



MEMBER SHOWCASE

Breaking through Barriers

Frequently Asked Questions

Who will be able to see the AAUW Member Showcase?

Anyone, member or non-member, can access the AAUW Member Showcase on the AAUW website homepage. You can also type “Member Showcase” into the search box on the upper right side of any page of AAUW’s website.

How do I tell AAUW who our Member Showcase calendar administrator is?

Branch/state presidents should send AAUW an e-mail at AAUWCalendar@aauw.org, with “Calendar Administrator” in the subject line. The e-mail should include

- Branch and/or state name,
- Appointed administrator’s name,
- The e-mail address of the appointed administrator, and
- The phone number of the appointed administrator.

I have been appointed the Member Showcase calendar administrator, but I have not received any access information.

You should have received an e-mail confirmation with your login password within three business days of AAUW’s receipt of your appointment as branch/state calendar administrator. If you have not received your confirmation or forgotten your login information, please contact AAUWCalendar@aauw.org and provide your e-mail address, phone number, and the branch (including state) or the state you represent.

How will Member Showcase calendar administrators post and update events on the calendar?

There are three ways to access the event entry process.

- The easiest way is to click on “Member Showcase” on the AAUW homepage and then click on “Administrator Login” and enter your login password.
- The Member Showcase calendar administrators may save the [calendar administrator](#) link to their desktops to take them directly to the calendar administrators’ login page.
- In the AAUW website Member Center, there is a link on the right navigation bar for Member Showcase calendar administrators. Click the link and enter your e-mail address, password, and organization name (branch/state) to make any changes or additions on behalf of your branch or state.

I know my Member Showcase calendar administrator entered something, but I cannot see it on the Member Showcase calendar.

There is a review process all items posted to the Member Showcase calendar must undergo before the activity will appear on the calendar. If you believe that posting has been delayed, please check with your calendar administrator first to see if the posting has actually been submitted. If the posting was submitted more than three days ago, and it still does not appear, please contact AAUWCalendar@aauw.org to report the problem.

Can I access events specifically for my state or branch?

Yes! When you open the Member Showcase calendar, click on the “Branch/State Calendar” option. Then, look for your branch or state in the drop-down menu. If you cannot locate it, nothing has been posted to the Member Showcase calendar from your branch or state yet.

How do we link our website to the AAUW Member Showcase calendar, highlighting our events in particular?

When you access the Members Showcase calendar under the “Branch/State Calendar” option, look for your branch or state in the drop down menu. You can copy and paste that URL into your website software to create a direct link. If you cannot locate your branch or state, no content has been entered into the Member Showcase calendar. If you have questions contact AAUWCalendar@aauw.org, connect@aauw.org, or call 800/326-AAUW (2289).

Will national holidays and commemorative months be listed on the Member Showcase?

Yes, AAUW will add commemorative months, national holidays, and major religious holidays. AAUW board meetings and national events will also be included.

Will I have to look at every entry or can I search for certain kinds of activities and events on the Member Showcase calendar?

You can search by activity and event. The Member Showcase calendar has several sort functions that can be used individually or in combination. Searches can also be conducted by state, branch, month, week, day, topic, event type, or activity.

There are five activities listed in the Member Showcase calendar for the same day as my event. How are they prioritized?

Events are listed according to a time hierarchy; all full-day events are listed first, and the rest are listed by start times.

My activity type is not on the list, and I do not see a suitable alternative. Can something be added?

It is important to note that the web-based design of the calendar requires that categories for posting be pre-defined. However, other categories may be appropriate, so please contact AAUWCalendar@aauw.org to recommend other categories that could be added as the functionality of the Member Showcase expands.

Who can I contact if I need further assistance or have additional questions?

Contacting AAUWCalendar@aauw.org is the most efficient approach, though you may always contact the Connect2AAUW staff at 800/326-2289 or connect@aauw.org.