

2018

Council/Chapter Committee Module

Instructional Guide



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WELCOME

Welcome to the MOAA Council and Chapter Affairs Committee Module. This module was implemented to facilitate roster updates directly into the MOAA Headquarters Database.

Only council/chapter presidents, membership chairs, or designated council/chapter leaders are asked to use this tool in order to review and update their membership and officer roster information. The update you make will happen in real time in the MOAA database.




If you have questions, want to make recommendations, or need help using this tool, please call our Member Service Center (MSC) at (800) 234-6622 or email MSC@moaa.org.

Please Note: Any files containing MOAA-provided name, address, email address, and MOAA status should be maintained in a secure manner, password-protected, and accessible only by authorized council/chapter officers.

Thank you for using this new tool.

Quick Reference Guide:

(Examples are provided throughout this guide for help)

Red Circles will display examples	Yellow highlights will point out important info	See YELLOW OR RED Arrows throughout this guide for examples
	YELLOW HIGHLIGHTS	 

In order to maintain accuracy in the MOAA Database

Please DO NOT:

DO NOT	REASON
Do not add “honorary members” to your roster	This database was designed so that leaders can view and update their membership roster in order to receive eligible incentives from MOAA headquarters. We only want to keep track of eligible MOAA members on this roster. Please keep your honorary members on a separate spreadsheet.
Do not add Spouses as “Member”	Spouses can only be added in the leadership position they hold.
Do not use the function called “Reappoint”	When you go to your roster, you will see an option to “reappoint” a chapter member or officer. Please don’t use this option; our Developer is still working out some bugs.

Please Note:

Everyone who is eligible for MOAA membership should be added as “Member” on your roster.

- Add regular members and surviving spouses as “Member”

If you are unable to find someone when you conduct a search, please use the “new member gains form” here: [NEW CHAPTER MEMBER GAINS](#)

After adding a person to the New Member Gains form, our MOAA staff will do the following:

- Verify the person you’ve added is not already in the MOAA database;
- If the person is not in the MOAA database, the MOAA staff will add them as a PROSPECT;

Council/Chapter President or Membership Chair should:

- Encourage any new prospect to join MOAA as Basic, Premium, or LIFE member;
- Enrollment can be done [online](#) or by using the enrollment form here: [Basic, Premium, and LIFE enrollment form](#)

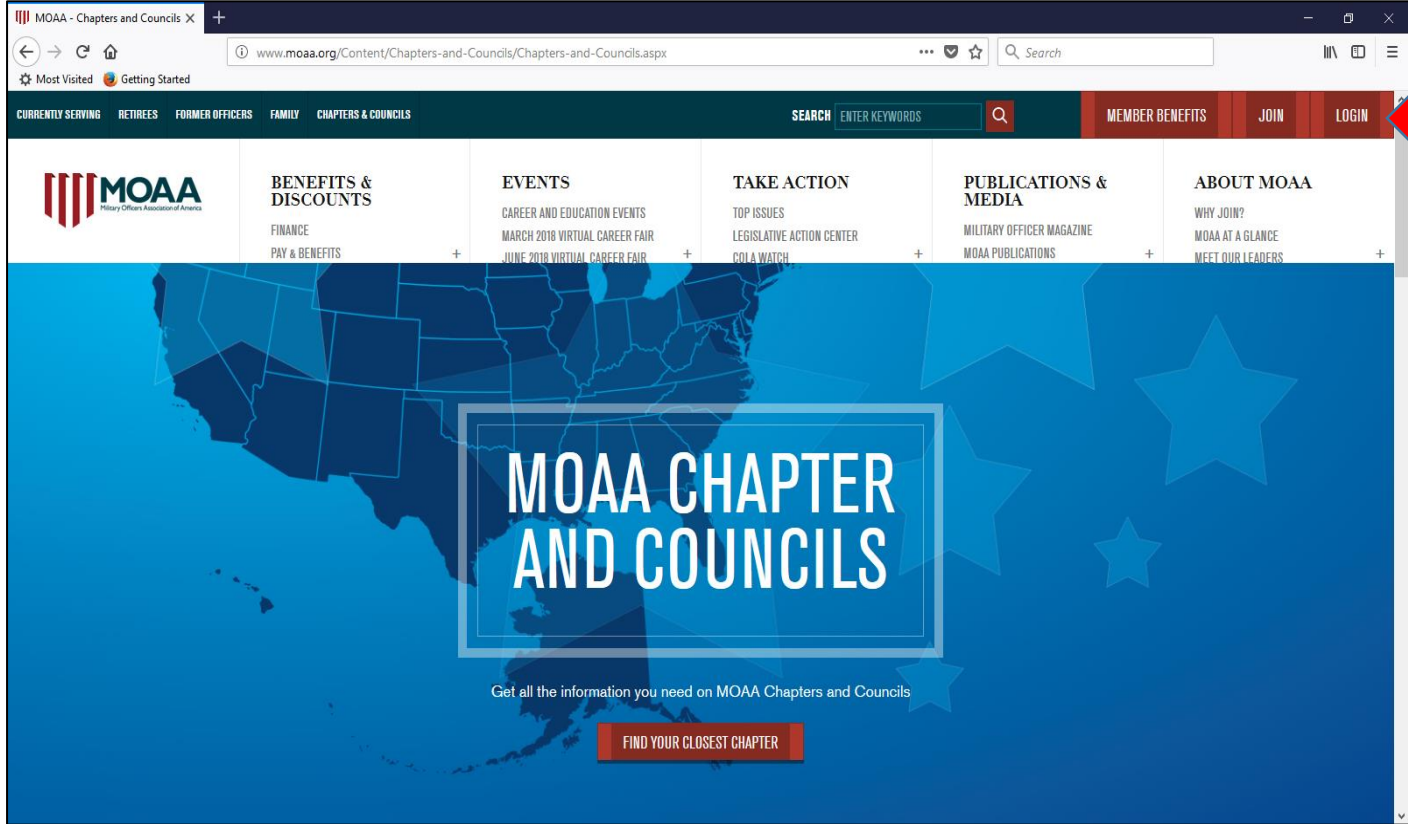
Report Deceased Members:

- Report deceased member information to our Member Service Center (MSC) at MSC@moaa.org or call (800) 234-6622; you must include the person’s name, rank, service, status, Surviving Spouse’s name (if applicable) and the date the person passed away. The chapter leader’s name and chapter will be added to our records as reporting the person’s death. Additionally, council/chapter leaders can access MOAA’s TAPS form here: <http://www.moaa.org/tapsform/>

* If you experience slow or sluggish lag time while using this module, we recommend installing an updated web Browser such as (1) Chrome, (2) Internet Explorer, or (3) Firefox.

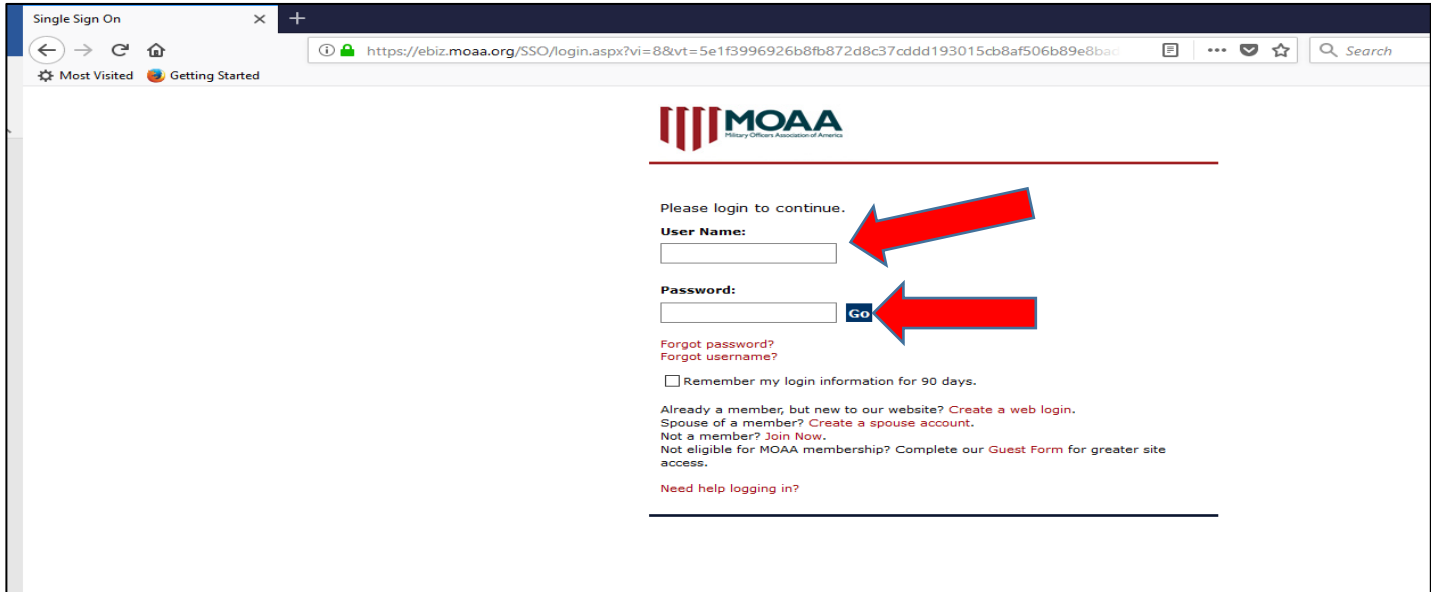
LET'S GET STARTED

To begin, go to MOAA's home page at www.moaa.org
Select LOGIN (far right, upper corner)




LOGIN

Add User Name and Password, then select “Go.”



Single Sign On

https://ebiz.moaa.org/SSO/login.aspx?vi=8&vt=5e1f3996926b8fb872d8c37cddd193015cb8af506b89e8bac

 MOAA
Primary Officers Association of Parents

Please login to continue.

User Name:

Password:

[Forgot password?](#)
[Forgot username?](#)

Remember my login information for 90 days.

Already a member, but new to our website? [Create a web login.](#)
Spouse of a member? [Create a spouse account.](#)
Not a member? [Join Now.](#)
Not eligible for MOAA membership? Complete our [Guest Form](#) for greater site access.

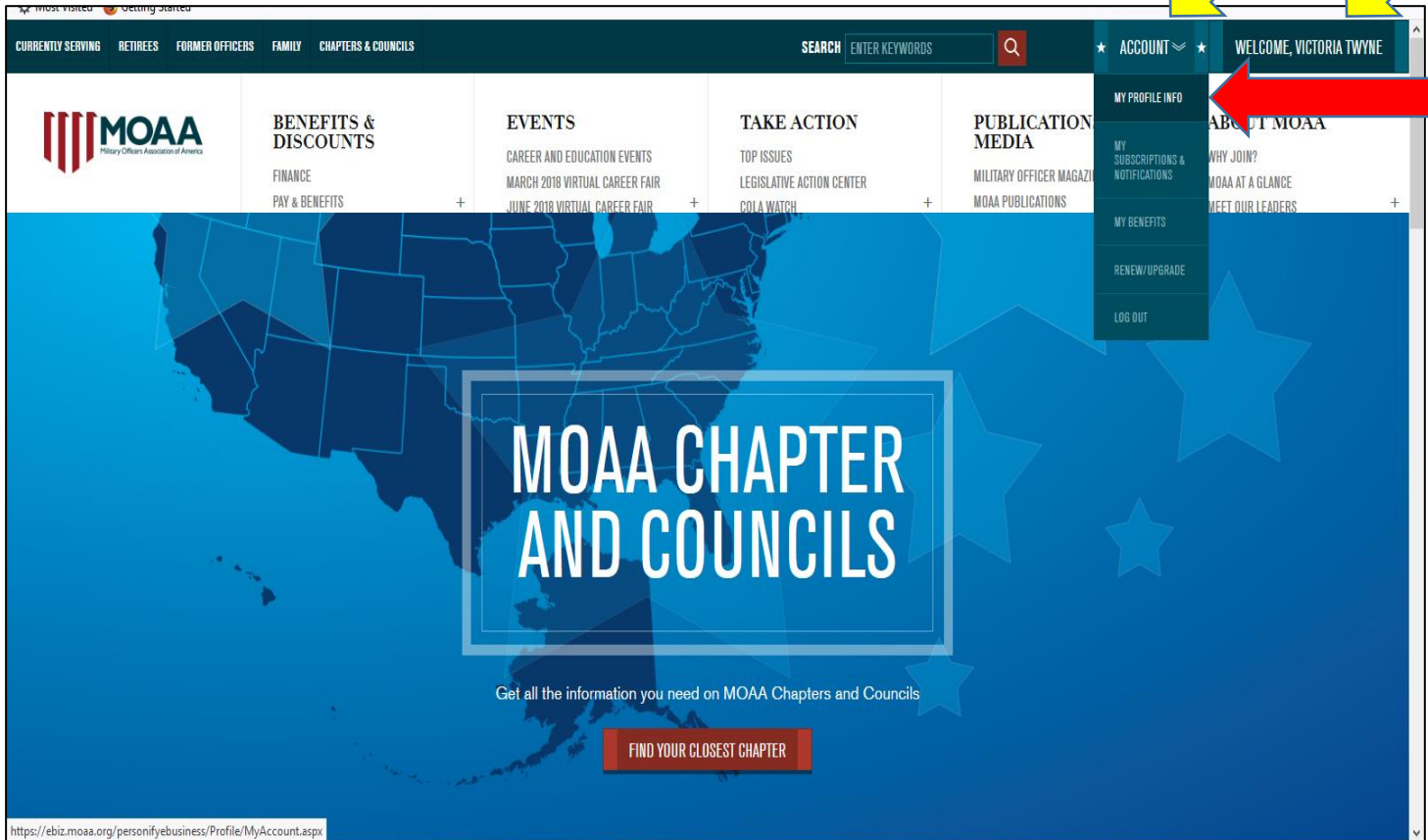
[Need help logging in?](#)

LOGIN HELP

Need help with Login?: <http://www.moaa.org/Content/About-MOAA/Log-In-Help.aspx>

After your login was successful, you will see “Welcome, your name,” in the far upper right corner. On the left side of your name you will see “ACCOUNT” (drop-down-menu).

When you select ACCOUNT, click “My Profile Info.”

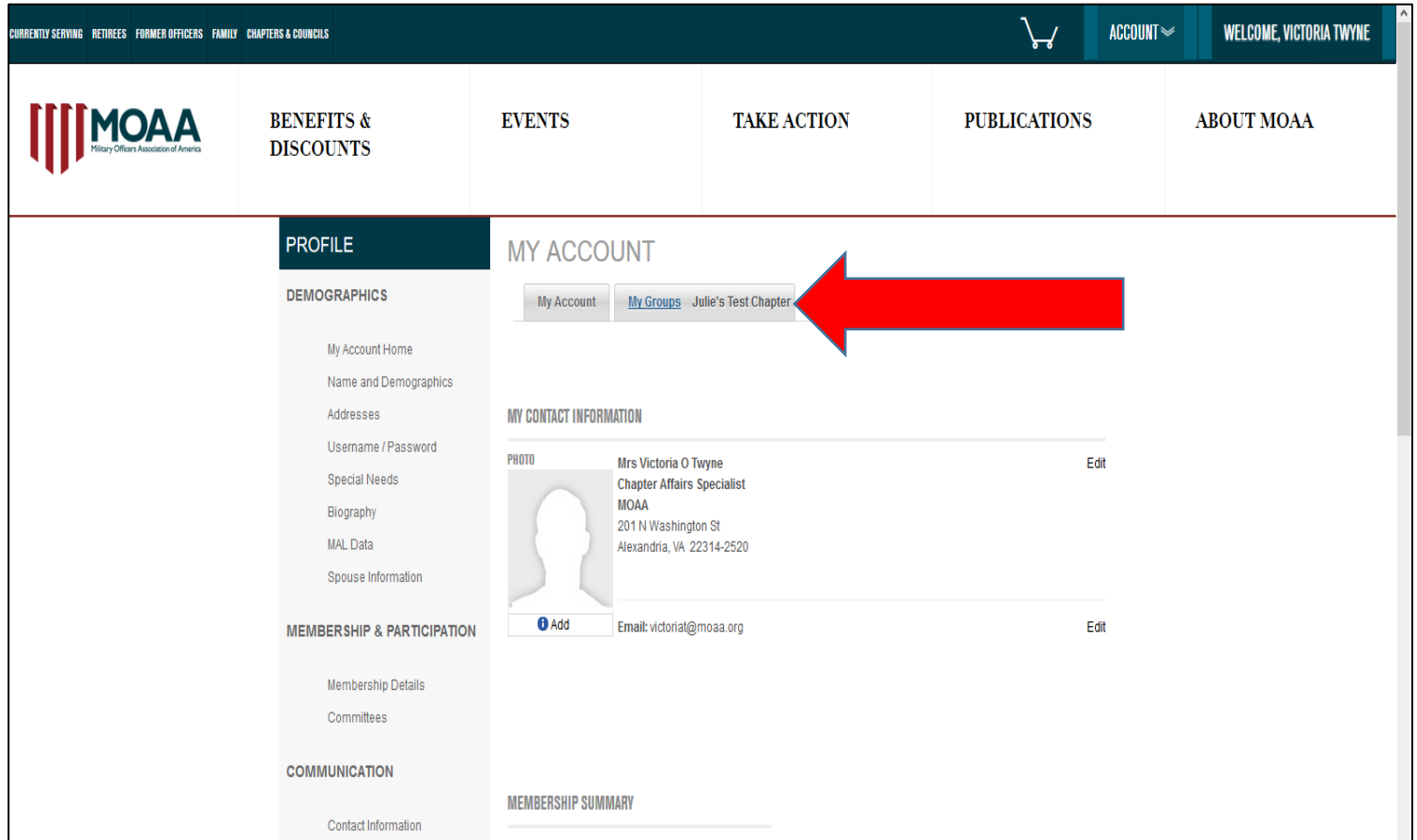


The screenshot shows the MOAA website interface. At the top, there is a navigation bar with links for 'CURRENTLY SERVING', 'RETIRES', 'FORMER OFFICERS', 'FAMILY', and 'CHAPTERS & COUNCILS'. A search bar is located in the center of the navigation bar. On the right side of the navigation bar, there is a user account section that says 'WELCOME, VICTORIA TWYNE'. To the left of the user name is a dropdown menu labeled 'ACCOUNT'. A red arrow points to the 'ACCOUNT' dropdown menu, and a yellow arrow points to the 'WELCOME, VICTORIA TWYNE' text. The dropdown menu is open, showing options: 'MY PROFILE INFO', 'MY SUBSCRIPTIONS & NOTIFICATIONS', 'MY BENEFITS', 'RENEW/UPGRADE', and 'LOG OUT'. Below the navigation bar, there is a main content area with a large blue map of the United States. Overlaid on the map is a white box with the text 'MOAA CHAPTER AND COUNCILS'. Below the map, there is a red button that says 'FIND YOUR CLOSEST CHAPTER'. The URL at the bottom of the page is 'https://ebiz.moaa.org/personifyebusiness/Profile/MyAccount.aspx'.

PROFILE PAGE

After selecting My Profile Info, your profile displays.

Select “My Groups” and this will display your council/chapter roster.



CURRENTLY SERVING RETIREES FORMER OFFICERS FAMILY CHAPTERS & COUNCILS

ACCOUNT WELCOME, VICTORIA TWYNE

MOAA BENEFITS & DISCOUNTS EVENTS TAKE ACTION PUBLICATIONS ABOUT MOAA

PROFILE MY ACCOUNT

My Account My Groups Julie's Test Chapter

MY CONTACT INFORMATION

PHOTO Mrs Victoria O Twyne Chapter Affairs Specialist MOAA 201 N Washington St Alexandria, VA 22314-2520 Edit


Add Email: victorial@moaa.org Edit

MEMBERSHIP SUMMARY

MY PROFILE ROSTER

You will see your council or chapter roster display.

CURRENTLY SERVING RETIREES FORMER OFFICERS FAMILY CHAPTERS & COUNCILS
WELCOME, VICTORIA TWYNE



BENEFITS &
DISCOUNTS

EVENTS

TAKE ACTION

PUBLICATIONS

ABOUT MOAA

MY PROFILE ROSTER

[My Account](#)
My Groups - Julie's Test Chapter

Details for: Julie's Test Chapter

Last Name:

City:

Position:

Represents:

Name:

First Name:

State/Province:

Status:

Email:

Country:

Voting:

Current

Future

Search
Clear

Actions: Go

Add Committee Member

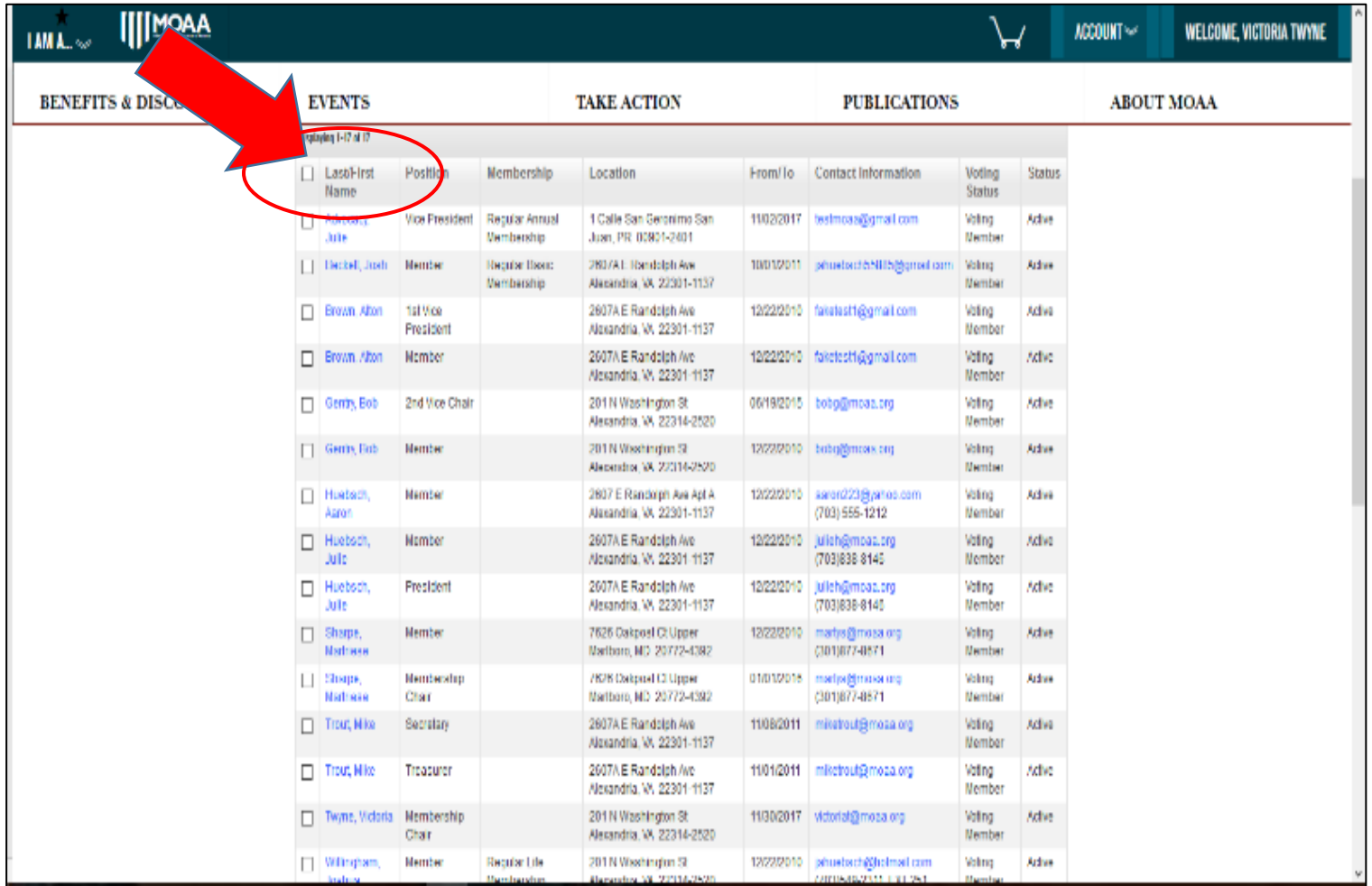
Displaying 1-20 of 22

1
2
View All
|<
<
>
|>

<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Brown, Alton	1st Vice President		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	faketest1@gmail.com	Voting Member	Active
<input type="checkbox"/>	Centry, Bob	2nd Vice Chair		201 N Washington St	06/19/2015	boba@moaa.org	Voting	Active

SORT ON LAST/FIRST NAME

Your chapter roster will display. You can sort on “Last/First Name” by selecting it with your mouse. When you scroll down your roster, you can review the members.

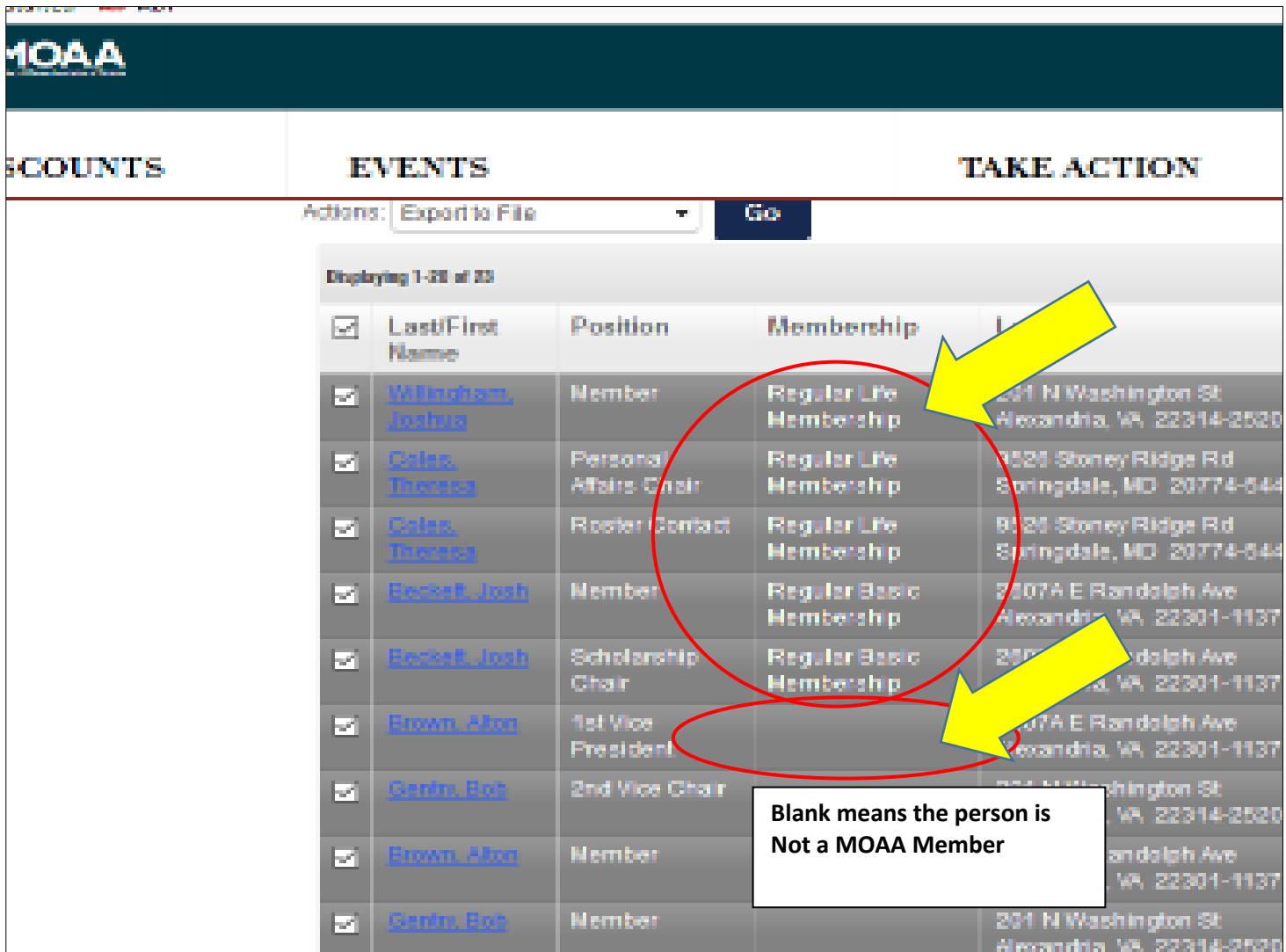


BENEFITS & DISCOUNTS		EVENTS		TAKE ACTION		PUBLICATIONS		ABOUT MOAA	
Displaying 1-17 of 17									
<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/ To	Contact Information	Voting Status	Status	
<input type="checkbox"/>	Huebner, Julie	Vice President	Regular Annual Membership	1 Calle San Gerónimo San Juan, PR 00901-2401	11/02/2017	westmoaa@gmail.com	Voting Member	Active	
<input type="checkbox"/>	Huebner, Josh	Member	Regular Life Membership	2807A E Randolph Ave Alexandria, VA 22301-1137	10/10/2011	jhuebner@icloud.com	Voting Member	Active	
<input type="checkbox"/>	Brown, Alton	1st Vice President		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	fatatst1@gmail.com	Voting Member	Active	
<input type="checkbox"/>	Brown, Alton	Member		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	fatatst1@gmail.com	Voting Member	Active	
<input type="checkbox"/>	Gerry, Bob	2nd Vice Chair		201 N Washington St Alexandria, VA 22314-2520	06/19/2015	bobg@moaa.org	Voting Member	Active	
<input type="checkbox"/>	Gerry, Bob	Member		201 N Washington St Alexandria, VA 22314-2520	12/22/2010	bobg@moaa.org	Voting Member	Active	
<input type="checkbox"/>	Huebner, Aaron	Member		2807 E Randolph Ave Apt A Alexandria, VA 22301-1137	12/22/2010	aaron223@pmoaa.com (703) 555-1212	Voting Member	Active	
<input type="checkbox"/>	Huebner, Julie	Member		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	julieh@moaa.org (703) 838-8145	Voting Member	Active	
<input type="checkbox"/>	Huebner, Julie	President		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	julieh@moaa.org (703) 838-8145	Voting Member	Active	
<input type="checkbox"/>	Shupe, Matthew	Member		7626 Oakport Ct Upper Marlboro, MD 20772-4382	12/22/2010	matys@moaa.org (301) 677-4871	Voting Member	Active	
<input type="checkbox"/>	Shupe, Matthew	Membership Chair		7626 Oakport Ct Upper Marlboro, MD 20772-4382	01/01/2018	matys@moaa.org (301) 677-4871	Voting Member	Active	
<input type="checkbox"/>	Trout, Mike	Secretary		2607A E Randolph Ave Alexandria, VA 22301-1137	11/08/2011	mike trout@moaa.org	Voting Member	Active	
<input type="checkbox"/>	Trout, Mike	Treasurer		2607A E Randolph Ave Alexandria, VA 22301-1137	11/01/2011	mike trout@moaa.org	Voting Member	Active	
<input type="checkbox"/>	Twyne, Victoria	Membership Chair		201 N Washington St Alexandria, VA 22314-2520	11/03/2017	victoria@moaa.org	Voting Member	Active	
<input type="checkbox"/>	Willingham, Andrew	Member	Regular Life Membership	201 N Washington St Alexandria, VA 22314-2520	12/22/2010	andreww@icloud.com (703) 555-2311 x 81291	Voting Member	Active	

VIEWING MOAA MEMBERSHIP STATUS

You can view each member’s MOAA membership status (i.e. Regular Basic, Regular Premium or Regular Life) in the column marked “Membership”; you can also sort on this column.

If the Membership column is blank, the person is not a MOAA member.



The screenshot shows a web interface with a table of members. The table has columns for 'Last/First Name', 'Position', 'Membership', and 'Address'. A red circle highlights the 'Membership' column, and two yellow arrows point to specific rows. A white box with a red border contains the text: 'Blank means the person is Not a MOAA Member'.

<input checked="" type="checkbox"/>	Last/First Name	Position	Membership	Address
<input checked="" type="checkbox"/>	Williamson, Joshua	Member	Regular Life Membership	201 N Washington St Alexandria, VA 22314-2520
<input checked="" type="checkbox"/>	Coles, Theresa	Personal Affairs Chair	Regular Life Membership	9526 Stoney Ridge Rd Springdale, MD 20774-544
<input checked="" type="checkbox"/>	Coles, Theresa	Roster Contact	Regular Life Membership	9526 Stoney Ridge Rd Springdale, MD 20774-544
<input checked="" type="checkbox"/>	Beckel, Josh	Member	Regular Basic Membership	207A E Randolph Ave Alexandria, VA 22301-1137
<input checked="" type="checkbox"/>	Beckel, Josh	Scholarship Chair	Regular Basic Membership	207A E Randolph Ave Alexandria, VA 22301-1137
<input checked="" type="checkbox"/>	Brown, Alton	1st Vice President		207A E Randolph Ave Alexandria, VA 22301-1137
<input checked="" type="checkbox"/>	Gentry, Bob	2nd Vice Chair		201 N Washington St Alexandria, VA 22314-2520
<input checked="" type="checkbox"/>	Brown, Alton	Member		207A E Randolph Ave Alexandria, VA 22301-1137
<input checked="" type="checkbox"/>	Gentry, Bob	Member		201 N Washington St Alexandria, VA 22314-2520

VERIFY MEMBER RECORD BEFORE ADDING TO COUNCIL/CHAPTER

When adding a council/chapter officer, ensure the person is listed as a “Member”

After verifying they have a Member record, you can add them in the position they hold. example: Julie Huebsch has been added as “President”; she already has a “member record”.

& DISCOUNTS	EVENTS	TAKE ACTION	PUBLICATIONS
<input type="checkbox"/>	Huebsch, Aaron Member	Alexandria, VA 22314-2520 2607 E Randolph Ave Apt A Alexandria, VA 22301-1137	12/22/2010 aaron223@yahoo.com (703) 555-1212
<input type="checkbox"/>	Huebsch, Julie Member	2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010 julieh@moaa.org (703)838-8146
<input type="checkbox"/>	Huebsch, Julie President	2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010 julieh@moaa.org (703)838-8146
<input type="checkbox"/>	Sharpe, Martriese Member	7626 Oakpost Ct Upper Marlboro, MD 20772-4392	12/22/2010 martys@moaa.org (301)877-8671
<input type="checkbox"/>	Sharpe, Martriese Membership Chair	7626 Oakpost Ct Upper Marlboro, MD 20772-4392	01/01/2016 martys@moaa.org (301)877-8671
<input type="checkbox"/>	Trout, Mike Secretary	2607A E Randolph Ave Alexandria, VA 22301-1137	11/08/2011 miketrout@moaa.org
<input type="checkbox"/>	Trout, Mike Treasurer	2607A E Randolph Ave Alexandria, VA 22301-1137	11/01/2011 miketrout@moaa.org
<input type="checkbox"/>	Twyne, Victoria Membership Chair	201 N Washington St Alexandria, VA 22314-2520	11/30/2017 victoriat@moaa.org
<input type="checkbox"/>	Twyne, Victoria Roster Contact	201 N Washington St Alexandria, VA 22314-2520	12/13/2017 victoriat@moaa.org
<input type="checkbox"/>	Willingham, Joshua Member	201 N Washington St Alexandria, VA 22314-2520	12/22/2010 jahuebsch@hotmail.com (703)549-2311 EXT 251
<input type="checkbox"/>	Wood, Amy President	201 N Washington St Alexandria, VA 22314-2520	12/17/2017 amyw@moaa.org
<input type="checkbox"/>	Wood, Amy Secretary	201 N Washington St Alexandria, VA 22314-2520	01/24/2017 amyw@moaa.org

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VERIFY VARIOUS OFFICER POSITIONS BEFORE ADDING NEW POSITION

After sorting the list on Last/First Name, verify the person’s position so that you don’t duplicate their position in the council/chapter.

After you’ve verified this, you can now add the person in a new leadership position.

<input type="checkbox"/>	Sharpe, Martriese	Member		7626 Oakpost Ct Upper Marlboro, MD 20772-4392	12/23
<input type="checkbox"/>	Sharpe, Martriese	Membership Chair		7626 Oakpost Ct Upper Marlboro, MD 20772-4392	01/01
<input type="checkbox"/>	Trout, Mike	Secretary		2607A E Randolph Ave Alexandria, VA 22301-1137	11/08
<input type="checkbox"/>	Trout, Mike	Treasurer		2607A E Randolph Ave Alexandria, VA 22301-1137	11/01
<input type="checkbox"/>	Twyne, Victoria	Member		201 N Washington St Alexandria, VA 22314-2520	12/04
<input type="checkbox"/>	Twyne, Victoria	Membership Chair		201 N Washington St Alexandria, VA 22314-2520	11/30
<input type="checkbox"/>	Twyne, Victoria	Roster Contact		201 N Washington St Alexandria, VA 22314-2520	12/13
<input type="checkbox"/>	Willingham, Joshua	Member	Regular Life Membership	201 N Washington St Alexandria, VA 22314-2520	12/22
<input type="checkbox"/>	Wood, Amy	President		201 N Washington St Alexandria, VA 22314-2520	12/17
<input type="checkbox"/>	Wood, Amy	Secretary		201 N Washington St Alexandria, VA 22314-2520	01/24

Displaying 1-20 of 22

ADD COMMITTEE MEMBER – MEMBER OR COUNCIL/CHAPTER OFFICER

To add new “Member” or “Officer Position” select “Add Committee Member.”

MY PROFILE ROSTER

[My Account](#) | [My Groups](#) | Julie's Test Chapter

i Details for: Julie's Test Chapter

Last Name: First Name: Email:
City: State/Province: Country:
Position: Status: Voting:
Represents: Current Future
Name: Future

[Clear](#)

Actions:

Displaying 1-17 of 17

<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
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SEARCH DATABASE TO ADD NEW MEMBER

Include email address or Master Customer Id.


Customer Id must include the leading "0" (e.g. 01234567) when you conduct your search.

After adding the email or customer ID, select "Check".

Please Note: the email must match the one in MOAA's database. For example:

VictoriaT@moaa.org is the email listed in the MOAA database. However, if you use


VictoriaT@gmail.com, it will not be recognized on this search function.

 MOAA Military Officers Association of America	BENEFITS & DISCOUNTS	EVENTS	TAKE ACTION
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ADD NEW INDIVIDUAL

[My Account](#) My Groups Julie's Test Chapter

* Required

Email Address: 

Master Customer Id:



SELECT CONTINUE TO ADD A NEW MEMBER

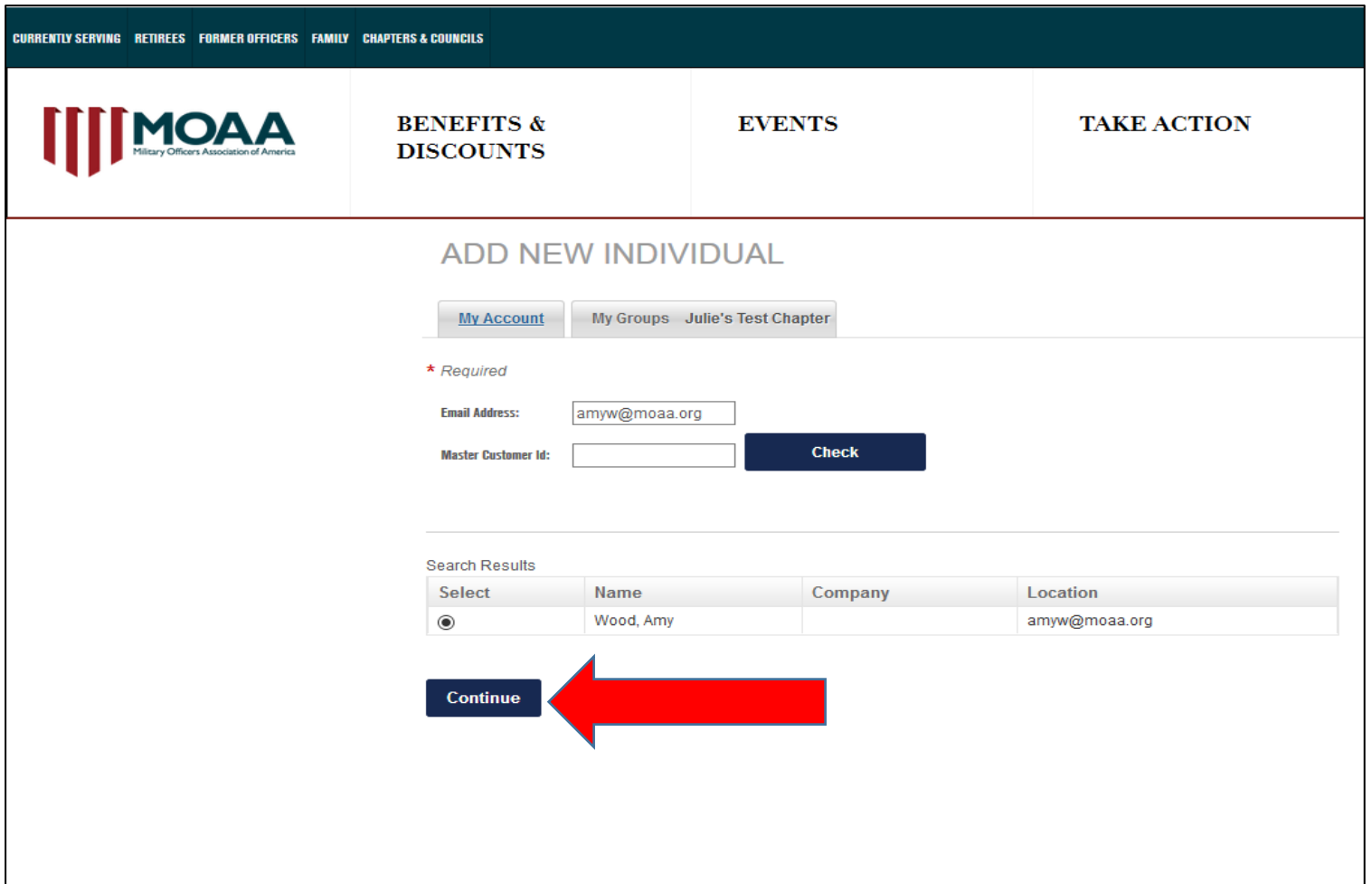
When the member displays, select “Continue.”

If unable to find someone when you conduct the search, please ensure the following:

- (1) Individual is not a MOAA Member
- (2) Individual has never joined MOAA

* You can add the eligible MOAA member to the “New Member Join Formsite” using this link: [NEW MEMBER GAINS](#)

The person you add to the formsite will be added to our MOAA database as a PROSPECT.



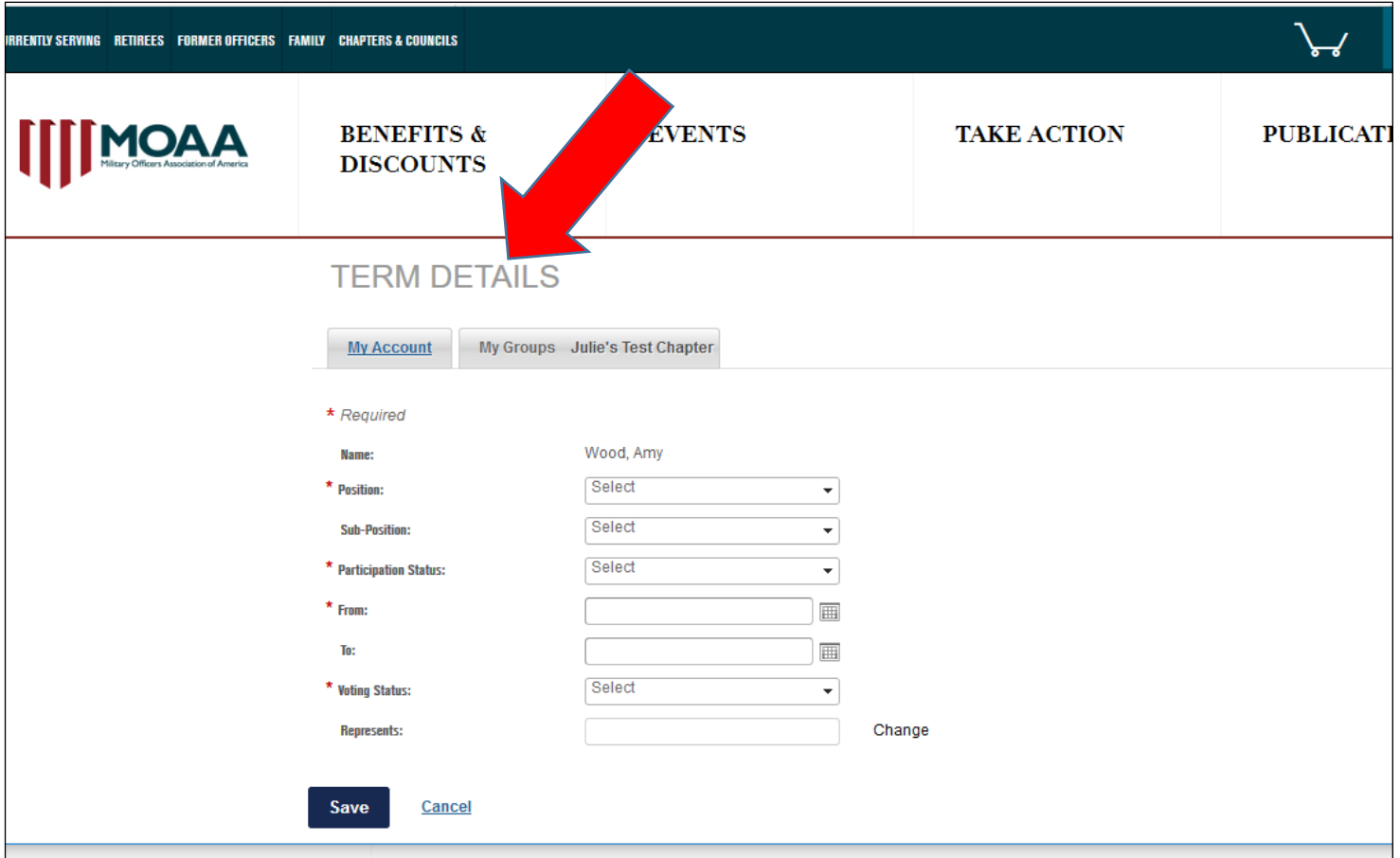
The screenshot shows the MOAA website interface. At the top, there is a navigation bar with links: CURRENTLY SERVING, RETIREES, FORMER OFFICERS, FAMILY, and CHAPTERS & COUNCILS. Below this is a header with the MOAA logo and three main menu items: BENEFITS & DISCOUNTS, EVENTS, and TAKE ACTION. The main content area is titled 'ADD NEW INDIVIDUAL'. It features a 'My Account' link and a dropdown menu for 'My Groups' showing 'Julie's Test Chapter'. There are two required input fields: 'Email Address' (containing 'amyw@moaa.org') and 'Master Customer Id'. A 'Check' button is positioned to the right of the 'Master Customer Id' field. Below the form is a 'Search Results' section with a table:

Select	Name	Company	Location
<input checked="" type="radio"/>	Wood, Amy		amyw@moaa.org

Below the search results is a 'Continue' button, which is highlighted by a large red arrow pointing to it from the right.

TERM DETAILS

This is the screen to add the member or council/chapter officer to your roster.



The screenshot shows the MOAA web application interface. At the top, a dark blue navigation bar contains the following menu items: CURRENTLY SERVING, RETIREES, FORMER OFFICERS, FAMILY, and CHAPTERS & COUNCILS. A shopping cart icon is visible in the top right corner. Below the navigation bar is a white header area with the MOAA logo on the left and four tabs: BENEFITS & DISCOUNTS, EVENTS, TAKE ACTION, and PUBLICATIONS. A large red arrow points to the BENEFITS & DISCOUNTS tab. The main content area is titled 'TERM DETAILS' and contains a sub-navigation bar with 'My Account' and 'My Groups Julie's Test Chapter'. The form fields are as follows:

- * Required**
- Name:** Wood, Amy
- * Position:** Select
- Sub-Position:** Select
- * Participation Status:** Select
- * From:** [Text Input] [Calendar Icon]
- To:** [Text Input] [Calendar Icon]
- * Voting Status:** Select
- Represents:** [Text Input] [Change](#)

At the bottom of the form are two buttons: a dark blue 'Save' button and a blue 'Cancel' link.


ADDING THE MEMBER OR COUNCIL/CHAPTER OFFICER'S TERM

Add the member or chapter officer as:

- (1) Position: Use **Member**; if council/chapter officer, select the leadership position;
- (2) Sub-position Leave **blank**;
- (3) Participation Status: Use **Active**
- (4) From: Today's date or the date the member joined your chapter;
 - if chapter officer, use the date for their term of office;
- (5) To: "To/End Date" for chapter leaders; if you know the term of office for this leader, you can use the option of ending their leadership role, **or you can leave this blank.**
- (6) Represents: **Leave this BLANK**

When adding chapter officer positions, select the leadership position, then **add participation status as "Active."** Next, select **"Voting Member."**

CURRENTLY SERVING RETIREES FORMER OFFICERS FAMILY CHAPTERS & COUNCILS



BENEFITS & DISCOUNTS

EVENTS

TAKE ACTION

TERM DETAILS

My Account
My Groups
Julie's Test Chapter

Please Note: when adding a new chapter member or leader:

Always select:

- Participation Status: "Active"
- Voting Status: "Voting Member"

** Required*

Name: Twyne, Victoria

* Position:

Sub-Position:

* Participation Status:

* From:

To:

* Voting Status:

Represents: Change

Save
Cancel

ADDING A COUNCIL/CHAPTER OFFICER

PLEASE NOTE: When adding someone who is already listed as a council/chapter officer, use the “Add Committee Member” button to add them to a new leadership position.

Add: Position the person holds

Add: Participation Status – Use “Active”

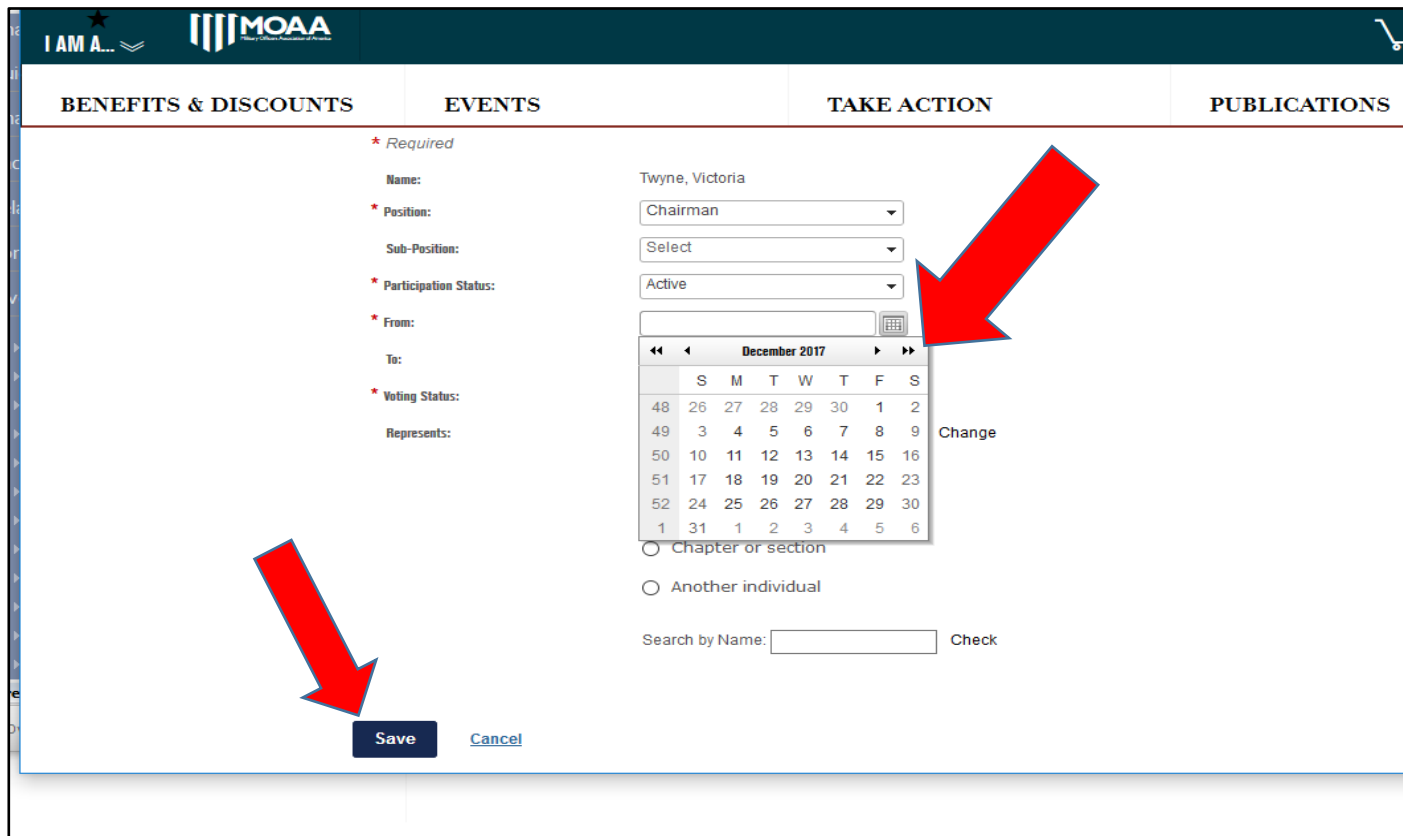
Add: From – Use the calendar icon to select the date

To: Use the date the officer’s term will end; if unknown, leave this blank

Voting Status: Use “Voting Member”

Represents: Leave this blank

Save: When finished, select SAVE



The screenshot shows the MOAA system interface with the following elements:

- Navigation:** I AM A... MOAA
- Menu:** BENEFITS & DISCOUNTS, EVENTS, TAKE ACTION, PUBLICATIONS
- Form Fields:**
 - Name: Twyne, Victoria
 - Position: Chairman
 - Sub-Position: Select
 - Participation Status: Active
 - From: [Calendar icon]
 - To: [Calendar icon]
 - Voting Status: [Dropdown]
 - Represents: [Text field]
- Calendar:** December 2017. A red arrow points to the calendar icon.
- Buttons:** Save, Cancel. A red arrow points to the Save button.
- Radio Buttons:**
 - Chapter or section
 - Another individual
- Search:** Search by Name: [Text field] Check

EDIT THE “END DATE” OF AN EXISTING CHAPTER MEMBER OR OFFICER

Please note: Do not overwrite an existing officer position, see page 20-22

The editing function is used when you need to update the tenure for a council/chapter officer

Overwriting an officer position will eliminate their officer tenure history in our database.

To add or update an officer record, click the person's name.

Displaying 1-20 of 32	Last/First Name	Position	Membership	Location	From To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Twyne, Victoria	1st Vice Chair		201 N Washington St Alexandria, VA 22314-2520	12/29/2017 - 04/30/2019	victorial@moaa.org	Voting Member	Active
<input type="checkbox"/>	Brown, Alton	1st Vice President		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	faketest1@gmail.com	Voting Member	Active
<input type="checkbox"/>	Gentry, Bob	2nd Vice Chair		201 N Washington St Alexandria, VA 22314-2520	06/19/2015	bobg@moaa.org	Voting Member	Active
<input type="checkbox"/>	Anderson, Brian	Member	Regular Life Membership	PO Box 8581 Washington, DC 20032-8581	02/02/2017	briana@moaa.org (571) 641-1135	Voting Member	Active
<input type="checkbox"/>	Beckett, Josh	Member	Regular Basic Membership	2607A E Randolph Ave Alexandria, VA 22301-1137	10/01/2011	jahuebsch55885@gmail.com	Voting Member	Active
<input type="checkbox"/>	Brown, Alton	Member		2607A E Randolph Ave Alexandria, VA 22301-1137	12/22/2010	faketest1@gmail.com	Voting Member	Active

COMMITTEE MEMBER PROFILE

My Account | My Groups | Julie's Test Chapter

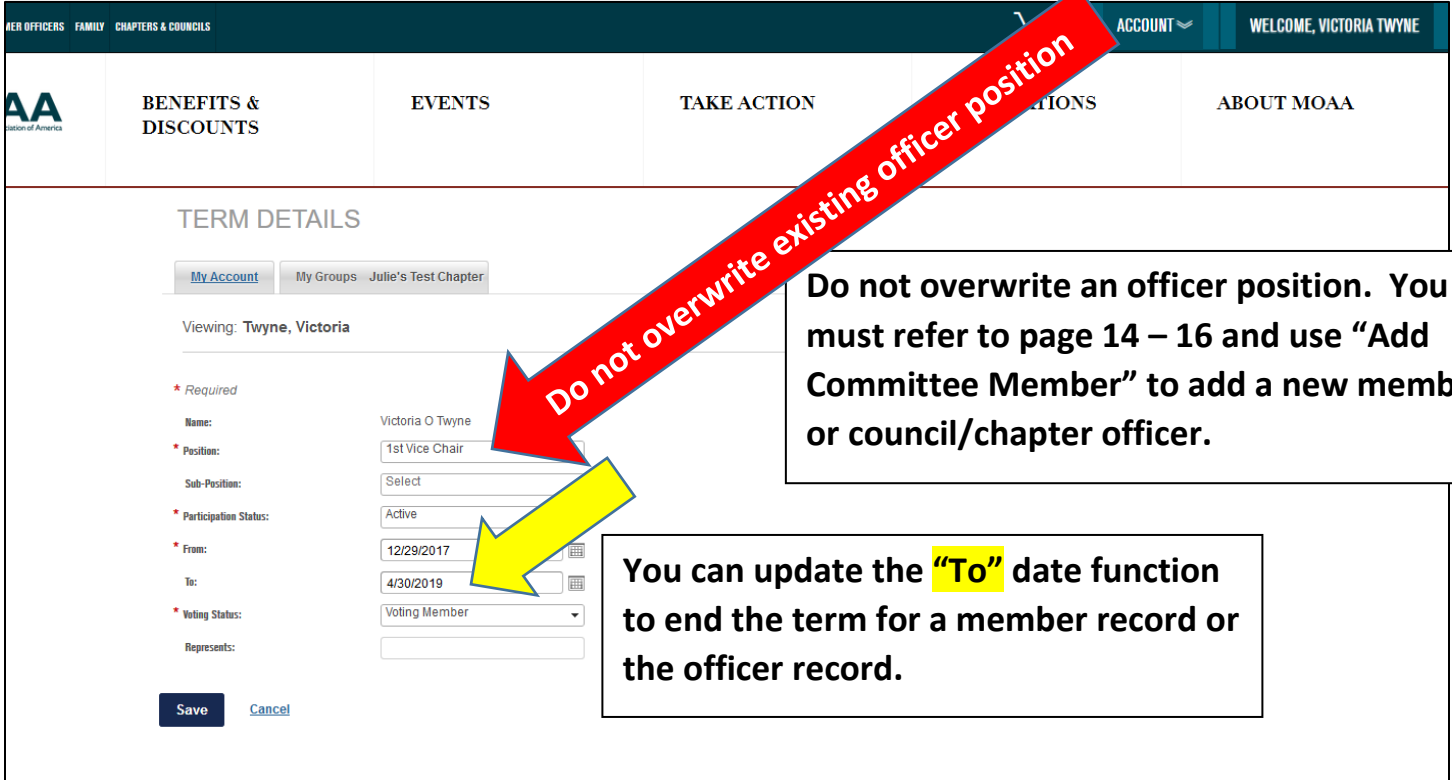
Viewing: **Twyne, Victoria**

CURRENT POSITIONS

Name:	Julie's Test Chapter	Edit
Position:	Membership Chair	
Start Date:	11/30/2017	
End Date:		
Representing:		
Name:	Julie's Test	
Position:	Secretary	
Start Date:	12/13/2017	
End Date:		

You will notice the committee positions held by the person you selected. You can select "Edit" to add an end date to the person's record.

TAKE ACTION	PUBLICATIONS
Start Date: 12/15/2017 End Date: Representing:	
Name: Julie's Test Chapter	Edit
Position: Member	
Start Date: 2/2/2017	
End Date:	
Representing:	
Name: Julie's Test Chapter	Edit
Position: 1st Vice Chair	
Start Date: 12/29/2017	
End Date: 4/30/2019	
Representing:	
FUTURE POSITIONS	
<i>No records to display.</i>	
PAST POSITIONS	
<i>No records to display.</i>	



MEMBER OFFICERS FAMILY CHAPTERS & COUNCILS ACCOUNT WELCOME, VICTORIA TWYNE

BENEFITS & DISCOUNTS EVENTS TAKE ACTION POSITIONS ABOUT MOAA

TERM DETAILS

My Account My Groups Julie's Test Chapter

Viewing: Twyne, Victoria

*** Required**

Name: Victoria O Twyne

*** Position:** 1st Vice Chair

*** Sub-Position:** Select

*** Participation Status:** Active

*** From:** 12/29/2017

To: 4/30/2019

*** Voting Status:** Voting Member

Represents:

Save Cancel


Do not overwrite existing officer position

Do not overwrite an officer position. You must refer to page 14 – 16 and use “Add Committee Member” to add a new member or council/chapter officer.

You can update the “To” date function to end the term for a member record or the officer record.

OTHER FUNCTIONS TO EXPORT, EMAIL OR PRINT YOUR ROSTER

CURRENTLY SERVING RETIREES FORMER OFFICERS FAMILY CHAPTERS & COUNCILS

 BENEFITS & DISCOUNTS EVENTS TAKE AC

MY PROFILE ROSTER

[My Account](#) [My Groups](#) Julie's Test Chapter

Details for: Julie's Test Chapter

Last Name: City: Position: Represents: Name:

First Name: State/Pr: Status:

Actions:

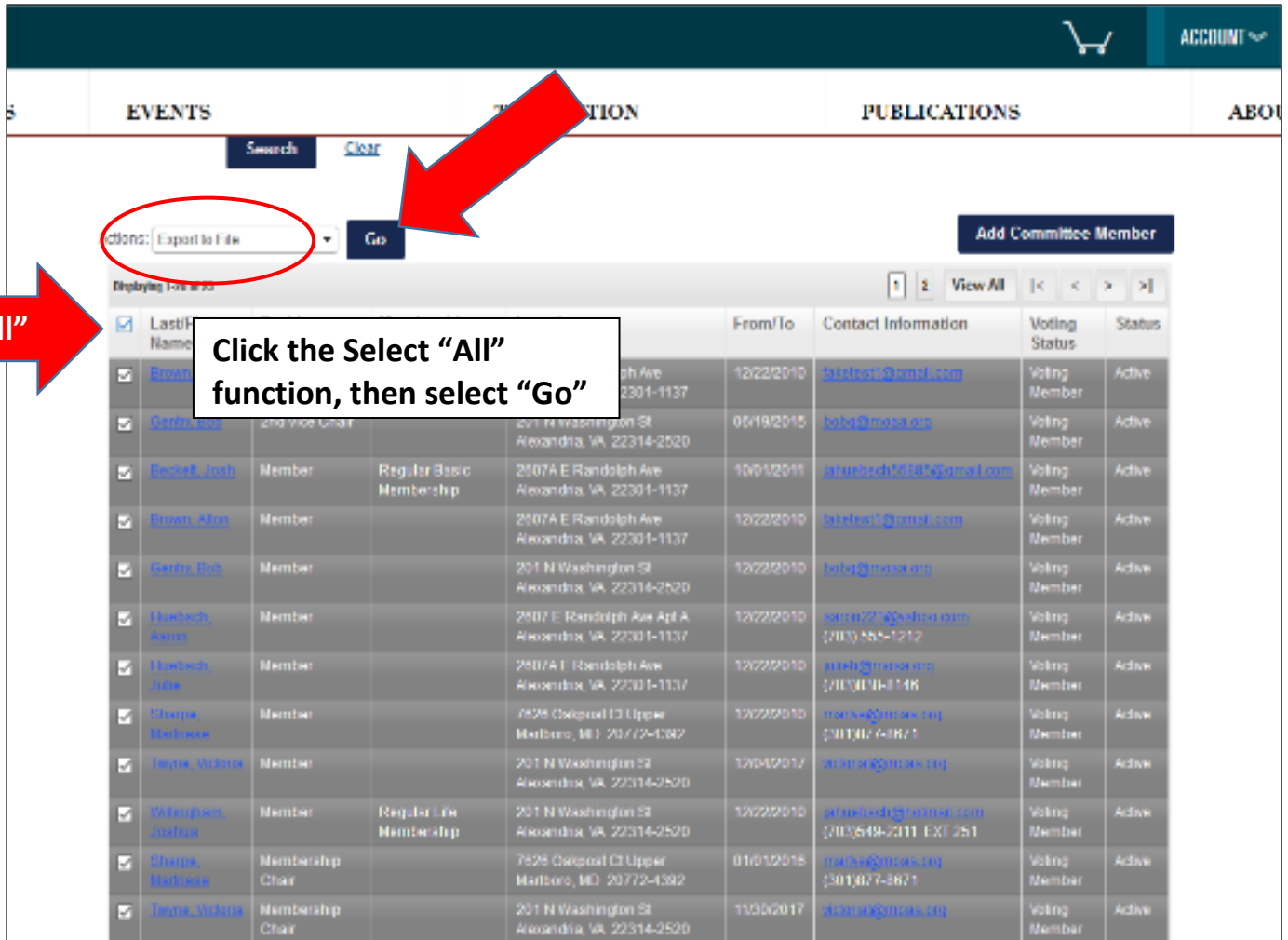
Display	Membership	Location	From/
<input type="checkbox"/>	Reappoint		
<input type="checkbox"/>	Export to File		
<input type="checkbox"/>	Print Roster		
<input type="checkbox"/>	Send Email		
<input type="checkbox"/>	Brown, Alton	1st Vice President	2607A E Randolph Ave Alexandria, VA 22301-1137 12/22/2
<input type="checkbox"/>	Gentry, Bob	2nd Vice Chair	201 N Washington St 06/19/2

Please note:
You can do the following:

- 1. Export the file**
- 2. Print the roster**
- 3. Send Email**

SELECT "ALL" OR SPECIFIC MEMBERS TO EXPORT

After you have selected the members you'd like to export, click "Go"



actions: **Export to File** **Go** **Add Committee Member**

Displaying 10 of 20

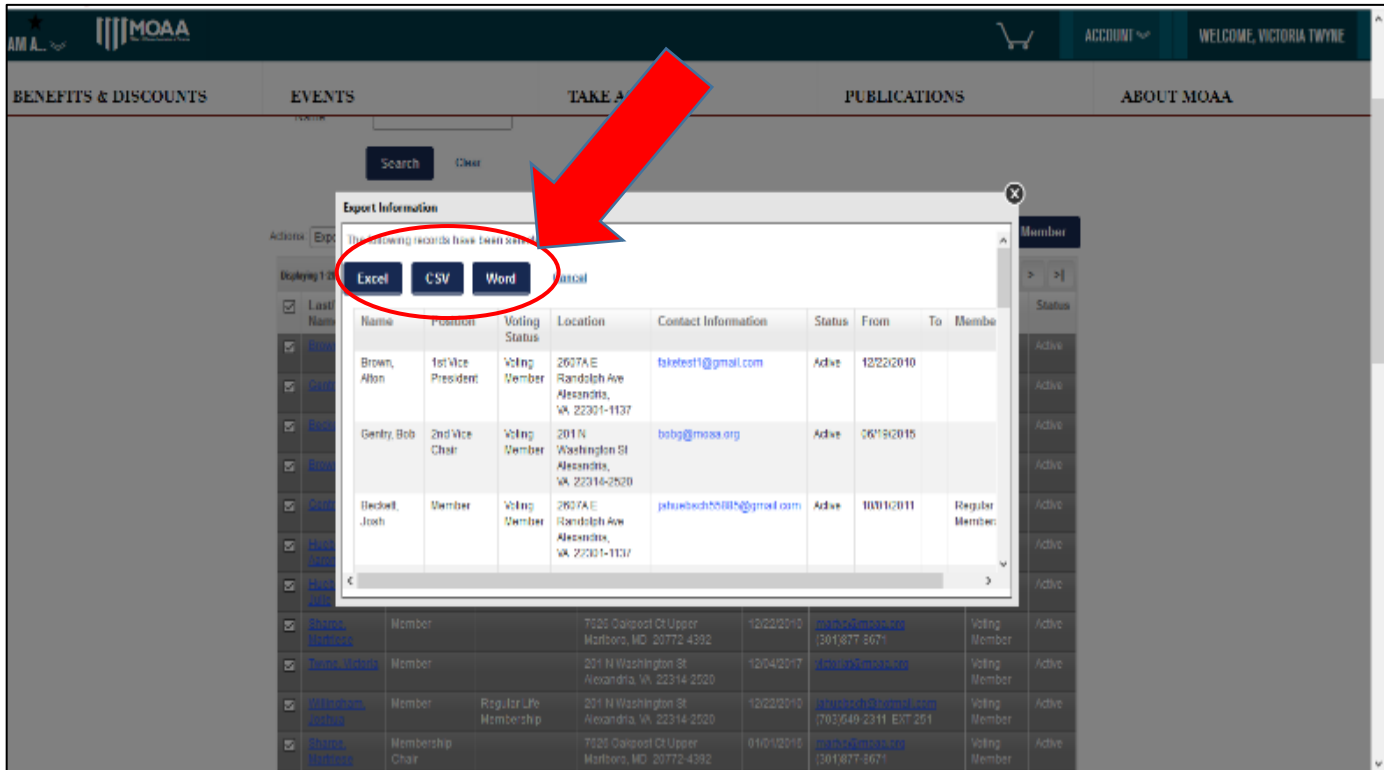
<input checked="" type="checkbox"/>	Last Name	From/To	Contact Information	Voting Status	Status
<input checked="" type="checkbox"/>	Brook	12/22/2010	hbrook@gmail.com	Voting Member	Active
<input checked="" type="checkbox"/>	Gearty, Bob	06/19/2015	boge@moaa.org	Voting Member	Active
<input checked="" type="checkbox"/>	Reckel, Josh	10/01/2011	jareckel5680@gmail.com	Voting Member	Active
<input checked="" type="checkbox"/>	Brown, Alan	12/22/2010	albreck1@gmail.com	Voting Member	Active
<input checked="" type="checkbox"/>	Gearty, Bob	12/22/2010	boge@moaa.org	Voting Member	Active
<input checked="" type="checkbox"/>	Huebner, Aaron	12/22/2010	aaah027@gmail.com (703) 555-1212	Voting Member	Active
<input checked="" type="checkbox"/>	Huebner, Jade	12/22/2010	jjhh02@moaa.org (703) 555-1146	Voting Member	Active
<input checked="" type="checkbox"/>	Shupe, Barbara	12/22/2010	msupe@moaa.org (301) 407-4871	Voting Member	Active
<input checked="" type="checkbox"/>	Wynn, Victoria	12/04/2017	vwynn@moaa.org	Voting Member	Active
<input checked="" type="checkbox"/>	Wilkinson, Jordan	12/22/2010	jwilson40@moaa.org (703) 549-2311 EXT 251	Voting Member	Active
<input checked="" type="checkbox"/>	Shupe, Barbara	01/01/2015	msupe@moaa.org (301) 407-4871	Voting Member	Active
<input checked="" type="checkbox"/>	Wynn, Victoria	11/05/2017	vwynn@moaa.org	Voting Member	Active

Select "All"

Click the Select "All" function, then select "Go"

SELECT FORMAT TO EXPORT

You can now export the file in Excel, CSV, or Word. You will be prompted to select saving the file to your c: drive, or you can save it to your desktop.

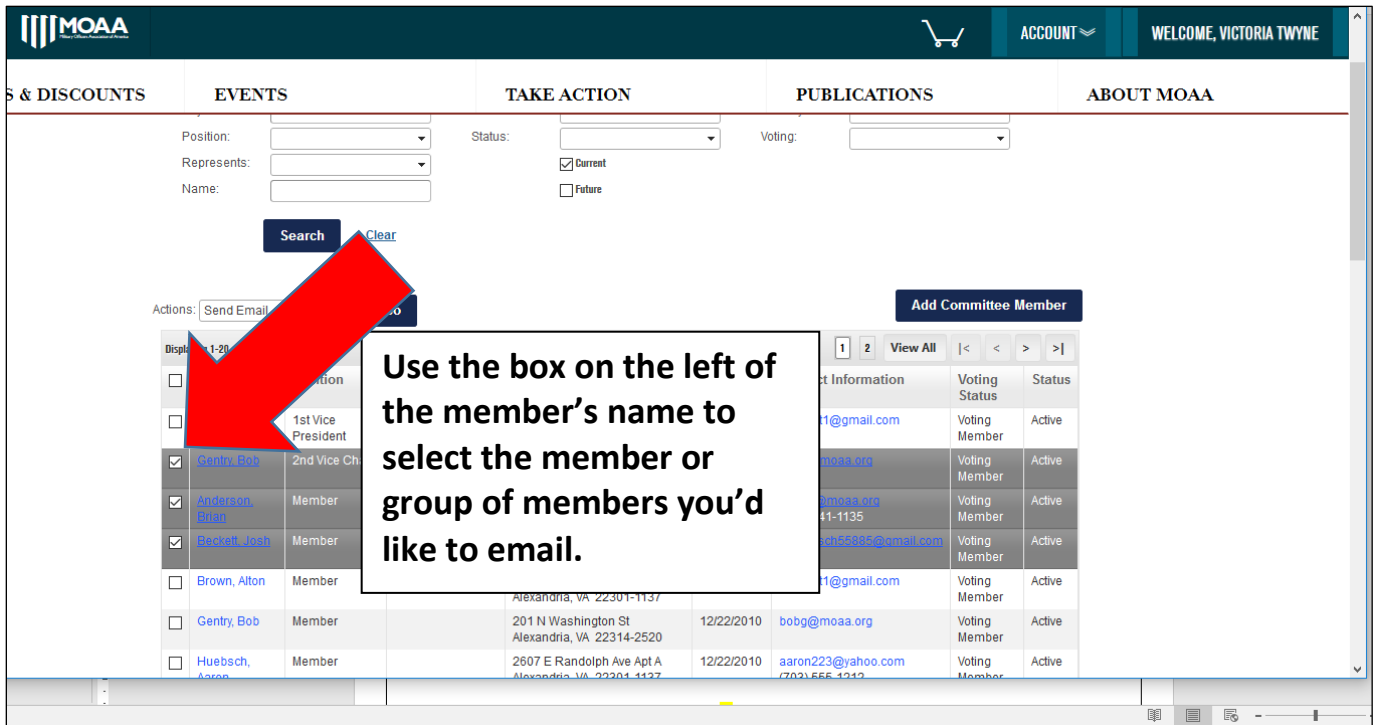


The screenshot shows the MOAA web interface with a search bar and navigation tabs. An 'Export Information' dialog box is open, displaying a table of member data. The dialog box has three buttons: 'Excel', 'CSV', and 'Word', which are circled in red. A large red arrow points from the top of the dialog box towards the 'Excel' button. The table in the dialog box has the following data:

Name	Position	Voting Status	Location	Contact Information	Status	From	To	Member
Brown, Alton	1st Vice President	Voting Member	2607A E Randolph Ave Alexandria, VA 22301-1137	alreest1@gmail.com	Active	12/22/2010		
Gentry, Bob	2nd Vice Chair	Voting Member	201 N Washington St Alexandria, VA 22314-2520	bobg@moaa.org	Active	06/19/2015		
Beckel, Josh	Member	Voting Member	2607A E Randolph Ave Alexandria, VA 22301-1137	jhrbeckh500@gmail.com	Active	10/11/2011		Regular Member

SELECT THE MEMBER OR GROUP TO EMAIL

You can select a specific member or a group of people to email.



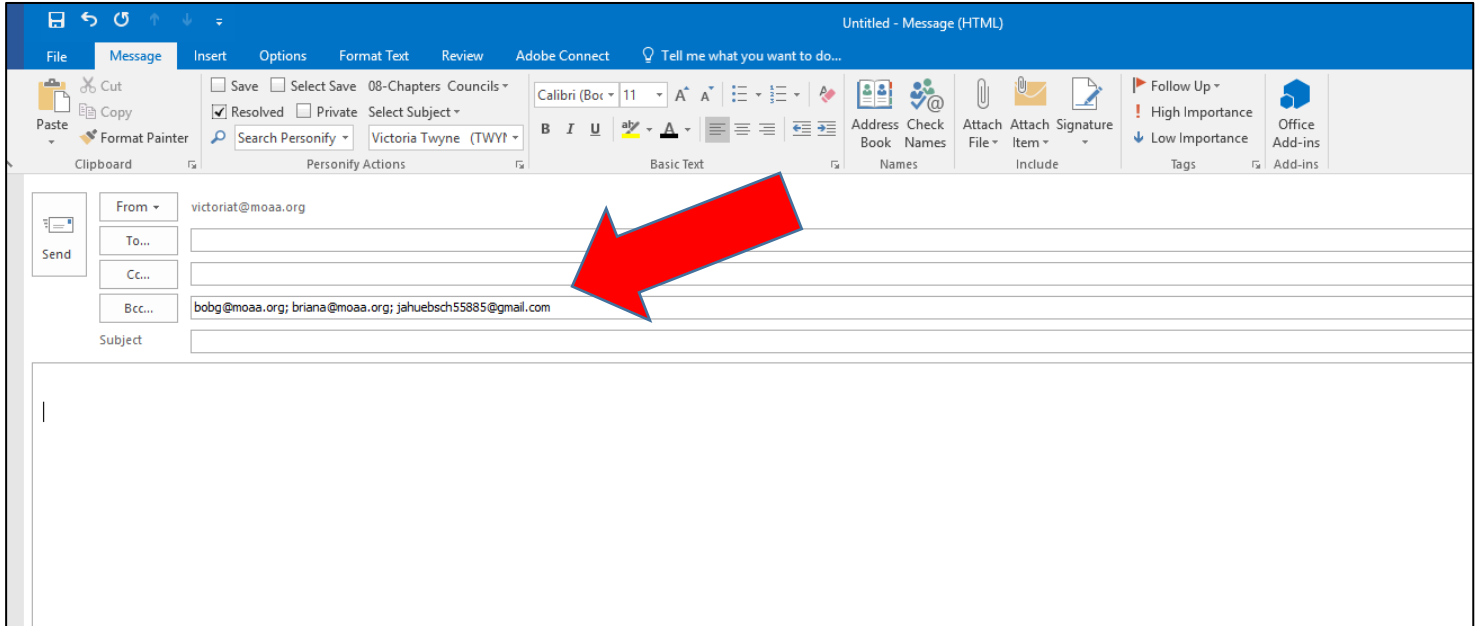
The screenshot shows the MOAA web interface with a navigation bar at the top containing 'ACCOUNT' and 'WELCOME, VICTORIA TWYNE'. Below the navigation bar are tabs for 'EVENTS', 'TAKE ACTION', 'PUBLICATIONS', and 'ABOUT MOAA'. A search form is visible with fields for 'Position:', 'Represents:', 'Name:', 'Status:', and 'Voting:'. There are 'Search' and 'Clear' buttons. Below the search form, there are 'Actions:' and 'Add Committee Member' buttons. A table of members is displayed with columns for 'Display Name', 'Position', 'Address', 'Join Date', 'Email', 'Voting Status', and 'Status'. A red arrow points to the checkboxes in the 'Display Name' column. A text box with the following text is overlaid on the table:

Use the box on the left of the member's name to select the member or group of members you'd like to email.

Display Name	Position	Address	Join Date	Email	Voting Status	Status
<input type="checkbox"/> Gentry, Bob	2nd Vice Ch	Alexandria, VA 22301-1137				
<input checked="" type="checkbox"/> Anderson, Brian	1st Vice President					
<input checked="" type="checkbox"/> Beckitt, Josh	Member					
<input type="checkbox"/> Brown, Alton	Member					
<input type="checkbox"/> Gentry, Bob	Member	201 N Washington St Alexandria, VA 22314-2520	12/22/2010	bobg@moaa.org	Voting Member	Active
<input type="checkbox"/> Huebsch, Aaron	Member	2607 E Randolph Ave Apt A Alexandria, VA 22304-1137	12/22/2010	aaron223@yahoo.com (703) 555-1212	Voting Member	Active

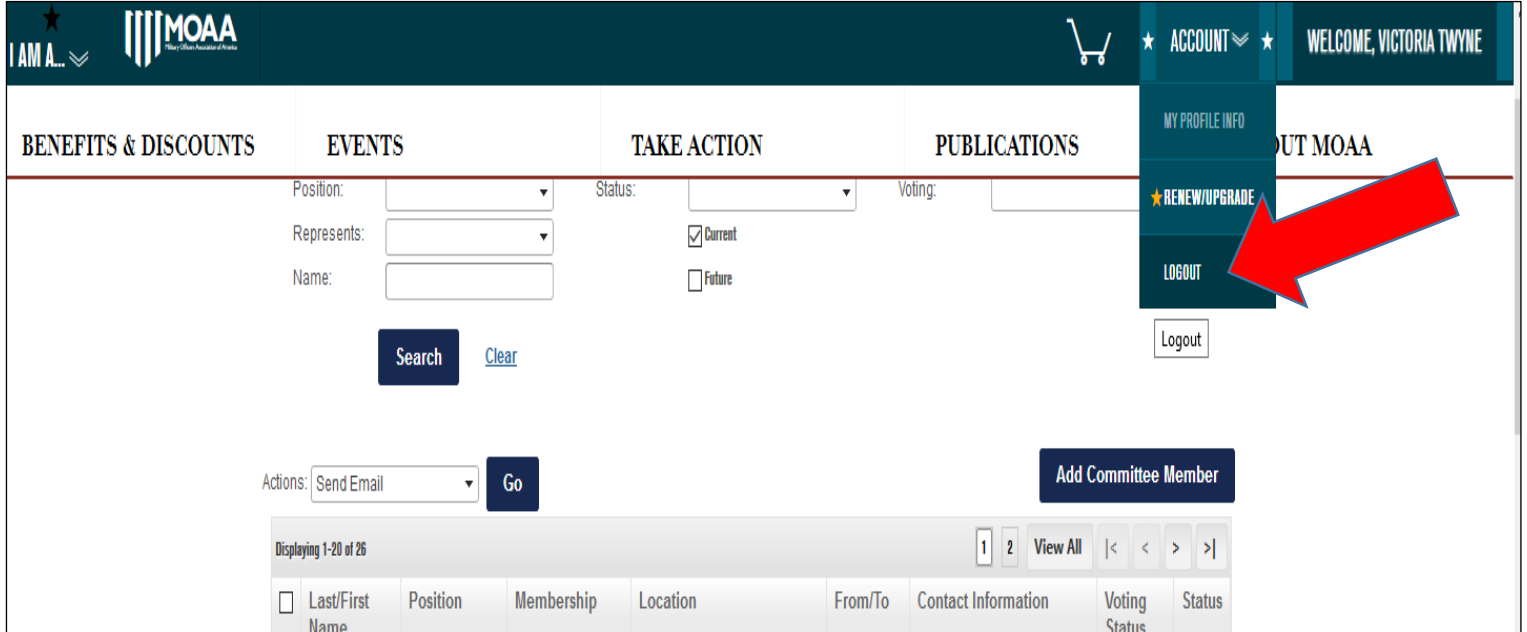
EMAILING A MEMBER OR GROUP

The member or group you selected will be placed in a blind CC.



LOG OUT WHEN DONE

Log out of your MOAA Profile when you've completed updating your roster.



The screenshot shows the MOAA user interface. At the top, there is a dark blue header with the MOAA logo on the left and the text "WELCOME, VICTORIA TWYNE" on the right. Below the header, there are several navigation tabs: "BENEFITS & DISCOUNTS", "EVENTS", "TAKE ACTION", and "PUBLICATIONS". The "TAKE ACTION" tab is currently selected. In the center of the page, there are several form fields: "Position:" with a dropdown menu, "Status:" with a dropdown menu, "Represents:" with a dropdown menu, and "Name:" with a text input field. Below these fields are "Search" and "Clear" buttons. To the right of the "TAKE ACTION" tab, there is a dark blue dropdown menu labeled "ACCOUNT" which is open. The menu items are "MY PROFILE INFO", "RENEW/UPGRADE", and "LOGOUT". A large red arrow points to the "LOGOUT" option in this menu. Below the "ACCOUNT" menu, there is a "Logout" button. At the bottom of the page, there is a table with columns: "Last/First Name", "Position", "Membership", "Location", "From/To", "Contact Information", "Voting Status", and "Status". The table is currently empty. There are also "Add Committee Member" and "Go" buttons, and a "Displaying 1-20 of 26" indicator.

DEFINITIONS OF FUNCTIONS IN THIS MODULE

What these “Actions” mean:

Login: You must log in to access secure information on the MOAA website.

Login Help: If you need help with your log in, please contact our Chapter Affairs Office or call (800) 234-6622, and someone can reset your password.

Log Out: Log out after you’ve completed reviewing/updating your roster.

Profile: This is the page that displays your personal information, which is also reflected in the MOAA database. You can add or make changes to your personal profile.

My Profile Roster: Your chapter membership roster and officer list can be reviewed and updated on this screen.

My Groups: You will see your council/chapter name listed in My Groups. This displays on a tab beside your chapter name; when you click My Groups, your roster will display.

My Profile Roster Headings:

Last/First Name: When you click this selection, the roster will sort by last name.

Position: Displays the member or officer’s position in the chapter.

Membership: Displays the person’s MOAA membership status (e.g. Regular Basic, Regular Premium or Regular Life); if this field is blank, the person has either lapsed their membership or inquired of MOAA’s services in some way but never joined.

Location: Displays the person’s default address.

From/To: The date the person joined the council/chapter or the person’s leadership term of office begin and end date.

Contact Information: Email and/or phone number provided to MOAA; this information cannot be changed by the chapter leader.

Voting Status: This is a default function; all members added to your chapter must be added as a “Voting Member.”

Status: This is a default function; all members added to your chapter must be added as “Active”.

Functions on Roster Interface:

Export – You can Export the file to Excel, CSV, or Word format and save to your computer’s hard drive.

Print Roster – When you select the people you want to print, this will go into a print screen window to print.

Send Email – When you select the recipient(s) you want to email, it will add each person’s email into a blind CC message.

Reappoint – Don’t use this function as it’s still under construction with our Developer.

Term Details: This allows you to add the term position (i.e. member or officer position) with a From/Date and To/Date. If you don’t know the To/Date the person will complete their term, please leave this blank.

Honorary Member: Individual, whether or not eligible for regular membership as set forth by the council/chapter; some of these individuals are not eligible for MOAA membership.

Spouse: A husband or wife, considered in relation to their partner; this person’s military spouse is still alive.

Surviving Spouse: Widows or widowers of deceased members or of any deceased individual who would have been eligible for membership.

Officer Position: The position the chapter leader holds in a council/chapter; if you don’t see the title of the position using the drop-down-menu, use 1st Vice Chair, 2nd Vice Chair, or 3rd Vice Chair to identify the officer’s position (e.g. 1st Vice Chair - Historian).