



# AFWA Chapter Dashboard

USING YOUR DASHBOARD FOR CHAPTER SUCCESS

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Questions or Comments? Contact [marketing@afwa.org](mailto:marketing@afwa.org)

## AFWA Chapter Dashboard

### USING YOUR DASHBOARD FOR CHAPTER SUCCESS

**WHAT IS THE CHAPTER DASHBOARD?** The Chapter Dashboard is designed to provide AFWA Chapter Leaders access to membership and rebate reports **on-demand** in **real time**. *Reports are no longer emailed on a monthly basis.*

**WHO CAN ACCESS IT?** Any Chapter Leader (as reported to National HQ) may access the Chapter Dashboard. The Chapter President, Membership Chair, and Treasurer can access reports. And the Chapter President can make edits to Chapter information.

### HOW DO I ACCESS IT?

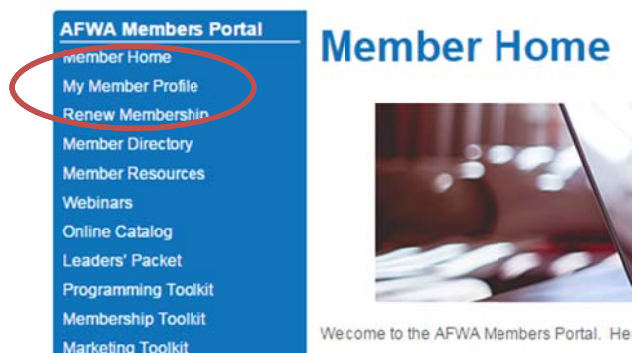
1. Log on to the AFWA Members Portal: *(for assistance with login, please contact [afwa@afwa.org](mailto:afwa@afwa.org))*



OR

[https://apps.afwa.org/eweb/dynamicpage.aspx?webcode=login&URL\\_Success=http%3a%2f%2fwww.afwa.org%2fafwa-member-home](https://apps.afwa.org/eweb/dynamicpage.aspx?webcode=login&URL_Success=http%3a%2f%2fwww.afwa.org%2fafwa-member-home)

2. Access your Member Profile:





3. Scroll down the page to find “My Chapters” and click on your Chapter name

My Fax Numbers

My Addresses  
Home: [Redacted]

My Email Addresses  
business: [Redacted]

My Websites

My Chapters  
**Minn/St. Paul Chapter #068**  
Active  
Expires on: 06/30/2016

My Committees

You have now reached your Chapter Profile. ALL members can see this page. This is a nice feature for AFWA Members to quickly find contact information for their Chapter and Chapter leaders.

Chapter Leaders: Click “Manage Your Chapter” to access the dashboard.

Chapter Profile Go Back

Chapter ID: 68

**Minn/St. Paul Chapter #068**

Type: Local  
Address: 334 Linda Ct  
Lino Lakes, MN 55014-6401

Website: <http://www.afwamp.org>

Active members: 19

**Manage Your Chapters**

Chapter Officers

Name	Position	Start	End	Email
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Current Chapter Officers will be listed here. Please complete this form if you have any changes to your leadership: <http://www.afwa.org/chapter-leadership-update>



You have now accessed your Chapter Dashboard. This screen looks much like the previous, but with a few new icons.

### My Chapter Profile

[← Back to My Profile](#)

**Chapter ID: 68**

### Minn/St. Paul Chapter #068

**Type:** Local  
**Address:** 334 Linda Ct  
Lino Lakes, MN 55014-6401  
**Website:** <http://www.afwamsp.org>  
**Active members:** 19

[Edit Chapter](#) [Chapter Documents](#) [Chapter Reports](#)

#### Chapter Officers

Name	Position	Start	End	Email
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- EDIT CHAPTER:** Only the Chapter President can use this section of the Dashboard. In this section, you can update Chapter information such as mailing address, email, website, and social media accounts. The information supplied here will be viewable by all Chapter members and used by HQ to contact your Chapter.

#### Edit My Chapter Information

[← Return to Chapter Profile](#)

#### Chapter Information

Chapter Type: Local

Chapter name: Minn/St. Paul Chapter #068

Number: 68

Address Line 1:

Line 2:

Line 3:

•

•

•

Email:

Be sure to provide the complete url for your website and social media accounts, beginning with http:// or https://

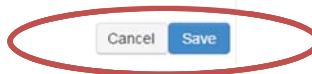
Website:

Facebook:

Twitter:

Linked In:

Be sure to click Save if you make any changes!





2. **CHAPTER DOCUMENTS:** This section may be used to deliver or store important documents for your Chapter.
  - a. General Chapter Documents: Here AFWA National may upload documents that are important for all Chapters at a given time, such as forms or guides.
  - b. Chapter Specific Documents: Here you can store specific documents for your Chapter that you may want to pass down year after year – such as bylaws, security information, charter information. There is a limit of 5 documents.

### My Chapter Profile - Chapter Documents

[Return to Chapter Profile](#)

#### General Chapter Documents

Documents provided by AFWA for use by all Chapters.

File Name	Description	File Type	Add Date
No data available at this moment.			

#### Chapter Specific Documents

[+ Add](#)

Use this section to store historical and administrative documents for your Chapter that you want passed down from year to year. Such as Chapter Bylaws, Charter documents, Chapter logos, password and admin information, or 990-N documents. Please limit your use of this section to these types of documents, this is not the place to store active committee documents or records.

You may upload a maximum of 5 documents.

File Name	Description	File Type	Add Date
<a href="#">Ames.zip</a>	Ames Chapter Logo		09/01/2015

[Edit](#)

3. **CHAPTER REPORTS:** Here is where you will find important reports for your Chapter. Only the Chapter President, Membership Chair, and Treasurer will be able to view reports.

To begin, click the arrow on the right-side of your screen next to the report you want to view.

### My Chapter Profile - Chapter Reports

[Return to Chapter Profile](#)

Active Members	▼
Terminated Members	▼
November New Members	▼
November Chapter Dues	▼



**ACTIVE MEMBERS REPORT:** The Active Members Report provides a list of ALL Active Members in your Chapter. Note the expiration date for those who may have memberships expiring soon.

*Admin Note: Members are given a 60 day grace period following expiration. After 60 days, their membership will be terminated. During the 60 day grace period, a member may still show up on your Active Member report, even though their membership has expired. Look for these members and be sure to reach out to them directly regarding their renewal.*

When you first open a report, you will see a preview screen. This screen gives you a quick snap shot of the current data. **Be sure to DOWNLOAD a report to access an editable excel file of all contact information and details for your members.**

## My Chapter Profile - Chapter Reports

[Return to Chapter Profile](#)

### Active Members

All active members are given a 90 day grace period following expiration before their membership is terminated.

[Download Report](#)

1 2

Name	Company	Member Type	Expire
[REDACTED]	[REDACTED]	Regular Chapter	01/31/2016
[REDACTED]	[REDACTED]	Regular Chapter	08/31/2016

**TERMINATED MEMBERS:** This report will provide information on all terminated memberships from your Chapter. The [preview screen](#) will give you a quick view of those most recent terminated members (within the last 6 months). If you don't see any members on your terminated members list – it means you haven't lost any members in the last 6 months.

*Admin Note: You may see members on both the terminated members list and active members list. There are two possible reasons for this 1) a member renewed with a new email address, possibly creating a new member profile for herself 2) a member changed her status, for example from association member to regular member.*

**DOWNLOAD REPORT** to access the complete list in excel, including contact information and details, of all terminated members.

Terminated Members ▼

Terminated members are expired members who have exceeded the 90-day grace period following expiration. This list shows your Chapters terminated members from the last 6 months. Download a report for a complete list of terminated Chapter members.

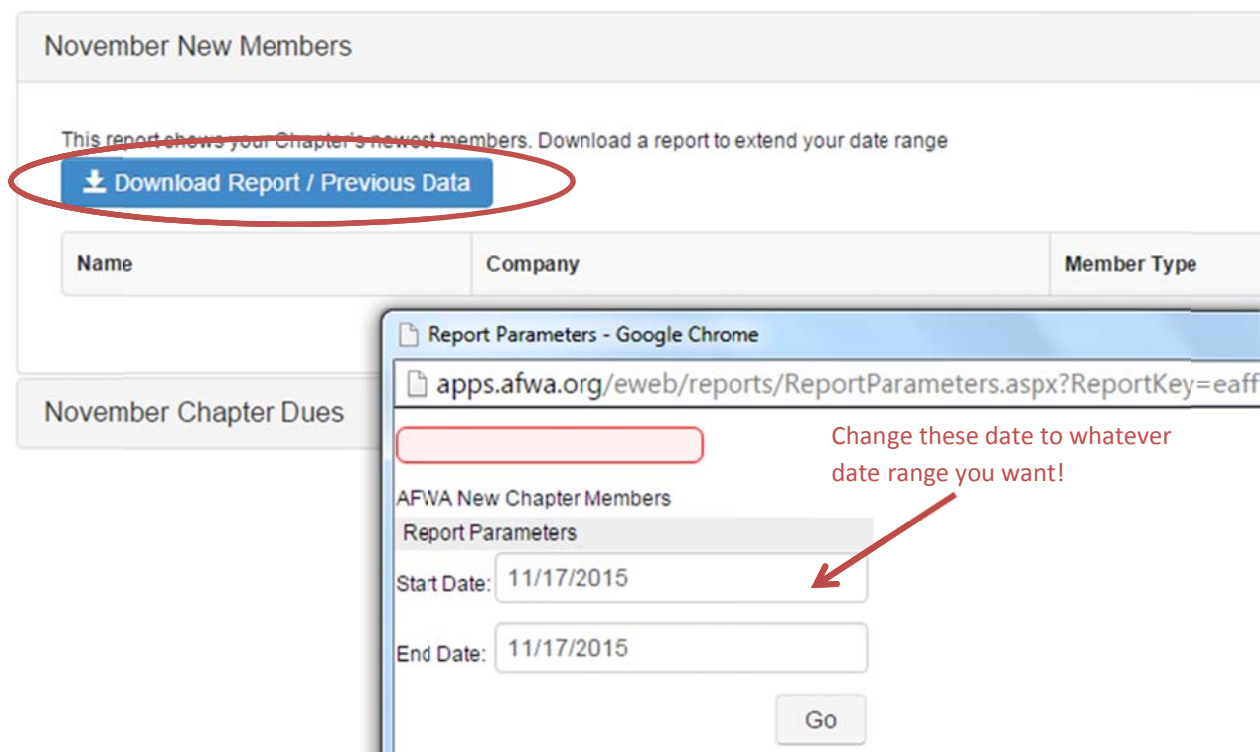
[Download Report](#)

Name	Company	Member Type
		Affiliate Chapter

**MONTHLY NEW MEMBERS:** This report will show the newest members to your Chapter (this does not count renewals). The preview screen will show you any new members who have joined in the current month (i.e. MM/01/YEAR – MM/TODAY/YEAR). This is intended to respond to Chapter Leaders' requests to "see members as soon as they join."

If you do not see any names on your preview screen, it is because you don't have any new members in the current month.

When **downloading a report** in this section, you will be presented with a date range field. For example, you may want to view all new members for the last 3, 6, or 12 months. This information can be valuable as your membership chair will want to be sure to reach out to all your Chapter's newest members.



The screenshot displays the 'November New Members' report interface. At the top, it says 'November New Members'. Below this, a message reads: 'This report shows your Chapter's newest members. Download a report to extend your date range'. A blue button with a download icon and the text 'Download Report / Previous Data' is circled in red. Below the button is a table header with columns for 'Name', 'Company', and 'Member Type'. Below the table header is another section titled 'November Chapter Dues'. Overlaid on the bottom right is a 'Report Parameters - Google Chrome' window. The URL is 'apps.afwa.org/eweb/reports/ReportParameters.aspx?ReportKey=eaff'. There is a red box around the top of the window. Below that, the text 'AFWA New Chapter Members Report Parameters' is shown. There are two date input fields: 'Start Date: 11/17/2015' and 'End Date: 11/17/2015'. A red arrow points to the 'Start Date' field with the text 'Change these date to whatever date range you want!'. A 'Go' button is at the bottom right of the window.





**MONTHLY CHAPTER DUES:** This report will provide information on your Chapter rebates. As with the New Members report, the Chapter Dues preview screen will show only the current month's rebates from new and renewing members (i.e. MM/01/YEAR – MM/TODAY/YEAR). You may **DOWNLOAD REPORT** to view rebate information for a selected date range.

*Admin Note: financial information prior to July 1, 2015 may not be available via the Chapter Dashboard.*

November Chapter Dues

[Download Report / Previous Data](#)

Name	Company	Member Type	Product	Amount
		Associate Chapter	Mississippi State University New Dues - Student	\$20.00
		Associate Chapter	Mississippi State University New Dues - Student	\$20.00
<b>Total:</b>				<b>\$40.00</b>