhood and should not be shared with anyone else.** You can **Manage** your **Member List**, **Request** a **Per Capita Invoice**, run a **Member Report** of all your active members, export your member list into an Excel file (**Member Export**), download a report of your Sisterhood board (**Position Report**), and manage your board positions (**Manage Positions**).

When you click on **Manage Member List**, you will find a listing of your members. To the right, you can see the number of active members, the amount of per capita due , any payments, and any past due amounts.

Per Capita Sisterhood Member List

To mark a member as active, check the box to the left of her name. Uncheck the box to mark her as inactive.
To update a member's information, click on the pencil. To mark the member as deceased, click on the gray circle.
Remember to click the Save Updates to Per Capita Member List button when you are finished making changes to save them.
Problem? Questions? Please contact WLCJ via phone at 212.870.1260 or via email at womensleague@wlcj.org.

Please mail check payable to:
Women's League for Conservative Judaism
475 Riverside Drive Suite 820
New York, NY 10115
Copy of invoice **not needed** when sending payment.

Sisterhood:

Fiscal Year: July 2020 - June 2021

Number of Active Members: 130

Total Current Invoice Amount: \$1,950.00

Payments/Adjs on Current Invoice: \$1,950.00

Past Balance Due: \$0.00

Total Amount Due: \$0.00

Save Updates to Per Capita Member List

Cancel Updates to Per Capita Member List

New Member List

Add New Member

<input type="checkbox"/>				Aarons
<input type="checkbox"/>				Abbott, L
<input checked="" type="checkbox"/>				Akkowitz
<input type="checkbox"/>				Abraham
<input type="checkbox"/>				Abrams
<input type="checkbox"/>				Adland,
<input type="checkbox"/>				Adler, A
<input type="checkbox"/>				Agree, A
<input type="checkbox"/>				Alhase,
<input type="checkbox"/>				Alhaze,
<input type="checkbox"/>				Alper, L
<input checked="" type="checkbox"/>				Alerman
<input type="checkbox"/>				Amos, T
<input type="checkbox"/>				Anderso
<input checked="" type="checkbox"/>				Anton, M
<input type="checkbox"/>				Apfelber


To the left of their names are four icons:

- ☐ indicates the member's status.
A check ✓ indicates active; click to delete the check to indicate inactive. The name will remain as archived information and will not be included in any report.
- is the **EDIT** icon. Click on this to access the member's personal profile. You will see all the information that we have about that member. Please fill in as much additional information as possible, including her position in your sisterhood (see the next section). When you are done, be sure to click on **Save Profile Information** at the bottom of the page.
- clicking on this icon indicates that a member passed away over the past year and the name will be permanently removed from the list.

- X Delete:** To delete members who are no longer members of your synagogue or sisterhood (for deceased members see option above). When clicked, it will ask:

“Are you sure you want to permanently remove this member from your membership list?” If you answer yes, it will say “Removed,” making her inactive and you will not be able to edit any information about her. The next time you access the list, her name will not appear.

You can also add new members using the pink button at the far right. ADD NEW MEMBERS

Click on **Add New Member** and a new screen will open. (The screen is the same one you will see if you Edit  a member's information.)

Update Member Profile

Click the Save Profile Information button either at the top or bottom of the page when you have completed adding/updating the member profile information.

* refers to mandatory information

Save Profile InformationCancel Profile Changes

Member Identification Information

Prefix:

First Name:*

Middle Name:

Last Name:*

Email Address:

Confirm Email Address:

General Information

☐ Check here if the address is unknown

Address:*

Address Line 2:

City:*

State/Province, Zip:*

Country:

Contact Information

Home Phone:

Cell Phone:

Other Personal Phone:

Fax #:

Employment Information

Work Status:

Occupation:

Company:

Address:

Address Line 2:

City:

State/Province, Zip:

Country:

Work Phone 1:

Work Phone 2:

Input all the information for that member. Click “Save.”

Click **Save Updates to Per Capita List** at the top of the page if you have made all changes, including adding the new members. Otherwise, click on **Cancel Updates to Per Capita List**.

GENERAL INSTRUCTIONS


If you accidentally remove someone permanently from your list (by clicking on X or deceased) you need to contact the office (800.628.5083 or womensleague@wlcj.org) to reactivate her.

If you mark yourself as “inactive” you will lose access to the data management system and will have to contact the office to regain access.

Do not delete your entire list. Make updates to the existing list and then add new members.

SISTERHOOD POSITION PROFILE

In the **Sisterhood List Access** menu, click on **Manage Positions**.



Logout

Positions for Congregation Agudas Achim for Fiscal Year 20-21

Return to Main Menu

Below are two position lists.
One for fiscal year 20-21, which you can update now, and one for fiscal year 19-20, from which you can copy women who held a position in 19-20 and continue to hold that position in 20-21.

To copy a member who continues to hold the same position, simply click on that member's name in the 19-20 list next to the position that they continue to hold.
To add a new member for a position, click the Add New Position Button.
To delete a member from a position, click the X next to the member's name for that position.

Position List for 20-21

Add New Position Holder

Position	Name	
President		X
Treasurer		X
Judaica Shop Chair		X
Membership VP		X
Rabbi		X
Rabbi		X
Data Manager		X
Program VP		X
Recording/Communication Secretary		X
Recording/Communication Secretary		X

Position List for 19-20

Position	Name
President	
President	
Treasurer	
Judaica Shop Chair	
Membership VP	
Membership VP	
Rabbi	
Rabbi	
Data Manager	
Recording/Communication Secretary	
Recording/Communication Secretary	

You will see boxes for two sets of data. If your sisterhood filled out this form for 2020-2021, that information will appear on the right side of the screen. The new information will appear as you fill it in on the left side under 2021-2022.

[1] If a member is **continuing in her position**:

Click on her name on the 2020-21 data box and it will move automatically to the 2021-22 data box on the left. (The lists shown above are for last year, they will change with the new fiscal year.)

[2] If someone is **new to a position**:

Click on **Add New Position Holder Position** (above left box, next to: “List for 21-22”)

Add Position for Congregation Agudas Achim for Fiscal Year 20-21

Position:*

Member:*

Send Mail to: (applicable only for Presidents)

Add Position

Cancel

From **Position List** drop down, click on position.

From **Member List** drop down, click on name.

Click on **Add Position** to save.

If you have any questions for any of the above, please contact Razel Kessler, 212.870.1263
or rkessler@wlcj.org.

May, 2021