

TBF ON-LINE REGISTRATION



**“ OWNED BY THOSE WE SERVE,
DEDICATED TO THE SPORT
OF FISHING. ”**

Welcome to The Bass Federation Inc. membership update website. Commonly referred to as The Federation or TBF, we are the oldest, independent, grassroots organization in bass fishing, and indeed the backbone of the entire sport.

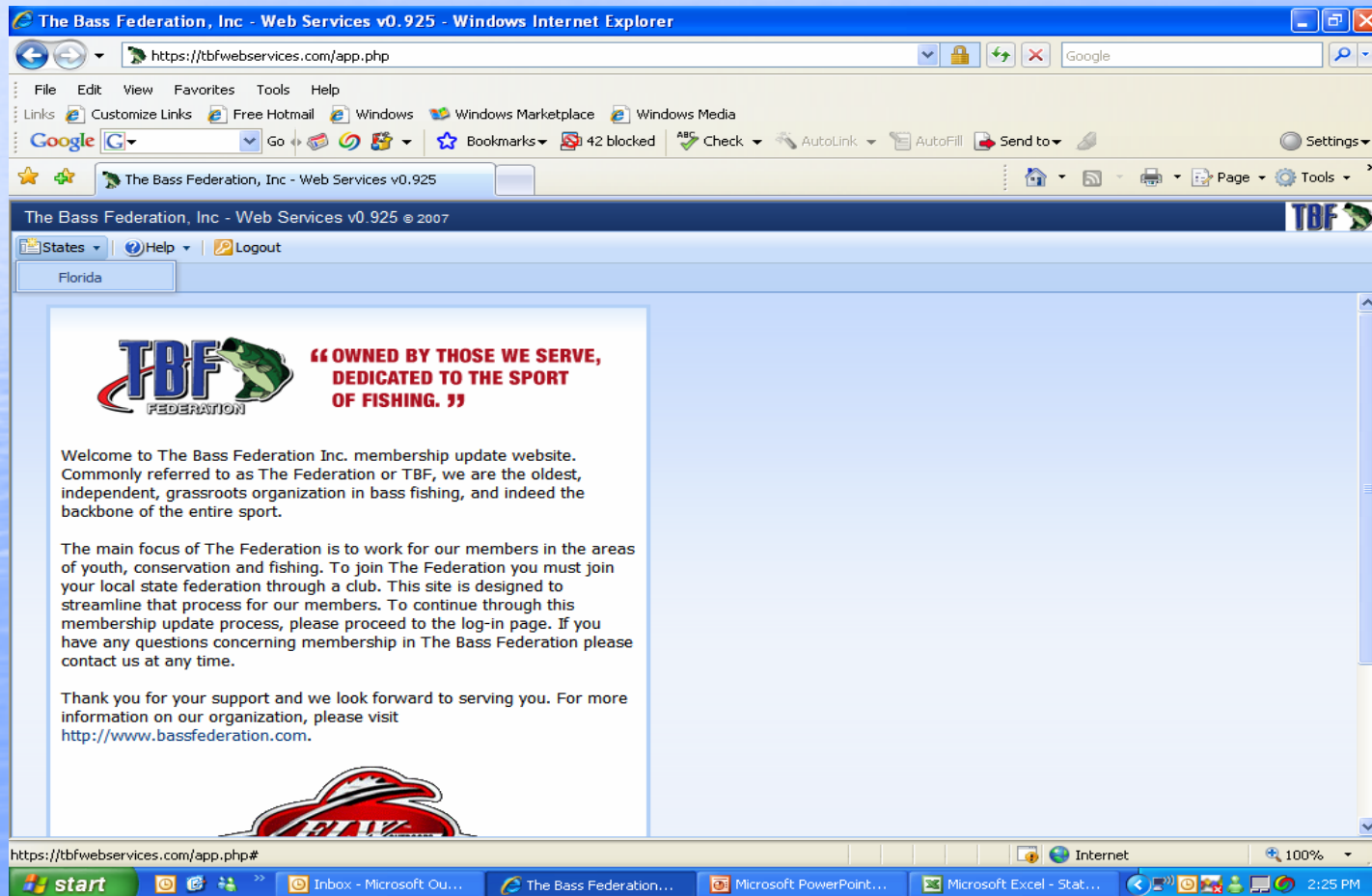
The main focus of The Federation is to work for our members in the areas of youth, conservation and fishing. To join The Federation you must join your local state federation through a club. This site is designed to streamline that process for our members. To continue through this membership update process, please proceed to the log-in page. If you have any questions concerning membership in The Bass Federation please contact us at any time.

Thank you for your support and we look forward to serving you. For more information on our organization, please visit <http://www.bassfederation.com>.

HOW TO MANUAL

Where to start?...

- Begin by going to the club drop down box. Choose your club by clicking on it and wait for information to load.



Club Information Page

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States ▾ Help ▾ Logout

Welcome State: Florida × Club: Lakeland Junior Bassmasters ×

Information Members Membership Updates

Edit

Club Information:

TBF Club #:

Club Name:

Type:

Category:

State:

Division:

Status:

Club Officers:

President:

Secretary:

Club Admins

Username

- The club information page should appear.
- To change information, click on the edit button.
- Club administrators are listed in the far right column.
- Click on the Members tab and hit search to bring up all names associated with club.

Member Updates

- Highlight the members name and his/her information should appear in the right text box.
- Here you can update/change personal information, including entering and validating FLW membership.
- Members must first be here before they can be updated.

New Members

- To add a new member to an existing club select the add button.
- The system will automatically ask you if the member is an existing member (has a mother club). If you choose yes, you will have to search the system to make sure their membership is truly current.
- If the member is not already in another club select No.

New Members in a Club

Add Club Member

Member Information:

First Name:

Last Name:

Suffix:

Address 1:

Address 2:

City:

State:

Zip:

Voice:

Mobile:

eMail:

Date of Birth:

Club Information:

Club Status: ACTIVE

Mother Club:

TBF Information:

Member #:

TBF Status:

TBF Expire:

Old TBF #:

FLW Information:

FLW #:

FLW Status:

FLW Expire:

- For new members, you will then be prompted to enter membership information.
- Required information will be underscored in red if left blank.
- **SAVE!**

Roster Updates

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States ▾ | Help ▾ | Logout

Welcome | State: Florida X | Club: Lakeland Junior Bassmasters X

Information | Members | **Membership Updates**

Year: 2008 ▾ | Search | New Update | Send Msg | Invoice

Invoice # - Status	Invoice Information						
	Invoice #:	<input type="text"/>	Status:	<input type="text"/>	Created By:	<input type="text"/>	
	Year:	<input type="text"/>	Last Activity:	<input type="text"/>	Created Date:	<input type="text"/>	
	Details						
	Member Name	TBF #	State Dues Amt	TBF Level	TBF Dues Amt	TBF Paid Date	Created By
	Notes						
	Note	Date	Username				

- To proceed with the roster update, select the Membership Update tab on the top left.
- Next select the New Update tab.
- Make sure year is correct.

Club Roster Updates

- Select year in the drop-down box. The system will always give your current year and the following one. Select the year you are submitting membership for.
- All information not already updated on the club roster will be brought up.
- Check all memberships you are including in this update and hit submit.

The screenshot shows the 'Club Member Updates' window. At the top, there is a tab labeled 'Active Club Members'. Below the tab, there is a 'Select Year:' dropdown menu with a list box showing '2007' and '2008'. To the right of the dropdown is a 'Submit Note:' text input field. Below these elements is a table with the following columns: 'Renew', 'Level', 'Member Name', 'TBF #', 'TBF Status', 'TBF Expire', and 'FLW #'. The table is currently empty. At the bottom of the window, there is a pagination control showing 'Page 1 of 1' and a '1 - 26 of 26' indicator. There are 'Submit' and 'Cancel' buttons at the bottom right.

The screenshot shows the 'Club Member Updates' window with the 'Active Club Members' section. The 'Select Year:' dropdown is now set to '2008'. The table below is populated with the following data:

Renew	Level	Member Name	TBF #	TBF Status	TBF Expire	FLW #
<input type="checkbox"/>	STANDARD	Bell, Austin	23613	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Bilyou, Eric	23657	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Bryant, Brandon	23629	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Ciccarello, Jessica	23665	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Clewellyn, Cory	23649	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Cotterill, Marcus	23680	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Cotterill, Colby	23645	ACTIVE	2007	0-990114167
<input type="checkbox"/>	STANDARD	Cox, Jordan	23667	ACTIVE	2007	
<input type="checkbox"/>	STANDARD	Cox, Cody	23641	ACTIVE	2007	

At the bottom of the window, there is a pagination control showing 'Page 1 of 1' and a '1 - 26 of 26' indicator. There are 'Submit' and 'Cancel' buttons at the bottom right.

Invoices

- An Invoice will automatically be generated. Note the Invoice Number for your records and press OK.
- Highlight invoice number on the far left column and then press the invoice button tab.
- Print 2 copies of the invoice. Keep one for your records and mail the other with dues.

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States | Help | Logout

Welcome | State: Florida | Club: Lakeland Junior Bassmasters

Information | Members | **Membership Updates**

Year: 2008 | Search | New Update | Send Msg | Invoice

Invoice # - Status	Invoice Information		
800020 - SUBMIT_TO_STATE	Invoice #:	Status:	Created By:
	Year:	Last Activity:	Created Date:

[Print - Close Window](#)

TBF Membership Update Invoice

www.bassfederation.com
(580) 765-9031
ruth@bassfederation.com

Make Check Payable To:

Club #: 838700	Invoice #: 800020
Club Name: Lakeland Junior Bassmasters	Date: 2007-09-29 13:21:29
Club Type: YOUTH - BASS	Submitter: Ratcliff, Mick
State - Division: FL - SOUTHERN	webdude@bassanglersupplyshop.com

TBF #	FLW #	Member Info	Membership Level	State Dues	TBF Dues
23613		Bell, Austin - Lake Alfred, FL, 33850	STANDARD		5.00
				Total State Dues:	\$ 0.00
				Total TBF Dues:	\$ 5.00

Done | Internet | 100%

Just Put it in the Mail

- Include a copy of the invoice with the check, mail it to the address on the invoice and you are done.
- Once TBF receives the dues and matches them to the invoice the membership will be updated automatically.

Tracking

- This system does provide real-time tracking so that we know when rosters were submitted by the club, when states (if necessary) received and approved and when TBF received and approved.
- Both states and TBF have the option to hold or decline. TBF will not decline any membership, only hold for special reasons:
 - Not enough members in the club
 - Insufficient dues
 - Ect.