Chapters Membership Data Clean up (AMS)

Declaration:

I confirm that I am accepting money from ISOC staff in good faith as reimbursement for work undertaken by myself or someone that I employed, in order to consolidate and check the integrity of the data. Any excess of funds will be used to support the Chapter in support of membership development.

I confirm that the data uploaded into the ISOC AMS membership system represents to the best of my knowledge, an accurate listing of the data for [Chapter] and that this information is true and valid.

Signed: _____

Representative of: _____ Chapter of the Internet Society

Date: _____ 2009

INVOICES

Please attach evidence of costs incurred.

BANKING DETAILS

Please complete the banking details below and return to chapter-support@isoc.org.

BANK INFORMATION
INSTITUTION
Account Name:
Account number or IBAN :
Account currency:
BANK
Full name:
Branch (name or number):
Address:
SWIFT (BIC, etc):
Additional information (ABA/Routing number, etc):

Instructions for connecting to your chapter's ISOC Webdav folder

To assist in the chapter-data upload process, ISOC has provided one secure, password-protected folder for each chapter. Once you have exported your Chapter Roster to the .csv file and made modifications, please upload that file using the instructions below:

Connecting to your chapter's secure Webdav folder using a PC running Windows XP:

1. Open **'My Network Places'**
2. Under ' Network Tasks' click **'Add a network place'**
3. The 'Add Network Place' wizard is displayed. Click 'Next'
4. Highlight the option **'Choose another network location.** Specify the address of a web site, a network location, or a FTP site' and click 'Next'
5. Enter your WebDAV URL in the 'Internet or network address' box. Click 'Next'
6. Enter your username and password when prompted. Make sure the 'Remember my password' option is checked. Click 'OK'.
7. Enter **'ISOC WebDAV'** when prompted to enter a name for this network place. Click 'Next'
8. Check the box marked **'Open this network place when I finish'** and click 'Finish'
9. You may be prompted to enter your username and password again at this point
10. The WebDAV directory is now displayed and you can drag and drop files to/from other directories on your machine

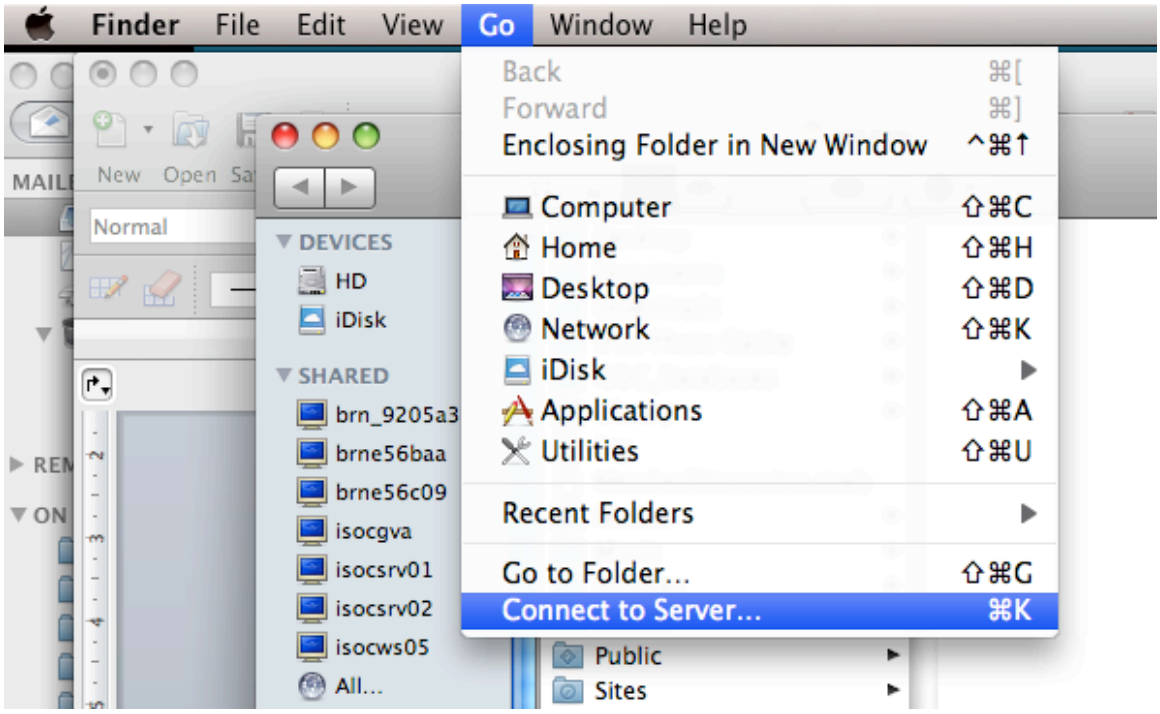
Note: The above steps will only work for **Windows XP**. For Vista you may need to apply patches found here: http://support.microsoft.com/kb/928692/en-us and http://support.microsoft.com/kb/907306/en-us and http://support.microsoft.com/kb/892211/en-us

Let us know if you do not have access to a Windows XP machine, or a Mac or Linux box, as we may be able to devise another upload alternative.

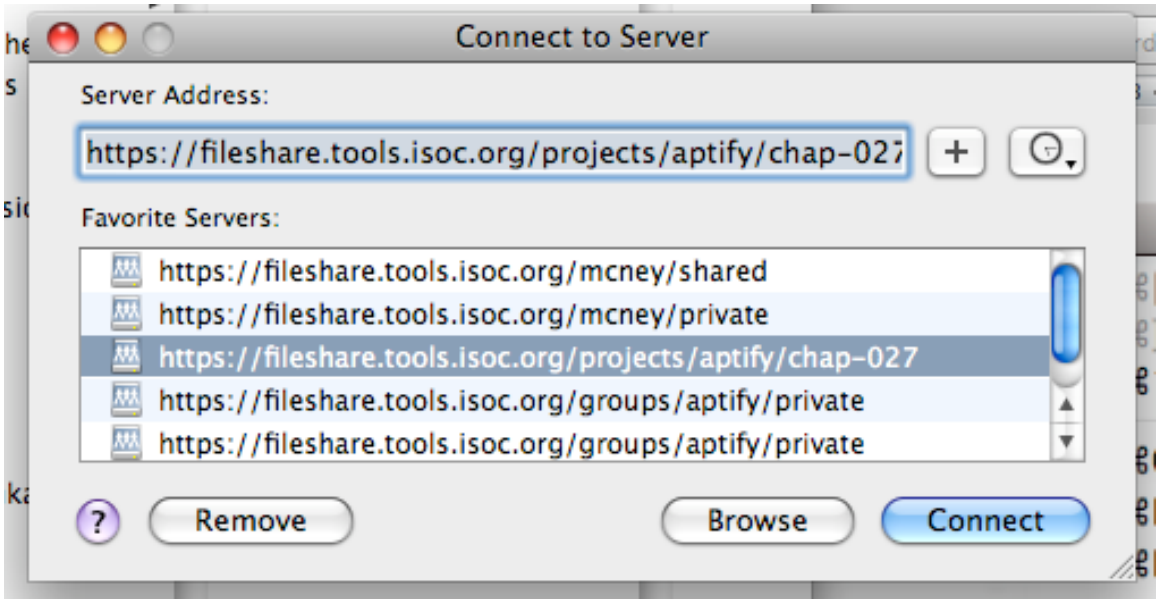
Connecting to Webdav using a Mac:

This procedure is a bit simpler than the one above:

1. Launch a Finder window and click **Go → Connect to Server**



You will see a dialog box like the one displayed below:



2. Enter your chapter's URL in the Server Address field above, and click the "+ **button"** to the right of that field.

3. That will initiate the connection, and you then need to enter your chapter username & password.
4. You can now drag and drop the .csv file into this folder.
5. After the first connection, your folder will be “stored” in the Favorite Server area so it will be easier to access next time.