



How to Research a Donation

The Members Services Database (MSD) allows you 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.

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

Quick Summary

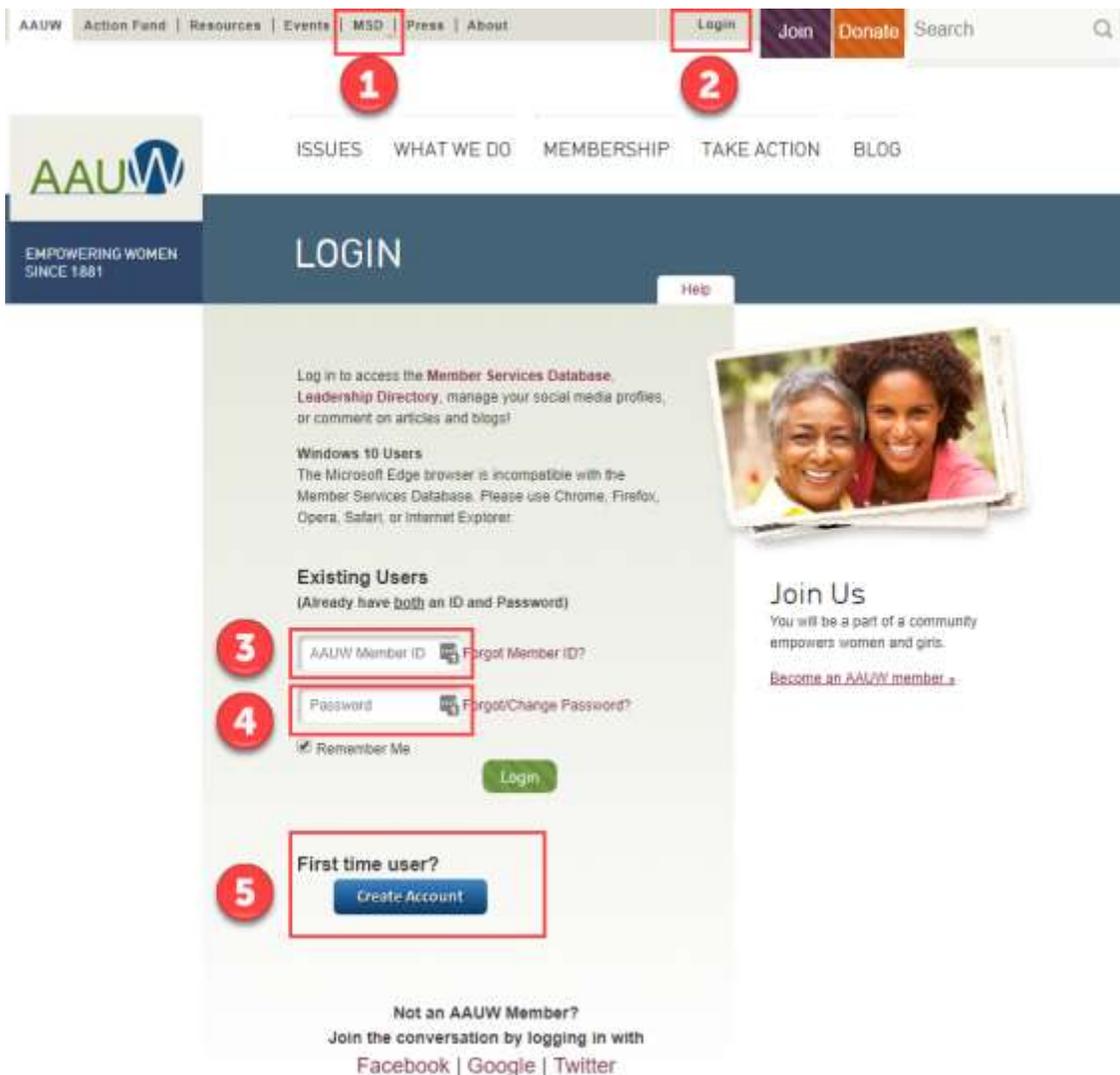
1. Log into the National website using your login and password.
2. "Enter the MSD" (you have to do this two times)
3. Choose the "Branch Contribution" items on the left side of the screen.
4. Click on "more" to see up to 24 months of contributions by individual branch members and the place where that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

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

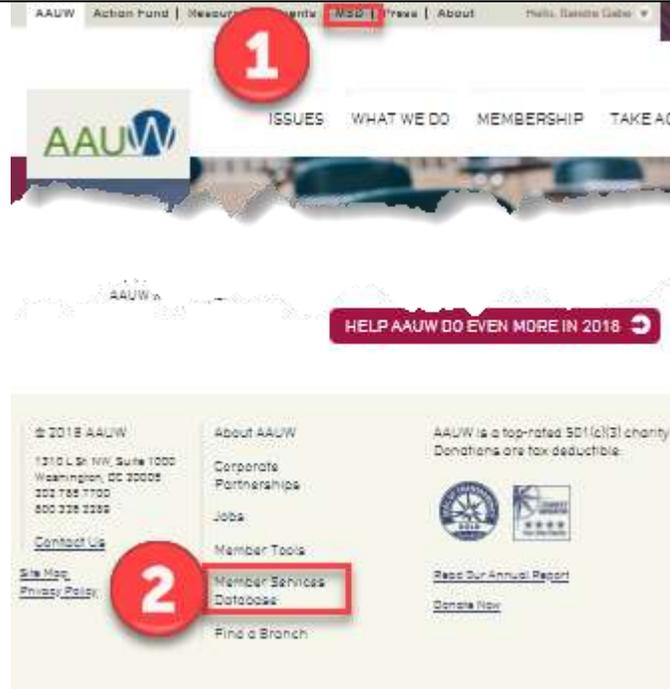


The screenshot shows the AAUW.org website navigation bar with 'MSD' (1) and 'Login' (2) highlighted. Below is the 'LOGIN' section with the AAUW logo and tagline 'EMPOWERING WOMEN SINCE 1881'. A 'Help' link is visible. The main content area includes instructions for logging in to access the Member Services Database, a note for Windows 10 users, and a section for 'Existing Users' (3) with fields for 'AAUW Member ID' (4) and 'Password' (4), a 'Remember Me' checkbox, and a 'Login' button. A 'First time user?' (5) section contains a 'Create Account' button. At the bottom, there is a link for 'Not an AAUW Member?' and social media options for Facebook, Google, and Twitter. A 'Join Us' sidebar on the right features a photo of two women and text: 'You will be a part of a community empowers women and girls. Become an AAUW member >'. A search bar is located in the top right corner of the navigation bar.

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





How to Research a Donation

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


empowering women since 1881

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

<ul style="list-style-type: none">My Profile / My Membership CardIndividual ContributionsState/Branch LogoState Branch Profile (Status) Branch Status - CA0196College and UniversityCU Partners and Reps RosterStudent Affiliate RosterBranch Member Contact Maintenance / Membership CardsState & Branch officer listingState/Branch Gift HistoryBranch ContributionMembership Payment Program (MPP)<ul style="list-style-type: none">Renew My MembershipBranch MPP Opt-In ProgramBranch MPP Dues Payment EntryBranch MPP Member RosterBranch MPP Dues SummaryBranch Member RosterBranch Contribution Report Form	<p>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.</p> <ul style="list-style-type: none">▶▶ Primary Member: CA0196-Meriposa▶▶ Dual Member: CA0190-California Online Branch <p>Or</p> <ul style="list-style-type: none">▶▶ Logout
---	---

© AAUW 1310 L St. NW, Suite 1000, Washington, DC 20005 202/785-7700 800/326-AAUW connect@aauw.org [Privacy Policy](#)



How to Research a Donation

Choose Branch Contribution

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


empowering women since 1881

[Help via E-Mail |](#)

<ul style="list-style-type: none">My Profile / My Membership CardIndividual ContributionsState/Branch LogoState Branch Profile (Status) Branch Status - CA0196File IRS Form 990-N Branch File IRS Form 990-NCollege and University CU Partners and Reps Roster Student Affiliate RosterBranch Member Contact Maintenance / Membership CardsState & Branch officer listingState/Branch Gift History<li style="border: 2px solid red;">Branch ContributionMembership Payment Program (MPP) Renew My Membership Branch MPP Opt-In Program Branch MPP Dues Payment Entry Branch MPP Member Roster Branch MPP Dues SummaryBranch Member RosterBranch Contribution Report Form	<p>Welcome.</p> <p>Name XXXXXXXXXX Member </p>
--	--

© AAUW 1310 L St. NW, Suite 1000, Washington, DC 20005 202/785-7700 800/326-AAUW



How to Research a Donation

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"

The screenshot shows the AAUW website interface for a branch. On the left is a navigation menu with options like 'My Profile / My Membership Card', 'Individual Contributions', 'State/Branch Logo', 'State Branch Profile (Status)', 'File IRS Form 990-N', 'College and University', 'Branch Member Contact Maintenance / Membership Cards', 'State & Branch officer listing', 'State/Branch Gift History', 'Membership Payment Program (MPP)', 'Branch Member Roster', and 'Branch Contribution Report Form'. The main content area is titled 'Branch Contributions History: CA0196-Mariposa' and includes a sub-note '(Only display records over past 24 months)'. Below this is a table with columns: Date, Amount, Designation, and Source. The table lists three donations: \$100 on 2/10/2018 to Donna Mertens Honorary Fund, \$100 on 12/27/2017 to AAUW Fund, and \$250 on 12/5/2017 to AAUW Fund. A 'MORE...' link is highlighted in a red box. A yellow highlight under the Source column reads 'Member names will appear here'. Five red circles with numbers 1-5 point to: 1. The 'Date' column header, 2. The '\$100' amount, 3. The 'AAUW Fund' designation, 4. The 'from -' source text, and 5. The 'MORE...' link.

empowering women since 1881

Help via E-Mail | Help by Phone (800) 326-2289 | Master User Guide

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



empowering women since 1881

Help via E-Mail | Help by Phone (800) 326-2289 | Master User

My Profile / My Membership Card

Individual Contributions

State/Branch Logo

State Branch Profile (Status)

Branch Status - CA0196

File IRS Form 990-N

Branch File IRS Form 990-N

College and University

CU Partners and Reps Roster

Student Affiliate Roster

Branch Member Contact Maintenance / Membership Cards

State & Branch officer listing

State/Branch Gift History

Branch Contribution

Membership Payment Program (MPP)

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

Branch Contributions History: [View All Branches](#)
(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	\$	Tech Trek Fresno CA	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...](#)



How to Research a Donation

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]



Help via E-Mail | Help by Phone (800) 326-2289 | Master User Gui

- [My Profile / My Membership Card](#)
- [Individual Contributions](#)
- [State/Branch Logo](#)
- [State Branch Profile \(Status\)](#)
- [Branch Status - CA0196](#)
- [File IRS Form 990-N](#)
- [Branch File IRS Form 990-N](#)
- [College and University](#)
- [CU Partners and Reps Roster](#)
- [Student Affiliate Roster](#)
- [Branch Member Contact Maintenance / Membership Cards](#)
- [State & Branch officer listing](#)
- [State/Branch Gift History](#)**
 - [Branch Contribution](#)
- [Membership Payment Program \(MPP\)](#)
 - [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](#)

Branch Contributions History: CA0196-Mariposa

(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	\$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...](#)