



UNDERSTANDING **ROLLCALL** A USER'S GUIDE

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THE NAVY LEAGUE OF CANADA • ALBERTA DIVISION

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FEATURES

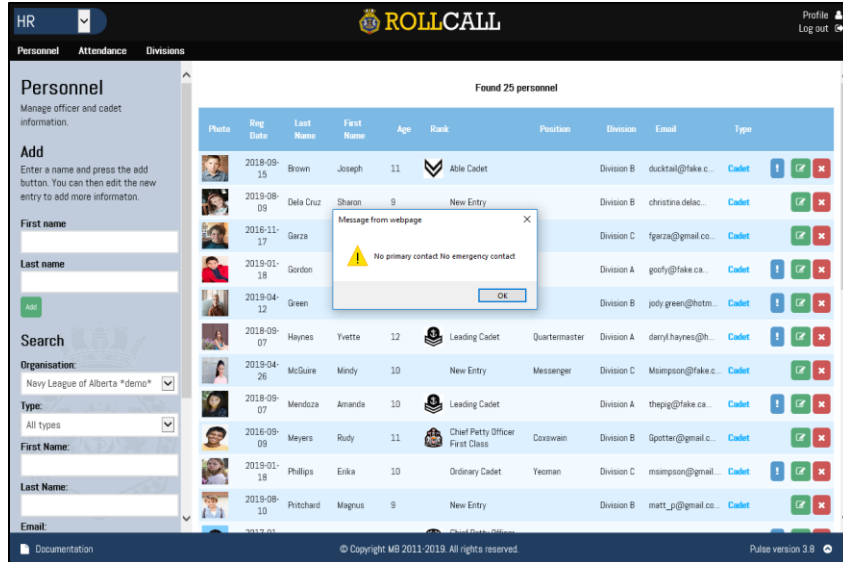
Corps Nominal At-A-Glance

When you log in to RollCall and click on the HR module, it will take to you the main page, which has the corps nominal roll. This at-a-glance corps nominal has the following information:

- Photo
- Registration Date
- Last Name
- First Name
- Age
- Rank
- Position
- Division
- Email
- Type (Cadet, Officer, or Staff Cadet)

Missing Personnel Information

When you see an exclamation point on a personnel record, it means that they are missing some vital information. Click on the exclamation point to see what's missing.

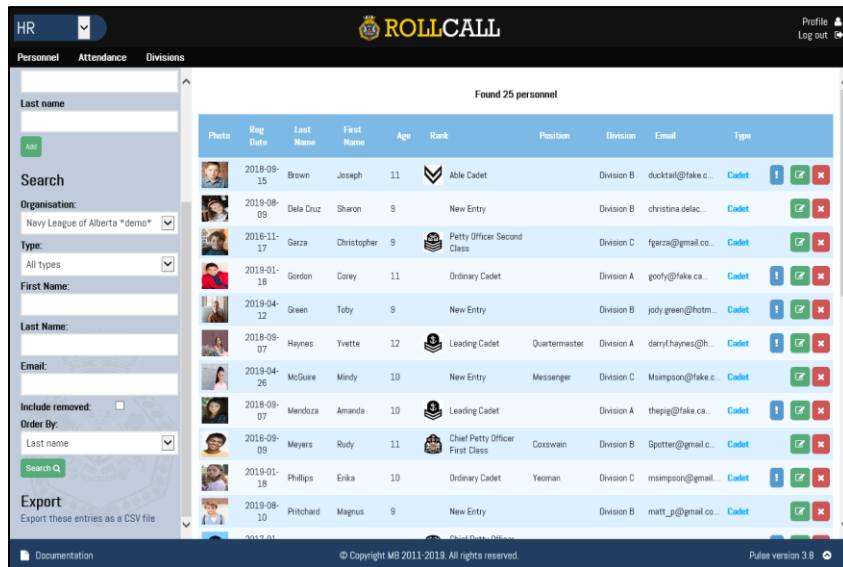


Search Function

On the left-hand side of the screen, you'll see a search function. You can use this to search any of your personnel based on:

- Type (Cadet, Officer, or Staff Cadet)
- First Name

- Last Name
- Email



With this function, you can also choose to include cadets who are no longer active, by checking the **“Include removed”** box

Export Function

On the left-hand side at the very bottom, you’ll see a link that says, “Export these entries as a CSV file”. This provide you with an excel spreadsheet of a variety of different information; including:

- Personnel contact information
- Emergency contact information
- Medical information

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PULSE PERSONNEL EXPORT (as of 2019-08-20)												
2	Last Name	First Name	DoB	Gender	Email	Home Phone	Work Phone	Mobile Phone	Address	City	Province	Postcode	Country
3	Bowman	Kimberly	4/18/1989	Female	kb1989@hotmail.com	780-628-4169	780-179-1830		628 Umbrella Avenue	Edmonton	Alberta	T5P9S6	Canada
4	Brown	Joseph	4/8/2008	Male	ducktail@fake.ca	--							
5	Davis	Kevin	6/9/1977	Male	jake@blackpearl.ca	--	780-678-9876		Black Pearl	Port Royal	alberta		canada
6	Dela Cruz	Sharon	7/1/2010	Female	christina.delacruz@gmail.com	780-873-8372	780-938-3773		9842 119 Avenue	Edmonton	Alberta	T8N 3J8	Canada
7	Garza	Christopher	8/12/2010	Male	fgarza@gmail.com	780-528-5281	780-528-4857			123 Edmonton	Alberta	T8H2G6	Canada
8	Gordon	Corey	5/25/2008	Male	goofy@fake.ca	780-123-4567	--			edmonton	alberta		canada
9	Green	Toby	3/30/2010	Male	jody.green@hotmail.com	587-987-3546	587-976-5744		112-4593 119 Avenue	Edmonton	Alberta	T5D6V8	Canada
10	Haynes	Yvette	2/19/2007	Female	darryl.haynes@hotmail.com	780-987-3548	780-638-6383		3 Rhaitigan Road	Edmonton	Alberta	T6H3D5	Canada
11	Lyons	Samantha	2/24/1989	Female	sam89@gmail.com	780-273-6388	587-638-6389		11918 25 Avenue	Edmonton	Alberta	T6V9X2	Canada
12	Martinez	Derrick	7/1/1970	Male	derrick.martinez@gov.ab.ca	780-925-5569	780-554-2669		352 Shawnessy Avenue	Edmonton	Alberta	T6B 9C9	Canada
13	McGuire	Mindy	4/6/2009	Female	msimpson@fake.ca	528-528-6291	528-628-5281			Edmonton	Alberta		Canada
14	Mendoza	Amanda	3/13/2009	Female	thepig@fake.ca	780-000-0001	--		123 fake st	edmonton	alberta	T2T2T2	canada
15	Meyers	Rudy	9/14/2007	Male	Gpotter@gmail.com	780-517-5282	780-651-6844		218-9618 168 Street	Edmonton	Alberta	T4F 5G3	Canada

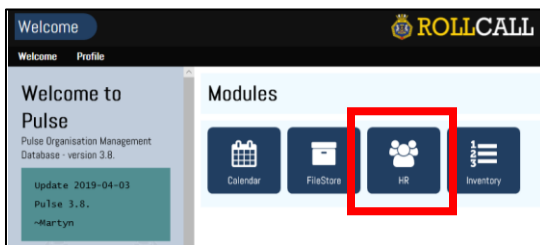
PERSONNEL

Accessing the HR Module

1. Log into RollCall

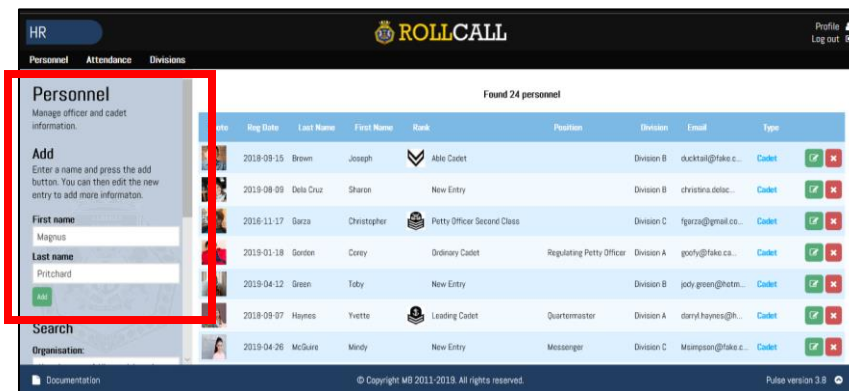


2. Click on the HR module

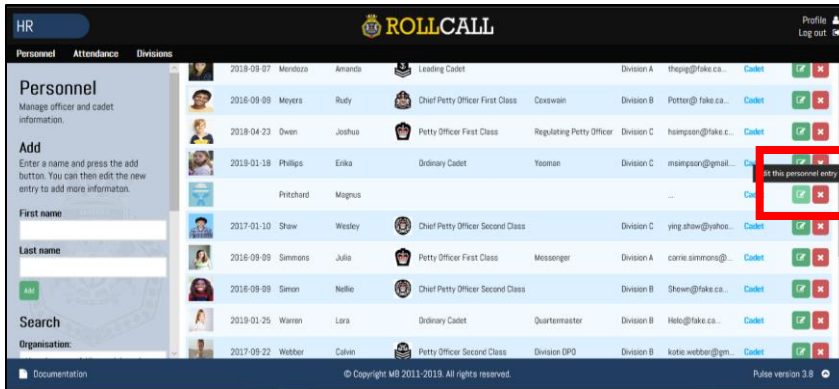


Adding A New Cadet

1. Enter the cadet's first and last name on the left-hand side and click "Add"



2. A record is now created for the cadet and will appear on the screen in alphabetical order by last name.
3. Scroll down to find the cadet you just added. Click the green "Edit" button on the cadet's record to add their information.



4. The main personnel screen will open.
5. Enter the cadet's middle name in the associated field (if they have one)
6. Enter the cadet's preferred name in the associated field (if they have one)
7. Enter the cadet's date of birth in the associated field. The date must be entered in the following format: YYYY-MM-DD
8. Select either male or female under the cadet's gender. Do not use "Other".

9. Scroll down to the Medical Details section
10. Under the "**Allergies**" text box, enter any allergies that the cadet has (i.e. food allergies)
11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the cadets have (i.e. ADHD)
12. Under the "**Medications**" text box, enter as much detail as possible about the name, dosage and timing of any medication(s) the cadet is on
13. Under the "**Health Number**" text box, enter the cadet's Alberta Health Care Number in the following format: 12345-6789

14. Scroll down to the “**Admin Use**” section

15. Under the “**Type**” field, it will default to “**Cadet**”. Do not change it.

16. Under the “**Registration Date**” field, enter the date the cadet registered with your corps in the following format: YYYY-MM-DD

- This should be the date that the cadet and parent(s) completed and signed the NL202

17. Under the “**Company/Division**”, select the division that the cadet will be in.

18. Check the box labeled “**Media release**” if the parent has initialled Section 5 of the NL202

19. Click “**Save Changes**”. It will now take you back to the main screen.

20. Click on the “**Contacts**” tab

21. This is where you can add any contacts associated with the cadet. Add the first and last name of one of the cadet's parents and click **"Add Contact"**

The screenshot shows the 'Personnel > Edit Personnel' page for Magnus Pritchard (Age: 9). On the right, under the 'Contacts' tab, there is an 'Add a contact' form. The 'First Name' field contains 'Matthew' and the 'Last Name' field contains 'Pritchard'. Below these fields is a green 'Add Contact' button. The left sidebar shows the cadet's profile and various application links. The footer includes '© Copyright MB 2011-2019. All rights reserved.' and 'Pulse version 3.8'.

22. A record is now added. To add more information to the parent, click on the green **"Edit"** button next to the parent's name

The screenshot shows the 'Edit Contact' form for Matthew Pritchard. The 'Name' field is populated with 'Matthew Pritchard'. Below the form, there is a table with columns: Name, Type, Phone, Phone Alt, Email, and a 'View and edit this contact' link. The 'Add a contact' form is also visible below the table. The footer includes '© Copyright MB 2011-2019. All rights reserved.' and 'Pulse version 3.8'.

23. Once the screen opens, add all the parent's contact information

The screenshot shows the 'Contact Details' form for Matthew Pritchard. The form includes fields for: First name (Matthew), Last name (Pritchard), Email (matt_p@gmail.com), Home Phone (780 224 8364), Alternative Phone (780 654 5678), Address (12345 67 Avenue NW), City (Edmonton), Province (Alberta), Postcode (T6G 2L3), and Country (Canada). Below these fields is an 'Admin Use' section with a 'Type' dropdown set to 'None' and a 'Primary' checkbox. The footer includes '© Copyright MB 2011-2019. All rights reserved.' and 'Pulse version 3.8'.

24. Under **"Admin Use"**, select the contact's relationship under **"Type"**

25. If this is the cadet's primary contact, check the **"Primary"** box

- When you select a primary contact, it will show the cadet's contact information as the primary contact person's information

26. If this is the cadet's emergency contact, check the **"Emergency"** box

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel >
Edit Contact

Postcode: T6G 2L3 Country: Canada

Admin Use

Setting as primary/emergency will overwrite the cadet's contact information block with the corresponding information contained in the primary/emergency contact.

Type: Parent Primary: ☒

Emergency: ☒

Notes

Save Changes

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27. Click **“Save Changes”**

28. Click on *Edit Personnel* to go back to the contact screen. Repeat the above steps for any additional contacts.

29. Click on **“Ranks/Positions”**

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts **Ranks/Positions** Photo/Documents

Rank Assignments

Add rank assignment

Organisation: Choose Role: None

Position Assignments

Add position assignment

Organisation: Choose Position: None

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30. Under the **“Rank Assignment”** section, select your corps from the **“Organization”** field, and select **“New Entry”** from the **“Rank”** field, and then click **“Add”**

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photo/Documents

Rank Assignments

Add rank assignment

Organisation: 2018 - Navy League of Alberta *dem Role: New Entry

Position Assignments

Add position assignment

Organisation: Choose Position: None

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31. Click on **“Photo/Documents”**



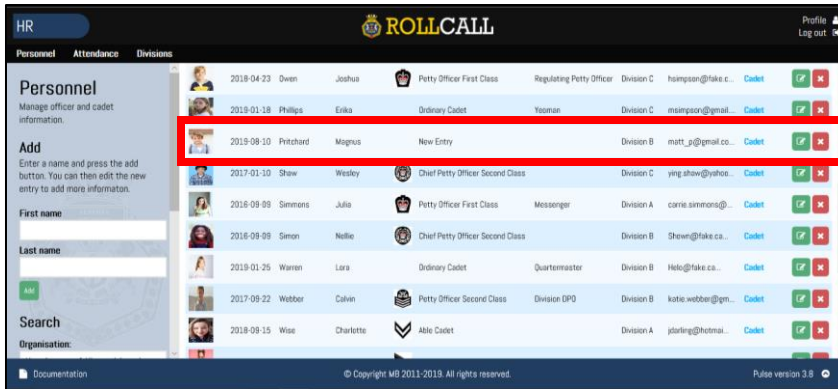
32. To add a photo of the cadet, click “**Browse**” and find the location of the photo, then press “**Upload**”.



33. Click on *Personnel*

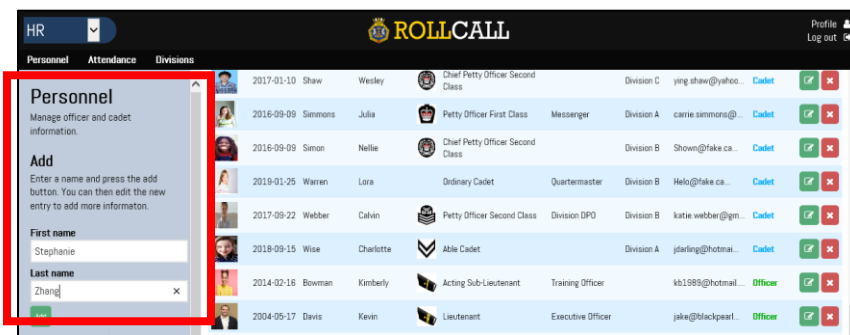


34. Scroll down and you’ll see the record of the new cadet

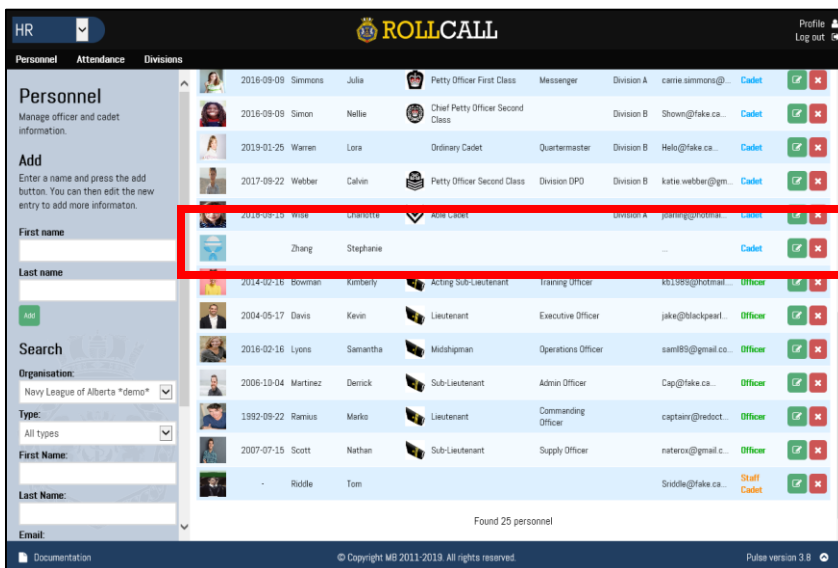


Adding a New Officer

1. Enter the officer's first and last name on the left-hand side and click "Add"



2. A record is now created for the officer and will appear at the bottom of the screen.
3. Scroll down to find the officer you just added. Click the green "Edit" button on the officer's record to add their information.



4. The main personnel screen will open.

5. Enter the officer's middle name in the associated field (if they have one)
6. Enter the officer's preferred name in the associated field (if they have one)
7. Enter the officer's date of birth in the associated field. The date must be entered in the following format: YYYY-MM-DD
 - The system will give you a warning that this person is too old. This is because the system default is to add a cadet. You'll change this further down.
8. Select either male or female under the officer's gender. Do not use "Other".

The screenshot shows the 'Personnel Details' section of the ROLLCALL interface. The form includes the following fields and values:

Field	Value
First name	Stephanie
Middle name	Josephine
Last name	Zhang
Preferred name	Josie
Date of Birth (0)	1986-12-04
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other

9. Scroll down to the Medical Details section
10. Under the "**Allergies**" text box, enter any allergies that the officer has (i.e. food allergies)
11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the officer has (i.e. ADHD)
12. Under the "**Medications**" text box, enter as much detail as possible about the name, dosage and timing of any medication(s) the officer is on
13. Under the "**Health Number**" text box, enter the officer's Alberta Health Care Number in the following format: 12345-6789

The screenshot shows the 'Medical Details' section of the ROLLCALL interface. The form includes the following fields and values:

Field	Value
Allergies	Shellfish
Medical Conditions	None
Medications	None
Health Number	95128-2656

14. Scroll down to the "**Admin Use**" section
15. Under the "**Type**" field, select "**Officer**"
16. Under the "**Registration Date**" field, enter the date the officer registered with your corps in the following format: YYYY-MM-DD
 - This should be the date that the officer completed and signed the NL101
17. Under the "**Company/Division**", leave it as "**None**"

18. Check the box labeled **“Media release”**

The screenshot shows the 'Personnel > Edit Personnel' screen in the ROLLCALL system. The left sidebar shows the user's profile for Stephanie Zhang, Age 0, with links for Award Application 104, Medical Questionnaire 205, and Membership Application 202. The main form area has a 'Health Number' field with the value 95126-2656. Below this is the 'Admin Use' section with fields for Type (Officer), Registration Date (2019-08-15), Registration Number, Release Date, Release Reason (N/A), Company/Division (None), Media release? (checked), and Archived? (unchecked). There is a 'Notes' text area and a 'Save Changes' button at the bottom.

19. Click **“Save Changes”**. It will now take you back to the main screen.

20. Click on the **“Contacts”** tab

The screenshot shows the 'Personnel > Edit Personnel' screen with the 'Contacts' tab selected. The left sidebar shows the user's profile for Stephanie Zhang, Age 32. The main form area has a 'Personnel Details' section with fields for First name (Stephanie), Middle name (Josephine), Last name (Zhang), Preferred name (Josie), Date of Birth (32) (1986-12-04), and Gender (Male, Female, Other). Below this is a 'Contact Details' section.

21. This is where you can add any contacts associated with the officer. **To ensure the officer’s information shows up correctly in the main screen, you’ll need to add the officer as a contact.**

22. Add the officer’s first and last name in the respective fields and click **“Add Contact”**

The screenshot shows the 'Personnel > Edit Personnel' screen with the 'Contacts' tab selected. The left sidebar shows the user's profile for Stephanie Zhang, Age 32. The main form area has a 'Contacts' section with an 'Add a contact' form. The form has fields for First Name (Stephanie) and Last Name (Zhang), and an 'Add Contact' button.

23. A record is now added. To add the officer’s information, click on the green **“Edit”** button next to the officer’s name

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Stephanie Zhang Age: 32

Contacts

Name	Type	Phone	Phone Alt	Email
Stephanie Zhang				

Add a contact

First Name Last Name

Add Contact

24. Once the screen opens, add the officer's contact information under the “**Contact Details**” section

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel > Edit Contact

Contact Details

First name: Stephanie Last name: Zhang

Email: josie_zhang@gmail.com Home Phone: 780 881 6513

Alternative Phone: 780 698 9888 Address: 4567 89 Street

City: Edmonton Province: Alberta

Postcode: T6C 2D4 Country: Canada

25. Under “**Admin Use**” section, select “**Other**” under the “**Type**” drop-down

26. Select the “**Primary**” check box. This ensures that the officer's information shows up on the main screen as their own information.

27. Do not select the “**Emergency**” check box

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel > Edit Contact

First name: Stephanie Last name: Zhang

Email: josie_zhang@gmail.com Home Phone: 780 881 6513

Alternative Phone: 780 698 9888 Address: 4567 89 Street

City: Edmonton Province: Alberta

Postcode: T6C 2D4 Country: Canada

Admin Use

Setting as primary/emergency will overwrite the cadet's contact information block with the corresponding information contained in the primary/emergency contact.

Type: Other Primary: ☒ Emergency: ☐

Notes

Save Changes

28. Click “**Save Changes**”

29. Click on *Edit Personnel* to go back to the contact screen.

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Edit Personnel > Edit Contact

Email: josie_zhang@gmail.com Home Phone: 780 681 6513

Alternative Phone: 780 698 9888 Address: 4567 89 Street

City: Edmonton Province: Alberta

Postcode: T8C 2D4 Country: Canada

30. The officer's record is now updated.

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photos/Documents

Contacts

Name	Type	Phone	Phone Alt	Email
Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com

Add Contact

31. To add the officer's emergency contact information, enter the first and last name of the person in the respective fields and click **"Add Contact"**

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photos/Documents

Contacts

Name	Type	Phone	Phone Alt	Email
Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com

Add a contact

First Name: Jessica Last Name: Smithers

Add Contact

32. The record for the person is now created. Click on the green **"Edit"** button to add their information.

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photos/Documents

Contacts

Name	Type	Phone	Phone Alt	Email
Jessica Smithers				
Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com

33. Once the screen opens, add the person's contact information under the **"Contact Details"** section

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Edit Personnel > Edit Contact

Contact Details

First name: Jessica Last name: Smithers

Email: jsmithers@gmail.com Home Phone: 780 687 3365

Alternative Phone: 780 512 2668 Address: 7894 153 Avenue

City: Edmonton Province: Alberta

Postcode: T5L 3L2 Country: Canada

34. Under **"Admin Use"** section, select **"Other"** under the **"Type"** drop-down

35. Do not select the “**Primary**” check box.

36. Select the “**Emergency**” check box if this person is the officer’s emergency contact.

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel >
Edit Contact

Email: jamithers@gmail.com Home Phone: 780 687 3365
Alternative Phone: 780 512 2668 Address: 7894 153 Avenue
City: Edmonton Province: Alberta
Postcode: T5L 3L2 Country: Canada

Admin Use

Setting as primary/emergency will overwrite the cadet's contact information block with the corresponding information contained in the primary/emergency contact.

Type: Other Primary: ☐
Emergency: ☒

Notes

Save Changes

37. Click “**Save Changes**”

38. Click on *Edit Personnel* to go back to the contact screen.

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel >
Edit Contact

Email: josie_zhang@gmail.com Home Phone: 780 681 6513
Alternative Phone: 780 698 9888 Address: 4567 89 Street
City: Edmonton Province: Alberta
Postcode: T6C 2D4 Country: Canada

39. You’ll see that the officer now has an Emergency Contact listed.

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Stephanie Zhang
Age: 32

Details Contacts Ranks/Positions Photos/Documents

Contacts

Name	Type	Phone	Phone Alt	Email	
Jessica Smithers - Emergency	Other	780-687-3365	780-512-2668	jamithers@gmail.com	<input checked="" type="checkbox"/> <input type="checkbox"/>
Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	<input checked="" type="checkbox"/> <input type="checkbox"/>

Add a contact

40. Click on “**Ranks/Positions**”

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Stephanie Zhang
Age: 32

Details Contacts Ranks/Positions Photos/Documents

Contacts

Name	Type	Phone	Phone Alt	Email	
Jessica Smithers - Emergency	Other	780-687-3365	780-512-2668	jamithers@gmail.com	<input checked="" type="checkbox"/> <input type="checkbox"/>
Stephanie Zhang - Primary	Other	780-681-6513	780-698-9888	josie_zhang@gmail.com	<input checked="" type="checkbox"/> <input type="checkbox"/>

Add a contact

41. Under the “**Rank Assignment**” section, select your corps from the “**Organization**” field, and select “**Cadet Instructor**” from the “**Rank**” field, and then click “**Add**”

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photos/Documents

Rank Assignments

Add rank assignment

Organisation: 2018 - Navy League of Alberta Role: Cadet Instructor

Add

Position Assignments

Stephanie Zhang Age: 32

42. Under the “**Position Assignment**” section, select your corps from the “**Organization**” field, and select the officer’s position from the “**Position**” field, and then click “**Add**”
- At minimum, the officer’s position should be entered as “**Instructor**”

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions Photos/Documents

Rank Assignments

Date	Rank Name	Organisation	Notes
2019-08-20	Cadet Instructor (Is check: Cadet Instructor)	Navy League of Alberta "demo"	

Add rank assignment

Organisation: Choose Role: None

Add

Position Assignments

Add position assignment

Organisation: 2018 - Navy League of Alberta Position: Instructor

Add

Stephanie Zhang Cadet Instructor Age: 32

Award Application 104

Medical Questionnaire (staff) 205-01

Personnel Transaction 201

Membership Application 202

43. Click on “**Photo/Documents**”

HR ROLL CALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Details Contacts Ranks/Positions **Photo/Documents**

Rank Assignments

Date	Rank Name	Organisation	Notes
2019-08-20	Cadet Instructor (Is check: Cadet Instructor)	Navy League of Alberta "demo"	

Add rank assignment

Organisation: Choose Role: None

Add

Position Assignments

Add position assignment

Organisation: 2018 - Navy League of Alberta Position: Instructor

Add

Stephanie Zhang Cadet Instructor Age: 32

Award Application 104

Medical Questionnaire (staff) 205-01

Personnel Transaction 201

Membership Application 202

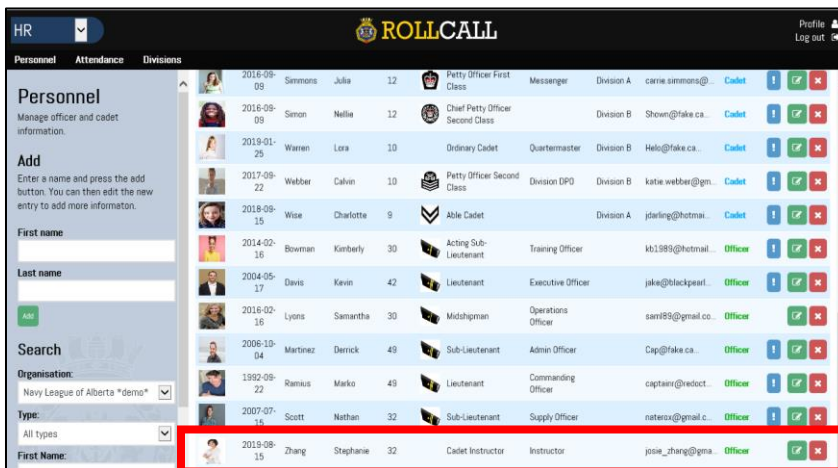
44. To add a photo of the officer, click “**Browse**” and find the location of the photo, then press “**Upload**”.



45. Click on *Personnel*



46. Scroll down and you'll see the record of the new officer



Adding a Warrant Number for an Officer

1. Click the green **"Edit"** button for the officer who you want to add the Warrant Number for

Personnel

Manage officer and cadet information.

Add
Enter a name and press the add button. You can then edit the new entry to add more information.

First name:

Last name:

Search

Organisation: Navy League of Alberta *demo*

Type: All types

First Name:

Last Name:

Email:

Image	Date	Name	Age	Rank	Position	Division	Email	Status	Actions
	2016-09-09	Simmons, Julia	12	Petty Officer First Class	Messenger	Division A	carrie.simmons@...	Cadet	
	2016-09-09	Simon, Nellie	12	Chief Petty Officer Second Class		Division B	Shawn@faka.ca...	Cadet	
	2019-01-25	Warren, Lora	10	Ordinary Cadet	Quartermaster	Division B	Helo@faka.ca...	Cadet	
	2017-09-22	Webber, Calvin	10	Petty Officer Second Class	Division DPO	Division B	katie.webber@gm...	Cadet	
	2018-09-15	Wise, Charlotte	9	Able Cadet		Division A	jstarling@hotmail...	Cadet	
	2014-02-18	Bowman, Kimberly	30	Acting Sub-Lieutenant	Training Officer		M61989@hotmail...	Officer	
	2004-09-17	Davis, Kevin	42	Lieutenant	Executive Officer		jake@blackpearl...	Officer	
	2016-02-16	Lyons, Samantha	30	Midshipman	Operations Officer		sam185@gmail.co...	Officer	
	2006-10-04	Martinez, Derrick	48	Sub-Lieutenant	Admin Officer		derrick.martine...	Officer	
	1992-09-22	Ramus, Marko	48	Lieutenant	Commanding Officer		captain@redoct...	Officer	
	2007-07-15	Scott, Nathan	32	Sub-Lieutenant	Supply Officer		naterox@gmail.c...	Officer	
	2019-08-15	Zhang, Stephanie	32	Cadet Instructor	Instructor		jose_zhang@gma...	Officer	
	-	Riddle, Tom	17				Siddle@faka.ca...	Staff Cadet	

Found 25 personnel

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2. Scroll down to the “Admin Use” section

Personnel > Edit Personnel

Health Number: 34678-3467

Admin Use

Type: Officer

Registration Date: 2006-10-04

Registration Number:

Release Date: 0000-00-00

Release Reason: N/A

Company/Division: None

Media release? ☒

Archived? ☐

Notes:

3. Under the “Registration Number” field, enter the officer’s Warrant Number

Admin Use

Type: Officer

Registration Date: 2006-10-04

Registration Number: 209635

Release Date: 0000-00-00

Release Reason: N/A

Company/Division: None

Media release? ☒

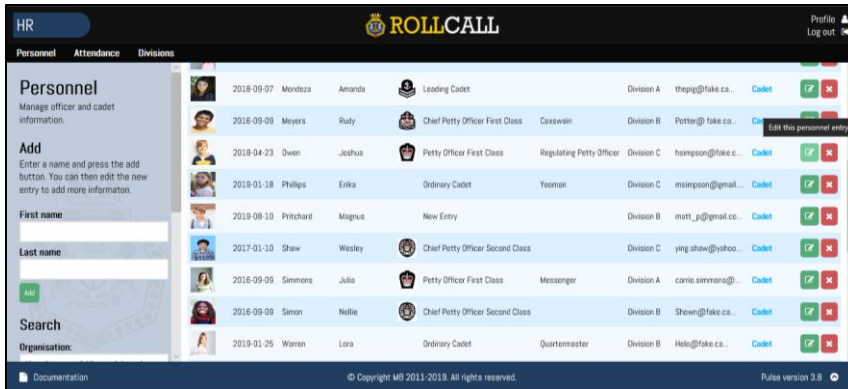
Archived? ☐

4. Click “Save Changes”

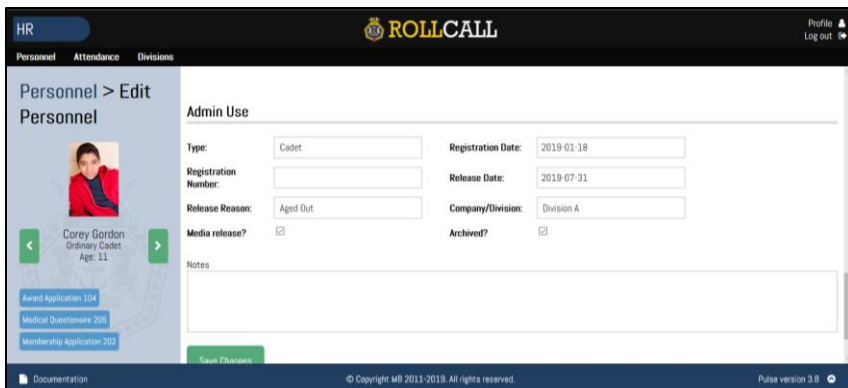
Adding a New Staff Cadet

Strike Off/Archive a Cadet

1. Find the record of the cadet that is being released and click the green “Edit” button



2. Scroll down to the **“Admin Use”** section
3. Enter the cadet’s release date in the **“Release Date”** field
4. Under **“Release Reason”**, select the reason why the cadet left the corps
 - The reasons listed are based on the reasons in the NL206. If you select **“Other”** and want to provide more details, use the **“Notes”** text box
5. Check the box that says **“Archived”**
 - This will ensure that the cadet’s record remains in the database but is not seen in the Active cadets listing



6. Click **“Save Changes”**

ATTENDANCE

Add an Activity

In this section, you'll add any cadet event that you have during the year. This includes your regular parade nights, extra training nights, camps, and any other activity where you will need to track cadet attendance.

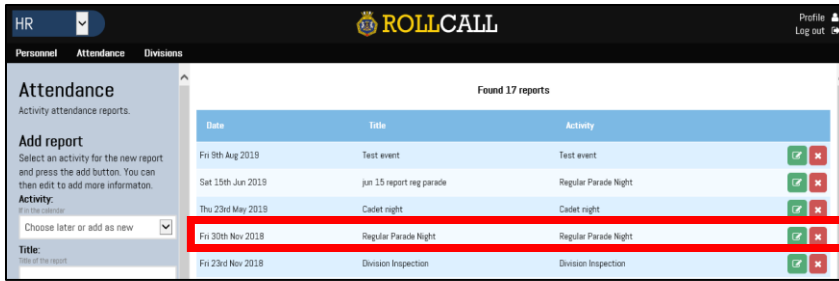
1. On the left-hand side of the screen, you'll see the “Add Report” section

The screenshot shows the ROLL CALL HR system interface. On the left, the 'Add report' form is highlighted with a red box. It includes fields for 'Activity' (with a dropdown menu), 'Title' (with a text input), and 'Date' (with a date picker). Below these fields is an 'Add to calendar' button. On the right, a table lists existing reports with columns for 'Date', 'Title', and 'Activity'. The table shows several reports, including 'jun 15 report reg parade', 'Cadet night', 'Halloween Party', and multiple 'Regular Parade Night' entries.

2. Under “Activity”, leave it as the default (“Choose later or add as new”)
3. Under “Title”, put in the name of your event (i.e. Regular Parade Night, Winter Camp, Fleet Days, etc.)
4. Under “Date”, enter the date of the event.

This screenshot shows the ROLL CALL HR system interface with the 'Add report' form expanded to show a calendar view. The calendar is for November 2018, with the date 'Nov 11' selected. The 'Title' field is filled with 'Regular Parade Night'. The 'Date' field shows '2018-11-30'. On the right, the table of reports is updated to show 16 reports, including 'Test event', 'jun 15 report reg parade', 'Cadet night', 'Division Inspection', 'Full Ship's Practice', 'Remembrance Day', and several 'Regular Parade Night' entries.

5. Click “Add”
6. The event has now been added to the main report screen

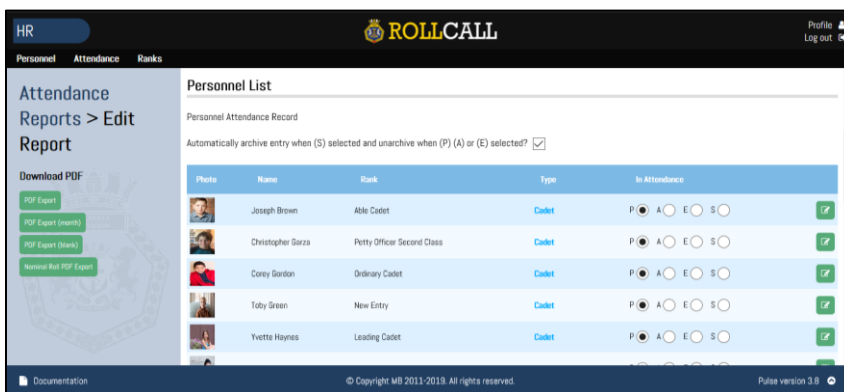


Take Attendance for an Activity

1. Select the green “Edit” box for the activity that you’d like to take attendance for



2. When the page opens, scroll down under “Personnel List”



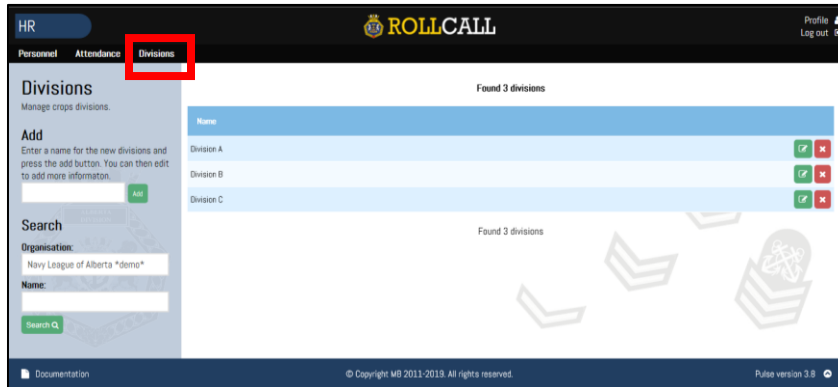
3. Under each cadet, indicate if they were present (P), AWOL (A), excused (E), or stricken off strength (S). As you make the appropriate selection, the attendance list automatically saves it.
4. Once your attendance is complete for the event, you can run a report based on the attendance. On the left-hand side, you’ll see four reports you can run. Here’s a breakdown of each one:
 - a. **PDF Export:** This provides you with a PDF document of the attendance for that specific event

- b. **PDF Export (month):** This provides you with a PDF document of the attendance for whatever month this event is in
- c. **PDF Export (blank):** This provides you with a blank monthly PDF document to take your monthly attendance.
- d. **Nominal Roll PDF Export:** This provides you with the NL203 (NLCC Nominal Roll) for that specific event.

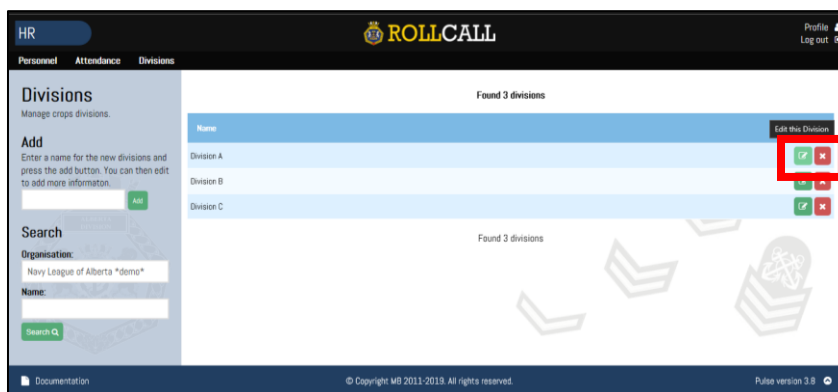
DIVISIONS

Changing Division Names

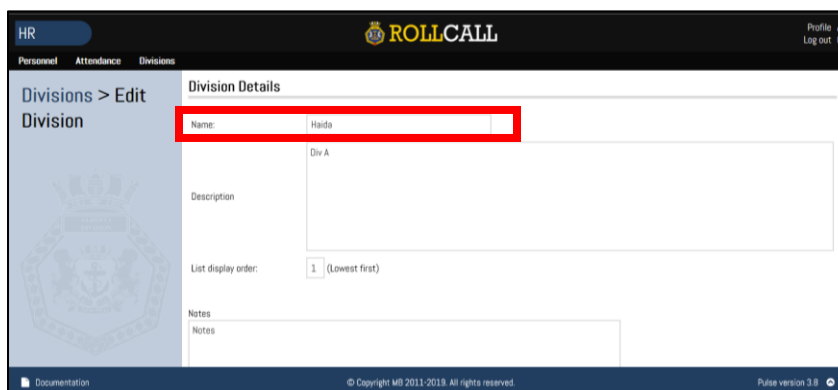
1. Click on “Division”



2. Click the green “Edit” button to edit the name of a Division



3. Under the “Name” field, enter the preferred name of the Division



4. Click “Save Changes”
5. Repeat the above steps to change the names of the other two divisions

REPORTS

NL104 – Award Application

1. Click the green “Edit” button for the cadet who you want to print off the form for

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type
	2019-09-15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c...	Cadet
	2019-09-09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac...	Cadet
	2016-11-17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co...	Cadet
	2019-01-19	Gordon	Corey	11	Ordinary Cadet		Division A	goofy@fake.ca...	Cadet
	2019-04-12	Green	Toby	9	New Entry		Division B	jody.green@hotm...	Cadet
	2018-09-07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h...	Cadet
	2019-04-26	McGuire	Mindy	10	New Entry	Messenger	Division C	msimpson@fake.c...	Cadet
	2018-09-09	Mendoza	Aranda	10	Leading Cadet		Division A	thepig@fake.ca...	Cadet
	2018-09-09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	gpotter@gmail.c...	Cadet
	2019-01-18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail...	Cadet
	2019-09-10	Pitchard	Magnus	9	New Entry		Division B	matt_p@gmail.co...	Cadet

2. On the left-hand side, click on the “Award Application 104” button

Personnel Details

First name: Rudy Middle name: Preferred name: Date of Birth (11): 2007-09-14 Gender: Male Female Other

Contact Details

Email: gpotter@gmail.com Home Phone: 780 517 5282 Address: 218-9618 168 Street

Award Application 104 Medical Questionnaire 205 Membership Application 202

3. The PDF document will appear in a new window or open as a PDF



Navy League Award Application Form

Nominee Information				
Surname Meyers	Given Name Rudy	Middle Name(s)	Rank	
Street Address 218-9618 168 Street		City/Town Edmonton	Province Alberta	Postcode T4F 5G3
Phone 780-517-5282		Email Gpotter@gmail.com		
Unit/Branch		Division		Years of Service

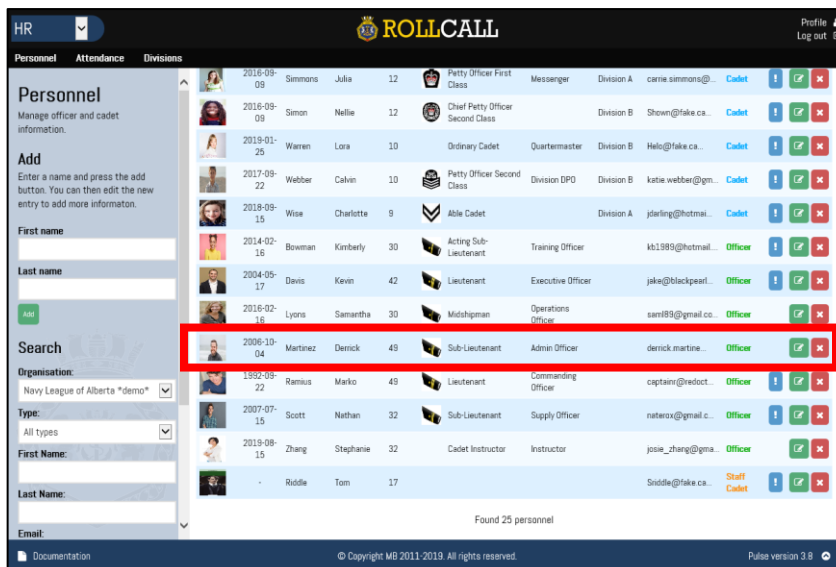
Is nominated for: (Check all that apply)

<input type="checkbox"/> Cadets Awards <input type="checkbox"/> Cadet Award of Commendation <input type="checkbox"/> Cadet Medal of Excellence <input type="checkbox"/> Cadet Service Medal From: _____ To: _____ <input type="checkbox"/> Cadet Perfect Attendance - Career <input type="checkbox"/> Cadet Perfect Attendance - Year <input type="checkbox"/> Cadet Music Award (complete Annex A)	<input type="checkbox"/> Sea Cadet <input type="checkbox"/> Navy League Cadet <input type="checkbox"/> Officer/Member Awards <input type="checkbox"/> National President's Award <input type="checkbox"/> Life Membership <input type="checkbox"/> Distinguished Service Award <input type="checkbox"/> Meritorious Service Award <input type="checkbox"/> Certificate of Service <input type="checkbox"/> Long Service Medal
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- Print off the document and fill out any necessary fields

NL201 – Personnel Transaction

- Click the green “Edit” button for the officer who you want to print off the form for



The screenshot shows the RollCall HR system interface. On the left, there's a sidebar with 'Personnel' selected. The main area displays a list of 25 personnel. The entry for Derrick Martinez (ID 2006-10-04, Sub-Lieutenant, Admin Officer) is highlighted with a red box. The green 'Edit' button next to his name is visible.

ID	First Name	Last Name	Rank	Position	Division	Email	Type	Buttons
2018-09-09	Simmons	Julia	12	Petty Officer First Class	Division A	carrie.simmons@...	Cadet	[i] [e] [x]
2016-09-08	Simon	Nellie	12	Chief Petty Officer Second Class	Division B	Shawn@faka.ca...	Cadet	[i] [e] [x]
2019-01-25	Warren	Lora	10	Ordinary Cadet	Division B	Helo@faka.ca...	Cadet	[i] [e] [x]
2017-09-22	Webber	Calvin	10	Petty Officer Second Class	Division BPO	katie.webber@gm...	Cadet	[i] [e] [x]
2018-09-15	Wise	Charlotte	9	Able Cadet	Division A	jdarling@hotmail...	Cadet	[i] [e] [x]
2014-02-16	Bowman	Kimberly	30	Acting Sub-Lieutenant	Training Officer	kk1989@hotmail...	Officer	[i] [e] [x]
2004-05-17	Davis	Kevin	42	Lieutenant	Executive Officer	jake@blackpearl...	Officer	[i] [e] [x]
2016-02-16	Lyons	Samantha	30	Midshipman	Operations Officer	sant89@gmail.co	Officer	[i] [e] [x]
2006-10-04	Martinez	Derrick	49	Sub-Lieutenant	Admin Officer	derrick.martine...	Officer	[i] [e] [x]
1992-09-22	Ramus	Marko	49	Lieutenant	Commanding Officer	captain@redoct...	Officer	[i] [e] [x]
2007-07-15	Scott	Nathan	32	Sub-Lieutenant	Supply Officer	naterox@gmail.c...	Officer	[i] [e] [x]
2019-08-15	Zhang	Stephanie	32	Cadet Instructor	Instructor	jose_zhang@gma...	Officer	[i] [e] [x]
-	Riddle	Tom	17	-	-	Snodde@faka.ca...	Staff Cadet	[i] [e] [x]

- On the left-hand side, click on the “Personnel Transaction 201” button

HR ▼ ROLLCALL Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

[Details](#) [Contacts](#) [Ranks/Positions](#) [Photos/Documents](#)

Personnel Details

First name: Derrick Middle name: Joel
 Last name: Martinez Preferred name:
 Date of Birth (49): 1970-07-01 Gender: ☒ Male ☐ Female ☐ Other

Contact Details

Read only. Provided for reference here, please edit using the contacts section and set primary flag.

Email: derrick.martinez@gov.ab.ca Home Phone: 780 925 5569
 Alternative Phone: 780 954 2669 Address: 952 Shawnessy Avenue
 City: Edmonton Province: Alberta Postal Code: T6B 9C9

Left Sidebar (Red Box):
 Award Application 104
 Medical Questionnaire (staff) 205-01
 Personnel Transaction 201
 Membership Application 202

3. The PDF document will appear in a new window or open as a PDF

**THE NAVY LEAGUE OF CANADA
OFFICER PERSONNEL TRANSACTION**

Personal Information

Surname Martinez		Given Name Derrick		Middle Name(s)	
Street Address 952 Shawnessy Avenue			City / Town Edmonton	Province Alberta	Postal Code T6B 9C9
Home Phone 780-925-5569		Work Phone 780-954-2669		Cellular	

Corps Information

Corps Number	Corps Name	Division
Requested Rank	Position	Requested Effective Date

Declaration (To be completed upon enrollment, appointment, promotion or transfer)

I hereby agree to:

1. Serve loyally and to the best of my ability;
2. Abide by the Regulations and Policies of The Navy League of Canada;
3. Obey all Orders and Direction issued in respect of Navy League Cadets on behalf of The Navy League of Canada and my superior Navy League Officers;

4. Print off the document and fill out any necessary fields

NL202 – Application for Membership

1. Click the green “Edit” button for the cadet who you want to print off the form for

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type
	2019-09-15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c...	Cadet
	2019-08-09	Dels Cruz	Sharon	9	New Entry		Division B	christina.delac...	Cadet
	2016-11-17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co...	Cadet
	2019-01-18	Gordon	Corey	11	Ordinary Cadet		Division A	geofy@fake.ca...	Cadet
	2019-04-12	Green	Toby	9	New Entry		Division B	jody.green@hotm...	Cadet
	2019-09-07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h...	Cadet
	2019-04-26	McGuire	Mindy	10	New Entry	Messenger	Division C	msimpson@fake.c...	Cadet
	2019-09-09	Mendoza	Amanda	10	Leading Cadet		Division A	thepag@fake.ca...	Cadet
	2016-09-09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	gpotter@gmail.c...	Cadet
	2019-01-18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail...	Cadet
	2019-08-10	Pritchard	Magnus	9	New Entry		Division B	matt_pj@gmail.co...	Cadet

- On the left-hand side, click on the “Membership Application 202” button

Personnel > Edit Personnel

Personnel Details

First name: Rudy Middle name: Preferred name: Date of Birth (11): 2007-09-14 Gender: ☒ Male ☐ Female ☐ Other

Contact Details

Email: gpotter@gmail.com Home Phone: 780 517 5282 Alternative Phone: 780 651 6844 Address: 218-9618 168 Street

Buttons: Award Application 104, Medical Questionnaire 205, **Membership Application 202**

- The PDF document will appear in a new window or open as a PDF

APPLICATION FOR MEMBERSHIP AS A NAVY LEAGUE CADET

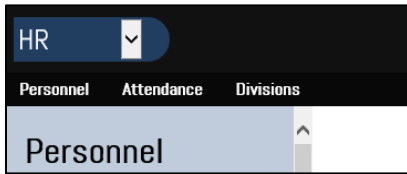
Section 1 - Personal Information

Surname Meyers	Given Name Rudy	Middle Name(s)	Gender Male
Street Address 218-9618 168 Street	City/Town Edmonton	Postal Code/Province Alberta T4F 5G3	Phone Number 780-517-5282
Date of Birth (DD/MM/YYYY) 2007-09-14	Place of Birth and Country		
Provincial Health Care Number	Doctor Name	Doctor Phone Number	
Name of School	Grade	Swimming Ability	
Name of Primary Parent or Guardian	Relationship to Cadet	Email	
Street Address (if different from above)	Town/City	Postcode	Home Phone Cell Phone

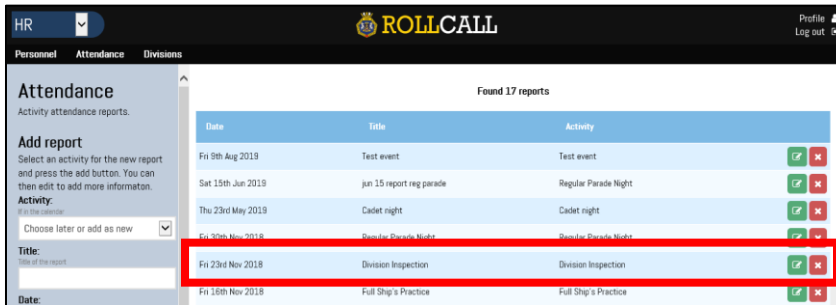
- Print off the document and fill out any necessary fields

NL203 – Nominal Roll

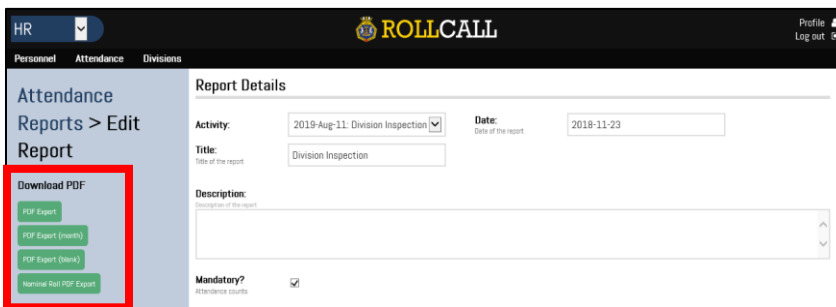
1. Select the Attendance tab



2. Select the event that you need the document for



3. On the left-hand side of the screen, select “Nominal Roll PDF Export”



4. The PDF document will appear. Print as necessary.

NLCC Nominal Role									
Part 1 - Corps Information									
Corps Number	Corps Name			Activity	OPI	Date			
NLAB	Navy League of Alberta "demo"			Division Inspection		2018-11-23			
Part 2 - Corps Complement									
Officers		Cadet Instructors		Staff Total		Cadets			
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Present	4	2	0	0	4	2	8	9	
Absent	0	0	0	0	0	0	0	0	0
Total	4	2	0	0	4	2	8	9	
Part 3 - Corps Staff									
	Last Name	First Name	Rank	Warrant #	Position	Gender	Phone	Status	
1	BOWMAN	Kimberly	ASLT			Female	780-628-4169	P	
2	DAVIS	Kevin	LT			Male	--	P	
3	LYONS	Samantha	MID			Female	780-273-6388	P	

NL205 – Medical Questionnaire

1. Click the green “Edit” button for the cadet who you want to print off the form for

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type
	2019-09-15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c...	Cadet
	2019-08-09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac...	Cadet
	2016-11-17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co...	Cadet
	2019-01-18	Gordon	Corey	11	Ordinary Cadet		Division A	geofy@fake.ca...	Cadet
	2019-04-12	Green	Toby	9	New Entry		Division B	jody.green@hotm...	Cadet
	2019-09-07	Haynes	Yvette	12	Leading Cadet	Quartermaster	Division A	darryl.haynes@h...	Cadet
	2019-04-26	McGuire	Mindy	10	New Entry	Messenger	Division C	msimpson@fake.c...	Cadet
	2019-09-09	Mendoza	Amanda	10	Leading Cadet		Division A	thepg@fake.ca...	Cadet
	2016-09-09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	gpotter@gmail.c...	Cadet
	2019-01-18	Phillips	Erika	10	Ordinary Cadet	Yeoman	Division C	msimpson@gmail...	Cadet
	2019-08-10	Pritchard	Magnus	9	New Entry		Division B	matt_pj@gmail.co...	Cadet

- On the left-hand side, click on the **“Medical Questionnaire 205”** button

Personnel > Edit Personnel

Personnel Details

First name: Rudy Middle name: Preferred name: Date of Birth (11): 2007-09-14 Gender: ☒ Male ☐ Female ☐ Other

Contact Details

Email: gpotter@gmail.com Home Phone: 780 517 5282 Alternative Phone: 780 651 6844 Address: 218-9618 168 Street

Buttons: Award Application 104, **Medical Questionnaire 205**, Membership Application 202

- The PDF document will appear in a new window or open as a PDF

THE NAVY LEAGUE OF CANADA CADET MEDICAL QUESTIONNAIRE

Section 1 - Cadet Personal Information				
Rank CPO1	Surname Meyers	Given Name Rudy	Middle Name(s)	
Street Address 218-9618 168 Street		City / Town Edmonton	Postal Code T4F 5G3	
Gender Male	Date of Birth 2007-09-14	Home Phone 780-517-5282	Corps Location	
Section 2 - Cadet Medical Information				
Name of Family Doctor			Phone	
Provincial Hospitalization/Insurance num	Medical Insurance	Group Number	Policy Number	Dependant Number
Latest Tetanus Injection Month Year		Can the cadet Swim? Please provide swimming level if applicable		
Section 3 - Parent/Guardian Information				
1. Parent/Guardian Greg Meyers		1. Relationship to Cadet Parent		
1. Home Phone 780-517-5282	1. Cell Phone 780-651-6844	1. Work Phone	1. Ext	
1. Street Address 218-9618 168 Street		1. City / Town Edmonton	1. Postal Code T4F 5G3	
2. Parent/Guardian		2. Relationship to Cadet		

4. Print off the document and fill out any necessary fields