

Ignite Program Instructions

CLUB INSTRUCTIONS FOR USING THE IGNITE PROGRAM:

Entering Tasks:

- Using the Club Entry form, select Member from the pull-down of Active members. Then select the app the member performed. Only "Active" dues paying club members (Active, Active LOA, Active - Rule of 10 Active categories but not Honorary) will appear on the pull-down select list.
- When the Member is selected, a the list of existing tasks already applied to the member appears at the bottom. Review this list to ensure that duplicate tasks are not being added.
- Select the Ignite task from the pull-down select list. The points associated with each task is summarized in a pop-up window.
- Click [Add Task]. The task will be applied to the Member and shown at the bottom of the screen.
- Add other tasks to this Member, or select a different Member to apply tasks to. Repeat as needed.

Editing/Deleting Tasks:

- Using the Club Entry form, select the Member from the list. The list of tasks accomplished by the Member will be shown.
- Click Edit next to the task you want to correct. Select a different Ignite task, then click [SAVE].
- To Delete a task that was entered by mistake or incorrectly, click on delete. Confirm the Delete by clicking [DELETE].

Club Roll-Up:

Once a Member's task is added, the point value immediately rolls-up to the Club Summary. Only the member's OrgYear will be shown on this list.

District Roll-Up:

Once a Member's task is added, the point value immediately rolls-up to the Club Summary. There is no separate District Summary. All the clubs in the District will be listed, so the District can gauge the level of participation in this program.

OrgYear:

The point values reset at the beginning of each OrgYear. Whatever points were accumulated for prior years will be viewed and edited by Level-7 DCO's using the Change OrgYear function. We will evaluate the need to lock OrgYear values.