# AAUW California Community Hub August 3, 2022







# Logging Into the Community Hub







### Are You Using the Right System?

AAUW California and AAUW National maintain different systems to track branch leaders and members. You must make your updates in both systems.

#### AAUW National

- Community Hub
  - Maintains members' membership information
  - Processes members' dues
  - Maintains branch leadership positions

#### Access via aauw.org

### AAUW California

- Branch Officer Reporting System
  - Maintains branch leaders roles
  - Maintains state committee roles
  - Is used to feed the *Board* to *Board* monthly newsletter

#### Access via aauw-ca.org





## The Screens Look Different AAUW National

#### **Personal Snapshot**

Personal Snapshot	Sandra Gabe	
My Profile		
My Contact Information		
My Username & Password	Personal Summary of your personal contact information.	
My Preferences		
My Education	AAUW Id	
My Memberships	Full Name	Sandra Gabe
My Affiliations	Account Phone	
My Ballots	Mobile	
My Committees	Email	sandi.gabe@hotmail.com
My Review Panel Application	Mailing Street	100 Bar (100 Bar)
Orders & Donations	Mailing City	Mariposa
My Open Balances	maung city	CA
My Payment Methods	Mailing State/Province	
My Scheduled Payments	Mailing Zip/Postal Code	95338-9417
My Registrations	Mailing Country	United States

#### **AAUW California**

#### bor.aauw-ca.org **Branch Officers Report** Greetings, Sandra

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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 · If your officer has been a leader in the past, click on their name and update

· If your officer has NOT been a leader in your branch, you don't see them on

You can return to edit your branch officer list as many times as you need to, however, You will not be able to remove any names from the leader list. If you are award If you need help, contact the office at 916-389-0220 or email office@aauw-ca.org

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Select a branch to continue:







### The Logins are Different

#### **AAUW National**

Login:

- Use your personal email address.
- You no longer use your member id.

#### **AAUW California**

Login:

- The outgoing president receives an email with their username and password in May or June.
- It's typically your first initial and part of your last name.





#### New Community Hub Terms

Old	New
Branch	Affiliate or Company
Branch Leadership team	Committee
Branch Member	National member with branch affiliations





### **Common Login Problems**

- Using your member number instead of your email address
- Using the wrong email address. *Does national have your correct email?*
- Not doing a password reset the first time you log in. This is necessary because you don't have a password yet!
- You don't receive the password reset email. *Check your spam folder.* If you can't find it, national needs to be notified so they can determine why.
  - Sender: American Association of University Women <infosf@aauw.org>
  - Subject line: AAUW Password Reset Requested
- Creating a new profile when you couldn't log in the first time. *Now you have a duplicate record* that national needs to fix. When you login you go to your "new" account that does not have your membership on it.





## You Got Logged In. Now what?







#### **User Problems**

- I'm using a mobile device and can't see the administrative functions. *Reported to National.*
- I can login but my account says I'm not member. You have two accounts. National must fix.





#### Updating Your <del>Branch Leadership Team</del> Committee Roster

- I can't find my branch roster. Choose Affiliation from the left navigation list. Then choose Manage Roster. Then choose Committee Management.
- I want to add a branch position that is not listed. Not all branch officers need to be listed.
- The person I want to add is not listed. The person must have an active record.
- I want to remove someone who is listed because they no longer hold a branch position. Set their expiration date to 6/30/22.
- I want to change someone's position. Add them again in the correct position. Set their expiration date on the existing position you want to remove.

#### AAUW National Positions

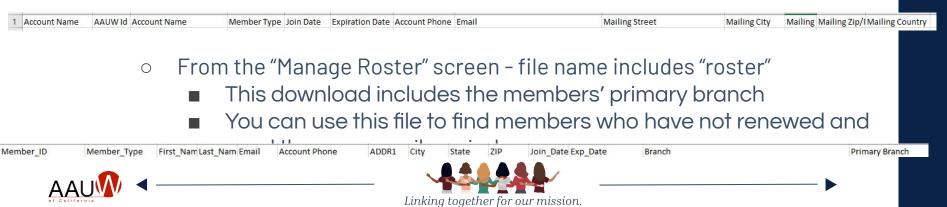
AAUW Funds College University Relations Diversity Finance Membership President/Administrator Programs Public Policy STEM Webmaster





#### Your Branch Roster

- You can change:
  - Demographic Information (address, phone, email etc)
- You can't change:
  - Their member id #. National must do this
  - Their primary branch. The member can login and change it.
- You can download your branch roster in two formats
  - From the first screen file name includes "download"



#### Please Cut Down the Green Tree







### How to Get Help

Contact AAUW National at <u>connect@aauw.org</u>

#### OR

Contact AAUW California at <u>webteam@aauw-ca.org</u>

The California team is working with AAUW National to resolve issues. We will work to identify the issue and resolve as many problems as we can. We are working with Angie Cooper on those we can not solve.





### Help us Help You

When requesting help remember to tell us:

- Your name, branch, and the email address you were using.
- A lot about what the problem is.
  - Hard to help you: I can't log in
  - Easier to help you: I tried to log in using <u>xxx@gmail.com</u> and I can't remember my password.
  - Even better: I tried to log in to aauw.org using <u>xxx@gmail.com</u> and I can't remember my password. I reset the password but didn't receive the reset password email. I checked my spam folder. My branch is xxx
- Other things to include:
  - Include any error messages
  - A screen print is worth a thousand words





#### Governance





### Membership





#### **Nominations and Elections**





#### **Nominations and Elections**





#### **Public Policy**





#### **Gov Trek**





### Speech Trek





#### **Tech Trek**



