

Committee Module Instructional Guide Version 2.0



December 2019

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COMMITTEE MODULE 2.0

This guide will walk you through the basics of how to access MOAA's database using this user friendly platform called the Committee Module (CM) 2.0.

The CM 2.0 provides council & chapter leaders access to MOAA's database in order to view, change, export, and update membership & officer roster information.

Recent updates to the Committee Module are reflected in the 2.0 version. This 2.0 update added the ability to end multiple chapter memberships simultaneously, access the Chapter Information Form directly from the Committee Module, and view member numbers, ranks, and the total number of chapter members.

The changes that were made to the Committee Module were the result of great feedback and suggestions from dedicated members like you. We value all feedback that we receive on the Committee Module and continually look for ways to improve it.

Only council/chapter presidents, membership chairs, or designated council/chapter leaders are asked to use this tool in order to review and update their membership and officer roster information. Designated chapter leaders can be given access in place of the president or membership chair if requested. The updates to the Committee Module will happen in real time in the MOAA database.




Please Note: Any files containing MOAA-provided name, address, email address, and MOAA status should be maintained in a secure manner, password-protected, and accessible only by authorized council/chapter officers.

If you have questions, want to make recommendations, or need help, please call our Member Service Center (MSC) at (800) 234-6622 or email MSC@moaa.org. You can also call our Chapter Affairs Department at that number using extensions x168 or x120.

Thank you for using this tool.

QUICK REFERENCE GUIDE

(Examples are provided throughout this guide for help)

Red Circles will display examples	Yellow highlights will point out important info	See YELLOW OR RED Arrows throughout this guide for examples
	YELLOW HIGHLIGHTS	 

In order to maintain accuracy in the MOAA Database

Please DO NOT:

DO NOT	REASON
Do not add “honorary members” to your roster	This database was designed so that leaders can view and update their membership roster in order to receive eligible incentives from MOAA headquarters. We only want to keep track of eligible MOAA members on this roster. Please keep your honorary members on a separate spreadsheet.
Do not add Spouses as “Member”	Spouses can only be added in the officer or leadership position they hold. Please do not add spouses as a member.

Please Note:

Anyone who is eligible for MOAA membership should be added as “Member” on your roster.

- Add regular members and surviving spouses as “Member”
- Every officer should then be added separately as their officer position, after they have already been added as “Member”

If you are unable to find someone when you conduct a search, please use the “new member gains form” to add the individual(s) as Prospect: [NEW CHAPTER MEMBER GAINS](#)

After adding a person to the New Member Gains form, our MOAA staff will do the following:

- Verify the person you’ve added is not already in the MOAA database;
- If the person is not in the MOAA database, the MOAA staff will add them as a PROSPECT;

Council/Chapter President or Membership Chair should:

- Encourage any new prospect to join MOAA as Basic, Premium, or LIFE member;
- Enrollment can be done [online](#) or by using one of the enrollment forms which provide: [Basic, Premium, and LIFE enrollment](#). We offer an additional method of submitting multiple basic enrollments by submitting an Excel spreadsheet with member information. More information about this can be accessed using this link: [Multiple Basic Membership Enrollments](#).

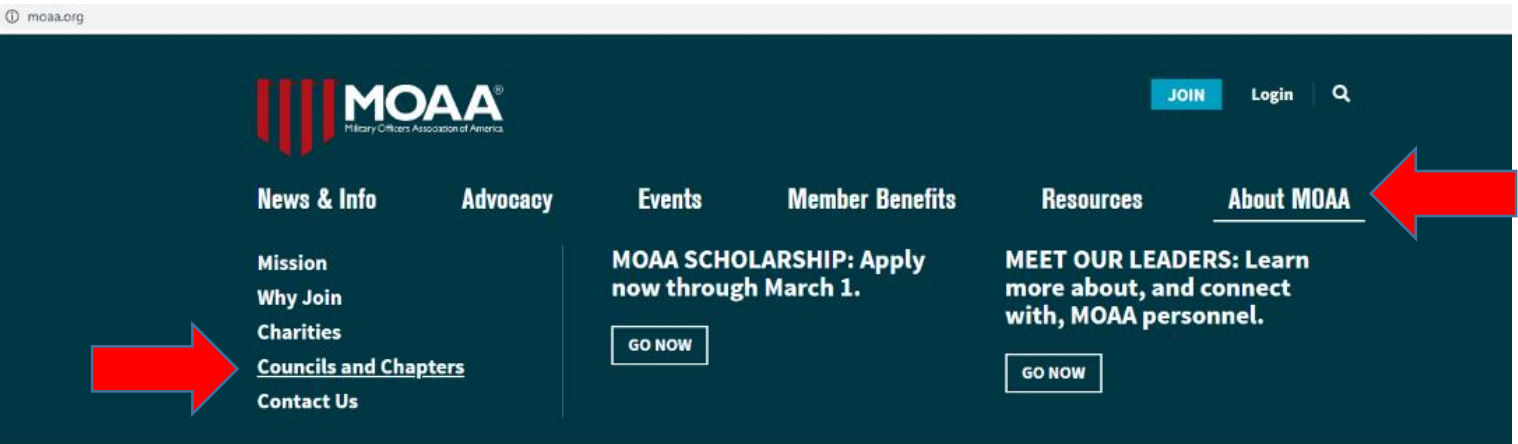
Report Deceased Members:

- Report deceased member information to our Member Service Center (MSC) at MSC@moaa.org or call (800) 234-6622; you must include the person’s name, rank, service, status, Surviving Spouse’s name (if applicable) and the date the person passed away. The chapter leader’s name and chapter will be added to our records as reporting the person’s death. Additionally, council/chapter leaders can access MOAA’s TAPS form here: <http://www.moaa.org/tapsform/>

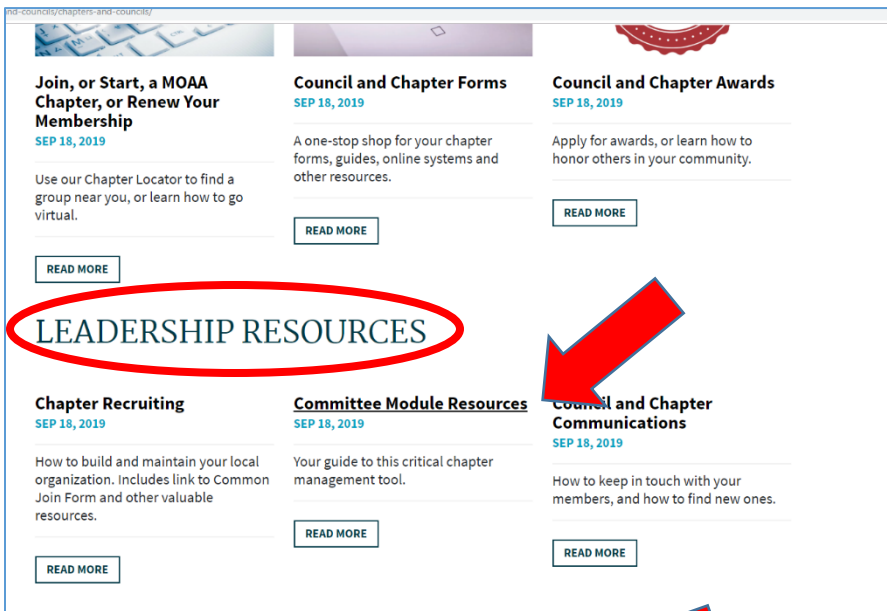
*** If you experience slow or sluggish lag time while using this module, we recommend installing an updated web Browser such as (1) Chrome, (2) Internet Explorer, or (3) Firefox.**

First, Navigate to “Committee Module Resources”, Then Log In

Go to www.moaa.org, Click “About MOAA”, followed by “Councils and Chapters”



Scroll down and select “Committee Module Resources,” then “Committee Module Login”



Leadership Resources - This section appears on the Council and Chapters home page, below the rotating articles and the “Key Resources” section

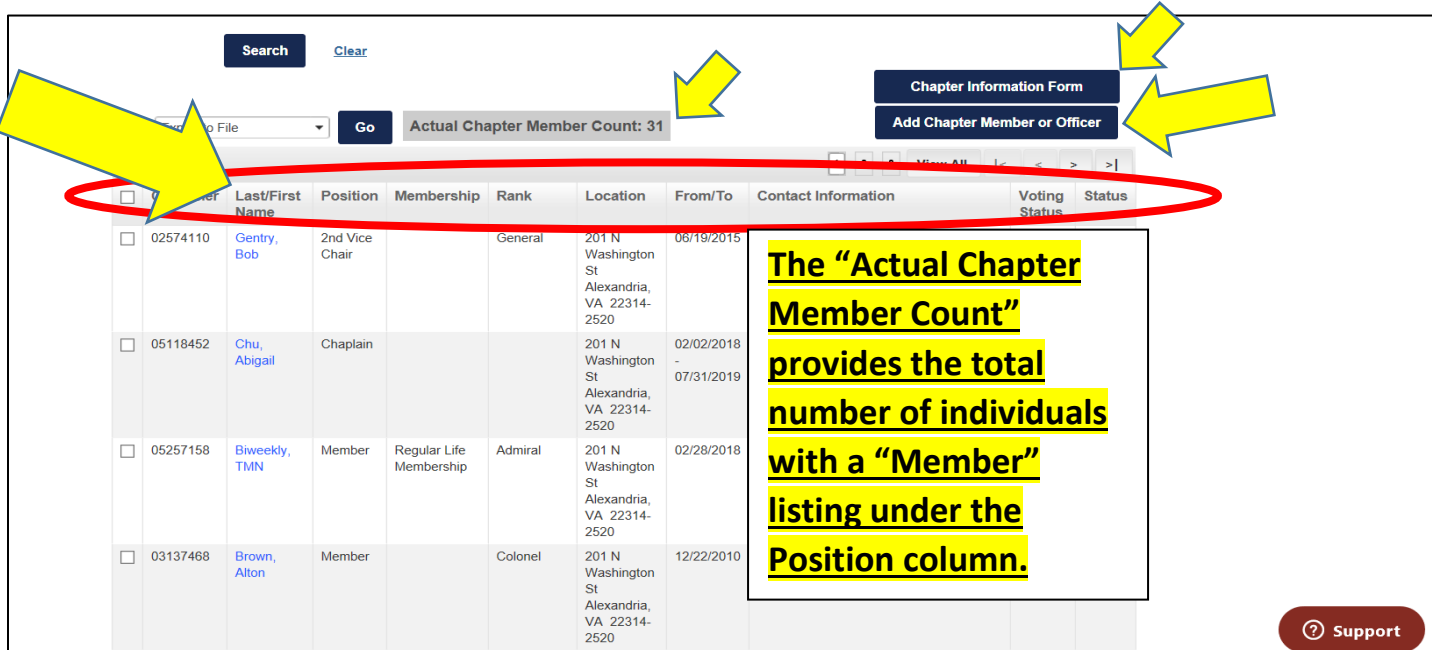
Committee Module Login - This section is the third one down on the Committee Module Resources page

Note: If you’re an Administrator for multiple chapters, select the chapter using the drop down beside “My Groups.” Then select “My Groups” after you’ve selected the roster you want to view.

LOGIN HELP

Need help with logging in?: <http://www.moaa.org/Content/About-MOAA/Log-In-Help.aspx>

ROSTER COLUMN HEADINGS



The "Actual Chapter Member Count" provides the total number of individuals with a "Member" listing under the Position column.

Member ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information	Voting Status	Status
02574110	Gentry, Bob	2nd Vice Chair		General	201 N Washington St Alexandria, VA 22314-2520	06/19/2015 -			
05118452	Chu, Abigail	Chaplain			201 N Washington St Alexandria, VA 22314-2520	02/02/2018 - 07/31/2019			
05257158	Bweekly, TMN	Member	Regular Life Membership	Admiral	201 N Washington St Alexandria, VA 22314-2520	02/28/2018 -			
03137468	Brown, Alton	Member		Colonel	201 N Washington St Alexandria, VA 22314-2520	12/22/2010 -			

Last/First Name – you can select this header to sort on last name.

Position: this is the title the person holds in your council/chapter (i.e. member, vice president, secretary, membership chair, etc.)

Membership: MOAA membership status (i.e. Basic, Premium or LIFE)

Location: Primary address of individual in your council/chapter.

From/To: Start and end dates of council/chapter membership.

Contact Information: Email and phone number of individual

Voting Status: defaulted to voting status for everyone listed in your council/chapter.

Status: defaulted to active for everyone listed in your council/chapter. **If individual is deceased, please report to [TAPS](#) or send an email to our Member Service Center (MSC) at MSC@moaa.org**

Recent additions to the CM 2.0:

Customer ID – everyone listed in the MOAA database will have an eight-digit customer ID, including prospects (i.e. anyone who previously held a MOAA membership or is eligible for MOAA membership)

Rank: Military rank will be listed. If the person is a spouse or surviving spouse, column will be blank.

CM 2.0 allows Administrators to view:

Actual Chapter Member Count: this provides a real count of all “members” listed on your roster.

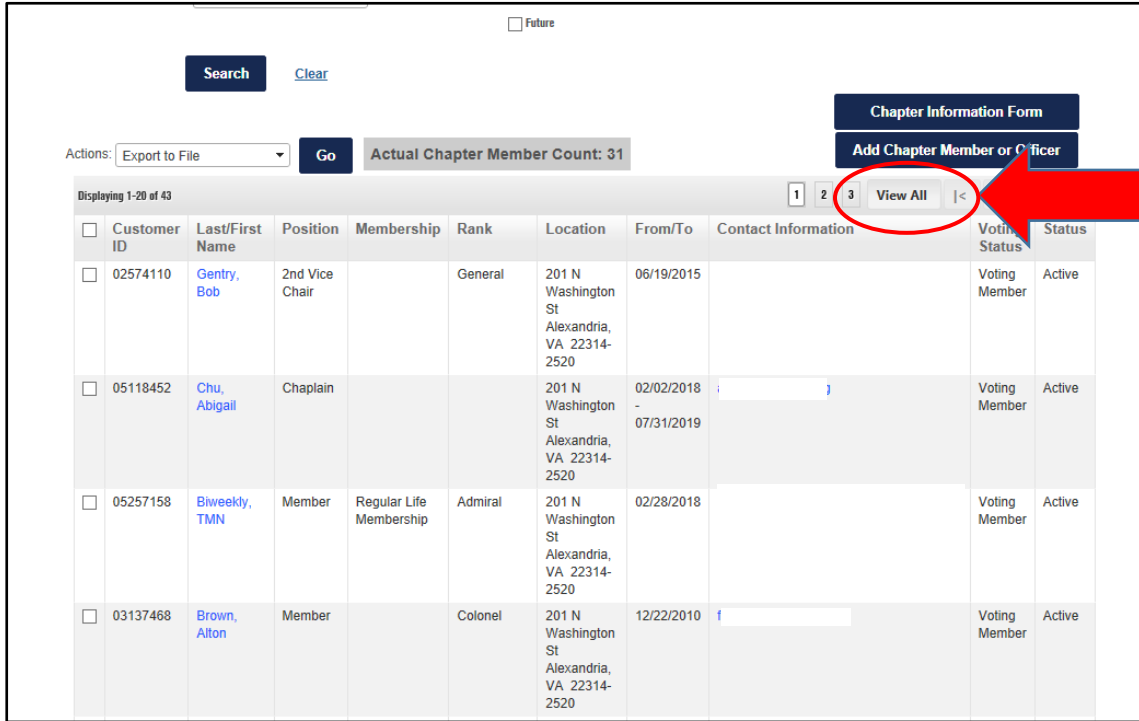
Chapter Information Form: Allows Administrator to update council/chapter address, provide number of ROTC/JROTC schools and meeting time and place.

Setting an “end date” on multiple records:

Set End Date: administrator can apply an end date to multiple members at the same time using this action.

SELECT VIEW ALL

Before doing anything else on the Committee Module, we recommend that you select “View All” in order to view all of the members on your roster on one screen.



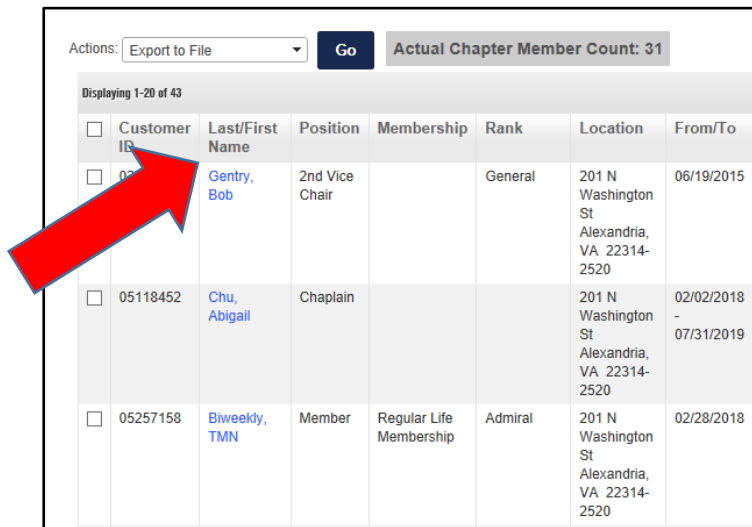
Actions: Actual Chapter Member Count: 31

Displaying 1-20 of 43

<input type="checkbox"/>	Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	02574110	Gentry, Bob	2nd Vice Chair		General	201 N Washington St Alexandria, VA 22314-2520	06/19/2015		Voting Member	Active
<input type="checkbox"/>	05118452	Chu, Abigail	Chaplain			201 N Washington St Alexandria, VA 22314-2520	02/02/2018 - 07/31/2019		Voting Member	Active
<input type="checkbox"/>	05257158	Biweekly, TMN	Member	Regular Life Membership	Admiral	201 N Washington St Alexandria, VA 22314-2520	02/28/2018		Voting Member	Active
<input type="checkbox"/>	03137468	Brown, Alton	Member		Colonel	201 N Washington St Alexandria, VA 22314-2520	12/22/2010		Voting Member	Active

PROFILE ROSTER - SORT ON LAST/FIRST NAME

Your chapter roster will display. You can sort on “Last/First Name” by selecting it with your mouse. When you scroll down your roster, you can review the members. They will be displayed alphabetically by last name.



Actions: Actual Chapter Member Count: 31

Displaying 1-20 of 43

<input type="checkbox"/>	Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To
<input type="checkbox"/>	02574110	Gentry, Bob	2nd Vice Chair		General	201 N Washington St Alexandria, VA 22314-2520	06/19/2015
<input type="checkbox"/>	05118452	Chu, Abigail	Chaplain			201 N Washington St Alexandria, VA 22314-2520	02/02/2018 - 07/31/2019
<input type="checkbox"/>	05257158	Biweekly, TMN	Member	Regular Life Membership	Admiral	201 N Washington St Alexandria, VA 22314-2520	02/28/2018

VIEWING MOAA MEMBERSHIP STATUS

You can view each member’s MOAA membership status (i.e. Regular Basic, Regular Premium or Regular Life) in the column marked “Membership”; you can also sort on this column.

r.aspx										
<input type="checkbox"/>	05360865	Retired, TMN Basic	Member	Regular Basic Membership			07/08/2018	tmn.basic.retired.officer@moaa.ts...	Voting Member	Active
<input type="checkbox"/>	05360860	Sr Officer, TMN Basic	Member	Regular Basic Membership	Capt				Voting Member	Active
<input type="checkbox"/>	05361353	Sr Officer, TMN Premium	Member	Regular Annual Membership	Col				Voting Member	Active
<input type="checkbox"/>	05025662	Culhane, Rebecca	3rd Vice Chair			201 N Alexandria, VA 22314-2520	07/17/2019	RebeccaC@moaa.org	Voting Member	Active
<input type="checkbox"/>	05741312	Dailey, Kayla	Member			201 N Washington St	10/11/2019	kaylad@moaa.org	Voting Member	Active

Anyone who has a current MOAA membership will have that membership type listed in this column indicated by the arrow.

If the Membership column is blank, the person is not a current MOAA member.

<input type="checkbox"/>	05360414	MG Officer, TMN Prospect	Member		Captain					
<input type="checkbox"/>	05031459	Muth, John	Member							
<input type="checkbox"/>	04910709	Noyes, William	Member							
<input type="checkbox"/>	02266601	Huebsch, Julie	Member	Regular Basic Membership	Chief Warrant Officer					

AVOID ADDING DUPLICATE MEMBERS/OFFICERS

Be sure to sort on Last/First name to avoid adding duplicate names to your roster.

Each individual in your council/chapter should be listed for each position that they hold.

Example: Victoria Twyne is listed as Member, Past President and Secretary.

NTS		TAKE ACTION					PUBLICATIONS			
<input type="checkbox"/>		Daniel	President			Washington St Alexandria, VA 22314-2520			Member	
<input type="checkbox"/>	05168845	Slattery, Daniel	Secretary			201 N Washington St Alexandria, VA 22314-2520	03/01/2018		Voting Member	Active
<input type="checkbox"/>	03101409	Trout, Mike	Secretary		Captain		11/08/2011		Voting Member	Active
<input type="checkbox"/>	02170774	Twyne, Victoria	Member		Lieutenant	201 N Washington St Alexandria, VA 22314-2520	02/02/2017		Voting Member	Active
<input type="checkbox"/>	02170774	Twyne, Victoria	Past President		Lieutenant	201 N Washington St Alexandria, VA 22314-2520	12/29/2017 - 04/30/2019		Voting Member	Active
<input type="checkbox"/>	02170774	Twyne, Victoria	Secretary		Lieutenant	201 N Washington St Alexandria, VA 22314-2520	12/13/2017		Voting Member	Active
<input type="checkbox"/>	03508406	Advocacy, Julie	Vice President	Regular Annual Membership	Lieutenant		11/02/2017		Voting Member	Active
<input type="checkbox"/>	05361353	Sr Officer, TMN Premium	Member	Regular Annual Membership	Colonel		07/13/2018		Voting Member	Active
<input type="checkbox"/>	02266601	Huebsch, Julie	Member	Regular Basic Membership	Chief Warrant Officer		12/22/2010		Voting Member	Active

VERIFY MEMBER RECORD BEFORE ADDING TO COUNCIL/CHAPTER

When adding a council/chapter officer, ensure the person is first listed as a “Member.” After verifying they have a Member record, you can add them in the position they hold. Example: If Julie Huebsch has been already added as a “Member,” she can then be added as added as “President.”

& DISCOUNTS	EVENTS	TAKE ACTION	PUBLICATIONS
<input type="checkbox"/>	Huebsch, Aaron Member		12/22/2010
<input type="checkbox"/>	Huebsch, Julie Member		12/22/2010
<input type="checkbox"/>	Huebsch, Julie President		12/22/2010
<input type="checkbox"/>	Sharpe, Martriese Member		12/22/2010
<input type="checkbox"/>	Sharpe, Martriese Membership Chair		01/01/2016
<input type="checkbox"/>	Trout, Mike Secretary		11/08/2011
<input type="checkbox"/>	Trout, Mike Treasurer		11/01/2011
<input type="checkbox"/>	Twyne, Victoria Membership		11/30/2017

VERIFY OFFICER POSITIONS BEFORE ADDING NEW POSITION

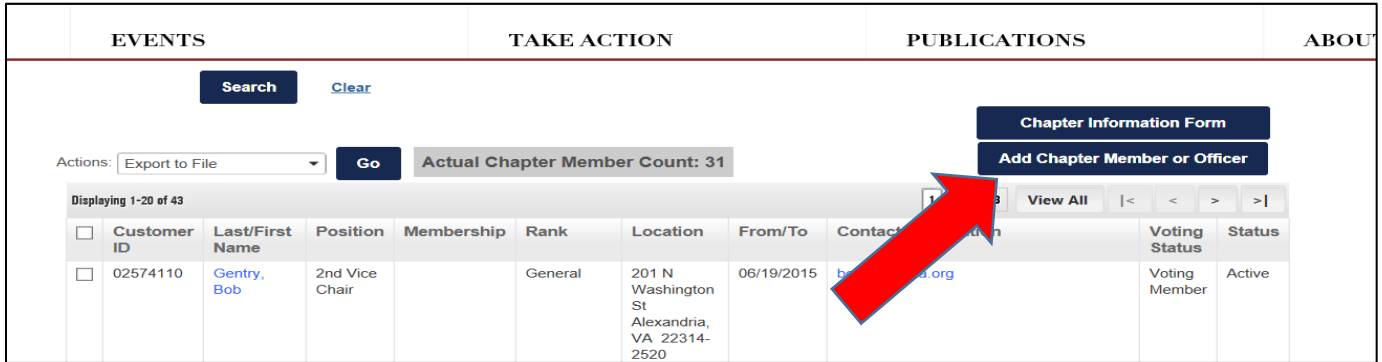
After sorting the list on Last/First Name, verify the person’s position so that you don’t duplicate their position in the council/chapter.

After you’ve verified this, you can now add the person in a new leadership position.

<input type="checkbox"/>	Trout, Mike	Secretary
<input type="checkbox"/>	Trout, Mike	Treasurer
<input type="checkbox"/>	Twyne, Victoria	Member
<input type="checkbox"/>	Twyne, Victoria	Membership Chair
<input type="checkbox"/>	Twyne, Victoria	Roster Contact
<input type="checkbox"/>	Willingham, Joshua	Member

ADD CHAPTER MEMBER OR OFFICER

To add a new “Member” or to add an existing member to an “Officer Position” select “Add Chapter Member or Officer.”

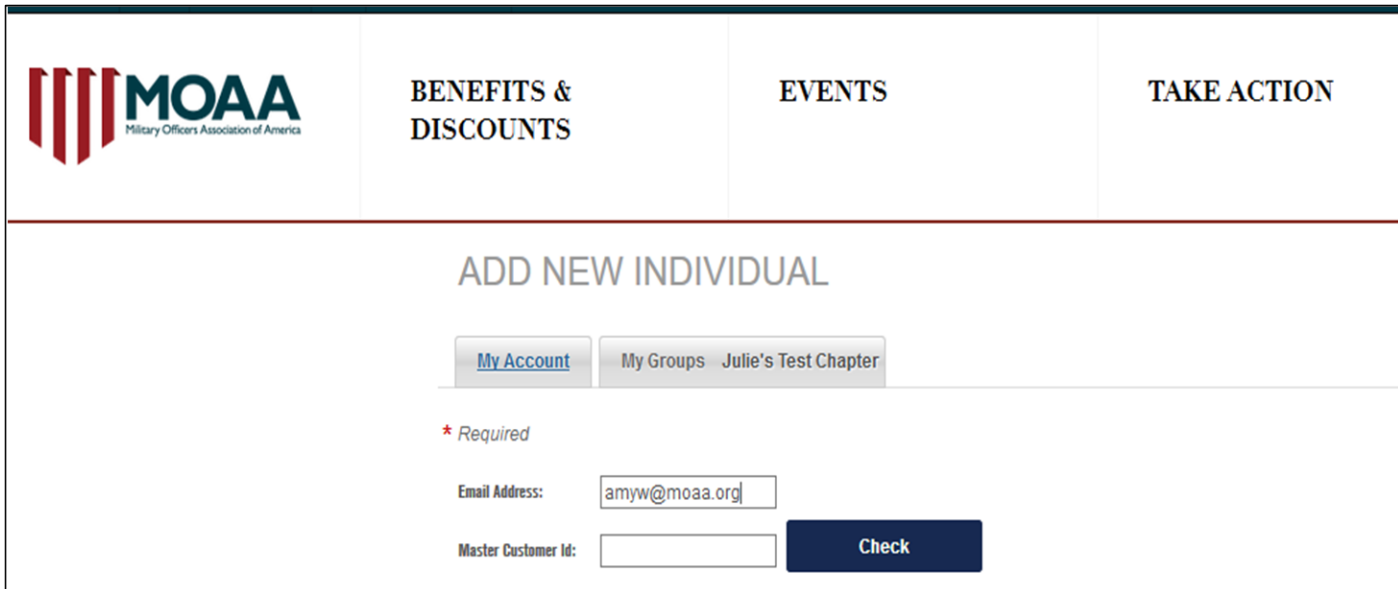


The screenshot shows a navigation menu with 'EVENTS', 'TAKE ACTION', 'PUBLICATIONS', and 'ABOUT'. Below the menu is a search bar with 'Search' and 'Clear' buttons. A dropdown menu shows 'Export to File' and a 'Go' button. A status bar indicates 'Actual Chapter Member Count: 31'. A table displays member information with columns: Customer ID, Last/First Name, Position, Membership, Rank, Location, From/To, Contact, Voting Status, and Status. A red arrow points to the 'Add Chapter Member or Officer' button in the top right corner.

Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact	Voting Status	Status
02574110	Gentry, Bob	2nd Vice Chair		General	201 N Washington St Alexandria, VA 22314-2520	06/19/2015	b...@moaa.org	Voting Member	Active

ADD NEW INDIVIDUAL

To add a chapter member or a new officer position for an already existing member, you must enter in their email address or Master Customer Id (member number) on the “Add New Individual” page that appears after you click “Add Chapter Member or Officer” Please Note: the email must match the one in MOAA’s database. For example: VictoriaT@moaa.org is the email listed in the MOAA database. However, if you use VictoriaT@gmail.com, it will not be recognized on this search function.



The screenshot shows the 'ADD NEW INDIVIDUAL' form. It includes the MOAA logo, navigation tabs for 'BENEFITS & DISCOUNTS', 'EVENTS', and 'TAKE ACTION'. The form has a 'My Account' link and a 'My Groups' dropdown menu showing 'Julie's Test Chapter'. There are two input fields: 'Email Address' with the value 'amyw@moaa.org' and 'Master Customer Id'. A 'Check' button is located to the right of the 'Master Customer Id' field. A red asterisk indicates that the email address is a required field.

ADD CHAPTER MEMBER OR OFFICER (continued)

When the member displays, select “Continue.”

ADD NEW INDIVIDUAL

[My Account](#)
My Groups Julie's Test Chapter

** Required*


Email Address:

Master Customer Id:

[Check](#)

Search Results

Select	Name	Company	Location
<input checked="" type="radio"/>	Wood, Amy		amyw@moaa.org

[Continue](#) 

If you're unable to find the member, please ensure the following:

- (1) Individual is not a MOAA Member
- (2) Individual has never joined MOAA

Then, add the person to the [New Member Gains Formsite](#). After we receive these names, each individual will be in the MOAA database as a Prospect. In 5-7 business days, you can add this person to your Committee Module, using the email address that you provided to us for the member on this form.

Chapter Recruiting Program

Please fill in with as much information as possible about your new chapter member. Remember that they must be a MOAA National member and a new member of your chapter to be eligible for credit under the Chapter Recruiting program.

note you can submit up to 5 new chapter members per submission. If you have more than 5 please use multiple submissions.

Chapter Name & Contact

Name of Chapter *

Name of form user * **Email address of form user ***

New Chapter Member 1

National MOAA Member Number
if available

First Name * **Last Name ***

Country *

Address *

City/Region * **State *** **Zipcode ***

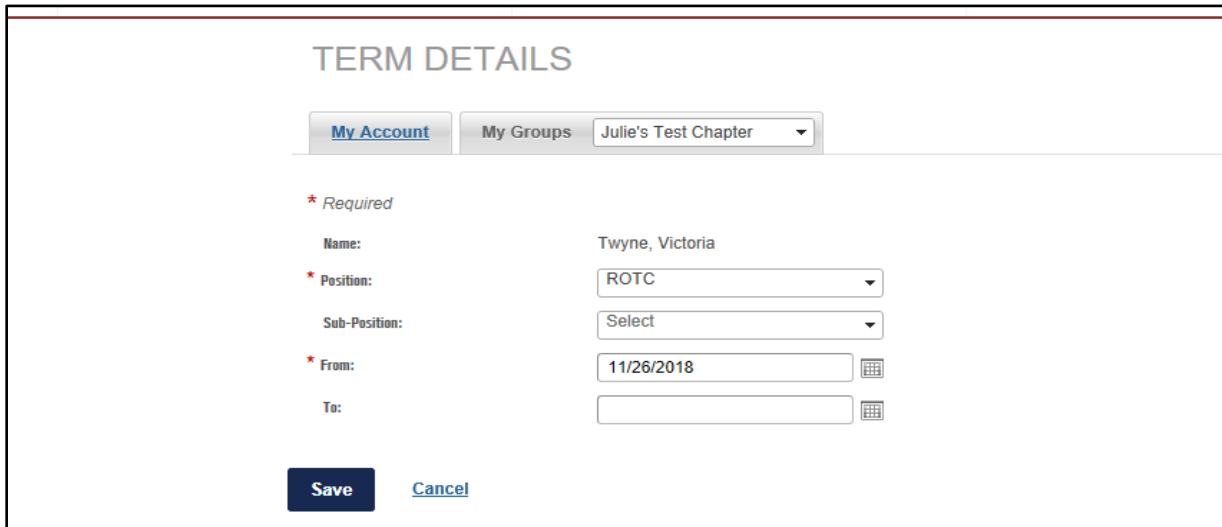
Email Address **Phone Number**



ADDING THE MEMBER OR COUNCIL/CHAPTER OFFICER TERM

Add the member or chapter officer as:

- (1) Position: Use **Member**
 - a. if council/chapter officer, select the leadership position;
- (2) Sub-position Leave **blank**;
- (3) From: Today's date or the date the member joined your chapter;
 - if chapter officer, use the tenure date;



TERM DETAILS

My Account | My Groups | Julie's Test Chapter

** Required*

Name: Twyne, Victoria

Position: ROTC

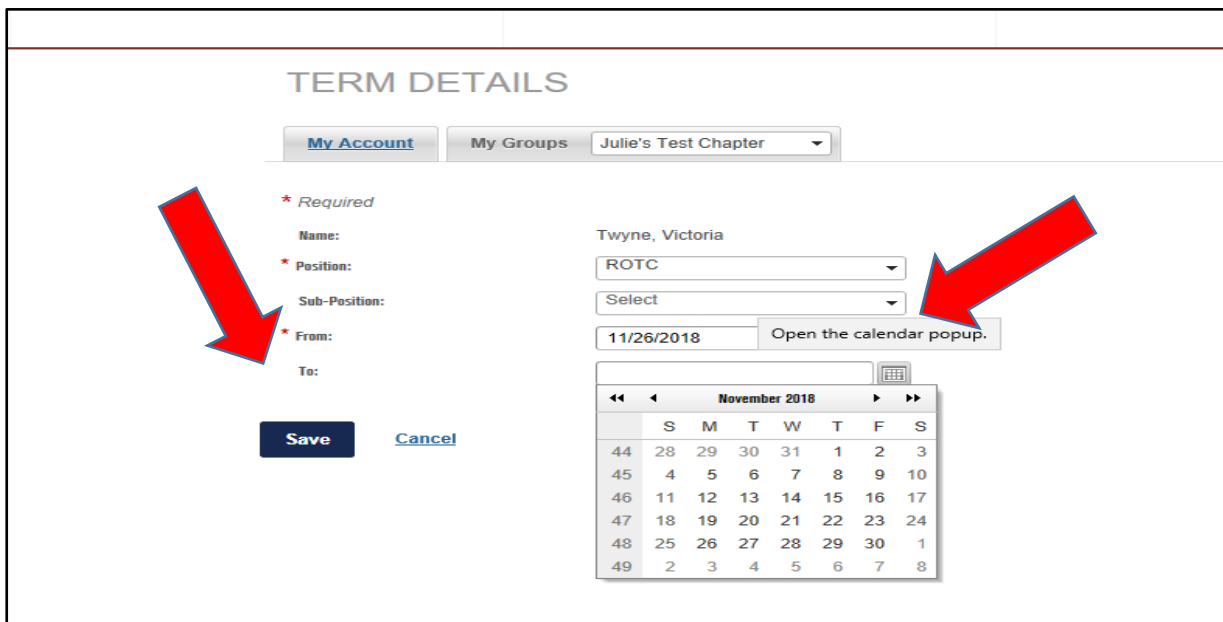
Sub-Position: Select

From: 11/26/2018

To:

Save Cancel

Use the calendar icon to select the date
When done, select SAVE.



TERM DETAILS

My Account | My Groups | Julie's Test Chapter

** Required*

Name: Twyne, Victoria

Position: ROTC

Sub-Position: Select

From: 11/26/2018 Open the calendar popup.

To:

Save Cancel

November 2018							
	S	M	T	W	T	F	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8

PUTTING AN "END DATE" ON AN INDIVIDUAL MEMBER OR OFFICER RECORD

Please note: Do not overwrite an existing officer position. Overwriting an officer position will eliminate their officer tenure history in our database.

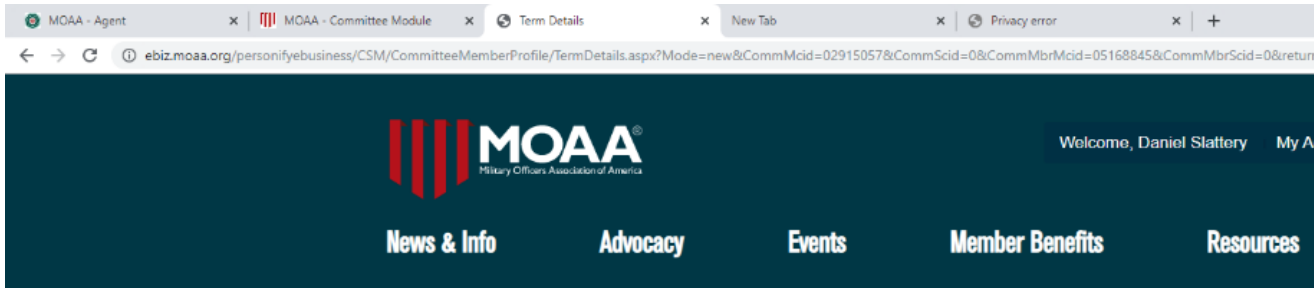
The editing function is used when you need to update the tenure for a council/chapter officer or if you need to end a current chapter membership

The screenshot shows the MOAA member management interface. At the top, there are navigation tabs: "TS & DISCOUNTS", "EVENTS", "TAKE ACTION", "PUBLICATIONS", and "ACCOUNT". Below these are search filters for City, State/Province, Country, Position, Status, Voting, and Represents. A "Name" field is also present. A red arrow points to the "Search" button. Below the filters, there are "Actions" (Reappoint, Add Committee Member) and a table of members. The table has columns: Last/First Name, Position, Membership, Location, From/To, Contact Information, Voting Status, and Status. A red arrow points to the name "Twyne, Victoria" in the table. A text box explains: "To add or update a member/officer record, click the person's name in blue."

Displaying 1-20 of 32	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	Twyne, Victoria	1st Vice Chair					Voting Member	Active
<input type="checkbox"/>	Brown, Alton	1st Vice President					Voting Member	Active
<input type="checkbox"/>	Gentry, Bob	2nd Vice Chair					Voting Member	Active

The screenshot shows the "COMMITTEE MEMBER PROFILE" for Twyne, Victoria. It includes a "My Account" link and "My Groups" (Julie's Test Chapter). The profile shows "Viewing: Twyne, Victoria". Under "CURRENT POSITIONS", there are two entries: "Julie's Test Chapter" (Membership Chair, Start Date: 11/30/2017) and "Julie's Test Chapter" (Secretary, Start Date: 12/13/2017). A red arrow points to the "Edit" button next to the first position. A yellow arrow points to the "Julie's Test Chapter" name. A text box explains: "You will notice the committee positions held by the person you selected. You can select 'Edit' to add an end date to the person's record."

EDIT THE “END DATE” OF AN INDIVIDUAL MEMBER OR OFFICER RECORD (continued)



You can update the “To” date function to end the term for a member record or an officer record.

TERM DETAILS

My Account My Groups Julie's Test Chapter

* Required

Name: Slattery, Daniel

* Position: Select

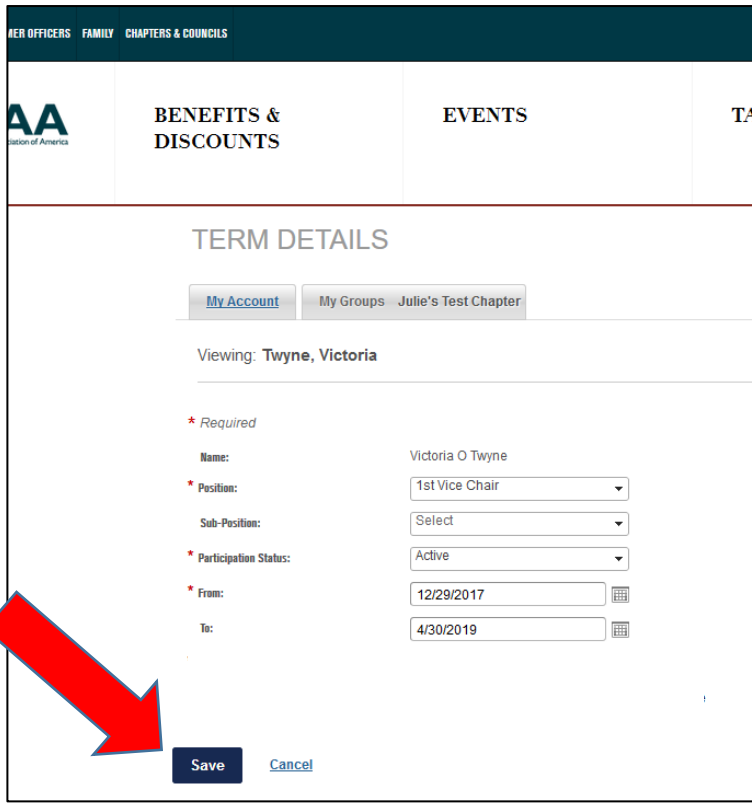
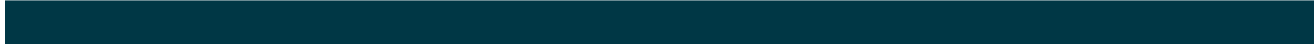
Sub-Position: Select

* From: [calendar icon]

To: [calendar icon]



Save Cancel



Do not overwrite an existing officer position. You must refer to page 11 and use “Add Chapter Member or Officer” to add a new member or council/chapter officer.

Click “Save” in order to save the updated information on the Committee Module.

PUTTING AN END DATE ON MULTIPLE RECORDS (HIGHLY RECOMMENDED)

In order to remove someone as a member or as an officer of the chapter, be sure to add an end date on their profile. To add end dates, check the box next to all of the members who have the same end date.

Go to the Actions screen to select the drop down menu – Select “Set End Date” then select “Go”.

<input type="checkbox"/>	03508406	Advocacy, Julie	Vice President	Regular Annual Membership	Lieutenant
<input checked="" type="checkbox"/>	05361353	Sr. Officer, TMN Premium	Member	Regular Annual Membership	Colonel
<input type="checkbox"/>	02266601	Huebsch, Julie	Member	Regular Basic Membership	Chief Warrant Officer
<input type="checkbox"/>	02266601	Huebsch, Julie	Past President	Regular Basic Membership	Chief Warrant Officer
<input checked="" type="checkbox"/>	05360859	MG Officer, TMN Basic	Member	Regular Basic Membership	Lieutenant
<input checked="" type="checkbox"/>	05360865	Retired, TMN Basic	Member	Regular Basic Membership	Colonel
<input type="checkbox"/>	05360860	Sr Officer, TMN Basic	Member	Regular Basic Membership	Captain

MY PROFILE ROSTER

My Account | My Groups | Julie's Test Chapter

Details for: Julie's Test Chapter

Last Name:

City:

Position:

Search [Clear](#)

Actions: **Export to File** **Go**

Export to File
Print Roster
Send Email
Set End Date
03137468 [Brown Alton](#)

You will need to select the date from the calendar, then click on the “Set End Date” button. This will end the term for every record that you checked earlier.

Details for: Julie's Test Chapter

Last Name:

City:

Position:

Search [Clear](#)

Actions: **Set End Date** **Go**

Displaying 1-20 of 47

Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information
<input type="checkbox"/>	02574110	Gentry, Bob	2nd Vice Chair	LTGen	201 N Washington St Alexandria, VA 22314-2520	06/19/2015	bobg@moaa.org

Set End Date **Calendar** **Set End Date** [Cancel](#)

EXPORT

Export will allow you to download your entire roster onto a file outside of the module. You can use the “Select All” feature to export all of your member records, or you can select individual member listings by checking the specific box next to their record. After you have selected the members you’d like to export, click “Go”

“Select All”

When using any action listed in the “Actions” drop down menu to affect the entire roster, please make sure that you have clicked on “View All” before clicking on the “Select All” box, so that your entire roster will be selected.

Actions	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
<input checked="" type="checkbox"/>	Brown, Allan	1st Vice President						
<input checked="" type="checkbox"/>	Gentry, Bob	2nd Vice Chair						
<input checked="" type="checkbox"/>	Heckwell, Josh	Member	Regular Basic Membership					
<input checked="" type="checkbox"/>	Brown, Allan	Member						
<input checked="" type="checkbox"/>	Gentry, Bob	Member						
<input checked="" type="checkbox"/>	Heckwell, Josh	Member						
<input checked="" type="checkbox"/>	Heckwell, Josh	Member						

You can now export the file in Excel, CSV, or Word. You will be prompted to save the file to your c: drive, or you can save it to your desktop.

Export Information

The following records have been selected for export:

Excel **CSV** **Word** Cancel

Name	Position	Voting Status	Contact Information	Status	From	To	Member
Brown, Allan	1st Vice President	Voting Member	ls1etest1@gmail.com	Active	12/22/2010		
Gentry, Bob	2nd Vice Chair	Voting Member	2011 N Washington St Alexandria, VA 22314-2620	Active	06/19/2015		
Heckwell, Josh	Member	Voting Member	2807 AE Randolph Ave Alexandria, VA 22304-1137	Active	10/11/2011		Regular Member
Shawna, [Name]	Member		7705 Clover Ct Upper Marlboro, MD 20772-4392	Active	12/22/2010		Regular Member (301)877-5671

As a reminder, any files containing MOAA-provided name, address, email address, and MOAA status should be maintained in a secure manner, password-protected, and accessible only by authorized council/chapter officers.

EMAIL

You can select a specific member or a group of people to email in your chapter's roster by using the "Send Email" action.

Use the box on the left of the member's name to select the member or group of members you'd like to email.

The member or group you selected will be placed in a blind CC.

PRINT

To print your entire roster, select your members, then click on "Print Roster" and "Go." Selecting "Print" will pull up your printing options, which you can change before printing.

Customer ID	Name	Position	Voting Status	Rank	Location	Contact Information	Status	From	To	Me
05281954	Jr Officer, TMN	Member	Voting Member	2ndLt	201 N Washington St Alexandria, VA 22314-2520	tmnjofficer@moaa.org	Active	07/16/2018		Re Me
05168845	Slattery, Daniel	Member	Voting Member		201 N Washington St Alexandria, VA 22314-2520	daniels@moaa.org (571)251-0857	Active	01/02/2018		

NEAR REAL TIME (NRT) NOTIFICATIONS

All Committee Module (CM) Administrators now have access to retrieve reports on:

- 1) brand new MOAA members in the catchment area (Basic, Premium or LIFE)
- 2) MOAA members who recently moved into the chapter’s catchment area
- 3) Members in the area who recently opted-in to receive chapter communications
- 4) No Contact Report – MOAA members who do not wish to be contacted by chapters

The report will only include names of members whose status changed as above from the previous month.

For example, the August Excel report will only have names only from July 1 through July 31, 2019. September’s list will only have names from August 1 through August 31, 2019.

HOW TO ACCESS

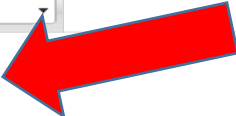
Go to the front page of the Committee Module.

There will be a hyperlink marked “Details for: *Your Chapter Name*”.

Select this link to get to the NRT notification.

MY PROFILE ROSTER

My Account | My Groups | Julie's Test Chapter

Details for: Julie's Test Chapter 

Last Name: First Name: Email:
 City: State/Province: Country:
 Position: Current Future

[Clear](#)

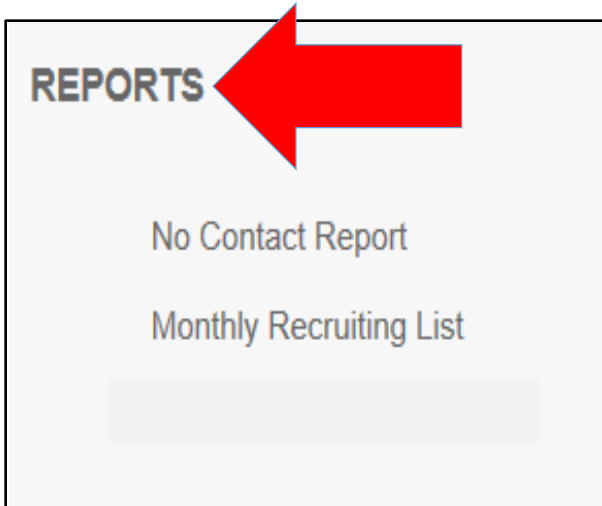
Actions: Actual Chapter Member Count: 15

Displaying 1-20 of 28 |< < > >|

<input type="checkbox"/>	Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information	Voting Status	Status
<input type="checkbox"/>	05168845	Slattery,	1st Vice		LTC	201 N Washington St	10/22/2018	daniels@moaa.org	Voting	Active

MONTHLY RECRUITING LIST & NO CONTACT REPORT

After selecting the hyperlink, you'll be taken back to your Committee Profile page where you'll see "REPORTS" again



"No Contact Report" and "Monthly Recruiting List" can both be downloaded by clicking on their respective links under this "Reports" section.

If there are no updates for the month on the "Monthly Recruiting List," that will be indicated on the report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
There are NO changes for chapter VA04 for May2019																											
Id	Name	Addr1	Addr2	Addr3	City	St	Postal	HPhone	email	age	rank	com	Mil	stat	cus_class	member_since	Cycle_End_Date	MbrCat	First Nm	MI	Last Nm	Formal Salutation	chapter	chapter_code	Changetype	UnsubscribeLink	

When crafting your email message to new recruits, you must include the "unsubscribe link" from the Excel spreadsheet or a link to www.moaa.org/email in your email message

Dear Colonel Smith:

I hope this message finds you doing well. Our Julie's Test Chapter is looking forward to meeting you at our upcoming chapter meeting which will be held at the RoseCroft Country Club, Rosecroft Avenue, Iowa, on July 28th at 2:30pm. Please be sure to register your meal selections using this link: <https://www.moaa.org/>

To unsubscribe from these notices please go to www.moaa.org/email

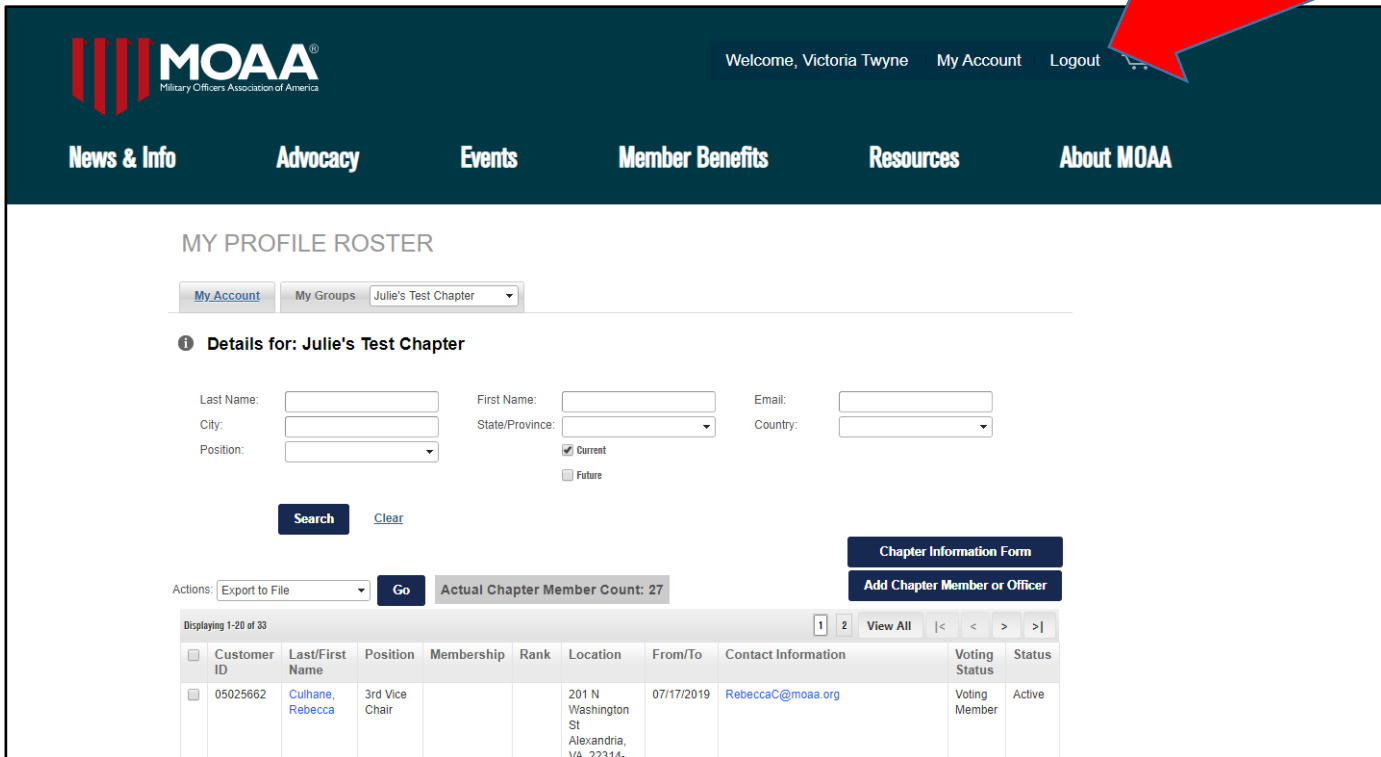
Sincerely,

Victoria Twyne

President, Julie's Test Chapter

LOGGING OUT

Log out of your MOAA Profile when you've completed updating your roster.
 You can log out of your profile by scrolling to the top of the page, then select "Logout."



The screenshot shows the MOAA user interface. At the top right, the navigation bar includes "Welcome, Victoria Twyne", "My Account", and "Logout". A large red arrow points to the "Logout" link. Below the navigation bar are menu items: "News & Info", "Advocacy", "Events", "Member Benefits", "Resources", and "About MOAA".

The main content area is titled "MY PROFILE ROSTER". It features a "My Account" link and a dropdown menu for "My Groups" currently set to "Julie's Test Chapter". Below this is a section for "Details for: Julie's Test Chapter" with form fields for Last Name, First Name, Email, City, State/Province, and Country. There are also checkboxes for "Current" and "Future" membership status, along with "Search" and "Clear" buttons.

At the bottom of the details section, there are buttons for "Chapter Information Form" and "Add Chapter Member or Officer". An "Actions" dropdown is set to "Export to File" with a "Go" button. A status indicator shows "Actual Chapter Member Count: 27".

A table displays the roster data:

Customer ID	Last/First Name	Position	Membership	Rank	Location	From/To	Contact Information	Voting Status	Status
05025662	Culhane, Rebecca	3rd Vice Chair			201 N Washington St Alexandria, VA 22314	07/17/2019	RebeccaC@moaa.org	Voting Member	Active

DEFINITIONS OF FUNCTIONS/TERMS IN THIS MODULE

Login: You must log in to access secure information on the MOAA website.

Login Help: If you need help with your log in, please contact our Chapter Affairs Office or call (800) 234-6622, and someone can reset your password.

Log Out: Log out after you've completed reviewing/updating your roster.

Profile: This is the page that displays your personal information, which is also reflected in the MOAA database. You can add or make changes to your personal profile.

My Profile Roster: Your chapter membership roster and officer list can be reviewed and updated on this screen.

My Groups: You will see your council/chapter name listed in My Groups. This displays on a tab beside your chapter name; when you click My Groups, your roster will display.

Export – You can Export the file to Excel, CSV, or Word format and save to your computer's hard drive.

Print Roster – When you select the people you want to print, this will go into a print screen window to print.

Send Email – When you select the recipient(s) you want to email, it will add each person's email into a blind CC message.

Set End Date – When you select the people you want to remove from your current roster, it will prompt you to put an End Date that applies to everyone that was selected.

Term Details: This allows you to add the term position (i.e. member or officer position) with a From/Date and To/Date. If you don't know the To/Date the person will complete their term, please leave this blank.

Honorary Member: Individual, whether or not eligible for regular membership as set forth by the council/chapter; some of these individuals are not eligible for MOAA membership.

Spouse: A husband or wife, considered in relation to their partner; this person's military spouse is still alive.

Surviving Spouse: Widows or widowers of deceased members or of any deceased individual who would have been eligible for membership.

Officer Position: The position the chapter leader holds in a council/chapter; if you don't see the title of the position using the drop-down-menu, use 1st Vice Chair, 2nd Vice Chair, or 3rd Vice Chair to identify the officer's position (e.g. 1st Vice Chair - Historian).