



AAF ONLINE MEMBERSHIP ADMINISTRATION

Documentation & How-To Guide

Contents

- File Imports.....2
- Membership Types and Website Privileges.....2
 - Company Administrator:2
 - Club Staff2
 - Club Member and Ad 2 Member3
 - Club Corp Members (Basic, Gold and Silver)3
- The Club Profile3
- Editing Membership Lists8
 - Navigate to Club Membership8
 - Add a Company Administrator9
 - Add A New Member10
 - Adding Active Membership Status13
 - Changing Individuals from Active Status15
 - Unpaid Suspension Deactivation16
 - Resignation Deactivation17
- District Administration18
 - Membership Types and Website Privileges.....18
 - Company Administrator:18
 - Club Member18
- The District Profile19
 - District Profile19
 - District Details and Demographics.....20
- Contact23

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

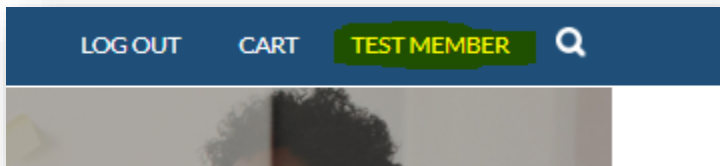
- These are the only membership type you should assign to Ad 2 and Club members
- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Has a limited view of the Club's online profile record.
- Club Members can edit and modify their contact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

Club Corp Members (Basic, Gold and Silver)

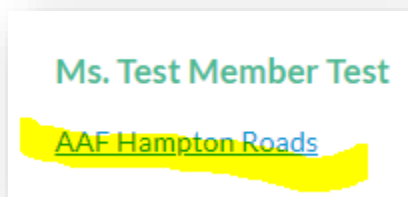
- Identifies your club sponsors and corporate memberships
- Has full membership access to www.AAF.org
- Is considered by AAF National as an official Club Member for your Club
- Has a limited view of the Club's online profile record.
- Club Members can edit and modify their contact details, preferences,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

The Club Profile

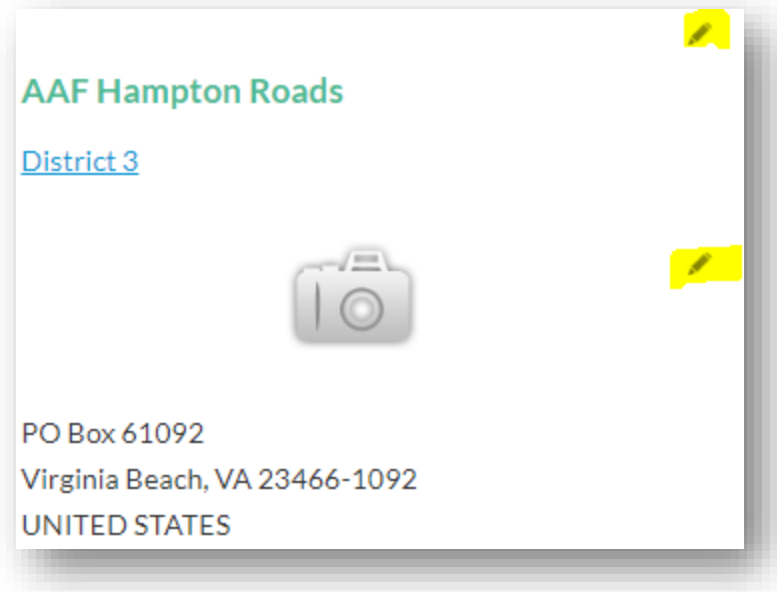
1. Log in to www.AAF.org and select your name in the top right corner of the screen



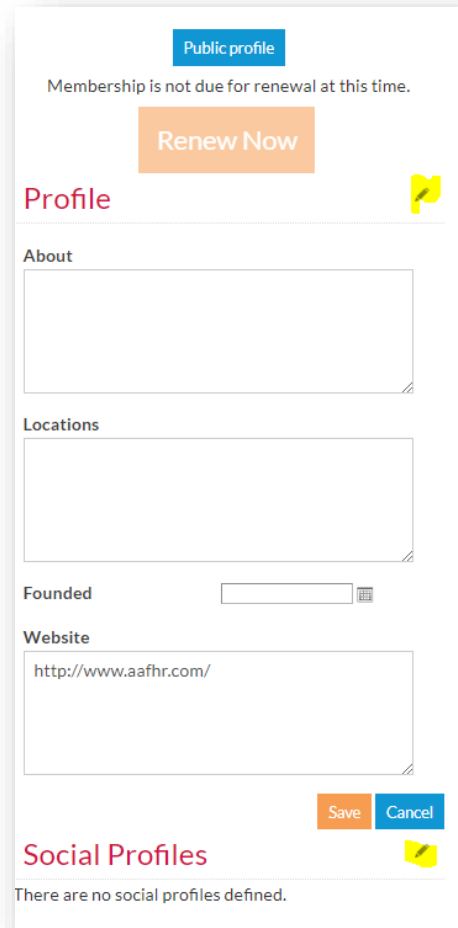
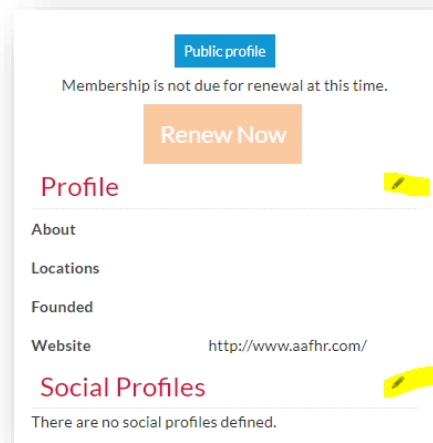
2. Select the Hyperlinked Club name under your Full Name



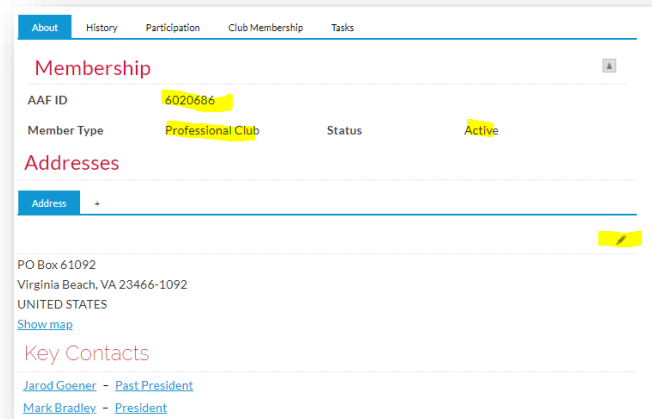
3. Edit Club Information by selecting the pencil icon next to a section. Below are areas that the only the Administrator can edit.



- 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

The Billing tab displays all history for

[About](#) | [History](#) | [Participation](#) | [Club Membership](#) | [Tasks](#)

Current Billing






[Description](#) [Balance](#)

There are no records.

Open Invoices

Pay	Invoice	Date	Description	Amount	Balance Due
There are no open invoices at this time.					

Billing History

1 2 Page 1 of 2, Items 1 to 10 of 16.

[show all 16](#)

Date	Item	Beginning	Ending	Amount
1/13/2014	DUES 1-13/14 Hampton Roads	1/1/2014	12/31/2014	1,458.00



- 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

[About](#) | [History](#) | [Participation](#) | [Club Membership](#) | [Tasks](#)

Committees

Communities

Awards






 

Award Date	Award	Level	Description	Service Date	Campaign-Program	Client	Organization
There are no records.							

Upcoming Member Event Registrations

Date	Event	Location	Full Name
6/5/2019	ADMERICA 2019: Hollywood, FL	Hollywood, FL United States	Ms. Test Member Test
6/5/2019	ADMERICA 2019: Hollywood, FL	Hollywood, FL United States	Marilyn Acosta

Event History

Date	Full Name	Event	Location
3/1/2019	Ms. Test Member Test	Leo Burnett Mosaic Career Fair: Chicago	Chicago, IL United States

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
 Last Name Equals
 First Name Equals
 Email Contains
 Member Type Equals

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**

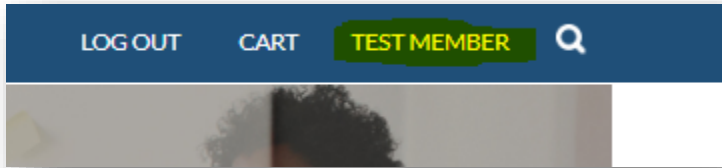
Task Items

Date Added	Type	Subject	Priority	Comment	Status	Reminder Date	Due Date	edit
There are no records.								

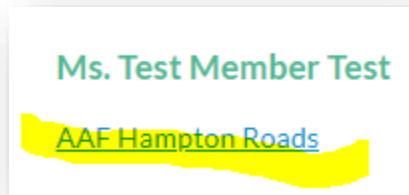
Editing Membership Lists

Navigate to Club Membership

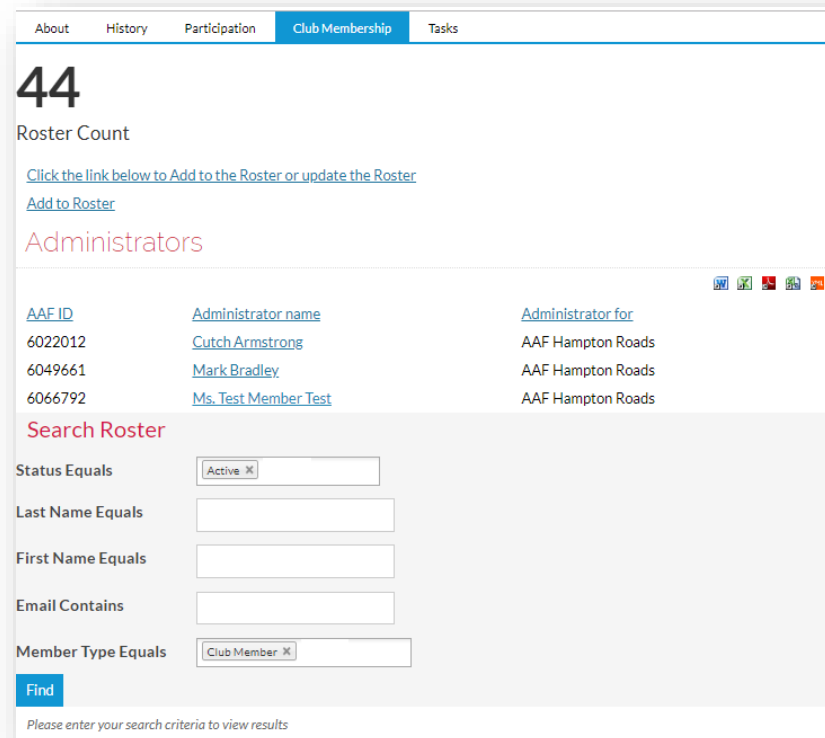
1. Log in to www.AAF.org and select your name in the top right corner of the screen



2. Select the Hyperlinked Club name under your Full Name



3. Navigate to select the Club Membership Tab



AAF ID	Administrator name	Administrator for
6022012	Cutch Armstrong	AAF Hampton Roads
6049661	Mark Bradley	AAF Hampton Roads
6066792	Ms. Test Member Test	AAF Hampton Roads

Search Roster

Status Equals:

Last Name Equals:

First Name Equals:

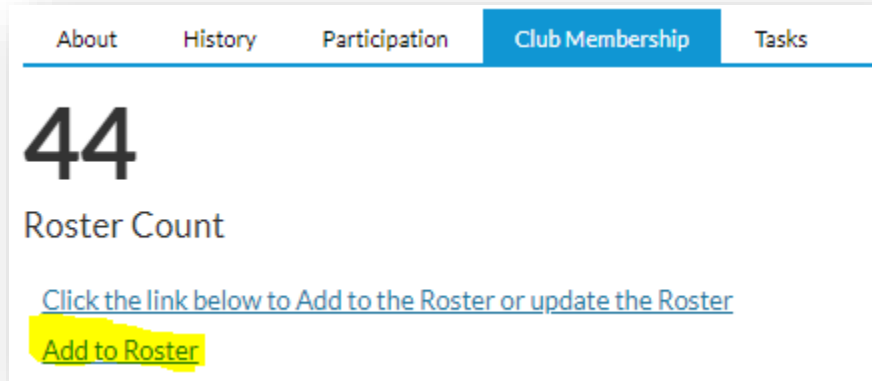
Email Contains:

Member Type Equals:

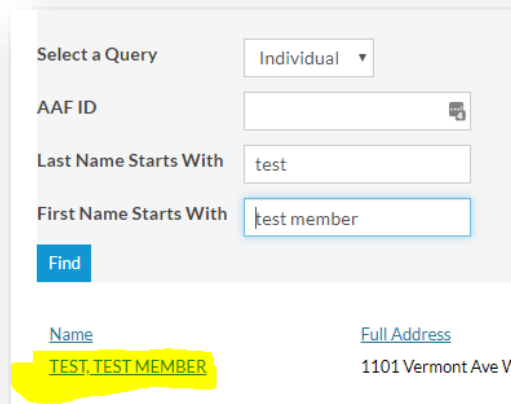
Please enter your search criteria to view results

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

Ms. Test Member Test

AAF Hampton Roads

1101 Vermont Ave
Washington, DC 20001
(202) 371-2321
kroblinson@aaf.org

AAF Hampton Roads

Role	Title	Begin	End	
Member				Add

Note: Assigning a user to the Company Administrator role will give that user permission to view and update contact details of all members in this group.

Test Member's Role: Company Administrator

Title:

[Save & Close](#) [Cancel](#)

Add A New Member

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

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](#)

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 a Query

AAF ID

Last Name Starts With

First Name Starts With

[Find](#)

Please enter your search criteria to view results

Select a Query

AAF ID

Last Name Starts With

First Name Starts With

[Find](#)

[Name](#) [Full Address](#)

There are no records.

Select Add New

State Province	Company	Included in Roster	Add New
			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

Account type
 Individual
 Organization

*First name

Middle name

*Last name

Title

Primary Organization

*Email

*Confirm email

Phone

*Country

*Address

*City

*State

*Postal code

Add a contact

Account type
 Individual
 Organization

*First name

Middle name

*Last name

Title

Primary Organization

*Email

*Confirm email

Phone

*Country

*Address

*City

*State

*Postal code

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.

Jon Aegon Targaryan -Snow

AAF Hampton Roads

1101 Vermont Ave NW FI 5
 Washington, DC 20005
 UNITED STATES

(202) 371-2321

krobinson+01@aaf.org

AAF Hampton Roads

Role
 Member

**

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

Last Name Equals

First Name Equals

Email Contains

Member Type Equals

[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.

The screenshot shows the 'Membership' edit form with the 'Status Edit' tab selected. The 'Member Type' dropdown menu is open, displaying a list of options. The options 'Club Member' and 'Club Staff' are highlighted in yellow. Other options include 'Non Member', 'Corp Mbr Basic', 'Club Corp Mbr Slvr', 'Coll Chapter Member', 'College Chapter', 'Corp Member Employee', 'District', 'Faculty Advisor', and 'Guest of Member'. The form also shows fields for AAF ID (6072374), Club/Chapter ((None)), Status (Active), Date Added (4/16/2019), Paid Through, and Updated By (TEST123). 'Save' and 'Cancel' buttons are at the bottom right.

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.

The screenshot shows the 'Membership' edit form with the 'Club/Chapter' dropdown menu open. The dropdown list includes 'None', 'AAF Greater San Francisco Advertising Federation', 'AAF Greenville', 'AAF Hampton Roads' (highlighted in yellow), 'AAF Hawaii', 'AAF Houston', 'AAF Idaho Falls Advertising Federation', 'AAF Indianapolis', 'AAF Inland Empire', and 'AAF Jackson, MS'. The form also shows fields for AAF ID (6072374), Member Type (Non Member), Join Date, Member Status ((None)), and Last Updated (4/16/2019 2:13 PM). 'Save' and 'Cancel' buttons are at the bottom right.

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

The screenshot shows the 'Membership' edit form with the 'Member Type' dropdown menu open. The dropdown list includes 'AD 2 Club', 'AD 2 Member', 'Club Corp Mbr Basic', 'Club Corp Mbr Gld', 'Club Corp Mbr Slvr', 'Club Member', 'Club Staff', 'Coll Chapter Member', 'College Chapter', and 'Corp Member Employee'. The options 'AD 2 Club', 'AD 2 Member', 'Club Corp Mbr Basic', 'Club Corp Mbr Gld', 'Club Corp Mbr Slvr', and 'Club Member' are highlighted in yellow. The form also shows fields for AAF ID (6072374), Club/Chapter ((None)), Status (Active), Date Added (4/16/2019), Paid Through, and Updated By (TEST123). 'Save' and 'Cancel' buttons are at the bottom right.

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


Last Name Equals

First Name Equals

Email Contains

Member Type Equals

[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 FI 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.

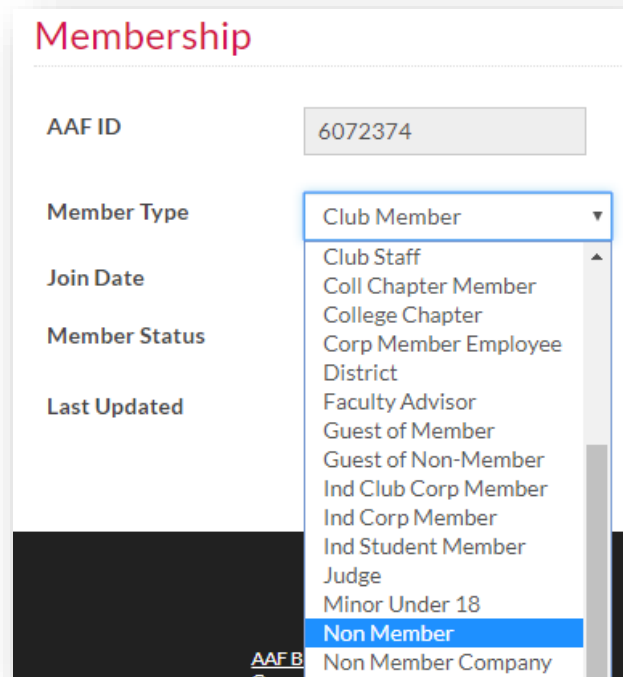
About
Interests
Participation
History
Preferences
Status Edit

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

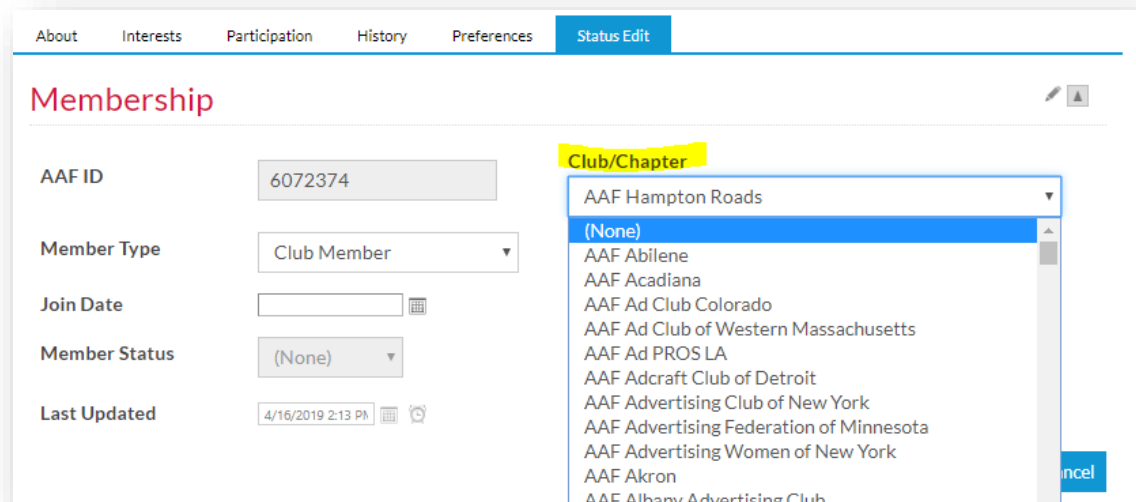
- To deactivate member that has not paid and has not indicated if they are renewing, select Non Member on the Member Type drop down.



The screenshot shows a web form titled "Membership" with the following fields and values:

- AAF ID: 6072374
- Member Type: Club Member (dropdown menu is open, showing options: Club Staff, Coll Chapter Member, College Chapter, Corp Member Employee, District, Faculty Advisor, Guest of Member, Guest of Non-Member, Ind Club Corp Member, Ind Corp Member, Ind Student Member, Judge, Minor Under 18, Non Member (highlighted), Non Member Company)
- Join Date: (empty)
- Member Status: (empty)
- Last Updated: (empty)

- Remove their Club/Chapter Affiliation by select (None)



The screenshot shows a web form titled "Membership" with the following fields and values:

- AAF ID: 6072374
- Member Type: Club Member
- Join Date: (empty)
- Member Status: (None)
- Last Updated: 4/16/2019 2:13 PM
- Club/Chapter: (None) (dropdown menu is open, showing options: AAF Hampton Roads, (None) (highlighted), AAF Abilene, AAF Acadiana, AAF Ad Club Colorado, AAF Ad Club of Western Massachusetts, AAF Ad PROS LA, AAF Adcraft Club of Detroit, AAF Advertising Club of New York, AAF Advertising Federation of Minnesota, AAF Advertising Women of New York, AAF Akron, AAF Albany Advertising Club)

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

Paid Through

Updated By


April 2019						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

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.

Jon Aegon Targaryan -Snow

[AAF Hampton Roads](#)



[Print Info](#) [Public Profile](#)

Edit

Prefix

First name

Designation

Informal name

Primary Organization

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

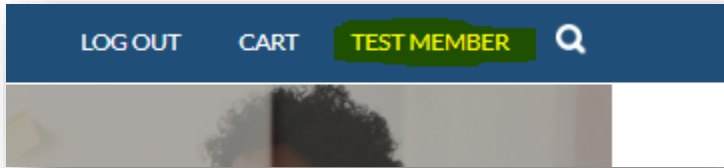
Club Member

- 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

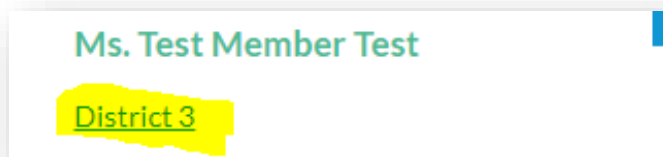
The District Profile

District Profile

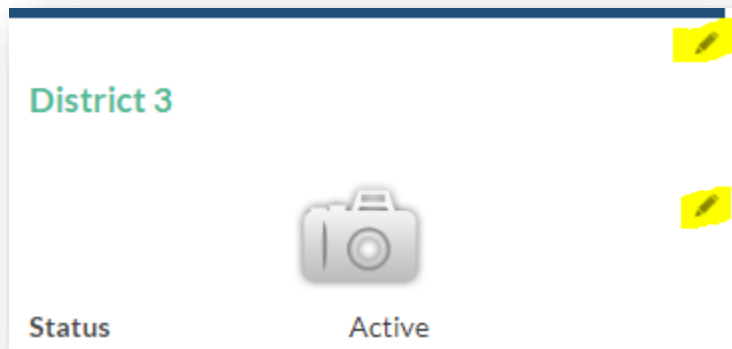
1. Log in to www.AAF.org and select your name in the top right corner of the screen



2. Select the Hyperlinked District name under your Full Name



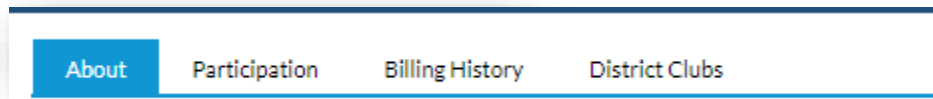
3. Edit the District Information by selecting the pencil icon next to a section. Below are areas that the Company Administrator can edit.



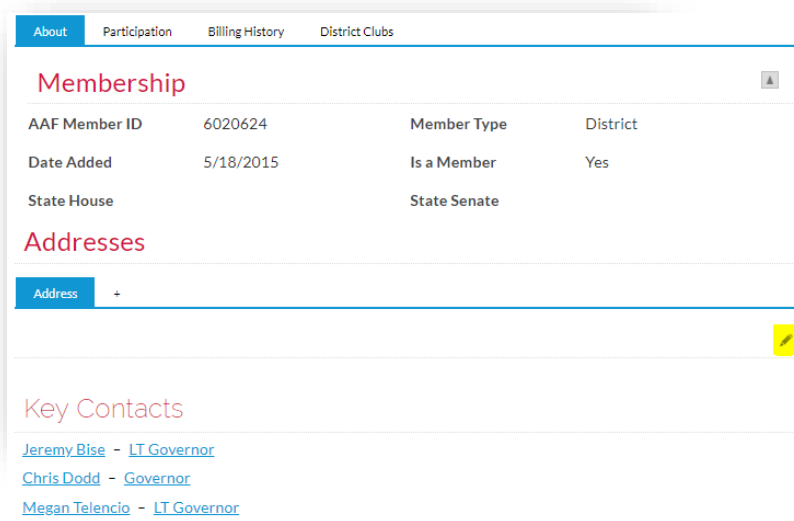
- a. District Image
- b. About Section
- c. Locations
- d. Website
- e. Social Profiles: Facebook, Twitter, Linked in

District Details and Demographics

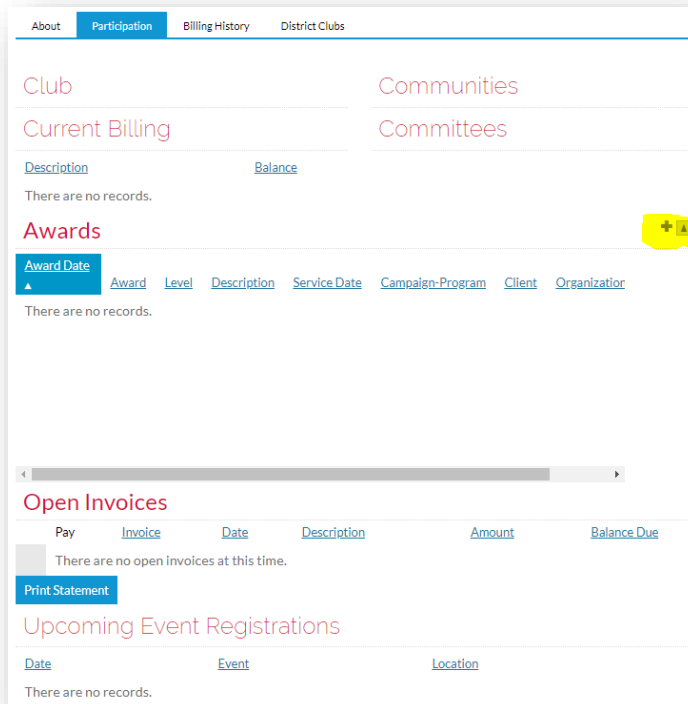
1. Historical and Demographic information can be found on the center tabs
 - a. These tabs also contain areas that is editable by the Company Administrator



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.

[About](#) [Participation](#) **[Billing History](#)** [District Clubs](#)

Task List +

[Date Added](#) [Type](#) [Assignee](#) [Subject](#) [Comment](#) [Priority](#) [Status](#) [Reminder Date](#) [Due Date](#) [edit](#)

There are no records.

Recent Transactions

Order Number	Order Date	Type	Amount	Balance
<input type="checkbox"/> 3445.00	6/29/2017	Event - American Advertising Awards Ads - For Chris Dodd - Billed to District 3	40.00	0.00
<input type="checkbox"/> 3462.00	6/28/2017	Event - American Advertising Awards Silver Entry Forwarding 2017 - For David Campbell - Billed to District 3	1,675.00	0.00

Open Invoices

Pay	Invoice	Date	Description	Amount	Balance Due
There are no open invoices at this time.					

[Print Statement](#)

Current Billing

Description	Balance
There are no records.	

Dues History

Transaction Date	Effective Date	Thru Date	Description	Amount	Batch	Credit/Debit	Accounting Code
There are no records.							

Sponsor History

Transaction Date	Effective Date	Product Code	Description	Amount
There are no records.				

Interaction Log

Date	Type	Subject	Owner
There are no records.			

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.

[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
DC	AAF Triad 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