UNDERSTANDING ROLLCALL

A USER'S GUIDE

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THE NAVY LEAGUE OF CANADA • ALBERTA DIVISION

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FEATURES

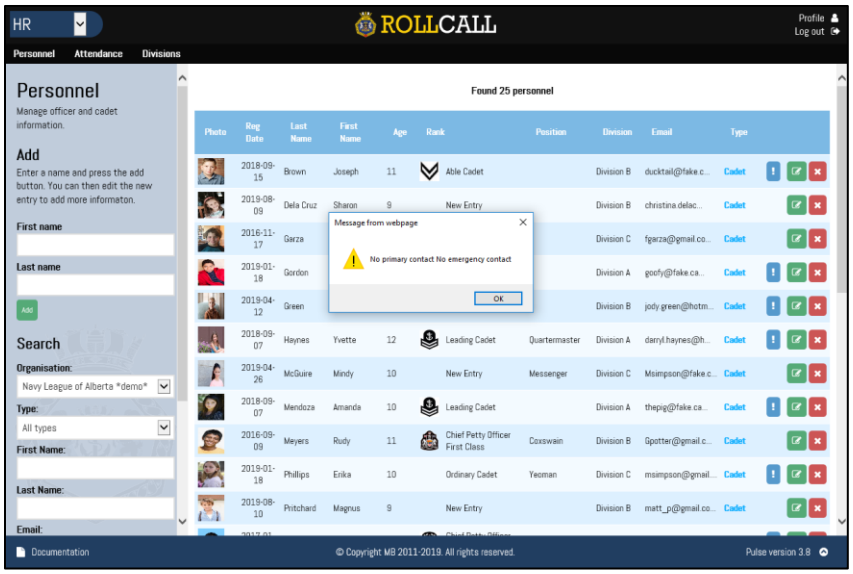
Corps Nominal At-A-Glance

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.

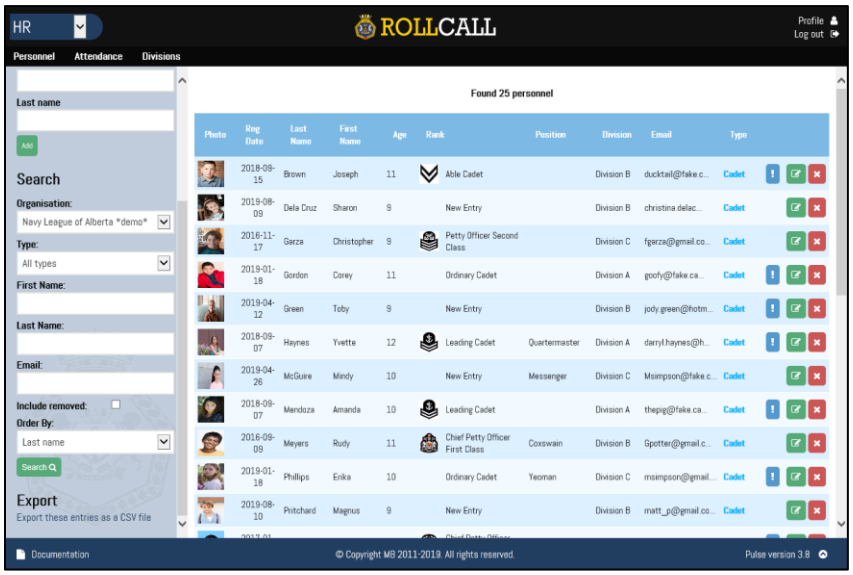


Search Function

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

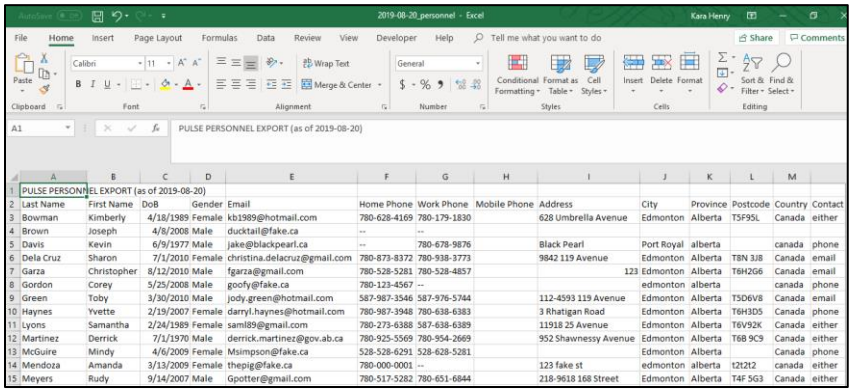


With this function, you can also choose to include cadets who are no longer active, by checking the "**Include removed**" box

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

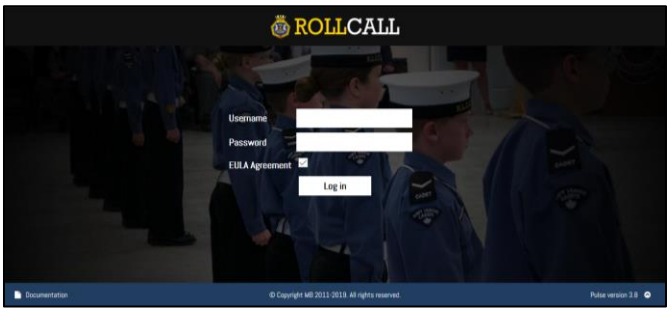


PULSE PERSONNEL EXPORT (as of 2019-08-20)														
Last Name	First Name	DoB	Gender	Email	Home Phone	Work Phone	Mobile Phone	Address	City	Province	Postcode	Country	Contact	
Bowman	Kimberly	4/18/1989	Female	kb1989@hotmail.com	780-628-4169	780-179-1830		628 Umbrella Avenue	Edmonton	Alberta	T5P95L	Canada	either	
Brown	Joseph	4/8/2008	Male	ducktail@fake.ca	--	--								
Davis	Kevin	6/9/1977	Male	jake@blackpearl.ca	--	780-678-9876		Black Pearl	Port Royal	alberta		canada	phone	
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	email	
Garza	Christopher	8/12/2010	Male	fgarza@gmail.com	780-528-5281	780-528-4857			123 Edmonton	Alberta	T6H2G6	Canada	email	
Gordon	Corey	5/25/2008	Male	goofy@fake.ca	780-123-4567	--			edmonton	alberta		canada	phone	
Green	Toby	3/30/2010	Male	jody.green@hotmail.com	587-987-3546	587-976-5744		112-4593 119 Avenue	Edmonton	Alberta	T5D6V8	Canada	email	
Haynes	Yvette	2/19/2007	Female	darryl.haynes@hotmail.com	780-987-3948	780-638-6383		3 Rhatigan Road	Edmonton	Alberta	T6H3D5	Canada	phone	
Lyons	Samantha	2/24/1989	Female	saml89@gmail.com	780-273-6388	587-638-6389		11918 25 Avenue	Edmonton	Alberta	T6V92K	Canada	either	
Martinez	Derrick	7/1/1970	Male	derrick.martinez@gov.ab.ca	780-925-5569	780-954-2669		952 Shawnessy Avenue	Edmonton	Alberta	T6B 9C9	Canada	either	
McGuire	Mindy	4/6/2009	Female	Msimpson@fake.ca	528-528-6291	528-628-5281			Edmonton	Alberta		Canada	phone	
Mendoza	Amanda	3/13/2009	Female	thepig@fake.ca	780-000-0001	--		123 fake st	edmonton	alberta	t2t2t2	canada	either	
Meyers	Rudy	9/14/2007	Male	Gpotter@gmail.com	780-517-5282	780-651-6844		218-9618 168 Street	Edmonton	Alberta	T4F 5G3	Canada	either	

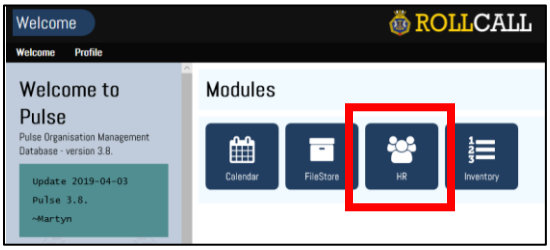
PERSONNEL

Accessing the HR Module

1. Log into RollCall

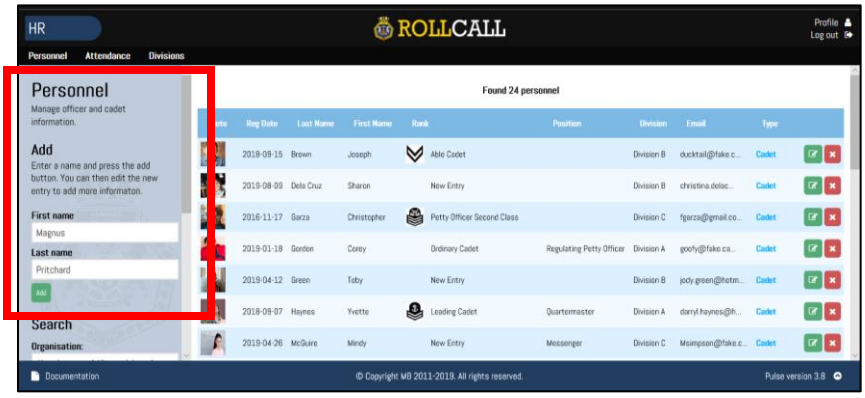


2. Click on the HR module

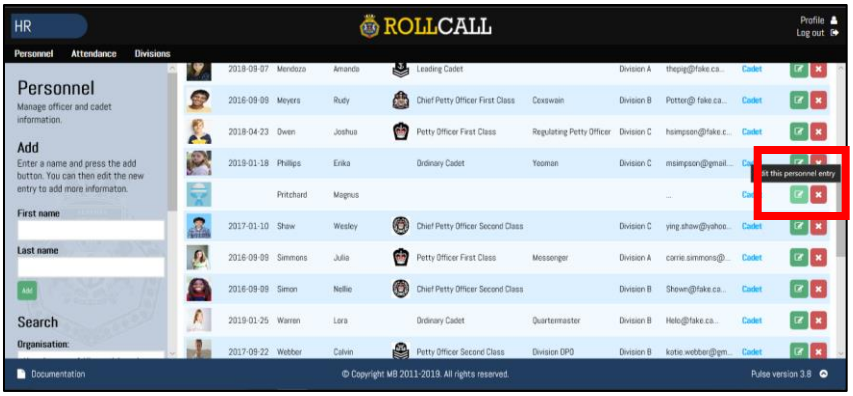


Adding A New Cadet

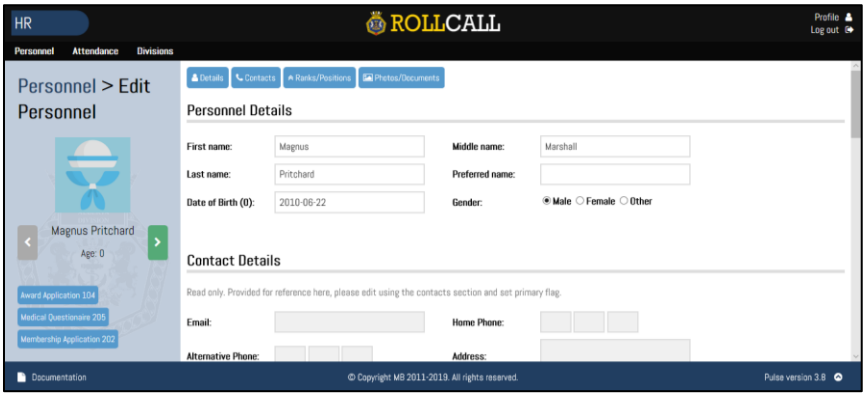
1. Enter the cadet's first and last name on the left-hand side and click "**Add**"



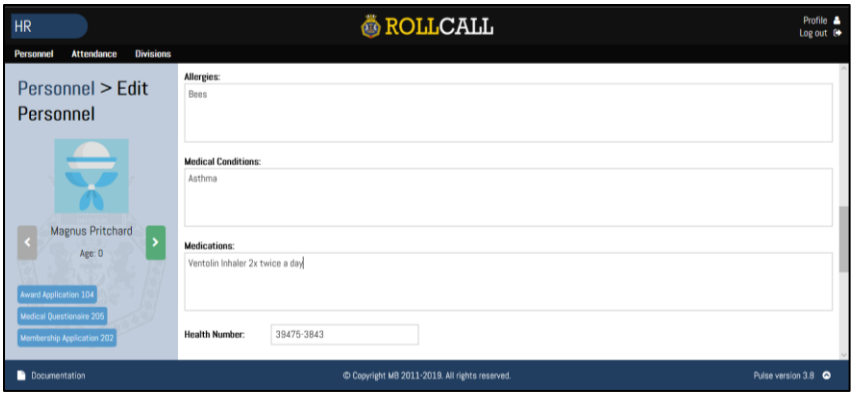
2. A record is now created for the cadet and will appear on the screen in alphabetical order by last name.
3. Scroll down to find the cadet you just added. Click the green "**Edit**" button on the cadet's record to add their information.



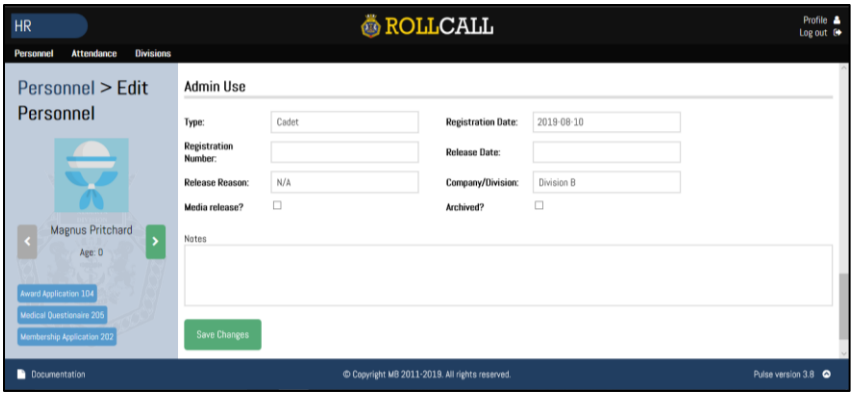
4. The main personnel screen will open.
5. Enter the cadet's middle name in the associated field (if they have one)
6. Enter the cadet's preferred name in the associated field (if they have one)
7. Enter the cadet's date of birth in the associated field. The date must be entered in the following format: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



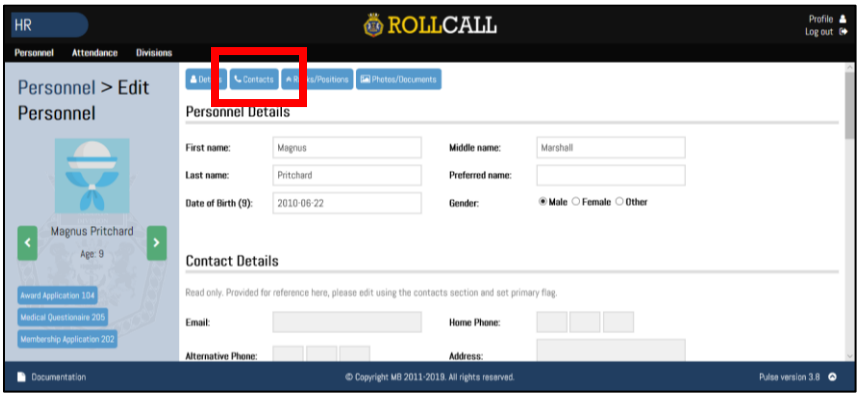
9. Scroll down to the Medical Details section
10. Under the "**Allergies**" text box, enter any allergies that the cadet has (i.e. food allergies)
11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the cadets have (i.e. ADHD)
12. Under the "**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

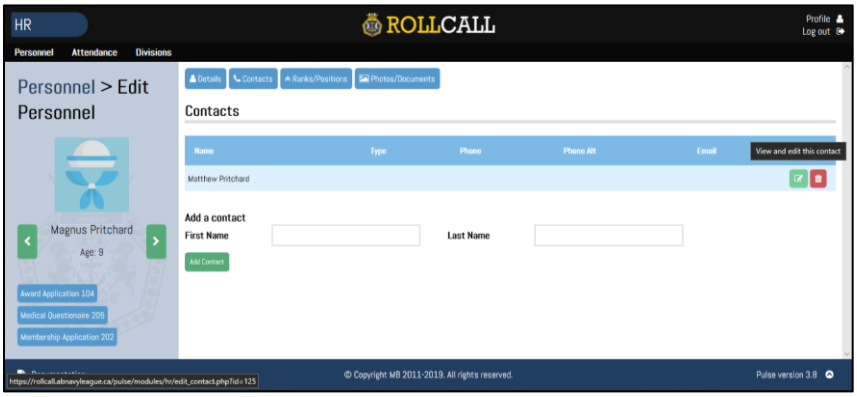


19. Click "**Save Changes**". It will now take you back to the main screen.
20. Click on the "**Contacts**" tab



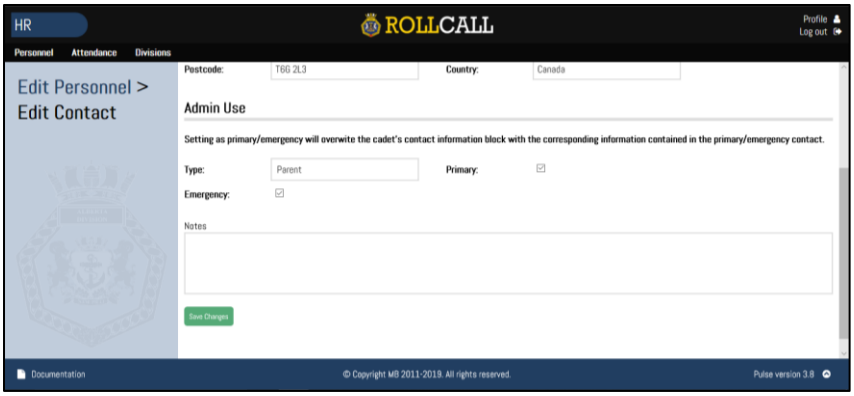
21. This is where you can add any contacts associated with the cadet. Add the first and last name of one of the cadet's parents and click "**Add Contact**"

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

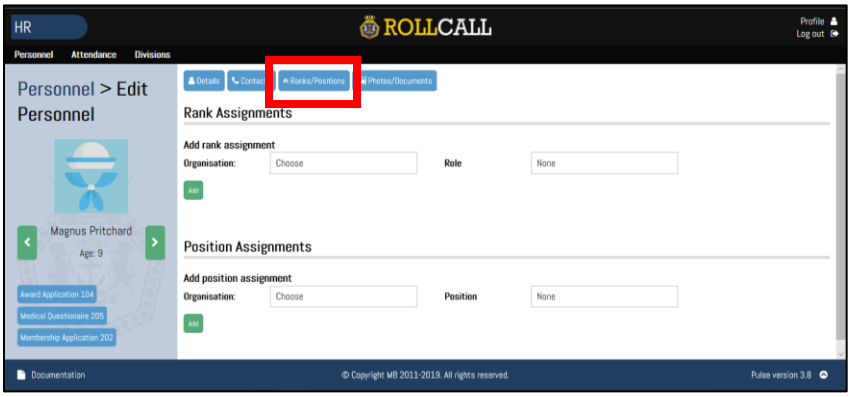


23. Once the screen opens, add all the parent's contact information

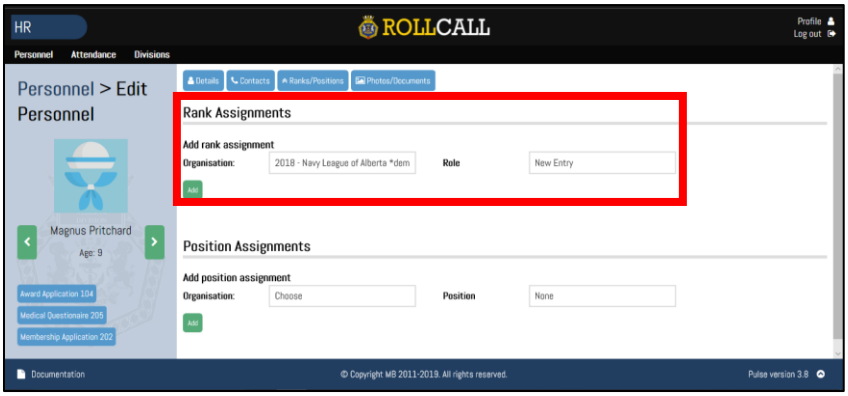
24. Under "**Admin Use**", select the contact's relationship under "Type"
25. If this is the cadet's primary contact, check the "**Primary**" box
    - When you select a primary contact, it will show the cadet's contact information as the primary contact person's information
26. If this is the cadet's emergency contact, check the "**Emergency**" box



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**"



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**"

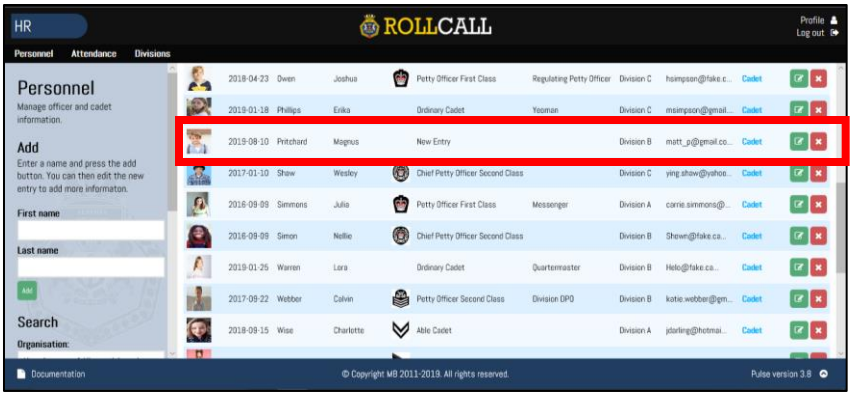


31. Click on "**Photo/Documents**"

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

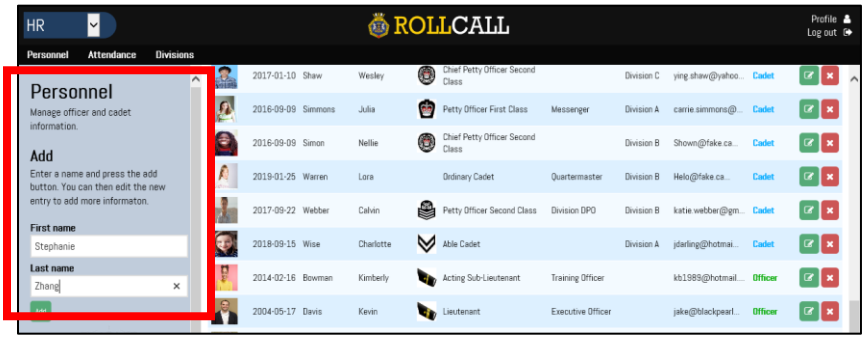
33. Click on *Personnel*

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

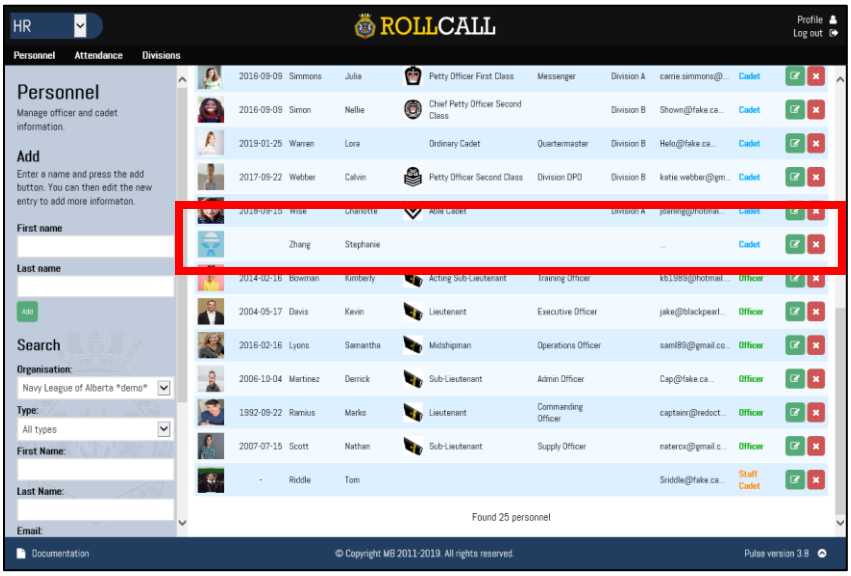


Adding a New Officer

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

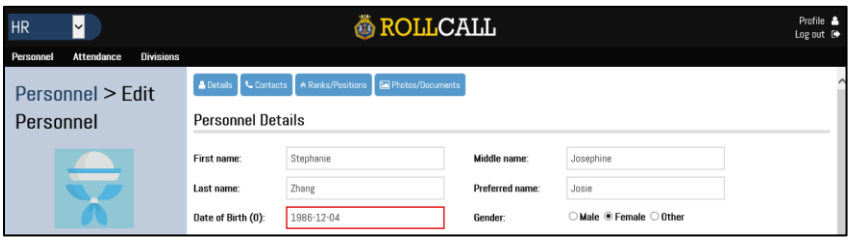


2. A record is now created for the officer and will appear at the bottom of the screen.
3. Scroll down to find the officer you just added. Click the green "**Edit**" button on the officer's record to add their information.

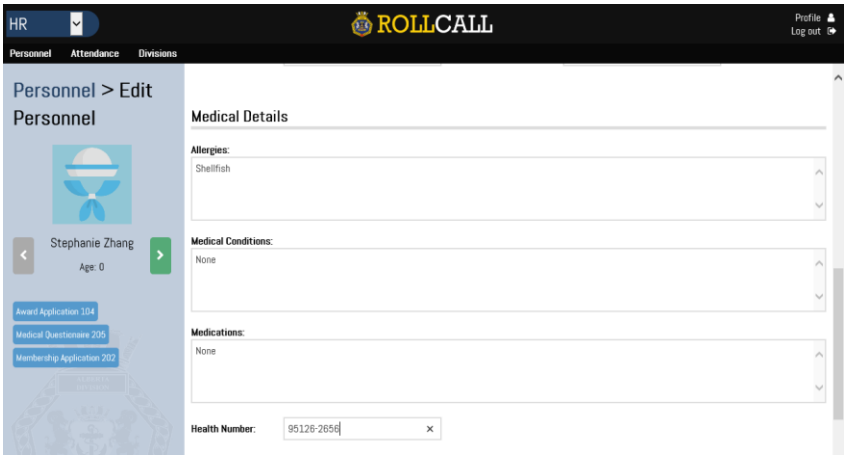


4. The main personnel screen will open.

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".

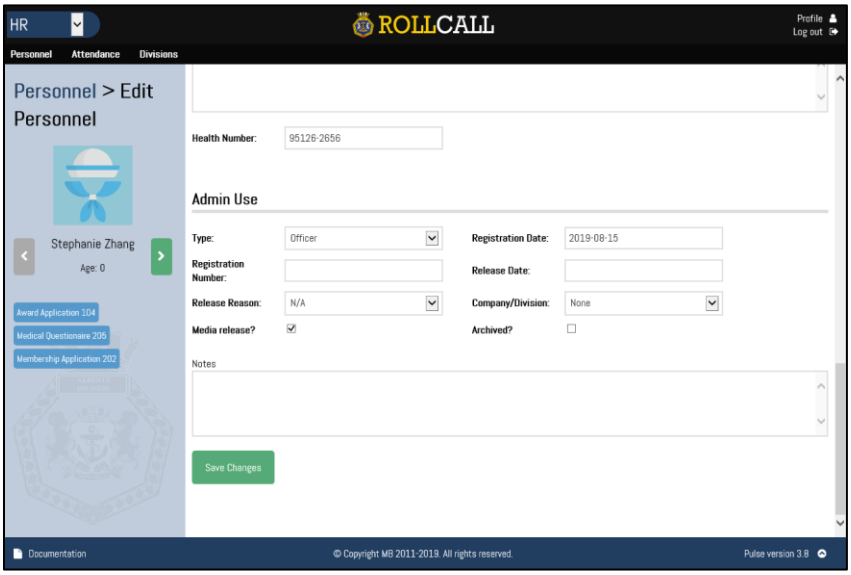


9. Scroll down to the Medical Details section
10. Under the "**Allergies**" text box, enter any allergies that the officer has (i.e. food allergies)
11. Under the "**Medical Conditions**" text box, enter any pertinent information relating to any medical concerns the officer has (i.e. ADHD)
12. Under 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

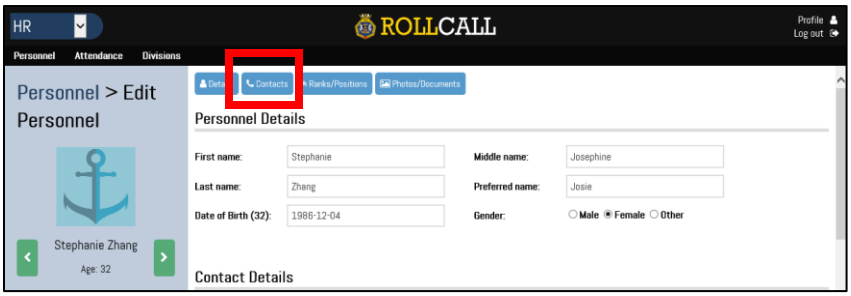


14. Scroll down to the "**Admin Use**" section
15. Under the "**Type**" field, select "**Officer**"
16. Under the "**Registration Date**" field, enter the date the officer registered with your corps in the following format: YYYY-MM-DD
    - This should be the date that the officer completed and signed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

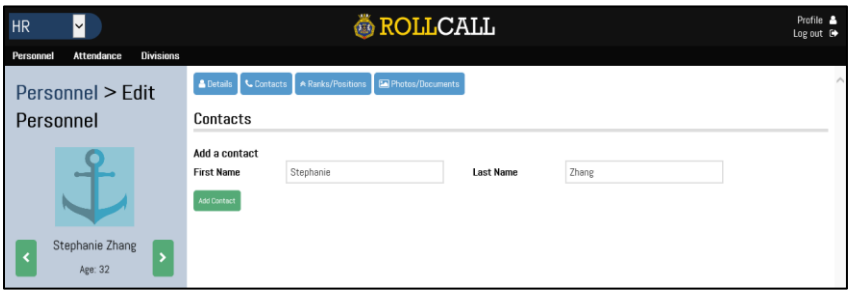
18. Check the box labeled “**Media release**”



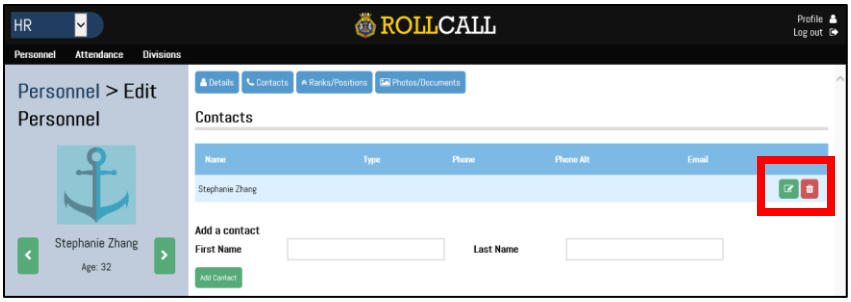
19. Click “**Save Changes**”. It will now take you back to the main screen.
20. Click on the “**Contacts**” tab



21. This is where you can add any contacts associated with the 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**”



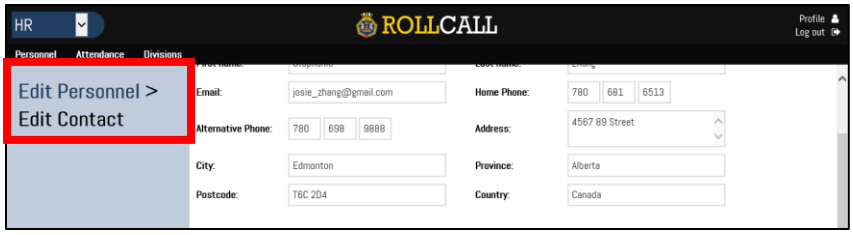
23. A record is now added. To add the officer’s information, click on the green “**Edit**” button next to the officer’s name



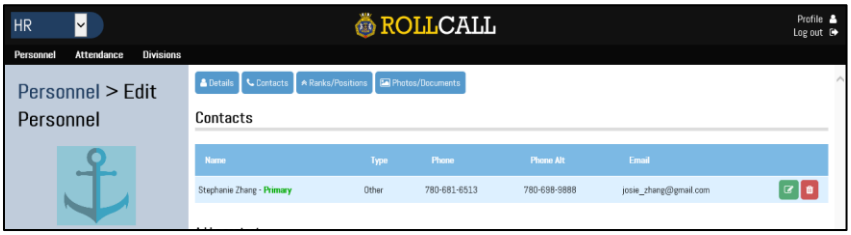
24. Once the screen opens, add the officer's contact information under the "**Contact Details**" section

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

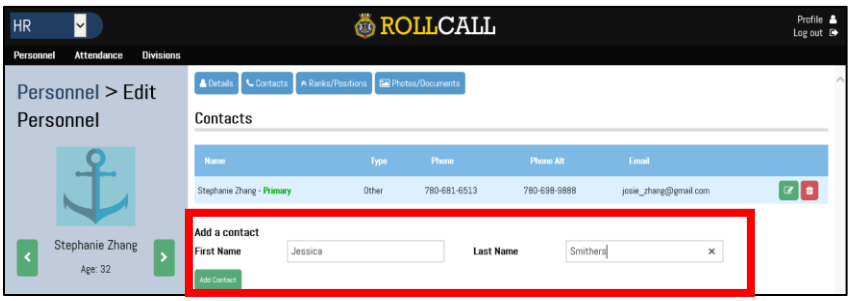
28. Click "**Save Changes**"
29. Click on *Edit Personnel* to go back to the contact screen.



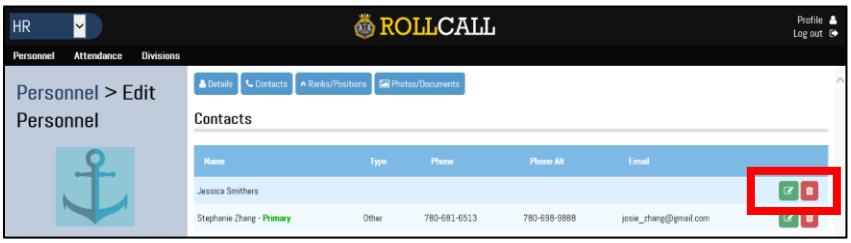
30. The officer's record is now updated.



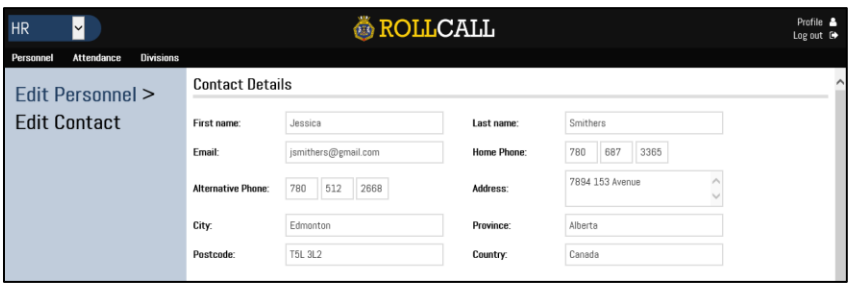
31. To add the officer's emergency contact information, enter the first and last name of the person in the respective fields and click "**Add Contact**"



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

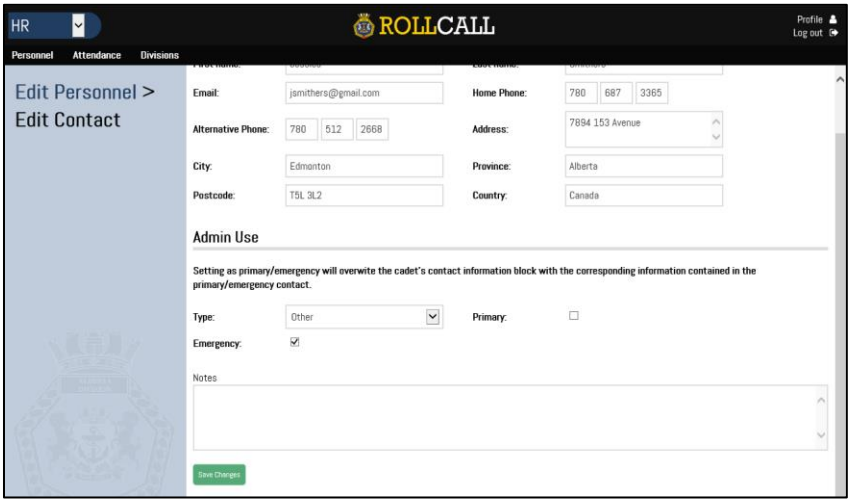


33. Once the screen opens, add the person's contact information under the "**Contact Details**" section



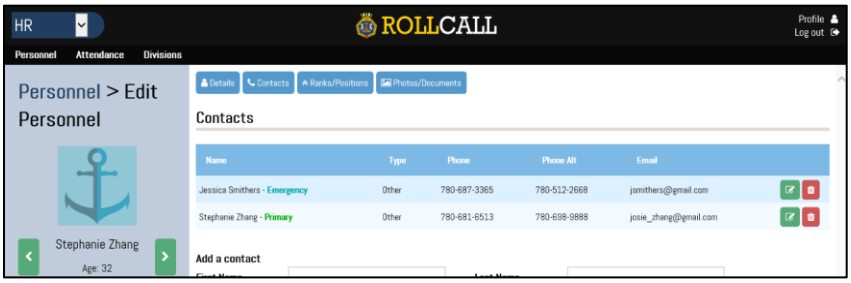
34. Under "**Admin Use**" section, select "**Other**" under the "**Type**" drop-down

35. Do not select the “**Primary**” check box.
36. Select the “**Emergency**” check box if this person is the officer’s emergency contact.

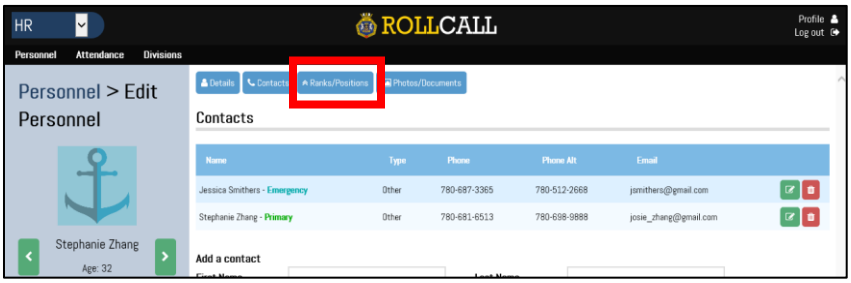


37. Click “**Save Changes**”
38. Click on *Edit Personnel* to go back to the contact screen.

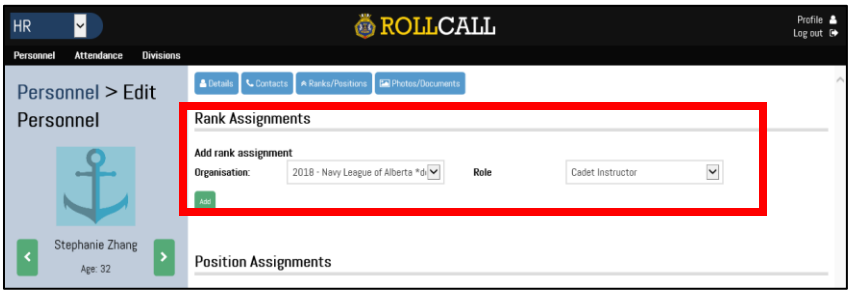
39. You’ll see that the officer now has an Emergency Contact listed.



40. Click on “**Ranks/Positions**”

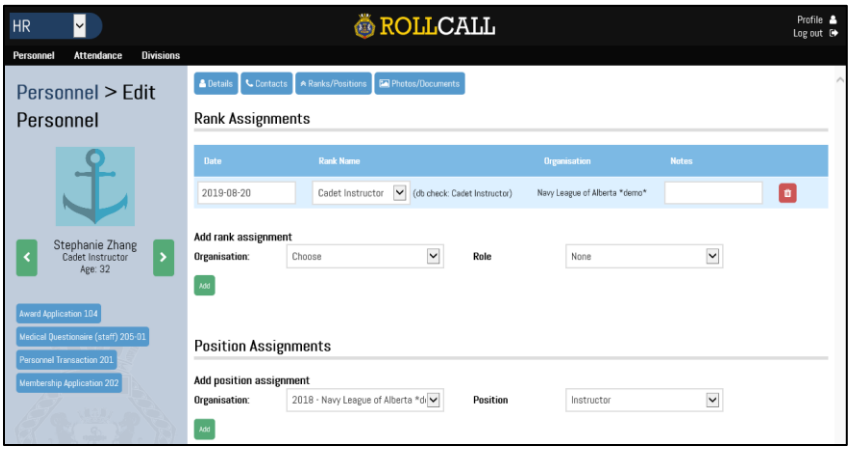


41. Under the “**Rank Assignment**” section, select your corps from the “**Organization**” field, and select “**Cadet Instructor**” from the “**Rank**” field, and then click “**Add**”

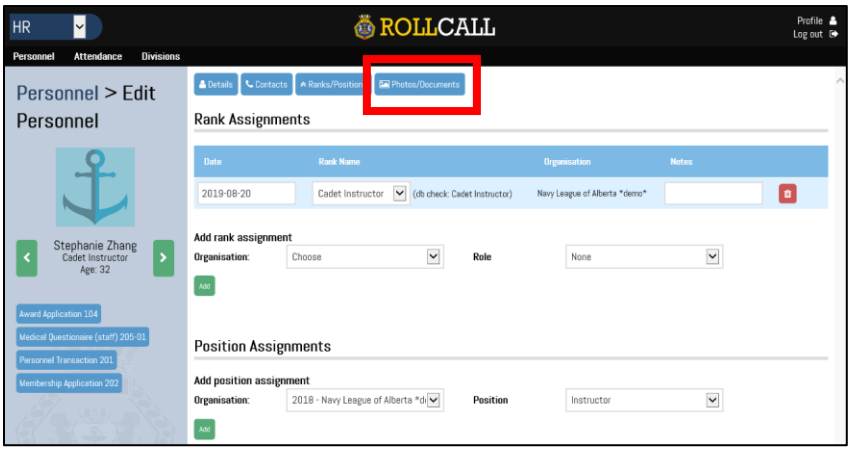


42. Under the “**Position Assignment**” section, select your corps from the “**Organization**” field, and select the officer’s position from the “**Position**” field, and then click “**Add**”

    - At minimum, the officer’s position should be entered as “**Instructor**”



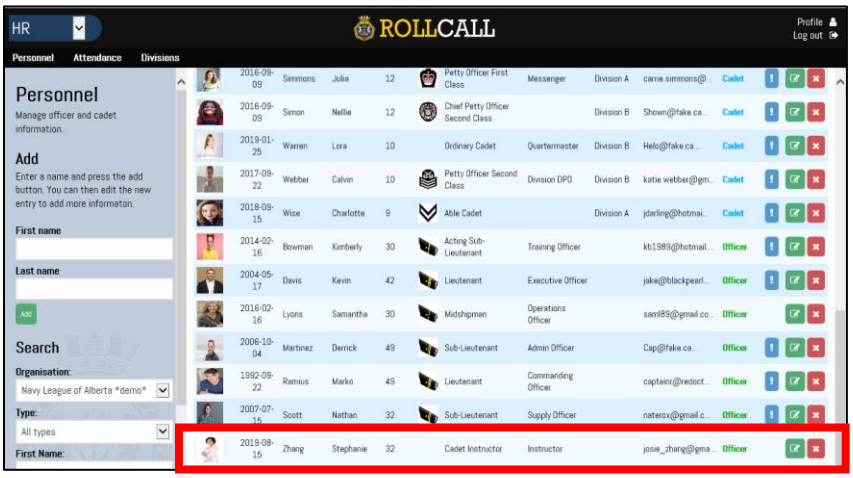
43. Click on “**Photo/Documents**”



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

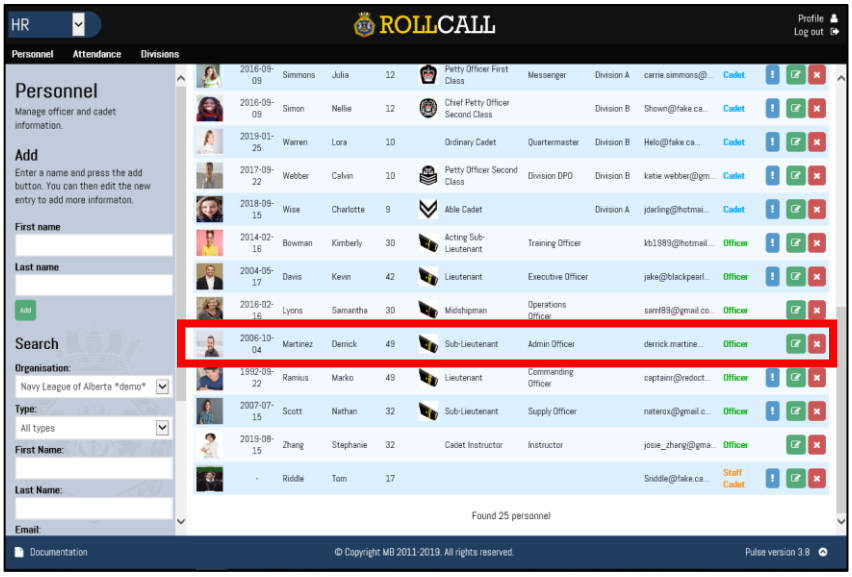
45. Click on *Personnel*

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

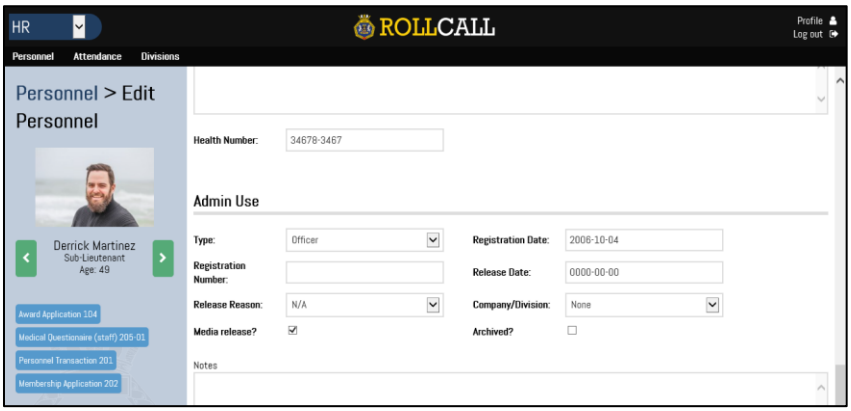


Adding a Warrant Number for an Officer

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



2. Scroll down to the "**Admin Use**" section



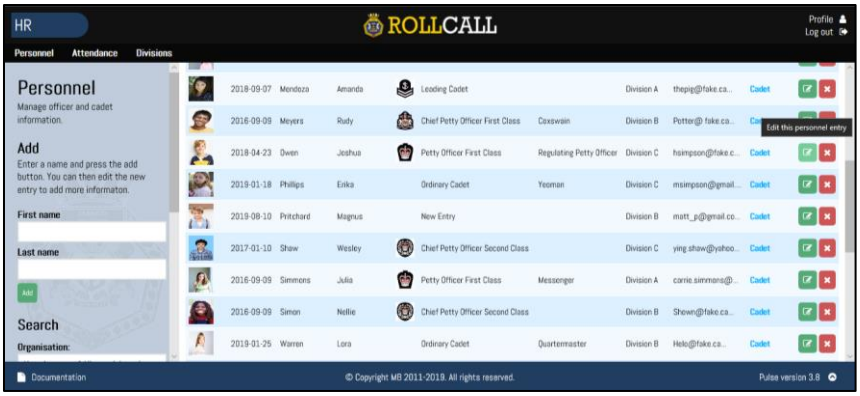
3. Under the "**Registration Number**" field, enter the officer's Warrant Number

4. Click "**Save Changes**"

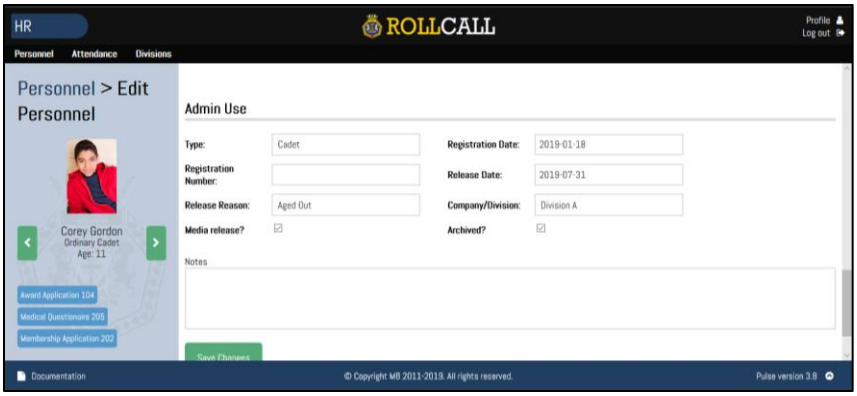
Adding a New Staff Cadet

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**"

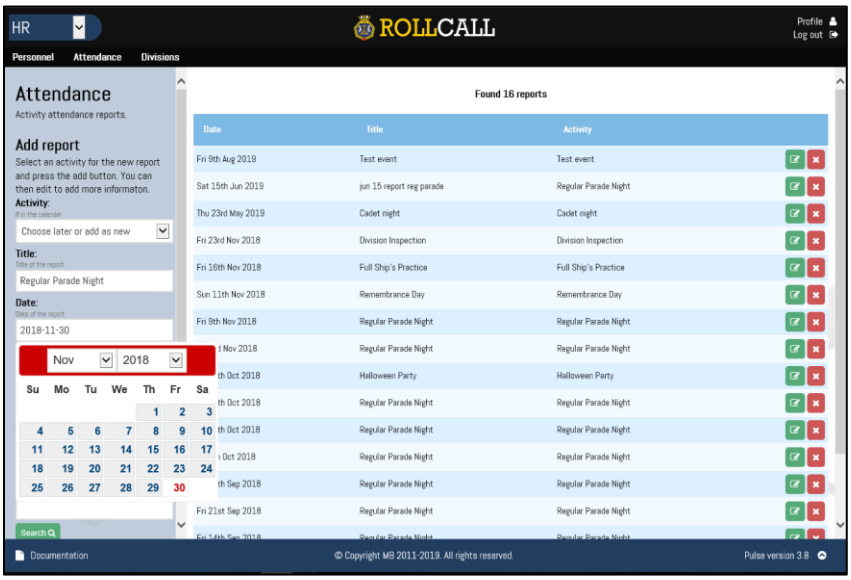
ATTENDANCE

Add an Activity

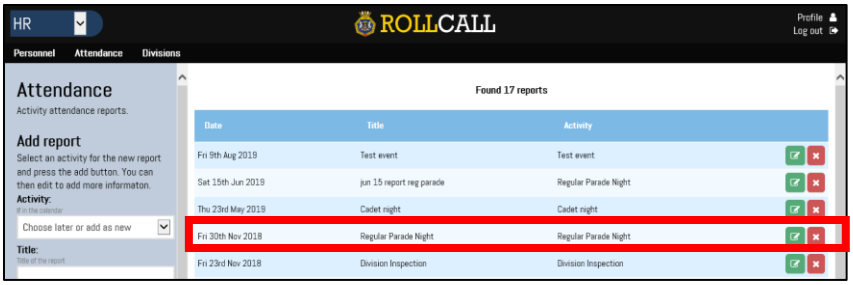
In this section, you'll add any cadet event that you have during the year. This includes your regular parade nights, extra training nights, camps, and any other activity where you will need to track cadet attendance.

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

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.



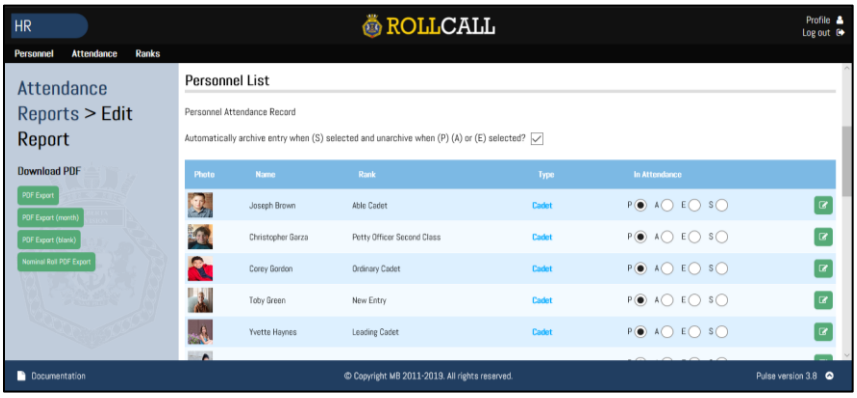
5. Click "**Add**"
6. The event has now been added to the main report screen



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

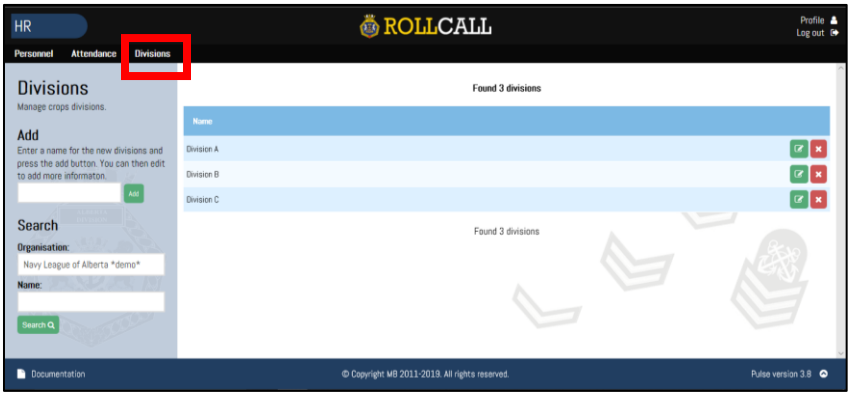
c. **PDF Export (blank):** This provides you with a blank monthly PDF document to take your monthly attendance.

d. **Nominal Roll PDF Export:** This provides you with the NL203 (NLCC Nominal Roll) for that specific event.

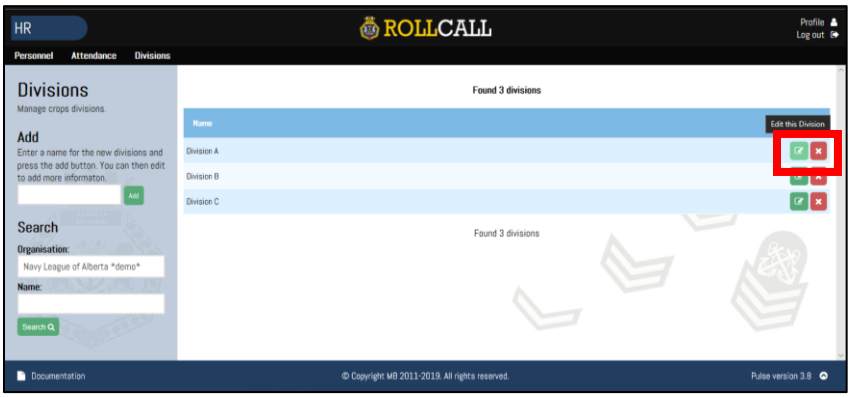
DIVISIONS

Changing Division Names

1. Click on “**Division**”



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



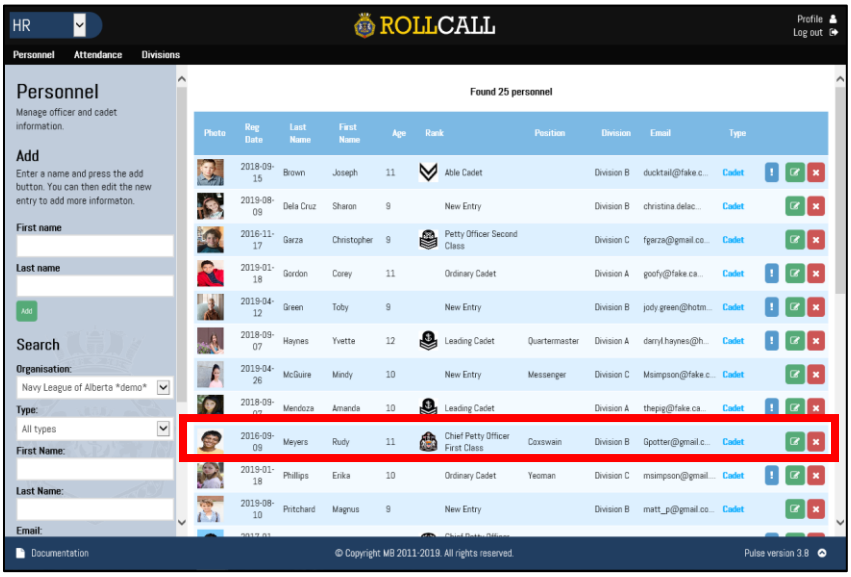
3. Under the “**Name**” field, enter the preferred name of the Division

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

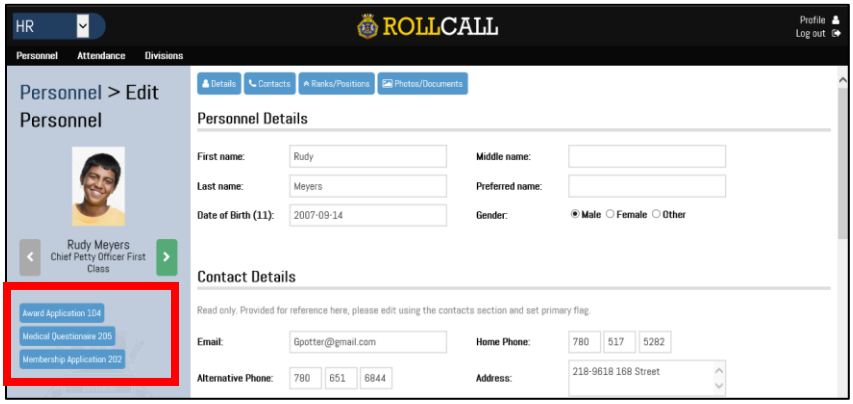
REPORTS

NL104 – Award Application

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



2. On the left-hand side, click on the "**Award Application 104**" button



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

Navy League Award Application Form

Nominee Information

Surname	Given Name	Middle Name(s)	Rank
Meyers	Rudy		

Street Address	City/Town	Province	Postcode
218-9618 168 Street	Edmonton	Alberta	T4F 5G3

Phone	Email
780-517-5282	Gpotter@gmail.com

Unit/Branch	Division	Years of Service

Is nominated for: (Check all that apply)

Cadets Awards [ ] Sea Cadet [ ] Navy League Cadet

[ ] Cadet Award of Commendation
[ ] Cadet Medal of Excellence
[ ] Cadet Service Medal From:_____ To:_____
[ ] Cadet Perfect Attendance - Career
[ ] Cadet Perfect Attendance - Year
[ ] Cadet Music Award (complete Annex A)

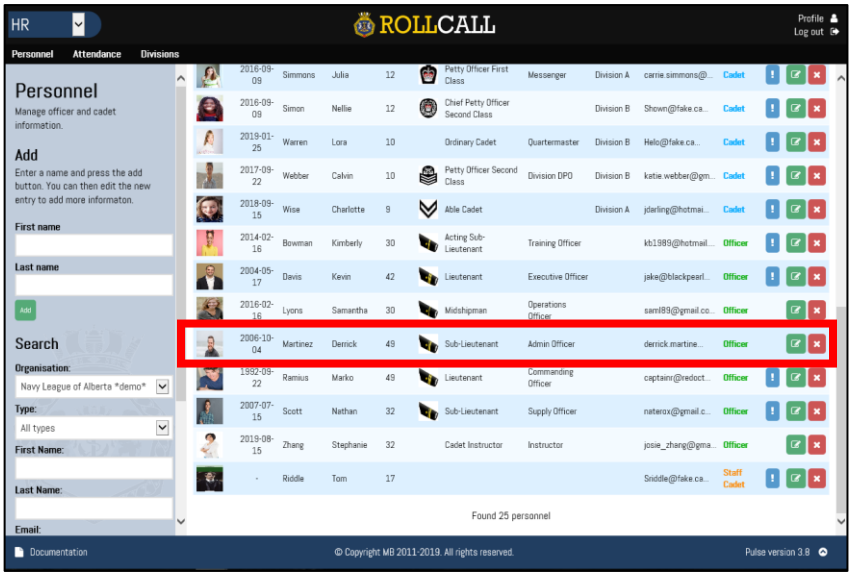
Officer/Member Awards

[ ] National President's Award
[ ] Life Membership
[ ] Distinguished Service Award
[ ] Meritorious Service Award
[ ] Certificate of Service
[ ] Long Service Medal

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

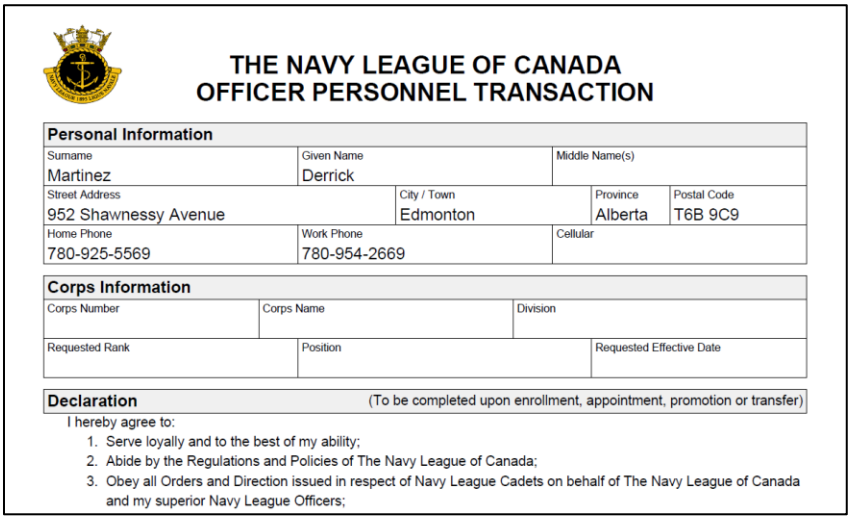
NL201 – Personnel Transaction

1. Click the green "**Edit**" button for the officer who you want to print off the form for



2. On the left-hand side, click on the "**Personnel Transaction 201**" button

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

Corps Information

Corps Number	Corps Name	Division

Requested Rank	Position	Requested Effective Date

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

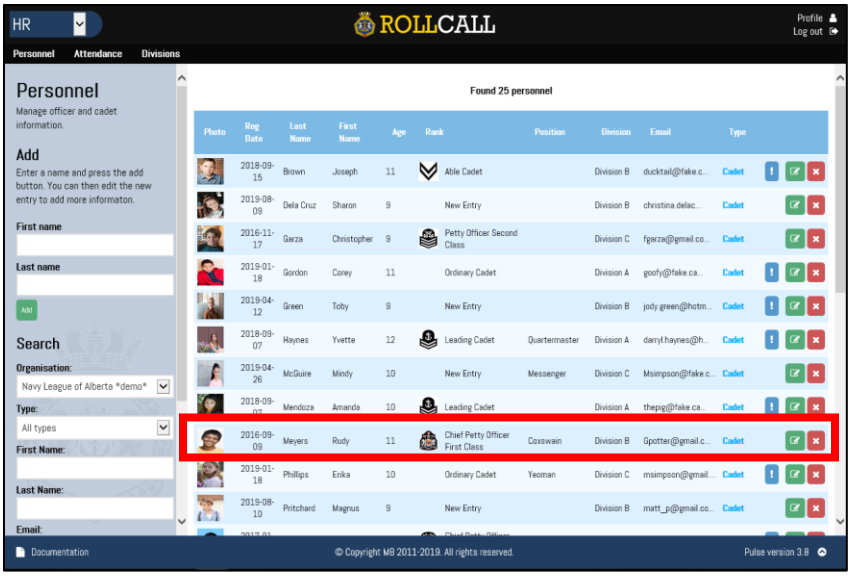
I hereby agree to:

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;

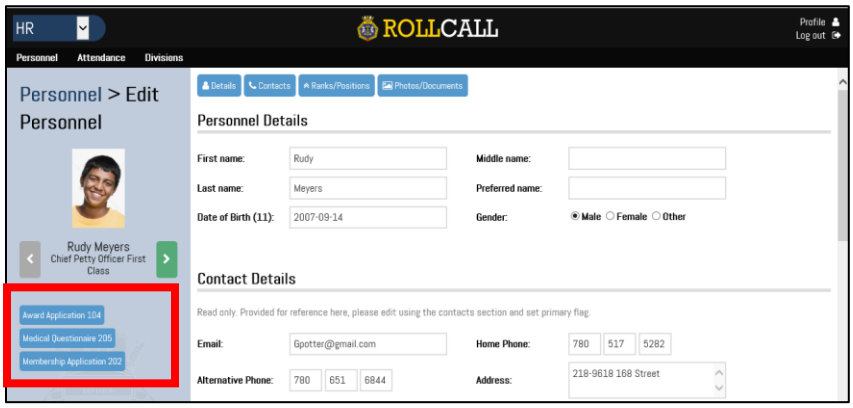
4. Print off the document and fill out any necessary fields

NL202 – Application for Membership

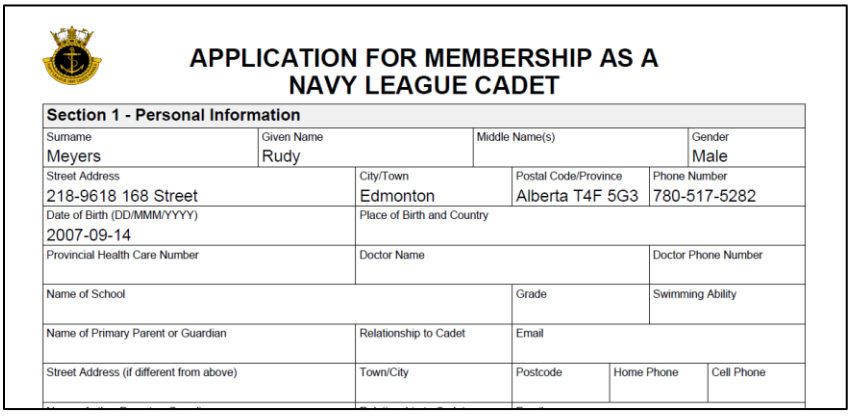
1. Click the green “**Edit**” button for the cadet who you want to print off the form for



2. On the left-hand side, click on the "**Membership Application 202**" button



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



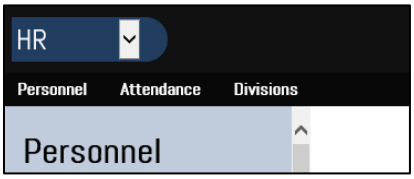
APPLICATION FOR MEMBERSHIP AS A NAVY LEAGUE CADET

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/MMM/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	

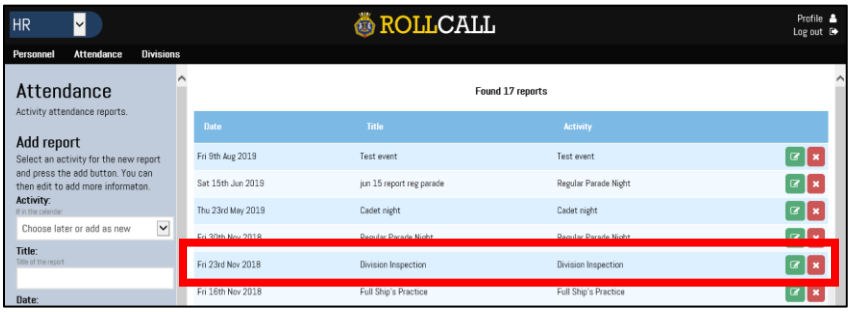
4. Print off the document and fill out any necessary fields

NL203 – Nominal Roll

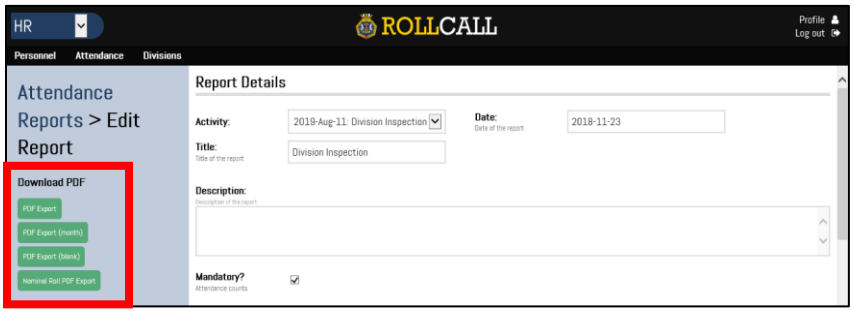
1. Select the Attendance tab



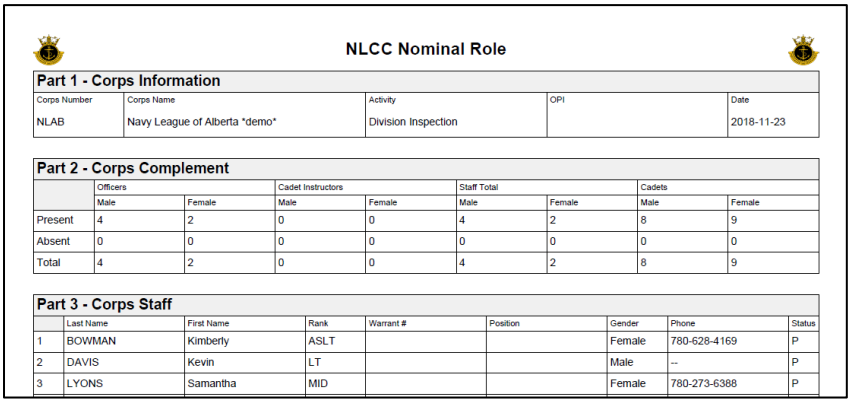
2. Select the event that you need the document for



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

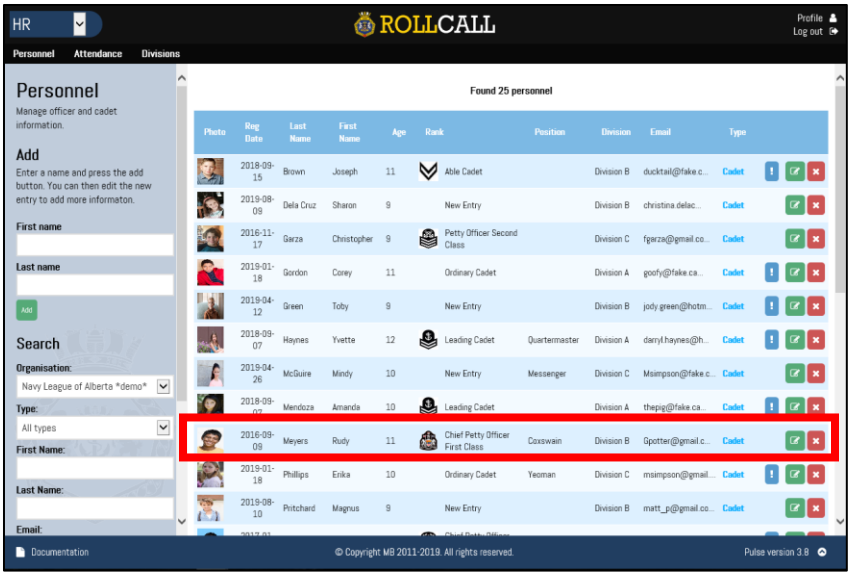
	Officers		Cadet Instructors		Staff Total		Cadets	
	Male	Female	Male	Female	Male	Female	Male	Female
Present	4	2	0	0	4	2	8	9
Absent	0	0	0	0	0	0	0	0
Total	4	2	0	0	4	2	8	9

Part 3 - Corps Staff

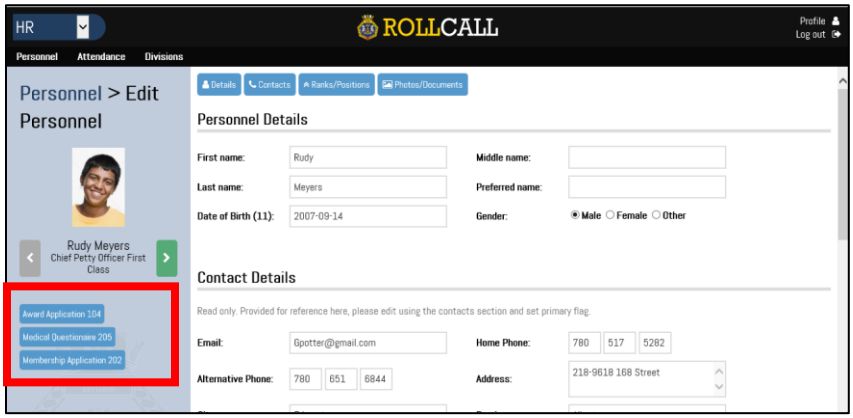
	Last Name	First Name	Rank	Warrant #	Position	Gender	Phone	Status
1	BOWMAN	Kimberly	ASLT			Female	780-628-4169	P
2	DAVIS	Kevin	LT			Male	--	P
3	LYONS	Samantha	MID			Female	780-273-6388	P

NL205 – Medical Questionnaire

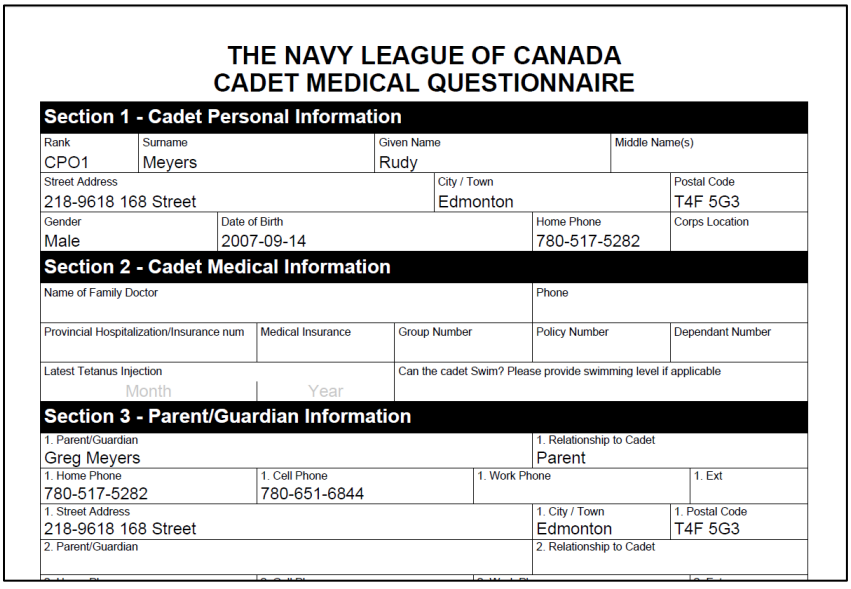
1. Click the green "**Edit**" button for the cadet who you want to print off the form for



2. On the left-hand side, click on the "**Medical Questionnaire 205**" button



3. 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	Surname	Given Name	Middle Name(s)
CPO1	Meyers	Rudy	

Street Address	City / Town	Postal Code
218-9618 168 Street	Edmonton	T4F 5G3

Gender	Date of Birth	Home Phone	Corps Location
Male	2007-09-14	780-517-5282	

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		Can the cadet Swim? Please provide swimming level if applicable
Month	Year	

Section 3 - Parent/Guardian Information

1. Parent/Guardian	1. Relationship to Cadet
Greg Meyers	Parent

1. Home Phone	1. Cell Phone	1. Work Phone	1. Ext
780-517-5282	780-651-6844		

1. Street Address	1. City / Town	1. Postal Code
218-9618 168 Street	Edmonton	T4F 5G3

2. Parent/Guardian	2. Relationship to Cadet

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