International Inner Wheel

Database
Database Access Levels

**MEMBER:** For everyone
- allows consultation of the whole database.

**CLUB Admin:** For the club secretary
- allows consultation and update “own club” details

**DISTRICT Admin:** For the District Secretary
- allows consultation and update “own district” details including all club details of the District

**NATIONAL Admin:** For NatRep/NGB
- Allows consultation and for update NGB/NR details, all districts and club details for the country.
How to Register

If not registered yet, first step is to register on the website page

www.internationalinnerwheel.org

Click on “Register”
You will have the following screen to fill in the details:

Register
Use the form below to register for an account to access the IIW admin zone. Your details will be reviewed by the administrator and you will receive an email if your request is approved.

Username

Password

Club

District

Country

country

Email

REGISTER  BACK
Username:
• For members: your name or email address
• For clubs/districts/NR/NGB: the gmail account as required by IIW
  • iiw.xx(countrycode – 2 characters).name of club/district/NR/NGB (without innerwheel club of or IWC)@gmail.com

Password:
• You choose the password

Club:
• Name of your club
• for district/NR/NGB, you can keep this empty

District:
• Number of the District

Country:
• Choose from the dropbox list

Email:
• For members: your email address
• For clubs.Districts.NR/NGB: the iiw gmail account
Click on **register**.

From then you are registered as member and you can consult the database.

Please be aware that all new entries need to be checked by administration before your account is live to use. This may take a few hours as it is only done during office hours. (allow for differences in timezones)

You will be sent a notification when your account is activated.
On the Home Page of the website – Click “Login”

Login to the Database

Enter your username and password and click on “login”

If you forgot your password you click on forgotten password. You will receive an email with a link to reset your password.
How to Use the Database
As a MEMBER

Once you have logged in you have the following screen

As MEMBER you can only click on member search
How to Use the Database – As A Member

Click on the dropbox and you have the fields on which you can choose

The best way to search is on Country or Club or District
How to Use the Database
As Club, District or National ADMIN

You can update your club details by clicking on "Manage Clubs"

You can search in the database by clicking on "Member search"

You will only see the clubs, District or National details that you have access to.
How To Manage Clubs

Manage Clubs

Click the pencil icon to update the details.

Once you have made the changes click on “UPDATE”
If you didn’t change anything, don’t click on Update, but go back to the previous screen by Your web browser.

By clicking on Update, a request is sent to HQ to accept the update.

This message is not necessary if nothing has changed (gives unnecessary work to our administrator)

You can print the club details by clicking on the print icon.
Leave the database by clicking on “LOGOUT” on top