

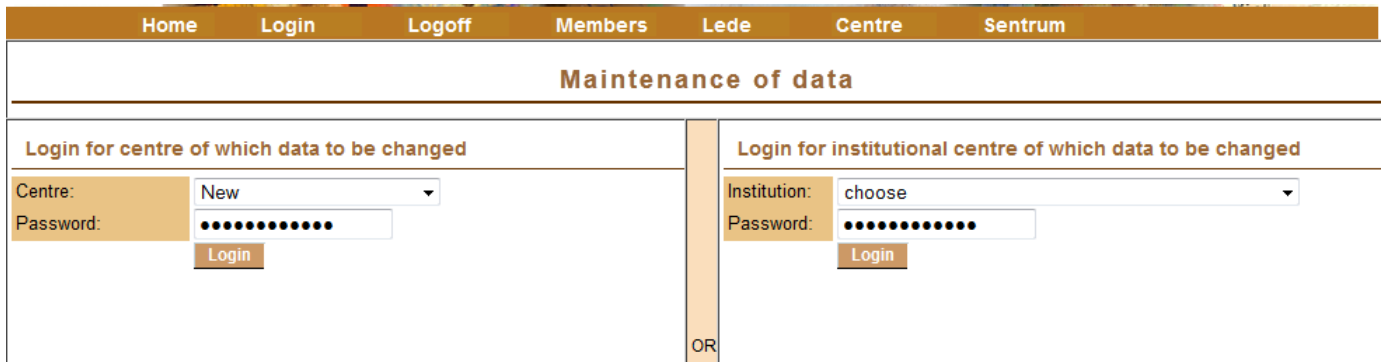


1 Printing membership card of a single member

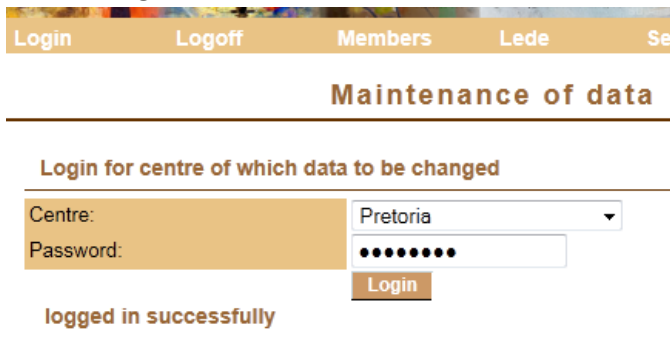
On the Internet browser (eg. Internet Explorer, Firefox, Chrome, etc.) go to <http://www.sasmt-savmo.org.za/maint/>



1 Click on the menu item **'Login'**



- 2 If you are printing membership cards for an ordinary centre use the left-hand column. If you are from a specific institution used the right-hand column.
- 3 Choose your SASMT centre and enter the correct password previously received
- 4 Click on the **'Login'** button.





Or if it was for an institution,

Login for institutional centre of which data to be changed

Institution: Drakensberg Boys Choir School

Password: ●●●●●●●●

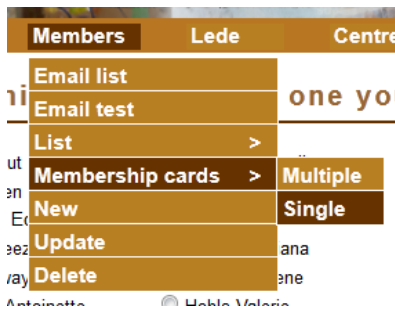
Login

logged in successfully

OR

Choose 'Members' or 'Lede' from the menu to update member data

- When you have logged on successfully click on the menu item **Membership cards** under **Members** and **Single** next to that.



The list of members of the centre appears. Only those members for whom the **active** and **paid** flag have been set are shown. You can only choose one of them by clicking on the little circle next to the name.

Membership card: Tick the one you want.

<input type="radio"/> Blignaut Helena	<input type="radio"/> Bosman Ronelle	<input type="radio"/> Botha Sane
<input type="radio"/> Claassen Marthie	<input type="radio"/> Claassen Hannalie	<input type="radio"/> Coertse Min
<input type="radio"/> Davey Eddie	<input type="radio"/> De Kock Truda	<input type="radio"/> De Villiers C
<input type="radio"/> Du Preez Martie	<input type="radio"/> Du Toit Mariana	<input type="radio"/> Faul Elna
<input type="radio"/> Galloway David	<input type="radio"/> Grobler Dalene	<input type="radio"/> Grobler Esp
<input checked="" type="radio"/> Hoek Antoinette	<input type="radio"/> Hohls Valerie	<input type="radio"/> Holliday Ela
<input type="radio"/> Low Mandy	<input type="radio"/> Malan Jeanette	<input type="radio"/> Meyer Veror
<input type="radio"/> Olivier Barbara	<input type="radio"/> Olivier Tessa	<input type="radio"/> Panebianco
<input type="radio"/> Rademeyer Gerrit	<input type="radio"/> Reid Douglas	<input type="radio"/> Rhoodie Tes
<input type="radio"/> Roux Rinamari	<input type="radio"/> Rudolph-Henn Annarie	<input type="radio"/> Ryan Martin
<input type="radio"/> Steyn Jeanette	<input type="radio"/> Swanepoel Susan	<input type="radio"/> Taljaard Dav
<input type="radio"/> Van der Walt Winnie	<input type="radio"/> Van Heerden Marté	<input type="radio"/> Van Staden
<input type="radio"/> Wiggill Mari	<input type="radio"/> Wohltitz-Udal Hester	

Next

- Click on the **"Next"** button



- A dialog window should open where you can choose to open or store the generated pdf file.
- If you are using Firefox or Chrome it looks a little different but the functionality is the same
- Click on **OK, Open** or **Save** to open or save it according to your choice. The pdf document can be opened with a pdf reader like Adobe Reader or Foxit Reader.



Instructions for printing SASMT membership cards.

 <p>South African Society of Music Teachers</p> <p>Membership card for 2013</p> <p>www.sasmt-savmo.org.za</p>	SASMT member no. <input type="text" value="991"/>
	Centre: <input type="text" value="Pretoria"/>
<input type="text" value="Ms Mandy Low"/>	
Professional	

- 10 Print out the page (preferably on thicker paper), cut out the card, fold it in two and put in a suitable transparent envelope of credit card size.
- 11 If the card is going to be printed by the member herself, attach the pdf file to an Email message and send. To print another one, repeat from step 5. Multiple printing for the whole centre is also possible: see below.

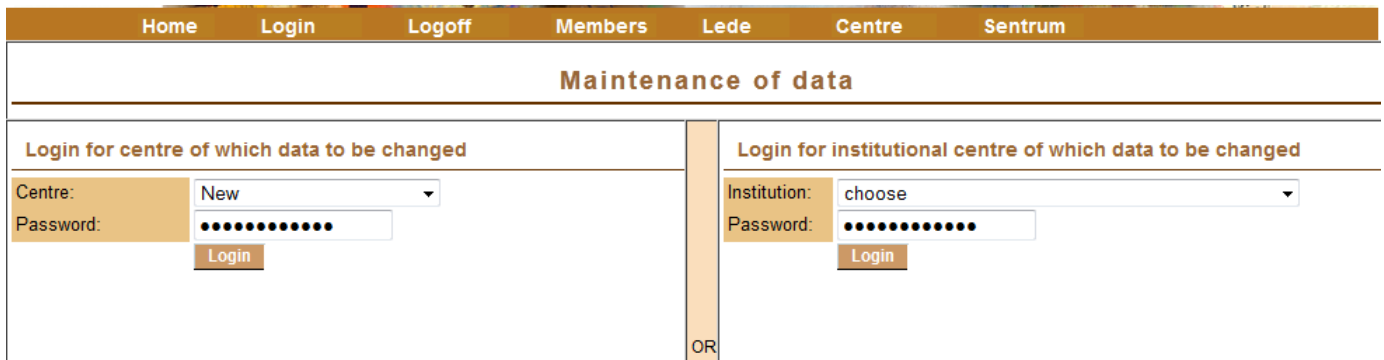


2 Printing membership cards for multiple members

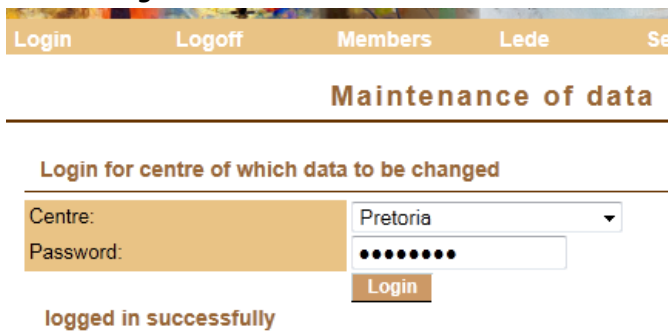
On the Internet browser (eg. Internet Explorer, Firefox, Chrome, etc.) go to <http://www.sasmt-savmo.org.za/maint/>



1 Click on the menu item **'Login'**



- 2 If you are printing membership cards for an ordinary centre use the left-hand column. If you are from a specific institution used the right-hand column.
- 3 Choose your SASMT centre and enter the correct password previously received
- 4 Click on the **'Login'** button.





Or if it was for an institution,

Login for institutional centre of which data to be changed

Institution: Drakensberg Boys Choir School

Password: ●●●●●●●●

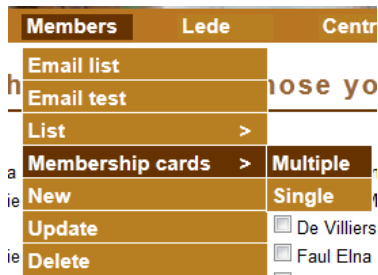
Login

logged in successfully

OR

Choose 'Members' or 'Lede' from the menu to update member data

- When you have logged on successfully click on the menu item **Membership cards** under **Members** and **Multiple** next to that.



- All the active and paid members of the centre are listed and you can choose more than

Membership cards: Tick those you want

<input type="checkbox"/> Bignaut Helena	<input type="checkbox"/> Bosman Ronelle	<input type="checkbox"/> Botha Sanet
<input type="checkbox"/> Claassen Marthie	<input type="checkbox"/> Claassen Hannalie	<input type="checkbox"/> Coertse Mimi
<input type="checkbox"/> Davey Eddie	<input type="checkbox"/> De Kock Truda	<input type="checkbox"/> De Villiers Carli
<input type="checkbox"/> Du Preez Martie	<input type="checkbox"/> Du Toit Mariana	<input type="checkbox"/> Faul Elna
<input type="checkbox"/> Galloway David	<input type="checkbox"/> Grobler Dalene	<input type="checkbox"/> Grobler Esperance
<input checked="" type="checkbox"/> Hoek Antoinette	<input checked="" type="checkbox"/> Hohls Valerie	<input type="checkbox"/> Holliday Elaine
<input type="checkbox"/> Low Mandy	<input type="checkbox"/> Malan Jeanette	<input type="checkbox"/> Meyer Veronika
<input checked="" type="checkbox"/> Olivier Barbara	<input type="checkbox"/> Olivier Tessa	<input type="checkbox"/> Panebianco-Warrens Clorinda
<input type="checkbox"/> Rademeyer Gerrit	<input type="checkbox"/> Reid Douglas	<input type="checkbox"/> Rhoodie Tessa
<input type="checkbox"/> Roux Rinamari	<input type="checkbox"/> Rudolph-Henn Annarie	<input type="checkbox"/> Ryan Martin
<input type="checkbox"/> Steyn Jeanette	<input type="checkbox"/> Swanepoel Susan	<input type="checkbox"/> Taljaard Dawn
<input type="checkbox"/> Van der Walt Winnie	<input type="checkbox"/> Van Heerden Marté	<input type="checkbox"/> Van Staden Nadia
<input type="checkbox"/> Wiggill Mari	<input type="checkbox"/> Wohlitiz-Udal Hester	

one.

- After marking those you want by clicking on the corresponding tick box next to the name, click on the **Next** button.
- A dialog window should open where you can choose to open or store the generated pdf file.
- If you are using Firefox or Chrome it looks a little different but the functionality is the same.



- Click on **OK, Open, Save** (or the name of the pdf file when using Chrome) to open or save the document according to your choice. The pdf document can be opened with a pdf reader like Adobe Reader or Foxit Reader.
- This document now contains all the membership cards you chose, everyone on a separate page and is not suitable to send to individual members. The pages of the pdf document can be split into individual documents with another



Instructions for printing SASMT membership cards.

program. An example of such a program is **pdfsam** (pdf split and merge) freely available on the Internet to download and install. Adobe Acrobat can do it as well but not Adobe Reader.

- 12 You can print out the membership cards (one to a page, preferably on thicker paper) or else, after having split the document into separate documents, send the appropriate one to the member concerned. Cut out the cards, fold in two and place in transparent envelopes of credit card size.