



# UNDERSTANDING **ROLLCALL** A USER'S GUIDE

CREATED: August 20, 2019

LAST UPDATE: January 9, 2020

**THE NAVY LEAGUE OF CANADA • ALBERTA DIVISION**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION TO THIS DOCUMENT .....	4
What is RollCall? .....	4
Purpose .....	4
Format .....	4
Access .....	4
Feedback.....	4
FEATURES .....	5
Corps Nominal At-A-Glance.....	5
Missing Personnel Information.....	5
Search Function .....	5
Export Function .....	6
NEW! Mail Merge Function .....	7
PERSONNEL .....	8
Accessing the HR Module.....	8
Adding A New Cadet.....	8
Adding a New Officer .....	13
Adding a Warrant Number for an Officer .....	21
Adding a New Staff Cadet.....	22
Strike Off/Archive a Cadet .....	27
ATTENDANCE.....	29
Accessing the Attendance Module .....	29
Add an Activity.....	29
Take Attendance for an Activity .....	31
Attendance Reports .....	31
NEW! Attendance by Cadet .....	32
DIVISIONS .....	34
Accessing the Divisions Module .....	34
Changing Division Names.....	34
Adding a New Division .....	35
REPORTS.....	36
NL104 – Award Application.....	36
NL201 – Personnel Transaction .....	37

NL202 – Membership Application ..... 38

NL203 – Nominal Roll ..... 39

NL205 – Medical Questionnaire..... 40

NEW! NL206 – Inspection Report..... 41

# **INTRODUCTION TO THIS DOCUMENT**

## **What is RollCall?**

RollCall is a secure, web-based database that was developed solely for Alberta Division Navy League corps by PSICORP. RollCall is accessible through a single web interface and can be accessed from any internet browser. RollCall is also compatible with tablets and mobile devices.

RollCall is always under development and new modules will continually be added.

## **Purpose**

The purpose of this document is to give an overview of the administrative functions within the system and provide step-by-step instructions for the system processes.

## **Format**

This document contains separate sections for each administrative function, and each function will have a detailed step-by-step guide through the system process (including screen shots).

As new modules are added, this document will be updated and provided to all required users. It's vital to ensure that the most recent user guide is being used. Any old user guides should be destroyed.

## **Access**

To log in to the application, you must enter a user name and password. Your login information is provided by PSICORP.

The application is located at <https://rollcall.abnavyleague.ca/pulse/>

## **Feedback**

If any changes are needed to this document or if there are any questions relating to the documented processes, please forward changes and/or inquiries to:

**Lt (NL) Kara Henry**

**kara.henry@abnavyleague.ca**

# FEATURES

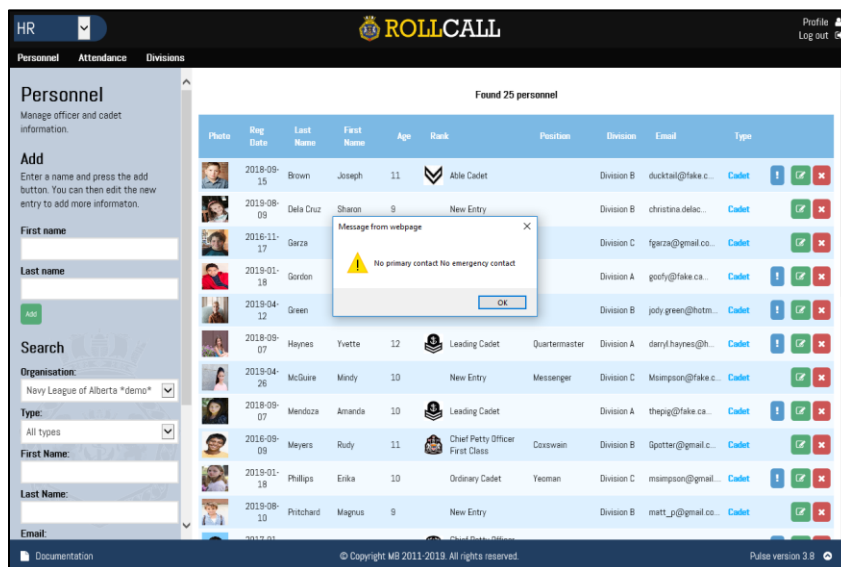
## Corps Nominal At-A-Glance

When you log in to RollCall and click on the HR module, it will take you to a Welcome page. Click on Personnel, and it will take you to 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

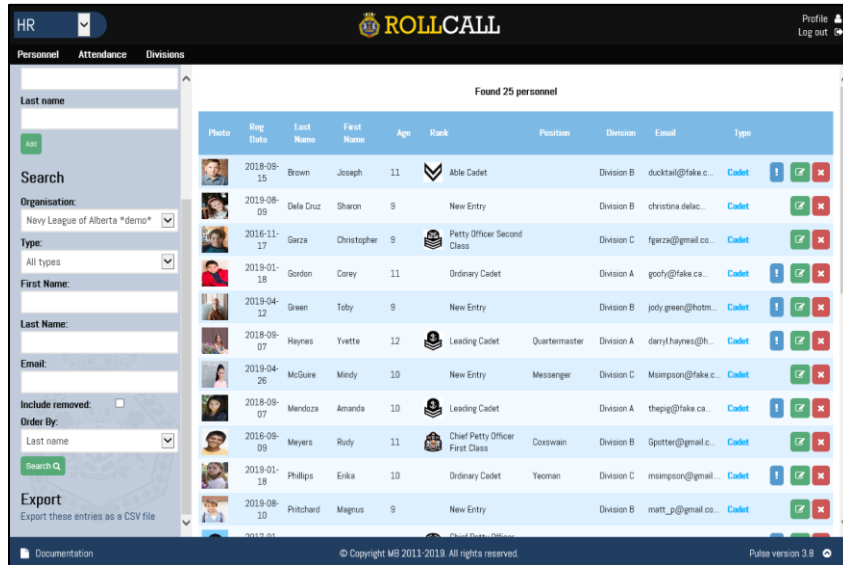
When you see an exclamation point on a personnel record, it means that they are missing some vital information. Click on the exclamation point to see what's missing.



## 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

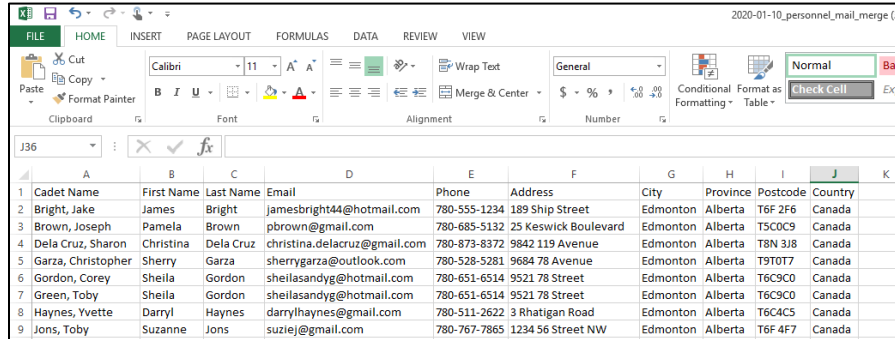
On the left-hand side at the very bottom, you’ll see a link that says, “Export these entries as a CSV file”. This provides you with an excel spreadsheet of a variety of different information; including:

- Personnel contact and demographic 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	T5F9S6	Canada
4	Brown	Joseph	4/9/2006	Male	ducktail@fake.ca	--	--						either
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
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	2/13/2007	Female	darryl.haynes@hotmail.com	780-987-3948	780-638-6383		3 Rhaitigan Road	Edmonton	Alberta	T6H3D5	Canada
11	Lyons	Samantha	2/24/1989	Female	saml89@gmail.com	780-273-6388	587-638-6389		11918 25 Avenue	Edmonton	Alberta	T6V92K	Canada
12	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
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	Gpetter@gmail.com	780-517-5282	780-651-6844		218-9618 168 Street	Edmonton	Alberta	T4F 5G3	Canada

## NEW! Mail Merge Function

On the left-hand side at the very bottom, you'll see a link that says, "Export mail merge CSV file". This provides you with an excel spreadsheet of the cadet's name, phone number, and address, in the case of requiring a personalized communication to cadets.



	A	B	C	D	E	F	G	H	I	J	K
	Cadet Name	First Name	Last Name	Email	Phone	Address	City	Province	Postcode	Country	
1	Bright, Jake	James	Bright	jamesbright44@hotmail.com	780-555-1234	189 Ship Street	Edmonton	Alberta	T6F 2F6	Canada	
2	Brown, Joseph	Pamela	Brown	pbrown@gmail.com	780-685-5132	25 Keswick Boulevard	Edmonton	Alberta	T5C0C9	Canada	
3	Dela Cruz, Sharon	Christina	Dela Cruz	christina.delacruz@gmail.com	780-873-8372	9842 119 Avenue	Edmonton	Alberta	T8N 3J8	Canada	
4	Garza, Christopher	Sherry	Garza	sherrygarza@outlook.com	780-528-5281	9684 78 Avenue	Edmonton	Alberta	T9T0T7	Canada	
5	Gordon, Corey	Sheila	Gordon	sheilasandy@hotmail.com	780-651-6514	9521 78 Street	Edmonton	Alberta	T6C9C0	Canada	
6	Green, Toby	Sheila	Gordon	sheilasandy@hotmail.com	780-651-6514	9521 78 Street	Edmonton	Alberta	T6C9C0	Canada	
7	Haynes, Yvette	Darryl	Haynes	darrylhaynes@gmail.com	780-511-2622	3 Rihatigan Road	Edmonton	Alberta	T6C4C5	Canada	
8	Jons, Toby	Suzanne	Jons	suziej@gmail.com	780-767-7865	1234 56 Street NW	Edmonton	Alberta	T6F 4F7	Canada	

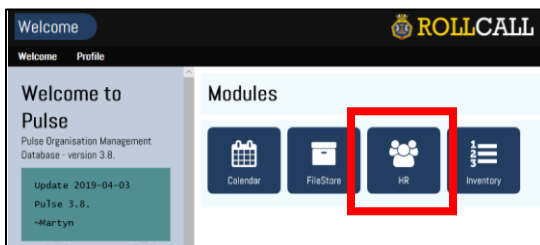
# PERSONNEL

## Accessing the HR Module

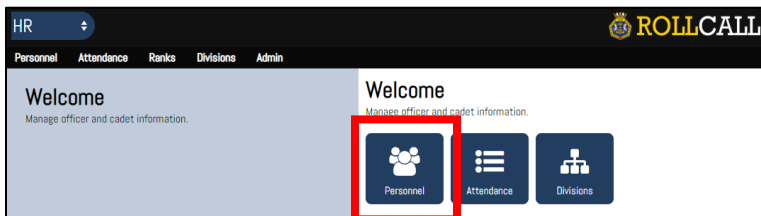
1. Log into RollCall



2. Click on the HR module

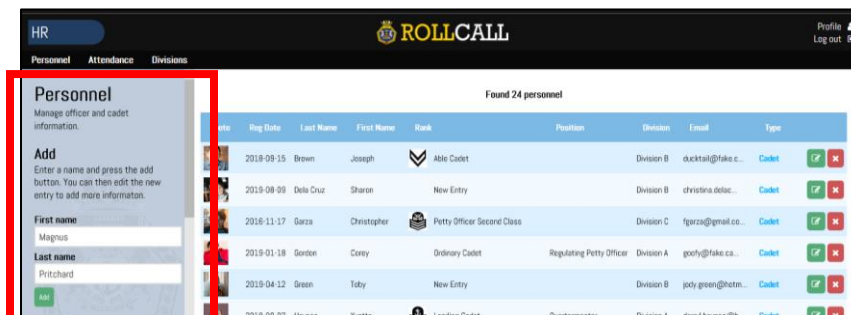


3. Click on the Personnel module



## Adding A New Cadet

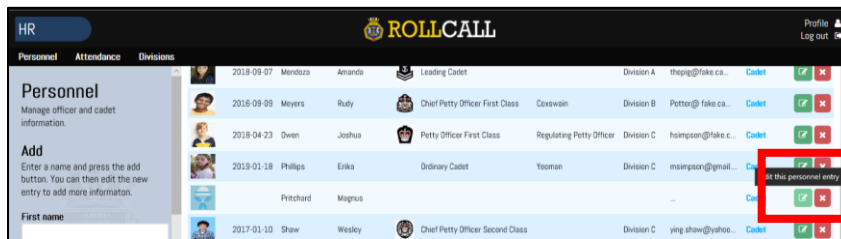
1. Enter the cadet's first and last name on the left-hand side and click "Add"



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
  - If you enter a date of birth that is outside of the regulated age, you will get an error message. Please review and correct the date of birth, or review the cadet's package to see if they are not the correct age.
8. Select the appropriate gender for the cadet in the associated field

The screenshot shows the 'Personnel > Edit Personnel' screen. The form contains the following fields: First name (Magnus), Middle name (Marshall), Last name (Pritchard), Preferred name (empty), Date of Birth (DOB) (2010-08-22), and Gender (Male selected, Female and Other options available).

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

HR **ROLLCALL** Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Magnus Pritchard  
Age: 0

Award Application 104  
Medical Questionnaire 206  
Membership Application 202

Allergies:  
Bees

Medical Conditions:  
Asthma

Medications:  
Ventolin inhaler 2x twice a day

Health Number: 39475-3843

Documentation © Copyright MB 2013-2019. All rights reserved. Pulse version 3.8

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

HR **ROLLCALL** Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Magnus Pritchard  
Age: 0

Award Application 104  
Medical Questionnaire 206  
Membership Application 202

Admin Use

Type: Cadet Registration Date: 2019-08-10

Release Date:

Release Reason: N/A Company/Division: Division B

Media release? ☐ Archived? ☐

Notes

Save Changes

Documentation © Copyright MB 2013-2019. All rights reserved. Pulse version 3.8

19. Click “**Save Changes**”

20. Click on the “**Contacts**” tab

HR **ROLLCALL** Profile Log out

Personnel Attendance Divisions

Personnel > Edit Personnel

Magnus Pritchard  
Age: 0

Award Application 104  
Medical Questionnaire 206  
Membership Application 202

Contacts

Personnel Details

First name: Magnus Middle name: Marshall

Last name: Pritchard Preferred name:

Date of Birth (YY): 2010-06-22 Gender: ☒ Male ☐ Female ☐ Other

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 or guardians and click “**Add Contact**”

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Contacts

Add a contact

First Name: Matthew Last Name: Pritchard

Add Contact

Magnus Pritchard Age: 9

22. A record is now added. To add more information to the parent or guardian, click on the green **“Edit”** button next to the parent or guardian’s name

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Contacts

Name	Type	Phone	Phone Alt	Email	View and edit this contact
Matthew Pritchard					

Add a contact

First Name: Last Name:

Add Contact

Magnus Pritchard Age: 9

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

HR ROLLCALL

Personnel Attendance Divisions

Edit Personnel > Edit Contact

Contact Details

First name: Matthew Last name: Pritchard

Email: matt\_p@gmail.com Home Phone: 780 224 6364

Alternative Phone: 780 654 5678 Address: 12345 67 Avenue NW

City: Edmonton Province: Alberta

Postcode: T6G 2L3 Country: Canada

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

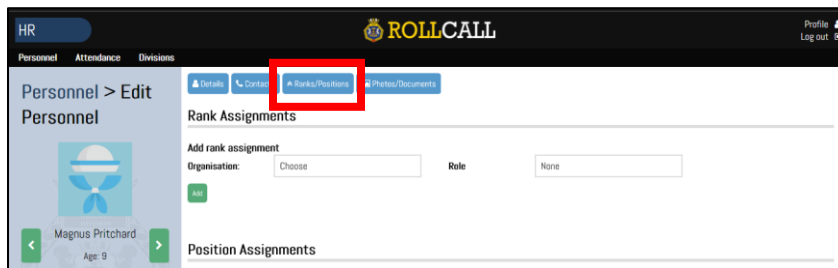
Save Changes

Documentation © Copyright MB 2011-2019. All rights reserved. Pulse version 3.8

27. Click **“Save Changes”**

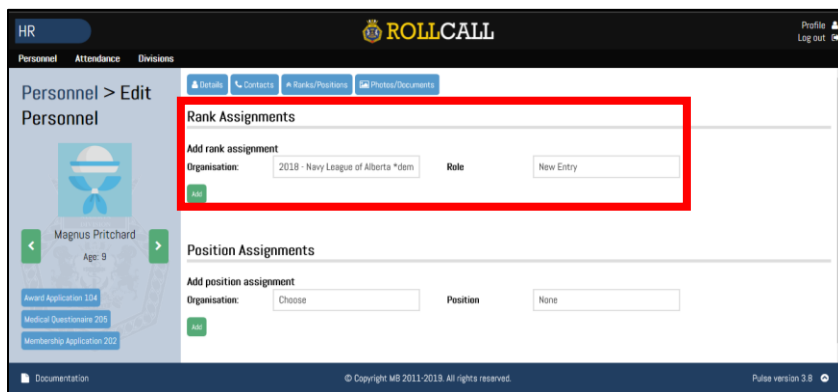
28. Click on *Edit Personnel* to go back to the contact screen. Repeat the above steps for any additional contacts.

29. Click on “**Ranks/Positions**”



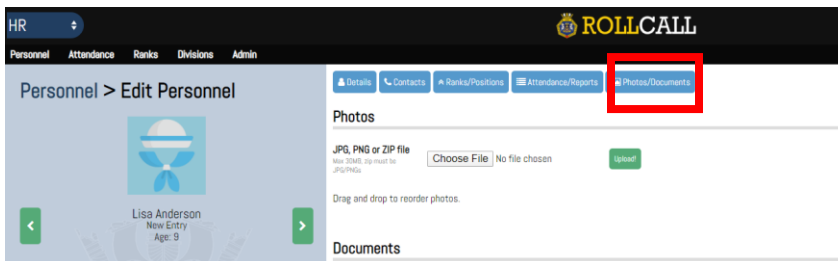
The screenshot shows the 'Edit Personnel' interface for Magnus Pritchard. The 'Ranks/Positions' tab is highlighted with a red box. The 'Rank Assignments' section includes an 'Add rank assignment' form with fields for 'Organisation' (a dropdown menu) and 'Role' (a text input field). Below this is the 'Position Assignments' section.

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**”



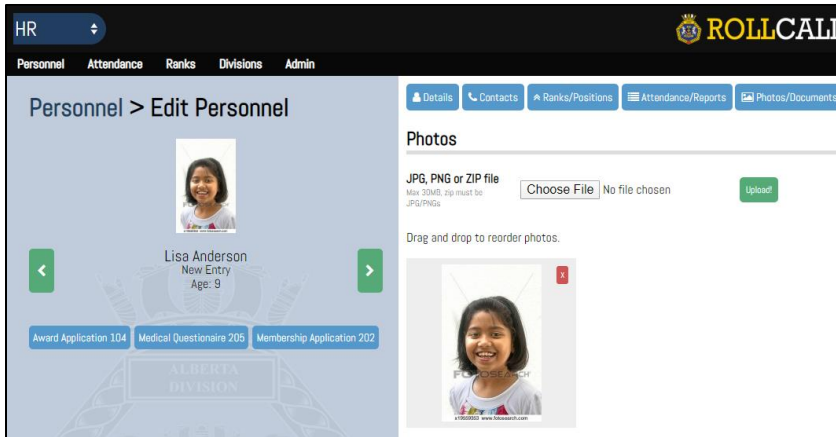
The screenshot shows the 'Edit Personnel' interface for Magnus Pritchard. The 'Rank Assignments' section is highlighted with a red box. The 'Add rank assignment' form shows '2018 - Navy League of Alberta \*dem' selected in the 'Organisation' dropdown and 'New Entry' in the 'Rank' dropdown. The 'Add' button is visible below the form.

31. Click on “**Photo/Documents**”

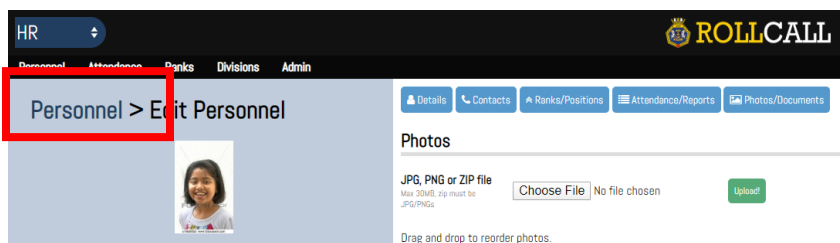


The screenshot shows the 'Edit Personnel' interface for Lisa Anderson. The 'Photo/Documents' tab is highlighted with a red box. The 'Photos' section includes a 'Choose File' button and an 'Upload' button. The 'Documents' section is also visible below.

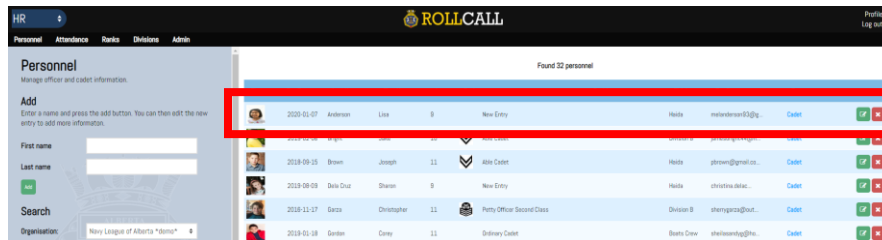
32. To add a photo of the cadet, click “**Choose File**” and find the location of the photo, then press “**Upload**”



33. Click on *Personnel*

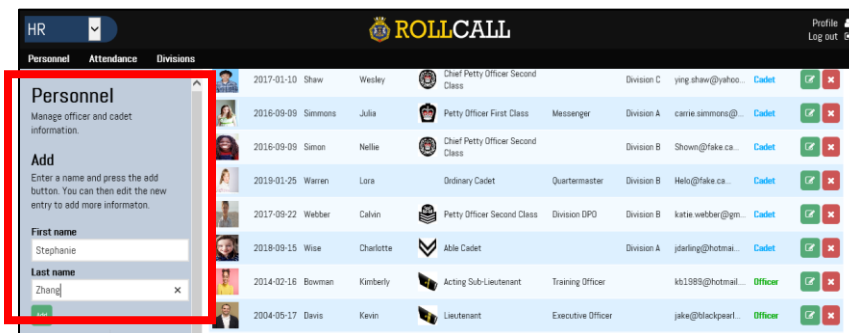


34. Scroll down and you'll see the record of the new cadet



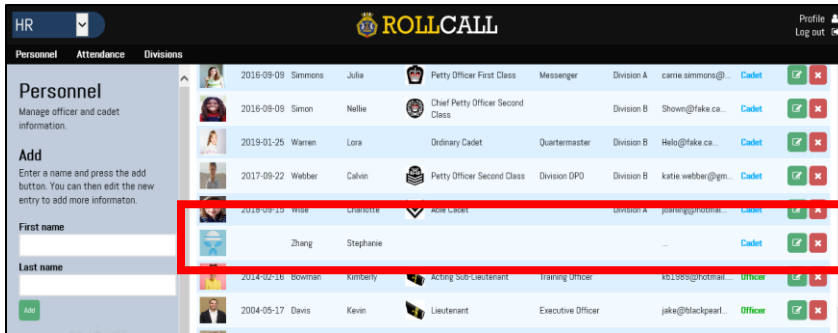
## Adding a New Officer

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

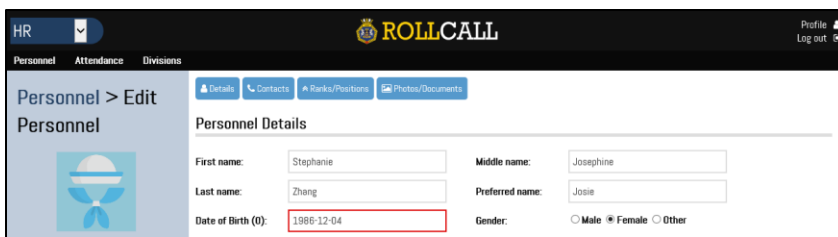


2. A record is now created for the officer and will appear at the bottom of the screen

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 the appropriate gender for the officer in the associated field



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

HR Personnel Attendance Divisions Profile Log out

**Personnel > Edit Personnel**

Stephanie Zhang Age: 0

Award Application 104  
Medical Questionnaire 205  
Membership Application 202

**Medical Details**

Allergies: Shellfish

Medical Conditions: None

Medications: None

Health Number: 95126-2656

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”**

HR Personnel Attendance Divisions Profile Log out

**Personnel > Edit Personnel**

Stephanie Zhang Age: 0

Award Application 104  
Medical Questionnaire 205  
Membership Application 202

Health Number: 95126-2656

**Admin Use**

Type: Officer

Registration Date: 2019-08-15

Registration Number:

Release Date:

Release Reason: N/A

Company/Division: None

Media release? ☒

Archived? ☐

Notes

Save Changes

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

HR Personnel Attendance Divisions ROLL CALL Profile Log out

Personnel > Edit Personnel

Stephanie Zhang Age: 32

**Contacts** Details Ranks/Positions Photos/Documents

**Personnel Details**

First name: Stephanie Middle name: Josephine  
 Last name: Zhang Preferred name: Josie  
 Date of Birth (32): 1988-12-04 Gender: ☐ Male ☐ Female ☐ Other

Contact Details

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"**

HR Personnel Attendance Divisions ROLL CALL Profile Log out

Personnel > Edit Personnel

Stephanie Zhang Age: 32

**Contacts** Details Ranks/Positions Photos/Documents

**Add a contact**

First Name: Stephanie Last Name: Zhang

**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

HR Personnel Attendance Divisions ROLL CALL Profile Log out

Personnel > Edit Personnel

Stephanie Zhang Age: 32

**Contacts** Details Ranks/Positions Photos/Documents

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 Personnel Attendance Divisions ROLL CALL Profile Log out

Edit Personnel > Edit Contact

**Contact Details**

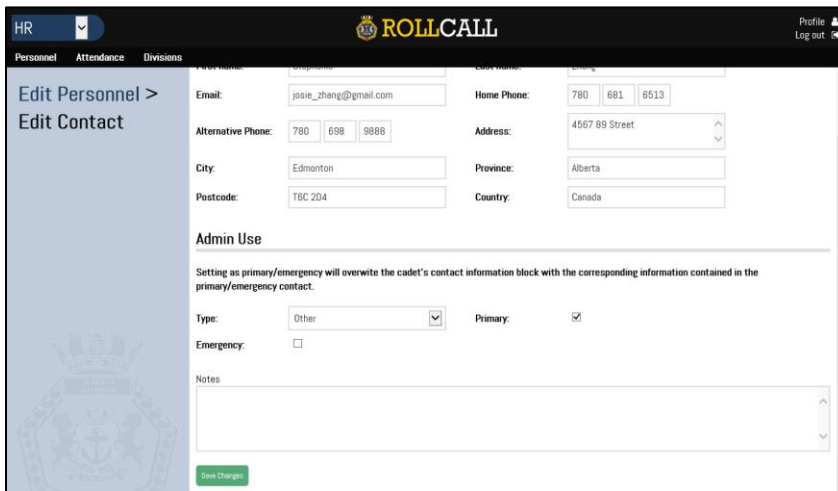
First name: Stephanie Last name: Zhang  
 Email: josie\_zhang@gmail.com Home Phone: 780 881 6513  
 Alternative Phone: 780 698 9888 Address: 4567 89 Street  
 City: Edmonton Province: Alberta  
 Postcode: T6C 2D4 Country: Canada

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

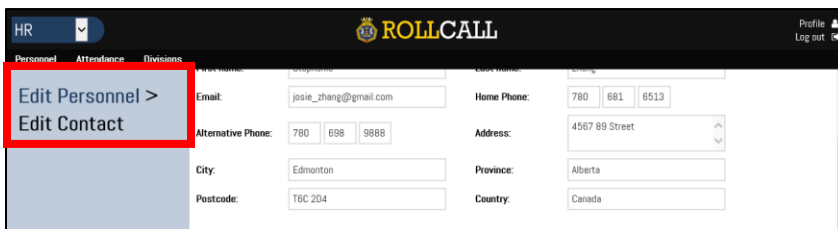


27. Do not select the “Emergency” check box

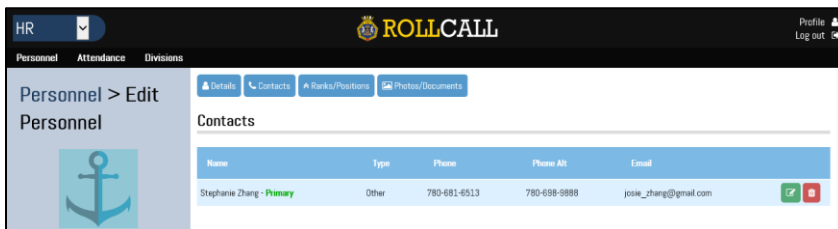


28. Click “Save Changes”

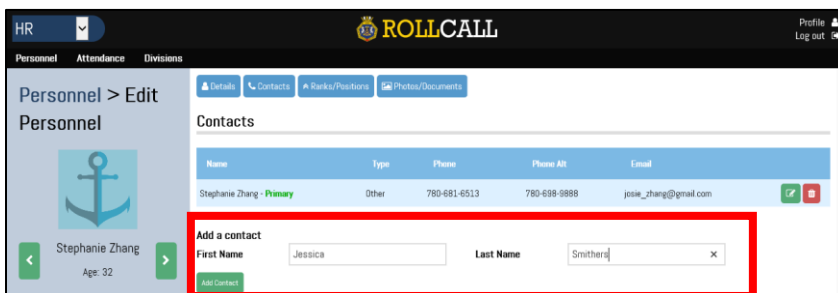
29. Click on *Edit Personnel* to go back to the contact screen



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

HR ROLLCALL

Personnel Attendance Divisions

Personnel > Edit Personnel

Contacts

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

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

HR ROLLCALL

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

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

Stephanie Zhang

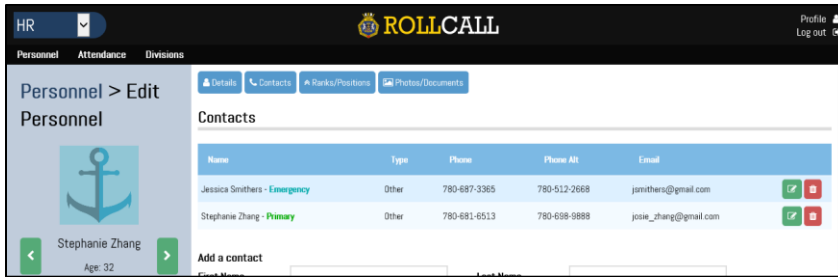
Email: josiie\_zhang@gmail.com Home Phone: 780 681 6513

Alternative Phone: 780 698 9888 Address: 4567 89 Street

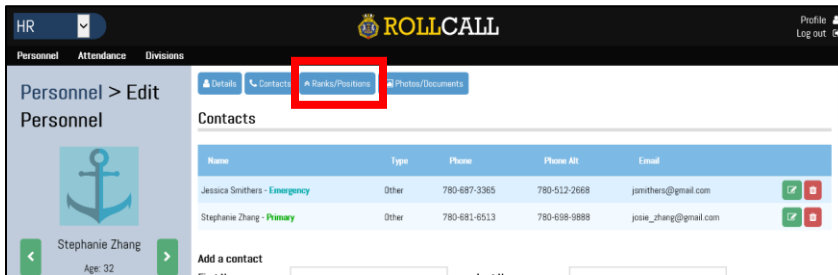
City: Edmonton Province: Alberta

Postcode: T6C 2D4 Country: Canada

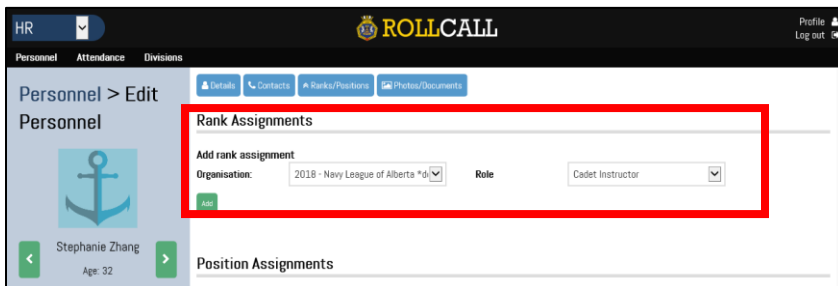
39. You'll see that the officer now has an Emergency Contact listed



40. Click on “**Ranks/Positions**”

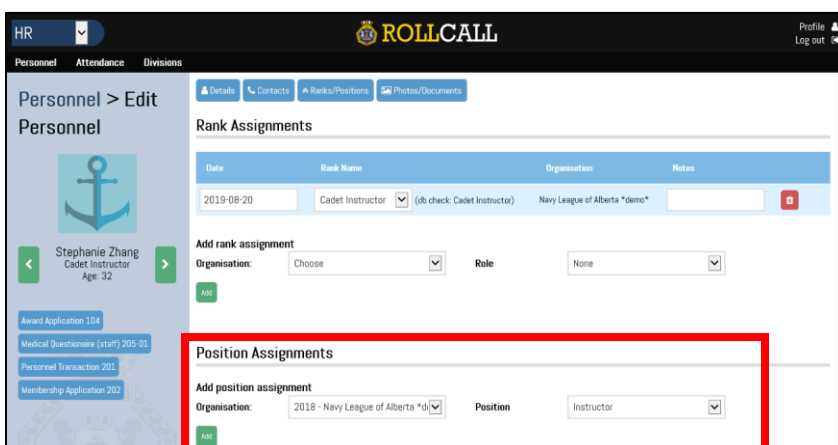


41. Under the “**Rank Assignment**” section, select your corps from the “**Organization**” field, and select “**Cadet Instructor**” from the “**Rank**” field, and then click “**Add**”

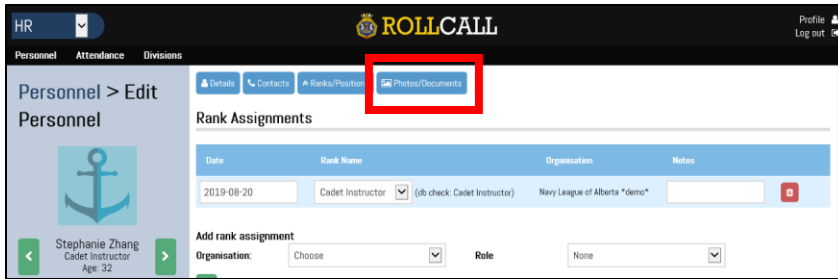


42. Under the “**Position Assignment**” section, select your corps from the “**Organization**” field, and select the officer’s position from the “**Position**” field, and then click “**Add**”

- 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

**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.

**Search**  
Organisation: Navy League of Alberta "demo"  
Type: All types  
First Name:

Date	First Name	Last Name	Age	Rank	Position	Division	Email	Status	Actions
2018-09-09	Simmons	Julia	12	Petty Officer First Class	Messenger	Division A	carrie.simmons@...	Cadet	[i] [e] [x]
2016-09-09	Simon	Nellie	12	Chief Petty Officer Second Class		Division B	Shawn@fake.ca...	Cadet	[i] [e] [x]
2019-01-25	Warren	Lora	10	Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca...	Cadet	[i] [e] [x]
2017-09-22	Webber	Calvin	10	Petty Officer Second Class	Division DPO	Division B	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		kl1989@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		Cap@fake.ca...	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		josiie_zhang@gma...	Officer	[i] [e] [x]

## 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.

**Search**  
Organisation: Navy League of Alberta "demo"  
Type: All types  
First Name:  
Last Name:

Date	First Name	Last Name	Age	Rank	Position	Division	Email	Status	Actions
2018-09-09	Simmons	Julia	12	Petty Officer First Class	Messenger	Division A	carrie.simmons@...	Cadet	[i] [e] [x]
2016-09-09	Simon	Nellie	12	Chief Petty Officer Second Class		Division B	Shawn@fake.ca...	Cadet	[i] [e] [x]
2019-01-25	Warren	Lora	10	Ordinary Cadet	Quartermaster	Division B	Helo@fake.ca...	Cadet	[i] [e] [x]
2017-09-22	Webber	Calvin	10	Petty Officer Second Class	Division DPO	Division B	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		kl1989@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		josiie_zhang@gma...	Officer	[i] [e] [x]
-	Riddle	Tom	17				Sniddle@fake.ca...	Staff Cadet	[i] [e] [x]

Found 25 personnel

Documentation © Copyright MB 2011-2019. All rights reserved. Pulse version 3.9

2. Scroll down to the "Admin Use" section

**Personnel > Edit Personnel**

**Health Number:** 34678-3467

**Admin Use**

Type: Officer  
Registration Number:   
Release Reason: N/A  
Media release? ☒  
Notes:   
Registration Date: 2006-10-04  
Release Date: 0000-00-00  
Company/Division: None  
Archived? ☐

**Personnel Information:**  
Derrick Martinez  
Sub-Lieutenant  
Age: 49  
Award Application 104  
Medical Questionnaire (staff) 205-01  
Personal Transaction 201  
Membership Application 202

- Under the “**Registration Number**” field, enter the officer’s Warrant Number

**Admin Use**

Type:  Registration Date:

**Registration Number:**  Release Date:

Release Reason:  Company/Division:

Media release? ☒ Archived? ☐

- Click “**Save Changes**”

## Adding a New Staff Cadet

- Enter the staff cadet’s first and last name on the left-hand side and click “**Add**”

**HR** **ROLLCALL** Profile Log out

Personnel Attendance Divisions

**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:

**Add**

Found 25 personnel

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type
	2018-09-15	Brown	Joseph	11	Able Cadet	Division B	ducktail@fake.c...	Cadet	
	2019-08-09	Dela Cruz	Sharon	9	New Entry	Division B	christina.dela.c...	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	gcorfy@fake.ca...	Cadet	
	2019-04-12	Green	Toby	9	New Entry	Division B	jody.green@hotm...	Cadet	

- A record is now created for the staff cadet and will appear on the list in alphabetical order
- Scroll down to find the staff cadet you just added. Click the green “**Edit**” button on the staff cadet’s record to add their information

**HR** **ROLLCALL** Profile Log out

Personnel Attendance Divisions

**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:

**Add**

Found 26 personnel

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type
	2018-09-15	Brown	Joseph	11	Able Cadet	Division B	ducktail@fake.c...	Cadet	
	2019-08-09	Dela Cruz	Sharon	9	New Entry	Division B	christina.dela.c...	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	gcorfy@fake.ca...	Cadet	
	2019-04-12	Cooper	Riley	0				Cadet	

- The main personnel screen will open
- Enter the staff cadet’s middle name in the associated field (if they have one)
- Enter the staff cadet’s preferred name in the associated field (if they have one)
- Enter the staff cadet’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 the appropriate gender for the staff cadet in the associated field

The screenshot shows the 'Personnel Details' section of the ROLLCALL system. On the left, there's a sidebar with 'Personnel > Edit Personnel' and a profile picture of Riley Cooper, Age 0. The main form area has tabs for 'Details', 'Contacts', 'A Ranks/Positions', and 'Photos/Documents'. The 'Details' tab is active, showing fields for First name, Middle name, Last name, Preferred name, Date of Birth (01-10-16), and Gender (Male, Female, Other). The Date of Birth field is highlighted with a red border.

9. Scroll down to the “**Medical Details**” section

10. Under the “**Allergies**” text box, enter any allergies that the staff cadet has (i.e. food allergies)

11. Under the “**Medical Conditions**” text box, enter any pertinent information relating to any medical concerns the staff cadet 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 staff cadet is on

13. Under the “**Health Number**” text box, enter the staff cadet’s Alberta Health Care Number in the following format: 12345-6789

The screenshot shows the 'Medical Details' section of the ROLLCALL system. The form has tabs for 'Medical Details', 'Allergies', 'Medical Conditions', 'Medications', and 'Health Number'. The 'Medical Details' tab is active, showing fields for Allergies, Medical Conditions, Medications, and Health Number. The Health Number field is filled with 49264-5956. Below the Health Number field is the 'Admin Use' section with a 'Type' dropdown set to 'Cadet' and a 'Registration Date' field.

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

15. Under the “**Type**” field, select “**Staff Cadet**”

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

- This should be the date that the staff cadet completed and signed the NL207

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 ROLL CALL system. On the left sidebar, there's a profile for Riley Cooper, 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 49264-5956. Below that is the 'Admin Use' section with fields for Type (Staff Cadet), Registration Number, Release Reason (N/A), Registration Date (2019-07-25), Release Date, Company/Division (None), and Media release? (checked). There is also an 'Archived?' checkbox which is unchecked. A 'Notes' text area is at the bottom of the form, and a green 'Save Changes' button is at the bottom right.

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 'Personnel Details' section shows First name: Riley, Middle name: Jane, Last name: Cooper, Preferred name: (empty), Date of Birth (16): 2002-10-16, and Gender: Male (selected). The 'Contacts' tab is highlighted with a red box.

21. This is where you can add any contacts associated with the staff cadet. Normally this will be the parent with whom the staff cadet resides

22. Add the parent’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 'Add a contact' form is visible, with 'First Name' set to Sheila and 'Last Name' set to Cooper. There is an 'Add Contact' button at the bottom left of the form.

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

The screenshot shows the 'Personnel > Edit Personnel' screen with the 'Contacts' tab selected. A table titled 'Contacts' is displayed with columns: Name, Type, Phone, Phone Alt, and Email. There is one record: Sheila Cooper. A red box highlights the green 'Edit' button and the red 'Delete' button at the end of the row.

24. Once the screen opens, add the parent’s contact information under the “Contact Details” section



- Under the “**Email**” field, add the staff cadet’s email instead of the parent’s email
- Under the “**Home Phone**” field, add the staff cadet’s phone number instead of the parent’s phone number
- Under the “**Alternative Phone**” field, add the parent’s phone number

25. Under “**Admin Use**”, select the contact’s relationship under “**Type**”

26. If this is the staff cadet’s primary contact, check the “**Primary**” box

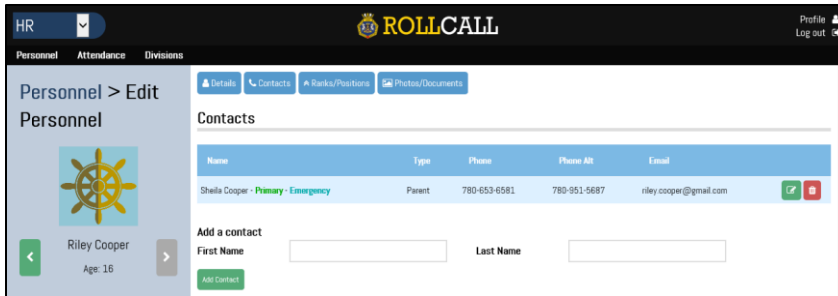
- When you select a primary contact, it will show the staff cadet’s contact information as the primary contact person’s information

27. If this is the staff cadet’s emergency contact, check the “**Emergency**” box

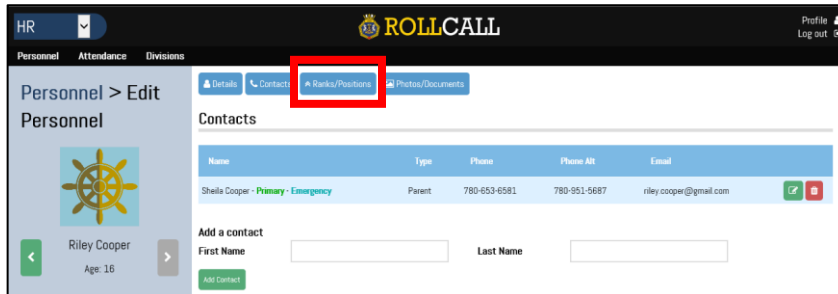
28. Click “**Save Changes**”

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

30. You’ll see that the staff cadet now has a Primary and/or Emergency Contact listed

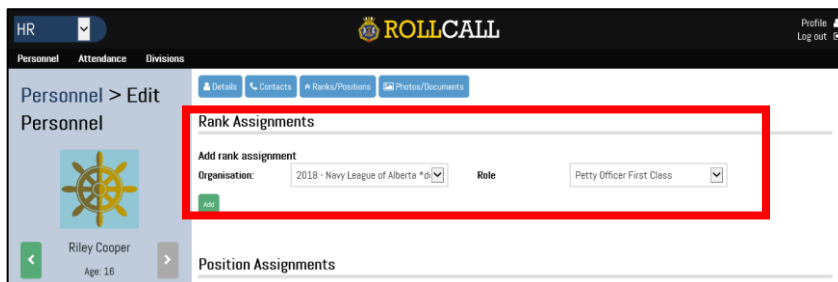


31. Click on “**Ranks/Positions**”

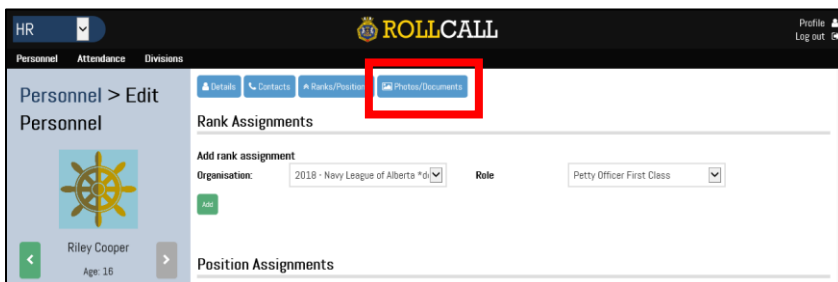


32. Under the “**Rank Assignment**” section, select your corps from the “**Organization**” field, and select the staff cadet’s rank from the “**Role**” field, and then click “**Add**”

- There are Sea, Air, and Army cadet ranks to choose from



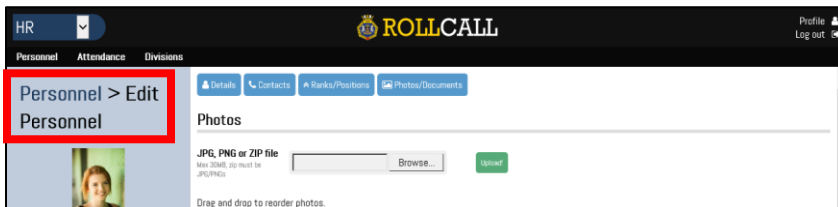
33. Click on “**Photo/Documents**”



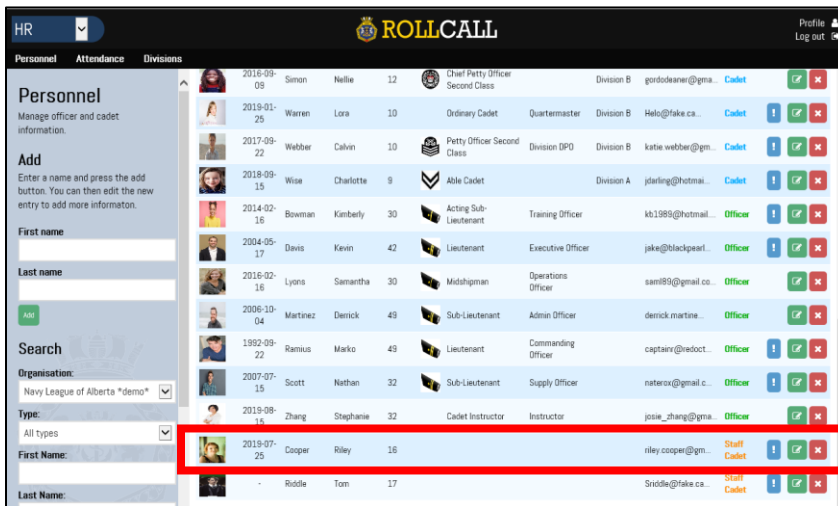
34. To add a photo of the staff cadet, click “**Browse**” and find the location of the photo, then press “**Upload**”



35. Click on *Personnel*

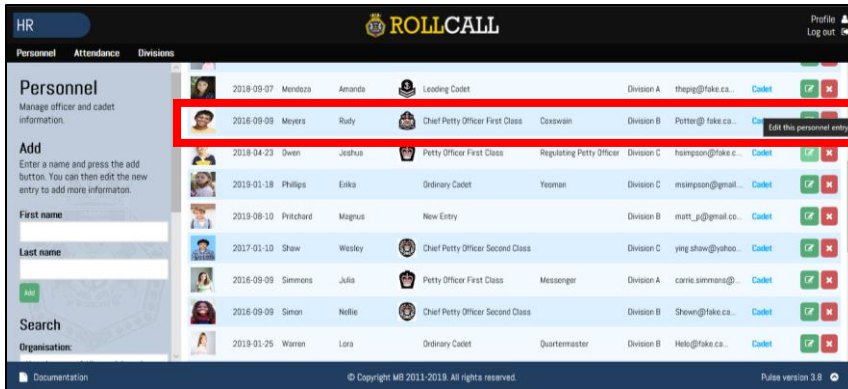


36. Scroll down and you'll see the record of the new staff cadet

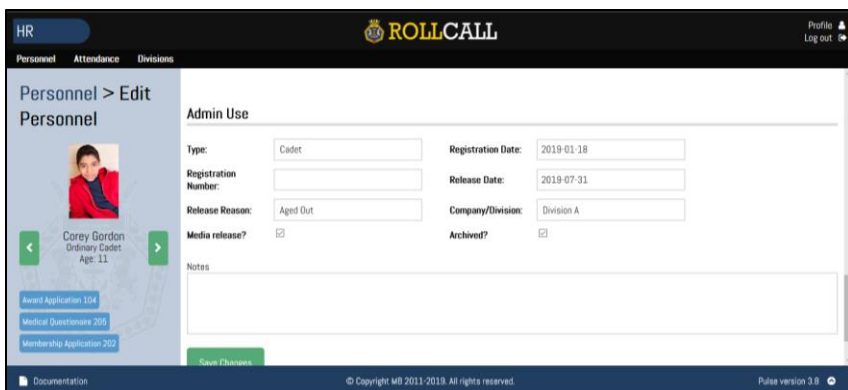


## Strike Off/Archive a Cadet

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”**

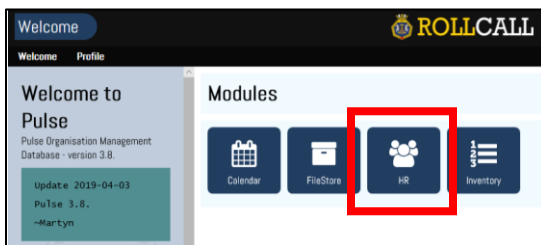
# ATTENDANCE

## Accessing the Attendance Module

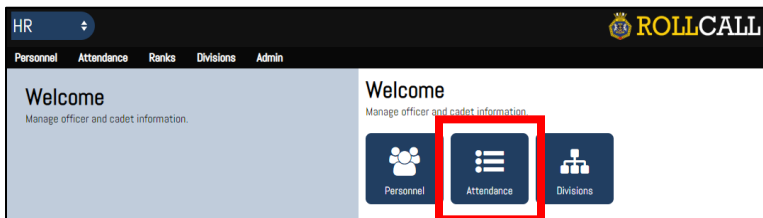
1. Log into RollCall



2. Click on the HR module



3. Click on the Attendance module



## 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

**HR** **ROLLCALL** Profile Log out

**Attendance**  
Activity attendance reports.

**Add report**  
Select an activity for the new report and press the add button. You can then edit to add more information.

**Activity:**  
Choose later or add as new

**Title:**  
Title of the report

**Date:**  
Date of the report  
2019-08-11

**Add to calendar:**  
Is this report for an event you want to add to your calendar?

**Add**

Found 10 reports

Date	Title	Activity		
Sat 15th Jun 2019	jun 15 report reg parade	Regular Parade Night	✓	✗
Thu 23rd May 2019	Cadet night	Cadet night	✓	✗
Fri 26th Oct 2018	Halloween Party	Halloween Party	✓	✗
Fri 10th Oct 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 12th Oct 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 5th Oct 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 28th Sep 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 21st Sep 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 14th Sep 2018	Regular Parade Night	Regular Parade Night	✓	✗

Documentation © Copyright MII 2011-2019. All rights reserved. Pulse version 3.8

- Under “**Activity**”, leave it as the default (“**Choose later or add as new**”)
- Under “**Title**”, put in the name of your event (i.e. Regular Parade Night, Winter Camp, Fleet Days, etc.)
- Under “**Date**”, enter the date of the event
- If you would like to add it to your calendar, select the appropriate calendar under the “**Add to calendar**” drop-down menu.

**HR** Personnel Attendance Ranks Divisions Admin

**Attendance**  
Activity attendance reports.

**Add report**  
Select an activity for the new report and press the add button. You can then edit to add more information.

**Activity:**  
Choose later or add as new

**Title:**  
Title of the report  
Regular Parade Night

**Date:**  
Date of the report  
2020-01-07

**Add to calendar:**  
Is this report for an event you want to add to your calendar?

**Add**

**Search**  
Organisation: Parents Calendar  
Name:

- Click “**Add**”
- The event has now been added to the main report screen

**HR** **ROLLCALL** Profile Log out

**Attendance**  
Activity attendance reports.

**Add report**  
Select an activity for the new report and press the add button. You can then edit to add more information.

**Activity:**  
Choose later or add as new

**Title:**  
Title of the report

**Add to calendar:**  
Is this report for an event you want to add to your calendar?

**Add**

Found 17 reports

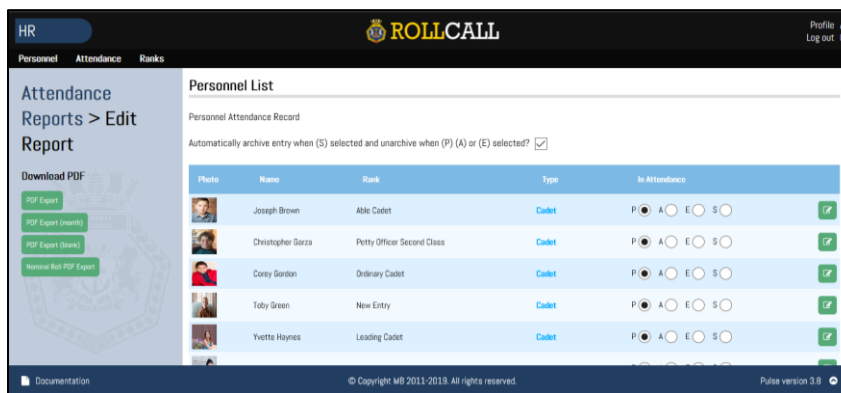
Date	Title	Activity		
Fri 9th Aug 2019	Test event	Test event	✓	✗
Sat 15th Jun 2019	jun 15 report reg parade	Regular Parade Night	✓	✗
Thu 23rd May 2019	Cadet night	Cadet night	✓	✗
Fri 30th Nov 2018	Regular Parade Night	Regular Parade Night	✓	✗
Fri 23rd Nov 2018	Division Inspection	Division Inspection	✓	✗

## Take Attendance for an Activity

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



2. Check the “**Mandatory**” check box if this event will be counted towards any attendance medals or awards
3. Scroll down to “**Personnel List**”



4. 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.

## Attendance Reports

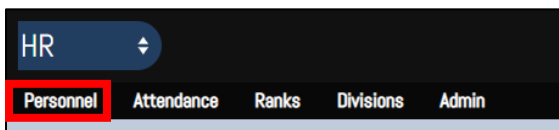
Once your attendance is complete for the event, you can run a report based on the attendance. On the left-hand side, you’ll see four reports you can run. Here’s a breakdown of each one:

- **PDF Export:** This provides you with a PDF document of the attendance for that specific event/night. Total attendance numbers are at the bottom of the sheet.
- **PDF Export (month):** This provides you with a PDF document of the monthly attendance for whatever month this event is in. If a cadet joined OR was stricken off strength mid-way through the month, the attendance will show “**N/A**” for the dates prior to their registration date or after their SOS date. This also shows the monthly attendance percentage for each cadet.

- **PDF Export (blank/all personnel):** This provides you with a blank monthly PDF document to take your monthly attendance. This includes all personnel, including staff cadets and officer.
- **PDF Export (blank/cadets by division):** This provides you with a blank monthly PDF document to take your monthly attendance and is divided up by divisions.
- **PDF Export (blank/staff only):** This provides you with a blank monthly PDF document to take the monthly attendance of your corps officers.
- **Nominal Roll PDF Export:** This provides you with the NL203 (NLCC Nominal Roll) for that specific night/event.

## NEW! Attendance by Cadet

1. Click on *Personnel*



2. Select the record of the cadet that you want an attendance record for, and click the green “Edit” button

 A screenshot of a web application showing a list of personnel. At the top, there's a header with the 'ROLLCALL' logo and a 'Profile Log out' link. Below the header, it says 'Found 32 personnel'. The main content is a table with columns: Photo, Reg Date, Last Name, First Name, Age, Rank, Position, Division, Email, Type, and two action buttons (a green checkmark and a red X). The table contains eight rows of data for different personnel.
 

Photo	Reg Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type		
	2020-01-07	Anderson	Lisa	9	New Entry		Haide	melanderson93@g...	Cadet		
	2019-02-06	Bright	Jake	10	Able Cadet		Fortune	jamestright44@h...	Cadet		
	2018-09-15	Brown	Joseph	11	Able Cadet		Haide	pbrown@gmail.co...	Cadet		
	2019-09-09	Dela Cruz	Sharon	9	New Entry		Haide	christina.delac...	Cadet		
	2016-11-17	Garza	Christopher	11	Petty Officer Second Class		Fortune	sherrygarza@out...	Cadet		
	2019-01-18	Gordon	Corey	11	Ordinary Cadet		Boats Crew	shellasandg@ho...	Cadet		
	2019-04-12	Green	Toby	9	New Entry		Haide	jody.green@hotm...	Cadet		
	2018-09-07	Haynes	Yvette	11	Leading Cadet	Quartermaster	Boats Crew	darrylhaynes@gm...	Cadet		

3. Click on the *Attendance/Reports* tab

 A screenshot of a web application showing a 'Personnel Details' form. At the top, there's a header with the 'ROLLCALL' logo. Below the header, there's a navigation bar with five tabs: 'Details', 'Contacts', 'Ranks/Positions', 'Attendance/Reports', and 'Photos/Documents'. The 'Attendance/Reports' tab is highlighted with a red rectangular box. Below the tabs, the 'Personnel Details' form is visible, showing fields for 'First name', 'Middle name', 'Preferred name', and 'Date of Birth (12)'. The 'First name' field contains 'Joshua', the 'Middle name' field is empty, the 'Preferred name' field contains 'Josh', and the 'Date of Birth (12)' field is empty.



4. Change the **“From”** and **“To”** dates to find the cadet’s personal attendance percentage for that certain period of time

ROLL CALL

Profile  
Log out

Attendance/Reports

Attendance

From: 2019-09-01 To: 2020-01-10 Search

Date	Title	Activity	Result	
Tue 7th Jan 2020	Regular Parade Night	Regular Parade Night	P	
Fri 27th Dec 2019	camp	camp	P	
Tue 19th Nov 2019	Regular Parade	Regular Parade	P	
Tue 12th Nov 2019	Regular Parade	Regular Parade	P	
Tue 24th Sep 2019	Test entry	Test entry	P	
Sun 1st Sep 2019	test	test	P	

Total attendance reports: 6  
Present for 6 (100% attendance)

5. You can also update the cadet’s attendance by clicking on the green **“Edit”** button

## DIVISIONS

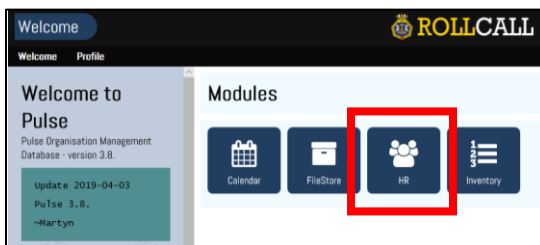
RollCall has three default divisions set up. You can edit the names and add new ones as necessary.

### Accessing the Divisions Module

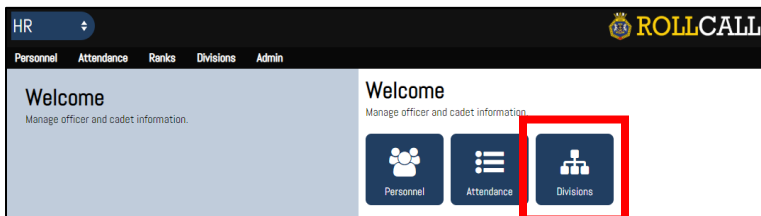
1. Log into RollCall



2. Click on the HR module

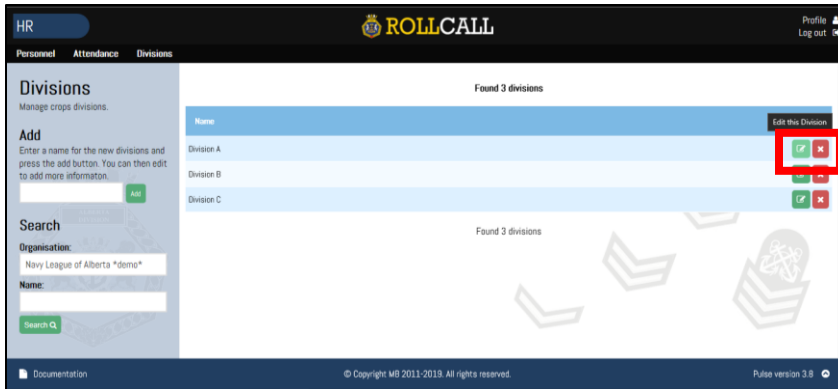


3. Click on the Divisions module

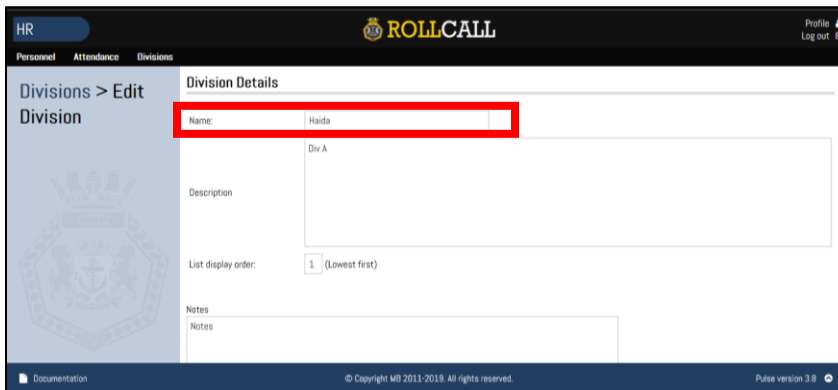


### Changing Division Names

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



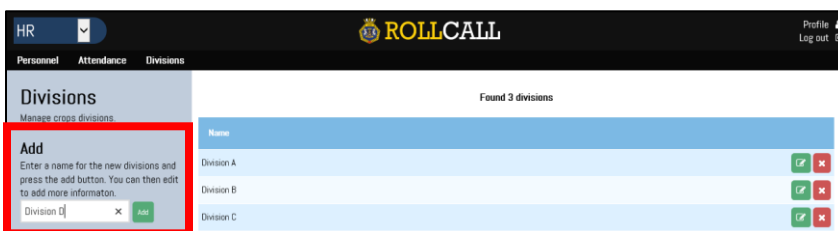
2. Under the “Name” field, enter the preferred name of the Division



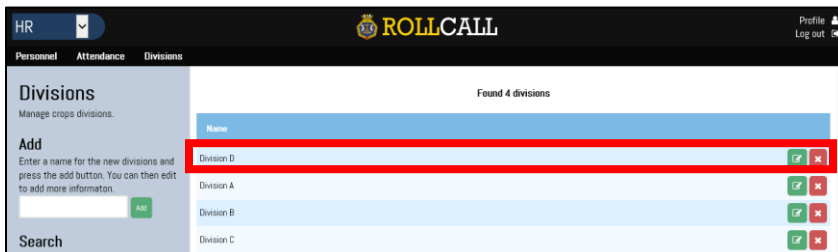
3. Click “Save Changes”
4. Repeat the above steps to change the names of the other divisions

## Adding a New Division

1. On the left-hand side of the screen, enter the name of the new division and click “Add”



2. The division will now appear in the list



# 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	Actions
	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	Amanda	10	Leading Cadet		Division A	thepig@fake.ca...	Cadet	
	2016-09-09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	gspotter@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

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

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

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

 **Navy League Award Application Form**


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

Is nominated for: (Check all that apply)	
<input type="checkbox"/> Cadets Awards	<input type="checkbox"/> Sea Cadet
<input type="checkbox"/> Cadet Award of Commendation	<input type="checkbox"/> Navy League Cadet
<input type="checkbox"/> Cadet Medal of Excellence	<input type="checkbox"/> Officer/Member Awards
<input type="checkbox"/> Cadet Service Medal From: _____ To: _____	<input type="checkbox"/> National President's Award
<input type="checkbox"/> Cadet Perfect Attendance - Career	<input type="checkbox"/> Life Membership
<input type="checkbox"/> Cadet Perfect Attendance - Year	<input type="checkbox"/> Distinguished Service Award
<input type="checkbox"/> Cadet Music Award (complete Annex A)	<input type="checkbox"/> Meritorious Service Award
	<input type="checkbox"/> Certificate of Service
	<input type="checkbox"/> 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

HR  Profile Log out

Personnel Attendance Divisions


**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  
Add  
Search  
Organisation: Navy League of Alberta "demo"


2018-09-09	Simmons, Julia	12	Petty Officer First Class	Messenger	Division A	carrie.simmons@...	Cadet		
2016-09-08	Simon, Nellie	12	Chief Petty Officer Second Class		Division B	Shawn@fike.ca...	Cadet		
2019-01-25	Warren, Lora	10	Ordinary Cadet	Quartermaster	Division B	Helo@fike.ca...	Cadet		
2017-09-22	Webber, Calvin	10	Petty Officer Second Class		Division B	katie.webber@gn...	Cadet		
2018-09-15	Wise, Charlotte	9	Able Cadet		Division A	charling@hotmail...	Cadet		
2014-02-16	Bowman, Kimberly	30	Acting Sub-Lieutenant	Training Officer		k11993@hotmail...	Officer		
2004-05-17	Davis, Kevin	42	Lieutenant	Executive Officer		jake@blackpearl...	Officer		
2016-02-16	Lyons, Samantha	30	Midshipman	Operations Officer		sant89@gmail.co...	Officer		
2006-10-04	Martinez, Derrick	48	Sub-Lieutenant	Admin Officer		derrick.martine...	Officer		
1992-09-22	Ramus, Marko	43	Lieutenant	Commanding Officer		captain@redoct...	Officer		

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

HR  Profile Log out

Personnel Attendance Divisions

**Personnel > Edit Personnel**

 **Derrick Martinez**  
Sub-Lieutenant  
Age: 49

**Award Application 104**  
**Medical Questionnaire (staff) 205-01**  
**Personnel Transaction 201**  
**Membership Application 202**

**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

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 <b>Martinez</b>	Given Name <b>Derrick</b>	Middle Name(s)		
Street Address <b>952 Shawnessy Avenue</b>		City / Town <b>Edmonton</b>	Province <b>Alberta</b>	Postal Code <b>T6B 9C9</b>
Home Phone <b>780-925-5569</b>	Work Phone <b>780-954-2669</b>	Cellular		
Corps Information				
Corps Number	Corps Name		Division	
Requested Rank	Position		Requested Effective Date	
<b>Declaration</b> (To be completed upon enrollment, appointment, promotion or transfer) I hereby agree to: <ol style="list-style-type: none"> <li>1. Serve loyally and to the best of my ability;</li> <li>2. Abide by the Regulations and Policies of The Navy League of Canada;</li> <li>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;</li> </ol>				

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

## NL202 – Membership Application

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

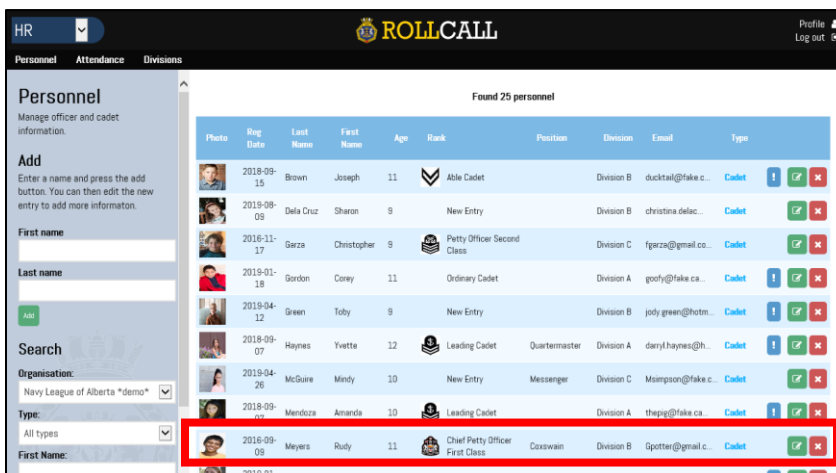
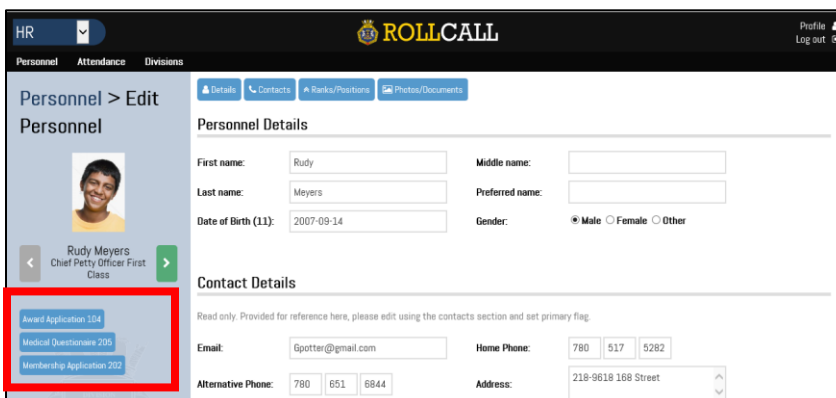



Photo	Reg. Date	Last Name	First Name	Age	Rank	Position	Division	Email	Type	Actions
	2018-09-15	Brown	Joseph	11	Able Cadet		Division B	ducktail@fake.c...	Cadet	
	2019-09-09	Dela Cruz	Sharon	9	New Entry		Division B	christina.delac...	Cadet	
	2016-11-17	Garza	Christopher	9	Petty Officer Second Class		Division C	fgarza@gmail.co...	Cadet	
	2019-01-18	Gordon	Corey	11	Ordinary Cadet		Division A	gooty@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	danyl.haynes@h...	Cadet	
	2019-04-26	McGuire	Mindy	10	New Entry	Messenger	Division C	Mompson@fake.c...	Cadet	
	2018-09-09	Mendoza	Amanda	10	Leading Cadet		Division A	thepj@fake.ca	Cadet	
	2018-09-09	Meyers	Rudy	11	Chief Petty Officer First Class	Coxswain	Division B	gpotter@gmail.c...	Cadet	

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



**Personnel > Edit Personnel**



**Rudy Meyers**  
Chief Petty Officer First Class

[Award Application 104](#)

[Medical Questionnaire 205](#)

[Membership Application 202](#)

### Personnel Details

First name:  Middle name:

Last name:  Preferred name:


Date of Birth (11):  Gender: ☒ Male ☐ Female ☐ Other

### Contact Details

Email:  Home Phone:

Alternative Phone:    Address:

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



**APPLICATION FOR MEMBERSHIP AS A NAVY LEAGUE CADET**

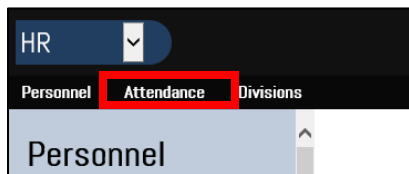
**Section 1 - Personal Information**

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

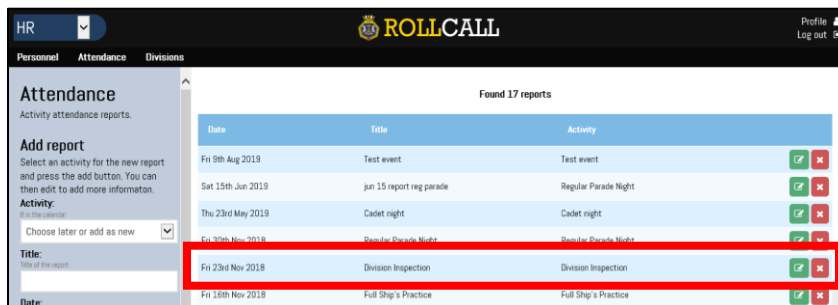
- Print off the document and fill out any necessary fields

## NL203 – Nominal Roll

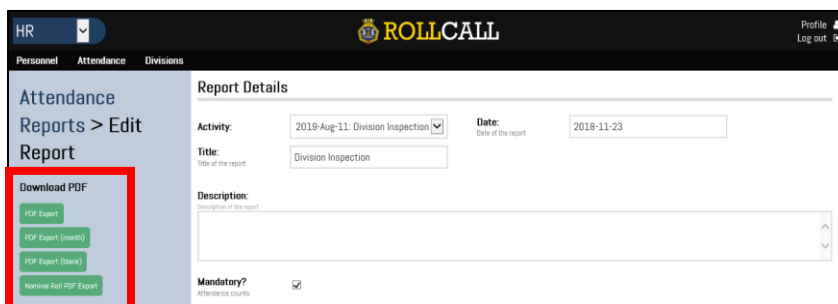
- Select the *Attendance* tab



- Select the event that you need the document for



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



- The PDF document will appear. Print as necessary.

NLCC Nominal Role									
<b>Part 1 - Corps Information</b>									
Corps Number	Corps Name		Activity		OPI		Date		
NLAB	Navy League of Alberta "demo"		Division Inspection				2018-11-23		
<b>Part 2 - Corps Complement</b>									
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	
Total	4	2	0	0	4	2	8	9	
<b>Part 3 - Corps Staff</b>									
	Last Name	First Name	Rank	Warrant #	Position	Gender	Phone	Status	
1	BOWMAN	Kimberly	ASLT			Female	780-528-4169	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

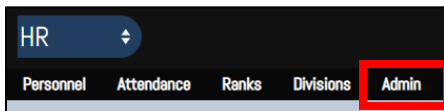


THE NAVY LEAGUE OF CANADA CADET MEDICAL QUESTIONNAIRE				
<b>Section 1 - Cadet Personal Information</b>				
Rank CPO1	Surname Meyers	Given Name Rudy	Middle Name(s)	
Street Address 218-9618 168 Street		City / Town Edmonton	Postal Code T4F 5G3	
Gender Male	Date of Birth 2007-09-14	Home Phone 780-517-5282	Corps Location	
<b>Section 2 - Cadet Medical Information</b>				
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		
<b>Section 3 - Parent/Guardian Information</b>				
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		

- Print off the document and fill out any necessary fields

## **NEW! NL206 – Inspection Report**

- Select the *Admin* tab



- Click on the “Inspection Report 206” button



- The PDF document will appear. Print as necessary.