

Family Members Individual Information Entry Q & A

What is the change?

From 19th September we are changing the way Family Members information is stored on the LDWA membership database. Instead of a family sharing one log on, one e mail address and one password, each family member can have their own details and log on. While adding individual information for each member is not compulsory, family memberships will not be able to access the member's areas of the LDWA website unless they have created their own individual log-ins.

In LDWA terms this is quite a significant change, and the Questions and Answers that follow have been compiled to cover most of the things you need to know.

Note that if you are an individual member, nothing will be changing for you and you don't need to take any action.

What is Family Membership?

Family membership is a joint membership allowed for people who live at the same address. A maximum of 2 adults can be included, plus any number of children provided they are all at the same address.

A Family Membership gets one copy of Strider to share between them.

A family membership allows 2 votes at LDWA national elections (2 votes per family are also allowed in most LDWA group's elections- but check the constitution of your local group to be sure).

The current cost of a Family Membership is £19.50 per year, compared with Individual Membership at £13 per year. The £6.50 difference is about the cost of producing, printing and e mailing one copy of each edition of Strider annually.

Who can be included in a Family Membership?

Up to two adults and all under 18s at the same domestic address. This can be two adults and no children, one adult and some and all of their children, or two adults and some or all of their children. Only people living at the same domestic address can be included.

People do not have to be formally related, so friends living at the same address could share a family membership- but no more than 2 adults can be included.

Do spouses living together have to have a family membership?

No. It is a choice. There are a number of couples in the LDWA who choose to have two Individual memberships despite living together. This might be because they each want their own copy of Strider, or because they wish to have separate membership numbers.

Why is the LDWA doing this?

There are many reasons:

- Looking to the future we would like to offer online voting for LDWA elections as not only are they likely to be cheaper and easier to manage than traditional paper elections, but also, as they will make it easier to vote, they are likely result in a higher number of people voting so be more democratic. (Please note that paper voting or voting in person at the AGM will still be available for those that do not use e mail)
- Often LDWA event organisers need to know if an entrant is an LDWA member (for example for the 100 if the event is full so only open to members, or for an event where LDWA members receive discounted entry), and our traditional recording of family members means this is not always possible. For example a family membership in the name of Eileen Dover could include her partner Bill Bloggs, but if Bill enters an event he cannot be identified as an LDWA member as his name is not on the membership record.

- To allow individual log on rather than shared log on for family members. This allows individuals to keep their log details private, so is more secure, and allows individuals to manage their own individual details.
- To ensure posts on the members forum are attributed to the person that made them (although it has not happened yet, imagine if Bill Blogs posted something offensive on the Forum- in the current system his post would appear in the name of Eileen Dover)
- To allow individuals within a family to select their own preferences rather than share the preferences of the family.

How do I enter my family's details?

Simply log on to the LDWA website as a member. The first time you log onto the LDWA website after the changes have gone live our system will pick up that you are a family membership. It will ask you to enter your name and the names of your family members.

(This will only take a couple of minutes, and is easy to do, but please ensure you have permission of the others in the family to add their details) When you are doing this please remember that you should enter the adults first- as the 2 names entered first will become the voting members (more explanation is included elsewhere in this document)

What do I need to enter?

All you have to enter is the name and gender, but you can choose to enter each person in your family's e mail address, date of birth, and mobile phone number as you wish. Family membership covers up to 2 adults and all children under 18 living at the same address, and gives 2 votes in LDWA elections. You will need to enter the voting members first- as our system will recognise the first 2 entered as those that have votes, so if you want the adults to have the votes ensure their details are entered first. So for example in Family Membership 30933, Steph and Amanda Carter, if Steph's information is entered first he becomes 30933A, Amanda, entered second becomes 30933B, and their 12 year old son Orson, entered, third would become 30933C **It is important to enter the 2 members of the family who would vote in LDWA elections first, as the 2 membership numbers which are highest alphabetically will be the ones who can vote.**

You will also need to enter a password for each family member so that they can access the LDWA website themselves (so remember what you enter, and tell them).

Once each family member is set up they can log on and edit their password and personal details as they wish by selecting 'members' and then 'view/edit your details. Each family member can choose their own primary and associate groups, and choose whether they want to receive national, primary group or local group e mails. (Opting out of e mails does not opt voting members out of receiving any e mails regarding LDWA elections, or the first member from receiving e mails from me regarding delivery of Striders or membership renewal reminders) *Please note if you enter the same e mail address for more than one member you will no longer be able to log on using e mail address and password- you will have to log on using membership number (including the suffix letter -A, -B, etc.).*

I've forgotten what passwords I entered for myself/one of my family. What do I do?

No Problem! Once the data is entered each family member can then request a new password from www.ldwa.org.uk by selecting 'members' and then 'reissue password' and then following the instructions. Please note the password will be sent to the e mail address that has been entered for that member – so if 4 members of the same family share the same e mail address all 4 passwords will be sent to the same address. If you experience problems contact the Membership Secretary (membership@ldwa.org.uk). Also note if an e mail address is shared then it cannot be used for log on- instead you will each need to use your membership number with suffix letter.

What is a voting member?

It is any LDWA member who is entitled to vote at LDWA National Elections. Individual Memberships each have one vote, but a Family Membership has 2 votes. A Family Membership that has more than two people within it still only has 2 votes. As already explained the 2 family members with the membership numbers highest in the alphabet will be the voting members. So in the Carter family 30933A (Steph) and 30933B (Amanda) will be able to vote, but their 12 year old son Orson (30933C) will not. (Please note that Orson Carter is a fictional example- Steph and Amanda Carter have 2 daughters!)

We've set up the wrong voting members by mistake. What do we do?

Contact the membership secretary (Membership@ldwa.org.uk) and he can correct things for you.

How do I log on once I am set up as an individual within a Family Membership?

Once you have your password, go to www.ldwa.org.uk and enter your membership number (including the letter) and password in the fields for them at the top left of the home page. You can also log on with an e mail address **but this only works if an individual's e mail address has been entered when you set up your individual details. If the e mail address registered for you is shared then you can only log on with your membership number.**

Can each of us have now have different preferences?

Yes! Partners and their children can now all choose different primary groups and associate groups if they wish. They can also set their own communication preferences to receive (or not) e mail from LDWA National, their primary group, their associate groups as they wish. (Please note that voting members cannot turn off e mails regarding elections, or e mails from the Membership Secretary informing of the next Strider Delivery, and occasionally the LDWA may have the need to send e mail communication to all members irrespective of their preferences).

Is the change compulsory for all members?

No, it is not compulsory. Family Members can choose to stay as they are. However if they stay as they are then they will not be able to log on to the members area of the website (including LDP downloads) or post on the forum. We are hoping that all family that have an e mail address registered will enter individual details, as it will really help us move towards electronic voting, and improve events management for LDWA event organisers

What about family members without e mail addresses registered?

The vast majority of the 167 family members who do not have e mail addresses registered also do not log on as members to the LDWA website, and so the change will not affect them.

How will my family's numbers change?

Your family's NUMBER does not change.... but each member of the family will have an additional letter as a suffix. So Steph & Amanda Carter will remain as number 30933 at they have always been, but one of them will become 30933A, and the other 30933B

Who chooses who is A, who is B etc.?

You the member. When you set up the individual information for your family members, the first name you enter will be letter A, the second letter B and so on. Families with children must ensure that the adults are entered first, as the two members with the suffixes "A" and "B" will be the voting members- so will receive information by e mail about national LDWA elections, and the right to vote. Parents: Please be aware if you ask one of your children to enter each family member's information that they enter parent's names first (assuming the parents wish to be the voting members)

What happens if one of a family leaves?

If the leaver is a voting member, then the vote moves to the member with the next highest suffix letter in the alphabet. For example. Eileen Dover, Bill Bloggs and their 16 year old son Dave Bloggs share number 12345. Eileen is 12345A, Bill 12345B, Dave 12345C. Eileen and Bill split up, and Bill moves away, so the membership becomes just Eileen and Dave. The Family membership remains active: Eileen remains 12345A, and Dave remains 12345C. Our system will see the highest two letters present as voting members, so as 12345B is no longer present 12345A and 12345C- Eileen and Dave, will be the voting members.

Once someone is set up with a number and letter they remain the same number and letter until they leave the family membership.

What if the membership needs to become Individual?

If there is only one member remaining then there is no point in paying the higher family subscription, and the membership can be switched to Individual by contacting the membership secretary (membership@ldwa.org.uk), or, if payment is by card, resetting the membership type on line at renewal time. The number will remain, but the letter will disappear- so if in Family Membership 12345 only Eileen (12345A) remains, she can become an Individual member. She would lose the letter but will keep the number 12345 -as the membership is no longer family there will no longer be a letter after the number. If in the future she wished to set up a family membership once again, she could do so, and, providing she entered her data first, become 12345A again.

**What if I have been part of a family, but I now want to become an Individual at the same address?
What if I am now 18, still want to be a member but can no longer be part of Mum and Dad's family membership as we are now 3 adults?**

This is no problem. A family membership and an Individual member can share the same address if they wish, so you would just need to open your own Individual Membership. Get in touch with the membership secretary (membership@ldwa.org.uk) and they will explain how you can do this.

When I joined the number on my card included an F. What happens with that?

It has been a tradition in the LDWA for family membership to be indicated by the addition of a letter F either before or after the membership number. Now that we are introducing this change this F will be dropped, but each family member will get their own additional membership letter. (Letter F will now exist only for the 6th member of the family- this would usually be the 4th person under 18, when the two adults and at least 4 people under 18 are listed.

Are only adults allowed to vote?

Voting in National LDWA Elections is not restricted to adults. Each Family Membership has 2 votes, and, for single parent families, or families where one parent is not included as an LDWA member then the second vote can be used by one of the under eighteen year olds. The vote will be given to the one with the suffix letter highest in the alphabet.

Can I be letter X (or any other letter of my choice)?

Not unless there are 23 other members in your family membership! For each Family our system will assign letters at the beginning of the alphabet, and assign letters in alphabetical order. You therefore could only be letter X if you were the 24th member of your family!

Are family members going to get extra membership cards each year now?

Traditionally each December Strider has contained one membership card enclosed for the next year – on the assumption that the membership will be renewed. We now aim to include 2 membership cards for Family Memberships.

There are more than 2 of us in my Family- can we each have a card?

As much as we would like to be able to do this, sorry, but no. It is one membership card per voting member. Providing families of 3 with 3 cards, 4 with 4 cards, 5 with 5 cards etc. is not practical for an organisation like ours run by unpaid volunteers. It adds complexity and work to the Membership secretary's role at the busiest time. (December Strider & Renewal time). Also there is limited space on the strider bagging line at the printer for extra people to stand and add cards at speed- there is not room for more people.

How will our Striders be addressed in future?

For family members our system software will automatically merge the names of the two members who have the suffix letter highest in the alphabet. Where their last name is the same it will join the first names with & before the last name. (So Steph Carter, 30933A and Amanda carter 30933B will be addressed as 'Steph & Amanda Carter'). Where the last name is not shared between the two highest alphabetical members the two full names will be joined with an & (So Eileen Dover 12345A and Bill Bloggs 12345B would be addressed as 'Eileen Dover & Bill Bloggs').

What about a new joining family?

When they join through the LDWA website the system will take them through the entering of each individual's information. If they join using a paper application form the Membership Secretary will take them through what they need to do.