

RLI Voucher Program

Seeing Vouchers

- Click the RLI Logo to go to this page
- Click Vouchers in the left hand column to see the screen below



RLI NAVIGATION

35 Number of RLI Events Scheduled

08/17/23 Next RLI Event

Event Name	Event Date	Course
RLI Online Session 3.2 - Leading Volunteers	08/17/23	RLI Session 3.2 online - Leading Volunteers
		1 classes (13.33% filled)
RLI Online Session 2.4 - Communication Techniques	08/21/23	RLI Session 2.4 online - Communication Techniques
		1 classes (6.67% filled)
RLI Online Session 2.1 - Analyze Your Club	08/21/23	RLI Session 2.1 online - Analyze Your Club
		1 classes (6.67% filled)
RLI Online Session 3.5 - International Service	08/21/23	RLI Session 3.5 online - International Service
		1 classes (20.00% filled)
RLI Online Session 2.2 - Planning for Success	08/22/23	RLI Session 2.2 online - Planning for Success
		1 classes (13.33% filled)
RLI Online Session 2.6 - Service Projects	08/22/23	RLI Session 2.6 online - Service Projects
		1 classes (0.00% filled)
RLI Online Session 1.5 - The Rotary Foundation	08/23/23	RLI Session 1.5 online - The Rotary Foundation
		1 classes (0.00% filled)
RLI Online Session 2.5 - Membership Attraction	08/23/23	RLI Session 2.5 online - Membership Attraction
		1 classes (0.00% filled)
RLI Online Session 3.1 - Rotary History		

Voucher Admin

Print or PMail Vouchers from here. Once the vouchers are printed or pmailed, they are marked as being sent and can be used by another member up until the date they expire.

Voucher Parameters:

Voucher Group: RLI Sunshine

Vouchers Since: 07/17/2023

Show Prev Sent: Show previous sent/printed vouchers

Update Send: Uncheck this if you DO NOT want to mark vouchers as sent when PMAiled

Open Voucher Listing

#	Action	Voucher No	Issued To	Amount	Expires On	Event	Memo	Sent	Created
No Records Found									

100 Rows [0 Results] - [Showing 1 - 0] - [Page 1]

- Set the date and click SHOW PREVIOUS
- Click REFRESH in the upper right hand corner
- You can sort, print, or email the information using the buttons in the upper right corner

Voucher Admin

Print or PMail Vouchers from here. Once the vouchers are printed or pmailed, they are marked as being sent and can be used by another member up until the date they expire.

Voucher Parameters:

Voucher Group: RLI Sunshine

Vouchers Since: 01/01/2023

Show Prev Sent: Show previous sent/printed vouchers

Update Send: Uncheck this if you DO NOT want to mark vouchers as sent when PMAiled

Open Voucher Listing

#	Action	Voucher No	Issued To	Amount	Expires On	Event	Memo	Sent	Created
1		1005	Jett, Jennifer	\$100.00	08/16/24	RLI - Gainesville- 6970 - FINAL	Issued: D-6970 Jett, Jennifer, Jacksonville (#4369)	<input checked="" type="checkbox"/>	02/16/23 11:57 AM Kersey, Marjorie W.
2		1006	Fakhoury, Manal	\$100.00	08/16/24	RLI - Gainesville- 6970 - FINAL	Issued: D-6970 Fakhoury, Manal, Ocala (#4376)	<input checked="" type="checkbox"/>	02/16/23 11:58 AM Kersey, Marjorie W.

100 Rows [2 Results] - [Showing 1 - 2] - [Page 1]

RLI Voucher Program

Issuing Vouchers

- Go to the Backroom of your event (you can only perform this function if you are a moderator for your event!)
- Click the pencil next to the registrant's name
- In the new box, click Apply Payment/Refund
- In the next box, enter -100.00 in the Amount box
- Select VOUCHER-ISSUE in the payment type box
- Click SAVE at the bottom of the box (the box will disappear)
- Click UPDATE in the upper right (the box will disappear)

The screenshot displays the RLI registration system interface. The main window shows the registration details for 'Event: RLI - Lawrenceville/Suwanee D6910' on Saturday August 26, 2023, for registrant 'Cooley, Judith A.'. The 'Manual Payment Entry' dialog box is open, allowing for a payment record to be added. The dialog includes fields for 'Amount Due' (0.00), 'Amount' (-100.00), and 'Form of Payment' (Voucher-Issue). A 'Notes' field contains the text: 'Issued: D-6910 Cooley, Judith A., Dahlonega Sunrise (#67454)'. The dialog also features 'Cancel' and 'Save' buttons. Red arrows point to the 'Action' column in the registration list, the 'Apply Payment/Refund' button, the 'Amount' field, the 'Form of Payment' dropdown, the 'Save' button, and the 'Update' button in the top right of the registration details window.

Q#	Questions	Value
1	Item 1	

Fields	Value
Room CatCodes:	(only applies if Rooms has been enabled)

Badge Title	EMAIL
	jbanderson@cherokeega.com
	lbarden@comcast.net
	dianebates@gmail.com
Executive	brad.beisbier@firstcitizens.cc
	abovns@johnscreekdental.c
	derek@brandywineprinting.c
	marianne@homelesscoalitio
	suewchapman@gmail.com
Debbie	RotaryDebbie@gmail.com
	bradleycook@bradleycook.ns
	JudithCooley@bellsouth.net
Club Service Director	stevencurry@yahoo.com
	Wesley.daniels74@gmail.com
Retired Electrical Engi	davedavis@me.com
	janiceid@comcast.net
	Rotarywilltbfun@gmail.com
	rgdesaimd@gmail.com
PRODUCTION SOLUTI	rotaryrond@gmail.com
	rotaryfran95@gmail.com
Real Estate Broker	Jefffincher@gmail.com
	bfeetwood15@gmail.com

RLI Voucher Program

Redeeming Vouchers

- Go to the Backroom of your event (you can only perform this function if you are a moderator for your event!)
- Click the pencil next to the registrant's name
- In the new box, click Apply Payment/Refund
- In the next box, click the box next to Amount. It will automatically fill in the amount due
- Select VOUCHER-USE in the payment type box
- Enter the Voucher number in the Voucher number box
- Click SAVE at the bottom of the box (the box will disappear)
- Click UPDATE in the upper right (the box will disappear)

The screenshot displays the DACdb.com registration management interface. The main window shows the registration details for Louise S. Barden, including her name, address, and event fees. A 'Manual Payment Entry' dialog box is open, allowing for the application of a voucher. The dialog box contains fields for 'Amount Due' (100.00), 'Form of Payment' (Voucher-Use), and 'Voucher No.' (1001). A 'Save' button is located at the bottom of the dialog box. Red arrows highlight the 'Action' column in the registration list, the 'Apply Payment/Refund' button, the 'Amount Due' field, the 'Form of Payment' dropdown, the 'Voucher No.' field, the 'Save' button, and the 'Update' button in the top right of the registration record.