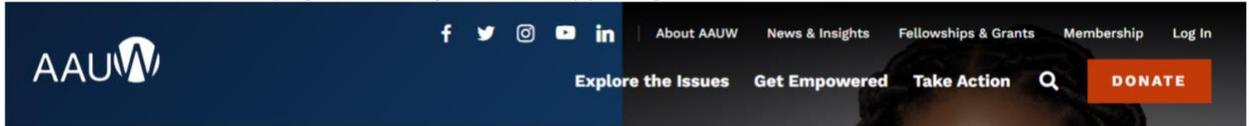


# How to Add/Join New Members in the AAUW Community Hub: Instructions for Branch Leaders

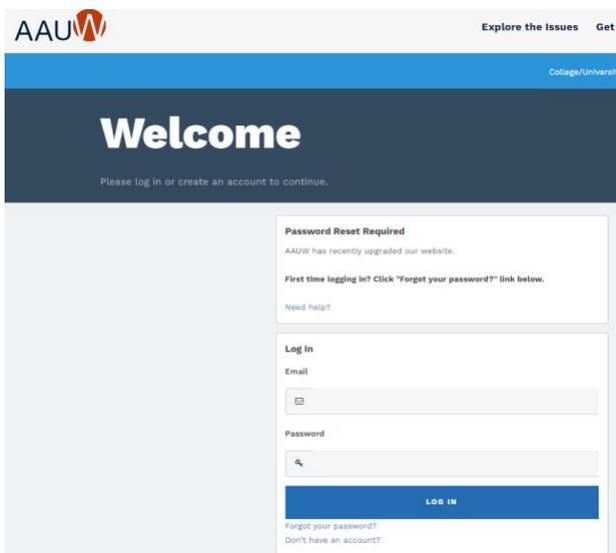
The **Add/Join New Members** application allows the finance officers (as well as president/administrators and membership vice presidents) to process dues and donate **on behalf of members who pay their dues to the branch by check**. You can join up to six members at a time.

Login to your **Personal Snapshot** one of two ways.

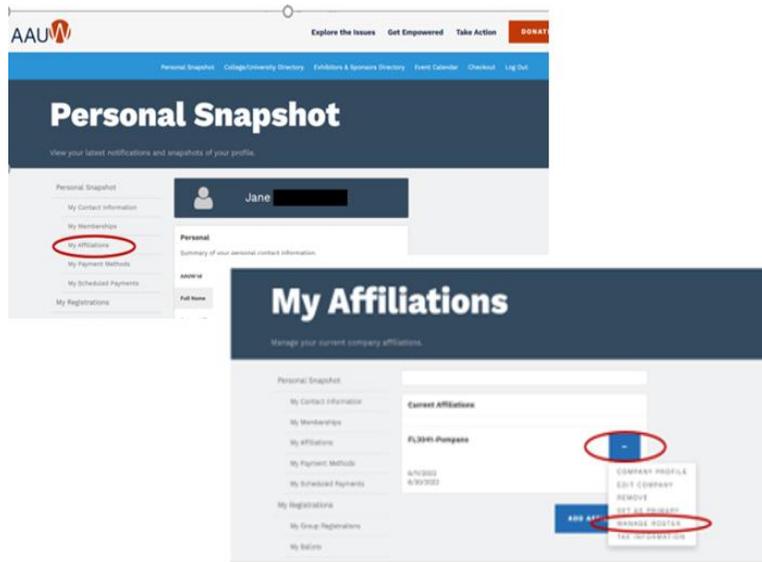
- From the AAUW homepage, click **Log In** in the upper right corner.



- or go to [my.aauw.org](http://my.aauw.org).



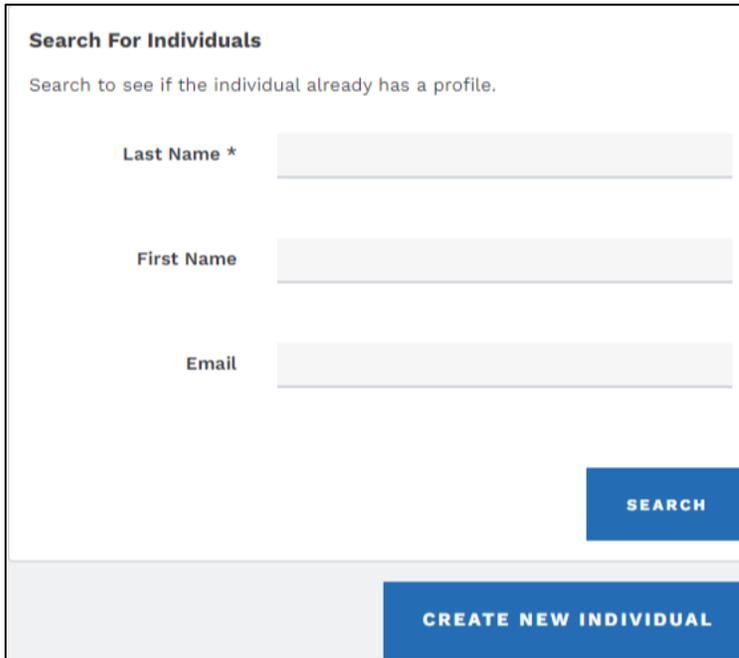
On the **Personal Snapshot** page, click **My Affiliations**. Then, click on the **ellipsis** button to the right of the branch name and select **Manage Roster**.



On the **Company Roster** page, choose **Actions** and select **Add Individual** from the drop down.



On the **Add Individual** page, enter info and then click **SEARCH** to see if an account record already exists.



*(NOTE: You may need to scroll down to see the search results.)*

- From **Search Results**, if the account record is found, click **Add Individual**. You will be returned to the **Company Roster** page with a confirmation message at the top.



- If no results are found, click **Create New Individual**.
  - Complete contact information.
  - **Submit**. (This action returns you to the **Company Roster** page.)

On **Company Roster** page, click **Join Individuals**.



On the **Membership Management** page:

- Select individual from dropdown then click **Next**.
- Review and make any necessary updates then click **Next**.

(NOTE: For an individual added to the roster, the **My Education Degrees** field will be blank.)

A screenshot of a web form. At the top left, there is a checkbox labeled "Create New Degree Record". Below it, the text "\*My Education Degrees" is followed by a dropdown menu icon. The dropdown menu is currently empty. At the bottom right of the form, there is a blue button labeled "Next".

- Click **Create New Degree Record** and then click **Next**.
- Enter education - for **College/University**, type the school name in the search to find and insert it.

A screenshot of a search field. The text "\*College/University" is at the top left. Below it is a search input box with the placeholder text "Search C/U Education List..." and a magnifying glass icon on the right.

(For **Date Conferred or Expected**, use May 31 as a default month/date when unknown.)

A screenshot of a date selection field. The text "\*Date Conferred Or Expected" is at the top left, followed by a dropdown menu icon. The dropdown menu is currently empty.

- Click **Next**.
- Review rate information then **Select Membership Type**.

(If grad date is in the past, you will choose **Lifetime** or **National** membership on the next screen. If grad date is in the future, you will choose **Student Associate** or **Graduate Student** on the next screen.)

A screenshot of a form titled "Select the membership type below." Below the title is the text "\*Select Membership Type". There are two radio button options: "Lifetime" and "National".

A screenshot of a form titled "\*Select Membership Type". There are two radio button options: "Student Associate" and "Graduate Student".

- Click **Next**. Click **Yes** to add Branch or State memberships and then click **Next**.
- **SKIP** to the bottom of the branch list **WITHOUT** selecting your branch, then click **Next**.

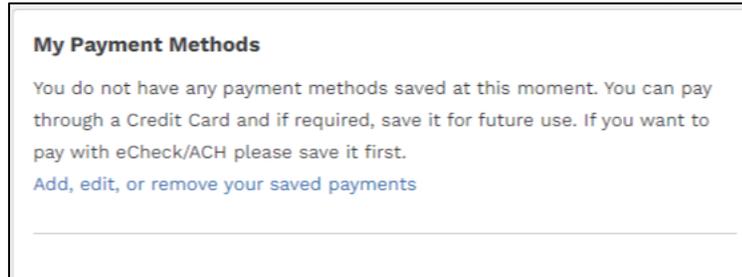
Note: When a check is collected and deposited to the branch's bank account, you already have the branch dues. Subsequently the finance officer uses a branch debit/credit card to pay just national and state.

- Select the **State**, scroll to end of the list, click **Next**.

- Click **Yes** or **No** if individual added a donation, then click **Next**.
  - If Yes, enter amount in **Donation Amount** field, then click **Next**.
  - If No, click **Next**.

On **Checkout** page, review National and State dues for each order.

- Add **Coupon Code** (**ShapeTheFuture2023**), only if member paid 50% (\$33.50) national dues.
- **Select Payment Type:**
  - **Pay Now – Save Payment.** (If you wish to save a payment method for the branch, click *Add, edit, or remove your saved payments* in the **My Payment Methods** section.)



- Choose **Add Bank Account** or **Add Credit Card**, then complete all fields, agree to **Terms and Conditions** (if required), then click **Save**.
- **Pay Now – New Credit Card**
  - Enter payment information, then click **Submit**.
  - Save confirmation for your records.

#### HOW TO JOIN MULTIPLE INDIVIDUALS IN ONE TRANSACTION

You can join up to **six** new members at a time. On the **Checkout** page, click **Edit** to return to the **Membership Management** page. Click **My Affiliations** then, click on the **ellipsis**  **button** to the right of the branch name and select **Manage Roster**.

*See top of page 2 in this document* to repeat the instructions to add then join an individual.

Repeat these steps for up to **six** individuals. Once on the **Checkout** page, follow the instructions above, then click **Submit**.

#### \*COUPON CODE – SHAPE THE FUTURE

You can process to up to six new members at one time using the codes below.

Number of New Members	Discounted Amount	Coupon Code
1	\$33.50	ShapeTheFuture2023
2	\$67.00	ShapeTheFuture2023x2
3	\$100.50	ShapeTheFuture2023x3
4	\$134.00	ShapeTheFuture2023x4
5	\$167.50	ShapeTheFuture2023x5
6	\$201.00	ShapeTheFuture2023x6

If all orders for new members do not display, click the Reload/Refresh button located across the top of the webpage until they all display.

IF THERE ARE ANY ISSUES WITH YOUR ORDERS, PLEASE DO NOT ATTEMPT TO REDO YOUR ENTRIES.  
CONTACT [connect@aauw.org](mailto:connect@aauw.org) FOR ASSISTANCE.

