

COMPLETING YOUR AMR ON TABLER WORLD

- IT'S NOW TIME TO SUBMIT YOUR TABLE'S ANNUAL MONITORING RETURN ON TABLER WORLD ([HTTPS://MEMBERS.ROUNDTABLE.ORG.UK](https://members.roundtable.org.uk)).
- THIS PRESENTATION WILL GIVE YOU A STEP-BY-STEP GUIDE TO COMPLETING IT, WHICH WILL ONLY TAKE A FEW MINUTES.
- IF YOU HAVE ANY QUESTIONS PLEASE EMAIL

SECRETARY@ROUNDTABLE.ORG.UK OR HQ@ROUNDTABLE.ORG.UK

BEFORE YOU START

- YOU MUST COMPLETE YOUR BOARD SWITCH, IF YOU HAVEN'T ALREADY DONE IT, IT WILL SHOW IN SETTINGS
- THIS NEEDS TO BE DONE BY YOUR CHAIRMAN OR SECRETARY
- TO CONFIRM NEW OFFICERS FOR THE CURRENT YEAR.

The screenshot shows the 'Board Switch' configuration page for the 2022-2023 season. The left sidebar contains a navigation menu with 'Board Switch' highlighted. The main content area is titled 'Board Switch: 2022-2023' and features a table with two columns: 'CURRENT BOARD (2021-2022)' and 'NEW BOARD (2022-2023)'. The table lists various roles such as Chairman, Immediate Past Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Area Councillor, Media and Public Relations Officer, Community Service Liaison Officer, Membership and Development Officer, and Programme. A red arrow points to the 'Table Council / Immediate Past Chairman' field, which currently lists 'James Mallen, Steven King'. Below the table, there is an attention warning: 'Attention: processing the Board Switch will create a lot of new functions. Double check all fields!' and a 'Save' button.

	CURRENT BOARD (2021-2022)	NEW BOARD (2022-2023)
Table Council / Chairman	Gareth Cooper	Martin Hensberg (MartinHensberg) RT Great Britain & Ireland > 19 Devon > 944 Okehampton District Round Table 944
Table Council / Immediate Past Chairman	James Mallen, Steven King	Gareth Cooper (GarethCooper) RT Great Britain & Ireland > 19 Devon > 944 Okehampton District Round Table 944
Table Council / Vice-Chairman	Martin Hensberg	Search contacts ...
Table Council / Honorary Secretary		Search contacts ...
Table Council / Honorary Treasurer		Search contacts ...
Table Council / Area Councillor		Search contacts ...
Table Council / Media and Public Relations Officer		Search contacts ...
Table Council / Community Service Liaison Officer		Search contacts ...
Table Council / Membership and Development Officer		Search contacts ...
Table Council / Programme		Search contacts ...

Attention: processing the Board Switch will create a lot of new functions. Double check all fields!

Save

1) TO ACCESS THE AMR FROM YOUR TABLES ADMIN CONSOLE

- CLICK ON 'SETTINGS'

The screenshot displays the TABLER.WORLD admin interface for 'RT3 Club C'. The left sidebar contains a menu with 'GENERAL' and 'ADVANCED' sections. Under 'GENERAL', 'Dashboard' is selected. Under 'ADVANCED', 'Settings' is highlighted with a red circle and a red arrow pointing to it. The main dashboard area includes a calendar for June 2022, a notes editor, a list of new contacts, latest news articles, sent mailings, financial data, latest reports, latest documents, and latest photo albums. The Windows taskbar at the bottom shows the system tray with the date 05/06/2022 and time 15:04.

1) TO ACCESS THE AMR FROM YOUR TABLES ADMIN CONSOLE

- CLICK ON 'SUBMIT AMR'

Admin / Settings / Submit AMR / 2022-2023

Submit AMR

⚠ On this page you can confirm the member list for 2022-2023. Please check all data carefully and then confirm the list with the "Submit" button

INFORMATION

ITS TIME TO SUBMIT YOUR TABLES AMR

MEMBER LIST add+

⚠ Violations against the age rule were found. Please resolve these first and refresh the list

Member	Age on 01/05/2022	Exempted	Capitation Fee paid until	Capitation Fee (EUR)
Holger Schulli	33	No	-	85.00
National Itadmin	42	No	30/04/2022	85.00
Robin Dummey	20	No	30/04/2021	85.00
RoundTable Family	22	No	-	85.00
Steve Eccles	45	No	-	85.00
Thomas AreaPres	22	No	01/06/2023 ✓	0.00
Tim Kan	22	No	30/04/2022	85.00
Tom Tom	32	No	30/04/2022	85.00
Willem ten Beste	16	No	30/04/2022	85.00
Total				680.00

Refresh list ↻

2) REMOVE MEMBERS

- IN THIS CASE STEVE ECCLES SHOULD BE DELETED AS HE IS OVER-AGE AND NOT IPC
- IPC SHOULD AUTOMATICALLY RECEIVE AN ADDITIONAL YEAR IF THEY ARE 45.

Admin / Settings / Submit AMR / 2022-2023

Submit AMR

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INFORMATION
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Steve Eccles	45	No	-	85.00
Thomas ArealPres	22	No	01/06/2023	0.00
Tim Kan	22	No	30/04/2022	85.00
Tom Tom	32	No	30/04/2022	85.00
Willem ten Beste	16	No	30/04/2022	85.00
Total				680.00

Refresh list ↻

3) ADD NEW MEMBERS

- CLICK 'ADD'

Admin / Settings / Submit AMR / 2022-2023

Submit AMR

⚠ On this page you can confirm the member list for 2022-2023. Please check all data carefully and then confirm the list with the "Submit" button.

INFORMATION
IT'S TIME TO SUBMIT YOUR TABLES AMR

MEMBER LIST

Member	Age on 01/05/2022	Exempted	Capitation Fee paid until	Capitation Fee (EUR)
Holger Schulli	33	No	-	85.00
National Itadmin	42	No	30/04/2022	85.00
Robin Dummey	20	No	30/04/2021	85.00
RoundTable Family	22	No	-	85.00
Thomas AreaPres	22	No	01/06/2023 ✓	0.00
Tim Kan	22	No	30/04/2022	85.00
Tom Tom	32	No	30/04/2022	85.00
Willem ten Beste	16	No	30/04/2022	85.00
Total				595.00

Refresh list ↻ Submit →

3) ADD NEW MEMBERS

- ENTER A NEW MEMBER IN THE USUAL WAY
- REMEMBER TO:
 - ENTER A VALID EMAIL ADDRESS
 - ENTER A VALID PHONE NUMBER

Admin / Contacts / Add contact

1 Information

2 Extra profile fields

3 Groups & functions

Information

First name* John

Last name* Tabler

Username* JohnTabler2 (unique)

Primary email address (unique) john@roundtable.org.uk

Gender* Male

Date of birth 1999-06-01

Place of birth London

Date joined* 2022-06-05

Date left Date left

Godfather (only for (former) members) Search contact...

Language English

Timezone Europe/Tallinn

Contact details

Type

Address (1) Marchesi House

Address (2) Embassy Drive

Country United Kingdom

Postal code & town/city B15 1TP Birmingham

Phone

Also enter the country and zone number if possible.

General 0121 999 999

Mobile 07777999 999

Secondary email

4) RETURN TO THE AMR SCREEN

- REFRESH THE PAGE
- NOTE THAT IN THIS EXAMPLE:
 - STEVE ECCLES HAS BEEN REMOVED
 - JOHN TABLER HAS BEEN ADDED, AND DUE TO HIS AGE WILL NOT BE CHARGED CAPITATION

The screenshot displays the 'Submit AMR' page in a web browser. The page title is 'Submit AMR' and the breadcrumb is 'Admin / Settings / Submit AMR / 2022-2023'. A warning message states: 'On this page you can confirm the member list for 2022-2023. Please check all data carefully and then confirm the list with the "Submit" button.' Below this is an 'INFORMATION' section with the text 'IT'S TIME TO SUBMIT YOUR TABLES AMR'. The main content is a 'MEMBER LIST' table with columns: Member, Age on 01/05/2022, Exempted, Capitation Fee paid until, and Capitation Fee (EUR). The table lists several members, with John Tabler highlighted by a red circle. At the bottom of the table are 'Refresh list' and 'Submit' buttons.

Member	Age on 01/05/2022	Exempted	Capitation Fee paid until	Capitation Fee (EUR)
Holger Schull	33	No	-	85.00
John Tabler	22	No	01/05/2024 ✓	0.00
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Tom Tom	32	No	30/04/2022	85.00
Willem ten Beste	16	No	30/04/2022	85.00
Total				595.00

5) SUBMIT

- ONCE YOU ARE HAPPY THAT ALL YOUR MEMBERS ARE REGISTERED CLICK 'SUBMIT'

The screenshot shows the 'Submit AMR' page in the Tabler World admin interface. The page title is 'Submit AMR' and the breadcrumb is 'Admin / Settings / Submit AMR / 2022-2023'. A warning message states: 'On this page you can confirm the member list for 2022-2023. Please check all data carefully and then confirm the list with the "Submit" button.' Below this is an 'INFORMATION' section with the text 'IT'S TIME TO SUBMIT YOUR TABLES AMR'. The main content is a 'MEMBER LIST' table with columns: Member, Age on 01/05/2022, Exempted, Capitation Fee paid until, and Capitation Fee (EUR). The table lists several members, including Holger Schulli, John Tabler, National Itadmin, Robin Dummey, RoundTable Family, Thomas AreaPres, Tim Kan, Tom Tom, and Willem ten Beste. A 'Total' row shows a capitation fee of 595.00 EUR. At the bottom right of the table, there are two buttons: 'Refresh list' and 'Submit →', with the 'Submit' button circled in red.

Member	Age on 01/05/2022	Exempted	Capitation Fee paid until	Capitation Fee (EUR)
Holger Schulli	33	No	-	85.00
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Tom Tom	32	No	30/04/2022	85.00
Willem ten Beste	16	No	30/04/2022	85.00
Total				595.00

6) AND THAT'S IT...

- YOU'LL RECEIVE AN INVOICE FROM HQ FOR CAPITATION.
- REMEMBER TO COMPLETE BY THE END OF JUNE.
- ANY PROBLEMS CONTACT:
 - SECRETARY@ROUNDTABLE.ORG.UK
 - OR
 - HQ@ROUNDTABLE.ORG.UK

The screenshot shows a web browser window with multiple tabs. The active tab is 'Submit AMR | Settings | Admin'. The browser address bar shows the URL: <https://3-demo.roundtable-demo.world/en/cm/admin/settings/amr/3/submit/confirm/>. The page header includes the 'TABLER.WORLD' logo and 'RT3 Club C'. The main content area is titled 'Submit AMR' and features a green notification box with a checkmark: 'We have received your submission for the AMR. A payment invitation will be sent as soon as it is processed.' The left sidebar contains a navigation menu with categories: 'GENERAL' (Back to Dashboard, Preferences, Access management, Tags), 'RT3 CLUB C' (Public profile, Awards, Sponsoring Club), 'DEFAULT MODULES' (CRM, Activities, Communication, Documents, Finances, Members area), 'OPTIONAL MODULES' (Knowledge base, API), and 'ADVANCED' (License, Security, Legal & Compliance, Default settings). The Windows taskbar at the bottom shows the search bar, system tray with weather (13°C Cloudy), and date (05/06/2022).