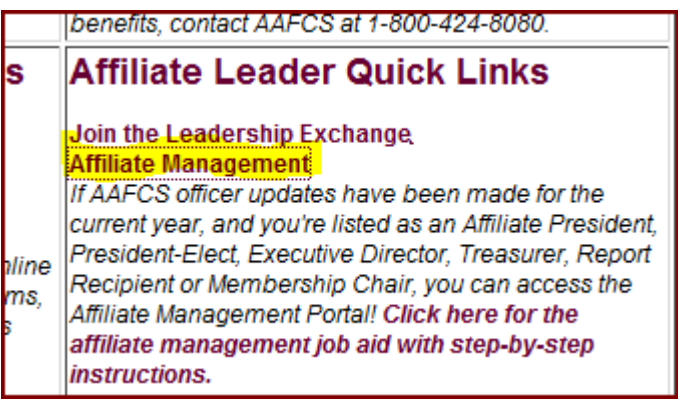
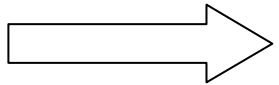


**Question:** How do I add officers for my affiliate?

**Answer:** 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. For questions, contact Sophy Mott, AAFCS Sr. Member Relations Manager at [smott@AAFCS.org](mailto:smott@AAFCS.org).

After signing in to the Web Portal from the link on the homepage of www.aafcs.org, choose Affiliate Management under Affiliate Leader Quick Links.



After you've chosen Affiliate Management and selected your affiliate, go to Affiliate Officers.

Enter the name of the member want to select, then **search**, **choose** the right member, and "**select user**." After you select user, the next screen (not shown) will allow you to choose the officer title and term dates and save your update.

1.

2.

3.

Affiliate IDAHO

Primary contact

**Search Criteria**

Type of search  All  Any

Last Name

First Name

E - mail

Company

**1.**

**Search Results**

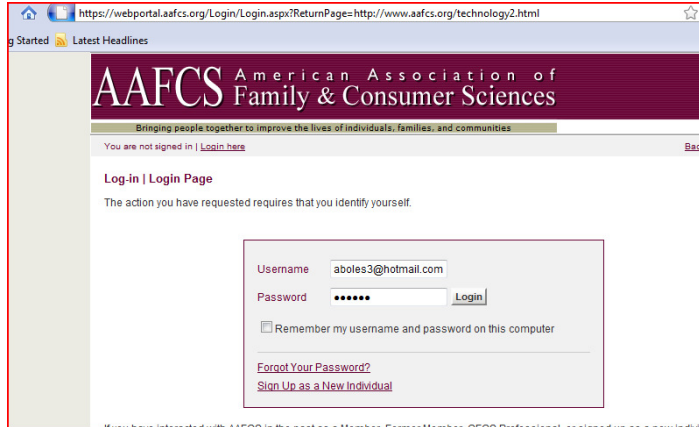
Select	Name	Company	Title
<input type="radio"/>	Lyman, Cem		
<input type="radio"/>	Lyman, Jill		
<input checked="" type="radio"/>	Lyman, Rhonda		Teacher
<input type="radio"/>	Lyman, Tracy		

**3.**

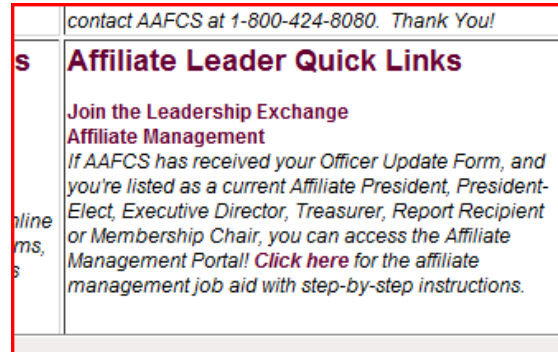
## Question: How do I find the online list of members in my affiliate?

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

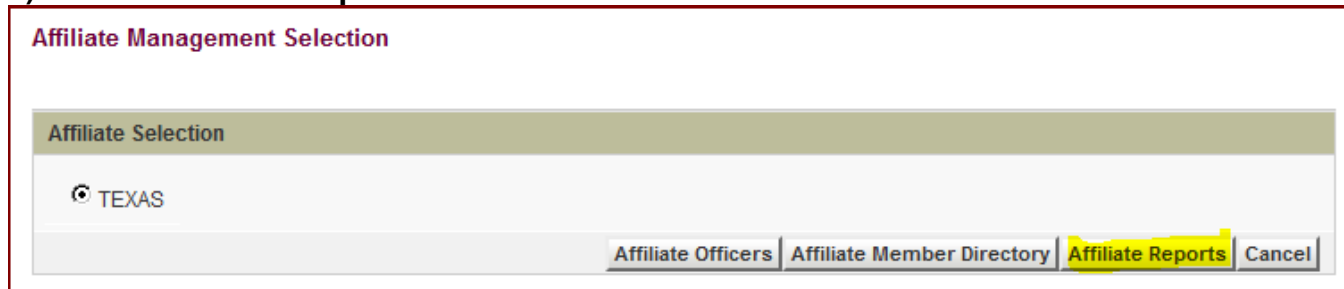
### 1) Sign in to the AAFCS Web Portal



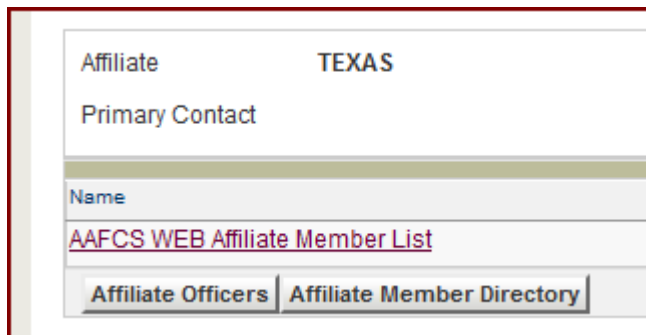
### 2) Go to Affiliate Management



### 3) Choose Affiliate Reports



### 4) Choose AAFCS Web Affiliate Member List



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



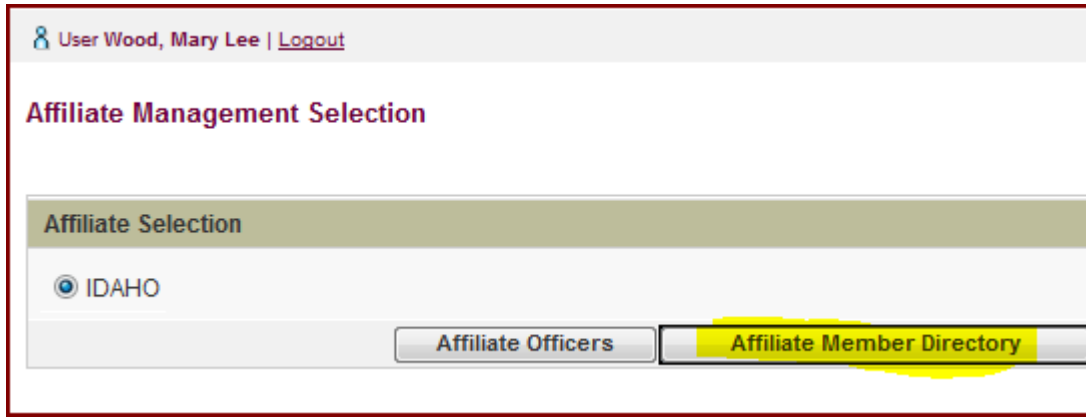


**Question:** How do I update contact info for the members in my affiliate?

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

After signing in to the Web Portal and choosing “Affiliate Management,”

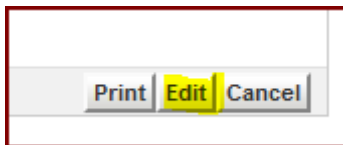
1) Choose Affiliate Member Directory:



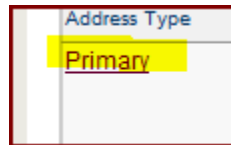
2) On the next screen, click the name associated with the record you want to edit:



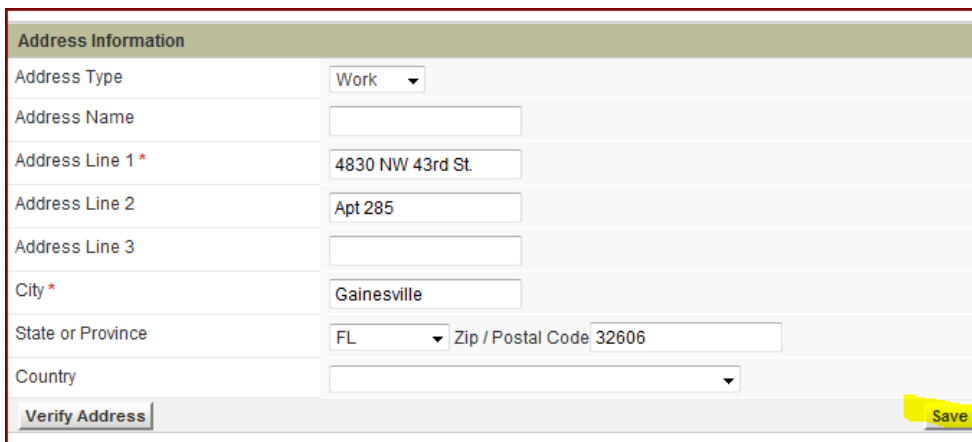
2a) Click “Edit:”



2b) Then choose the address you want to edit:



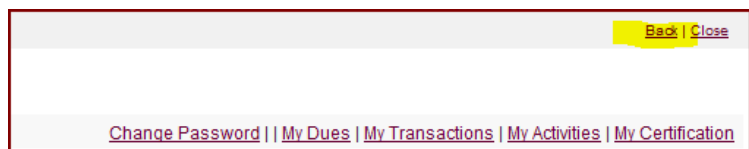
3) Once you’ve made changes, click “Save:”



4) You’ll be brought back to the main contact screen; click “Accept” once you’ve finished your edits:

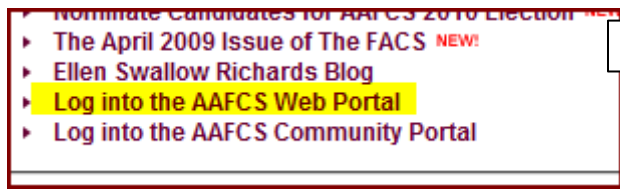


5) Click “back” until you return to the directory:

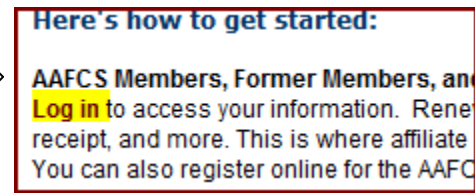


## ACCESSING THE AAFCS ONLINE MEMBERSHIP DIRECTORY

1) From the home page of [www.aafcs.org](http://www.aafcs.org), access the Web Portal link under “What’s New:”



2) On the next page, go “log in” link:



3) Log in with your unique information (unless you’ve made or requested changes, your username is typically the email address AAFCS had on file when the web portal was implemented and your password is your AAFCS member ID:

Username   
 Password  [Login](#)  
 Remember my username and password on this

4) Access the Membership Directory under Members-only quick links:



5) Input your search criteria - city, zip, etc. (Note: checking “Match any criteria” broadens the search to all of the chosen state).

**Search criteria**  
 Insert your search criteria  
 Type of search  Match all criteria  Match any criteria  
 Type of record  Contact  
**Search by name**  
 Last Name   
 First Name   
 E-mail   
**Search by location**  
 City   
 State   
 Zip Code   
 Country   
[Search](#)

This will return results of those members who have not opted-out of the online directory.