



Tips from Maryland Summer Conference 2024



A Closer Look at a Challenging Website

Personal Snapshot - needs your password to access- go to AAUW.org, click on *Log In* in upper right corner. If you haven't set up your personal snapshot yet just go to AAUW.org and click on *Log In* or go to my.aauw.org, click **Forgot your password?** if you are an AAUW member, but logging in to the Community Hub Personal Snapshot for the first time, then follow the prompts to create your Personal Snapshot. You can also easily renew at this point by clicking on *Renew* (when it's time for you to renew). You can manage personal information and preferences here.

If you're the president/administrator, finance officer, or membership VP of a branch, clicking on *Affiliations* allows you to access branch information. You can view and edit the company (branch) profile and handle tax information or click on *Manage Roster* where you can view, edit individuals' information, or remove individuals from the branch. *Manage Roster* allows you to *Join Individuals*, handle the *Renewals and Donations*, *Export Branch Roster*, and handle *Committee Management*. Clicking on *Renewals and Donations* shows an excel sheet with start and end dates for each member and tells if an individual's membership is current, future, or in the grace period. Clicking on *Export Branch Roster* shows an excel sheet with dates of initial joining. Clicking on *Committee Management* is essential to update/add branch officers each year before July 1st.



AAUW.org, the website with all the answers IF you can find them!

Video help for renewing - the video for *How to Self-Renew for Existing Members*, is imbedded in the AAUW renewal email reminder or go to the same video at AAUW.org, then click on *Membership* (top bar), then click on *Governance and Tools*, then click on *Community Hub: Tools and Resources*, then click on *How to Self-Renew for Existing Members* or renew by check through your branch finance officer. (Renewal reminders go out the week of the 20th in the month preceding when the membership expires, then for two following months if the membership is not renewed, but check spam and junk folders, also just in case it misses your primary email account. Members have a 90-day grace period to renew.)

Screenshot help for joining - go to AAUW.org, then click on *Membership* in top bar, then click on *Governance and Tools*, then click on *Community Hub: Tools and Resources*, then click on *How to Self-Join for New Member* or join by check through your branch finance officer.

Shape the Future Campaign offers half price national membership! Go to AAUW.org, click on *Membership* in top bar, click on *Governance and Tools*, click on

State and Branch Tools, scroll down to *Resources at the Ready* and click on "Learn More About AAUW's Shape the Future Campaign." The coupon code is STFFY25. In addition, for every 2 new members, the branch earns 1 free membership up to a total of 3 free memberships per fiscal year. The fiscal year will run basically from April 1 to March 31 of the following year. Click on *Status Report* to check how many free memberships you have earned from March 2023 to March 2024. Free memberships must be claimed by September 30, 2024. Click on *Redemption Form* to print this form.

Community Hub: Tools and Resources How can they help? Go to AAUW.org, click on *Membership* in top bar, click on *Governance and Tools* and click on *Community Hub: Tools and Resources* or go to AAUW.org, click on *Membership* in the top bar and just scroll down to *AAUW Community Hub* and click on the blue button. The *Community Hub: Tools and Resources* provides:



- Four AAUW Community Hub Tutorials - videos for: *How to Self-Renew for Existing Members*, *How to Add/Join New and Lapsed Members*, *How to Handle Renewals and Donations*, *How to Export a Branch Roster* and
- Four sets of screenshots for members on *How to Self-Join for New Member Prospects* and *How to Self-Renew for Existing Members* and for member leaders, *How to ADD/Join New and Lapsed Members in AAUW Community Hub* and *How to Handle Renewals and Donations in AAUW Community Hub*.
- Sign up for Office Hours on Tuesdays and Thursdays for help.
- *Community Hub FAQ* click on this for answers to common questions.



Resources at the Ready - This is a treasure trove of information. Go to AAUW.org, then click on *Membership* in top bar, then click on *Governance and Tools*, then click on *State and Branch Tools*, scroll down to *Resources at the Ready*. Here's information on *Shape the Future*, description of member leader positions, membership forms and reports (like *AAUW Forms for Honorary Life Application Form*, *Contribution Report Form*, and *Affiliate Dues Report Form*) and much more!



Closer to Home - Monthly emails from Katrina Sun Breese with subject heading, *AAUW Membership Matters* or go to AAUW.org, then click on *Membership*, then click on *Governance and Tools*, then *State and Branch Tools*, then under *Resources at the Ready* scroll down to *Access Membership Matters: A News Hub for State and Branch Leaders*. It also provides current and previous monthly *Membership Matters* updates. Also, visit aauw-md.aauw.net to view *The Marylander*, a quarterly e-newsletter at our state website. It's just what you need to stay up to date on branch and statewide activities, branch news (great for ideas), and upcoming events.

Questions? Please contact Jeanne Blades jeanmarieb@gmail.com Membership VP

