

Chapter Admin for Chapters/Groups

As a chapter president, you will be a group admin for your chapter/group in YourMembership. You will have permissions to change aspects of the group page and approval permissions for submissions. The additional area you have on the chapter group are described below.

If your chapter has two chapter presidents, both presidents have the admin privileges. If your chapter would like to designate a different admin for this page, please email chapters@armaintl.org with this request.

YourMembership Terminology:

Constituent ID = the id of an individual in YourMembership, created when database transferred, and will be created for each new member going forward.

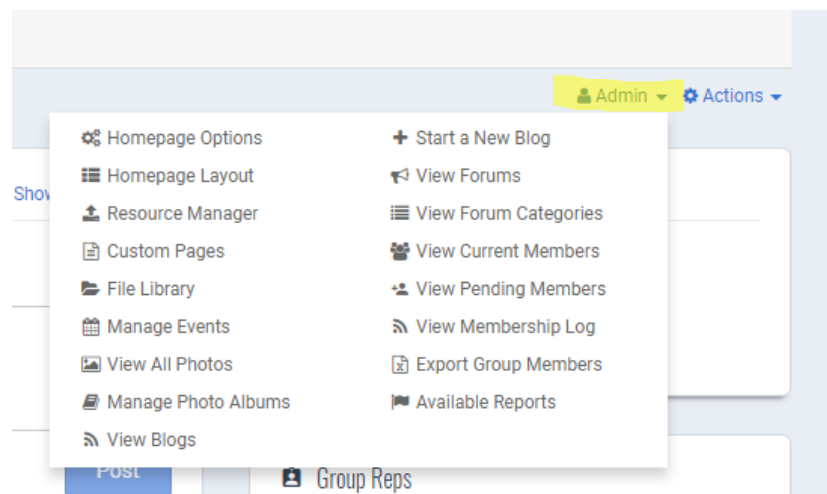
Member ID = the id of an individual who joined prior to use of YourMembership. This number will only be available if member joined prior to December 16, 2017.

Group = Chapter and/or Region

Group Admin = Chapter President, manages group

Other chapter officers access and functionality will be coming soon. Giving these permissions will be the responsibility of the group admin. As these positions change, the chapter will have the ability to change these within the group.

Admin Tool Bar: Accessed on the top right-hand side of the screen. The drop down has the features below.



Home Page Option: Where admin controls description for the group, and the Feature Menu Options. They are the menus that will appear at the top of the page (Calendar quick link, Blog quick link, etc). Also, able to manage the Welcome area for the page.

Home Page Layout: Where the admin can arrange the design, and feel of the group. Decide between Left and Right-side columns. And turn on or off zones (refer to FAQ for Chapter Members) that appear on the home page for the group. Ability to rearrange how the home page displays.

Resource Manager: Depository for file to be linked to on other pages in your group. You can upload files here that you want to hyperlink in your welcome message or on other custom pages in the group.

Custom Pages: Create pages for a variety of uses for your chapter members. For an example, you can create a custom page as a place for your membership to view your meeting minutes.

File Library: A place for your chapter members to view different files you make available to them.

Manage Events: Ability to create events and take registrations for these events. Unable to charge registration for these events, and non-members of your chapter will not see these events.

View and Manage Photos: Members will be able to submit photos to be viewed by all chapter members. They must be approved by the group admin before they are viewable to everyone.

View & Start a New Blog: This area will allow the group admin to start new blog posts and to view past posts. After these are posted, chapter members will be able to comment on them. These posts will only be viewable by members of the chapter.

View Forums & View Forum Categories: Admins will be able to create categories in which members will be able to discuss topics. These forums and categories will only be viewed by members of the chapter.

View Current Members: This area will display all current members of the chapter. The group admin will have the ability to Remove from Group. This will remove the member from the chapter, but not from ARMA International. The next time this member renews their membership, they will not renew your chapter. There is also the ability to Search Entire Community (all of ARMA's Membership Directory) and Add a Member to your Group. This will add the member to your chapter, but it will not generate an invoice for them to pay chapter dues. Adding a member this way brings the member into your chapter for free. The next time this member renews, they will renew for your chapter dues.

**Members can join chapters through their own profile, at the time they join or at when they renew their membership. Outside of this time, International members may join your chapter, but they will need to contact members@armaintl.org to register and pay for chapter dues.

**Members also have the ability to remove their own chapter membership. See FAQ for Chapter Members for more on this topic.

View Membership Log: This area shows how many members have joined, when they joined, if members have left, and the dates of these activities.

Export Group Members: This area will allow Admins to export a membership list at the convince of the chapter. It will always be up to date.

Available Reports: Custom reports that will be provided from HQ. More will come in this area, so stay tuned!

Actions: Message All Members – the group admin is able to send a message that will go to each members' inbox (within YourMembership). **Email All Members-** allows the group admin to send a plain

text email to all members. This message will be delivered to the email address each chapter member has in their profile.

New Member Chapter Notifications: See FAQ for Chapter Members.

Chapter Officer Changes: More information on this process will be available in the future. Please continue to email changes to chapters@armaintl.org.