



## 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 research 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 – what?

## 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



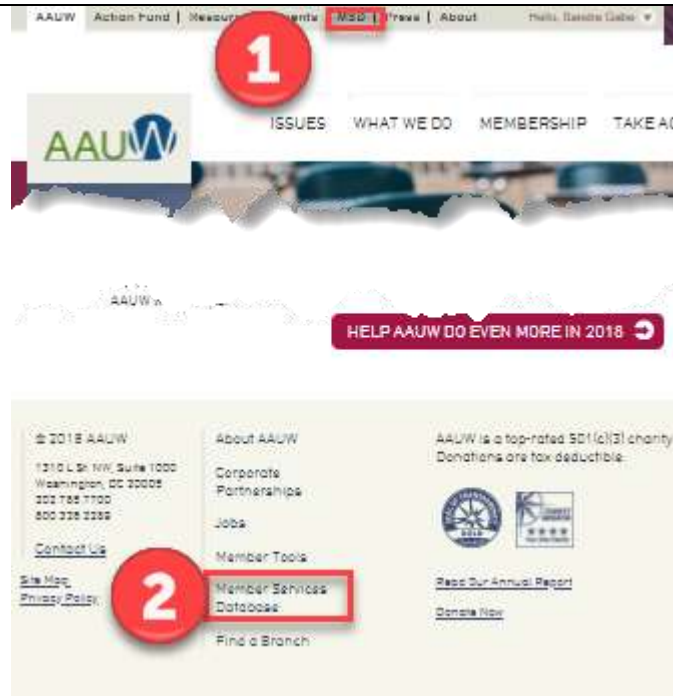
The screenshot shows the AAUW.org website with the following elements:

- Top Navigation Bar:** Contains links for AAUW, Action Fund, Resources, Events, MSD (highlighted with a red box and a red circle with the number 1), Press, and About. To the right are links for Login (highlighted with a red box and a red circle with the number 2), Join, Donate, and a Search bar.
- Secondary Navigation Bar:** Contains links for ISSUES, WHAT WE DO, MEMBERSHIP, TAKE ACTION, and BLOG.
- Left Sidebar:** Features the AAUW logo and the text "EMPOWERING WOMEN SINCE 1881".
- Main Content Area:**
  - LOGIN** header.
  - A "Help" link.
  - Text: "Log in to access the Member Services Database, Leadership Directory, manage your social media profiles, or comment on articles and blogs!"
  - Windows 10 Users:** A note stating "The Microsoft Edge browser is incompatible with the Member Services Database. Please use Chrome, Firefox, Opera, Safari, or Internet Explorer."
  - Existing Users:** (Already have both an ID and Password)
    - Step 3: A red box highlights the "AAUW Member ID" input field, with a "Forgot Member ID?" link.
    - Step 4: A red box highlights the "Password" input field, with a "Forgot/Change Password?" link.
    - A "Remember Me" checkbox and a green "Login" button.
  - Step 5: A red box highlights the "First time user?" section, which contains a blue "Create Account" button.
  - At the bottom: "Not an AAUW Member? Join the conversation by logging in with Facebook | Google | Twitter"
- Right Sidebar:** Features a photo of two women, the heading "Join Us", the text "You will be a part of a community empowers women and girls.", and a link "Become an AAUW member »".

### 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](#)



## How to Research a Donation

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



You have dual membership in the following branches. Please select (click on) the branch you wish 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-Mariposa](#)

▶▶ [Dual Member: CA0199-California Online Branch](#)

Or

▶▶ [Logout](#)



## Choose Branch Contribution

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



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Help via E-Mail |

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

Welcome.

Name [REDACTED] Member |

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## 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. Member who contributed

If you want to see more transactions, click “more”



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

My Profile / My Membership Card

Individual Contributions

State/Branch Logo

State Branch Profile (Status)

Branch Status - CA0196

File IRS Form 990-N

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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)

Contributions are tax deductible. Charitable contributions are tax deductible unless marked otherwise with an asterisk(\*)

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

[My Profile / My Membership Card](#)  
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**Branch Contributions History:**  
(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...](#)