



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



Linking together for our mission.

The Screens Look Different

AAUW National

Personal Snapshot

View your latest notifications and snapshots of your profile.

Personal Snapshot

- My Profile
- My Contact Information
- My Username & Password
- My Preferences
- My Education
- My Memberships
- My Affiliations
- My Ballots
- My Committees
- My Review Panel Application
- Orders & Donations
- My Open Balances
- My Payment Methods
- My Scheduled Payments
- My Registrations

 **Sandra Gabe**

Personal
Summary of your personal contact information.

AAUW Id	
Full Name	Sandra Gabe
Account Phone	
Mobile	
Email	sandi.gabe@hotmail.com
Mailing Street	
Mailing City	Mariposa
Mailing State/Province	CA
Mailing Zip/Postal Code	95338-9417
Mailing Country	United States

AAUW California

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



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 aware 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

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 log in, you go to your "new" account that does not have your membership on it.
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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 log in but my account says I'm not a member. *You have two accounts. National must fix.*



Updating Your ~~Branch Leadership Team~~ Committee Roster

- I can't find my branch roster. *Choose My Affiliations 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"

1	Account Name	AAUW Id	Account Name	Member Type	Join Date	Expiration Date	Account Phone	Email	Mailing Street	Mailing City	Mailing	Mailing Zip/1	Mailing Country
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- From the "Manage Roster" screen - file name includes "roster"
 - This download includes the members' primary branch
 - You can use this file to find members who have not renewed and send them an email reminder

Member_ID	Member_Type	First_Nam	Last_Nam	Email	Account Phone	ADDR1	City	State	ZIP	Join_Date	Exp_Date	Branch	Primary Branch
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Please Cut Down the Green Tree



How to Get Help

- Contact AAUW National at connect@aauw.org
- OR
- Contact AAUW California at webteam@aauw-ca.org

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 xxx@gmail.com and I can't remember my password.*
 - Even better: *I tried to log in to aauw.org using xxx@gmail.com 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

