



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, 2020.

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

Before you begin

- Refer to your BOR login and Password as sent to you via email. If you cannot locate it, contact the office at 916-692-5125 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

<http://bor.aauw-ca.org/index.cfm?go=bor.home>

into to your internet browser address bar

3. Access it on the AAUW California

[website](#) on the CA Business page.

Enter your user ID and password.

- Branch presidents and presidents-elect were sent an email containing their individual 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 916-692-5125 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"/>	Enter the user name and password that were at the bottom of the email you received about completing the BOR.
Password: <input type="password" value="*****"/> <input type="button" value=" << go >> "/>	

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

This is the place to login and submit a Branch Officers Report (BOR) telling AAUW CA how your branch is doing. Please note that a separate report is requested by National AAUW. We do not share

- Usernames and passwords were sent in an email to all 2018-19 branch presidents and presidents-elect.
- Each person has a **unique username and password**. You should find it at the very bottom of the email.
- Please choose **one person** in your branch to enter the information.
- **Check all addresses and phone numbers** to assure that they are correct.

The deadline for completion is **July 1st 2020**. Click [here](#) if you need to download the BOR form. As you work on your branch leader list, selecting names to give them new jobs or add new members. Please scroll down the list to see all names.

You can continue to modify the information in the BOR until the deadline of **July 1st 2020**. Do not attempt to remove any names from the recent leader list. You will not be able to do so. The BOR system can be used to print or save a branch leadership roster for the current year. Note: You may experience difficulties if you are running a browser version more than three years old.

Branch Officers Report (BOR) Branch Instructions & FAQ

Choose Your Branch

- Assign branch presidents userids and passwords (Starts on click)

1

Annual Branch Officers Report Online

- Branch Officers Report Start Page (as used by branches...)
- Admin Branch Positions
- See Status of BOR Submissions

E-mail Broadcast

- Create Broadcast Message
- Check on Email addresses

If prompted,

1

From the list of options on the mail 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**.

Select a branch to continue:

- Santa Rosa
- Simi Valley
- Siskiyou County
- Sonora**
- South Lake Tahoe
- Stockton
- Sunnyvale-Cupertino
- Tehachapi Mountain

Enter

2

Branch Officers Report (BOR) Branch Instructions & FAQ

Update Your Branch Officer Listing

1

Click on the name of 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.

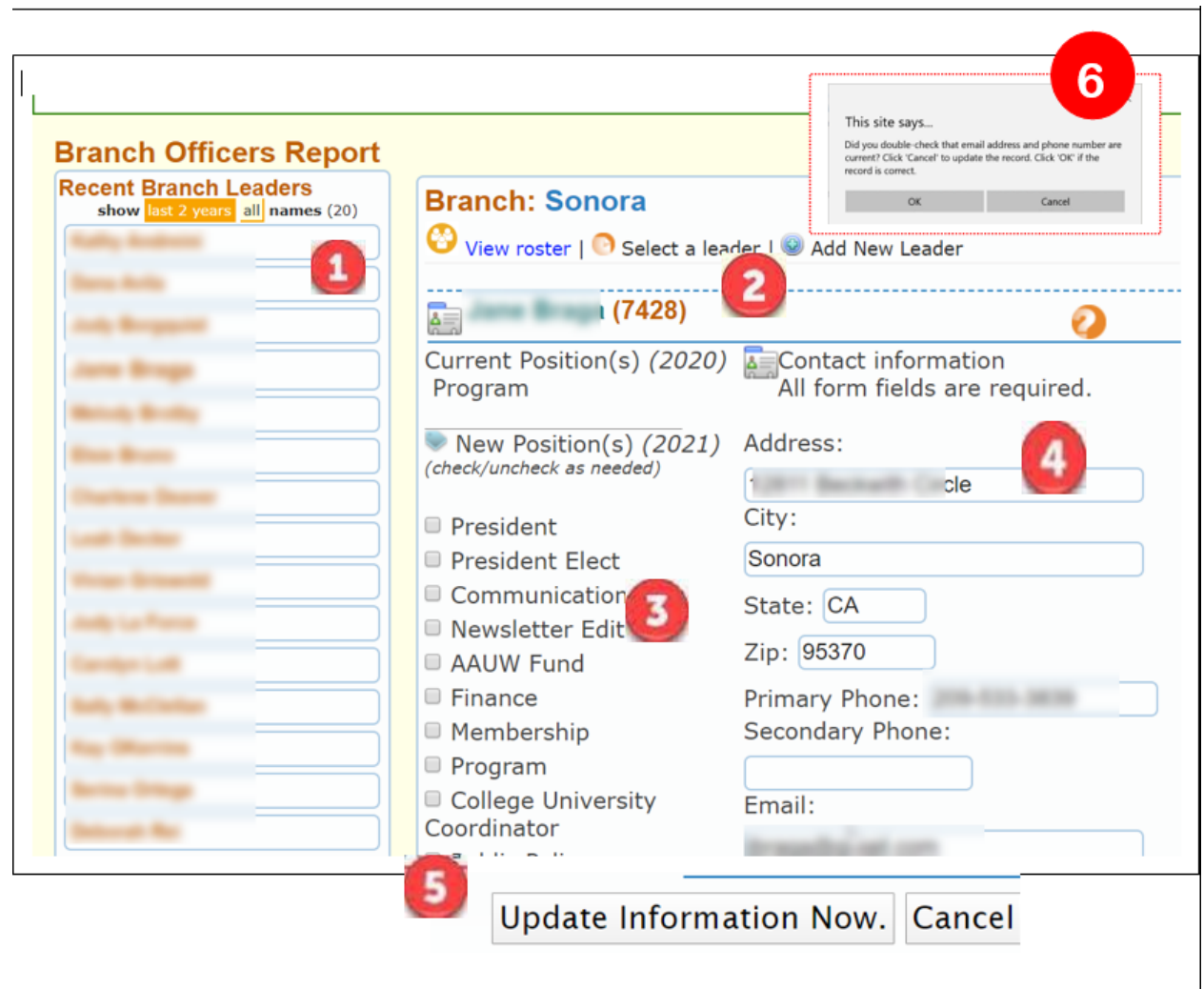
Click on **Add New Leader**. In the blank display add the person's contact information and assign position(s) for the next year.



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.



Branch Officers Report

Recent Branch Leaders
show **last 2 years** all names (20)

Branch: Sonora

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

Current Position(s) (2020)
Program

New Position(s) (2021)
(check/uncheck as needed)

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

Contact information
All form fields are required.

Address:

City:

State:

Zip:

Primary Phone:

Secondary Phone:

Email:

Update Information Now. **Cancel**

This site 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

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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: Mariposa

Add a New Leader's Contact Information

1

All * marked form fields are required

First Name:*

Last Name:*

Address:*

City:*

State:*

Zip*

Primary Phone:*

Secondary Phone:

Email:*

New Position(s) (2020)
(check/uncheck as needed)

- ☐ All Communication
- ☐ President
- ☐ President Elect
- ☐ Finance
- ☐ Secretary
- ☐ Membership
- ☐ Program
- ☐ Communication
- ☐ Newsletter Editor
- ☐ International
- ☐ College University Coordinator
- ☐ Bylaws
- ☐ Public Policy
- ☐ Speech Trek Coordinator
- ☐ Tech Trek
- ☐ AAUW Fund

2

Add Now

3

4



[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)

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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 (15)

Maddie Brown

Trish Darcey

Bernadette Falany-Davis

Sandra Gabe




Cindy Harp

Dawn Johnson

Dina Lambert

test last

1 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 her contact information and assign position(s) for the next year.

OR

Branch: **Mariposa 2020 - 2021**

  2021 2020

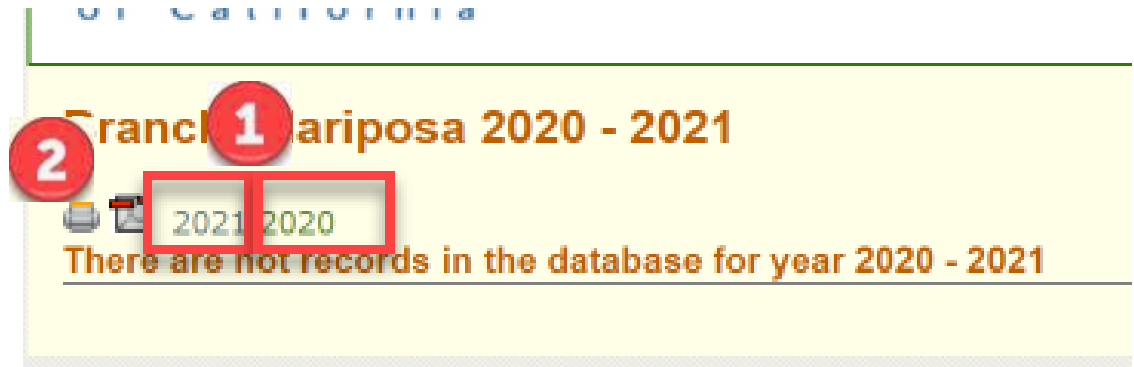
There are not records in the database for year 2020 - 2021

Print Roster of Officers by Fiscal Year

1 Choose the year that you would like to print.

Year 2020 = 2019-2020
Year 2021 = 2020-2021
(Upcoming fiscal year)

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



Branch Officers Report (BOR) Branch Instructions & FAQ

What You See If You Print or Download the Roster

What you'll see if you choose **PDF**.

AAUW California Branch Roster

Branch: Sonora - 2020 - 2021

President

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

Finance

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

President Elect

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

Membership

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

To **Print**.

1

Download the .pdf file.

2

Print the file.



Branch: Sonora 2020 - 2021

2

2021 2020

AAUW California Branch Roster

Branch: Sonora - 2020 - 2021

President

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

Finance

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

President Elect

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

Membership

Tracy Thompson
1234 Main St.
Sonora, CA 95376
Phone: 555-555-5555

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 previous year 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 2008-09 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 CA 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 <i>You must include which Branch the leader is associated with to have the name corrected.</i></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, <i>continued</i>	
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 CA 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 CA 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 so this document can be updated. If you have the question, others probably do too.