

ABOUT MY CHAPTER

MY CHAPTER is a dynamic new online chapter management tool. **MY CHAPTER**

- provides immediate real-time access to your chapter's current membership data
- keeps track of online purchases charged to your chapter
- stores previous three months of membership data for your reference and research
- allows designated chapter officers to make corrections to membership information online and in real time
- grants chapter presidents exclusive access to billing details and one place to report and update board and chapter address information for the chapter
- maximizes your Internet presence by allowing you to customize your APICS chapter locator info.*

Accessing **MY CHAPTER** is as easy as 1 2 3

1. Log into the APICS Web site at www.apics.org.
2. Select the View/Edit My Info link within the Welcome panel in the upper left-hand corner of the screen.
3. Select Manage **MY CHAPTER** from the left-hand navigation bar.

Note: Chapter officers/staff who have not been granted My Chapter access by their chapter president won't see the **MY CHAPTER** option on this screen.

Current chapter board members and region staff with **MY CHAPTER** access can also gain entry to **MY CHAPTER** through the Volunteer Resource section by:

1. Logging into the APICS Web site at www.apics.org.
2. Using the Navigation Bar at the top of the page and selecting Membership/Chapters/Volunteers.
3. Scrolling down the page until you get to the **MY CHAPTER** link.

Note: Only active APICS members can access the Volunteer Resource section. Also, while anyone with access can view the **MY CHAPTER** link, only those chapter and region officers who have been granted **MY CHAPTER** access will be allowed to access. Others will receive an error message directing them to contact their chapter president.

When you select Manage **MY CHAPTER**, you will be taken to the **MY CHAPTER** area. To use this area, you must read and accept the User Agreement (one time only). Each parent chapter and each student chapter has a separate **MY CHAPTER** area. Therefore, if your chapter has affiliated student chapters or if you have board roles in more than one chapter, your **MY CHAPTER** drop-down menu (on the left hand navigation bar) has more than one chapter to choose. Make sure you open the selection box and pick the appropriate chapter to review (Hint: The menu list chapters in alphabetical order by Chapter name).

Assigning **MY CHAPTER** access to other board members/staff

Since only chapter presidents and region staff identified in the volunteer database have immediate access to **MY CHAPTER**, at your earliest convenience, please take the opportunity as chapter president to designate which chapter officers/staff should have access to **MY CHAPTER** via the Board Management function of **MY CHAPTER** for the 2004-2005 term. At a minimum, most chapter presidents must grant **MY CHAPTER** access to the chapter officer(s) responsible for membership activities (i.e., welcoming new members, following up with individuals whose memberships have expired, etc.).

To add a board member to the current or next term under the Board Management function of **MY CHAPTER**, you will need the person's APICS ID. You can obtain the APICS ID by looking through your membership data files or asking the person. To obtain an APICS ID for someone who does not have one, please send an e-mail request to APICS Customer Support to service@apicshq.org. Provide work and/or home address, indicate if preferred address should be work or home, e-mail address, home phone, and work phone. Once you receive the new number from Customer Support, you will be able to add them to the board roster.