Validations in SEMDA

All validations are same as for My Rotary

For Email rules at RI, see at end of this document.

The fundamental for validations should be that all data should be <u>validated at the source</u> = the local membership system (CMS).

These validations are made before Semda tries to send record to RI.

For Members, these validations are made:

- Date of Birth   must be 10 char. Format **YYYY-MM-DD.** Age min 15 max 110
- Name First   must be minimum 2 char and not start with **non-alphabetic** character
- Name Family   must be minimum 2 char and not start with **non-alphabetic** character
- Address line 1   must be minimum 2 char and not start with **non-alphabetic** character
- Address line 2   If given, Address line 1 must also be given
- Address line 3   If given, Address line 2 must also be given
- Post Code   must be minimum 2 char and not start with **dot, dash**
                        Postal code is mandatory <u>only for</u> USA and Canada
- City   must be minimum 2 char and not start with **non-alphabetic** character
- Country   must be minimum 2 char and not start with **non-alphabetic** character
- State   If Country is United States, Canada and India, State is mandatory (TX, IL CA …)
- Country codes   shall be according to NATO 2-character table
- Gender,   must be *Male* or *Female* **ONLY** (Eventually DNI will be valid)
- Member Type,   must be *Member* or *Honorary member* **ONLY**
                        If Add-On for Rotaract, *Rotaractor* and *Honorary Rotaractor* is also valid
- Email,   must have an @ and at least one dot after the @. Blank or minimum 5 char.
                        may not contain an address already used in the complete database

- All phones,   **BOTH** Country Code and Phone number must exist or **NONE** of them
                        Country codes shall be according to NATO table.
- Classification   Honorary members may not have classification

- Magazine   Will be removed in new Semda

    Old values that will be removed in new Semda
            TR = Subscript at The Rotarian, paper version
            TRE = Subscript at The Rotarian, electronic version
            RR = Subscript at Rotary Ravista, paper version
            RRE = Subscript at Rotary Ravista, electronic version
            LM = Subscript at local magazine, paper version
            LME = Subscript at local magazine, electronic version

For Clubs, these validations are made:

- Address line 1   must be minimum 2 char and not start with **non-alphabetic** character
- Address line 2   If given, Address line 1 must also be given
- Address line 3   If given, Address line 2 must also be given
- Postcode   Can be blank but not start with **non-alphabetic** character. Max 20 char
- City   must be minimum 2 char and not start with **non-alphabetic** character
- Country   must be minimum 2 char and not start with **non-alphabetic** character
- Country codes   shall be according to NATO table
- Meet place   must be minimum 2 char and not start with **non-alphabetic** character
- Meet day   Mon, Tues, Wed, Thurs, Fri, Sat, Sun
- Meet time   0000 - 2359
- Club Email   may not contain an address already used in the complete database.
  A common error is that clubs set email address to a member

Clubs can have a postal address as well. Address above is the Meeting address

- OfficeAddress line 1 must be minimum 2 char and not start with **non-alphabetic** character
- OfficeAddress line 2 If given, Address line 1 must also be given
- OfficeAddress line 3 If given, Address line 2 must also be given
- OfficePost Code   must be minimum 2 char and not start with **dot, dash**
- OfficeCity   Can be blank but not start with **non-alphabetic** character. Max 20 char
- OfficeLocation   must be minimum 2 char and not start with **non-alphabetic** character
  Location is a name of the address

For Officers, these validations are made:

- Honorary member cannot be any Officer
- Start date and End date must be within the Rotary years

A **non-alphabetic** character means a character lower than "A" in the ASCII table (Hex 41). This will take care of dot, dash, and other bad characters.

Invalid characters in text fields are: !#$%&/()*+,-.:;<>=?@[]{}_|~"

Invalid characters in email fields are: !#$%&/()*+,:;<>=?[]{}_|~"

About Sponsors

- When the Sponsoring Member ID is provided, a relationship of New Member Sponsored by and New Member Sponsor is created.

- A Sponsoring Member should only be added on the Membership type of Member

- Honorary members cannot have Sponsors

- Honorary members cannot be a Sponsor to a member

- The Sponsoring MemberID needs to be an Active member <u>in the same Club</u> of the new member <u>at the time of admission date of the new member</u>

- Individual sponsorship is only available for club type: "Rotary Club".

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Some validation from RI

Date format in Semda is yyyy-mm-dd, Semda convert it to mm/dd/yyyy when sending to RI

Field	Description / Validation
BadgeName	Field may be blank or NULL. • Latin Characters (alphabet) • Diacritics • Only these special characters . – ' " and space
DateOfBirth	Field may be blank or NULL Data entered in this field must be in date format mm/dd/yyyy Neither part of this field (mm, dd or yyyy) should be represented by all zeros, as such entry would make this date invalid Note: the service doesn't accept birth dates greater than 110 years. For those who are older than 100 years, we will update the birth date via email for you.
FirstName	Required. The current first name as it exists in the database. It's to double-check that we are changing the right record. MemberID shall not be used as the only record ID item. • Latin Characters (alphabet) • Diacritics • Only these special characters . – ' " and space
Gender	May be skipped (if not updating) but it cannot be an empty string. Valid values: Male, Female, DNI
LastName	Required. The current last name that exists in the database. It's to double-check that we are changing the right record. MemberID shall not be used as the sole ID item if we are going to change person's name. • Latin Characters (alphabet) • Diacritics • Only these special characters . – ' " and space
MiddleName	Field may be blank or NULL. Maximum length is 30 characters • Latin Characters (alphabet) • Diacritics • Only these special characters . – ' " and space
Prefix(Title)	Field may be blank or NULL Field is free format but should conform to the widely accepted titles such as Mr., Mrs., Ms., Dr., Capt., Lt., Rev., Gen., Prof., etc. including foreign titles. Prefix is included in all Rotary mailings in front of the name. Maximum length is 12 characters (dependency on legacy applications)
Email Addresses	Required Valid E-mail address having two parts joined with an at-sign (@). Valid E-mail address does not include spaces.

Meeting the valid e-mail technical specification detailed in RFC 822.
Maximum length is 80 characters
E-mail Address must be unique (it means not shared with another individual or organization; having the same email on the same record is not valid either)
http://en.wikipedia.org/wiki/Email_address#Syntax
http://tools.ietf.org/html/rfc822

Addresses

Field	Description / Validation
AddressLine1	Address Line 1 cannot start with a space ( ), dash , dot (.) This field may not be blank or NULL This field has to be more than 1 character, cannot start with space (), dash (-) or dot (.) Maximum field length is 40 characters
AddressLine2	Address Line 2 cannot start with a space ( ), dash , dot (.) This field may be blank or NULL - for details on blank vs. NULL values, see #5 at FAQ Maximum field length is 40 characters
AddressLine3	Address Line 3 cannot start with a space ( ), dash , dot (.) This field may be blank or NULL Maximum field length is 40 characters If AddressLine2 is empty, AddressLine3 must be empty, too. Blank data in the middle creates problems when labels are created.
AddressType	This field may not be blank or NULL Valid values are: Home or Business Record ID (member) must be an owner of this address in RI database.
City	This field may not be blank or NULL Maximum length is 40 characters
Country	This field may not be blank or NULL Refer to RI Country admin service for country names used by RI corporate database (RI Countries).
IsPrimary	boolean: true, false (but not True, False)
PostalCode	If the country is United States and territories (such as Guam, Micronesia, Puerto Rico, US Virgin Islands, American Samoa, Marshall Islands, Northern Mariana Islands, Palau), and Canada – then this field may not be blank or NULL. Maximum length is 20 characters

State	If the country is United States and Canada and India – then this field may not be blank or NULL.
	Refer to US Post Office or Canadian Post Office 2-digit abbreviation for proper entry. U.S Territories cannot use the State field since they are listed as separate countries.
	For all other countries this field should be blank
	https://about.usps.com/who-we-are/postal-history/state-abbreviations.htm
	http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp#1380608

Email rules at RI database.

A email address must be unique in the COMPLETELY database in Rotary International.

This means that same address cannot exist on a member and a club

It is common that a member begins his work as secretary in a club, he add his email address as the club email address. **This is not allowed.**

A solution to this problem is that Rotary in a country provide all clubs with an email account for the club.

In Sweden for example, we have addresses like clubname@rotary.se