

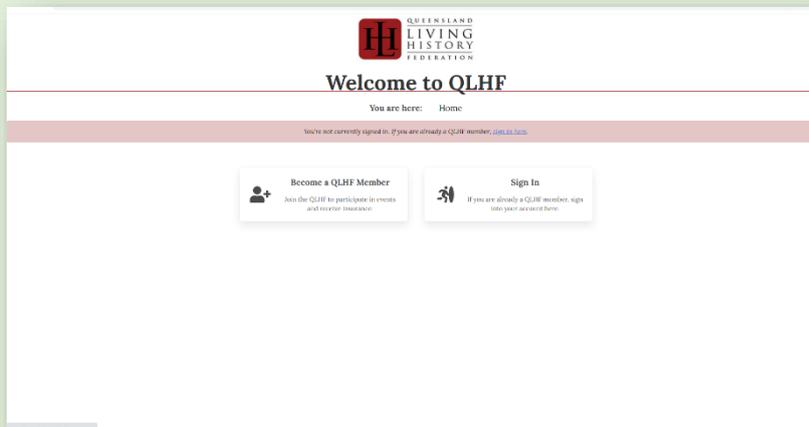
The Muster – QLHF Membership System

Group Admin and Marshal User Guide

Welcome to The Muster – Group Admin and Marshal User Guide. We hope that this will answer all your questions about how to use The Muster to manage your group. If you do have further questions, please get in touch with our Secretary at qlhf@qlhf.org.au and we will be glad to help.

Accessing your Group details

1. Go to <https://www.qlhf.org.au/members-area/the-muster-login-area/> and click on **Enter the Muster**
2. Click the **Sign In** button



3. Next, enter your email and password in the fields provided. **Make sure to use the email you used for Babel.**

What if I don't have access to that email account anymore? That's okay, just contact the QLHF Secretary at qlhf@qlhf.org.au. You will have to provide some further information to verify your identity, but we will be able to assist.

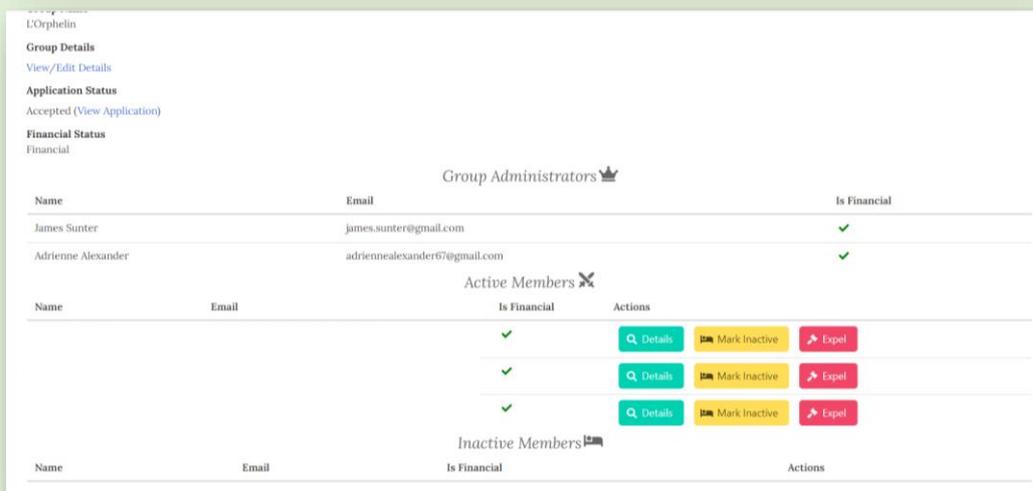
What if I can't remember my password? That's okay, just use the [Forgot my Password](#) link. This will send an email to you. Note, though, that it will send the email to whatever email address you have in the system (See the note above).

4. You will find yourself on your **Home Page**



5. **Viewing/Amending my Group members**

From the Home page, Click the button **See my QLHF Groups**. Clicking on [Manage Group](#) will take you to a separate page for managing that group



You can view a member's details e.g. contact details, kin details, weapons licences etc by clicking on the green Details button

When you look at the list of your Group members, you will see that there are 4 categories of Group Status:

- **Active.** Active members are actively involved in your group. Note, though, that it is up to your group to determine how and how often you require to your members to interact.
- **Left** These are people who have chosen to leave your group. **ONLY THE INDIVIDUAL MEMBER CAN MARK THEMSELVES LEFT**
- **Inactive** These are members who are no longer actively involved in your group. They may or may not have left re-enactment. **As group admin you can change the status of these members from Active to Inactive.** Click on the yellow Mark Inactive button to do this. The system will email these members to let them know that they have been marked Inactive

and they will be given time to become an Active member in another group if they are not already. It would be good practice for you to also attempt to make contact with these members.

- **Expelled** These are members who you have had to expel from your group following a disciplinary process in **accordance with your group's constitution**. (Please contact the QLHF Secretary if you need advice about terminating the membership of a group member. If you mark a member **Expelled** the system will email this member to advise them of your decision and their rights.

6. **Under development:** You will soon also be able to download a spreadsheet of your members, including contact and next of kin details, arrange group members to join a multi-group Event, create a multi-group event, authorise your members and report an incident. These features will be rolled out and the changes added to this document over the next 4 weeks.