

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.

### 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:

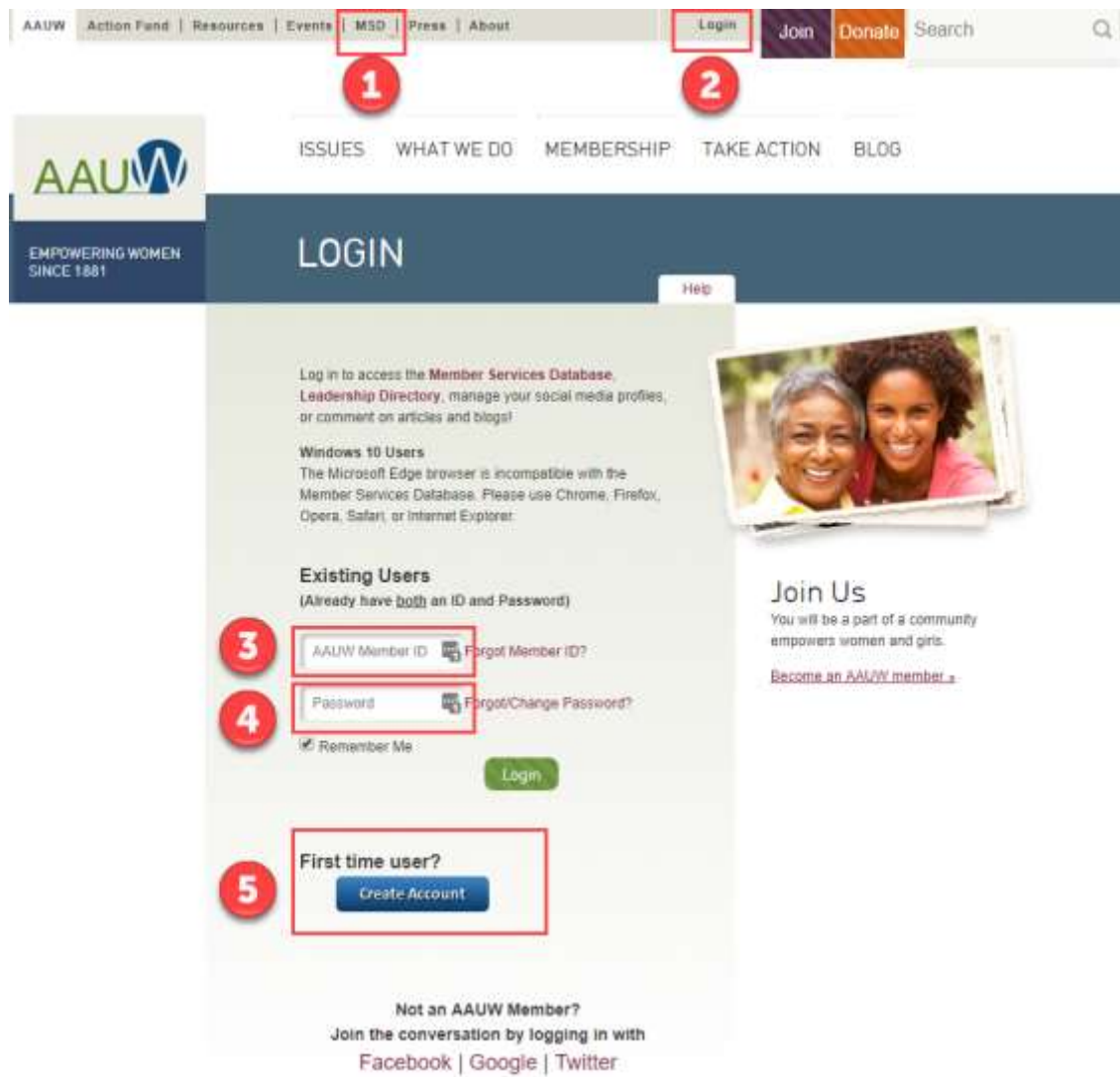
- [aaufund@aauw-ca.org](mailto:aaufund@aauw-ca.org) for AAUW Fund related donations
- [techtrek.gc@gmail.com](mailto:techtrek.gc@gmail.com) for Tech Trek related donations

## 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



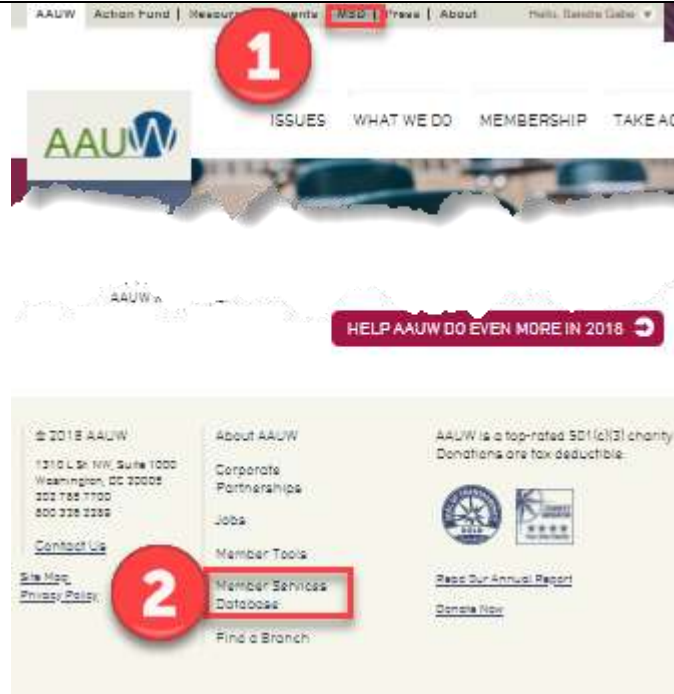
The screenshot shows the AAUW.org website with the following elements:

- Top Navigation Bar:** Contains links for AAUW, Action Fund, Resources, Events, MSD (highlighted with a red box and number 1), Press, About, Login (highlighted with a red box and number 2), Join, Donate, and a Search bar.
- Secondary Navigation Bar:** Contains links for ISSUES, WHAT WE DO, MEMBERSHIP, TAKE ACTION, and BLOG.
- Header:** Features the AAUW logo and the tagline "EMPOWERING WOMEN SINCE 1881".
- Login Section:**
  - 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:** A section for users who "Already have both an ID and Password". It includes:
    - Field 3:** "AAUW Member ID" (highlighted with a red box and number 3) with a "Forgot Member ID?" link.
    - Field 4:** "Password" (highlighted with a red box and number 4) with a "Forgot/Change Password?" link.
    - Remember Me:** A checkbox labeled "Remember Me".
    - Login Button:** A green button labeled "Login".
  - First time user?:** A section for new users (highlighted with a red box and number 5) with a blue button labeled "Create Account".
- Join Us Section:**
  - Text:** "Join Us. You will be a part of a community empowers women and girls."
  - Link:** "Become an AAUW member >"
- Footer:**
  - Text:** "Not an AAUW Member? Join the conversation by logging in with"
  - Links:** "Facebook | Google | Twitter"

### 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.

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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**

Logout Logged in as Member ID: Membership: CA0196-Mariposa

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

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My Profile / My Membership Card

Individual Contributions

State/Branch Logo

State Branch Profile (Status)  
Branch Status - CA0196

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

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-Mariposa

Dual Member: CA0199-California Online Branch

Or

[Logout](#)

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



## How to Research a Donation

### Choose Branch Contribution

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



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My Profile / My Membership Card

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File IRS Form 990-N  
Branch File IRS Form 990-N

College and University  
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**Branch Contribution**

Membership Payment Program (MPP)  
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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.

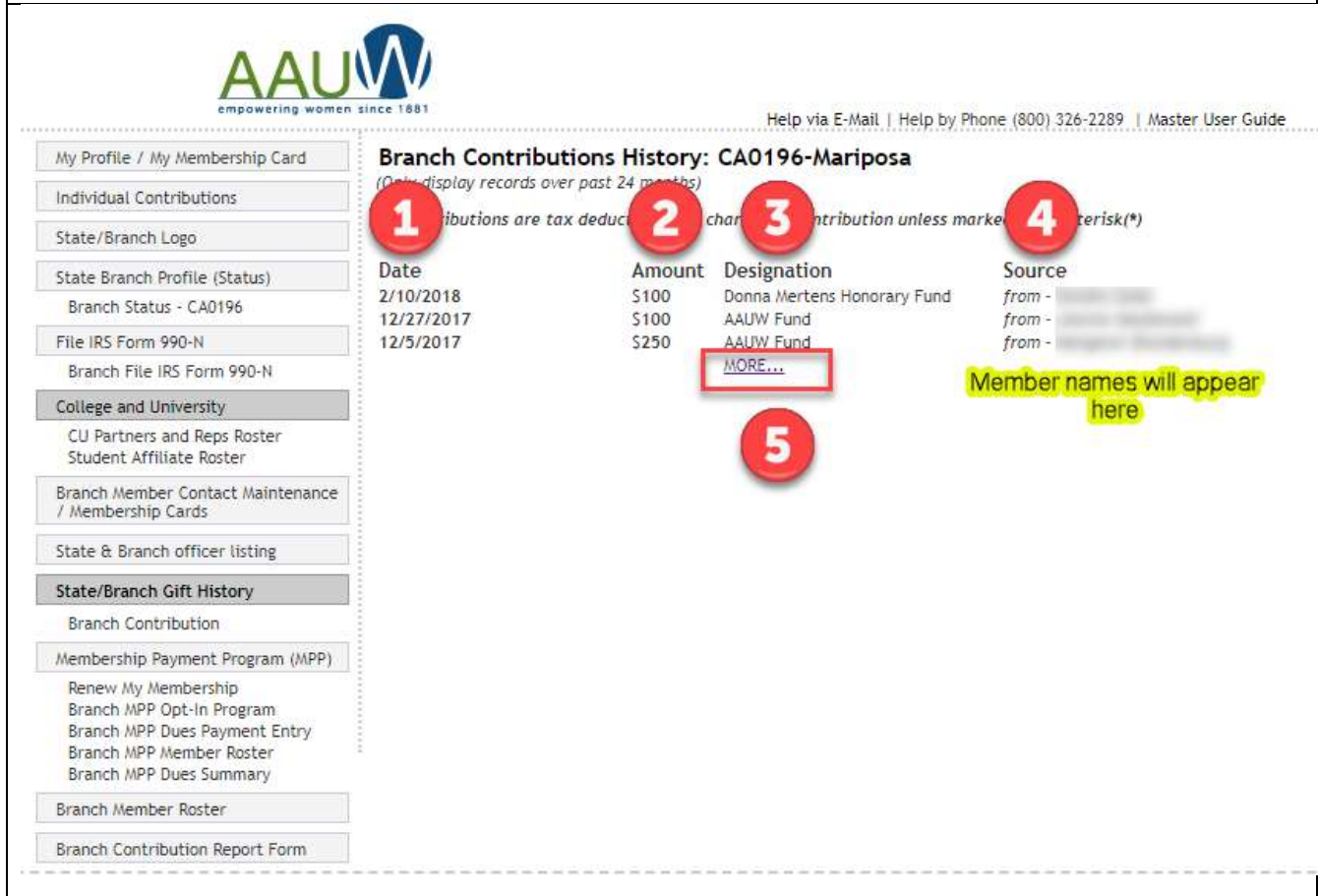
Name [REDACTED] Member |

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### 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.

1 Date	2 Amount	3 Designation	4 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]
		<a href="#">MORE...</a>	

Member names will appear here

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**Left Sidebar Menu:**


- 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



**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



[Help via E-Mail](#) | [Help by Phone \(800\) 326-2289](#) | [Master User](#)

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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:** [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	\$	<b>1 Tech Trek Fund</b>	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	\$	<b>2 Tech Trek Fresno CA</b>	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	\$	<b>3 Tech Trek Fresno CA</b>	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...](#)



## 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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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...	