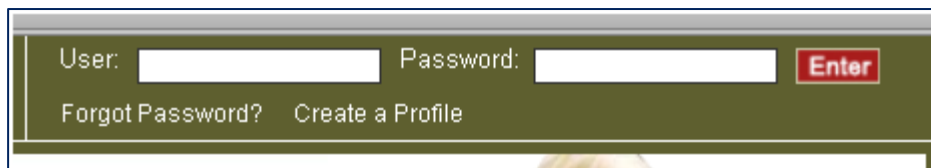


**Q: How do I find the online list of members in my affiliate?**

**A: Follow the web guide below. Questions? Contact Sophy Mott, Sr. Member Relations Manager at [smott@aafcs.org](mailto:smott@aafcs.org).**

1) Sign in to the AAFCS Website at [www.aafcs.org](http://www.aafcs.org) (top right of homepage). Unless you've changed them previously, your username is the email address you provided to AAFCS and your password is your member number. You don't need to create a new profile; if you're a member you have one!



User:  Password:    
[Forgot Password?](#) [Create a Profile](#)

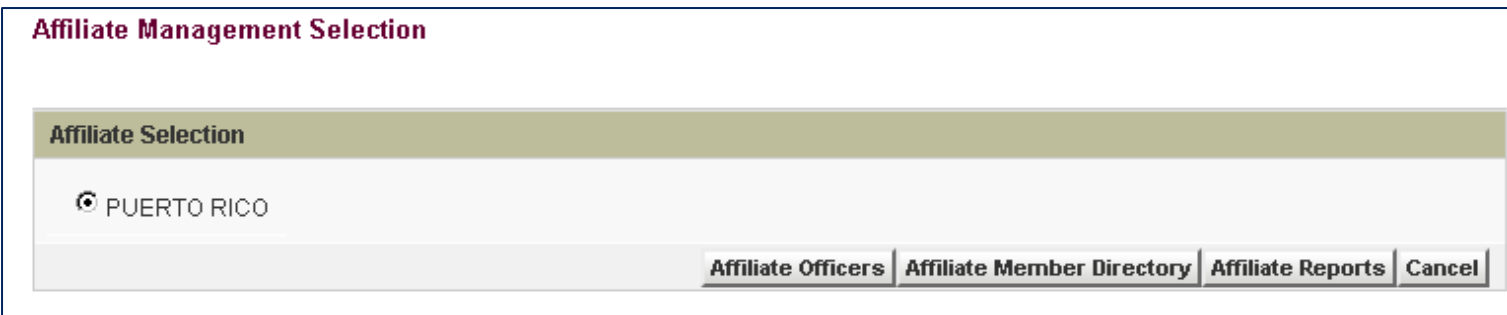
2) Go to Affiliate Management

**AFFILIATE LEADER QUICK LINKS**

[Join the Leadership Exchange](#)  
[Affiliate Management](#)

If AAFCS officer updates have been made for the current year, and you're listed as an Affiliate President, President-Elect, Executive Director, Treasurer, Report Recipient or Membership Chair, you can access the Affiliate Management Portal! [Click here for the affiliate management job aid with step-by-step instructions.](#)

3) Select your affiliate by clicking the circle next to your affiliate's name, and then choose Affiliate Reports. If no affiliate appears for selection, this means you don't have access to online affiliate management as your chapter officer record is not updated with AAFCS.

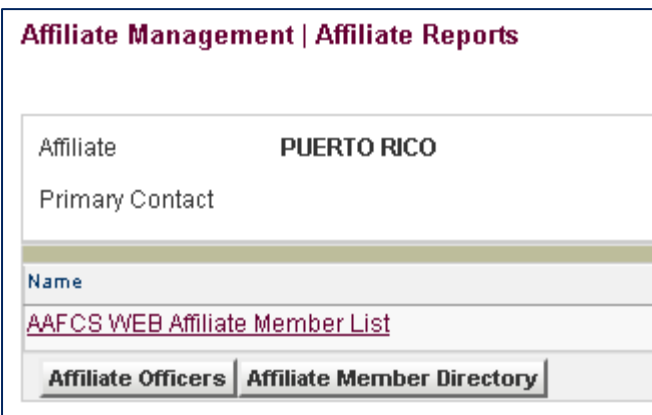


**Affiliate Management Selection**

Affiliate Selection

PUERTO RICO

4) Choose AAFCS Web Affiliate Member List



**Affiliate Management | Affiliate Reports**

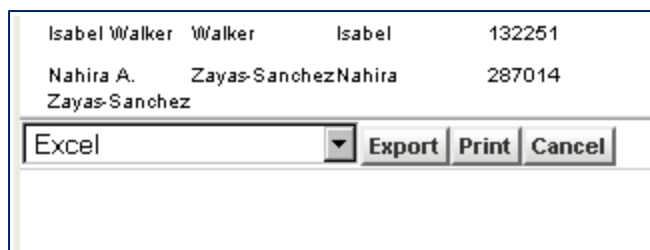
Affiliate: PUERTO RICO

Primary Contact

Name

[AAFCS WEB Affiliate Member List](#)

5) Scroll to bottom of list and choose to export it to Excel\*



Isabel Walker	Walker	Isabel	132251
Nahira A. Zayas-Sanchez	Zayas-Sanchez	Nahira	287014

Excel

\*If you don't have Excel, you might try using one of the open source (free) software options. OpenOffice.org is one such option.

6) After exporting, *select entire list* and save or open as desired. Then, you can sort by any column you choose. For instance:

W	X	Y	Z
Original Join Date	Membership Expiration	Date Renewed	District
8/28/2009	8/31/2010		
3/28/2006	3/31/2011	5/21/2010	
3/28/2006	3/31/2011	5/21/2010	

Sort	
Sort Criteria	Options
Sort by	
	Date Renewed
Then by	
	Last Name
Then by	
	First Name

- **Sorting by the column “date renewed” will help you find those members who have recently renewed so they can be sent a thank you email or note.**
- **Sorting by membership expiration will help you find those members who have not yet renewed but need to do so, so they can be reminded with an email or quick phone call by a fellow member.**

**Other points about the list:**

- **Members aren’t terminated until 90 days after their expiration date, and will appear on the list until they have been terminated.**
- **Contacting those members with past expiration dates on a regular basis is a good way to encourage renewal prior to termination, when they’ll disappear from your current list and it will be more difficult to remember they’re out there!**

**Q: How do I add officers for my affiliate?**

**A: If AAFCS officer updates have been made for the current year, and you're listed as a current Affiliate President, President-Elect, Executive Director, Treasurer, Report Recipient or Membership Chair, you can access the Affiliate Management Portal and make these changes. Follow the web guide below. Questions? Contact Sophy Mott, AAFCS Sr. Member Relations Manager at [smott@AAFCS.org](mailto:smott@AAFCS.org).**

**1) Sign in to the AAFCS Website at [www.aafcs.org](http://www.aafcs.org) (top right of homepage). Unless you've changed them previously, your username is the email address you provided to AAFCS and your password is your member number. You don't need to create a new profile; if you're a member you have one!**



User:  Password:    
[Forgot Password?](#) [Create a Profile](#)

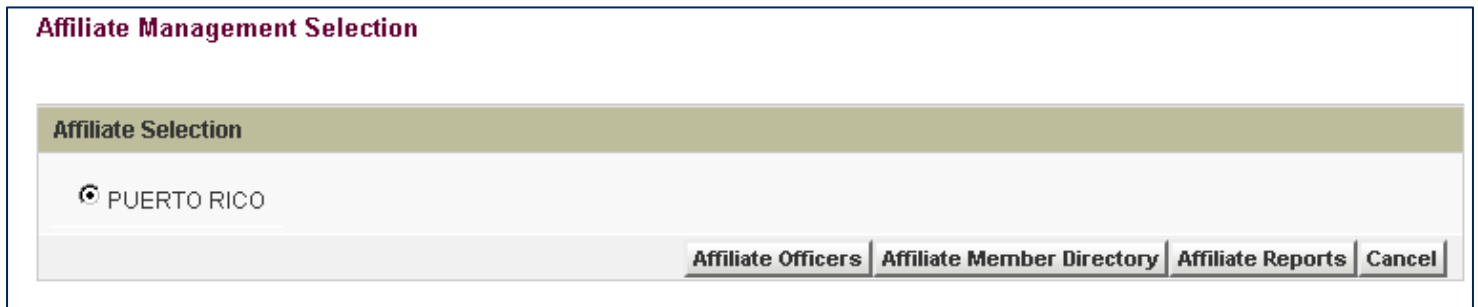
**2) Go to Affiliate Management**

**AFFILIATE LEADER QUICK LINKS**

[Join the Leadership Exchange](#)  
[Affiliate Management](#)

If AAFCS officer updates have been made for the current year, and you're listed as an Affiliate President, President-Elect, Executive Director, Treasurer, Report Recipient or Membership Chair, you can access the Affiliate Management Portal! [Click here for the affiliate management job aid with step-by-step instructions.](#)

**3) Select your affiliate by clicking the circle next to your affiliate's name, and then choose Affiliate Officers. If no affiliate appears for selection, this means you don't have access to online affiliate management as your chapter officer record is not updated with AAFCS.**



**Affiliate Management Selection**

**Affiliate Selection**

PUERTO RICO

**4) You will see a list of current officers for the affiliate. Choose Add New Affiliate Officer. (If you simply want to extend the term end date or change/add a title for a current officer, you can choose "edit" where it appears next to the officer's name to do so.**

<a href="#">OFFICER'S NAME</a>	STATUS	START DATE	END DATE	LINK
<a href="#">TORRES, LUCY</a>	Current	01/31/2000	01/01/2050	<input type="button" value="Edit"/>
<a href="#">TORRES-PINTO, GLORIA</a>	Current		01/01/2050	<input type="button" value="Edit"/>

5) On the next screen after choosing to add an officer, you'll see search fields. Enter all the information you know about the member and click search.

Affiliate **PUERTO RICO** Mot

Primary contact

**Search Criteria**

Type of search  All  Any

Last Name

First Name

E - mail

Company

6) Once you've searched, the results will appear. Choose the correct person, and then click Select User.

E - mail

Company

**Search Results**

Select	Name	Company	Title
<input checked="" type="radio"/>	Mott, Sophy		Senior Member Relations Manager

7) Once you've selected the user, you'll enter the title and term dates for the officer and save.

Affiliate **PUERTO RICO** Mot

Primary contact

**Edit Affiliate Officer**

Name

Title

Term Start Date

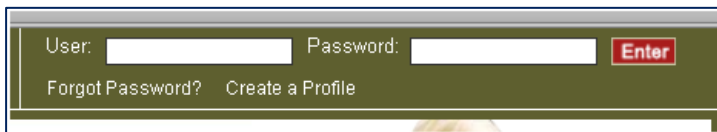
Term End Date

Description

**Q: How do I update contact info for the members in my affiliate?**

**A: Follow the web guide below. For questions, contact Sophy Mott, AAFCS Sr. Member Relations Manager at [smott@aafcs.org](mailto:smott@aafcs.org).**

**1) After signing in to the website, choose Affiliate Management.**



**AFFILIATE LEADER QUICK LINKS**

**[Join the Leadership Exchange](#)**

**[Affiliate Management](#)**

If AAFCS officer updates have been made for the current year, and you're listed as an Affiliate President, President-Elect, Executive Director, Treasurer, Report Recipient or Membership Chair, you can access the Affiliate Management Portal! **[Click here for the affiliate management job aid with step-by-step instructions.](#)**

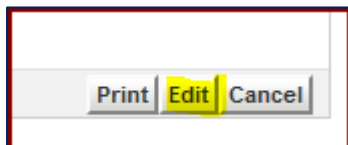
**2) Select the affiliate and then choose Affiliate Member Directory:**



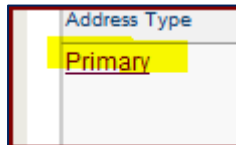
**3) On the next screen, click the name associated with the record you want to edit:**



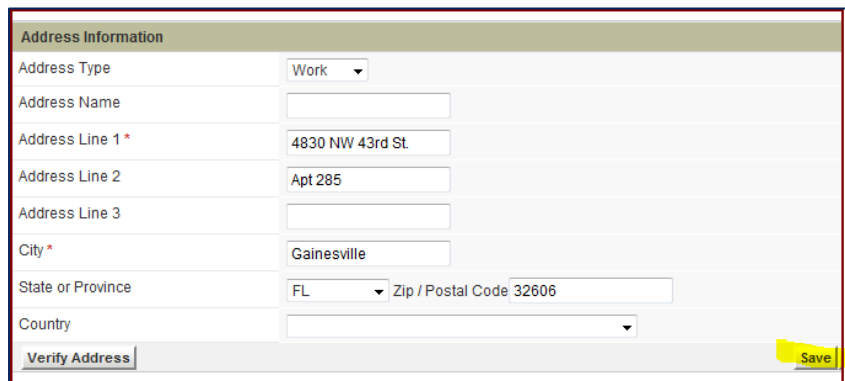
**3a) Click "Edit:"**



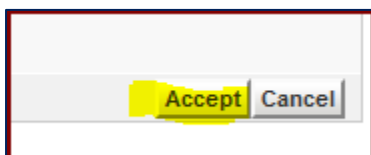
**3b) Then choose the address you want to edit:**



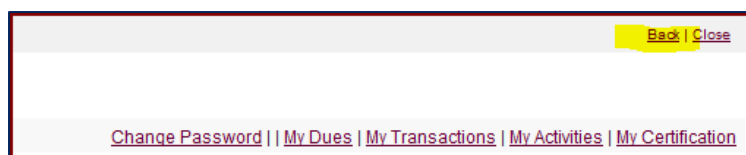
**4) Once you've made changes, click "Save:"**



**5) You'll be brought back to the main contact screen; click "Accept" once you've finished your edits:**



**6) Click "back" until you return to the directory:**



---

# MEMBER RECRUITMENT AND FOLLOW-UP

When an individual joins an association for the first time, they are often unsure of what to expect. New members have the potential to become leaders on the state and national levels but if they do not feel a sense of welcome, of belonging, of involvement, that potential may be lost.

While many affiliates have already implemented a “welcome” process for their new members, the sample timetable below is designed to be of assistance in ensuring that new members really feel that they are a part of their state and national association. If a new member believes that a colleague has taken an interest in their membership, they are more likely to remain a member and become active in the association.

Appointing a “Welcome Committee” or representative (not necessarily the Membership Chair) in your Affiliate to fulfill this responsibility may be an effective way to accomplish this. This may seem like a great deal of effort, but the investment of time now can ensure a larger number of active members in the future! This person should have access to the online Affiliate Management section. Assign this person the officer title of “Report Recipient,” if they wouldn’t otherwise have access to the online system.

- Each month, scan the online membership list. Sort by “member status” to find the new members and welcome these individuals to AAFCS and your affiliate by personal phone call or email. Ensure that they have received their welcome letter and membership card and ask if they have questions about any of the material it contained. Also advise them about any upcoming local or state meetings/programs. Send these new members a list of your affiliate’s committees and ask them to join one in which they have expertise, experience, or an interest.
- Within two weeks after information regarding your affiliate’s Annual Meeting, program or event is sent to members, contact the new members to see if they received their information and whether they plan to attend. Encourage them to become involved on the local or state level by assisting at the meeting. This is an excellent way for them to meet other members.
- At your affiliate’s Annual Meeting, program, or event, recognize those individuals in attendance who have joined your affiliate during the last year. Encourage your officers to network with these individuals to discuss what your affiliate and AAFCS have to offer them, and find out what skills they may have to share with you.
- Within two weeks after receiving the Program Preview and registration information for the AAFCS Annual Conference & Expo, contact your new members and encourage them to attend the Annual Conference. Share your experiences at previous Annual Conferences with them so that they will be aware of what an important educational opportunity the meeting is.
- Two months prior to each new member’s renewal date, contact them to ensure that they plan to renew their membership. Once they have renewed, encourage them to continue to be involved in the Association. ***This is the best way to keep members.***
- AAFCS contracts with a telemarketing company, Comnet, to contact lapsed members approximately three times a year. These campaigns are generally quite successful. Notifications of these campaigns will be shared in The MINT.