



ROYAL GREEN JACKETS Regimental Association

Incorporating the Internet Branch

1966 - 2007 - 41 years of regimental history - a lifetime of experiences



A Guide to the use of the database.....

The Royal Green Jackets Regimental Association Database (www.royalgreenjackets.co.uk) was launched in May 2008 following several weeks of testing to ensure it fulfilled the criteria laid down by the Royal Green Jackets Management Board. It brings together four databases.

Everyone who has served in the RGJ are automatically entitled to be on the database however to access all the information held you do have to be a paid up member of the Central branch of the association. We encourage everyone to pay their membership fee of £10.00 PA or £100.00 life membership to gain the greatest possible benefits from the database. **This guide assumes you have internet access.**

When you click on the link on the RGJRA website (www.greenjackets.info) having navigated your way to the home page or have input the url above directly into your web browser you will be presented with the opening screen of the database, the gateway. There are several sections to this page which will assist you in gaining access to the database itself. . These are self explanatory but be aware of the important notice, it will apply to you if you received the original email dated 14th May 2008 from the Database Manager on behalf of the President Major General Balfour CBE but have not yet acted upon it.

Important Notice

Due to overwhelming demand at launch, the database has had to be reset, and the original password you were emailed may no longer work.

You should use the lost password routine (see below) to retrieve a new password.

Member No or Registered Email:

Password:

➔ ❌

Get lost password [here](#)

Not sure if you are a member? [Click here](#)

Lost your password? The original one not working? Use the "Get lost password here" button and you will be presented with the following screen:

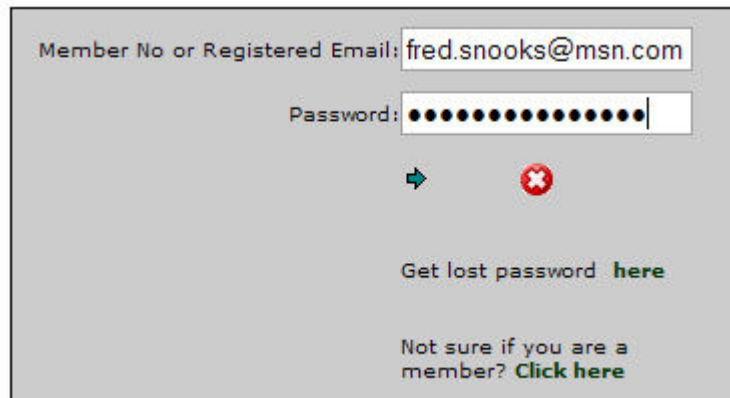
Get Lost Password

Member No or Registered Email:

➔ ❌

Fill in your email address and a new password will be sent to you within seconds. All you have to do is click on the link at the bottom of the email and it will return you to the login page with all the information already filled in.

Not sure if you are a member? Use the bottom link on the front page of the database to check. You will be presented with the following screen, fill it in and press the submit button.



Member No or Registered Email: fred.snooks@msn.com

Password: ●●●●●●●●●●●●●●●●

➔ ❌

Get lost password [here](#)

Not sure if you are a member? [Click here](#)

If you are not registered on the database you will be taken to a screen that will allow you to submit an application securely on line to be registered. Once submitted and verified you will be sent a username and password

If the information you have submitted matches an entry in the database you will be returned to the login screen where you can obtain a new password.

In order to check whether you are already on the Association database please complete this form. Please fill in all fields.



Surname:

Initials: e.g. If your name is JG Smith enter "JG" NOT "JGS"

Home Postcode:

Email:

Army No:

Rank on leaving:

Having now ascertained you are a member and having received a working username and password press the green arrow and you will be taken through the password gate and into the database itself. You are now in a secure area of the website which can not be accessed by the general public. You will see the following screen if you are not a paid up member:

- Members Area
- Home
- Edit Profile
- Change Password
- Search Database
- Rogues Gallery
- Apply for Full Membership
- Logout

NEW FEATURE

We have introduced a **Rogues Gallery**. Upload your own photograph to add to the gallery. Enjoy!!

Welcome **KPM Stevens** to the password protected area of the web site.

Your member status is **Visitor** and you have **LIMITED** viewing rights. To upgrade your membership to enable full access please click [here](#).

If you are still serving please email the **Database Manager** to have your member status changed to "Serving" which will enable you to gain FULL access.

To access the RGJRA database use the menu on the left side of this page. To access the other member-only elements of the RGJRA, click [here](#).

Please note the link on the left hand side which offers you the opportunity to become a full member

If you are a full member you will be presented with the following screen

Members Area
Home
Edit Profile
Change Password
Search Database
Rogues Gallery
Logout

NEW FEATURE

We have introduced a **Rogues Gallery**. Upload your own photograph to add to the gallery. Enjoy!!

Welcome **KPM Stevens** to the password protected area of the web site.
Your member status is **Full** and you have **FULL** viewing rights.

To access the RGJRA database use the menu on the left side of this page. To access the other member-only elements of the RGJRA, click [here](#).

We will now look at the benefits of being a full member.

Members Area
Home
Edit Profile
Change Password
Search Database
Rogues Gallery
Logout

NEW FEATURE

We have introduced a **Rogues Gallery**. Upload your own photograph to add to the gallery. Enjoy!!

Welcome **KPM Stevens** to the password protected area of the web site.
Your member status is **Full** and you have **FULL** viewing rights.

To access the RGJRA database use the menu on the left side of this page. To access the other member-only elements of the RGJRA, click [here](#).

Members Area Home

The menu system on the left appears on every page so you are never more than a click away from any other area of the database.

Edit Profile

Have you moved? Changed your telephone number? Got a new job? Been awarded a knighthood in the last honours list for services to eating at McDonalds? It is likely that some of the information held on the database about you could be out of date. This is the time to update all your information. Your friends will want to know about you especially if they have not seen or heard from you since before the turn of the century, update your details now !!

Change your password

Computer generated passwords can be a nightmare to remember. You don't want to be writing it down for someone else to find so this is the place to change it to something more memorable - your army number perhaps? Your girlfriend's telephone number (okay but don't tell the wife) - it's your choice, make it as difficult or as easy as your want but try to remember it or you will have to apply for a new pc generated one and you are back to square one !.

Search Database

This is the real nuts and bolts of the database. This will be covered in greater detail further on.

The Rogues Gallery

Pretty well self explanatory but we also will also show you what it looks like a little later.

Log Out

Log out is err.. log out - leave the site.

This covers the menu on the left hand side, we will go back over some of this on the next page however there is one other area to cover.

Below the grey box is a further link, this will return or take you to the main website of the RGJRA. If you are a member of the Internet branch there is a link there to take you to the Internet Branch members gateway otherwise the home button will take you back to the News and Events page from where you can continue perusing the main website.

The screenshot shows a web page with a navigation menu on the left and a main content area. The menu includes: Members Area, Home, Edit Profile, Change Password, Search Database, Rogues Gallery, and Logout. The main content area features a 'NEW FEATURE' announcement: 'We have introduced a Rogues Gallery. Upload your own photograph to add to the gallery. Enjoy!!'. Below this is a grey box with a welcome message: 'Welcome **KPM Stevens** to the password protected area of the web site. Your member status is **Full** and you have **FULL** viewing rights.' At the bottom, a text box says: 'To access the RGJRA database use the menu on the left side of this page. To access the other member-only elements of the RGJRA, click [here](#).'

We have now looked at the menu structure, it is now time to look in more detail at the main features.

Searching the database

A database is normally restricted and only one or two people get to look through but we have adopted a different approach. As a visitor with restricted access you can still search for your friends but only as a full member will you be able to read the details of those listed. Remember a database full of people who have hidden all their information is no use at all so we actively encourage people to disclose their email address, home address and telephone number.

You will be faced with the following screen:

Search the members area for a member.

Name:	<input type="text"/>	Any combination of Last Name, First Name or Nickname
County or Country:	<input type="text"/>	Spell in full ie Hampshire not Hants
Battalion:	<input type="text"/>	
Year:	<input type="text"/>	eg 1973
Branch:	<input type="text"/>	
Include Photos	<input type="checkbox"/>	
<input type="button" value="Search"/>		

You can search using any of the following criteria:





- Name
- County or country
- Battalion
- Year
- Branch

And request that any photographs of individuals in the database be shown. The search engine is not case sensitive so you do not need to worry about spelling Snooks with a capital S. However be aware of the instructions written to the right of some of the search boxes. The year for example will list everyone who was serving in the year you choose and not those who joined or left.








If the name you are searching for is not in the database you will be told. Rfn Snooks isn't so instead I have searched for anyone named Stevens who served in 1 RGJ with the following results:

As a visitor you will see the following screen:




You will not be able to view member's photos as this is a facility for fully paid members only. For information on becoming a FULL member click [here](#).

Name	Currently Living	Served In	From	To	Branch(es)	Info	Email
G Stevens "Stevo"	Hampshire	1RGJ	2001		Internet		
WO2 KA Stevens (Keith (Twiggy)) "Keith"	Oxford	1RGJ, 4RGJ	1964	1981	Internet		
LCpl KPM Stevens (Kevin)	Oxfordshire	1RGJ	1972	1986	Internet, Australian, Oxfordshire		
PJ Stevens "Steve"	Nottinghamshire	1RGJ	1969	1978	Internet		

Note the red paragraph above, but as a full member you will only see the following




Name	Currently Living	Served In	From	To	Branch(es)	Info	Email
G Stevens "Stevo"	Hampshire	1RGJ	2001		Internet		
WO2 KA Stevens (Keith (Twiggy)) "Keith"	Oxford	1RGJ, 4RGJ	1964	1981	Internet		
LCpl KPM Stevens (Kevin)	Oxfordshire	1RGJ	1972	1986	Internet, Australian, Oxfordshire		
PJ Stevens "Steve"	Nottinghamshire	1RGJ	1969	1978	Internet		

Narrowing the search further I have now asked for only those named Stevens who served in 1 RGJ, was serving in 1972, who lives in Oxfordshire and is a member of the Internet Branch. I could have chosen any other combination, I also asked it to display a photograph if held. The result was as follows:

	Name	Currently Living	Served In	From	To	Branch(es)	Info	Email
	LCpl KPM Stevens (Kevin)	Oxfordshire	1RGJ	1972	1986	Internet, Australian, Oxfordshire		

This has narrowed the search down to one person - myself !

Having now found who you are looking for you will want to know a little more about them. As a visitor if you were now to click on the "info" button a pop up window would appear and this is what you would see:

	Name	Currently Living	Served In	From	To	Branch(es)	Info	Email
	LCpl KPM Stevens (Kevin)	Oxfordshire	1RGJ	1972	1986	Internet, Australian, Oxfordshire		

Alert

You are not entitled to view this member's contact details as you are not a fully paid up member of the association. For information on becoming a FULL member click [here](#).

As a full member if you click on "Info" a pop up window appears displaying the information given by the person selected, in this case myself.


Member Contact Details

KPM Stevens

Oxfordshire

Telephone: 01865 *****

webmaster@greenjackets.info

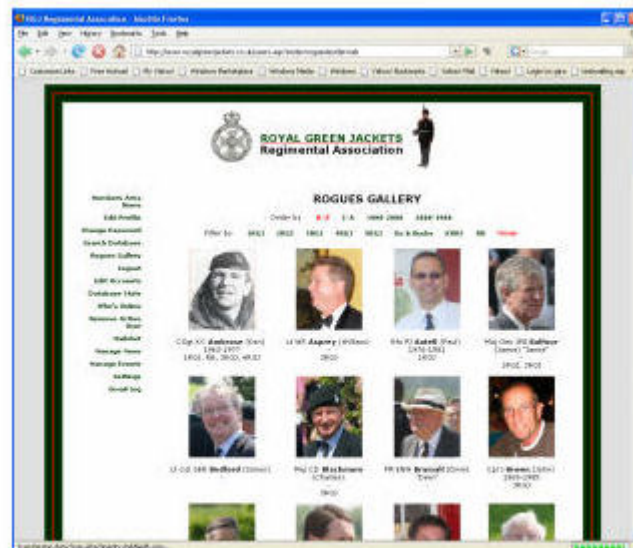


Obviously in this case as this is an open document I have hidden my address and telephone number but to a full member this information is available to you. You can now either use the information on the pop up screen or use the link on the search page to email me. You now also have my home address and telephone number if you prefer that method of contact.

The Rogues Gallery

Finally a look at the rogues gallery. Everyone who submits a photograph of themselves when updating/checking their profile will have it added to the rogues gallery. Now you not only see all the information that person has made available but you can see what they look like or looked like if you had forgotten! You can also have a look at everyone else who has submitted a photograph.

If you click on the rogues gallery as a visitor a pop up would appear and this is what you would see:



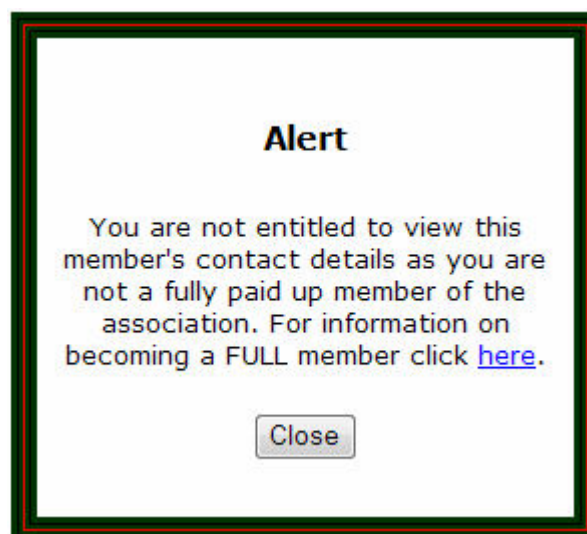
The Rogues Gallery is only available to fully paid members.

For information on becoming a FULL member click [here](#).

As a full member you would have complete access to the rogues gallery. It is very similar in its design to the database itself, there is various ways to view/search it.

At least now you will have some idea of what Fred Snooks, who you last saw in 1978 in Hong Kong, looks like.

All the above is open only to full members of the association. **It is your association and it needs your support.** The cost is 20p a week, give or take a fraction of a penny, it's worth it and you will not keep seeing:



Kevin Stevens

Website Manager

The Royal Green Jackets Regimental Association