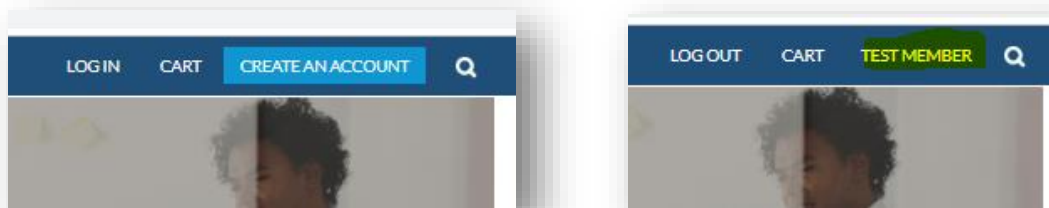


AAF Engage Administrator Quick Start Guide:

What is AAF Engage?

AAF Engage is the online portal for membership administration, transactions, and record keeping for AAF National. It allows AAF members to participate in events, purchase products, and interact as members with the association.

How do you access AAF Engage?

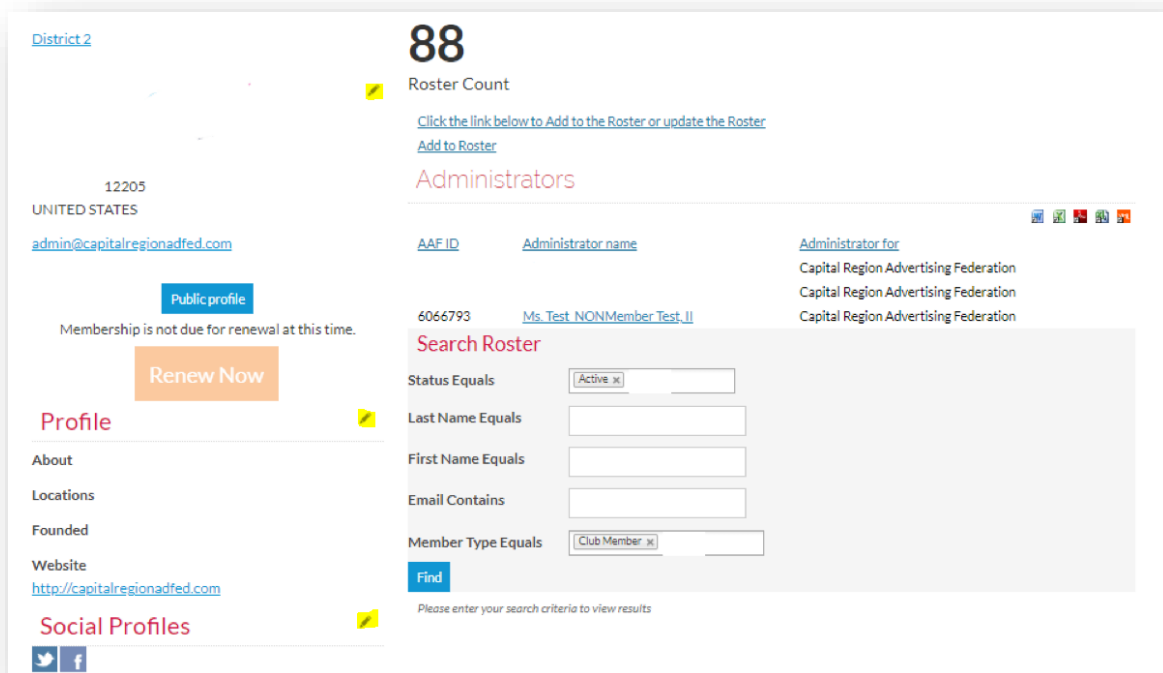


AAF Engage is accessed at www.aaf.org upon logging in using your AAF National user name and password credentials. Once logged in, you will be able to access your profile, club membership roster and club contact details by selecting your hyperlinked name.

What can I do on AAF Engage?

Club Page

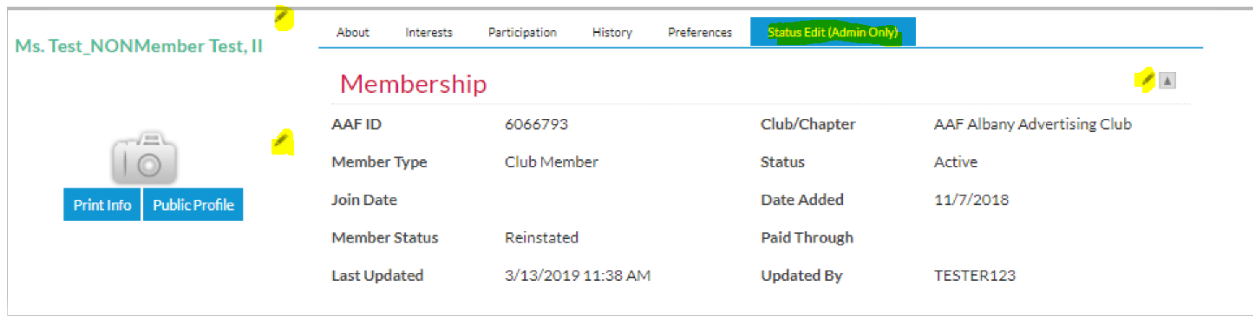
As an administrator you have the ability to edit your clubs' image, description, addresses, awards, website, social profiles and roster. You may also add and edit the individual member profiles listed on your club's roster.



Club Roster

As the administrator you have the ability to edit profiles of all members in your club. To find an individual profile, go to the Club Membership tab on your club 's profile. Select Add to Roster to add a new person or Select Find to edit a current record. Below are the actions that you can do on individual profiles as a club administrator.

- Membership Status and History
- Profile Image
- Contact Information
- Club and Committee Information
- Social Media Links
- Interests
- Communication Preferences

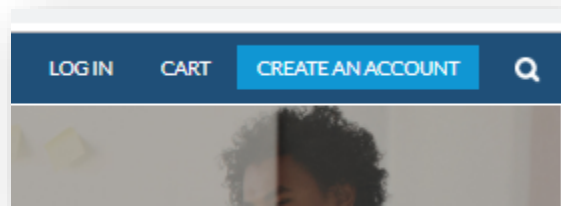


Membership			
AAF ID	6066793	Club/Chapter	AAF Albany Advertising Club
Member Type	Club Member	Status	Active
Join Date		Date Added	11/7/2018
Member Status	Reinstated	Paid Through	
Last Updated	3/13/2019 11:38 AM	Updated By	TESTER123

Can I edit my AAF Engage profile Information?

Yes, you may edit your own personal AAF Engage information as well. Editable information is indicated by a pencil icon. Membership information is updated only by AAF National Staff or by your local club administrator.

What should I do if I need an administrator AAF Engage profile?



1. Only your club president or District governor can allocate who will be the club or district administrator for your club or district to AAF National. AAF National will grant club administrator privileges to your profile.
2. Go to AAF.org and select **CREATE AN ACCOUNT**. Once created inform your club's president to provide your name to AAF National for administrative access.