



Internet Society 2011 Chapter Portal (AMS)

Overview including new features as of
January 2012

Menu items

Home My Account Chapter Management

InterSoci

Welcome to the Internet Society

Internet Society is an independent international nonprofit organisation founded in 1992 to provide leadership in Internet related standards, education, and policy around the world.

View/Edit Profile
My Chapters
Interests & Subscriptions
Reset Password

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



Help/FAQ area for
portal Q & A

Join a Chapter

By joining a Chapter, you can become more personally involved in the future of the Internet or issue specific Internet community.

Chapters bring a sharper and more personal focus to local and regional Internet issues to be recognized and included in the discussion.

[Join a Chapter](#)

This block of text & link to Chapters page will encourage all members to join chapters – it appears to all ISOC Members after login

Support the Internet Society

Support leading research in our industry and ensure that promising up and coming professionals have access to scholarships. Contributions are fully tax-deductible!

[Donate](#)

[Renew your Sustaining Membership](#)

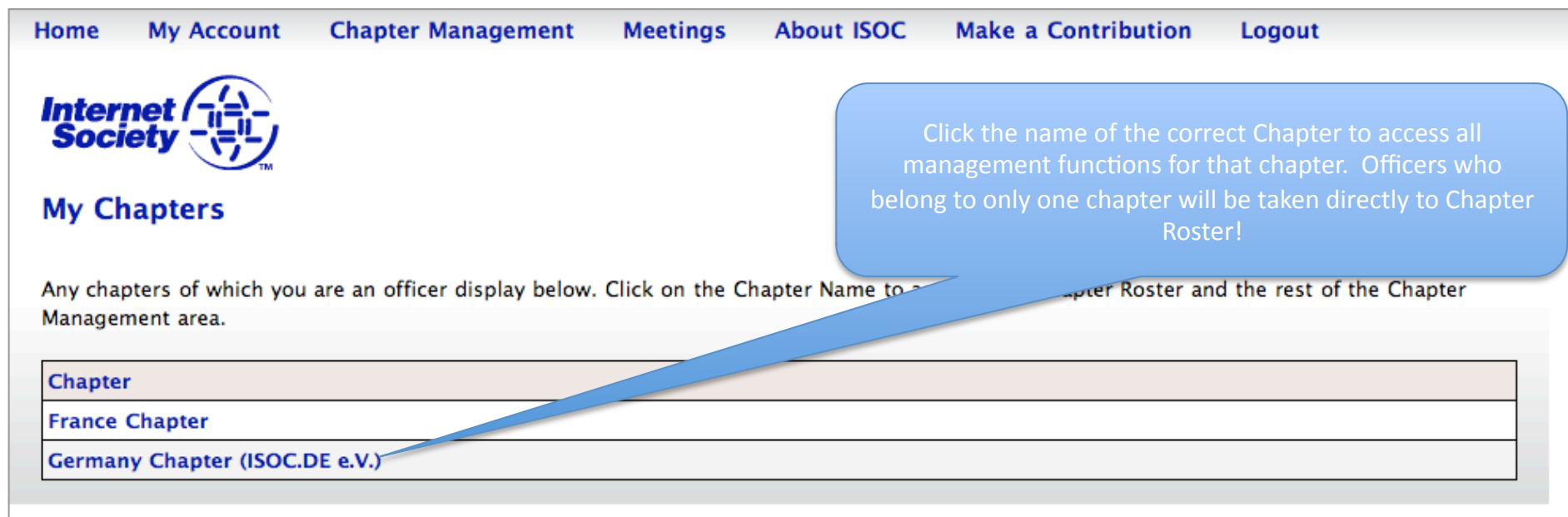
General Help/FAQ

If you need help using the membership and chapter portal, please click the link below to find our portal guides and FAQ list. For direct support, please send an email to amshelp@isoc.org

[More Help](#)

Chapter Management menu

- Chapter Management shows you the Chapter(s) for which you are an officer. Clicking the chapter name leads directly to that chapter's Roster page.



The screenshot shows the Internet Society website's navigation bar with links: Home, My Account, Chapter Management, Meetings, About ISOC, Make a Contribution, and Logout. Below the navigation bar is the Internet Society logo and the heading "My Chapters". A text block states: "Any chapters of which you are an officer display below. Click on the Chapter Name to go to the Chapter Roster and the rest of the Chapter Management area." Below this is a table with two rows of chapter names. A blue callout box points to the "Germany Chapter (ISOC.DE e.V.)" row, containing the text: "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!"

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

Updated Member Roster page

(all underlined columns are sortable)

NEW: Search ability on Chapter Roster. Search uses "Contains" operator to find entries for any of the fields listed.

Send Message allows you to message your members (all or just individuals). Use in combination with Search to group members for targeted mailings.

Export button allows export of entire Roster to .csv file

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

Addition of City and State (US/Canada only) fields allow better demographic management by chapters.

NEW! Deactivate button means one-click deactivation from your chapter. Deactivated members do NOT appear on Process Renewals.

Inter Soc

Belarus Chapter

Member Roster

Number of Members: 7

First Name Last Name City State Country Email Join Date Expiration Date Deactivate

	Makkunei	Kanazawa		Japan	rinkaan@yahoo.com	16/12/2010	26/01/2012	Deactivate	
	Munster			Japan	munster@yahoootest.com.TEST	16/09/2010	26/01/2012	Deactivate	
47099	Lincoln	Test McNey	Reston		Mozambique	mcney+mcneytest@dittler.net	18/04/2011	17/04/2012	Deactivate
43058	Lincoln	McNey	Geneve		Switzerland	mcney@isoc.org	10/08/2009	05/07/2011	Deactivate
46762	Anne	Lord			lia	lord@isoc.org	21/12/2010	20/12/2011	Deactivate

First Name
Last Name
City
State/Province
Country
Email

Search

Export Add Member(s) Send Message

Add Members page (part 1 of 2)

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

Add Members

Belarus Chapter

You may add one

Select one of the

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. You may update the member's status at a later date on the *Review Applicants* screen.

Global. Individual will immediately be added as a Global ISOC member. 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	AMS1	Test	ams1test@isoc.org	Geneva	Switzerland	04/08/2010	03/08/2011	Member	200	BYR	Active

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

Add Members page (part 2 of 2)

Explanation of yellow highlighting

Add Member

You may add

Select one of

Active. Individ

Pending. In

Applicants s

Global. Individ

If the member you are adding already exists in AMS, you will see this yellow highlighting.

This is just for your information, and is normal. It just lets you know that changes to the person's record can also affect other chapters.

Just click **Continue** to add the person to your chapter. It will not create a duplicate of the person or have any other negative effect.

r.

ate for chapter membership. You may activate chapter membershi

granted chapter membership.

Note: Dues amount and currency type are for tracking purposes. 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
Delete	Lincoln	McNey	mcney@isoc.org	Geneva	Switzerland	10/25/2011	10/24/2012	Member

The highlighted record(s) already exist in the Aptify database based on exact e-mail match.

Press Continue to add chapter membership to the existing database records, or modify your input and re-submit.

Continue

Updated 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 Applicants

Here is the list of pending chapter membership applicants. One or more applicants can be rejected by clicking the Deny button.

Comments can be added to the application by clicking the Enter Comments tab.

Number of Pending Applicants: 5

Full Name Search Export Select Deselect All Approve Deny Deny & Email Send Email

Full Name	City	State/Province	Country	Email	Date Submitted	Start Date	End Date	Dues Amount	Currency	Details	Selected
Belarus Test			Belarus	mcney+belarus@dittler.net	19/04/2011	4/19/2011	4/18/2012	0	USD	Details	☐
Rinkaan Makk	Geneva	IL	United States	mcney+chapterapp@dittler.net	16/05/2011	5/16/2011	5/15/2012	0	USD	Details	☐
Rinkaan Makk	Geneva		Switzerland	mcney+chapterapp2@dittler.net	16/05/2011	5/16/2011	5/15/2012	0	USD	Details	☐
Rinkaan Refu	Seattle	WA	United States	mcney+chapterapp4@dittler.net	17/05/2011	5/17/2011	5/16/2012	0	USD	Details	☐
U				mcney+chapterapp3@gmail.com	17/05/2011	5/17/2011	5/16/2012	0	USD	Details	☐

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

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

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

NEW: Search uses "contains" operator for queries on any of the fields listed. Also, all underlined columns are sortable.

Coming soon: Deny & Email feature allows you to both deny and send a templated explanation to denied members.

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 already expired. Emails indicating chapter-membership renewal will be sent automatically by AMS to the member.

The screenshot shows the 'Internet Society' logo and a 'Chapter Renewal' section. A callout points to a date range dropdown menu. Another callout points to an 'Email' button. A third callout points to a 'Details' button. A fourth callout points to an 'Export' button. The page displays a table of members needing renewal.

Internet Society

Chapter Renewal

Use drop-down menu to see different date ranges of members who need to be renewed. New text above displays total members needing renewal in all views.

elarus Chapter (Test record)

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

Details button shows you the member's profile, for review before Renewal

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

Total members needing renewal: 2
Members needing renewal in this view: 2

Members expiring within 31 to 60 days

ID	Full Name	City	Email	Phone	ISOC Member Type	Start	End	Member Type	Dues Amount	Currency	Details	Selected
49991	Clos Marie	Languedoc	closmarie@isoc.org		Global	30/08/2010	01/01/2012	Member	0.00	USD	Details	☐
45347	Gumbé ガンビー	Washington	gumby@aptify.com		Global	01/03/2010	14/12/2011	Member	0.00	USD	Details	☐

Buttons: Deselect All, Email, Renew, Export

Chapter Officers page

Displays all current and past chapter officers. Also, any officers with Chapter AMS Admin role (can be granted to any officer) 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.

[Home](#) [Chapter Roster](#) [Reports](#) [Edit Chapter](#) [Officers](#) [Manage Events](#) [Edit Terms](#) [Add Memb](#)



Germany Chapter (ISOC.DE e.V.)

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

[Home](#) [Chapter Roster](#) [Reports](#) [Edit Chapter](#) [Officers](#) [Manage Events](#) [Edit Terms](#)

Germany Chapter (ISOC.DE e.V.)

Member: 40812 Andrew, Andrew

Role: Alternate Chapter Administrator

Start Date: 09/10/2009

End Date: 08/10/2010

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

[Home](#) [Chapter Roster](#) [Reports](#) [Edit Chapter](#) [Officers](#) [Manage Events](#) [Edit Terms](#) [Add Memb](#)



Germany Chapter (ISOC)

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 not be able to hold with your chapter.

Member: Crane, Andrew

Role: Chapter AMS Administrator

Role Title: Deputy President

Start Date: 01/10/2009

End Date: 30/11/2009

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

Two-step wizard shows where users are in the process. Middle step was removed after feedback from users.

Member Self-signup Profile Page (step 1 of 2)

Enter user information

Select Chapters

Thank you for your interest in joining ISOC!

Before becoming an ISOC member and/or joining a chapter, you must first create a user account.

ISOC takes privacy laws seriously. Your data will not be sold and will only be used for membership outreach

To view Internet Society's policy on privacy and data <http://www.isoc.org/help/privacy/>

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

* designates required fields

Account Information

* Username	lincoln.mcney
* Email	mcney@isoc.org
* Password	
* Repeat Password	
* First Name	Lincoln
* Last Name	McNey
* Country	Switzerland
Middle Name	

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

Contact Information

Select Address Type	Home Address
	☒ Preferred Address

Member Self-Signup (2 of 2) – Chapters page

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

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

The screenshot shows the 'Select Chapters' section of the Member Self-Signup page. It includes a table of chapters with checkboxes for selection. Callouts provide additional information: users can join multiple chapters, but are limited to four within a 24-hour period; users can still apply to new chapters even if they are already members of others or have pending applications; and a new feature allows users to see which chapters they have applied to and which they are members of.

Users encouraged to join multiple chapters

However, users are prevented from joining more than four (4) chapters within a 24-hour period - this helps reduce "Spam member" applications.

Users can still apply to new chapters (in this case Belgium Wallonia) even if they are already members of other chapters, and/or waiting to hear back on pending applications.

NEW FEATURE: users can now see which chapters they have applied to, as well as those they are members of.

Select Chapters	
Tell me more!	Chapter
☐	Algeria Chapter
☐	Argentina Chapter
☐	Armenian Chapter - ISOC AM
☐	Australia Chapter

Tell me more!	Chapter
☐	Argentina Chapter
☐	Armenia Chapter
☒	Australia Chapter - Your application to this chapter is pending review
☐	Bahrain Chapter
☐	Bangladesh Chapter
☒	Belarus Chapter (Proposed)
☐	Belgium Chapter
☒	Belgium Wallonia Chapter
☐	Benin Chapter
☐	Brazil Chapter
☒	Bulgaria Chapter - Your application to this chapter is pending review
☐	Burundi Chapter

City/State page

(when applying for a chapter, City/State info is now requested for all Members that have not previously provided this info)

- This page appears as an “extra” for any Member applying for any chapter, if they have not yet specified a City in their preferred address.
- Any member who has already provided a City will NOT see this page.

City is requested for all members applying to all chapters – if they have not specified a city, all members will now see this page when applying to any chapter worldwide.

State field will only be requested for those members with addresses in the US or Canada. Since this member lives in Switzerland, he/she is only asked for City and State is greyed out.

Management Make a Contribution Logout

Chapter Membership

In order to process Chapter applications, we also request that members update their profiles with City information. For many chapters, the City field helps them better understand the demographics of their members. Residents of the US & Canada will also be asked to provide State information.

* City

State/Province

* Country

NOTE: Any updates or changes to the fields above will also result in new data being saved to your profile.

Edit Chapter Page

These fields control how the chapter information displays in other areas of the AMS – on the Chapter webpage on isoc.org, but also in email confirmations from your chapter.

Belarus Chapter (Test record)

Edit Chapter

Chapter Name	Belarus Chapter (Test record)
Address	123 Belarus Street
City, State ZIP	
Country	Belarus
Email	MCNEY@ISOC.ORG
Website	http://www.belaruschapter.org

Save

Go To Chapter

Web Presence is a new feature that allows your chapter to specify many URLs – such as social networking pages – along with the main chapter website.

Web Presence

Chapter Web Presence manages the URLs where a given chapter may have some pages or presence on the Internet. Besides the "main" chapter website listed above, these URLs are for items like Facebook pages, RSS feeds, etc. Please include any links related to your chapter below – these will then appear on the ISOC Chapter listings.

Note: Click the Link Title to edit that particular URL.

Add Web Presence

Link Title	Link Type	Link Value	Comments	Delete
RSS Link	RSS	rsslink.test	This is a test run on the Web Presence Link	Delete

Send us your feedback!

Send comments or suggestions to
amshelp@isoc.org

Thanks!