



How to Research a Donation

The Members Services Database (MSD) allows branch finance officers to confirm that the funds donated by your branch members went to the intended fund. Using this tool you can view and verify donations for the past 24 months.

Confirming donations is important because there are many options a member can choose when donating online. Sometimes the member inadvertently chooses the wrong destination. The member may have intended to donate to a specific camp but chose STEM, or Tech Trek with no camp name, or Tech Trek – CA.

Quick Summary

1. Log into the National website using your login and password.
2. Enter the MSD (you have to do this two times)
3. Choose the "Branch Contribution" items on the left side of the screen.
4. Click on "more" to see up to 24 months of contributions by individual branch members and the place where that contribution was added.

This tool allows you to identify those donations and contact the member for confirmation. If a donation needs to be adjusted contact:

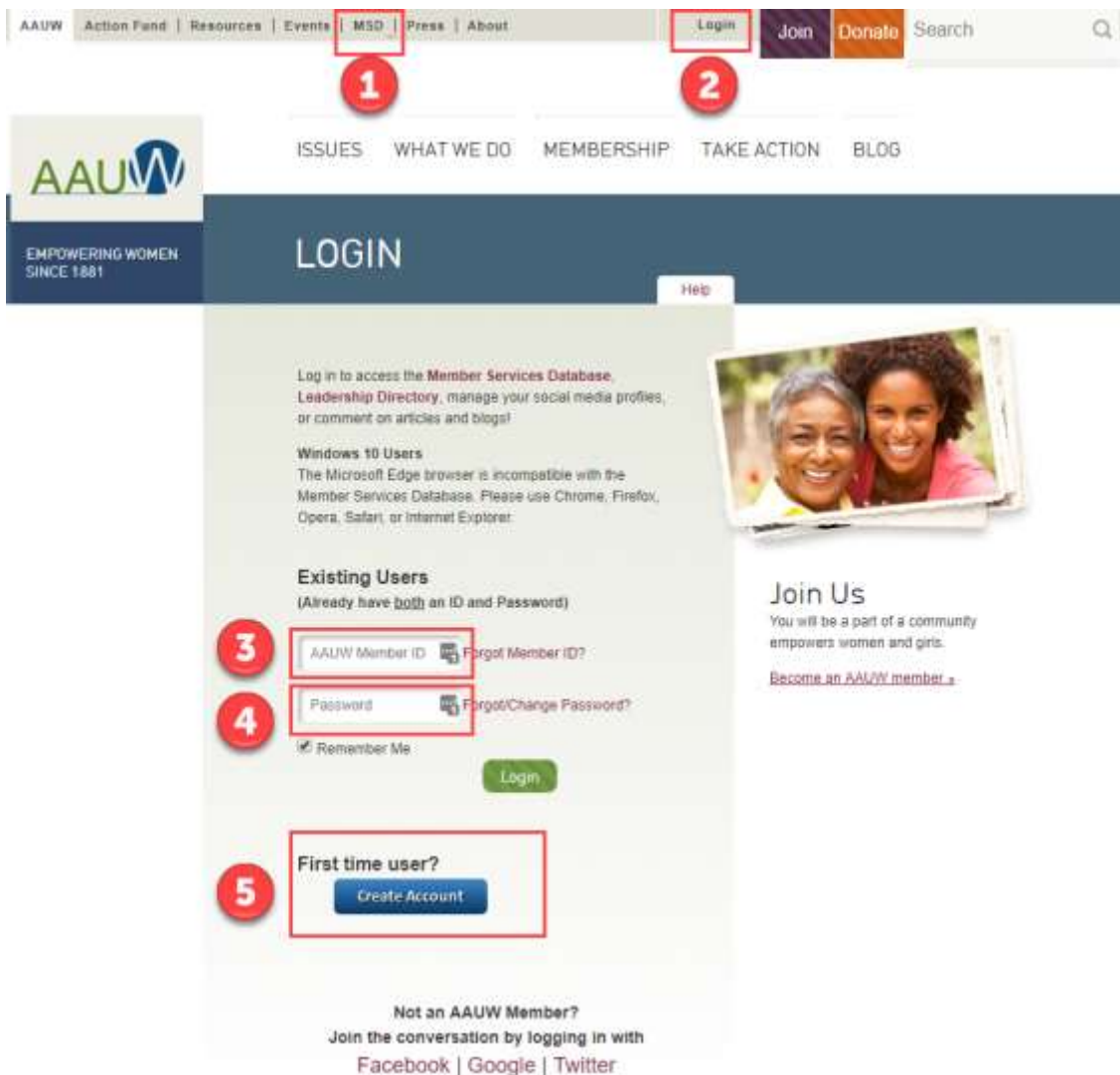
- aaufund@aauw-ca.org for AAUW Fund related donations
- techtrek.gc@gmail.com for Tech Trek related donations

Detailed Instructions

Log into the AAUW.org website

There are several ways to access the Member Services Database. You will need a login. You can choose MSD first and then log in or login first and then choose MSD. You will need your member ID and Password.

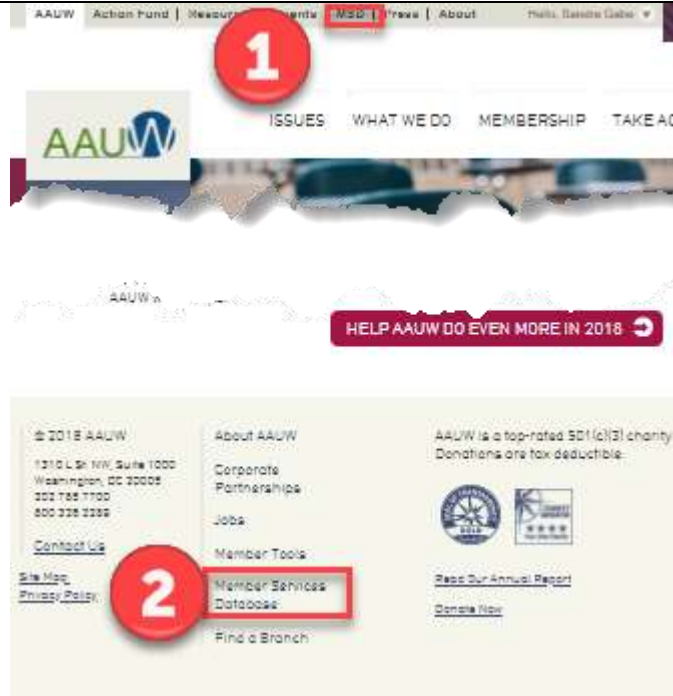
1. Click on MSD or
2. Click on Login
3. Enter your Member ID
4. Enter your password
5. If you are a first time user you will need to create an account



Enter the Member Services Database

There are several options to access the MSD

1. Click MSD at the top of the screen or
2. Click on Member Services Database at the bottom of the screen



Enter the Member Services Database



Access Member Services Database

This is the AAUW Member Services Database (MSD). Before you begin using the MSD, please take a few minutes to read the *Master User Guide* located inside the MSD at the top of the page.

1


Enter Member Services Database

Or

[Logout](#)

If you are a dual member, pick the branch where you are the financial officer

Logout | Logged in as: | Member ID: | Membership: CA0196-Meriposa



Help via E-Mail | Help by Phone (800) 326-2339 | Master User Guide

- My Profile / My Membership Card
- Individual Contributions
- State/Branch Logo
- State Branch Profile (Status)
Branch Status - CA0196
- College and University
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Renew My Membership
Branch MPP Opt-In Program
Branch MPP Dues Payment Entry
Branch MPP Member Roster
Branch MPP Dues Summary
- Branch Member Roster
- Branch Contribution Report Form

You have dual membership in the following branches. Please select (click on) the branch you wish to access. You can switch access to a different branch at any time, but make sure you complete the process/task within the "selected" branch before you switch to another branch.

- ▶▶ **Primary Member: CA0196-Meriposa**
- ▶▶ [Dual Member: CA0190-California Online Branch](#)

Or

▶▶ [Logout](#)

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Choose Branch Contribution

Note: Your menu options will be different based on your branch position.


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[Help via E-Mail |](#)

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- [Individual Contributions](#)
- [State/Branch Logo](#)
- [State Branch Profile \(Status\)](#)
Branch Status - CA0196
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Branch File IRS Form 990-N
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CU Partners and Reps Roster
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Welcome.

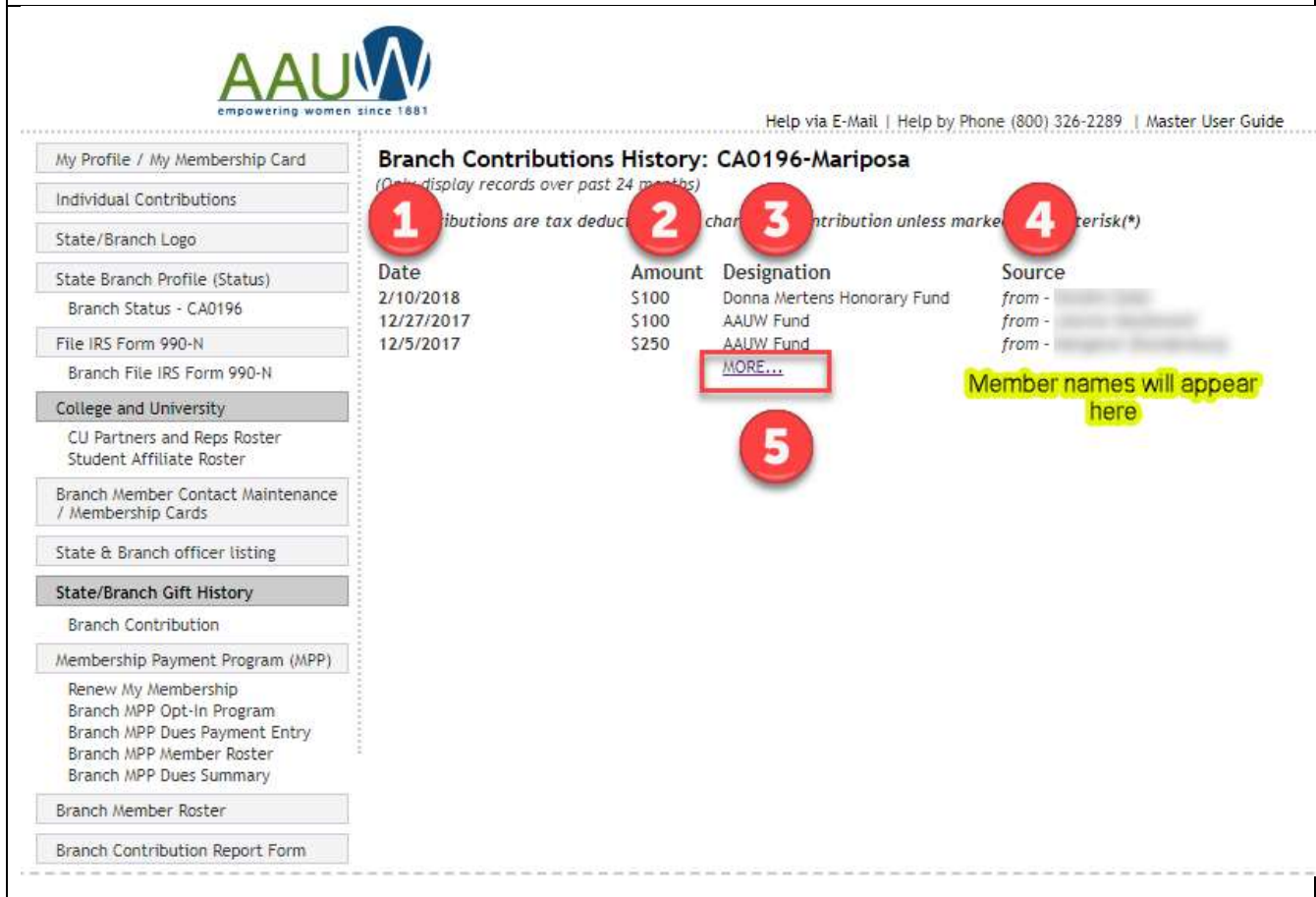
Name [REDACTED] Member |

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You will see the last three donations including:

1. Donation date
2. Donate Amount
3. Where the money went
4. Name of the member who contributed the donation

If you want to see more transactions, click "more"



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Branch Contributions History: CA0196-Mariposa
(Only display records over past 24 months)

Contributions are tax deductible. Charitable contributions are tax deductible unless marked otherwise.

Date	Amount	Designation	Source
2/10/2018	\$100	Donna Mertens Honorary Fund	from - [redacted]
12/27/2017	\$100	AAUW Fund	from - [redacted]
12/5/2017	\$250	AAUW Fund	from - [redacted]

[MORE...](#)

Member names will appear here




How to Research a Donation

You will be presented with a list of all donations from the past 24 months.

You'll see three different type of Tech Trek Donations

1. Donations made to Tech Trek without a camp designation
2. Donations made to Tech Trek with a camp designation
3. Tech Trek camper fees



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[Branch Contribution Report Form](#)

Branch Contributions History: [View All Records](#)

(Only display records over past 24 months)

All contributions are tax deductible as a charitable contribution unless marked with asterisk()*

Date	Amount	Designation	Source
2/10/2018	\$100	Donna Mertens Honorary Fund	from -
12/27/2017	\$100	AAUW Fund	from -
12/5/2017	\$250	AAUW Fund	from -
10/13/2017	\$85	AAUW Fund	from -
6/10/2017	\$16	AAUW Fund	from -
5/31/2017	\$	AAUW Fund	from -
5/31/2017	\$	1 Tech Trek Fund	from -
5/19/2017	\$	AAUW Fund	from -
5/18/2017	\$100	AAUW Fund	from -
5/15/2017	\$50	AAUW Fund	from -
5/10/2017	\$25	AAUW Fund	from -
5/4/2017	\$	AAUW Fund	from -
4/28/2017	\$	2 Tech Trek Fresno CA	from -
4/27/2017	\$	AAUW Fund	from -
4/26/2017	\$26	Educational Opportunities Fund	from -
4/17/2017	\$57	AAUW Fund	from -
3/31/2017	\$	3 Tech Trek Fresno CA	from -
3/20/2017	\$	AAUW Fund	from -
11/13/2016	\$	AAUW Fund	from -
7/26/2016	\$25	AAUW Fund	from -
6/8/2016	\$5	AAUW Fund	from -
6/7/2016	\$20.16	AAUW Fund	from -
6/2/2016	\$15	AAUW Fund	from -
5/31/2016	\$85	AAUW Fund	from -
5/4/2016	\$40	AAUW Fund	from -
5/3/2016	\$30	AAUW Fund	from -
4/25/2016	\$16	AAUW Fund	from -
4/24/2016	\$50	AAUW Fund	from -
4/6/2016	\$85	AAUW Fund	from -
3/4/2016	\$5400	Tech Trek Fresno CA	from -

[LESS...](#)

You can download the transactions to a spreadsheet

1. Highlight the list
2. Copy [Control/C]
3. Open Excel or another spreadsheet
4. Paste [Control/V]



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5/31/2017	\$16	AAUW Fund	from -
5/31/2017	\$16	Tech Trek Fund	from -
5/19/2017	\$85	AAUW Fund	from -
5/18/2017	\$100	AAUW Fund	from -
5/15/2017	\$50	AAUW Fund	from -
5/10/2017	\$25	AAUW Fund	from -
5/4/2017	\$25	AAUW Fund	from -
4/28/2017	\$200	Tech Trek Fresno CA	from -
4/27/2017	\$16	AAUW Fund	from -
4/26/2017	\$26	Educational Opportunities Fund	from -
4/17/2017	\$57	AAUW Fund	from -
3/31/2017	\$900	Tech Trek Fresno CA	from -
3/20/2017	\$5400	Tech Trek Fresno CA	from -
11/13/2016	\$38	AAUW Fund	from -
7/26/2016	\$25	AAUW Fund	from -
6/8/2016	\$5	AAUW Fund	from -
6/7/2016	\$20.16	AAUW Fund	from -
6/2/2016	\$15	AAUW Fund	from -
5/31/2016	\$85	AAUW Fund	from -
5/4/2016	\$40	AAUW Fund	from -
5/3/2016	\$30	AAUW Fund	from -
4/25/2016	\$16	AAUW Fund	from -
4/24/2016	\$50	AAUW Fund	from -
4/6/2016	\$85	AAUW Fund	from -
3/4/2016	\$5400	Tech Trek Fresno CA	from -

[LESS...](#)