



SVdP National Member Database for Conferences Guide

What is the National Database?

The National Membership Database is a restricted online database for ALL Vincentian members. It is used for membership tracking, annual reporting, training records, and more.

How to Access the National Database

www.svdpmembers.com

Logging In

1. Visit www.svdpmembers.com
2. Login using the **Conference Administrator profile** credentials provided by the CSC. This login information should be passed on from database administrator to administrator. If you need your credentials or a password reset, please contact vincentianservices@svdpgeorgia.org.

Export Membership Report

1. Once logged in, go to your home grouping (Conference) and click the "REPORTS" tab.
2. Select "People in this group" from the drop down menu.
3. Click "Load Report"
4. Once the report loads, click the blue "Download" button at the bottom right to export a csv file of current membership records.

Adding/Removing/Updating Member Records

Membership records should be updated annually by September 30th of each year. The Conference Administrator should add and remove any members accordingly, and also verify email addresses are up to date. This database feeds the distribution of the National Council's weekly newsletter, Frederic's E-Gazette. See links below on how-to make the updates.

Adding/Removing Training (optional)

Each quarter, the CSC will provide Conference Presidents and Secretaries with a report of formation and training completed by members. The Conference Secretary may wish to record this information in the National Database under each person's profile. See below on how to add/remove training records.

Adding/Removing Leadership (optional)

Conferences can record leadership in the National Database as well, but it is not required since we also do this in CMS and on a master spreadsheet at the CSC. If you decide to use the National Database for all record-keeping, see below on how to add/remove leadership records.

Annual Reporting

Annual Reporting in the National Database is managed at a Council level. Conference Administrators do not need to complete any of the Annual Report data in the database. Your contribution to maintaining the membership records helps to report an accurate count at the end of the year.

Additional Support

The following support resources can be found in the National Database under “Need Help?”

Help Documents

[Getting Started](#)

[Member Records/Adding a New Member](#)

[Delete a Member](#)

[Administrative Access](#)

[Adding/Removing Leadership](#)

[Adding/Removing Training](#)

Video Tutorials

[Navigation \(Group Explorer\)](#)

[Add A Member](#)

[Changing Profile Information](#)

[Archive Members](#)

[Adding/Removing Training](#)