

## 39<sup>th</sup> AMM USAWOA Interactive Portal Report CW5 (Ret) Frank Meeks, Portal Webmaster

### Using the Portal for the 39<sup>th</sup> AMM Online Registration:

One of the key things that Frank Meeks has learned is how the USAWOA Interactive Portal can manage registration for an USAWOA Annual Meeting of the Members (AMM). The USAWOA 39<sup>th</sup> AMM Online registration went live on May 15, 2011.

### Using the Portal for the 40<sup>th</sup> AMM Online Registrations:

All of the online sessions have been setup for the 40<sup>th</sup> AMM and Banquet/Ball. According to the host chapter, their plan is to go live with the online registration for the 40<sup>th</sup> AMM and Banquet/Ball on November 1, 2011. There will be an early registration and regular registration fee.

### USAWOA Region/Chapter Presidents:

One way Chapter Presidents or members of a chapter can view a list of the members and members-at-large of a USAWOA chapter is to go to the USAWOA Portal at the following web address: <https://usawoa.net>. Click on *Login* at the bottom of the left column. Enter your **Log-In and Password** and click the **red GO** button.

After Logging-In on the left column, you will see the **Individual Directory** button. Click on the button. Next go down to where you see **Chapter/Affiliate** in the **Individual Directory Search** window. Click on the dropdown arrow and select your chapter number. Go to the bottom of that window and click on the **red Search button**. On the next page close to the top of the window, it will show you how many pages there are with names of the chapter members.

You can also see the members-at-large for your chapter by selecting the number that begins with "1" (European Region) in the **Chapter/Affiliate** dropdown box plus the **last "3" numbers** of your chapter number. Example: 0101 for chapter and 1101 for members-at-large or 0501 for chapter and 5501 for members-at-large.

At this time, there is not a print option for the Region Directors and Chapter Presidents to print out the membership reports.

**USAWOA NEWSLINER:** On January 16, 2011, the USAWOA started using the USAWOA Portal to make distribution of the monthly USAWOA NEWSLINER to members who let the Headquarters know they wanted to receive the NEWSLINER electronically. Each month when the NEWSLINER is ready for electronic notification, the HQs sends out an e-letter notification from the Portal letting members know the electronic NEWSLINER is available for download.

**Electronic Proxy:**

This year the e-proxy form was sent to members by email notification format on August 5, 2011 at 2:30 P.M. if a member had an email address in their profile. The message included a web link to download and complete their e-proxy form at:

[https://usawoa.net/Files/2011\\_Proxy\\_Form.pdf](https://usawoa.net/Files/2011_Proxy_Form.pdf). The manual proxies were mailed out from the home office to those members without an email address or if their email address was rejected. A copy of the manual proxy form was printed in the September 2011 NEWSLINER.

For the Corps,

A handwritten signature in black ink that reads "Frank". The signature is written in a cursive, slightly slanted style.

Franklin D. Meeks  
Portal Webmaster