AAF ONLINE MEMBERSHIP ADMINISTRATION

Documentation & How-To Guide

Contents

Club Administration

File Imports

1. Each club is given the option to one file import per membership year.
   a. After the initial import you must manage your memberships online at www.AAF.org using the instructions below.
   b. You do not have to submit an import; you may opt to manage the membership online exclusively.
2. Complete a row for each paid member on the file entitled ClubImportTemplate.xls provided by AAF National

A	B	C	D	E	F	G	H	I	J	K	L
First Name	Middle Name	Last Name	Email	Employer	Job Title	Address	Address 2	City	State	Zip	Phone

Employer, Job Title, and **Phone** are not required for a successful import. However if we can get them to add it I think it's worth a try.

3. If the AAF National ID is known, add the title "ID" under the M column.
4. Forward the completed document to engage@aaf.org
5. Upload takes approximately 2 weeks
6. **All records that are not listed on the import will be removed from your club and marked nonmember****

Membership Types and Website Privileges

Company Administrator:

- To become a Company Administrator the club main official must make a request to AAF National via email to www.aafengage.org
- A District or Club may assign multiple company administrators.
- This role has the ability to deactivate and add new members to the District Leadership and Club Rosters.
- This role is the only role with the ability to update the District or Club online profiles.
- This person does not have to be a member in order to make changes.

Administrator Roster

AAF ID	Administrator name	Administrator for
6066792	Ms. Test Member Test	AAF Abilene

Club Staff

- Membership type is assigned to club staff only

- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Limited view of the Club's online profile record.
- Can only edit and modify their contact details, preferences, and interests
- May purchase registrations and products with member pricing

Club Member and Ad 2 Member

- These are the only membership type you should assign to Ad 2 and Club members
- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Has a limited view of the Club's online profile record.
- Club Members can edit and modify their contact details, preferences, and interests
- They may also purchase registrations and products with member pricing

## Club Corp Members (Basic, Gold and Silver)

- Identifies your club sponsors and corporate memberships
- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Has a limited view of the Club's online profile record.
- Club Members can edit and modify their contact details, preferences, and interests
- They may also purchase registrations and products with member pricing
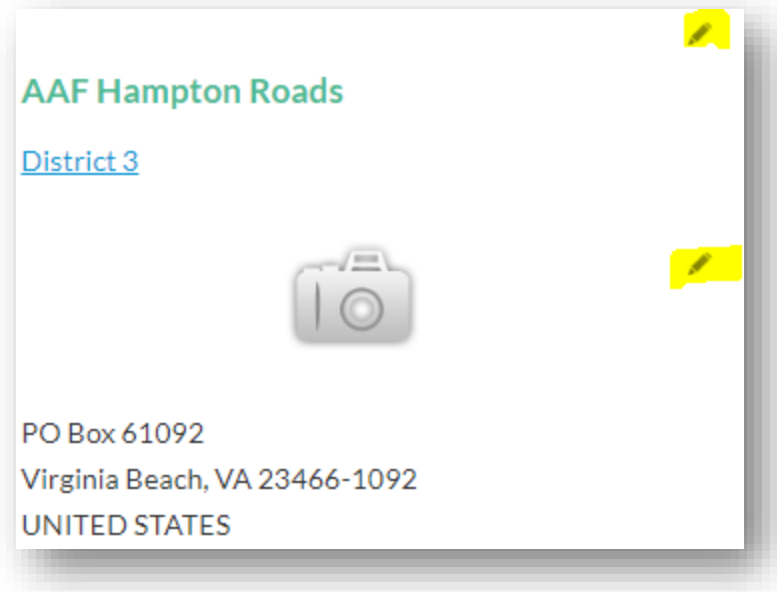
The Club Profile

1. Log in to www.AAF.org and select your name in the top right corner of the screen
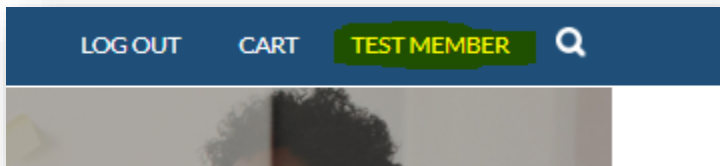
2. Select the Hyperlinked Club name under your Full Name
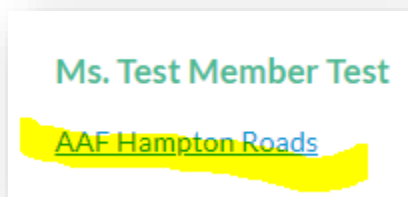
3. Edit Club Information by selecting the pencil icon next to a section. Below are areas that the only the Administrator can edit.

    a. District Image
    b. About Section
    c. Locations
    d. Website
    e. Social Profiles: Facebook, Twitter, Linked in

4. Additional profile can be editing by selecting the pencils that indicate editable areas. Notice below selecting the pencil expands the Public Profile for editable text.
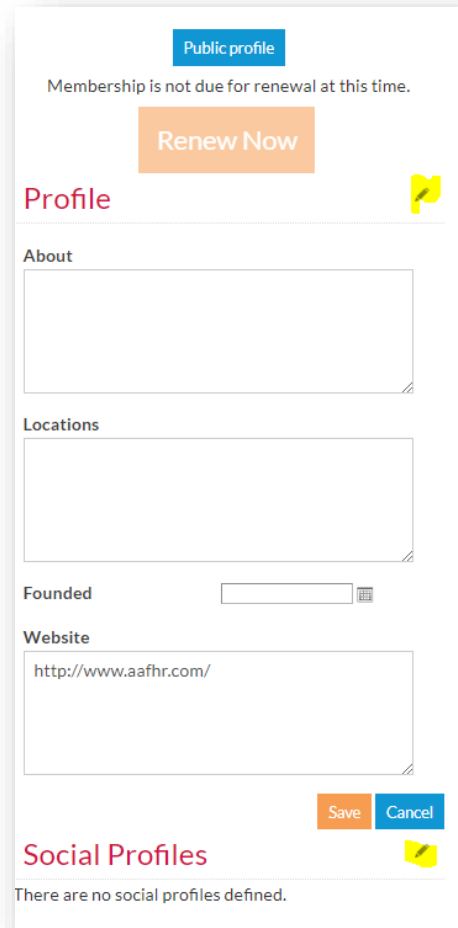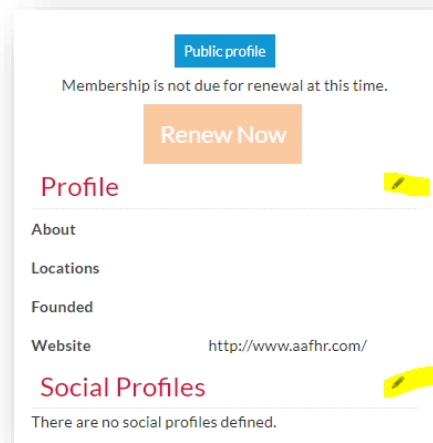
5. About section allows edits to the address and contact details for the Club. Contact AAF National to edit Key Contacts.
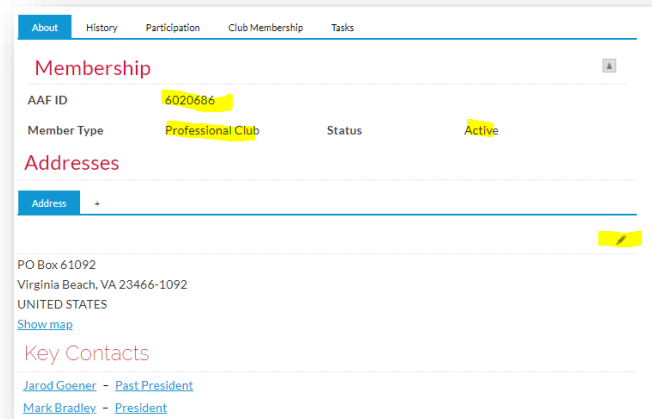
The Billing tab displays all history for the Club including open invoices, awards, and transactions

6. The Participation tab gives the Administrator a clear view of its club members history with AAF National including registrations and historic participation of its members

7. Club Membership tab is where the Administrator can view the roster and update the roster membership. Documentation is provided in the next chapter.

About   History   Participation   **Club Membership**   Tasks

44

Roster Count

Click the link below to Add to the Roster or update the Roster

Add to Roster

Administrators

AAF ID	Administrator name	Administrator for
6022012		AAF Hampton Roads
6049661	-	AAF Hampton Roads
6066792	Ms. Test Member Test	AAF Hampton Roads

Search Roster

Status Equals   Active ✕

Last Name Equals

First Name Equals

Email Contains

Member Type Equals   Club Member ✕

Find

Please enter your search criteria to view results

8. The **Tasks** tab contains an optional feature that can be used if to allocate tasks to different club members or keep track of your to do list.

About   History   Participation   Club Membership   **Tasks**

Task Items   ✚ ▲

▲ Date Added	Type	Subject	Priority	Comment	Status	Reminder Date	Due Date	edit

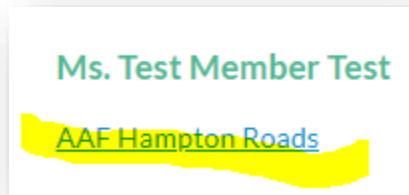There are no records.

Editing Membership Lists

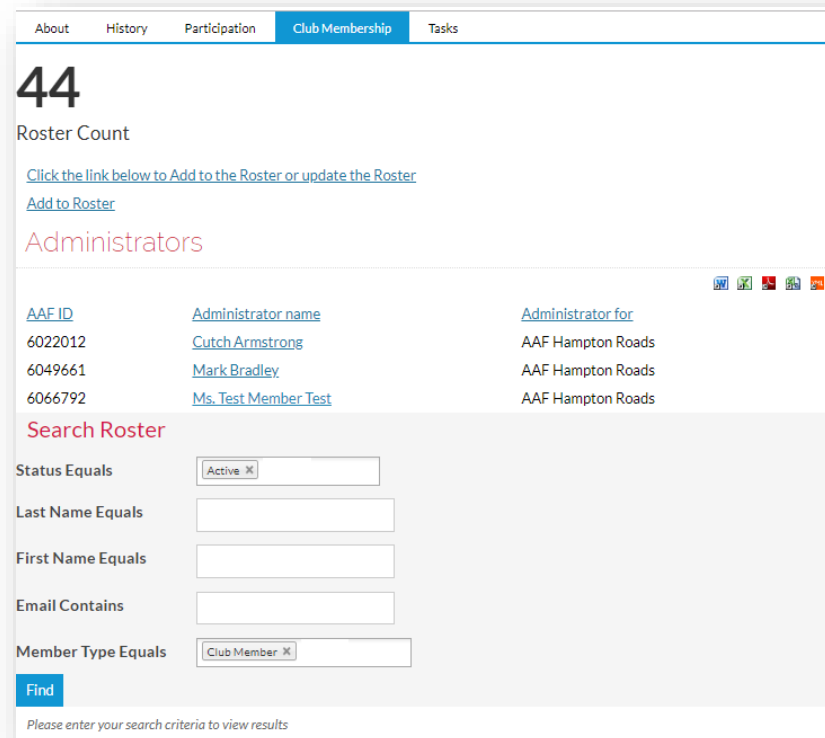## Navigate to Club Membership

1. Log in to www.AAF.org and select your name in the top right corner of the screen
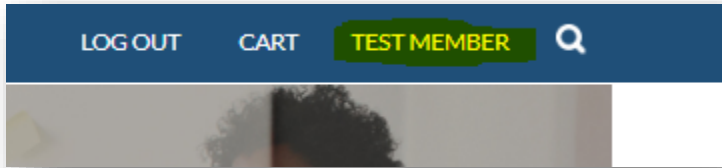
2. Select the Hyperlinked Club name under your Full Name

3. Navigate to select the Club Membership Tab

Add a Company Administrator

1. Only the current Company Administrator can add a new administrator
2. Go to the Club Membership Tab
3. Select Add to Roster
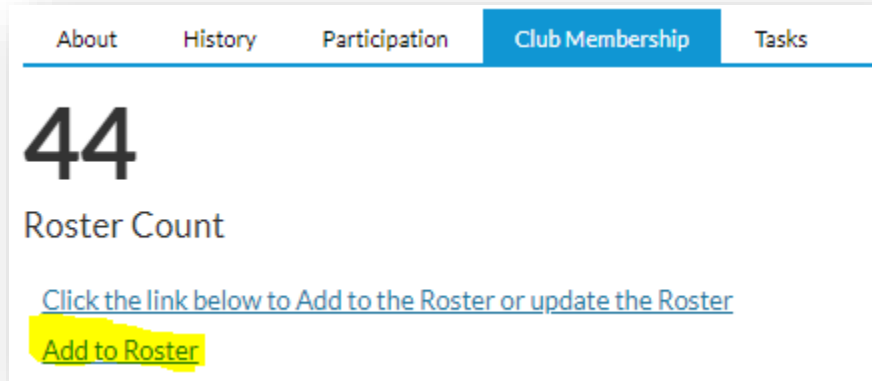
4. Find and select the name of the person that should be a Company Administrator
   a. If it is you then find your name
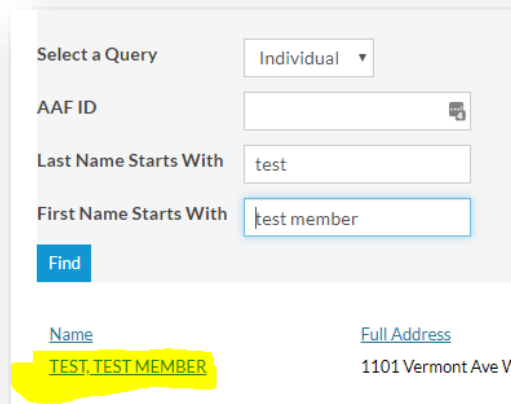
5. Select Add on the next popup to add them as a Company Administrator

Add A New Member

1. Select the **Add to Roster** link below the roster count

2. A search window will pop-up to allow you to search for the individuals. If the person exists and you know their login Enter their AAF ID. Else, search by Last Name and First Name to determine if they are currently in the system. If no records are found, select **Add New** on the right side of the screen.

Select **Add New**

3. A new pop-up window will populate to **Add a contact**. Required information is marked with an asterisk. This information is necessary for the system to generate a new account including a user name and password. Select Save to add the new record. The new record will prepopulate the Club Name

4. After saving the information the individual record is added. The Administrator must grant membership privileges on their individual profile using the instructions in Editing Membership Status.

**

Adding Active Membership Status

1. On the Club Membership tab go the area marked **Search Roster** and select **Find**. All records on this list can be edited by the Administrator. You may also search by Status, First Name, Last Name, Email and Member Type to narrow the search results. Select the hyperlinked name of the individual to edit their profile or their email to email them directly.

   **** Remove Active member status from the Search Roster filter to see newly created records.

Search Roster

Status Equals	(Any)
Last Name Equals	
First Name Equals	jon
Email Contains	
Member Type Equals	(Any)

Find

▲ Full Name	Member Type	City	State Province	Email	Full Address
Jon Aegon Targaryan -Snow	NM	Washington	DC	krobinson+01@aaf.org	1101 Vermont Ave NW Fl 5 Washington, DC 20005 UNITED STATES

2. Only the Administrator of the club can see the Status Edit tab on club members records. This tab grants club members the ability to add and remove membership status by selecting the pencil icon.

Jon Aegon Targaryan -Snow

AAF Hampton Roads

Print Info   Public Profile

About   Interests   Participation   History   Preferences   Status Edit

Membership

AAF ID	6072374	**Club/Chapter**	
Member Type	Non Member	**Status**	Active
Join Date		**Date Added**	4/16/2019
Member Status		**Paid Through**	
Last Updated	4/16/2019 2:13 PM	**Updated By**	TEST123

3. After selecting the edit "pencil" icon. Change the member type to Club Member or Club Staff.

4. Next, add the new member to the appropriate club. While the person has been added to the Club's Main Profile, giving them this access designate them as a Club/Chapter paying member to AAF National.

5. Other Membership Types available should be identified using the same method.

Changing Individuals from Active Status

1. On the Club Membership tab go the area marked **Search Roster** and select **Find**. All records on this list can be edited by the Administrator. You may also search by Status, First Name, Last Name, Email and Member Type to narrow the search results. Select the hyperlinked name of the individual to edit their profile or their email to email them directly.

Search Roster

Status Equals	Active ✕
Last Name Equals	
First Name Equals	jon
Email Contains	
Member Type Equals	Club Member ✕

Find

Full Name	Member Type	City	State Province	Email	Full Address
Jon Aeg Targ -Snow	CLM	Washington	DC	krobinson+01@aaf.org	1101 Vermont Ave NW Fl 5 Washington, DC 20005 UNITED STATES

2. Only the Administrator of the club can see the Status Edit tab on club members records. This tab grants club members the ability to add and remove membership status by selecting the pencil icon. Select the edit "pencil" icon to change the Member Type Status.
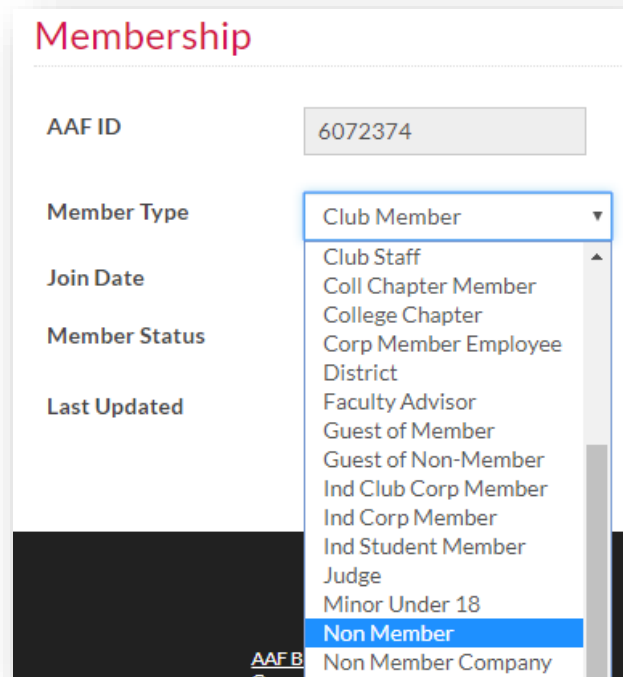
About   Interests   Participation   History   Preferences   **Status Edit**

Membership

AAF ID	6072374	**Club/Chapter**	AAF Hampton Roads
Member Type	Club Member	**Status**	Active
Join Date		**Date Added**	4/16/2019
Member Status	New	**Paid Through**	
Last Updated	4/16/2019 2:38 PM	**Updated By**	TEST123

Unpaid Suspension Deactivation

3. To deactivate member that has not paid and has not indicated if they are renewing, select Non Member on the Member Type drop down.

4. Remove their Club/Chapter Affiliation by select (None)

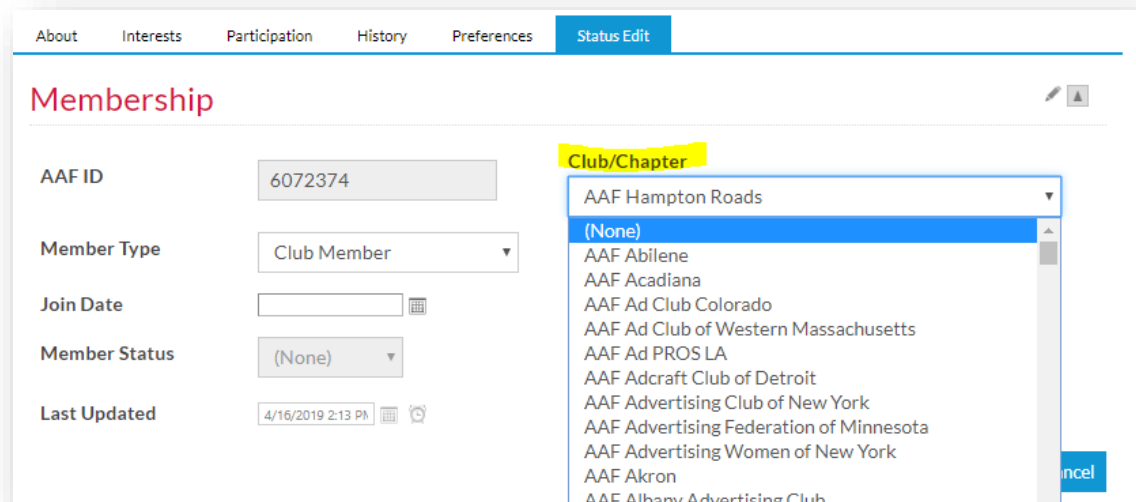5. To track membership dates, update the Paid Through date to indicate when the individual was dropped.

Resignation Deactivation

6. If an individual indicates that they will not rejoin and will no longer participate. Complete this step. From their profile select the edit icon and remove the Primary Organization from their account.

District Administration

Membership Types and Website Privileges

Company Administrator:

- To become a Company Administrator the club main official must make a request to AAF National via email to engage@aaf.org
- A District or Club may assign multiple company administrators.
- This role has the ability to deactivate and add new members to the District Leadership and Club Rosters.
- This role is the only role with the ability to update the District or Club online profiles.
- This person does not have to be a member in order to make changes.

Administrator Roster

AAF ID	Administrator name	Administrator for
6066792	Ms. Test Member Test	AAF Abilene

Club Member

- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Has a limited view of the District's or Club's online profile record.
- Club Members can edit and modify their contact details, preferences, and interests
- They may also purchase registrations and products with member pricing
- This is the only membership type you should assign a member to a club

The District Profile

District Profile

1. Log in to www.AAF.org and select your name in the top right corner of the screen
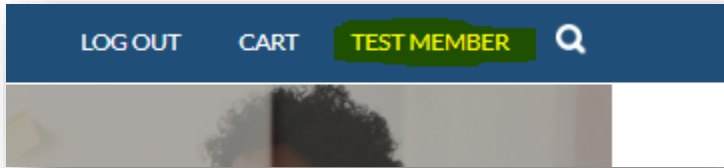
2. Select the Hyperlinked District name under your Full Name
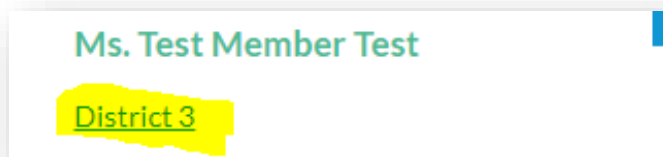
3. Edit the District Information by selecting the pencil icon next to a section. Below are areas that the Company Administrator can edit.

    a. District Image
    b. About Section
    c. Locations
    d. Website
    e. Social Profiles: Facebook, Twitter, Linked in

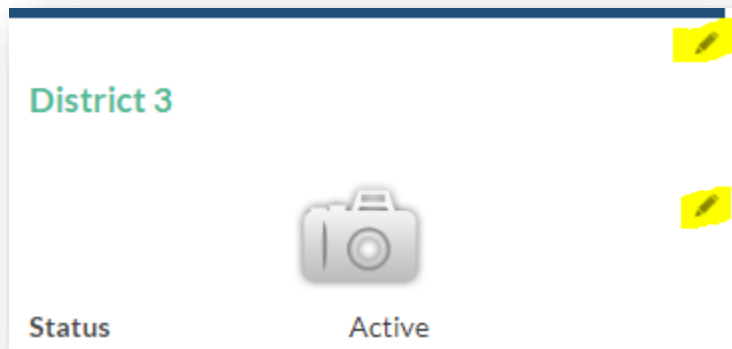## District Details and Demographics

1. Historical and Demographic information can be found on the center tabs
   a. These tabs also contain areas that is editable by the Company Administrator
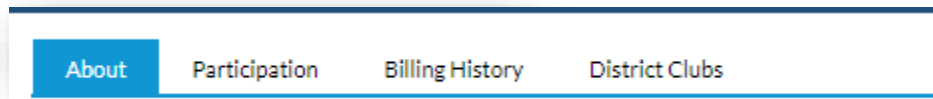
2. About
   a. This section contains information about membership history, status and the main contacts. The only editable region is the Addresses. To edit the address, select the pencil icon highlighted below. To edit Key Contacts, you must contact AAF National.
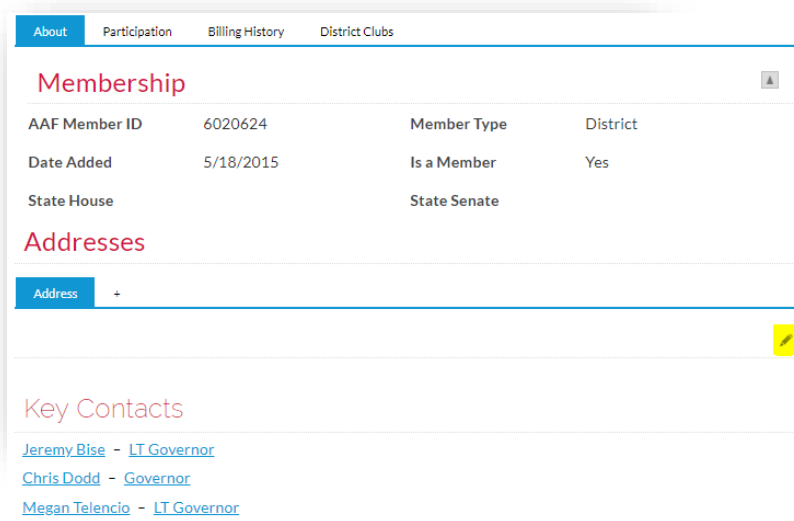
3. Participation
   a. This tab lists all participation offerings thru AAF National. Although the Awards section is completely editable to document external award history.
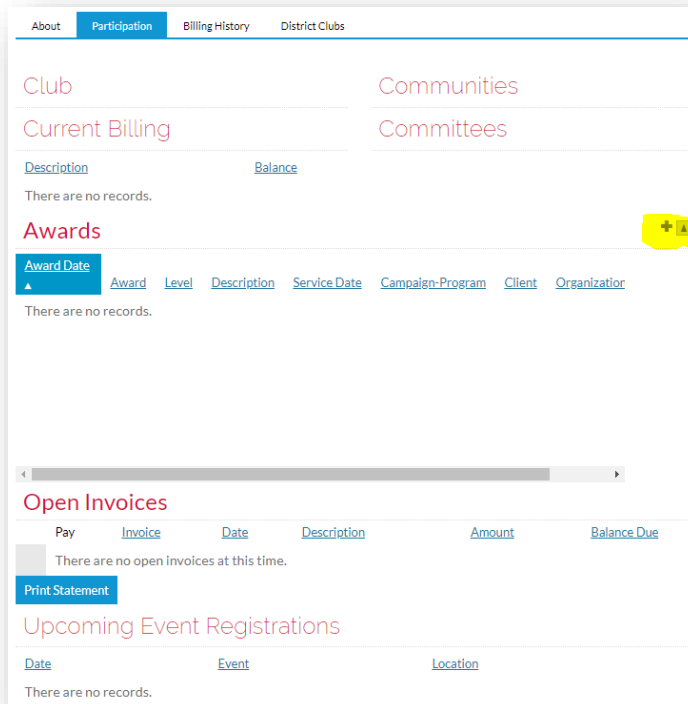
4. Billing History
    a. Contains all transactions issued to the District. Districts can manage their own Task List to communicate to others by selecting the check mark highlighted below.

5. District Clubs
   a. The Company Administrator can add clubs and individuals to the District roster. On the District level, only the club president is listed. This can be managed on the Club profile
   b. Each yellow highlighted item will allow you to edit the respective link.

| About | Participation | Billing History | **District Clubs** |

Click the link below to Add to the Roster or update the Roster
Add to Roster

Executive Directors

State Province	Executive Director	Executive Director for
There are no records.		

Presidents

President name	President for	Email
Jacob Simmons		Jacob.Simmons@phase3mc.com
Nathaniel Smathers		Nathaniel.smathers@webfullcircle.com
Mark Bradley	AAF Hampton Roads	mark.bradley@coxmedia.com
Mr. Mike John Cole	Amazing Studios	mikec@amazingstudiosinc.com
Ethan Hill	Bank of America	ethanhilldesign@gmail.com
Mary Mroz	AAF Coastal Carolinas	mary.mroz@visitmyrtlebeach.com
Allie Yongue	AAF Greenville	allie.yongue@gmail.com
Stephanie Owens	AAF Midlands	stephaniecowens@gmail.com
Stefanie D. Brown	AAF Roanoke	sbrown@ndp-agency.com
Alexandra Veatch	AAF Southwest Virginia	aveatch06@gmail.com
Dana Wolfe	AAF Southwest Virginia	dwolfe@clinchvalleyprinting.com

Administrator Roster

AAF ID	Administrator name	Administrator for
6066792	Ms. Test Member Test	District 3

District Roster

State	Company	Full Address	Email
	AAF Triad		
DC	District 3	1101 Vermont Ave Washington, DC 20001	krobinson@aaf.org
NC	AAF Charlotte	Charlotte, NC UNITED STATES	
SC	AAF Coastal Carolinas	Mrytle Beach, SC UNITED STATES	
SC	AAF Greenville	Greenville, SC UNITED STATES	
SC	AAF Midlands	PO Box 8222 Columbia, SC 29202-8222 UNITED STATES	
VA	AAF Hampton Roads	PO Box 61092 Virginia Beach, VA 23466-1092 UNITED STATES	
VA	AAF Roanoke	PO Box 13743 Roanoke, VA 24036-3743 UNITED STATES	info@aafroanoke.org
VA	AAF Southwest Virginia	PO Box 592 Abingdon, VA 24212-0592 UNITED STATES	
VA	Ad 2 Roanoke	Roanoke, VA UNITED STATES	

AAF National Contacts

Dawn Reeves
Office : (202) 371-2326
Email : dreeves@aaf.org
- Club Services
- AAF Membership & Programs
- AAF Affinity Program

Amanda Dehart
Office: (202) 371-2341
Email : adehart@aaf.org
- Club Services
- Membership Dues
- Membership Changes

Kesha Robinson
Office: (202) 371-2321
Email: krobinson@aaf.org
- Membership List Imports
- Engage Club Administration issues
- Engage District Administration issues