AAF ONLINE MEMBERSHIP ADMINISTRATION

Documentation & How-To Guide

Last Updated 5/7/2019
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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
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.

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.
AAF Hampton Roads
District 3

PO Box 61092
Virginia Beach, VA 23466-1092
UNITED STATES

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.

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.
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.

![Add a contact form](image1)

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.

![Profile page](image2)
Adding Active Membership Status

1. On the Club Membership tab go to 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.

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.
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](image)

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.

![Membership](image)
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.

![Paid Through Date](image)

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.

![Profile Edit](image)
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.

<table>
<thead>
<tr>
<th>Administrator Roster</th>
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<tbody>
<tr>
<td>AAF ID</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>6060792</td>
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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

   ![Tabs](image)

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.

   ![About Tab](image)

3. Participation
   a. This tab lists all participation offerings thru AAF National. Although the Awards section is completely editable to document external award history.

   ![Participation Tab](image)
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.
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