



Internet Society 2010 AMS

(Association Management System)

Overview

Menu items

The screenshot shows the Internet Society website interface. At the top, a navigation bar includes links for Home, My Account, Chapter Management, Make a Contribution, and Logout. The 'My Account' dropdown menu is open, displaying options: View/Edit Profile, My Chapters, Interests & Subscriptions, and Reset Password. A blue callout box points to this menu with the text: 'My Account drop-down allows access to **YOUR** personal data. From here you can update your profile (including language and date-format preferences), indicate interests, or subscribe to newsletters. All users will have this menu.'

Welcome, Lincoln McNey
ISOC Member Type: Sustaining
Membership Join Date: 16/11/2009
Expiration Date: 01/06/2010
Lifetime ISOC Donor Level: Supporter

Logout

News

Join a Chapter

Support the Internet Society

Donate

General Help/FAQ

More Help

Chapter Management menu

- Chapter Management shows you the Chapter(s) for which you are an officer

Home My Account Chapter Management Meetings About ISOC Make a Contribution Logout

Internet Society

My Chapters

Any chapters of which you are an officer display below. Click on the Chapter Name to access Chapter Roster and the rest of the Chapter Management area.

Chapter
France Chapter
Germany Chapter (ISOC.DE e.V.)

Click the name of the correct Chapter to access all management functions for that chapter. Officers who belong to only one chapter will be taken directly to Chapter Roster!

Member Roster page

Home Chapter Roster Reports Edit Chapter Officers Manage Events Edit Terms

Internet Society

Belarus Chapter (Test record)

Member Roster

Number of Members: 18

Export Add Members Send Message

ID	First Name	Last Name	Email	Join Date	Expiration Date
45398	Chester	Chen	chester@aptify.com	01/03/2009	28/02/2011
38654	Steve	Conte	conte@	24/02/2010	23/02/2011
41115	Andrew	Crane	andr	30/06/2010	31/07/2011

Export button allows export of Roster to .csv file

Send Message allows you to message your members (all or just individuals)

Click the ID number for each Member to see his/her Details page

Dates in International format if you want them (set preference in your profile).

If you don't specify a preference, the date format will default from your selected Country (US will have US format, all others International)!

Add Members page

Use this page to manually add members, or upload via a .csv file (limit 50 members)

Add Member

Belarus Chapter

You may add one member at a time.

Select one of the following options:

Active. Individual will immediately be added as both a Chapter member and a Global ISOC member.

Pending. Individual will immediately be added as both a Chapter member, and in a pending state for chapter membership review. You may update the review date on the Review Applicants screen.

Global. Individual will immediately be added as a Global ISOC member. This individual will not be granted chapter membership.

Note: Dues amount and currency type are for tracking purposes only. Individuals will not be paying chapter dues via the ISOC portal.

Delete	First Name	Last Name	Email	City	Country	Membership Start Date	End Date	Member Type	Dues Amount	Currency Type	Action Type
Delete	ASL	Test	am1test@isoc.org	Caneva	Switzerland	04/08/2010	03/08/2011	Member	200	EUR	Active Pending Global

Country defaults to Chapter country, and Currency type to country default currency (may not be enabled for all chapters yet).

Dues amount shows information for tracking only – there will be no invoicing for chapter fees via the portal

If adding a "legacy member," you can now accurately indicate actual chapter-membership dates for your chapter.

Marking an added member as Active makes them appear on the Roster page as a member. Pending means (generally) that you are waiting for some dues or action from that member

Review Applicants page

This page shows all potential members waiting for your approval.
Potential members are not full members until you approve them.

Chapter Membership Approval

Here is the list of pending chapter membership applications for your chapter. Select one or more applications to activate membership. Alternatively, applicants can be rejected by clicking the Deny button.

Comments can be added to the applicant's Person record in either case, using the Chapter Comments button.

You may view a maximum of twenty applicants, starting with the oldest submissions. To view more recent submissions, you must process the older ones first.

Number of Pending Applicants: 2

Select All Deselect All Approve Deny											
Full Name	City	Email	Phone	Date Submitted	Start Date	EndDate	Member Type	Dues Amount	Currency	Details	Selected
Alice Terra	Lima	terra@hotmail.com		02/08/2010	02/08/2010	01/08/2011	Member	0	USD	Details	☐
Rita Ribeiro	Brazilia	rita@hotmail.com		03/08/2010	03/08/2010	02/08/2011	Member	0	USD	Details	☐

Once approved, the new Member will appear on the Roster page

Denied applicants will "disappear" from view, but the person can still apply again.

Start and End dates will default automatically to application date + one year, but these can be changed as needed

Details allows you to drill down into that person's record

Process Renewals page

This page allows you to review and then renew Members who may be expiring/have expired

Home Chapter Roster Officers Manage Events Edit Terms Add Members Review Applicants Process Renewals

Germany Chapter (ISOC.DE e.V.)

Chapter Renewals

Members expiring within 31 to 60 days

Select All Deselect All Email Renew Export

ID	Full Name	City	E-Mail	Phone	ISOC Member Type	Start	End	Member Type	Dues Amount	Currency	Details	Selected
5592	Klaus Becker	Mering	klaus.becker@beck	4982333009	Global	01/12/2003	30/11/2009	Member		Euro	Details	☐

Use drop-down menu to see different date ranges of members who need to be renewed

Email allows you to launch a WYSIWYG editor and email potential renewers

Export will provide a .csv file containing all members displaying in the table view

Chapter Officers page

Displays all current and past chapter officers. Also, specific officers (can be decided per officer Role) are able to **add officers from the current Member Roster** without needing to contact ISOC global. You can also extend or terminate an officer's tenure using the **Edit Role** feature.

The screenshot displays the 'Chapter Officers' page for the Germany Chapter (ISOC.DE e.V.). The page includes a navigation bar with links: Home, Chapter Roster, Reports, Edit Chapter, Officers, Manage Events, Edit Terms, and Add Member. The Internet Society logo is visible on the left.

Chapter Officers

Use this page to manage officers from your chapter.
Clicking **Add Officer** will allow AMS Administrators to assign any chapter member to a new role.
Clicking **Edit Role** will allow AMS Administrators to change the tenure dates for a given role of an officer.
For any chapter officer not carrying the AMS Administrator role, this page will be read-only.

Role	Title	Person	Start	End	Details
Chapter AMS Administrator	Alternate Chapter Administrator	Dittler, Hans Peter	01/02/2009	31/01/2010	Edit Role
Chapter AMS Administrator	Deputy President	Crane, Andrew/Aptify	01/10/2009	30/11/2009	Edit Role

Buttons: [Add Officer](#) [Current](#)

Germany Chapter (ISOC.DE e.V.)

Edit Officer

On this page you can extend the tenure of this particular officer, disable the a current role for this officer, or entirely. To have this person continue as an officer for your chapter, change the End Date to a date in the future. To change the End Date so it occurs in the past. To remove this officer entirely from all officer duties, you will no longer holds with your chapter.

Member:

Role:

Role Title:

Start Date:

End Date:

[Return to Officer List](#) [Return to Member List](#)

Germany Chapter (ISOC.DE e.V.)

Member:

Role:

Start Date:

End Date:

[Return to Officer List](#) [Return to Member List](#)

Member Self-signup Profile Page

Step-by-step wizard
shows where users are
in the process.

Chapters are
referenced all the way
through.

Enter user information Select Membership Level Select Chapters

Thank you for your interest in joining ISOC!

Before selecting a membership level, you must first create a user account.

ISOC takes privacy laws seriously. Your data will be used for membership outreach purposes and will only be used for membership outreach purposes.

To view Internet Society's policy on privacy, please click the following link: <http://www.isoc.org/help/privacy/>

Account Information * designates required fields

* Username

* Email

* Password

* Repeat Password

* First Name

* Last Name

* Country

Middle Name

Contact Information

Select Address Type

Email checked for basic validation. Passwords must match. Blank fields are not allowed, and JavaScript must be enabled

By request, very few fields are required for new-member signup. All required fields are grouped together.

New Member Signup

ISOC Membership page

Enter User Information

Select Membership Level

Select Chapters

Membership Levels

ISOC offers two individual membership levels: the **Sustaining Member** and the **Global Member**. Both levels give individuals opportunities to actively participate in ISOC's activities. Individual memberships are for people who share the goal of supporting ISOC's Mission and Principles and agree to ISOC's code of conduct.

Individual members get access to ISOC's conferences, educational events, announcements, briefings, and newsletters. They are invited to participate in ISOC's surveys and discussion groups. Individual members can also participate in ISOC Chapters around the world, helping ISOC to continue to have a global impact by reaching out locally.

The Sustaining Member level includes the additional benefit of allowing individuals to participate in the election of one ISOC Board of Trustee Member, once 500 sustaining members join together under the Organizational Membership plan.

- ☒ Global
- ☐ Sustaining

[Next Step](#)

New Member Signup – Chapters

All users at this stage have been created as ISOC Global Members and are now encouraged to join a chapter.

NOTE: New members will not be a Chapter Member until you approve them on Review Applicants page.

The screenshot shows the 'Select Membership Level' step of the Internet Society chapter selection process. The form includes a navigation bar, the Internet Society logo, and a list of chapters with checkboxes. Three callouts provide additional context:

- Callout 1:** Users encouraged to join multiple chapters.
- Callout 2:** Users are prevented from joining more than four (4) chapters within a 24-hour period.
- Callout 3:** Since I have expressed interest in two chapters, I will appear on both chapters' Review Applicants pages, and both chapters will receive notifications that an applicant has expressed interest.

Internet Society

Home My Account About ISOC Meetings Make a Contribution Logout

Select Membership Level

Please select the chapter(s) you might be interested in joining. A chapter officer will contact you with application details.

Finish

Tell me more:

☐	Georgia Chapter
☐	Argentina Chapter
☐	Armenian Chapter - ISOC AM
☐	Australia Chapter
☐	England Chapter
☐	Finland Chapter - ISOC-SIY
☒	France Chapter
☐	Gambia Chapter
☐	Georgian Chapter
☒	Germany Chapter (ISOC.DE e.V.)
☐	Ghana Chapter
☐	Greece Chapter

Send us your feedback!

Send comments or suggestions to
amshelp@isoc.org

Thanks!