



Branch Officers Report (BOR) Branch Instructions & FAQ

Purpose

AAUW California maintains a database of California branch leaders and state committee members to facilitate communication between the AAUW state board and branch boards. The information is used to produce:

- **Job-specific email distribution groups** which are used to send important email messages from the state organization to branch officers.
- **Annual** state and branch leaders. The directory is available on the state website. Please note that not all branch leadership positions are listed in the directory.

AAUW National maintains a separate Member Services Database (MSD). Both the national and state records need to be updated annually.

Your role

Branch presidents and/or presidents-elect must update the BOR annually by **July 1st** to assure that we have the correct contact information for each branch. You are requested to:

- Update officer listing.
- Confirm officer contact information to be correct and current.

The deadline for completing the AAUW CA BOR is July 1, 2021.

Questions can be directed to office@aauw-ca.org.

Before you begin

- Refer to your BOR login and Password that was sent to you via email. If you cannot locate it, contact the office at 916-389-0220 or via email at: office@aauw-ca.org.
- Have a list of your current officers including their mailing address, email address, position(s), and phone number available.



Branch Officers Report (BOR) Branch Instructions & FAQ

Login to Your Branch Officer Report

You can access the BOR in three ways.

1. Click [here](#).
2. Type the link into your browser.
<http://bor.aauw-ca.org/index.cfm?go=bor.home>
3. Access it on the AAUW California [website](#) home page, under Branch Tools.

Enter your user ID and password.

- Branch presidents and presidents-elect were sent an email containing their username and password to log into the BOR system. This login information was randomly generated and is located at the bottom of the email.
- The president may choose to delegate this responsibility. The username and password can be given to another branch member, which will allow that person to enter the data.

If you do not have access to the login information, contact
Julika Barrett, at 916-389-0220 or via
email at: office@aauw-ca.org



Branch Officers Report

Please login with your username and password or contact the webmaster (office@aauw-ca.org) if you need help.

Username:	<input type="text" value="JBarrett"/>
Password:	<input type="password" value="*****"/>
<input "="" type="button" value=" << go >> "/>	

Enter the username and password that were at the bottom of the email you received about completing the BOR

Welcome to the Branch Officer Report (BOR) system for AAUW California.

This is the place to submit your list of officers for the upcoming year.

How to log in:

- Usernames and passwords were sent via email to all current branch presidents and presidents elect.
- Each person has a unique username and password which can be found at the bottom of the email.
- Choose one person in your branch to enter the information.

How to make your updates: Click **HERE** if you need to download the instructions. You will need to have your list of officers and their contact information.

There's someone on the list that is no longer active in my branch. How can I remove them?

- You can't and they won't be included in your branch roster unless you add a position for them.

I already sent this information to AAUW National. Why do I have to tell AAUW California too?

- We do not share databases, so you need to update both.

Deadline:

- **The deadline for completion is July 1st.**

Branch Officers Report (BOR) Branch Instructions & FAQ

Choose Your Branch

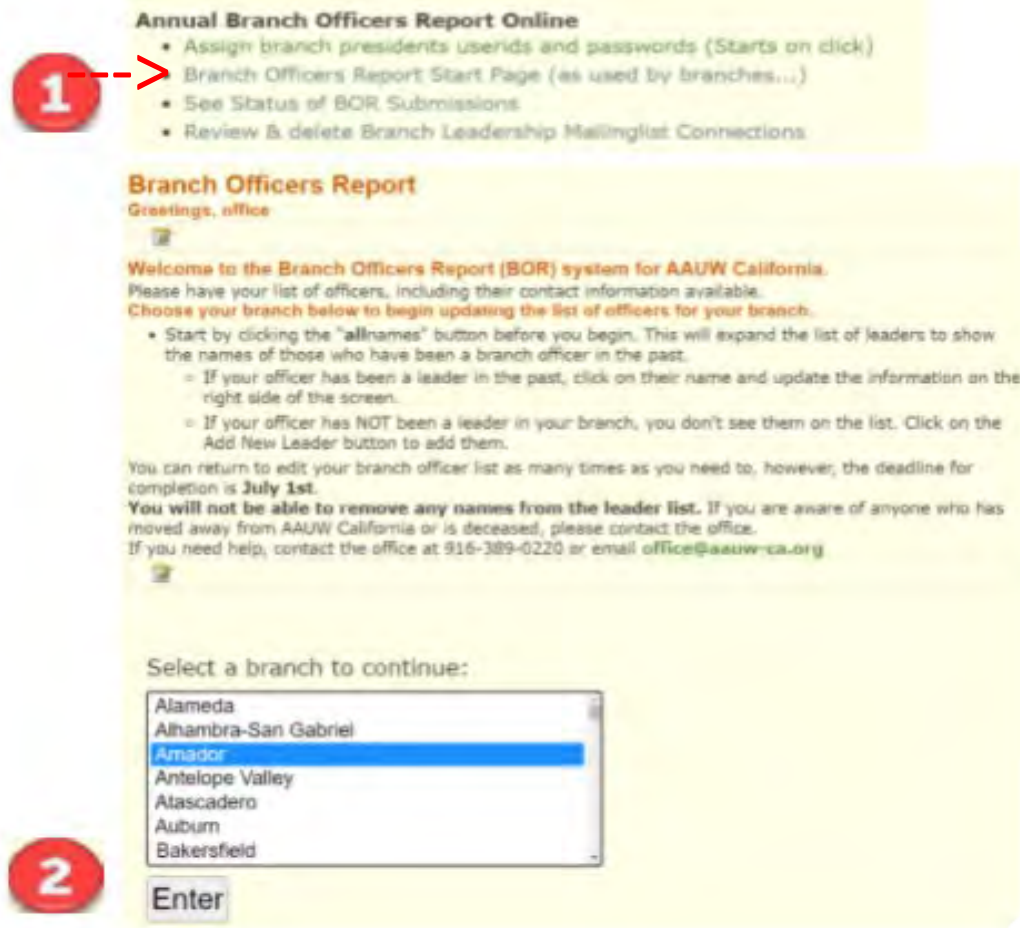
If prompted,

1

From the list of options on the main screen, go to the **Branch Officers Report Start Page** and click on it.

2

Scroll down the list and click on your branch's name. Click **Enter**.



Annual Branch Officers Report Online

- Assign branch presidents userids and passwords (Starts on click)
- Branch Officers Report Start Page (as used by branches...)
- See Status of BOR Submissions
- Review & delete Branch Leadership Mailinglist Connections

Branch Officers Report
Greetings, office

Welcome to the Branch Officers Report (BOR) system for AAUW California. Please have your list of officers, including their contact information available. Choose your branch below to begin updating the list of officers for your branch.

- Start by clicking the "allnames" button before you begin. This will expand the list of leaders to show the names of those who have been a branch officer in the past.
 - If your officer has been a leader in the past, click on their name and update the information on the right side of the screen.
 - If your officer has NOT been a leader in your branch, you don't see them on the list. Click on the Add New Leader button to add them.

You can return to edit your branch officer list as many times as you need to, however, the deadline for completion is **July 1st**.
You will not be able to remove any names from the leader list. If you are aware of anyone who has moved away from AAUW California or is deceased, please contact the office.
 If you need help, contact the office at 916-389-0220 or email office@aauw-ca.org

Select a branch to continue:

- Alameda
- Alhambra-San Gabriel
- Amador**
- Antelope Valley
- Atascadero
- Auburn
- Bakersfield

Enter

Branch Officers Report (BOR) Branch Instructions & FAQ

Update Your Branch Officer Listing

1

Choose an officer from the list (either the last 2 years or all names).

2

To add a new leader to the list, click **Add New Leader**.

3

View the roster to verify your report.






Branch Officers Report

Recent Branch Leaders

show **last 2 years** all names (15)

Maddie Brown
Trish Darcey
Bernadette Falany-Davis
Sandra Gabe
Cindy Harp
Dawn Johnson
Dina Lambert
test last
Rebecca Mock
Kim Monson
Cathy Owens
Jill Rowney
Barbara Silva
Rebecca Swisher
Molly Wilson

Branch 3 Mariposa

 [View roster](#) |  [Select a leader](#) |  [Add New Leader](#)

Update the branch's leadership information for the coming year

1. Assign a position to a person who appears on the branch's leadership list.

Select a name on the left and click on it. The person's information will be displayed. You may update the contact information and assign position(s) for the next year. **You can view either the last 2 years or all previous branch leaders by clicking the button at the top of the list.**

OR

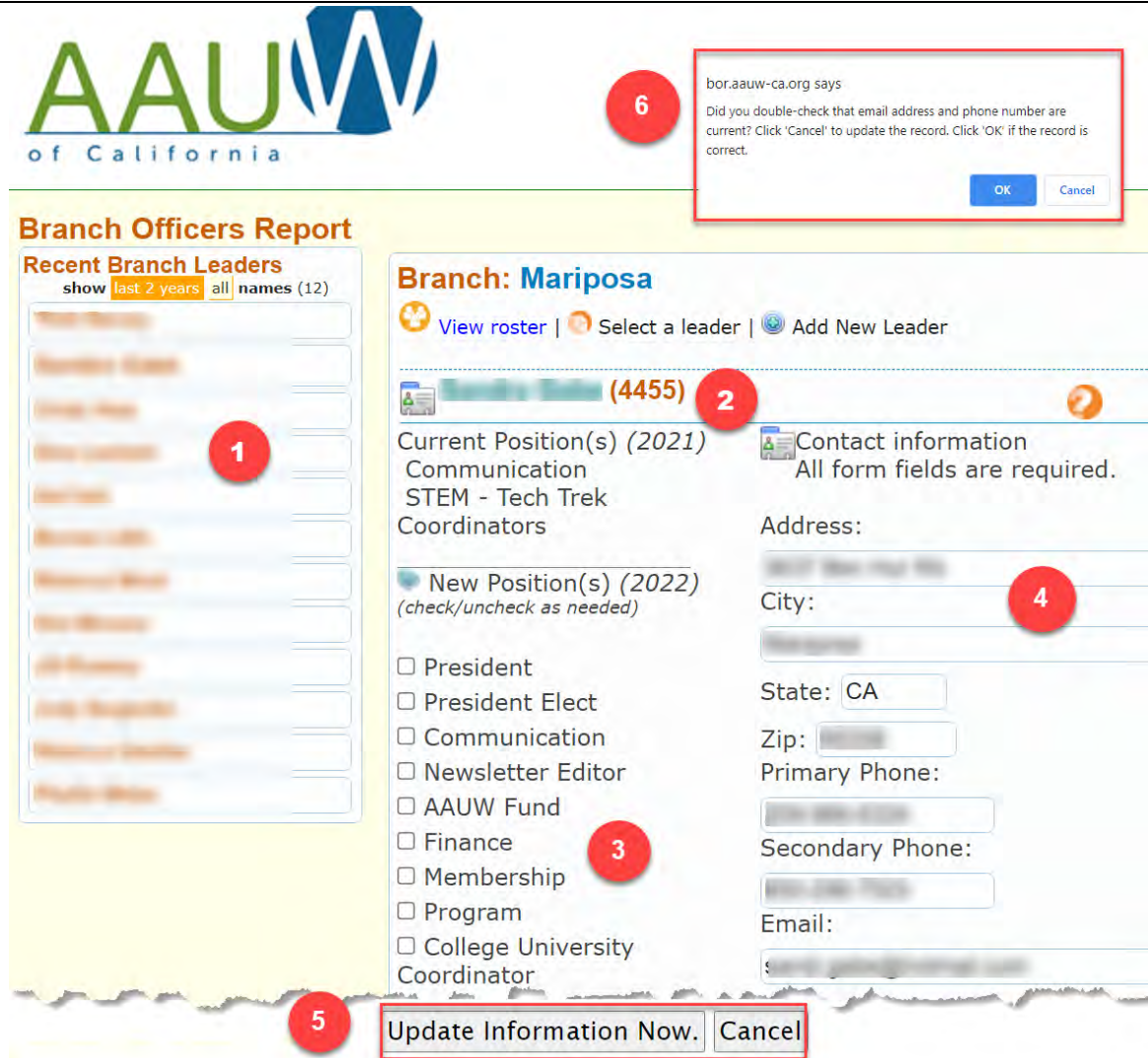
2. Assign a position to a person who does not appear on the branch's leadership list.

Click on **Add New Leader**. In the blank display add the person's contact information and assign position(s) for the next year.

Branch Officers Report (BOR) Branch Instructions & FAQ

Use an Existing Record to Select a Leader

- 1 Choose the leader from the list on the left.
- 2 The existing position (record) displays.
- 3 Choose the new position(s).
Checking the "All Communication" box means the leader receives any message sent from the State Board. You may choose several positions.
- 4 Update contact information.
- 5 Click **Update Information Now** link.
- 6 In the pop-up window, click **OK** to accept or **Cancel** to continue making corrections.



AAUW of California

Branch Officers Report

Recent Branch Leaders
show last 2 years all names (12)

Branch: Mariposa
View roster | Select a leader | Add New Leader

1 (4455) **2**

Current Position(s) (2021)
Communication
STEM - Tech Trek
Coordinators

New Position(s) (2022)
(check/uncheck as needed)

3

☐ President
☐ President Elect
☐ Communication
☐ Newsletter Editor
☐ AAUW Fund
☐ Finance
☐ Membership
☐ Program
☐ College University Coordinator

Contact information
All form fields are required.

Address:
City:
State: CA
Zip:
Primary Phone:
Secondary Phone:
Email:

4

5 **Update Information Now.** **Cancel**

6 bor.aauw-ca.org says
Did you double-check that email address and phone number are current? Click 'Cancel' to update the record. Click 'OK' if the record is correct.
OK Cancel

Branch Officers Report (BOR) Branch Instructions & FAQ

Add a New Leader

If you do not see the individual, click on
Add a New Leader.



Branch Officers Report

Recent Branch Leaders

show **last 2 years** all names (15)

Maddie Brown

Trish Darcey

Bernadette Falany-Davis

Sandra Gabe

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Dawn Johnson

Dina Lambert

test last

Rebecca Mock

Kim Monson

Cathy Owens

Jill Rowney

Barbara Silva

Rebecca Swisher

Molly Wilson

Branch: Mariposa



[View roster](#) |

[Select a leader](#) |

[Add New Leader](#)



Update the branch's leadership information for the coming year

1. Assign a position to a person who appears on the branch's leadership list.

Select a name on the left and click on it. The person's information will be displayed. You may update the contact information and assign position(s) for the next year. You can view either the last 2 years or all previous branch leaders by clicking the button at the top of the list.

OR

2. Assign a position to a person who does not appear on the branch's leadership list.

Click on **Add New Leader**. In the blank display add the person's contact information and assign position(s) for the next year.



Branch Officers Report (BOR) Branch Instructions & FAQ

Add a New Leader's Contact Information


1 Enter contact information.

2 Choose the leadership position(s).

3 **Add Now** to save the record.

4 Click on the **Return to Branch Leadership List** for more entries.

Branch: Sonora

 Add a New Leader's Contact Information

All * marked form fields are required

First Name: *

Last Name: *

Address: *

City: *

State: *

Zip: *

Primary Phone: *

Secondary Phone:

Email: *

New Position(s) (2022)

(check/uncheck as needed)

☐ President

☐ President Elect

☐ Communication

☐ Newsletter Editor

☐ AAUW Fund

☐ Finance

☐ Membership

☐ Program

☐ College University Coordinator

☐ Public Policy

☐ Speech Trek Coordinator

☐ STEM - Other (Not Tech Trek Coordinator)

☐ STEM - Tech Trek Coordinators

☐ Diversity and Inclusion

☐ Secretary

☐ All Communication

Add Now

 [Return to Branch Leadership List](#)
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Branch Officers Report (BOR) Branch Instructions & FAQ

View and Confirm the Roster of Officers

1

Choose **View roster** to verify and confirm your report for the current or next year.



Branch Officers Report

Recent Branch Leaders

show **last 2 years** all names (15)

Maddie Brown

Trish Darcey

Bernadette Falany-Davis

Sandra Gabe

Cindy Harp

Dawn Johnson

Dina Lambert

test last

Rebecca Mock

Kim Monson

Cathy Owens




Jill Rowney

Barbara Silva

Rebecca Swisher

Molly Wilson

Branch 1 Mariposa

 [View roster](#) |  [Select a leader](#) |  [Add New Leader](#)



Update the branch's leadership information for the coming year

1. Assign a position to a person who appears on the branch's leadership list.

Select a name on the left and click on it. The person's information will be displayed. You may update the contact information and assign position(s) for the next year. **You can view either the last 2 years or all previous branch leaders by clicking the button at the top of the list.**

OR

2. Assign a position to a person who does not appear on the branch's leadership list.

Click on **Add New Leader**. In the blank display add the person's contact information and assign position(s) for the next year.



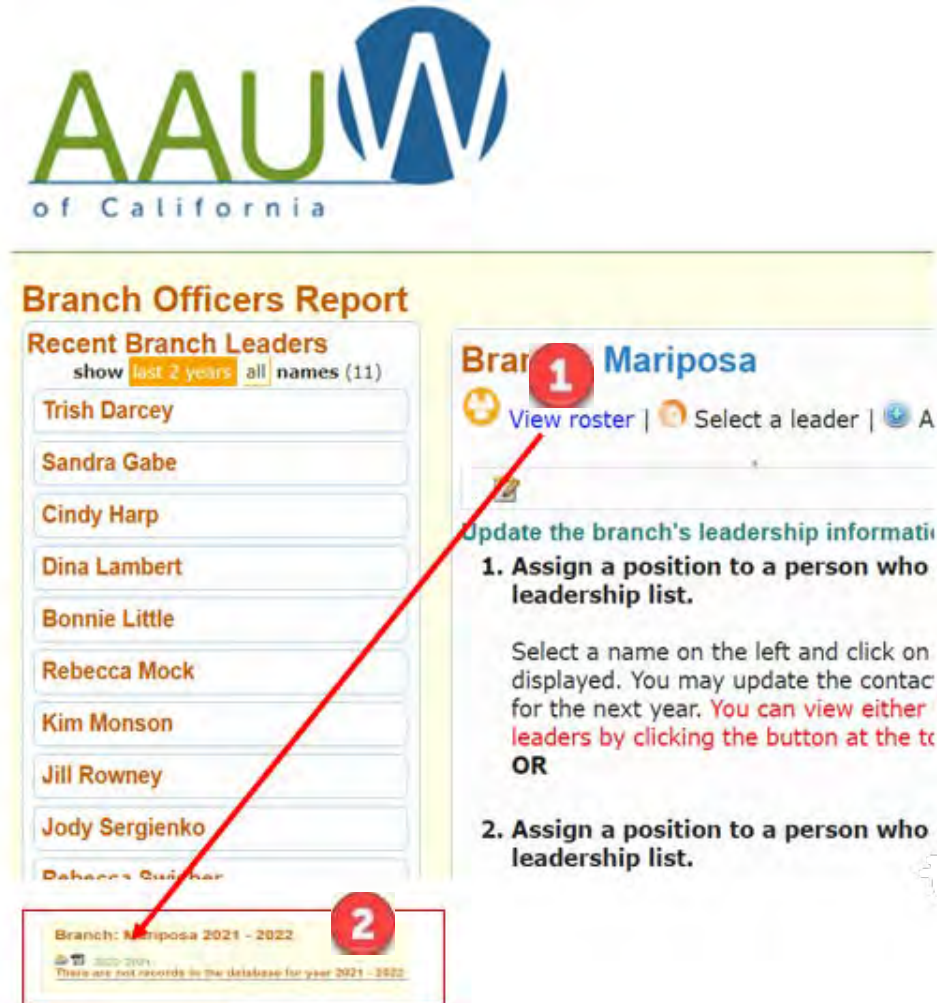
Branch Officers Report (BOR) Branch Instructions & FAQ

Display or Print a Branch Roster

Clicking on the **Update Information Now** takes you back to the main screen of **Recent Branch Leaders**.

1 Click on **View roster** to print or view the branch officers' list.



2 The branch officers' view screen appears. Choose the fiscal year you wish to print. Click on the print icon or the pdf. Document to print.






Branch Officers Report

Recent Branch Leaders
show **last 2 years** all names (11)

- Trish Darcey
- Sandra Gabe
- Cindy Harp
- Dina Lambert
- Bonnie Little
- Rebecca Mock
- Kim Monson
- Jill Rowney
- Jody Sergienko
- Rebecca Swisher

Branch: Mariposa 2021 - 2022
  2021 - 2022
 There are not records in the database for year 2021 - 2022.

Branch 1 Mariposa
 **View roster** |  Select a leader |  A

Update the branch's leadership information

- 1. Assign a position to a person who leadership list.**
 Select a name on the left and click on displayed. You may update the contact for the next year. **You can view either leaders by clicking the button at the top OR**
- 2. Assign a position to a person who leadership list.**

Print Roster of Officers by Fiscal Year

1

Choose the year that you would like to print.

Year 2021 = 2020 – 2021

Year 2022 = 2021 - 2022
(Upcoming fiscal year)

2

Select the **Print** icon to print the screen information or the **PDF Document** to save, view or print.



Branch: Mariposa 2021 - 2022

2



2022 2021

1

There are not records in the database for year 2021 - 2022

© 20



Branch Officers Report (BOR) Branch Instructions & FAQ

What You See If You Print or Download the Roster

What you will see if you **View**.



What you'll see if you choose to print the **PDF**.

AAUW California Branch Roster

Branch: Mariposa - 2020 - 2021

President

[Blurred text]

[Blurred text]

President Elect

test last
here
metro, ca 93401
email:
Phone: 123-456-7890

Communication

[Blurred text]

Newsletter Editor

[Blurred text]



Branch Officers Report (BOR) Branch Instructions & FAQ

Answers to Frequently Asked Questions	
<p>What if I assign a job to a person in error?</p> <p>Each person's information can be updated repeatedly.</p> <p>To "un-assign" a job for a leader, follow these steps.</p>	<p>Steps:</p> <ol style="list-style-type: none"> 1. Click on the member's name to open the entry. 2. Click on the checked position title to uncheck it 3. Then click on Update Information Now. 4. To verify, from the instruction page display, click on Click here to... view the positions assigned for the coming year.
<p>How do I remove a person from a previous position from a previous year?</p>	<p>The BOR process is only concerned with positions for the incoming year. You cannot change the previous year's history through this process.</p>
<p>How do I delete a person from the branch leadership list?</p>	<p>You cannot delete a person from the branch leadership list. The list includes all members who have held a leadership position in the branch since the 2008-2009 year and they remain in our database. They will only be part of the branch's leadership roster if you assign them a position.</p>
<p>How do I correct the spelling of a name?</p>	<p>Once a person is in the AAUW California database, the name cannot be changed through the BOR process. If a name is spelled incorrectly, please email the correct spelling and information to identify the erroneous record and mailto:office@aauw-ca.org You must include which Branch the leader is associated with to have the name corrected.</p>
<p>What if a person shows on the branch leadership list multiple times?</p>	<p>If a person's name is listed multiple times in the branch leadership list, select one with the correct spelling of the name. Please make sure that ALL the contact information is correct when you complete the update. After the BOR deadline has passed, administrators will merge all the other records for the person into the one you have updated.</p>
<p>Our board has a position that is not listed. How do I tell you about it?</p>	<p>You may have more positions on your board than are shown on the list of positions to choose from. The list contains the positions with which AAUW CA most frequently communicates.</p>



Branch Officers Report (BOR) Branch Instructions & FAQ

Answers to Frequently Asked Questions, *continued*

Our branch does not have anyone holding one of the positions you ask about. Should I leave the position unassigned?	It depends on what it is. If it is for an optional responsibility, such as Speech Trek, then do not assign anyone. However, if you have no one assigned to an essential task, such as Finance or Program, please assign the position to the person who will be receiving communications from AAUW California about those responsibilities. If you later find a person to take over the position, send the new person's information to office@aauw-ca.org .
Why does my branch roster not show all the positions?	The branch leadership roster that you see when you "Click here to verify..." only shows the positions that you have filled for the specified year. Unfilled positions are not listed.
Someone else started to complete the BOR for my branch. Can I finish the job?	You certainly can. The BOR for a branch does not have to be completed by one person or all at one time.
How many times can I update the BOR?	The BOR system may be entered as many times as necessary before the July 1st completion deadline. Information may be added or corrected each time.
When is the BOR data transmitted to AAUW CA?	Any information you enter through the BOR system immediately updates the AAUW California leadership database. After the deadline, administrators will process the BORs and assign email groups to the new officers. Until that time, the current year officers will receive the email broadcasts.
I have a question that isn't answered here. How do I get an answer?	If your question is not answered by these instructions, please contact office@aauw-ca.org to update this document. If you have a question, others probably do too.