**AAUW Community Hub Add/Join New/Lapsed/Transfer Members for Branch Managers**

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.

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](https://my.aauw.org/NC__Login?startURL=%2F)



On **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 OR if you’re not sure if the person is the correct individual, 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 **Membership Management** page:

* Select individual from drown down 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****.****)*

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



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



* 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.)

 

* Click **Next.** Click **Yes** to add Branch or State memberships 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** (**ShapeTheFutureFY24**), only if member paid 50% ($36) 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